

## Conditions of Admission to the Continuing Education Programmes in the FHNW School of Life Sciences

### 1. Scope

These general Conditions of Admission are valid for the following Continuing Education Programmes in the FHNW School of Life Sciences:

Master of Advanced Studies (MAS), Diploma of Advanced Studies (DAS),  
and Certificate of Advanced Studies (CAS).

The contents of the Continuing Education Programmes are described in the Programme Descriptions. The FHNW School of Life Sciences reserves the right to change the Programmes and their lecturers.

### 2. Applications

Applications will generally be dealt with on a first-come first-served basis, and admission will be confirmed by e-mail. A legally binding agreement arises between the course participants and the School with the formal confirmation of admission by the FHNW School of Life Sciences.

### 3. Fees

Fees for the Continuing Education Programmes will be determined in the relevant Programme Regulations and/or in the jointly applicable Programme Descriptions.

Programme fees and additional costs are usually to be paid before the beginning of the Programme, and remain unchanged thereafter. In cases where a student interrupts their participation in the Programme, the affected student must provide written grounds, approved by the Programme administration in advance, for the interruption, and fees as per the relevant written announcements must be paid.

Modular Programmes may charge separately for individual modules and courses. Charges will be obligatory for students retaking parts of Programmes which they did not pass. Students who withdraw prematurely from a Programme, or fail to attend a part thereof, will be liable for the full fee. In those cases where withdrawal is the result of a serious illness, attested to by a doctor, the Head(s) of the Programme may, on request, waive the fee or a part thereof.

### 4. Withdrawal

Notice of withdrawal from a course after the confirmation of registration by the FHNW or one of its partners must be sent in writing. The date of the postmark applies. If the notice of withdrawal is posted more than 10 weeks before the beginning of the course the FHNW charges a processing fee of CHF 250.00. Where the withdrawal is posted less than 10 weeks before the beginning of the course, the applicant is liable to the FHNW or its relevant partner for the full fee unless a suitable replacement applicant can be found.

## **5. Cancellation/Postponement of Programmes by the FHNW**

The FHNW reserves the right to cancel or postpone Continuing Education Programmes on the basis that a minimum number of applications for the Programme has not been received or as a result of circumstances which mean that it is not feasible for the FHNW School of Life Sciences to conduct the Programme.

In the case of a cancellation or postponement, registered students will be informed not less than 8 weeks before the date on which the Programme was due to start.

If the Programme is cancelled, the FHNW automatically refunds fees already paid. A student may withdraw in writing within 14 days of being informed of a postponement, and in such cases the FHNW will also automatically refund fees already paid.

## **6. Directives for Continuing Education in the FHNW School of Life Sciences**

Participation in the Programme is covered by the Directives for Continuing Education in the School of Life Sciences and the relevant regulations with the corresponding Programme Description.

## **7. Insurance**

Students are responsible for their own accident or third-party insurance. The FHNW assumes no liability.

## **8. Data and Copyright Issues**

Students consent explicitly to allowing their names and addresses to be stored as necessary for administration and also to be used for marketing, amongst other purposes.

The FHNW Data Protection Rules apply to any further issues concerning the collection of data.

Teaching material is protected by copyright. Copying and distributing this material outside the premises of the FHNW School of Life Sciences without the permission of the Head(s) of the Programme is forbidden. Authors of MAS, Certificate, and Project theses retain copyright over their work. The author nevertheless grants the FHNW School of Life Sciences free, unlimited, non-exclusive rights to use his or her work and/or research results. After their completion, such theses may be used free of charge by the FHNW School of Life Sciences as well as by the author, provided the authorship and the FHNW School of Life Sciences Programme or course within the framework of which they were created is made clear. In the case of confidential research, the right of use on the part of FHNW School of Life Sciences is limited to the management summary.

These Conditions of Admission are valid from 1 October 2018.

***This is a translation. Only the original document in German is legally binding.***