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Continuing Education Regulations of the FHNW University of Applied Sciences and Arts Northwestern Switzerland

The University Board of FHNW University of Applied Sciences and Arts Northwestern Switzerland,

pursuant to § 22 (g) of the Intercantonal Treaty between Cantons Aargau, Basel-Landschaft, Basel-Stadt and Solothurn on FHNW University of Applied Sciences and Arts Northwestern Switzerland of 27 October 2004/9 November 2004/18-19 January 2005 and taking into account the Federal Act on the Funding and Coordination of the Swiss Higher Education Sector (Higher Education Act of 20 September 2011, HFKG) and the Federal Act on Continuing Education of 20 June 2014 (Continuing Education Act, WeBiG),

issues the following provisions on 3 November 2025:

Part 1: General

§ 1 Scope

[1] These Continuing Education Regulations govern the legal basis for the continuing education programmes Master of Advanced Studies (MAS), Master of Business Administration (MBA), Executive Master of Business Administration (EMBA), Diploma of Advanced Studies (DAS) and Certificate of Advanced Studies (CAS) as well as for modules from these programmes that can be completed individually at FHNW schools.

[2] Programmes operated in conjunction with partner institutions outside the FHNW are governed by these Continuing Education Regulations as regards the services that are to be provided at the FHNW, unless otherwise stipulated in the cooperation agreement.

§ 2 Further rules and regulations

Programme regulations

[1] The Director of an FHNW school issues programme regulations for each programme. In the case of inter-university programmes, the partner universities agree on joint programme regulations. Programme regulations shall contain at least the following provisions:

- the conditions of admission and the admission procedure pursuant to § 4;
- the conditions for allocating available places (enrolment) in accordance with § 4(6);
- the procedures and legal consequences of any withdrawal, discontinuation of programmes by participants or exclusion from a programme;
- the skills profile;
- the learning content (programme overview) or an overview of the modules to be completed (module plan);
- the number of ECTS credits;
- responsibility and the procedure for the transfer of credits in accordance with § 6(11);
- the type of assessment (including CAS, DAS and MAS/MBA/EMBA theses [qualification theses]) and the marking thereof in accordance with § 6(3) and (4);
- any attendance requirements;
- the procedures for any transcript of records in accordance with § 6(10);

- responsibility and the procedure for compensating for disadvantages in accordance with § 12(2);
- the requirements for successful completion of the programme in accordance with § 10(1);
- the details of the certificate or diploma to be awarded;
- the programme-specific addition or supplement to the diploma or certificate.

Programme terms and conditions

[2] The programme manager shall issue the programme conditions applicable to the delivery of the respective programme or module. The programme conditions shall include at least the following provisions:

- The person responsible for the programme (programme manager);
- the programme fees, other costs and any fees for retaking assessments in accordance with § 6(8);
- the deadlines and procedures for registration and the admission process;
- the minimum and maximum number of participants;
- the timetable for programme events and modules;
- the procedures (dates, method of delivery, etc.) for assessments.

[3] The person responsible for the programme shall issue a module description for each module offered individually. The module description shall specify in particular:

- the specific prerequisites and procedures for admission to a module;
- competencies to be achieved;
- learning contents;
- attendance requirements;
- the number of ECTS credits;
- nature of the assessment of performance and assessment modalities (grading of the performance);
- method for calculating the assessment modalities of a module (module grades);
- the requirements for successful completion of a module;
- where modules from programmes are also offered individually: the fees and costs for these modules;
- module coordinators.

[4] Where participants in modular programmes complete only individual modules, the relevant programme regulations and programme conditions shall apply to them mutatis mutandis.

[5] The programme regulations and programme conditions shall be published before the start of the programme, and the module descriptions before the start of the module.

§ 3 Modification, cancellation and postponement of programmes by FHNW schools

Programme changes

[1] FHNW schools reserve the right to make changes to the programme (venue, time, lecturers, delivery method, etc.). Should in-person courses be temporarily prohibited by law or only possible subject to significant restrictions, the FHNW schools reserve the right to deliver courses originally planned as in-person sessions exclusively online. No claims may be made against the FHNW school as a result of these programme changes.

Alternative dates

[2] If individual parts of a course are cancelled (e.g. due to lecturers falling ill), FHNW school shall offer alternative dates with an equivalent programme as soon as possible. No claims

may be made by participants as a result of this.

Cancellations and postponements

[3] FHNW schools reserve the right to cancel or postpone continuing education programmes or, in the case of modular programmes, individual modules if an insufficient number of participants have registered or if other circumstances arise that make it unreasonable to run the programme. In the case of modular programmes, the cancellation or postponement of individual modules may result in a change to the planned sequence of modules and/or a restriction of the options available in accordance with the module plan. No claims may be made against the FHNW schools as a result of this.

Information about cancellations or postponements

[4] Registered participants shall be notified of the cancellation or postponement of a programme or module by an FHNW school no later than 30 days prior to the start of the programme or module.

Refunds or withdrawals

[5] In the event of the cancellation of programmes or individually booked modules in accordance with paragraph 4, the FHNW school shall refund any fees and additional costs already paid. In the event of a significant postponement of the programme start date by an FHNW school, the registered person may withdraw their registration in writing (electronically or by post) within 14 days of being notified. In this case, the FHNW school shall also refund the fees and costs for programmes or modules that have not yet commenced. Any others claims for compensation are expressly excluded.

Part 2: Admission and programme schedule

§ 4 Admission and enrolment

[1] The continuing education programmes and the individual modules on offer are primarily aimed at individuals who hold an academic degree from a recognised university (Tertiary A) and have gained relevant professional experience after completing their studies.

[2] Individuals with a qualification from professional education and training institutions (Tertiary B) may be admitted if they have sufficient professional experience in a field relevant to the continuing education programme, if they have held a managerial or senior specialist role for several years where applicable, and if they possess academic knowledge appropriate to the programme[1]. Admission may be granted on condition that this knowledge is acquired at a later date.

[3] Individuals with equivalent competencies may be admitted on an exceptional basis if their eligibility to participate is demonstrated by other evidence. Their admission may be subject to conditions.

[4] Admission to a continuing education programme or a module may be refused if, following an individual security check by the school, there are concerns regarding the risk of potential misuse of the knowledge acquired at the FHNW.

[5] FHNW schools set out the specific admission criteria (length of professional and/or managerial experience, language skills, etc.) and the admission procedures in the relevant programme regulations.

[1] swissuniversities, Eckwerte Hochschulweiterbildung [Key Figures on Continuing Education], Bern, 26 November 2020, and Politik Weiterbildung FHNW [FHNW Continuing Education Policy] of 30 October 2017.

[6] Admission to a programme is granted upon fulfilment of the admission criteria and successful completion of any admission procedure.

[7] FHNW schools set out the procedures for allocating available places to applicants (enrolment in a programme) in the programme regulations.

[8] Participants are enrolled in a programme or in an individual module with legally binding effect upon written confirmation of enrolment.

[9] If admission to or enrolment in a programme is refused, the FHNW will issue a written rejection. Applicants whose applications have been rejected may request a decision subject to appeal from the programme manager within 20 days of the rejection.

§ 5 Programme structure

[1] CAS programmes comprise at least 10 ECTS credits and are divided up into various components or modules.

[2] DAS programmes comprise at least 30 ECTS credits and are divided up into various components or modules.

[3] MAS, MBA and EMBA programmes comprise at least 60 ECTS credits. They are generally divided into modules or, in the case of a composite programme, into several CAS programmes and the MAS thesis, MBA thesis or EMBA thesis.

[4] A module is a conceptual time-limited teaching and learning unit focusing on certain themes or content, which is defined by specifically described expertise and concluded with an assessment of performance. Specifically designated modules within a programme may also be offered or completed individually.

§ 6 Credits and assessment modalities

[1] The European Credit Transfer and Accumulation System (ECTS) is applied to the continuing education programmes. One ECTS credit corresponds to an average workload of 25 to 30 hours. ECTS credits are awarded when the requirements of the programme or module have been met and verified by at least one assessment. No ECTS credits are awarded for unsatisfactory performance. Only whole ECTS credits may be awarded.

[2] The acquisition of competences taught in a programme or module is determined and assessed by means of one or more assessments of performance (assessment modalities).

[3] Assessment modalities use a 6-point or 2-point scale.

[4] On the 6-point scale, whole, half and tenth marks may be awarded.

[5] The meaning of the marks on the 6-point scale is defined as follows:

- 6: excellent
- 5.5: very good
- 5: good
- 4.5: satisfactory
- 4: sufficient
- 3.5: narrowly insufficient
- 3: insufficient
- 2: poor
- 1: very poor

[6] The 2-point scale comprises the grades ‘pass’ and ‘fail’.

[7] An assessment of performance is passed if it is graded either with at least a (rounded) mark of 4 or with ‘pass’. The programme regulations may provide for the improvement of a

narrowly insufficient mark.

[8] An assessment of performance or module may be retaken once. The procedures for retaking are set out in the programme regulations or the programme conditions.

[9] Grades for assessments of performance or modules are communicated in writing. Participants may request a review subject to appeal of the assessment within 20 days of notification.

[10] The programme regulations may provide that, during the programme, a transcript of records detailing the components or modules completed during a specific period, their assessment and the ECTS credits earned is issued by way of a decision subject to appeal.

Transfer of credits

[11] Credits successfully completed in tertiary-level education and training, other formal tertiary-level continuing education, non-formal education as defined by the Federal Act on Continuing Education and Training, and practical activities may be recognised upon application, provided they are substantiated and recognised as equivalent in light of the programme's competence profile. As a rule, completion of these activities must not have occurred more than eight years previously. Credit cannot be awarded for qualification theses (CAS, DAS and MAS/MBA/EMBA theses). The responsibility for and the procedure for the transfer of credits are governed by the relevant programme regulations.

§ 7 Fees/costs

The fees and payment terms for the continuing education programmes and any individually offered modules are set out in the programme conditions for the delivery of the respective programme. If registration, examination and/or material fees or fees for study trips are charged, these must be shown separately.

§ 8 Intellectual property

[1] Teaching materials for FHNW programmes are protected by copyright. Copying and distribution outside the FHNW are prohibited without the written consent of the programme management.

[2] Copyright over qualification theses (CAS, DAS and MAS/MBA/EMBA theses) as well as other work produced during the programme or module shall vest in the author as the copyright holder. The author grants the FHNW a free, unlimited, non-exclusive right of use to the results of their work. Once the assignment has been completed, both the school and the author may use it free of charge, provided that the author's name and the school programme within which the work was produced are acknowledged. In the case of confidential work, the right of use on the part of the FHNW schools is limited to the management summary. The author waives any potential income from the commercial use of the work results by the FHNW.

[3] Any agreements deviating from paragraph 2 must be agreed in writing.

§ 9 Maximum duration of participation until completion

The maximum duration of participation until completion is three years from the date of commencement for CAS and DAS programmes, and six years for MAS, MBA and EMBA programmes. If a programme is not completed within this period, it is deemed not to have been successfully completed and the participant will be excluded from the programme in accordance with § 11(2). Participants will be issued with a confirmation in accordance with § 11(4). Programme directors may grant exceptions upon receipt of a justified request.

Part 3: Programme completion

§ 10 Diplomas/certificates/module certificates

[1] The requirements for successful completion of the programme are set out in the programme regulations. The requirements for the successful completion of an individually offered module are set out in the module description. In order to obtain an FHNW continuing education certificate or diploma, it must be ensured that, as a rule, at least one third of the credits and the qualification thesis have been completed at the FHNW.

[2] Upon successful completion of the programme, the relevant diploma 'Master of Advanced Studies FHNW', 'Master of Business Administration FHNW', 'Executive Master of Business Administration FHNW', 'Diploma of Advanced Studies FHNW', or the 'Certificate of Advanced Studies FHNW' will be awarded. A module certificate is issued for modules completed individually.

[3] Along with the diploma for an MAS, MBA or EMBA programme, the following documents are issued in German and English:

- a diploma supplement, which provides information on the programme profile, the grading scheme and the school; and
- a cumulative transcript of records describing the modules passed and module grades modalities obtained, and the topic of the MAS, MBA or EMBA thesis.

§ 11 Early or exceptional termination of programme participation

[1] Participation in the continuing education programme or modules shall be terminated early by the participant withdrawing or discontinuing their participation, or by exclusion in exceptional circumstances.

[2] Exclusion shall occur:

a. if successful completion of the programme is no longer possible;

b. if the maximum duration of participation until completion, as set out in § 9, is exceeded;

c. if a serious breach of obligations has occurred.

[3] Exclusion from the programme in accordance with paragraph 2(a) and (b) shall be decided by the programme managers; exclusion in accordance with paragraph 2(c) is decided by the director.

[4] In the event of early or extraordinary termination of participation in the continuing education programme, a certificate of attendance shall be issued detailing the programme components and modules attended and the module grades achieved.

Part 4: Rights and obligations

§ 12 Rights of participants

[1] The FHNW guarantees participants the following rights for the duration of the continuing education programme:

a. access to relevant information and regulations relating to the programme or module;

b. access to events and assessments in accordance with the programme regulations;

c. access to facilities (workshops, libraries, media libraries, computer systems, laboratories, other facilities and IT infrastructure) for the purposes of programme

participation;

d. receipt of the diploma, certificate or module certificate upon successful completion of the programme.

Compensation for disadvantages

[2] Participants with a disability or impairment are entitled to have their condition taken adequately into account. The programme regulations set out the relevant procedure and the responsible bodies.

§ 13 Obligations of participants

[1] Participants undertake to:

a. participate in the programme in accordance with the programme regulations;

b. pay fees in accordance with the payment terms set out in the programme conditions;

c. upon registration, agree that a list of participants with contact details (surname, first name, email address, employer) may be provided to other participants in the programme, and that their name and address may be stored for internal purposes and used for marketing purposes by FHNW University of Applied Sciences and Arts Northwestern Switzerland until further notice;

d. sit assessments of performance individually and independently when required to do so;

e. declare the use of artificial intelligence and other technical aids;

f. safeguard copyrights and, in particular, refrain from engaging in plagiarism;

g. refrain from gaining an unlawful advantage for themselves or others while sitting assessments of performance and to only use the permitted technical aids;

h. keep abreast of organisational matters that affect the programme (FHNW website and portals relevant to the programme) and ensure they can be contacted at the postal and email addresses provided to the FHNW;

i. consent to the receipt of electronic communications via a secure platform;

j. comply with the provisions of general law relevant to participation in the continuing education programme, all FHNW regulations (standards, regulations, instructions, directives, etc.) and the general rules of conduct;

k. maintain the confidentiality of any information that the school or a partner organisation have an interest in keeping confidential;

l. report absences from assessments of performance in good time and provide reasons for them;

m. safeguard the interests of the FHNW.

[2] Participants must comply with any specified attendance requirements for teaching and learning units.

[3] Legitimate reasons for absence or a failure to meet submission deadlines include, in particular, accident and illness, family duties that cannot be delegated, the Swiss Armed Forces' refusal to grant leave of absence during military service, protection and support service, or civilian service, and force majeure. Corresponding documentary evidence must be provided without undue delay.

[4] The programme or module coordinators may consult a medical practitioner to verify reasons for absence in the case of absences from assessments of performance and when

granting compensation for disadvantages in accordance with § 12(2).

[5] A breach of participant obligations pursuant to paragraph 1(d) to (f), as well as an unjustified breach of attendance obligations or the failure to meet specified deadlines for assessments of performance, shall generally result in an assessment modality rating of 'fail' or a grade of 1. If a breach comes to light only at a later date, the assessment modalities must be duly amended retrospectively, and any diplomas or module certificates may be revoked by the director of the school. In addition, disciplinary proceedings may be initiated in accordance with § 14.

[6] FHNW schools are entitled to use technical aids to check assessments of performance for possible plagiarism.

§ 14 Measures in the event of breaches of obligations by participants

[1] If any of the above-mentioned obligations are breached, the school may take one or more measures, depending on the nature and severity of the breach.

[2] Possible sanctions can include, in particular:

a. reprimand;

b. temporary or permanent restrictions of usage rights;

c. temporary or permanent exclusion from the continuing education programme in accordance with § 11(2)(c).

[3] The measures under paragraph 2(a) and (b) shall be initiated by the programme managers, and those under paragraph 2(c) by the director of the school. Measures under paragraphs 2(b) and (c) shall be imposed by means of a decision subject to appeal. Participants must be heard beforehand.

Part 5: Administration of justice

§ 15 Decisions

[1] The following shall be issued as decisions:

- in the case of applications submitted within the deadline: non-admission in accordance with § 4(9) or assessment modalities in accordance with § 6(9);
- where applicable, transcripts of records in accordance with § 6(10);
- exclusion from a programme in accordance with § 11(2);
- decisions on compensation for disadvantages in accordance with § 12(2);
- withdrawal of diplomas/certificates in accordance with § 13(5).

[2] Unless otherwise provided for in these Continuing Education Regulations, FHNW schools shall set out the relevant responsibilities in the programme regulations.

[3] Decisions must be communicated in writing by post or electronically via a secure platform, together with instructions on the right of appeal.

§ 16 Appeals procedure

[1] Any appeal against a decision made by the programme manager or the person responsible for the module must be submitted in writing, stating the grounds, to the director within 14 days of the decision being notified.

[2] The appeal must contain a clearly reasoned request, a statement of grounds and the signature of the appellant or the person(s) representing him or her.

[3] Appeals against rulings communicated by post must be submitted by post; appeals against electronically transmitted Transcripts of Records must be submitted either by post or electronically.

[4] Participants in continuing education programmes shall be granted access to their files during the appeal proceedings.

[5] The appellant shall be heard during the appeal proceedings. This hearing shall be duly and officially recorded.

[6] The director of the FHNW University of Applied Sciences and Arts Northwestern Switzerland shall examine the appeal, the statement from the continuing education officer and the hearing, and shall issue a written decision on the appeal.

§ 17 Second appeals procedure

[1] An appeal against the (first) appeal decision or a ruling by the Director can be lodged in writing with the FHNW Appeals Commission within no more than 30 days of receiving notification, detailing the grounds for the appeal.

[2] (Second) appeals against (first) appeal decisions and rulings of the Director must be lodged with:

FHNW Appeals Commission
Klosterzelgstrasse 2
5210 Windisch

[3] The second appeal must contain a clearly defined request and the signature of the appellant or the person(s) representing them. A copy of the contested decision must be enclosed with the second appeal.

[4] In the course of a second appeals procedure, module grades shall only be reviewed with regard to misuse or arbitrariness.

[5] The second appeals procedure is subject to costs. Such costs shall be determined in accordance with the administrative legislation of Canton Aargau.

Part 6: Transitional and final provisions

[1] These Continuing Education Regulations shall enter into force on 1 September 2026. They replace the FHNW Framework Regulations for Continuing Education Programmes of 30 October 2017.

[2] Continuing education Programmes that began before these Continuing Education Regulations took effect are governed by the previous provisions.

Issued by the University Board: 3 November 2025
Valid from: 1 September 2026