

Academic Regulations governing the Bachelor's Degree Program in Immersive Technologies at the Lucerne School of Computer Science and Information Technology

of 1 September 2024

The Dean of the Lucerne School of Computer Science and Information Technology,

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 2014 ¹,

hereby enacts the following:

I. General

Art. 1 *Principle*

These academic regulations for the bachelor's degree program in Immersive Technologies at the Lucerne School of Computer Science and Information Technology contain the rules pertaining to the academic ordinance governing education at the Lucerne University of Applied Sciences and Arts, FH Zentralschweiz.

II. Governing bodies

Art. 2 *Dean*

The Dean approves the curriculum of the bachelor's program.

Art. 3 *Head of bachelor's and master's programs*

The head of bachelor's and master's programs is responsible for all matters relating to the bachelor's program. In particular, he or she

- a. approves the individual module descriptions,
- b. decides on the admission of students to the program,
- c. decides on the delivery of individual modules,

¹ SRL No. 521. No further references to this statutory ordinance shall be made.

- d. coordinates and organizes the assessed assignments,
- e. decides whether a module has been passed,
- f. decides, if necessary, whether a specific module may be retaken a second time,
- g. appoints and assigns external experts, and
- h. appoints teams and module coordinators in consultation with the head of degree program.

Art. 4 *Head of degree program*

The head of degree program is responsible for the program content and the subject-specific quality according to the professional standards of the respective program and for the delivery of the module exams. The head of degree program performs the tasks assigned to him or her by the head of bachelor's and master's programs.

Art. 5 *Teams*

The heads of subject are responsible for the subject- and content-related coordination and development of their subject areas, as well as for subject- and content-related coordination with other subject areas, to the extent that no other division of responsibility is provided for.

Art. 6 *Module coordinators*

¹ The module coordinators are responsible for the quality of the module.

² They recommend suitable lecturers for the delivery of modules to the head of degree program. The decision on the assignment of lecturers rests with the head of program.

³ They draft module descriptions in accordance with the provisions of article 21 below, and devise and evaluate an assessed assignment for the module with the relevant lecturers.

Art. 7 *Lecturers*

¹ The lecturers deliver instruction in accordance with the didactic quality standards of the Lucerne University of Applied Sciences and Arts. Their teaching activities also includes the provision of academic support for students outside course-related events.

² They are obliged to collaborate on the design and delivery of modules.

³ They are responsible for designing, assessing and grading the assessed assignments.

Art. 8 *Examiners*

¹ In principle, assessed assignments or parts of assessed assignments are delivered, assessed and graded by the lecturers who have delivered the corresponding learning content.

² If assessed assignments or parts thereof are deemed to have been failed, they must be reviewed and validated by a second lecturer from the same subject area.

³ External or internal experts are appointed for the review of the following types of assessed assignment:

- a. the oral assessed assignments,
- b. the ImmoTech competition, and
- c. the bachelor's thesis.

In these cases, the relevant lecturers grade the assessed assignment in consultation with the experts. In the event of disagreement, the lecturer's decision shall prevail.

⁴ The experts furthermore ensure proper procedure for oral examinations is followed.

III. Bachelor's Program

Art. 9 *Principle*

The bachelor's degree program in Immersive Technologies at the Lucerne School of Computer Science and Information Technology is modular in structure. It is completed with a bachelor's degree.

Art. 10 *Purpose*

The bachelor's degree program in Immersive Technologies of the Lucerne School of Computer Science and Information Technology is a general education program geared to employability that is practical and scientifically based. It qualifies students to transition to corresponding vocational areas or to proceed to study at master's degree level.

Art. 11 *Eligibility for admission*

¹ Prospective students who fail to meet certain entry requirements may be asked to acquire the relevant skills required for admission.

² The skills in questions shall be determined through assessments and admission interviews.

³ The Dean may impose fees for convergence courses and internships according to § 5 Fee Act of 14 September 1993² (as at 1 June 2013).

⁴ No credits shall be awarded for the convergence courses and internships in question.

Art. 12 *Linguistic requirements*

Students whose first language is not identical to the main language of instruction must prove sufficient knowledge of that language. Proof is provided in the form of a certificate at the required level or through an assessment.

² SRL Nr. 680

Art. 13 *Time models and period of study*

¹ Students may complete their study program in the full-time or part-time model.

² Full-time enrollment typically means a course load of 30 ECTS credits per semester and three years of study until graduation.

³ In the part-time model, fewer modules are taken per semester, which extends the period of study accordingly.

Art. 14 *Bachelor's program structure*

¹ The bachelor's degree program in Immersive Technologies of the Lucerne School of Computer Science and Information is divided into compulsory "core" modules amounting to 135 credits and the compulsory elective "extension modules" and the "free electives" comprising 45 credits in total.

² The head of degree program defines an "assessment Level". Assessment-level modules are designated in the module catalog.

Art. 15 *Assessment level*

¹ In order to pass the assessment level, all compulsory assessment-level modules must have been completed and passed.

² Any student who has not definitively passed the assessment semesters within five semesters from the start of the bachelor's degree program will be excluded from the program.

³ In justified cases, the head of program may authorize an extension of the study period as specified in paragraph 2.

Art. 16 *Crediting of prior learning from other Schools of the Lucerne University of Applied Sciences and Arts*

Credits acquired in so-called ISA modules or modules delivered by the language center are generally credited as free electives.

Art. 17 *Exchange semesters*

¹ Students may apply for an exchange semester at a partner university abroad or at another university-level institution with the head of degree program. The application deadlines must be observed.

² Students attending an exchange semester remain enrolled at the Lucerne University of Applied Sciences and Arts.

³ Full-time students typically attend an exchange semester in the fifth and part-time students in the seventh semester.

⁴ Before commencing the exchange semester, a learning agreement outlining the academic achievement to be completed at the host university must be signed. The learning agreement must be approved by the head of degree program before the start of the exchange semester.

Art. 18 *Crediting of prior learning from other educational institutions*

¹ Upon formal request, prior learning from other university level-institutions in Switzerland and abroad may be recognized and credited, provided that they are deemed to be equivalent. Decisions regarding equivalency rest with the head of program.

Requests must be filed before the deadline set by the head of bachelor's and master's programs.

² Academic achievements in a relevant field awarded with a federal diploma of higher education may be recognized with up to 30 credits.

³ Assessed assignments completed in the framework of an exchange program at a partner university or other university-level institution and given a "pass" grade shall be recognized and credited if

- a. a learning agreement approved by the head of program has been signed before the start of the exchange program, and
- b. the grades earned during the exchange program can be proven with a transcript of records issued by the partner university.

IV. Modules

Art. 19 *Modules*

¹ Each module consists of 3 ECTS credits or a multiple thereof. Extension modules and free electives typically consist of 3 credits.

² The core and extension modules are exclusively taught in English. In the case of the free electives, students may choose modules with a different language of instruction.

Art. 20 *Module types*

¹ Modules are usually topic-centered teaching units. The modules are divided into different module types and structured as compulsory and elective modules.

² The bachelor's degree program consists of the following module types:

- a. "C" modules (core modules) are compulsory and aim to develop core skills in the areas of technical application, mathematics, human-computer interaction design as well as social, methodological and transfer skills,
- b. "R" modules (related modules) are extension modules (development of advanced professional skills),
- c. Free electives (development of non-specialist supplementary skills and educational perspectives, "M" modules),
- d. Project modules (application and consolidation of specialist knowledge, methodological and personal skills, "C" module), and
- e. bachelor's thesis (application and consolidation of the bachelor's program's key elements, "C" module).

³ There is a defined set of entry requirements for each module.

Art. 21 *Module description*

¹ For each module, there is a module description which contains information on, among other things, entry requirements, subject-specific content, procedure, teaching methods, form of assessed assignment (consisting, in certain cases, of multiple constituent assessed assignments) to be completed over the course of the module, and ECTS credits awarded.

² In principle, there is no obligation to attend classes for admission to the end-of-module exams.

Art. 22 *Contact and self-study*

¹ Modules consist of contact study and self-study. Self-study may be composed of supervised self-study and unsupervised self-study.

² The module descriptions contain details on the amount of contact study and self-study per module.

V. Assessed assignments and award of credits

Art. 23 *Grading of assessed assignments*

¹ The quality of a module's assessed assignment(s) is shown both as an (alphabetical) ECTS grade and a numerical grade.

² Numerical grades are expressed as the following whole grade points and half-grade points in between:

6 = very good	5 = good
4 = sufficient	3 = insufficient (fail)
2 = weak (fail)	1 = very weak (fail)

³ Numerical grades used for evaluating multiple assessed assignments within a module are expressed using the grade points specified in paragraph 2 and the tenths of a grade point in between.

⁴ ECTS grades are given as follows:

- a. The highest achieving 10 percent of the students obtaining a pass grade are awarded an A grade, the next 25 percent a B grade, the following 30 percent a C grade, the following 25 percent a D grade and the lowest achieving 10 percent an E grade. Students failing to achieve a pass grade are awarded an FX (further work required) or F grade (fail).
- b. In cases where fewer than 25 students achieve a pass grade, ECTS grades can be awarded on an even scale in parallel to the numerical grades.

Art. 24 *Award of credits*

¹ Credits for a module are awarded if the grade of the assessed assignment or the weighted average of the grades from multiple assessed assignments of the module corresponds to at least the numerical grade of 4.

² In modules in which the grade consists of multiple assessed assignments, the module coordinator determines their weighting in consultation with the head of program.

³ If, in modules consisting of multiple assessed assignments, the weighted average of the numerical grades is less than sufficient, the grade awarded is F (fail). If the rounded numerical grade is 3.5, the ECTS grade of FX (fail – improvement required) is awarded. In this case, a compensatory option at a level of difficulty comparable to that of the original assessed assignment is granted. If the assessed assignment consists of multiple constituent assignments, compensatory work is required for the assignments with fail grades only. If the compensatory work is deemed sufficient, the module is given an E grade or numerical grade 4.

⁴ Compensatory work for an FX grade is only possible once. It must be completed by the end of the following semester at the latest. The head of bachelor's and master's programs determines the time period and the lecturer responsible sets the date.

Art. 25 *Time of assessed assignments*

Assessed assignments (with the exception of compensatory work) must be completed during the semester in which the module is delivered. In justified instances, the head of bachelor's and master's programs may approve exceptions to this rule.

Art. 26 *Retaking of modules*

¹ Students must pass all compulsory modules in order to complete the bachelor's degree program. Compensation for failed compulsory modules with other assessed coursework is not permitted.

² Students who fail a module consisting of multiple assessed assignments must only retake as many assessed assignments as necessary to achieve a sufficient weighted average according to article 23.

³ The retaking of modules is governed by 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 2014.

⁴ Failed modules may be retaken once.

⁵ If a required elective ("extension") module must be retaken, a different module from the same compulsory module group may be selected for the retake. In this case, the newly chosen module cannot be retaken again if completed with a fail grade.

Art. 27 *Criteria for performance evaluation*

The knowledge and skills required for successful module performance as well as the assessment and grading criteria are based on the learning objectives set out in the module description.

Art. 28 *Permitted resources*

Students will generally be notified of any resources permitted for assessed assignments at the beginning of the semester, but no later than six weeks prior to the date when such an assignment or part thereof takes place or begins.

Art. 29 *Duty of information*

If in doubt, students are obliged to make every effort to obtain the relevant information on the objectives, content, and forms of assessed assignments.

Art. 30 *Transcript of records*

Students receive a transcript of records for each semester containing the assessed assignments completed in that semester. The transcript of records lists the modules the student has completed with the corresponding grades and the ECTS credits awarded.

Art. 31 *Withdrawal from or failure to complete an assessed assignment*

¹ If students are prevented from attending, starting or completing an assessed assignment by a compelling reason, they must notify the head of program immediately and submit a written withdrawal request.

² In the event that such a situation arises immediately prior to or during an assessed assignment, students must notify the head of program or the lecturer in charge immediately. The withdrawal request, together with any relevant evidence or documentation, must be submitted in writing to the head of program.

³ The retroactive assertion of reasons applicable to an assessed assignment already completed is excluded in the event the student was aware of them before or during the assessed assignment.

⁴ If medical grounds are quoted, a medical certificate must be produced. If in doubt, the School of Computer Science and Information Technology may appoint an independent medical examiner.

⁵ The decision regarding the approval of a withdrawal from or early termination of an assessed assignment rests with the head of program. If, in modules consisting of multiple assessed assignments, it is established before the assessed assignment concerned that a pass grade in overall module assessment was no longer possible, the student will be deemed to have failed the module.

⁶ If a student fails to complete an assessed assignment or discontinues one that he or she has already begun without approval, he or she will be deemed to have failed the assignment.

Art. 32 *Inspection of examination papers*

Following the grading decision and upon request by the student, the module coordinators may grant a right of inspection for the assessed assignments from their area of responsibility.

Art. 33 *Appeal*

¹ Grading decisions are forwarded to the students electronically and accompanied by instructions on the right to appeal.

² Appeals against grading decisions based on the Academic Ordinance Governing Bachelor's and Master's Degree Programmes at the Lucerne University of Applied Sciences and Arts, FH Zentralschweiz may be submitted to the head of bachelor's and master's programs.

VI. Offer and delivery of modules

Art. 34 *Delivery of modules*

¹ Modules are delivered if a sufficient number of registrations has been received and if their delivery is compatible with the requirements of a proper course of study.

² The decision regarding the delivery of modules rests with the head of bachelor's and master's programs.

³ If a module cannot be delivered, the students affected by this decision will be notified accordingly. Students may register for other modules within that academic year up to the deadline set by the head of bachelor's and master's programs. Such late registrations are considered to the extent compatible with the requirements of a proper course of study.

Art. 35 *Module registration*

¹ In order to attend a module, a student must in principle meet the requirements laid out in the module description. Failure to do so may lead to the exclusion from the module and its assessed assignments.

² There is no entitlement to a place on a particular module or delivery of a module.

³ The head of bachelor's and master's programs may define a maximum number of credits for which a student may register per semester.

Art. 36 *Withdrawal from a module*

Withdrawal from a module is possible until the date set by the head of bachelor's and master's programs. A reason must be stated. The head of bachelor's and master's programs decides on the admissibility of the reasons stated.

VII. Structure

Art. 37 *Module catalogue*

During the bachelor's program in Immersive Technologies, a minimum number of credits per module type must be completed.

- a. 75 credits from the core modules
- b. 60 credits from the project modules, including the bachelor's thesis
- c. 18 credits from the required elective area (extension modules, R modules)
- d. at least 27 credits from the related, minor area (free electives, R and M modules)

Art. 38 *Planning and advising students on their studies*

Students are responsible for their own schedule. They may obtain support within the framework of study counselling.

Art. 39 *Break in studies/leave-of-absence semesters*

¹ Any break in studies must be reported in writing to the bachelor's secretariat prior to the deadline set by the head of bachelor's and master's programs. Students reporting late are obliged to pay the fees for the following semester.

No more than two consecutive leave-of-absence semesters are allowed.

² A break in studies will not prolong the maximum duration of study according to article 41.

Art. 40 *Early termination of studies*

¹ If the course of study is terminated prematurely, the student must notify the bachelor's secretariat immediately.

² The cancellation of a registration must be made in writing prior to the deadline set by the head of bachelor's and master's programs. Students canceling their registration late are obliged to pay the semester fee.

VIII. Conditions for obtaining the bachelor's degree

Art. 41 *Bachelor's diploma*

¹ Receipt of the bachelor's degree is subject to the following conditions:

- recognition of a minimum of 180 ECTS credits,
- successful completion of the bachelor's thesis at the Lucerne School of Computer Science and Information Technology,
- at least 60 ECTS credits earned within the framework of the bachelor's degree program (including the bachelor's thesis) at the Lucerne School of Computer Science and Information Technology.

² Students failing to earn the required 180 credits within seven years will be excluded from the bachelor's degree program.

³ In justified exceptional cases, the head of bachelor's and master's programs may grant an extension to the customary seven years during which ECTS credits may be obtained.

Art. 42 *Admission to the bachelor's thesis*

¹ Students are admitted to the bachelor's thesis stage if they have successfully completed the assessment level and earned at least 150 ECTS credits.

² The module description for the bachelor's thesis may contain additional admission requirements.

Art. 43 *Bachelor's thesis*

¹ By completing the bachelor's thesis, students demonstrate that they are able to independently work on and solve a complex problem from a relevant subject area. The bachelor's thesis is evaluated by the supervising lecturers at the Lucerne University of Applied Sciences and Arts upon consultation with the experts.

² The bachelor's thesis is usually completed as an individual assignment and has a scope of 12 credits.

II. Final provisions

Art. 44 *Entry into force*

These Academic Regulations shall enter into force on 1 September 2024 subject to approval of the Governing Council of the Lucerne University of Applied Sciences and Arts³.

Rotkreuz, 1 September 2024

Lucerne School of Computer Science and Information Technology



Prof Dr René Hüsler
Dean

³ Approved by the Governing Council of the Lucerne University of Applied Sciences and Arts on 27 August 2024