

## **Program Regulations for the CAS Business Management and Leadership for professionals without a business degree of the FHNW School of Business**

The Director of the FHNW School of Business hereby issues these regulations based on the framework regulations for the executive education programs of FHNW University of Applied Sciences and Arts Northwestern Switzerland from October 30, 2017 and the executive education regulation of the FHNW School of Business from October 1, 2018:

### **Part I: General**

#### **§ 1 Scope**

These Program Regulations provide the basis for the implementation of the executive education program Certificate of Advanced Studies (CAS) Business Management and Leadership for professionals without a business degree of the FHNW School of Business and the conferral of degrees for this program.

#### **§ 2 Further Decrees**

The Director of the university issues the conditions for participation in the executive education programs of the FHNW School of Business. The Program Description is an integral part of these Program Regulations.

### **Part II: Program Sequence**

#### **§ 3 Admissions**

<sup>1</sup> The executive education program is primarily directed at individuals who have an academic degree from a recognized university and acquired relevant professional experience following completion of their studies.

<sup>2</sup> Individuals who possess equivalent skills will be accepted provided that the required admission qualifications stem from another form of verification.

<sup>3</sup> On the basis of the competence-oriented program goals, the following requirements have been established for admission to the CAS program:

Formal Entry Qualifications:

- Tertiary A degree from a university of applied sciences or a university  
or
- Tertiary B degree (higher vocational training/professional examination: federal certificate, diploma, HF degree)

and/or

- Specialised training or education

Experience:

- With a tertiary degree: 5 years of professional experience; Leadership experience is desired.
- Without a tertiary degree: at least 10 years of professional experience in a field relevant to the program; at least 5 years of which in a (specialist) management function as well as relevant continuing education courses.

Further requirements for admission to the CAS program include:

- The potential to achieve program goals.
- The fit between the candidate's motivation for the executive education program (e.g., their career goals) with the program goals.

<sup>4</sup> The admissions process in the CAS program is as follows:

1. Interested candidates must submit their documentation (e.g., curriculum vitae, copies of diplomas and reference letters) electronically to the program coordinator.
2. The program manager reviews the submitted documentation.

The program manager decides which candidates to admit and records his/her decision and the justification for it in written form.

<sup>5</sup> Candidates have no legal claim to admission.

<sup>6</sup> Participants of the executive education programs are recorded for statistical purposes.

## **§ 4 Program Structure**

<sup>1</sup> The executive education program consists of 15 ECTS credits. It is divided into modules and a final paper.

<sup>2</sup> The structure of the program is governed by the Program Description. The Program Description is an integral part of these Program Regulations and consists of the targeted skills, the learning content, the number of ECTS credits, the type of performance record, and the performance assessment.

## **§ 5 Implementation**

<sup>1</sup> The program manager is authorized to cancel or postpone the implementation of an executive education program if a minimum number of applications is not realised, or other circumstances exist that lead the FHNW School of Business to conclude that the implementation of the program would be unreasonable.

<sup>2</sup> The program manager decides on a possible postponement or cancellation of the program and informs the admitted applicants at least 30 days prior to the start of the program. In the case of a cancellation, already paid fees and charges will be refunded. In the case of a postponement, admitted

applicants to the program have the right to withdraw from the contract within 14 days following receipt of the notification. Withdrawal from the program has to be made in writing to the FHNW School of Business and is free of charge in this case. Further claims for compensation are explicitly excluded.

## **§ 6 Fees/Charges**

<sup>1</sup> The following program fees shall be paid for the CAS program:  
CHF 9900.-

## **Part III: Performance and Performance Assessment**

### **§ 7 Performance**

<sup>1</sup> The European Credit Transfer and Accumulation System (ECTS) is used for the executive education programs. One ECTS credit corresponds to an average work output of 25-30 hours (e.g., attendance at events, guided and individual self-study, efforts related to the performance record, project work, implementation projects, practice-oriented projects, theses). ECTS credits are issued once the program requirements, respectively the module requirements, are fulfilled. No credits are issued for insufficient performance.

<sup>2</sup> In accordance with the Program Description, performance records are produced by participants either individually or in groups in the form of verbal and written reports.

<sup>3</sup> Achievements or credits obtained in this program can only be credited once within the framework of a modular continuing education program.

### **§ 8 Final Paper**

<sup>1</sup> The final paper is a special certificate of achievement that is produced at the end of the program. In it, the participants show that they can deal with the contents of the program independently, competently, in a suitable form of presentation, understandably, scientifically, and practically.

<sup>3</sup> When submitting the final paper, participants must provide written assurance by means of a sworn declaration, either at the beginning or the end of the work, that they:

- wrote the text independently and only with specified sources, resources, and assistance

and

- did not plagiarize (i.e., quotes are readily recognizable).

<sup>4</sup> Grading of the final paper is documented and recorded by means of an evaluation grid of the FHNW School of Business including a written report by the faculty. For theses with a grade of 3 or less, a revision of the graded paper is not allowed. For theses with a grade of 3.5, a revision of the paper is possible, although the revised paper cannot be awarded a grade higher than 4.

## **§ 9**

### **Performance Assessment**

<sup>1</sup> The performance assessment is done according to the Program Description with either a six-point scale or a two-point scale.

<sup>2</sup> Both whole grades and half grades can be given when using the six-point scale. Quarter grades (.25 or .75) are rounded.

<sup>3</sup> The significance of the grades in the six-point scale is defined as follows:

6	excellent
5.5	very good
5	good
4.5	satisfactory
4	sufficient
3	insufficient
2	poor
1	very poor

<sup>4</sup> The two-point scale consists of the levels “pass” and “fail”.

<sup>5</sup> Performance records that have not been successfully completed or not started can be repeated once at the latest by the end of the following implementation of the program, as a rule within a year. If a performance record is repeated, the associated costs shall be borne by the participant. The program manager may decide whether to allow exceptions.

<sup>6</sup> If the minimum attendance requirement stipulated in the program description is not met, the module will be declared as “failed” or assessed with a grade of 1. The module can be repeated once within two years in a subsequent program. If a module is repeated, the associated costs will be borne by the participant. The program director decides on the granting of exceptions or possible compensation.

<sup>7</sup> Following completion of each module, participants receive an updated written summary (track record) of the completed modules as well as of the performance records produced, including the assessment achieved and the ECTS credits earned.

## **Part IV: Graduation from the Program**

### **§ 10 Certificates**

<sup>1</sup> The program has been successfully completed when:

- All required deliverables and performance records set out in the Program Description have been performed.
- The participant has attended at least 80% of all modules.

Exceptions can be granted by the program manager based on a written, well-founded request.

<sup>2</sup> Following successful completion of the program, the corresponding diploma “Certificate of Advanced Studies FHNW Business Management and Leadership” will be awarded.

<sup>3</sup> A cumulative transcript of records (TOR) that includes which modules were passed and the performance assessments associated with them will be issued at the same time as the certificate for the CAS program.

<sup>4</sup> If degrees, diplomas, or certificates are acquired in an improper way, the Director of the School can revoke them.

### **§ 11 Premature or Exceptional Termination of Program Participation**

<sup>1</sup> Participation in an executive education program can be terminated prematurely via cancellation of the participant or exceptionally via disqualification.

<sup>2</sup> Disqualification takes place when successful completion of the program is no longer possible due to the failure to pass a retaken/redone performance record or to fulfill additional requirements according to the Program Regulations and Program Description (e.g., failure to achieve the minimum attendance obligation when repeating a module). It can also occur by decree of the program manager in the case of serious breaches of obligation.

<sup>3</sup> Serious breaches of obligation notably include:

- Failure to pay the participant fees.
- Repeated violation of attendance obligations.
- Violation of copyright law, in particular engaging in plagiarism.
- Use of dishonest resources during exams.
- Violation of confidentiality and non-disclosure agreements.

<sup>4</sup> If participation in an executive education program is cancelled prematurely or exceptionally, a confirmation of participation, or of which modules were attended and which performance assessments were achieved, can be issued.

## **Part V: Rights and Obligations**

### **§ 12 Obligations of the FHNW School of Business**

The FHNW School of Business ensures participants the following during the duration of the executive education program:

- Access to relevant information.
- Access to events and performance records according to the program.
- Access to infrastructure in accordance with the program for the purpose of program participants.
- Receipt of track records and diplomas/certificates.
- Compensation for disadvantaged individuals according to the Federal Law regarding elimination of discrimination toward people with disabilities (Disability Discrimination Act).

### **§ 13 Obligations of the Participants**

Participants commit themselves to:

- Inform themselves regularly about how the program is run.
- Pay participation fees according to the terms of payment.
- Take part in the program as set out in the Program Description.
- Write their theses independently.
- Uphold copyright law and, in particular, refrain from plagiarism.
- Avoid using dishonest resources.
- Comply with confidentiality and non-disclosure agreements.
- Ensure accessibility.
- Inform and justify non-participation in performance records in a timely manner.
- Safeguard the interests of FHNW University.

### **§ 14 Measures for Violation of Obligations by the Participants**

<sup>1</sup> If one of the above-mentioned obligations are violated, the FHNW School of Business can take one or more of the following measures depending on the nature and severity of the violation:

- The program manager can issue a written reprimand.
- The program manager can either temporarily or permanently suspend the participant from the program.

<sup>2</sup> Decisive factors for determining the type and duration of disciplinary measure include, on one hand, the quantitative or qualitative significance of the breach of obligation and, on the other hand, the culpability, motives, and conduct of the participant.

## **Part VI: Administration of Justice**

### **§ 15 Decrees**

<sup>1</sup> Program managers can issue the following decrees:

- Track records according to § 9 para. 7.
- Disqualification of a participant from the executive education program according to § 11 para. 2 if successful completion of the program is no longer possible.
- Disciplinary measures according to § 14 para. 1.

<sup>2</sup> The Director of the FHNW School of Business can issue the following decree:

Withdrawal of a diploma/certificate according to § 10 para. 4.

### **§ 16 Objection Procedure**

<sup>1</sup> According to § 15 para. 1, a written, well-founded objection to a decree must be submitted to the Director within 14 days after notification of the decree.

<sup>2</sup> The objection must include a clearly defined demand and the signature of the person raising the objection or that of his/her representative.

<sup>3</sup> Objections to decrees introduced by post must be submitted by post. Objections to electronically delivered track records can be submitted either by post or electronically.

<sup>4</sup> Within the scope of objection procedures, participants of the executive education programs are guaranteed access to their files.

<sup>5</sup> The person raising the objection must be granted a hearing during the objection procedure. This hearing must go on record.

<sup>6</sup> The Director of the FHNW School of Business examines the objection, the statement of the executive education program manager, as well as the hearing and introduces a written appeal decision.

## § 17 **Complaints Procedure**

<sup>1</sup> A written, well-founded objection to an appeal decision or decree of the Director can be raised to the Appeals Committee within a non-extendable deadline of 30 days following initiation of the appeal decision or decree.

<sup>2</sup> Objections to appeal decisions and decrees of the Director must be submitted by post to:

Beschwerdekommision FHNW

Klosterzelgstrasse 2

5210 Windisch

<sup>3</sup> The objection must include a clearly defined demand and the signature of the person raising the objection or that of his/her representative. A copy of the contested decree must accompany the objection.

<sup>4</sup> An evaluation of the performance assessments within the framework of the complaints procedure takes into consideration abuse and capriciousness.

<sup>5</sup> The complaints procedure is subject to fees. The law that governs the management of the administration of justice of the Canton of Aargau is the decisive factor in this regard.

## **Part VII: Transitional and Final Provisions**

**§ 18** <sup>1</sup> These regulations will enter into force on December 1, 2023.

<sup>2</sup> For executive education programs that were implemented before these framework regulations entered into force, the prior provisions apply.

Olten, 01.12.2023

Issued by:

Director of the FHNW School of Business



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