

No. 521

Academic Ordinance Governing Bachelor's and Master's Degree Programmes at the Lucerne University of Applied Sciences and Arts, FH Zentralschweiz

of 13 June 2014 (as at 1 March 2021)

(This is a translation of the *Studienordnung für die Ausbildung an der Hochschule Luzern, FH Zentralschweiz vom 13. Juni 2014*. The German text shall be authoritative.)

The Governing Council of the Lucerne University of Applied Sciences and Arts,

pursuant to Article 14 paras. 1 and 22 (k) of the Lucerne University of Applied Science Arts Agreement (Lucerne UASA Agreement) of 15 September 2011¹,

hereby enacts the following:

I. General

Art. 1 *Principle*

¹ This ordinance governs the bachelor's and master's degree programmes provided by the Lucerne University of Applied Sciences and Arts, in particular the requirements for admission and graduation, the recognition of foreign qualifications, the recognition of previous studies, the organisation of study programmes, the rights and obligations of the students, disciplinary measures, and the appeals procedure.

² The Schools of the Lucerne University of Applied Sciences and Arts implement this ordinance through their academic regulations and enter into agreements with other universities governing the details of co-operative study programmes and joint/dual degree programmes.

³ The Schools' regulations, pursuant to para. 2, must be approved by the Governing Council.

* G 2014 299

¹ SRL no. 520

II. Admission to Bachelor's or Master's Degree Programmes

Art. 2 *Admission requirements*

¹ In this ordinance and in appendices 1 to 5, in application of the Federal and intercantonal rules on admission, the Lucerne University of Applied Sciences and Arts determines the requirements for admission to a degree programme. The Schools are responsible for the execution of the admission procedures.

² Students who were definitively excluded by the Lucerne University of Applied Sciences and Arts or another university of applied sciences for failure to submit assignments or for breach of examination regulations are ineligible for admission to a similar type of degree programme at the Lucerne University of Applied Sciences and Arts.

³ Anti-discrimination measures for applicants who are disadvantaged upon admission to studies because they suffer a disability or chronic disease is governed by the Federal Act on the Elimination of Discrimination against People with Disabilities of 13 December 2002². The head of the relevant bachelor's degree programme or master's degree programme decides at the point of application about the measures needed to ensure a student's discrimination-free admission to studies. Requests for anti-discrimination handling of an application must be accompanied by the required supporting documents.

Art. 3 *Crediting of prior learning*

¹ The Schools of the Lucerne University of Applied Sciences and Arts promote student mobility through agreements with other universities, research institutions and interested enterprises in Switzerland and abroad.

² The academic regulations of the Schools govern the crediting of:

- a. Studies previously completed at Swiss and foreign universities, in diploma programmes under old regulations and theoretical or practical experience gained elsewhere, namely at research institutions and interested enterprises.
- b. Modules attended in other degree programmes or specialisations of the same School or other Schools of the Lucerne University of Applied Sciences and Arts, in particular those of the Interdisciplinary Learning Programme of the Lucerne University of Applied Sciences and Arts.

³ Previous studies and examinations completed at a university that is party to the Lisbon Recognition Convention of 11 April 1997³ are credited upon application, provided that there are no material differences with regard to the content or scope of the study programme.

Art. 4 *Recognition of foreign qualifications*

¹ Foreign qualifications can be recognised as part of the admission procedure, in accordance with international and national legislation. The Schools of the Lucerne University of Applied Sciences and Arts determine the details.

² Degrees and certificates issued by the competent authority of and are party to the Lisbon Recognition Convention are recognised upon application if there are no material differences with regard to the content and scope of the degree programme.

² SR 151.3. No further references to this law shall be made.

³ SR 0.414.8. No further references to this adoption shall be made.

III. Division of Responsibility

Art. 5 *Governing Council*

The Governing Council of the Lucerne University of Applied Sciences and Arts approves:

- a. the curricula of new degree programmes, as well as
- b. the academic regulations and cooperation agreements of the Schools pursuant to Art. 1 para. 2, and submits the curricula for teaching degrees for baccalaureate schools to the Intercantonal Council.

Art. 6 *Deans*

¹ The Deans of the Schools of the Lucerne University of Applied Sciences and Arts are ultimately accountable for the bachelor's and master's degrees offered at their Schools, subject to any different responsibility provisions found in superordinate legislation.

A Dean has the following tasks in particular:

- a. approving the academic regulations for the bachelor's and master's programmes,
- b. concluding cooperation agreements for the bachelor's and master's programmes,
- c. deciding on the awarding of bachelor's and master's degrees,
- d. ensuring a high level of quality in bachelor's and master's degree programmes.

² By means of the academic regulations, a Dean sets out the operational responsibilities within a School in accordance with its organisational structure.

IV. Bachelor's and Master's Degree Programmes

1. Structure of bachelor's and master's degree programmes

Art. 7 *Modules*

¹ The bachelor's and master's degree programmes offered by the Lucerne University of Applied Sciences and Arts are modular in concept. In accordance with the European Credit Transfer and Accumulation System (ECTS), each module is assigned a certain number of credits corresponding to the average time required to complete the module successfully.

² At least one assessed assignment as defined in Art. 12 is required to pass a module.

³ Modules can be combined into module groups.⁴

⁴ Inserted through the amendment of 30 August 2018, in force from 1 September 2018 (G 2018 049).

Art. 8 *Structure of the modules*

¹ Modules must be structured as compulsory, required elective or elective modules. The Schools can divide the modules into courses according to types (C, R or M module) and levels.

² The Schools must provide a description for each module containing, at a minimum: details of the type of module, the enrolment requirements, the skills to be achieved, the module content, the teaching and learning methods, the provisions for the assessed assignment (content, form and level of difficulty) and the credits awarded.

Art. 9 *Attendance requirement*

¹ Students must enrol to take part in a module. Once students have started attending a module, they are obliged to complete it in its entirety.

² The Schools may oblige students to continuously and actively participate in a course.

Art. 10 *Student workload*

A student's workload is quantified according to the ECTS as follows:

- a. each module is assigned a certain number of credits,
- b. one credit corresponds to around 30 hours of study, whereby one full-time academic year of 1,800 hours of study yields 60 credits consisting of contact study and/or supervised or unsupervised self-study,
- c. in accordance with the Schools' module descriptions, students receive a predetermined number of credits for each module successfully completed; the predetermined credits are either awarded in full or not at all.

Art. 11 *Learning requirements*

¹ Learning requirements are efforts to be made during a degree programme in various areas, such as written assignments, examinations, attendance, practical exercises, projects and periods of practical experience. The Schools may make these efforts prerequisites for undertaking an assessed assignment or they can be used to demonstrate a particular level of performance.

² Credits may not be awarded solely on the basis of attendance.

Art. 12 *Assessed assignments*

¹ Assessed assignments provide evidence of the acquisition of skills and knowledge.

² The Schools may, in particular, require students to perform the following assessed assignments:

- a. written, oral oder electronically aided examinations,⁵
- b. written (academic) work, project work, exercises and reports,
- c. lectures, presentations, artistic performances or concerts, design/art-related work and exhibitions,
- d. work placement reports.

³ Anti-discrimination measures for students who are disadvantaged with regard to the learning requirements because they suffer a disability or chronic disease is governed by the Federal Act on the Elimination of Discrimination against People with Disabilities. Applications for Anti-discrimination measures

⁵ Wording as per amendment of 14 June 2018, in force from 1 August 2018 (G 2018 042).

must be accompanied by the required supporting documents and must be submitted before starting on the relevant assessed assignment or immediately upon recognition of the disadvantage. The head of bachelor's programme or master's programme is responsible for initiating the measures needed to compensate for the disadvantage.

Art. 13 *Language of instruction*

¹ The language of instruction is defined in the curricula of the degree programme or the curriculum.

² As a rule, assessed assignments must be delivered in German, English or the language of instruction of the relevant module in accordance with the admission requirements and module description.

³ Languages other than German or English may be used if approved by the lecturer or associate lecturer responsible for the module and the head of the degree or specialisation programme.

Art. 14 *Grading of assessed assignments*

¹ The grading of assessed assignments occurs by means of:

- a. the grades A (outstanding), B (very good), C (good), D (satisfactory), E (sufficient), FX (fail - improvement required) and F (fail), or
- b. numerical grades from 6 to 1, with 6 being the best grade and 1 the weakest grade - an assessed assignment is passed if a grade of 4 or higher is awarded, or
- c. alphabetical and numerical grades pursuant to a and b, or
- d. a "pass" or "fail".

² The Schools may apply a statistical distribution based on the grades awarded in the form of a grading table for each grading system. The distribution is based on all grades awarded in the relevant degree programme during at least the previous three years. Grading tables are an essential and integral component of the transcript of records.

³ Cooperative master's courses may deviate from the grading system described in paras. 1 and 2, where there are grounds for doing so.

Art. 14^{bis} *Module groups*

If several modules are combined into a module group, what are known as credit grade points are calculated from the credit-weighted grades of the assessed assignments of all the modules in the module group. The Schools govern the details in their academic regulations and define the criteria required to pass a module group as a whole.⁶

Art. 15 *Awarding of credits*

¹ The applicable credits are awarded for modules in which all the learning requirements have been met in full.

^{1bis} If modules are combined into module groups and a module group is passed as a whole, all the modules belonging to the module group are considered passed and the corresponding credits are awarded.⁷

² The Schools' module descriptions set out the criteria according to which a module is assessed, in particular for the final grade and the awarding of credits.

⁶ Inserted through the amendment of 30 August 2018, in force from 1 September 2018 (G 2018 049)

⁷ Inserted through the amendment of 30 August 2018, in force from 1 September 2018 (G 2018 049)

³ Where the learning requirements have not been met (FX or equivalent numerical grade), compensatory work or improvement to the work delivered is required. If the work delivered is still deemed insufficient after the attempt at compensatory work or improvement is made, the relevant module is given an F (fail) or equivalent grade.

Art. 16 *Retaking of modules*

¹ Failed modules can be retaken once, provided they are still available; subject to paragraph 1^{bis}. There is no entitlement to retake the module immediately.⁸

^{1bis} Exceptionally, a module which has been failed can be retaken a second time if the Schools make explicit provision for a second repeat in their academic regulations.⁹

^{1ter} If modules are combined into module groups and the criteria for passing a module group are not met, the missing achievements must be provided within one year by retaking assessed assignments. Paragraph 1 remains applicable.¹⁰

^{1quater} In their academic regulations, the Schools may, in the case of a required elective module, allow the completion of a different required elective module instead of a retake. In this case, completing the new required elective module is considered a second attempt at the replaced required elective module.¹¹

² A consecutive module can only be taken once the previous module has been passed.

³ Students failing to pass a compulsory or required elective module or to meet one or more criteria for passing a module group cannot continue their studies and are immediately excluded from all other modules. The Head of Bachelor's Degree Programmes or the Head of Master's Degree Programmes is responsible for deciding to exclude a student from the respective degree programme due to repeated insufficient performance.¹²

⁴ If a module is passed, no further credits can be awarded for the same module or a module with similar contents. Furthermore, it is not possible to retake a passed module or passed module group in a bid to achieve a better grade. Exceptionally, the Schools can make explicit provision for a different provision in their academic regulations.¹³

Art. 17 *Degree scroll, degree transcript and degree transcript supplement*

¹ Students awarded a bachelor's or master's degree, receive the following documents:

- a. degree scroll,
- b. degree transcript,
- c. degree transcript supplement.

² The degree scroll serves as proof that the bachelor's or master's degree has been awarded; it is issued by the Governing Council of the Lucerne University of Applied Sciences and Arts and is co-signed by the Dean of the relevant School of the Lucerne University of Applied Sciences and Arts. The title awarded with the degree scroll follows the directives of the Swiss Confederation. Art. 29 forms an exception.

⁸ Wording as per the amendment of 1 September 2016, in force from 1 September 2016 (G 2016 239).

⁹ Inserted through the amendment of 1 September 2016, in force from 1 September 2016 (G 2016 239).

¹⁰ Inserted through the amendment of 30 August 2018, in force from 1 September 2018 (G 2018 049)

¹¹ Inserted through the amendment of 30 August 2018, in force from 1 September 2018 (G 2018 049)

¹² Wording as per the amendment of 30 August 2018, in force from 1 September 2018 (G 2018 049).

¹³ Wording as per the amendment of 30 August 2018, in force from 1 September 2018 (G 2018 049).

³ Joint degree scrolls are issued for cooperative master's courses.

⁴ The degree transcript contains the results of all the modules that counted towards the bachelor's or master's degree in question. In addition, all modules that were passed at the Lucerne University of Applied Sciences and Arts but cannot be counted towards the bachelor's or master's degree in question are listed with a note to this effect.

⁵ The degree transcript supplement provides standardised information on the contents of study programmes and academic and pro-fessional qualifications.

2. Bachelor's degree programmes

Art. 18 *Scope*

¹ A bachelor's degree programme involves meeting learning requirements worth 180 credits. This corresponds to a full-time period of study of three years.

² Up to 36 credits may be awarded for relevant professional activities undertaken on a work-study basis during studies. The Schools can determine which assessed assignments are required in the context of these professional activities. Work placements, professional activity receiving special supervision, or professional activities during which particular assessed assignments are already required, cannot be deemed professional activities as defined by this provision.

³ The structure of degree programmes, the options available for part-time study, with or without relevant professional experience, as well as details regarding the implementation of the programmes, are provided by the Schools in their academic regulations.

Art. 19 *Degree*

A bachelor's degree programme is completed when

- a. all the modules or module groups defined in the curriculum have been passed and the required 180 credits have been earned, and¹⁴
- b. the bachelor's thesis has been awarded at least an E or an equivalent grade.

Art. 20 *Titles*

The titles awarded are:

- a. Bachelor of Science Hochschule Luzern/FHZ in [name of discipline] (abbreviation: BSc Hochschule Luzern/FHZ), or
- b. Bachelor of Arts Hochschule Luzern/FHZ in [name of discipline] (abbreviation: BA Hochschule Luzern/FHZ).

¹⁴ Wording as per the amendment of 30 August 2018, in force from 1 September 2018 (G 2018 049).

3. Master's degree programmes

Art. 21 *Scope*

¹ A master's degree programme at the Lucerne University of Applied Sciences and Arts involves meeting learning requirements worth at least 90 and at most 120 credits.

² The structure of degree programmes, the specific number of credits required, the options for part-time study and details regarding the implementation of the programmes are provided by the Schools in their academic regulations.

³ Master's degree programmes offered in cooperation with one or more different universities (cooperative master's degree programmes) or joint/dual degree programmes are governed by separate academic regulations.

Art. 22 *Admission*

Admission to a master's degree programme at the Lucerne University of Applied Sciences and Arts requires a bachelor's degree or equivalent university degree. The Schools determine the details.

Art. 23 *Degree*

A master's degree programme is concluded when

- a. all the modules defined in the curriculum have been passed and the required number of 90 or 120 credits has been earned, and
- b. the master's thesis has been awarded at least an E or equivalent grade.

Art. 24 *Titles*

The titles awarded are:

- a. Master of Science Hochschule Luzern/FHZ in [name of discipline] (abbreviation: MSc Hochschule Luzern/FHZ), or
- b. Master of Arts Hochschule Luzern/FHZ in [name of discipline] (abbreviation: MA Hochschule Luzern/FHZ).

4. Teaching diploma for baccalaureate schools

Art. 25 *Study programme*

¹ The diploma course offered by the Lucerne University of Applied Sciences and Arts for students wishing to teach at baccalaureate schools includes specialised teaching and learning methods, educational science and periods of teaching experience worth 60 credits.

² The Schools set out in their academic regulations and study guides: the course objectives, contents and structure, the number of credits per educational area, the assessment of students and practical teachers, the combination of theory and practice as well as teaching, research and the options for part-time study.

Art. 26 *Admission*

The requirements for admission to a teaching degree for baccalaureate schools at the Lucerne University of Applied Sciences and Arts are set out in appendices 4 and 5 to this Academic Ordinance.

- a. a recognised baccalaureate or primary-school teaching diploma,
- b. a bachelor's degree or equivalent university degree, and
- c. successful completion of an aptitude test.

Art. 27 *Teaching and professional qualifications*

¹ Only students who have successfully concluded the teaching diploma programme as well as a master's degree programme in an academic discipline are qualified to teach at baccalaureate schools.

² A professional qualification is only granted to students who hold a teaching diploma as well as a master's degree, whereby the master's degree programme in question must be taken before or at the same time as the teaching diploma.

Art. 28 *Diploma*

The teaching diploma for baccalaureate schools is awarded when:

- a. all the modules defined in the curriculum have been passed and the required number of 60 credits for specialised teaching and learning methods, theory of teaching and periods of teaching experience have been earned, and
- b. the relevant master's degree in an academic discipline has been obtained.

Art. 29 *Title and teaching diploma*

¹ The diploma scroll and the title awarded with the teaching diploma follow the Regulations on the Recognition of Teaching Qualifications for Primary, Lower Secondary and Baccalaureate Schools of 28 March 2019 issued by the Swiss Conference of Cantonal Ministers of Education.¹⁵

² The procedure for awarding the teaching diploma is set out in the academic regulations.

V. Rights and Obligations of Students

Art. 30 *Rights*

¹ Students have the right to study at the Lucerne University of Applied Sciences and Arts for the duration of their enrolment and in particular to:

- a. attend modules and submit assessed assignments,
- b. receive confirmation of the credits obtained in the form of a transcript of records,
- c. use the libraries, computer and other facilities and IT infrastructure for study purposes,
- d. use the special facilities (e.g. university sports), advisory services and receive the discounts available through the Lucerne University of Applied Sciences and Arts.

² The Schools determine and communicate the semester dates on which tuition begins and ends.

¹⁵ Wording as per amendment of 18 June 2020, in force from 1 September 2020 (G 2020 048).

Art. 31 *Study-relevant information*

According to Statutes of the Lucerne University of Applied Sciences and Arts (FHZ Statutes) of 7 June 2013¹⁶ students have the right of co-determination. They have in particular the right to contact the governing bodies and lecturers of the Lucerne University of Applied Sciences and Arts with regard to personal issues as well as concerns related to their studies. Students are provided with study-relevant information such as academic regulations, module descriptions, guidelines and directives in a suitable format.

Art. 32 *Early termination of studies*

¹ Studies can be terminated before the completion of the bachelor's or master's degree.

² In the case of an early termination of studies the Head of Bachelor's Studies, the Head of Master's Studies or the head of the degree programme or specialisation must be notified immediately. The Schools determine the details.

³ Semester fees remain due in full for semesters that have not been completed.

Art. 33 *Obligations*

In particular, students are obliged to:

- a. comply with this academic ordinance, academic regulations, module descriptions, guidelines and directives and keep themselves informed about any changes,
- b. regularly inform themselves about the programme, ensure their availability, and regularly call up information on their University email account and on the MyCampus web portal,¹⁷
- c. pay the fees in accordance with the Regulations on Fees Charged by the Lucerne University of Applied Sciences and Arts, FH Zentralschweiz of 14. December 2012¹⁸ and the Order on Administrative Fees Charged by the Lucerne University of Applied Sciences and Arts, FH Zentralschweiz,
- d. attend the prescribed modules in order to earn the relevant credits,
- e. use the infrastructure made available to them (e.g. software, workshops) for study purposes only and with the requisite care,
- f. agree that decisions may be sent to them electronically¹⁹.

VI. Intellectual Property

Art. 34 *Copyrights and inventions*

¹ Students grant the Lucerne University of Applied Sciences and Arts the right to use and exploit their copyright-protected works and inventions developed during their studies. This includes the free and unlimited right in terms of time and space to publish or copy the copyright-protected works or inventions, as well as any related trademarks, or to use and exploit it in any other manner.

² The moral rights of the author and the student's right to continue to personally use and exploit the copyright-protected works, inventions or trademarks remain guaranteed. Art. 35 forms an exception.

¹⁶ SRL no. 520b

¹⁷ Wording as per amendment of 14 June 2018, in force from 1 August 2018 (G 2018 042).

¹⁸ SRL no. 520e

¹⁹ Wording as per amendment of 14 June 2018, in force from 1 August 2018 (G 2018 042).

Art. 35 *Audiovisual works*

Students assign all rights to use and exploit audiovisual works to the Lucerne University of Applied Sciences and Arts as producer for its exclusive use, together with the right to use and exploit these works free of charge and without any restrictions in terms of time and place. The Lucerne University of Applied Sciences may transfer these rights to third parties or return them to the student.

Art. 36 *Purpose of use*

¹ The Lucerne University of Applied Sciences and Arts generally use the rights transferred to it for study-related purposes, in particular for archiving, documentation, information, cataloguing in the library or media library, advertising and public relations work. The Lucerne University of Applied Sciences and Arts is also entitled to grant or transfer rights to copyright-protected works of students, the related patent rights and inventions to third parties as part of a cooperation programme, in particular regarding thesis or project work by students, in the fields of applied research and development as well as services.

² After informing the student, the Lucerne University of Applied Sciences and Arts may record presentations, and performances or screenings of a work on audio, video and data storage systems. The Lucerne University of Applied Sciences and Arts may publish such recordings on the Internet (live-stream, podcast).

Art. 37 *Compensation*

¹ If the Lucerne University of Applied Sciences and Arts earns a financial profit on the commercial use of copyright-protected works, and the related patent rights or inventions, it is obliged to agree suitable compensation with the student.

² A financial profit is earned if the net revenue exceeds the total unsubsidised costs incurred by the Lucerne University of Applied Sciences and Arts (e.g. production costs).

VII. Disciplinary Regulations

1. Disciplinary offences

Art. 38 *Breach of statutory ordinances governing of Lucerne University of Applied Sciences and Arts*

¹ Disciplinary measures can be enacted if students breach the statutory ordinances governing the Lucerne University of Applied Sciences and Arts or the instructions of the competent governing bodies or lecturers.

² The disciplinary measures shall reflect the severity or frequency of the breach.

³ Students who misappropriate or wilfully damage property of the Lucerne University of Applied Sciences and Arts can be subjected to disciplinary action and required to pay for the damage done.

Art. 39 *Dishonest conduct*

¹ Information regarding the resources permitted for meeting the learning requirements and completing the assessed assignments is issued beforehand in writing.

² The introduction or use of unauthorised resources during the admissions procedure or an assessed assignment, or other forms of dishonest conduct (including unauthorised communication with others during an assessed assignment, third-party help during the preparation of a portfolio, bachelor's or master's thesis, plagiarism, or fraud in order to obtain admission based on false or incomplete information), will result in denial of admission to studies or a failing grade in the respective assessed assignment.²⁰

³ Should such improper conduct come to light after the event, the Schools reserve the right to withdraw any titles awarded or revoke admission retroactively.

⁴ Other disciplinary measures may be applied.

Art. 40 *Inability to attend or withdrawal from assessed assignments and modules*

¹ The dates and deadlines set by the Lucerne University of Applied Arts and Sciences are binding.

² If an assessed assignment cannot be attended or an assessed assignment or module cannot be completed for important reasons, the person in charge of the assessed assignment must be informed immediately and, if applicable, be provided with a medical certificate.

³ Failure to meet dates and deadlines or unauthorised absence from assessed assignments or modules without a valid excuse can lead to disciplinary measures.

⁴ The Schools determine the details.

2. Disciplinary measures and responsibilities

Art. 41 *Disciplinary measures*

¹ The disciplinary measures applied by the Lucerne University of Applied Sciences and Arts can take the form of:

- a. a written reprimand,
- b. exclusion from the assessed assignment or module,
- c. exclusion from studies.

² The student in question has the right to be heard before any disciplinary measures pursuant to c are applied.

Art. 42 *Disciplinary authority, exclusion from studies*

¹ The Head of Bachelor's Degree Programme or the Head of Master's Degree Programme is responsible for ordering disciplinary measures.

²⁰ Wording as per amendment of 18 June 2020, in force from 1 September 2020 (G 2020 048).

² The Dean of a School can exclude students from a bachelor's or master's degree programme if, in the course of the programme or practical training, it becomes clear that they:

- a. are obviously unsuited to the degree programme or the exercise of the relevant profession,
- b. have acted incorrectly in an academic context as described in Art. 39,
- c. failed to meet their payment obligations despite reminders,
- d. are in gross violation of the legal regulations or have seriously damaged the reputation of the Lucerne University of Applied Sciences and Arts.

VIII. Appeals Procedure

Art. 43 *Definition*

¹ Students are allowed to appeal grading decisions provided that the appeal is against an insufficient grade or can serve to avoid irreparable harm.

² An appeal as defined in this academic ordinance obliges the appellate authority to assess the disputed decision and to take a decision in the matter again.

Art. 43a²¹ *Delivery of grading decisions*

¹ Grading decisions are sent electronically to personal electronic student dossiers in the MyCampus web portal. In addition, students are informed by email that their grading decisions are available in their personal electronic student dossier.

² A grading decision is considered definitively delivered from the day on which it is available in the personal electronic student dossier.

Art. 44 *Appellate authority*

¹ The Head of Bachelor's Studies or the Head of Master's Studies at the School where the appeal was lodged are responsible for deciding on the appeal.

² The appellate authority has unrestricted power to assess the appeal.

Art. 45 *Form and submission deadline for appeals*

¹ An appeal must be lodged in writing with the Head of Bachelor's Studies or the Head of Master's Studies within 20 days of receipt of the grading decision. A copy of the disputed decision and all documentary evidence must be submitted with the appeal.

² The appeal must contain a formal request and state the reasons for the appeal.

Art. 46 *Access to assessment documentation*

Students entitled to appeal grading decisions are to be afforded access to the assessment documentation.

²¹ Wording as per amendment of 14 June 2018, in force from 1 August 2018 (G 2018 042).

Art. 47 *Effect of an appeal*

¹ An appeal does not have the effect of an injunction permitting the continuation of studies.

² The appellate authority decides on a student's continuation in a degree programme at its discretion and can order precautionary measures.

Art. 48 *Consultation process*

If an appeal does not immediately prove to be inadmissible or groundless, the appellate authority shall give the parties involved the opportunity to make a statement.

Art. 49 *Briefing*

The appellate authority can commission briefings from Legal Services of the Lucerne University of Applied Sciences and Arts or other legally qualified persons.

Art. 50 *Decision on the appeal*

¹ The appellate authority is not bound by a student's formal request. It can change the decision in dispute in favour of or against the student.

² The decision of the appellate authority must be communicated and substantiated to the student in writing.

³ The decision on the appeal replaces the disputed decision.

Art. 51 *Withdrawal of appeal and reconsideration*

An appeal can be withdrawn in the time until a decision on the appeal is taken or the disputed decision is reconsidered. In such cases the appeals procedure is regarded as void or cancelled.

Art. 52 *Procedural costs and advanced payment of costs*

¹ Official costs (court and clerical fees, etc.) can be levied for an appeals procedure.

² No compensation of the parties involved shall be awarded in an appeals procedure.

³ The appellate authority may require the student to pay a suitable advance to cover the official costs. If the student, in spite of being reminded of the consequences, fails to pay the advance within the deadline, the appellate authority does not have to consider the appeal. The Law on Procedure in Administrative Law of 3 July 1972²² applies in all other respects.

⁴ The costs are governed by § 2 Schedules on Fees and Ordinance on Costs for the Federal Administration of 28 May 1982²³. The official costs are calculated on the basis of the time and effort spent on the matter. In cases of hardship, the appellate authority can partly or totally waive the official costs.

²² SRL no. 40

²³ SRL no. 681

IX. Final Provisions

Art. 53 *Repeal of previous statutory ordinances*

The Academic Ordinance Governing Bachelor's and Master's Degree Programmes at the Lucerne University of Applied Sciences and Arts, FH Zentralschweiz of 4 September 2013²⁴ is repealed.

Art. 54 *Time of coming into effect*

The Academic Ordinance Governing Bachelor's and Master's Degree Programmes at the Lucerne University of Applied Sciences and Arts, FH Zentralschweiz, comes into effect on the 1 September 2014. The ordinance shall be published.

Lucerne, 13 June 2014

On behalf of the Governing Council of the Lucerne University of Applied Sciences and Arts
The Head of the Governing Council: Anton Lauber
The Head of Legal Services: Marija Bucher-Djordjevic

²⁴ G 2013 395 (SRL no. 521)

**Requirements for Admission
to a Bachelor's Degree Programme at the Lucerne School of Engineering
and Architecture**

The following admission requirements apply to the first year of a bachelor's degree:

- a. completion of relevant vocational training with a recognised vocational baccalaureate,
- b. completion of vocational training that is not relevant, a recognised vocational baccalaureate plus at least one year's relevant professional experience,
- c. a recognised baccalaureate plus at least one year's relevant professional experience,
- d. a qualification from a technical school in the relevant discipline, or
- e. alternative equivalent education, i.e. at least three years of upper secondary education, several years of professional experience in the chosen specialisation and successful completion of the pre-admission course offered by the Lucerne School of Engineering and Architecture.

The pre-admission course is equivalent to passing an entrance examination at another Swiss university of applied sciences with technical eligibility, provided that the course level is equivalent to a vocational baccalaureate.

Requirements for Admission to a Bachelor's Degree Programme at the Lucerne School of Business

The following admission requirements apply for the bachelor's programmes:

- a.
 - aa. for the Bachelor of Science in Business Administration:
a federally recognised vocational baccalaureate with a major in business and services in conjunction with basic commercial training,
 - bb. for the Bachelor of Science in Business Psychology:
a federally recognised vocational baccalaureate in conjunction with basic professional training,
 - cc. for the Bachelor of Science in Mobility, Data Science and Economics:
a federally recognised vocational baccalaureate with a major in engineering, architecture and life sciences or business and services in conjunction with basic technical or commercial training,
- b. a federally recognised vocational baccalaureate without basic training in the relevant subject area plus at least one year's professional experience in a field related to the chosen specialisation,
- c. a recognised baccalaureate plus at least one year's professional experience in a field related to the chosen specialisation,
- d. a federally recognised specialised baccalaureate plus at least one year's professional experience in a field related to the chosen specialisation,
- e. a related diploma from a recognised higher technical school plus at least one year's professional experience in a field related to the chosen specialisation,
- f. an alternative equivalent upper secondary education plus at least one year's professional experience in a field related to the chosen specialisation,
- g. a foreign school leaving certificate that demonstrably equivalent to one of the qualifications stated under a - e, plus at least one year's professional experience in a field related to the chosen specialisation,
- h. a Federal Diploma of Higher Education or an Advanced Federal Diploma of Higher Education plus at least one year's professional experience in a field related to the chosen specialisation, as well as passing an entrance examination at the Lucerne School of Business, or
- i. a foreign school leaving certificate that is not demonstrably equivalent to one of the qualifications stated under a - e, plus at least one year's professional experience in a field related to the chosen specialisation, and passing an entrance examination at the Lucerne School of Business

and in all cases

- j. facility in the language of instruction commensurate with the level of study.

In addition, the admission to the bachelor's degree programme in Business Psychology requires a successful completion of a psychological aptitude test at the Lucerne School of Business.

The School determines the details relating to the entrance examinations and the aptitude test.

²⁵ Wording as per amendment of 29 March 2021, in force retroactively as from 1 March 2021 (G 2021 020).

Requirements for Admission to a Bachelor's Degree Programme at the Lucerne School of Computer Science and Information Technology

I. Bachelor of Science in Artificial Learning, Bachelor of Science in Computer Technology²⁷

The following admission criteria apply to the first year of a bachelor's degree:

- a. completion of relevant vocational training (federal certificate of proficiency – EFZ) with a recognised vocational baccalaureate,
- b. completion of vocational training (federal certificate of proficiency – EFZ) with a recognised vocational baccalaureate, and (if the vocational training is not relevant) at least one year's professional activity in the area of information technology,
- c. a recognised gymnasial baccalaureate plus one year's internship in the relevant professional area,
- d. completion of vocational training (federal certificate of proficiency – EFZ) and a qualification from a professional college in the relevant professional area, or
- e. completion of vocational training (federal certificate of proficiency – EFZ), several years of professional experience in the relevant professional area, and successful completion of the pre-admission course offered by the Lucerne School of Engineering and Architecture

and

- f. facility in the language of instruction commensurate with the level of study.

The pre-admission course as per subparagraph e is equivalent to passing an entrance examination with a technical orientation at a different Swiss applied university, provided that this is at the same level as a vocational baccalaureate.

In duly substantiated exceptional cases, fulfilment of an admission requirement in accordance with subparagraphs a-e may be waived and an admission "sur dossier" granted.

II. Bachelor of Science in Business Information Technology²⁸

The following admission criteria apply to the first year of a bachelor's degree:

- a. completion of relevant vocational training (federal certificate of proficiency – EFZ) with a recognised vocational baccalaureate,
- b. completion of vocational training (federal certificate of proficiency – EFZ) with a recognised vocational baccalaureate, plus at least one year's professional experience in a field related to the course of study,
- c. a recognised gymnasial baccalaureate plus one year's internship in the relevant professional area,
- d. a federally recognised professional baccalaureate plus at least one year's professional experience in a field related to the course of study,

²⁶ Inserted through the amendment of 1 September 2016, in force from 1 September 2016 (G 2016 239).

²⁷ Wording as per amendment of 18 June 2020, in force from 1 September 2020 (G 2020 048).

²⁸ Wording as per the amendment of 30 August 2019, in force from 1 September 2019 (G 2019 037).

- e. a sector-specific diploma from a recognised professional college or a recognised professional college examination; the Lucerne School of Computer Science and Information Technology will clarify on a case-by-case basis whether additional competences still need to be acquired in advance; in the case of an apprenticeship that is not relevant, at least one year's professional experience in a field related to the course of study,
- f. an alternative equivalent higher secondary education plus at least one year's professional experience in a field related to the course of study

and

- g. facility in the language of instruction commensurate with the level of study.

In duly substantiated exceptional cases, fulfilment of an admission requirement in accordance with subparagraphs a-f may be waived and an admission "sur dossier" granted.

III. Bachelor of Sciences in Digital Ideation

¹ The admission requirements applying to the first year of the bachelor's degree programme Digital Ideation with specialisation in Design are contained in section II. Bachelor of Arts in Design of the requirements for admission to a bachelor's degree programme at the Lucerne School of Art and Design.

² The admission requirements applying to the first year of the bachelor's degree programme Digital Ideation with specialisation in Information Technology are contained in the requirements for admission to a bachelor's degree programme in Information Technology.

³ In addition to the requirements pursuant to paragraphs 1 and 2, admission is dependent on the successful completion of an art and design aptitude test at the Lucerne School of Computer Science and Information Technology.

⁴ Even if the formal requirements are met, admission to the bachelor's degree programme Digital Ideation is restricted by the limited availability of places on the course.

IV. Bachelor of Science in Information and Cyber Security²⁹

The following admission criteria apply to the first year of a bachelor's degree:

- a. completion of relevant vocational training (federal certificate of proficiency – EFZ) with a recognised vocational baccalaureate,
- b. completion of vocational training (federal certificate of proficiency – EFZ) with a recognised vocational baccalaureate, and (if the vocational training is not relevant) at least one year's professional activity in a field related to the course of study,
- c. a recognised gymnasial baccalaureate plus one year's internship in the relevant professional area,
- d. completion of vocational training (federal certificate of proficiency – EFZ) and a qualification from a professional college in a relevant field,
- e. completion of vocational training (federal certificate of proficiency – EFZ), several years of professional experience in the relevant professional area, and successful completion of the pre-admission course offered by the Lucerne School of Engineering and Architecture,

²⁹ Wording as per the amendment of 30 August 2019, in force from 1 September 2019 (G 2019 037).

f. a gymnasial baccalaureate or a non-relevant vocational baccalaureate plus cyber training from the Swiss Armed Forces,

and

g. facility in the language of instruction commensurate with the level of study.

The pre-admission course as per subparagraph e is equivalent to passing an entrance examination with a technical orientation at a different Swiss applied university, provided that this is at the same level as a vocational baccalaureate.

In duly substantiated exceptional cases, fulfilment of an admission requirement in accordance with subparagraphs a-f may be waived and an admission "sur dossier" granted.

V. Bachelor of Science in International IT Management³⁰

The following admission criteria apply to the first year of a bachelor's degree:

a. completion of relevant vocational training (federal certificate of proficiency – EFZ) with a recognised vocational baccalaureate,

b. completion of vocational training (federal certificate of proficiency – EFZ) with a recognised vocational baccalaureate, plus at least one year's professional experience in a field related to the course of study,

c. a recognised gymnasial baccalaureate plus one year's internship in the relevant professional area,

d. a federally recognised professional baccalaureate plus at least one year's professional experience in a field related to the course of study,

e. a sector-specific diploma from a recognised professional college,

f. an alternative equivalent higher secondary education plus at least one year's professional experience in a field related to the course of study

g. a recognised admission certificate from a foreign university plus at least one year's professional experience in a field related to the course of study

and

h. an internationally recognised English language diploma at minimum level B2 according to the Common European Framework of Reference for Languages (CEFR).

In the case of foreign students, a face-to-face interview may also be conducted to assess aptitude.

In duly substantiated exceptional cases, fulfilment of an admission requirement in accordance with subparagraphs a-g may be waived and an admission "sur dossier" granted.

³⁰ Wording as per the amendment of 30 August 2019, in force from 1 September 2019 (G 2019 037).

Requirements for Admission to a Bachelor's Degree Programme at the Lucerne School of Social Work

I. Admission requirements ³¹

The following admission requirements apply to the first year of a bachelor's degree:

- a. a recognised vocational baccalaureate,
- b. a recognised baccalaureate,
- c. a recognised specialised baccalaureate in the field of social work,
- d. a qualification equivalent to a vocational baccalaureate or baccalaureate, or
- e. successful completion of an equivalency process, whereby the applicants show that their practical skills compensate for any lack of formal admission qualifications,

and in all cases

- f. passing the School's internal aptitude test.

In addition to the requirements specified in a to e, applicants whose mother tongue is not German and who have completed their compulsory schooling outside the German-speaking countries are required to hold a recognised qualification in German at level C1 (Goethe Certificate).

II. Professional experience

With the exception of related educational backgrounds (vocational baccalaureate in health/social care, recognised professional baccalaureate in the field of social work, or a qualification from a higher technical school in the area of social work), applicants must provide evidence of at least one year of relevant professional experience.

III. Aptitude test

The aptitude test, which must be passed, consists of a one-on-one interview, a group element and an individual written assignment.

³¹ Wording as per amendment of 18 June 2020, in force from 1 September 2020 (G 2020 048).

Requirements for Admission to a Bachelor's Degree Programme at the Lucerne School of Art and Design

I. Bachelor of Arts in Fine Arts, Bachelor of Arts in Art and Design Education, and Bachelor of Arts in Film³²

The following admission requirements apply to the bachelor's degree programmes in Fine Arts, Art and Design Education, and Film:

- a. a federally recognised or equivalent baccalaureate,
- b. a federally recognised or equivalent vocational baccalaureate in a professional vocational education and training,
- c. specialised baccalaureate from a specialised school in the field of art and design oder
- d. evidence of an equivalent accredited programme of general education at upper secondary level and in all cases
- e. facility in the language of instruction commensurate with the level of study.

In addition to the bachelor's degree, one of the following is required to be admitted to the master's programme in Fine Arts with major in Art Teaching, which permits teaching at baccalaureate schools: a federally recognised or equivalent baccalaureate school leaving certificate, a primary school teaching diploma, or an equivalent qualification (vocational baccalaureate and successfully completed "passerelle" transfer activity).

Ia. ...³³

II. Bachelor of Arts in Visual Communication and Bachelor of Arts in Product and Industrial Design

¹ The following admission requirements apply to a bachelor's degree in Visual Communication or to a bachelor's degree in Product and Industrial Design:

- a. a federally recognised or equivalent baccalaureate,
- b. a federally recognised or equivalent vocational baccalaureate in a professional vocational education and training,
- c. a federally recognised or equivalent vocational baccalaureate in a professional vocational education and training related to the chosen specialisation, or

³² Wording as per amendment of 18 June 2020, in force from 1 September 2020 (G 2020 048).

³³ Repealed by the amendment of 18 June 2020, in force from 1 September 2020 (G 2020 048).

d. a specialised baccalaureate from a specialised school,

and

e. in addition to a, b and d, applicants must provide evidence of at least one year of professional experience in a field related to the chosen specialisation, or attendance of the one-year art foundation course at the Lucerne School of Art and Design, or equivalent previous training.

² In addition to a to d, applicants are required to have facility in the language of instruction commensurate with the level of study.

III. Bachelor's specialisation in Design Management International

¹ As a to the requirements pursuant to section II, the following admission requirements apply to a bachelor's specialisation in Design Management International:

a. one year of practical experience related to the specialisation, and

b. a command of English commensurate with the level of study.

² An art foundation course is not required.

IV. Aptitude test

¹ Admission to all bachelor's degree programmes offered by the Lucerne School of Art and Design, except for the specialisation in Design Management International, also requires a pass grade in the art and design aptitude test.

² For the specialisation in Design Management International, the applicant's understanding of art and design is examined in the aptitude test.

³ Admission to the Lucerne School of Art and Design is restricted even if the formal requirements are met, due in particular to the limited number of available study places.

V. Special talent

In particular in the Fine Arts and Film degree programmes, exceptions may be made with regard to an admission requirement where the applicant is aged 18 or over and provides evidence of extraordinary artistic talent and an appropriate standard of education.³⁴

Exceptions may be made with regard to an admission requirement where there is evidence of extraordinary artistic talent.

³⁴ Wording as per the amendment of 1 September 2016, in force from 1 September 2016 (G 2016 239).

Requirements for Admission to a Bachelor's Degree Programme at the Lucerne School of Music

I. Admission requirements for a bachelor's degree programme

The following admission requirements apply for a bachelor's degree:

- a. a recognised vocational baccalaureate,
- b. a recognised baccalaureate,
- c. a recognised specialised baccalaureate in the field of music and theatre,
- d. completion of a three-year course of study at a upper secondary specialised commercial school or a recognised upper secondary specialised diploma school,
- e. completion of an recognised equivalent to a general upper secondary education, or
- f. evidence of an equivalent general education received elsewhere,

and in all cases

- g. successful completion of the admission process.

II. Exceptions

Exceptions may be made to the requirement for upper secondary education where there is evidence of extraordinary artistic talent.