

## **CAS Leadership in Science programme regulations**

These CAS Leadership in Science regulations are issued by the Head of Programme and based on the continuing education regulations of the FHNW School of Engineering of 1 October 2018.

### **Part 1: General**

#### **§ 1 Scope**

<sup>1</sup> These regulations govern the implementation and award of certificates for the CAS Leadership in Science continuing education programme.

<sup>2</sup> In principle, it is governed by the provisions of the continuing education regulations of the FHNW of 1 October 2018.

### **Part 2: Programme**

#### **§ 2 Acceptance criteria**

This CAS is primarily aimed at holders of a degree from a recognised university with at least two years of post-graduation professional experience. Participation must be approved by the HR department of the relevant ETH research institute.

#### **§ 3 Duration**

The duration of the CAS Leadership in Science is one semester.

#### **§ 4 Fees**

<sup>1</sup> The cost of the CAS programme, CHF 5,500, is covered by the relevant ETH research institute. This includes all compulsory teaching materials and examination fees.

<sup>2</sup> A retake does not incur a fee.

<sup>3</sup> Special literature and refreshments during breaks may incur additional costs.

#### **§ 5 Structure**

<sup>1</sup> The CAS Leadership in Science programme comprises 10 ECTS credits, corresponding to an average workload of 250 hours.

<sup>2</sup> The programme includes the following learning contents: self-awareness, personality character traits (BIP test), personal leadership experiences, drivers, values, human learning, principles of successful communication, various communication models, feedback, gender and diversity, challenging conversation situations, burnout (as a continuation of the topic on stress), work-life balance and recovery, bullying, laws and regulations, early detection of abnormalities, intervention, shaping the change process, influencing critical success factors in a reorganisation, self-perception/perception of others, verbal/nonverbal/paraverbal signals, success components and structure, practical tools/own video sequence.

<sup>3</sup> The programme consists of one module divided into the following thematic blocks (which are modified on an ongoing basis)

Thematic blocks		Half-days	Lessons	ECTS credits (rounded)	
LS1	Self-management	4	16	1.5	
LS2	Communication/leadership	4	16	1	
LS3	Active and situational leadership	2	8	0.5	
LS4a	Equal opportunities and diversity	1	4	0.25	
LS4b	Duty of care	1	4	0.25	
LS5	Practical leadership tools	1	8	0.5	
LS6	Negotiation strategies	1	8	1	
LS7	Change management	4	16	1	
LS8	Presentation skills	2	8	1	
LS9	Project assignment	1	2	3	
<b>Total</b>		<b>21</b>	<b>90</b>	<b>10</b>	<b>SLeist*</b>

\* Written assessment of performance (written examination or assignment)

## § 6 Assessment of performance

<sup>1</sup> The programme is passed if the grade average of the written examination (90 minutes) and project assignment is 4.0 or more and all tuition days have been attended or substitute work approved. The written examination and the assessment of the project assignment are each weighted 50% of the total to determine the average.

<sup>2</sup> Participants must attend every single tuition day (or received approval for and submit substitute work) to be admitted to the written examination.

<sup>3</sup> Any tuition day missed must be compensated by a written assignment of 1,500 words on the missed topic area in the form of a scientific paper with corresponding literature references. This is read by the Course Director, who provides feedback. If more than two tuition days are missed, they must be attended the next time the course is held. In this case, the participant will only be admitted to the examination during the next course.

<sup>4</sup> The grade for the written examination is expressed in tenths of a mark in accordance with §5 (4) of the continuing education regulations. The grade for the project assignment (including presentation) can be expressed in tenths of a mark or in half marks.

<sup>5</sup> Written examination / retake

- Any form of documentation (paper or electronic) may be used.
- If the average of the written examination and project assignment is below 4.0, participants may retake them once. The contents and scheduling of the retake are a matter for the Course Director.
- If the project assignment is deemed insufficient, it can be repeated once during the next course.

## **§ 7 Graduation, title**

<sup>1</sup> Participants who pass the CAS Leadership in Science programme and earn the required number of ECTS credits receive the certificate and a TOR (transcript of records complete with assessment modalities).

<sup>2</sup> Successful completion of the CAS entitles graduates to bear the title "Certificate of Advanced Studies FHNW Leadership in Science".

## **Part 3: Transitional and final provisions**

<sup>1</sup> These regulations take effect on 1 October 2018.

<sup>2</sup> Programmes that began before these regulations took effect are governed by the previous provisions.

Windisch, 10 February 2020

Issued by:



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