

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

1 October 2018

In accordance with the Directives for FHNW Continuing Education Programmes of 30 October 2017, the Director President issues the following directives:

### Part 1: **General**

#### §1 **Scope**

These Directives for Continuing Education set out the basic conditions for undertaking and graduating from the Continuing Education Programmes in the FHNW School of Life Sciences: specifically the Master of Advanced Studies (MAS), the Diploma of Advanced Studies (DAS), and the Certificate of Advanced Studies (CAS).

#### §2 **Additional Provisions**

<sup>1</sup> The School Director issues the Regulations for the Continuing Education Programmes and their Appendices as well as the Conditions of Admission to the FHNW School of Life Sciences.

<sup>2</sup> The Regulations set out the requirements for successful graduation from the Programmes.

### Part 2: **Running the Programme**

#### §3 **Admissions**

<sup>1</sup> The Continuing Education Programmes are aimed primarily at candidates with academic qualifications from recognised tertiary institutions as well as relevant post-qualification work experience.

<sup>2</sup> Candidates with competences equivalent to the required qualifications will be admitted if their suitability for the Programme can be demonstrated by other means.

<sup>3</sup> Admissions criteria and procedure are set out in the Programme Regulations. Heads of Programmes are responsible for admissions decisions.

<sup>4</sup> There is no legal right of admission.

<sup>5</sup> Details of participants in Continuing Education Programmes are recorded for statistical purposes.

## §4 Programme Structure

<sup>1</sup> MAS Programmes consist of a minimum of 60 ECTS Credit Points. Programmes are divided into Modules, or, in the case of Modular Programmes, into various CAS Programmes, and in all cases an MAS Thesis.

<sup>3</sup> DAS Programmes consist of a minimum of 30 ECTS Credit Points.

<sup>4</sup> CAS Programmes consist of a minimum of 10 ECTS Credit Points.

<sup>5</sup> The Programme structures are set out in the relevant Programme Descriptions. Programme Descriptions are integral to the Programme Regulations, and encompass the competences to be attained, course content, the number of ECTS Credit Points, as well as the methods with which performance is demonstrated and assessed, and with which the mark for the module as a whole is calculated.

## §5 Performance and Assessment

<sup>1</sup> The European Credit Transfer and Accumulation System (ECTS) is used in the Continuing Education Programmes. One ECTS Credit Point is the equivalent of roughly 25-30 course hours (class attendance, directed and private study, preparation for tests and assessments, projects, implementation of projects, practical tasks, thesis writing, amongst others). ECTS Credit Points are awarded when the requirements of the Programme or Module are fulfilled. No Credit Points are awarded for unsatisfactory performance.

<sup>2</sup> Testing of students will take the form of oral or written examinations, the production of portfolios, reports, and theses individually and as groups, according to the Programme Description.

<sup>3</sup> Assessment is, as per the Programme Regulations, conducted on a Scale of 6 or a Scale of 2.

<sup>4</sup> The final marks in the Continuing Education Programmes will use the Scale of 6, including half-point marks. Rounding up will take place above .25 and .75. Module marks may use tenth-points without further rounding up or down.

<sup>5</sup> Marks on the Scale of 6 are to be understood as follows:

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

<sup>6</sup> The Scale of 2 awards either a “satisfactory” or an “unsatisfactory” mark.

<sup>7</sup> Inadequate or Unsatisfactory marks permit the student to retake the test/resubmit the work examined within a period of two years. A repeatedly failed elective module may be replaced by another elective module in consultation with the head of the Programme.

<sup>8</sup> Students will receive at least one overview (certificate of performance) of the module completed, which will include their academic record, including the marks and ECTS Credit Points achieved by them.

<sup>9</sup> Courses completed in other Continuing Education Programmes, studies, or work may count towards the completion of a Programme in cases where they can be attested to, and where the head of the Programme recognises them as being of equivalent value.

<sup>10</sup> The student applies in writing to be credited for courses already completed in accordance with § 5 (9) to the head of the Programme. The Programme head then decides on the requested credits.

## **§6 Implementation**

Programme heads are entitled to cancel or postpone a Continuing Education Programme on the basis that a minimum number of applications 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.

## **§7 Fees/Costs**

Fees for Continuing Education Programmes and additional costs that might arise, such as for board and lodging, transport, photocopying and the like, as well as terms of payment, are set out in the relevant Programme Rules or Conditions of Admission.

# **Part 3: Completion of the Programme**

## **§8 Diplomas/Certificates**

<sup>1</sup> The Programme is successfully completed when its requirements are fulfilled as set out in the relevant Rules and Programme Descriptions.

<sup>2</sup> On successful completion of the Programme, the corresponding Diploma “Master of Advanced Studies FHNW”, “Diploma of Advanced Studies FHNW”, or the certificate “Certificate of Advanced Studies FHNW” will be awarded. The Diploma or Certificate includes a Programme-specific additional descriptor.

<sup>3</sup> The Programme-specific additional descriptor is set out in the relevant Programme Description.

<sup>4</sup> On receipt of a MAS Programme Diploma:

- a Diploma Supplement, which contains information about the profile of the Programme, the methods of assessment used, and the School of Life Sciences, as well as
- a Transcript of Records detailing the Modules passed, marks obtained, and the subject of the MAS Thesis

will also be received.

<sup>5</sup> In cases where Diplomas and/or Certificates are acquired in an improper manner, these may be withdrawn by the Director of the School.

## **§9 Premature or extraordinary termination of participation in a Programme**

<sup>1</sup> Participation in a Continuing Education Programme is terminated either by withdrawal on the part of the student or by their exclusion.

<sup>2</sup> A student is excluded if successful completion of the Programme is no longer possible due either to repeated failure of a required examination, the failure to fulfil other requirements of the Programme Rules and/or Programme Description, or by the Head(s) of the Programme in the event of serious misconduct.

<sup>3</sup> Serious misconduct includes, in particular:

- Failure to settle fees
- Copyright infringement, in particular plagiarism
- Repeated violations of attendance requirements
- Dishonesty during examinations
- Violation of confidentiality and confidentiality agreements.

<sup>4</sup> In the case of premature or extraordinary termination of participation in a Continuing Education Programme, a confirmation of participation will be issued, detailing the modules attended and the successful assessments of performance.

## **Part 4: Rights and Obligations**

### **§10 Obligations of the FHNW School of Life Sciences**

The FHNW School of Life Sciences guarantees to students during their participation in a Continuing Education Programme

- Access to relevant information
- Access to events and records of academic performance in accordance with the particular Programme
- Access to infrastructure in accordance with the purposes of participation in the Programme
- Receipt of records of academic performance and diplomas/certificates earned
- Compensation for Disabilities in accordance with the Swiss Federal Law on the Elimination of Disadvantages for Persons with Disabilities (Disability Equality Act BehiG)

## **§11 Obligations of Students**

Students are required to

- take steps to inform themselves regularly about the course of the Programme
- pay their fees in accordance with the terms of payment
- participate in the Programme as set out in the Programme Description
- prepare their theses themselves
- respect copyright, and, in particular, to avoid plagiarism
- avoid using dishonest methods
- respect confidentiality and confidentiality agreements
- be contactable
- indicate their inability to attend tests/assessments in good time and to set out good reasons for their inability to attend
- protect the interests of the FHNW

## **§12 Measures to be taken in cases of student misconduct**

If any of the above obligations are breached, the Head(s) of the Programme may take one or more of the following measures, depending on the nature and seriousness of the breach:

- written reprimand
- temporary or permanent exclusion from the Programme.

## **Part 5: Legal Matters**

### **§13 Legal Provisions**

<sup>1</sup> Head(s) of Programmes are entitled to:

- issue certification of performance in accordance with § 5 (8)
- exclude a student from the Continuing Education Programme in accordance with § 9 (2) if successful completion of the course is no longer possible
- institute disciplinary measures in accordance with § 12

<sup>2</sup> The Director of the FHNW School of Life Sciences is entitled to rescind the awarding of diplomas/certificates in accordance with § 8 (5).

## **§14**

### **Objections**

<sup>1</sup> Objection against measures taking in accordance with § 13 (1) must be justified in writing to the Director of the FHNW School of Life Sciences no less than 14 days after the initiation of the measure.

<sup>2</sup> The objection must take the form of a clearly circumscribed request and include the signature of the objector or that of the person representing the objector.

<sup>3</sup> Objections to measures initiated by post must be submitted by post. Objections to electronically transmitted performance certificates may be submitted either electronically or by post.

<sup>4</sup> Objectors must be given access to their files.

<sup>5</sup> Objectors are entitled to a hearing. This hearing is to be recorded.

<sup>6</sup> The Director of the FHNW School of Life Sciences is to examine the objection, the opinions of those responsible for the course, and the hearing, and issues a written decision on the matter.

## **§15**

### **Appeal Proceedings**

<sup>1</sup> An appeal may be lodged in writing, providing the grounds for the appeal, with the Appeals Commission against a ruling or decision on the part of the Director within a non-extendable period of 30 days from the publication of that ruling or decision.

<sup>2</sup> Appeals against decisions and measures taken by the Director must be submitted by post to:

Beschwerdekommision FHNW

Klosterzelgstrasse 2

5210 Windisch

<sup>3</sup> The appeal must take the form of a clearly circumscribed request and include the signature of the appellant or that of the person representing the objector. A copy of the contested decision or measure must be attached to the appeal.

<sup>4</sup> A review of marks awarded during studies in the context of the appeal procedure is only conducted in cases of abuse and arbitrariness.

<sup>5</sup> The appeal process is subject to a charge in accordance with the Administrative Law Maintenance Act (Verwaltungsrechtspflegegesetz) of the Canton of Aargau.

## **Part 6: Transitional and Final Provisions**

<sup>1</sup> These Directives are valid from 1 October 2018.

<sup>2</sup> The previous set of provisions govern those Continuing Education Programmes which began running before the implementation of these Directives.

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