

Academic Regulations governing Bachelor's Degree Programs at the Lucerne School of Engineering and Architecture

of 1 September 2023

(These Regulations are translated from and hence based on the "Studienreglement für die Bachelor-Ausbildung an der Hochschule Luzern – Technik & Architektur". The German version shall be authoritative.)

The Dean of the Lucerne School of Engineering and Architecture,

pursuant to article 1 paragraph 2 and article 6 paragraph 1 letter a of the Academic Ordinance Governing Bachelor's and Master's Degree Programmes at the Lucerne University of Applied Sciences and Arts, FH Zentralschweiz, of 13 June 2014¹

hereby enacts the following:

I. General

Art. 1 *Principle*

¹ The Lucerne School of Engineering and Architecture offers bachelor's and master's degree programs, continuing education programs and applied research and development. It also supplies services for third parties in the disciplines Engineering and Architecture.

² These academic regulations govern the bachelor's degree programs offered by the Lucerne School of Engineering and Architecture and also contain the provisions required to implement the Academic Ordinance Governing Bachelor's and Master's Degree Programs at the Lucerne University of Applied Sciences and Arts².

Art. 2 *Recognition of prior learning upon enrolment for a bachelor's degree program with the Lucerne School of Engineering and Architecture*

¹ Upon application, prior learning completed at other Swiss and foreign universities can be recognized and credited, provided that it is deemed to be of an equivalent value. The Head of Bachelor's and Master's Programs decides how this equivalence is determined.

¹ SRL No. 521

² SRL No. 521

² Students who have obtained a qualification in a relevant field from a higher technical school can be credited with up to 30 credits. The decision is taken by the Head of Bachelor's and Master's Programs.

Art. 3 *Admissions procedure*

¹ During the admissions procedure, students can acquire the missing general entry qualifications required for attending the basic level modules. As a general rule, no credits are earned for such prerequisite make-up courses and periods of practical experience.

² The requirements are identified during assessments and admission interviews.

³ The Dean can levy fees for the attendance of prerequisite make-up courses and periods of practical experience as defined in §5 of the Act on Public Charges of 14 September 1993 (status 1 June 2013)³.

II. Governing bodies

Art. 4 *Dean*

The Dean approves the curricula (module catalog, career profile and bachelor's degree concept) for the bachelor's degree programs.

Art. 5 *Head of Bachelor's and Master's Programs*

The Head of Bachelor's and Master's Programs:

- a. decides on the admission of students and the recognition of prior learning as well as the recognition of language diplomas.
- b. approves the individual module descriptions.
- c. organizes the end-of-module exams.
- d. appoints the external examiners and decides on their deployment.
- e. validates the degrees.
- f. appoints the module coordinators in consultation with the heads of the degree program.

Art. 6 *Heads of degree program*

The heads of degree program are responsible for the course contents and technical quality of the program with reference to the career profile for the degree program in question as well as the validation and repetition of end-of-module exams. They take all decisions and implement all measures except where a matter falls in the remit of another governing body.

³ SRL No. 680

Art. 7 *Module coordinators*

¹ Module coordinators are responsible for the quality of a module.

² They submit proposals regarding the lecturers that should participate in the module to the relevant head of degree program. The relevant head of degree program takes the final decision on the lecturers that participate.

³ They prepare module descriptions as defined in article 13 (below) and select and evaluate the assessed assignments for the module together with the participating lecturers.

⁴ They review whether the students meet the entry requirements and notify the Bachelor's and Master's Secretariat of the students who do not meet the entry requirements.

Art. 8 *Lecturers*

Lecturers teach and assess in accordance with the educational quality standards of the Lucerne University of Applied Sciences and Arts and the bachelor's concept adopted by the Lucerne School of Engineering and Architecture. In addition to contact study, student coaching is an important part of a lecturer's teaching obligations.

Art. 9 *External examiners*

¹ External examiners oversee the orderly running of the assessed assignment process and are consulted during the grading process.

² The involvement of external examiners is mandatory for the assessed assignment process in the following modules:

- a. core compulsory modules at advanced level,
- b. bachelor's thesis,
- c. modules taught by a single lecturer.

³ They can also ensure the quality of individual modules and the curricula of individual degree programs.

Art. 10 *Academic advisors*

¹ Academic advice is provided by lecturers appointed and trained for this task.

² Academic advisors provide students with information and advice and help them to plan their studies.

³ Students must periodically inform their academic advisors of their study progress.

III. Structure of study programs

A. General

Art. 11 *Principle*

The bachelor's degree programs at the Lucerne School of Engineering and Architecture have a modular structure and are concluded with a bachelor's degree.

Art. 12 *Module types and levels*

¹ Modules are usually topic-focused learning units taught by several lecturers applying a variety of educational methods. The modules are divided into different types and levels.

² The module types are:

- a. core modules (teaching of the essential skills required by the relevant career profile),
- b. related modules (teaching of additional skills related to the career profile),
- c. minor modules (teaching of non-technical supplementary skills and aspects of training),
- d. project modules (deepening of technical knowledge as well as methodical and personal skills, core modules), and
- e. the bachelor's thesis (project and study assignment covering the key elements of the bachelor's degree program, core modules).

³ The module levels are:

- a. basic,
- b. intermediate, and
- c. advanced.

⁴ Entry requirements have been defined for every module. Modules are allocated a level of difficulty, basic, intermediate or advanced, on the basis of the entry requirements. Special rules pursuant to the module descriptions apply to Interdisciplinary Learning Programs and minor modules.

Art. 13 *Module description*

¹ Every module has a module description that provides information, inter alia, on the entry requirements, course contents, module levels, teaching methods, form of assessed assignments and ECTS credits.

² The module description lists the requirements (proof of work which students need to do during the course of the module) that are needed for admission to the end-of-module exam. Students are usually not obliged to attend classes in order to be admitted to the exam. Module descriptions can also stipulate mandatory entry requirements.

Art. 14 *Compulsory modules*

¹ All compulsory modules must be finished successfully before a degree can be awarded. Failed compulsory modules cannot be replaced by the completion of other learning requirements.

² A compulsory module which has been failed may be retaken once. Modules which have been passed cannot be retaken.

³ Basic level compulsory modules must be taken within the first four semesters and must be successfully completed six semesters after the beginning of studies at the latest. If this is not done, students will be barred from continuing their studies.

Art. 15 *Elective modules*

Elective modules are used to configure various study profiles. Students must select a prescribed minimum number of modules from the modules on offer.

Art. 16 *Number of module types to be taken*

During the bachelor's degree program, students have to take a prescribed minimum number of modules of different types. These are:

- a. at least 90 credits from the core selection
- b. at least 39 credits from the project selection
- c. at least 15 credits from the related section
- d. at least 15 credits from the minor selection.

Art. 17 *Assessed assignments*

¹ Assessed assignments provide evidence of the skills gained during the degree program. This comprises of the requirements to be fulfilled in order to sit the exam during the period of contact study, the period of preparing for the end-of-module exam and the end-of-module exam. To receive the credits for a module according to the module description, the student must have proof that they have fulfilled the requirements in order to be admitted to the end-of-module exam and must pass the end-of-module exam with a grade of "sufficient" (grade E) or better.

² These requirements generally apply to the end-of-module exam that directly follows the period of contact study.

³ If a student fails or withdraws from the end-of-module exam, the certification that they have met the requirements is no longer valid. In this case the student must retake the entire module and earn a new certification to gain admission to the end-of-module exam.

⁴ Students who fail to complete an assessed assignment for compelling reasons must notify the Bachelor's and Master's Secretariat in writing before the start of the exam.

⁵ In the event that such a situation arises during the assessed assignment, the candidate must notify the head of program and the module coordinator immediately of his or her withdrawal from the assignment in writing.

⁶ The assertion of reasons applicable to an assessed assignment already completed is excluded in the event the candidate was aware of them before or during the assessed assignment.

⁷ If medical grounds are quoted, a medical certificate must be submitted with the Bachelor's and Master's Secretariat. Where doubt exists, the Lucerne School of Engineering and Architecture may engage an independent medical examiner.

⁸ Every module is concluded with an end-of-module exam.

⁹ End-of-module exams can in particular take the following forms:

- a. written and/or oral tests,
- b. written assignments and reports, and
- c. lectures and presentations.

¹⁰ End-of-module exams are assessed by the lecturers who participate in the module. If a module is taught by a single lecturer, an external examiner must take part in the grading process as defined in article 9.

¹¹ Failed assessed assignments are assessed with grade F only.

¹² Students whose end-of-module exams have been deemed insufficient and earned an F grade can ask the head of the degree program for access to their examination documentation and a meeting.

Art. 18 *Language requirements*

Students whose native language is not the predominant language of instruction must provide proof of proficiency in the language of instruction, typically in the form of a language diploma commensurate with the skills level required for the program. The Head of Bachelor's and Master's Programs decides on the recognition of language diplomas.

B. Study process

Art. 19 *Registration to take a module*

¹ Students who wish to take a module must submit an online application before the registration deadline. Although applications are considered whenever possible, students are not entitled to a place on a specific module.

² Advanced modules may only be taken after all basic compulsory modules for the degree program in which the student is enrolled have been passed.

Art. 20 *Withdrawal from a module*

Withdrawals can be made online within the registration period, i.e., by the Sunday before the start of the course. No cancellations will be accepted once the semester has started. Article 29 and 30 apply accordingly in all other respects.

Art. 21 *Delivery and cancellation of modules*

¹ The Head of Bachelor's and Master's Program decides on the delivery of the individual modules three to four weeks before the start of the semester.

² Modules are only delivered if the required number of students have enrolled for them.

³ In duly substantiated exceptional cases, modules for which an insufficient number of students have enrolled may be delivered as well.

⁴ In the event that a module is not delivered, the students affected by this decision may register for other modules, up to the relevant deadline.

C. Recognition of prior learning and professional activities

Art. 22 *Credits earned on a visiting student program*

Credits earned at a partner university or another university will be credited under the following conditions:

- a. a learning agreement which has been approved by the Head of Bachelor's and Master's Programs has been signed before the student attended the visiting student program, and
- b. the learning requirements completed during the visiting student program are listed in the transcript of records issued by the guest university.

Art. 23 *Recognition of prior learning at other Schools of the Lucerne University of Applied Sciences and Arts*

A maximum of 6 credits earned in so-called ISA modules offered by other Schools of the Lucerne University of Applied Sciences and Arts, at the University of Teacher Education Lucerne or at the University of Lucerne will be recognized as supplementary modules.

Art. 24 *Recognition of relevant professional activity during the degree program*

¹ Students participating in a work-study degree program can earn a maximum of 36 credits for their relevant professional activity in the framework of practice modules.

² The head of the degree program decides what can be recognized and defines the type of assessed assignment that must be passed.

³ The Head of Bachelor's and Master's Programs agrees, on a case-by-case basis, the recognition of the professional activity with the student in a learning agreement.

Art. 25 *Changing to another degree program offered by the Lucerne School of Engineering and Architecture*

Students who change their degree program during their studies at the Lucerne School of Engineering and Architecture can request that the credits they have already earned be recognized. The Head of Bachelor's and Master's Programs decides on the recognition of credits that have been earned previously. If the change of degree program takes place after an exclusion, re-entry into the new degree program is usually only possible after a break of at least one semester.

IV. Study process

Art. 26 *Curriculum*

¹ The curriculum for a degree program consists of the entry requirements, the module catalog and the occupational profile (skills at graduation).

² The modules that are recognized for the relevant bachelor's degree program are listed in the module catalog.

Art. 27 *Planning of studies and academic advice*

Students are responsible for planning their own studies. They are supported by their academic advisor.

Art. 28 *Forms of study and period of studies*

¹ For the completion of their assessed assignments, students can choose between the following time models: full-time, part-time or studying while working (work-study program).

² The form of study can be changed only after the conclusion of a semester.

³ Students on the full-time study track have to earn an average of 30 credits per semester and generally earn their degree after three years.

⁴ As part-time and work-study students attend fewer modules per semester, it takes longer for them to complete their degree program.

⁵ The maximum period allowed for studies is twelve semesters. Exceeding the maximum period of studies leads to exclusion from the degree program. In exceptional and duly substantiated cases, the Head of Bachelor's and Master's Programs can grant an extension.

⁶ Break in studies pursuant to article 29 do not count towards the maximum period of studies pursuant to paragraph 5.

Art. 29 *Break in studies*

¹ Any break in studies must be reported in writing to the Bachelor's and Master's Secretariat. The deadlines set for this must be adhered to. Students who are late in notifying a break in studies are liable for the fees for the following semester irrespective of whether they have enrolled for any modules.

² Breaks in studies do not count towards the period of study. They must not exceed four semesters.

³ An extension of the period of study longer than one semester on leave due to the break in studies must be accepted.

Art. 30 *Early termination of the degree program*

¹ Students must inform the Bachelor's and Master's Secretariat if they wish to terminate the degree program early.

² Notification of withdrawal from the degree program must be given in writing. The deadlines set for this must be adhered to. Students who are late in notifying an early termination of the degree program are liable for the study fees for the following semester.

V. Conditions for obtaining a bachelor's degree

Art. 31 *Bachelor's degree*

A bachelor's degree is awarded if the following conditions are met:

- a. learning requirements totaling at least 180 credits have been recognized,
- b. the student has attended a minimum number of module types pursuant to article 16,
- c. the bachelor's thesis submitted to the Lucerne School of Engineering and Architecture has received a pass grade,
- d. At least 60 credits for the bachelor's degree program (including the bachelor's thesis) have been earned at the Lucerne School of Engineering and Architecture.

Art. 32 *Admission to submit a bachelor's thesis*

Students who have earned at least 132 credits and meet the requirements of the degree program may submit a bachelor's thesis.

Art. 33 *Bachelor's thesis*

¹ Students submit their bachelor's thesis as proof that they are capable of independently researching and presenting a solution for a complex problem in their relevant field of specialization. The thesis can be completed individually or as a group. If a thesis is submitted by a group, the input of the members of the group must be assessed individually, whereby both the individual input and the group input are assessed. The bachelor's thesis is assessed by the competent lecturers after consultation with the external examiners.

² The bachelor's thesis yields 12 credits.

VI. Final provisions

Art. 34 *Right of appeal*

¹ The parties in question are informed in writing of all decisions taken in accordance with these academic regulations. Such notices are accompanied by instructions regarding their right of appeal.

² According to the Academic Ordinance Governing Bachelor's and Master's Degree Programmes at the Lucerne University of Applied Sciences and Arts⁴, substantiated appeals against decisions taken in accordance with these academic regulations must be filed in writing to the Head of Bachelor's and Master's Programs. Appeals must be lodged within 20 days.

Art. 35 Transitional arrangement

Students who began their bachelor's degree programs before 1 September 2019 shall have the maximum permissible period of studies extended by a maximum of two semesters.

Art. 36 *Repeal of previous rules and orders*

The Academic Regulations Governing Bachelor's Degree programs at Lucerne School of Engineering and Architecture of 1 September 2022 are repealed.

Art. 37 *Entry into force*

Subject to the approval of the Governing Council of the Lucerne University of Applied Sciences and Arts⁵, these academic regulations enter into force on 1 September 2023. These academic regulations apply to all bachelor students at the Lucerne School of Engineering and Architecture.

Lucerne, 1 September 2023

Lucerne School of Engineering and Architecture

Prof Dr Viktor Sigrüst
Dean

⁴ SRL No. 521

⁵ Approved by the Governing Council of the Lucerne University of Applied Sciences and Arts on 31 August 2023.