

Academic Regulations governing continuing and executive education at the Lucerne School of Business

of 1 September 2021

(This Regulations are translated from and hence based on the *Studienreglement für die Weiterbildung an der Hochschule Luzern - Wirtschaft*. The German version shall be authoritative.)

The Dean of the Lucerne School of Business,

pursuant to article 9 paragraph 1 (a) and paragraph 2 of the Academic Ordinance Governing Continuing and Executive Education at the Lucerne University of Applied Sciences and Arts, FH Zentralschweiz of 4 September 2013¹,

hereby enacts the following:

I. General

Art. 1 Object

¹ These academic regulations contain the rules pertaining to the Academic Ordinance Governing Continuing and Executive Education at the Lucerne University of Applied Sciences and Arts, FH Zentralschweiz of 4 September 2013².

² They define the responsibilities and the rights and obligations of the Lucerne School of Business and its participants in the MAS, DAS and CAS programmes. The term 'MAS programmes' also applies to MBA and EMBA programmes.

³ The academic regulations apply *mutatis mutandis* to continuing and executive education programmes, except where special provisions are enacted.

⁴ Module descriptions or explanations of the programmes may contain rules that are specific to the respective module or programme.

¹ SRL no. 522

² SRL no. 522

II. Divisions of responsibility

Art. 2 *The Lucerne School of Business's standing committee on continuing and executive education*

The committee consists of the head of the committee and the continuing and executive education coordinators of the institutes. Subject to the responsibility of the dean of the Lucerne School of Business, the committee is responsible for all matters relating to continuing and executive education. In particular, its duties include the

- a. Strategic development of the continuing and executive education programmes,
- b. Coordination of continuing and executive education programmes (concept, contents, administration),
- c. Quality assurance and development (enrolment, documentation of assessed assignments),
- d. Approval of new continuing and executive education programmes,
- e. Representation of the committee's concerns in internal and external university committees.

Art. 3 *Head of programme*

The head of programme is responsible for all matters relating to continuing and executive education which does not expressly fall within the remit of another function. In particular, he or she is responsible for

- a. Planning, implementing and developing continuing and executive education programmes,
- b. Quality assurance and development,
- c. The module descriptions and explanations of the continuing and executive education programmes,
- d. Deploying lecturers and associate lecturers,
- e. Coordinating and verifying assessed assignments,
- f. Admitting participants with a university degree or equivalent qualification,
- g. Admitting participants on a "sur dossier" basis upon a request to the continuing and executive education coordinator,
- h. Recognising prior learning,
- i. Appointing experts,
- j. Advising participants.

Art. 4 *The expert*

The head of programme may appoint an expert for the purpose of coordinating and developing the content of a continuing and executive education programme. Moreover, the expert may be entrusted with all tasks related to the studies.

Art. 5 *Lecturers and external associate lecturers*

Lecturers and associate lecturers are responsible for delivering the modules and teach in accordance with the didactic principles of the Lucerne University of Applied Sciences and Arts and the specific requirements of the respective continuing and executive education programme.

III. Continuing and executive education

1. Admission to a continuing and executive education programme

Art. 6 Admission requirements

¹ Persons with a university degree must have at least two years of professional experience.

² In all other respects, the admission requirements for continuing and executive education programmes are in accordance with the Academic Ordinance Governing Continuing and Executive Education at the Lucerne University of Applied Sciences and Arts, FH Zentralschweiz of 4 September 2013³.

Art. 7 Recognition of learning acquired elsewhere

¹ Provided that it is deemed equivalent, prior learning completed in Switzerland or abroad can be recognised and credited up to a maximum of 25 percent of the total ECTS credits of the intended continuing and executive education programme. Prior learning completed after obtaining tertiary education degrees may be recognised. Decisions regarding equivalency of prior learning rest with the head of programme.

² The master's thesis must be completed at the Lucerne School of Business.

2. Design of the continuing and executive education programmes

Art. 8 Structure

¹ The MAS, DAS and CAS programmes comprise modules consisting of contact study and self-study. The self-study element may be composed of supervised and unsupervised self-study.

² Any compulsory modules are announced at the beginning of the programme and are defined in the module descriptions of the respective MAS, DAS and CAS programmes.

³ The module as a whole represents a qualification unit for which ECTS credits and a grade are awarded.

Art. 9 Modules

¹ The decision on the type and number of modules leading to the completion of the continuing and executive education programme rests with the head of programme. New modules can be added and existing modules deleted or modified. The set modules are announced at the commencement of studies.

² The head of programme is not obliged to keep modules on offer for longer than the duration of the current MAS/DAS/CAS programme.

³ A module is delivered if there are sufficient registrations and it is not postponed or cancelled for extraordinary operational reasons.

³ SRL no. 522

Art. 10 *Period of programme*

¹ MAS programmes typically have a duration of between 1½ and 3 years.

² DAS and CAS programmes typically have a duration of between 4 and 18 months.

Art. 11 *Duty of information*

¹ If in doubt, participants are required to make every effort to obtain information on the objectives, contents and modalities of assessed assignments and continuing and executive education requirements.

² The information is sent either to the email address previously registered or by post.

Art. 12 *Infrastructure*

¹ Participation in studies may require electronic equipment. Participants are responsible for procuring their own electronic equipment.

² Room reservations for learning groups which are not part of the official classroom teaching are subject to a fee.

3. Assessed assignments and award of ECTS credits

Art. 13 *Assessed assignments per continuing and executive education programme*

Each continuing and executive education programme has its own specific rules on the assessed assignments, which are known to those attending the programme.

Art. 14 *Examination of assessed assignments*

¹ Assessed assignments in whole or in part are delivered, marked and graded by heads of programme, lecturers or research associates.

² Assessed assignments in whole or in part which are judged not to have been passed are reviewed in consultation with the head of the respective programme.

Art. 15 *Marking the master's thesis*

The master's thesis is supervised and marked by supervisors and co-supervisors. The role of supervisor or co-supervisor may be assumed by lecturers of the Lucerne School of Business or external experts.

Art. 16 *Inability to attend in the case of assessed assignments*

¹ Participants prevented by a compelling reason from completing an assessed assignment must immediately submit a written withdrawal request to the head of programme.

² The retroactive assertion of reasons applicable to an assessed assignment already completed is excluded in the event the participant was aware of them before or during the assessed assignment.

³ If medical grounds are quoted, a medical certificate must be produced.

⁴ The decision regarding the approval of a withdrawal from or curtailment of an assessed assignment rests with the head of programme.

⁵ If an assessed assignment is not completed without an approved withdrawal or without a compelling reason for hindrance or termination, or if a certificate of achievement which has already been started is not continued, the assessed assignment shall be deemed not to have been passed.

4. *Graduation*

Art. 17 *Requirements for graduation*

¹ At least 60 ECTS credits must be accumulated to graduate from a MAS programme, with the master's thesis accounting for at least 10 ECTS credits. In addition, at least 80 percent of the contact hours must have been attended over the entire duration of the course.

² At least 30 ECTS credits must be accumulated to graduate from a DAS programme, and at least 80 percent of the contact hours must have been attended over the entire duration of the course.

³ At least 10 ECTS credits must be accumulated to graduate from a CAS programme, and at least 80 percent of the contact hours must have been attended over the entire duration of the course.

⁴ If the requisite ECTS credits are not accumulated in the modular structure of a MAS programme despite successful completion of the selected CAS programmes, they can be made up (to a maximum of 5 ECTS credits) by means of a written academic assignment.

⁵ The attendance requirements outlined above should be regarded as an absolute minimum.

⁶ If not enough ECTS credits are accumulated for successful completion, a confirmation of the individual modules passed and ECTS credits obtained can be issued.

Art. 18 *Calculation of grades*

Grades are calculated on the basis of the specific programme: the methodology is announced at the commencement of the continuing and executive education programme.

5. *Organisation of programme*

Art. 19 *Break in study*

¹ The continuing and executive education programme may be interrupted, but may not take longer than seven years overall.

² Requests for dispensation from modules must be addressed in writing to the head of programme. The decision rests with the head of programme on the basis of the documents submitted.

Art. 20 *Exclusion from a continuing and executive education programme*

Participants may be expelled from a continuing and executive education programme for serious reasons, such as sustained disruptive behaviour in class, failure to complete coursework or assessed assignments or non-payment of fees. The decision is communicated in writing.

Art. 21 *Postponement or cancellation of a continuing an executive education programme*

In the event of too few registrations, the head of programme can postpone or cancel the programme. Should this occur, those affected will be informed accordingly shortly after the deadline for registrations has expired.

Art. 22 *Compensation for disadvantage*

Participants with an impairment are eligible for compensation for disadvantage according to the Disability Discrimination Act DDA of 13 December. Applications for measures that ensure equity of access must be approved by the programme coordinator of the relevant institute. Applications for compensation for disadvantage must contain medical evidence of the impairment.

IV. Final provisions

Art. 23 *Repeal of previous rules and orders*

The Academic Regulations governing continuing and executive education at the Lucerne School of Business of 31 August 2017 are hereby repealed.

Art. 24 *Entry into force*

Subject to the approval of the Governing Council⁴ these regulations shall enter into force on 1 September 2021.

Lucerne, 1 September 2021

Lucerne School of Business

Prof Christine Böckelmann
Dean

⁴ Approved by the Governing Council of Lucerne University of Applied Sciences and Arts, FH Zentralschweiz on 27 August 2021.