

## **Programme Regulations for the Continuing Education Programmes in the FHNW School of Life Sciences Certificate of Advanced Studies (CAS)**

In accordance with the Directives for Continuing Education Programmes in the FHNW of 30 October 2017 and the Directives for Continuing Education in the FHNW School of Life Sciences of 1 October 2018, the Director issues the following:

### **Part 1: General**

#### **§1 Scope**

These Programme Regulations set out the basic conditions for undertaking and graduating from the Certificate of Advanced Studies (CAS) Programme of Continuing Education at the FHNW School of Life Sciences.

#### **§2 Additional Provisions**

The School Director issues the conditions of admission for the Continuing Education Programmes in the FHNW School of Life Sciences. The Programme Descriptions are to be regarded as an integral part of these Programme Regulations.

### **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 above qualifications will be admitted if their suitability for the Programme can be demonstrated by other means.

<sup>3</sup> The admissions criteria for particular Programmes are set out in the relevant Programme Descriptions.

<sup>4</sup> Admission proceeds as follows:

1. Candidates submit their applications (Curriculum vitae, Copies of qualifications, relevant proofs of work experience) to the Programme administrators electronically.
2. Application documents will be examined by the head of the relevant Programme, who will invite the applicant to a personal interview if this is deemed necessary.
3. Final admissions decisions are to be made by the head of the relevant Programme.

<sup>5</sup> There is no legal right of admission.

<sup>6</sup> Details of participants in Continuing Education Programmes are recorded for statistical purposes.

#### **§4 Programme Structure**

<sup>1</sup> CAS Programmes consist of a minimum of 10 ECTS Credit Points.

<sup>2</sup> The Programme structures as well as the competences to be attained, course content, the number of ECTS Credit Points, and the methods with which performance is demonstrated and assessed are set out in the relevant Programme Descriptions. Programme Descriptions are integral to the Programme Regulations.

#### **§5 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.

#### **§6 Fees/Costs**

Fees for Continuing Education Programmes and additional costs that might arise, as well as terms of payment, are set out in the relevant Programme Descriptions or Conditions of Admission.

### **Part 3: Performance and Assessment**

#### **§7 Performance**

<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, 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, reports, and theses individually and as groups, according to the Programme Description.

<sup>3</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. The student applies in writing to be credited for courses already completed to the head of the Programme.

#### **§8 Final Thesis**

<sup>1</sup> Continuing Education Programmes are usually concluded with a final thesis. Students must show therein that they can deal with the content of the Programme in a self-directed, competent, suitably presented, understandable, scientific, and practical way.

<sup>2</sup> In submitting the final thesis, students also submit a written declaration, either at the beginning or the end of the thesis, stating  
that they produced the work autonomously, and only with the sources and help indicated, and  
that they have cited any findings and citations from the work of others (in other words, that the thesis contains no plagiarism).

<sup>3</sup> The final thesis will be assessed and evaluated by the Head(s) of the Programme. The Head(s) may appoint additional persons to be responsible for the supervision and assessment of the thesis.

## §9

### **Assessment**

<sup>1</sup> Assessment is conducted on either a Scale of 6 or a Scale of 2.

<sup>2</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>3</sup> The Scale of 2 awards either a “satisfactory” or an “unsatisfactory” mark.

<sup>4</sup> Inadequate marks or unfulfilled records of performance 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>5</sup> Resubmission of work presented for examination cannot be permitted if the original was awarded a mark of 2 or lower, but the resubmission of work marked 3 is permitted, so long as the reworked version is not awarded a mark higher than 4.

<sup>6</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>7</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.

## **Part 4: Completion of the Programme**

### **§ 10 Certificate**

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

<sup>2</sup> On successful completion of the Programme, the corresponding “Certificate of Advanced Studies FHNW” will be awarded. The 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> In cases where Certificates are acquired in an improper manner, these may be withdrawn by the Director of the School.

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

<sup>1</sup> Participation in a Continuing Education Programme is terminated either by premature 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 Regulations 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
- 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 5: Obligations and Legal Matters**

### **§ 12 Obligations of the FHNW School of Life Sciences, obligations of students, measures to be taken in the case of student misconduct, and other legal matters**

The obligations of the FHNW School of Life Sciences, the obligations of students, and the measures to be taken in cases of student misconduct, as well as legal matters such as the powers of the school authorities, objection, and appeal procedures) are set out in the Directives for Continuing Education in the FHNW School of Life Sciences.

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

<sup>1</sup> These Regulations 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 Regulations.

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