HSLU Hochschule Luzern

Academic Regulations governing Degree Programmes at the Lucerne School of Design, Film and Art

of 1 January 2024

(These Regulations are translated from and hence based on the "Studienreglement für die Ausbildung an der Hochschule Luzern – Design Film Kunst". The German text shall be authoritative).

The Dean of the Lucerne School of Design, Film and Art,

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*

The academic regulations governing degree programmes and the teaching diploma programme at the Lucerne School of Design, Film and Art contain the provisions required to deliver 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[2].

Art. 2   *Study programmes*

[1] The Lucerne School of Design, Film and Art offers the following bachelor's degree programmes:
a.   Visual Communication,
b.   Film,
c.   Product and Industrial Design,
d.   Fine Arts and Art Education.

[2] The Lucerne School of Design, Film and Art offers the following master's degree programmes:
a.   Design,
b.   Film,
c.   Fine Arts.

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

II.   Divisions of responsibility

Art. 3   *Vice deans and subject areas*

The specialisations, the bachelor's and master's degree programmes as well as the interdisciplinary subject areas are each assigned to a subject area presided over by a vice dean. The latter is ultimately accountable for the study programmes offered within their subject area and for assuring the quality of these programmes. In particular, they

a.   decide on a student's entrance to the admission procedure (ensuring compliance with the formal admission requirements) and, at the request of the admissions committees, decide on the admission of a student to the degree programme,

b.   decide on the recognition of foreign qualifications,

c.   decide, at the request of the heads of specialisations or heads of degree programmes, on the composition of the admissions and degrees committees,

d.   decide on requests concerning leave of absence, breaks in studies, and changes of specialisation or degree programme,

e.   approve new modules.

Art. 4   *Heads of degree programme, heads of specialisation*

A head of specialisation or head of degree programme is accountable, in particular, for

a.   coordinating, and assuring the quality of the modules which constitute the curriculum,

b.   approving the module descriptions,

c.   determining the conditions of the assessed assignments,

d.   planning, organising and delivering the admission procedure (with the exception of ensuring compliance with the formal admission requirements),

e.   the recognition of prior learning upon admission,

f.   advising students concerning the structure and course of the programme,

g.   decisions on work placements as well as the choice and nature of an exchange semester at a different university, and internships,

h.   crediting of study completed externally during the degree programme as well as planning, organising and delivering the final exams and graduation,

i.   deciding on students' requests for leave of absence.

Art. 5   *Head of interdisciplinary modules*

[1] The bachelor's programmes comprise the following interdisciplinary subject areas, each of which is presided over by a head:

a.   +Colabor

b.   +Reflect

c.   +Focus/ISA

[2] Specifically, the head of a subject area within a bachelor's programme is responsible for

a.   conceiving the content of, and organising, the modules in their subject area, in consultation with the heads of specialisations where the content is of relevance,

b.   determining the conditions of the assessed assignments.

Art. 6 *Admissions committees*

[1] The admissions committees decide on admissibility to the entrance interviews, are accountable for their delivery and, based on the outcomes of the admission procedure, advise the vice dean and head of bachelor's programmes or vice dean and head of master's programmes on the suitability of applicants for the degree programmes.

[2] The admissions committees are usually composed of the head of specialisation or head of degree programme (chair) plus at least one other lecturer. In the case of the Master of Arts in Fine Arts with a Major in Art Teaching, the admissions committee is composed of at least one external examiner for fine art teaching at baccalaureate schools.

Art. 7 *Module coordinators*

[1] Module coordinators are jointly accountable, with the lecturers in their modules, for the detailed conceptualisation, planning, organisation and delivery of modules in accordance with the guidelines issued by the relevant head of specialisation, head of degree programme or head of subject area. They are jointly responsible, with the lecturers in their modules, for formulating the module descriptions.

[2] They are jointly accountable, with the lecturers in their modules, for the module content and for the concepts of teaching and learning methods in the modules, as well as for the delivery and evaluation of the assessed assignments in the module.

Art. 8 *Lecturers*

[1] Lecturers teach in accordance with the quality standards governing teaching and learning methods at the Lucerne University of Applied Sciences and Arts (see document "Lucerne University of Applied Sciences and Arts Teaching Policy") and are accountable for the delivery and evaluation of the assessed assignments related to their lessons. The required qualifications of lecturers in the area of vocational education on the Master of Arts in Fine Arts with a Major in Art Teaching are outlined in art. 20 and 21 of the EDK Regulations on the Recognition of Teaching Diplomas for Primary Level, Lower-Secondary Level and Baccalaureate Schools of 28 March 2019.

[2] Their teaching activity extends to the pre- and postprocessing of the students' self-study.

Art. 9 *Bachelor's degree committees*

[1] Bachelor's degree committees are accountable for assessing the practical and presentation components of the bachelor's. The written component of the bachelor's thesis is assessed by two lecturers (with the mentor acting as main assessor or secondary assessor). The secondary assessor can also be an external expert.

[2] The degree committees are usually composed of

a.   The head of specialisation or a deputy (chair),

b.   At least one lecturer representing the practical component,

c.   at least one lecturer or associate lecturer with special expertise in subject-specific theory or (artistic-)scientific methodology (usually the secondary assessor), and

d.   at least one external expert.

[3] The chair oversees the process in accordance with the regulations and has the casting vote in the event of a tied vote.

Art. 10 *Master's degree committees - Design and Film*

[1] Master's degree committees are accountable for assessing the master's thesis.

[2] The degree committee is composed of one committee for assessing the written component and one for assessing the practical and presentation components.

[3] The committee for the written component is usually composed of two lecturers.

[4] The committee for the practical and presentation components is usually composed of

a.   the head of degree programme or a deputy (chair),

b.   at least one lecturer and

c.   at least one external expert.

The chair oversees the process in accordance with the regulations and has the casting vote in the event of a tied vote.

Art. 11 *Master's degree committees - Fine Arts*

[1] The master's degree committee is accountable for assessing the practical component (jointly with the mentor) of the master's thesis and of the presentation of the master's thesis. The written component of the master's thesis is assessed by the supervisor and an external expert on the committee.

[2] The degree committee is usually composed of

a.   the head of degree programme (chair),

b.   two lecturers and

c.   two external experts.

[3] The heads of major (Art Teaching, Art in Public Spheres, Image Practices) or their deputies have a seat on the committee.

III.   Objective, duration, scope and structure of the degree programmes

Art. 12 *Objective of the bachelor's degree programmes*

The bachelor's degree programmes at the Lucerne School of Design, Film and Art provide practical as well as scientifically based university-level education and training in the areas of Art, Film, Design and Design Management. They qualify graduates to work in relevant professional fields or to progress to master's degree level. The subject-specific education objectives are reflected in the curricula.

Art. 13 *Objective of the master's degree programmes*

The master's degree programmes at the Lucerne School of Design, Film and Art build on the bachelor's degree or equivalent university-level qualification by offering a more in-depth and/or extensive art and design-based education or an education as an art facilitator. They are practical in their approach and qualify graduates to use their knowledge, understanding and problem-solving skills in new or unfamiliar contexts (in a wider range of professional fields). The content and methods of the master's degree programmes are research-based and prepare graduates for

third cycle (doctoral) studies. The subject-specific education objectives are reflected in the curricula.

Art. 14 *Objective of the teaching diploma programme*

Within the framework of the Master of Arts in Fine Arts with a Major in Art Teaching, the teaching diploma programme imparts the academic and professional skills required for teaching art at baccalaureate schools. The curriculum and objectives for qualifying graduates to teach art at baccalaureate schools are determined in accordance with the EDK Regulations Governing the Recognition of Teaching Diplomas for Primary, Lower Secondary and Baccalaureate Schools of 28 March 2019.

Art. 15 *Duration and scope of the degree programmes*

[1] The bachelor's degree programme generally lasts six semesters. This corresponds to a student workload of 180 ECTS credits.

[2] The Master of Arts in Design generally lasts three semesters if attended on a full-time basis. This corresponds to a student workload of 90 ECTS credits.

[3] The Master of Arts in Film generally lasts four semesters if attended on a full-time basis. This corresponds to a student workload of 120 ECTS credits.

[4] The Master of Arts in Fine Arts generally lasts four semesters if attended on a full-time basis.

[5] The maximum period of study is twice the standard period of study:

a   Bachelor's programmes: twelve semesters maximum

b   Master of Arts in Design: six semesters maximum

c   Master of Arts in Fine Arts and Master of Arts in Film: eight semesters maximum.

This corresponds to a student workload of 15 ECTS credits per semester on average. Exceeding twice the standard period of study leads to exclusion from the programme.

[6] In exceptional and duly substantiated cases, the relevant Vice dean can grant an extension to the period of study.

[7] Breaks in studies according to article 44 do not count towards the maximum period of study according to subparagraph 5.

Art. 16 *Structure of the degree programmes*

[1] The academic year is divided into the autumn and the spring semester. The semester comprises periods of tuition and tuition-free periods. The details are set out and published in the academic calendar.

[2] The structure of the individual programmes of study is set out in the curricula.

[3] The bachelor's programmes contain an interdisciplinary range of modules worth 32 of the total 180 ECTS credits, 22 of which are awarded in the required elective area (four +Reflect modules, two +Colabor modules) and ten credits in the elective area (+Focus, evening lectures, ISA modules and external achievements).

IV. Admission and enrolment

Art. 17 *Admission to bachelor's degree programmes*

Admission to the degree programmes is subject to 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[3].

Art. 18 *Admission to the master's programmes in Design and in Film*

Admission criteria for the master's programme

a.   in the subject area of Design: a bachelor's degree or equivalent university degree in a relevant design-related subject

b.   in the subject area of Film: a bachelor's degree or equivalent university degree in a relevant film or design-related subject

c.   the successful completion of an aptitude test.

Art. 19 *Admission to the master's programme in Fine Arts*

[1] Admission criteria for the master's programme:

a.   in the subject area of Design: a bachelor's degree or equivalent university degree in a relevant design or art-related subject, and

b.   the successful completion of an aptitude test.

[2] Additional criteria may be applied for graduates with a bachelor's degree in an adjacent field wishing to study for the teaching diploma for baccalaureate schools in the specialisation in Art Teaching, if it is established in the admission process that additional subject-specific qualifications are required.

Art. 20 *Admission examinations*

In the course of the admission examination, conditions can be imposed on prospective students regarding the acquisition of missing entry competencies.

Art. 21 *Period of validity for the admission to degree programmes*

[1] Admission to bachelor's and master's degree programmes is valid for the academic year to which the aptitude test relates. Upon the heads of programme's request, the relevant vice dean may extend the validity by one year maximum.

[2] Any lacking admission requirements must have been met by the commencement of studies. Should this fail to be the case, applicants are liable to exclusion from the intended course of study despite having successfully completed the aptitude test.

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[3] SRL No. 521

Art. 22 *Admission procedure*

[1] The admission procedure at the Lucerne School of Design, Film and Art comprises:

a.   Ensuring compliance with the formal admission requirements,

b.   An assessment of the application documents that have been fully completed and submitted by the applicants in accordance with the guidelines, and

c.   An aptitude interview.

Paragraphs b and c represent the two steps of the aptitude test.

[2] The head of specialisation or head of degree programme can require applicants to carry out tasks in advance of the above - the results of which must be submitted with the application documents - or to fulfil other admission tests.

[3] If an applicant can substantiate compelling grounds for not completing the aptitude test when required, such as force majeure, illness, accident or a death in the family, the head of specialisation or head of degree programme shall set a later date. The composition of the admission committee cannot be guaranteed to be the same as before; every effort will be made, however, to ensure that the qualifications of its members are comparable. The same applies to the conditions of the aptitude test. It is for the head of specialisation or head of degree programme to decide whether the grounds produced by the applicant are sufficiently compelling to warrant the provision of a separate aptitude test.

[4] The applicant is liable for the enrolment procedure fees, irrespective of whether he or she completes it the first or the second time.

Art. 23 *Later admission*

In exceptional cases, applicants can commence their studies after the first semester has started, provided they have successfully completed the admission process and can make up for any omissions.

V.   Modules, learning requirements and assessed assignments

Art. 24 *Modules*

[1] The degree programmes are divided into modules. 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] The modules are divided into the following categories:

a.   Compulsory modules (core modules) are components of the prescribed learning requirement,

b.   Required elective modules (related modules) are components of the prescribed learning requirement (compulsory ECTS credits), a certain number of which must be taken out of a specific group of modules, and

c.   Elective modules (minor modules) which may be freely chosen from the corresponding modules available.

[3] Modules are assigned a specific level within the programme based on the entry requirements. The following designations are used:

a.   Basic (B)

b.   Intermediate (I)

c.   Advanced (A)

d.   Specialised (S)

[4] As a rule, compulsory and required elective modules cannot be replaced by other forms of assessment. In exceptional cases and at the request of the head of specialisation or head of degree programme, the relevant vice dean can authorise the replacement of compulsory and required elective modules with ECTS credits earned in elective modules.

Art. 25   *Module descriptions*

[1] For each module, there is a module description outlining, among other things, entry requirements, module content and level, learning methods, form of assessed assignment and ECTS credits assigned.

[2] The module description outlines the admission requirements (type and weighting of the assessed assignments that must be taken) for the end-of-module exam. Generally, compulsory attendance is not a requirement for admission to the end-of-module exam. Mandatory entry requirements can also be specified in the module description.

Art. 26   *Compulsory modules*

[1] The successful completion of all compulsory modules is a requirement for earning the degree. Failed modules cannot be compensated with other academic achievements.

[2] A failed compulsory module (graded "F") may be retaken once.

[3] Compulsory modules at the "basic" level must be taken within the first four semesters (admission to the end-of-module examination) and successfully completed within six semesters from the commencement of studies. Failure to do so will lead to exclusion from the programme.

Art. 27   *Required elective modules*

The purpose of required elective modules is to ensure a variety of programme profiles. Students select a pre-defined minimum number of modules from the range of required elective modules offered.

Art. 28   *Contact study and self-study*

[1] Modules consist of contact study and self-study. Self-study may be divided into supervised self-study and unsupervised self-study.

[2] The module descriptions contain details on the proportion of contact study and self-study.

Art. 29 *Assessed assignments and how they are assessed*

[1] The module descriptions set out the assessment criteria of the modules.

[2] The student's performance is assessed and graded in all modules; either

a. with a "pass" or "fail", or

b. with a numerical full grade or intermediate tenth grades, with 6 being the best and 1 being the worst grade, and an assessed assignment deemed to have been passed if a grade of 4 or higher has been achieved.

c. The award of an absolute ECTS grade together with a numerical full grade or to the nearest tenth of a grade point, as follows:

A	outstanding	or 5.8 – 6.0
B	very good	or 5.3 – 5.7
C	good	or 4.8 – 5.2
D	satisfactory	or 4.3 – 4.7
E	sufficient	or 4.0 – 4.2
FX	fail	
	(improvement required)	or 3.5 – 3.9
F	fail	or < 3.5

[3] With the exception of compensatory work or rectifications, assessed assignments take place during the modules to which they apply, including any periods of self-study.

Art. 30 *Failed assignments*

[1] Failed attempts at assessed assignments are awarded grades F or FX.

[2] FX indicates that the module coordinator is giving the student a one-off opportunity to improve the result through compensatory work or rectifications to the work delivered. Generally, compensatory work or rectifications must be completed within one week after the end of the module.

[3] If the compensatory work or rectifications are deemed successful, the assessed assignment is awarded an E grade. If the compensatory work or rectifications are completed late or deemed unsuccessful, the overall assessed assignment is awarded an F grade, which is a fail.

[4] Where it is evident that the required attendance set out in the module description has not been fulfilled, it lies in the Module Coordinator's power to award an F grade if there is no prospect of any improvement.

Art. 31 *Inability to attend an assessed assignment*

[1] Students unable to attend a set assessed assignment due to compelling and duly substantiated grounds, such as force majeure, illness, accident or a death in the family, must, without delay and in writing, notify the head of specialisation or head of degree programme and lecturer in charge of delivering the assessed assignment, stating the reason and including the relevant evidence. Where the inability to attend is on health grounds, the services of an independent medical examiner may be sought to clarify any doubts. The ill health of a child in the care of the student is deemed to provide the same grounds for non-attendance as if the student's own state of health were affected.

[2] Non-attendance of an assessed assignment without compelling, duly substantiated grounds, notification or authorisation will result in an F grade (fail), as does an assessed assignment that has been started but not completed or not completed within the allotted time.

[3] Where the grounds for non-attendance have been accepted, the deferred assessed assignment must be sat within a reasonable period of time, usually before the start of the following semester. The conditions of the assessed assignment are identical; the qualifications of the examiners and composition of the committees should correspond as far as possible to the original assessed assignment.

[4] Approval or rejection of the request for a deferred assessed assignment should be given by the head of specialisation or head of degree programme.

Art. 32 *Frequency of modules*

[1] Compulsory modules take place at least once a year.

[2] Required elective and elective modules take place as announced in the study guide.

Art. 33 *Module enrolment*

[1] Enrolment is required separately for each module. Enrolment is mandatory. Enrolment in a module includes enrolment in its assessed assignment.

[2] To attend a module, the enrolment requirements described in the module description must be met in principle. Failure to do so can lead to exclusion from the module and its assessed assignment.

[3] There is no entitlement to a place on a particular module or particular delivery of a module.

Art. 34 *Withdrawal from a module*

Students may withdraw from a module before the registration deadline. In general, withdrawals submitted after the start of the semester will not be accepted.

Art. 35 *Delivery of modules*

After the registration deadline, the relevant vice dean decides on the delivery of the module.

Art. 36 *Non-delivery of modules*

If a module cannot be delivered, the students will be notified accordingly. They may register for other modules offered in that academic year up to the deadline set by the head of programme. Late registrations will be considered as far as possible within the framework of delivering an orderly course of study.

Art. 37 *Retaking of modules*

[1] Compulsory modules (C modules) or a compulsory area graded "F" must be retaken. If a compulsory module or area is graded "F" ("fail") or with the qualification "fail" twice, this results in the termination of studies.

[2] Required elective modules (R modules) or a required elective area graded "F" or "fail" must be retaken. If a different required elective module (R module) is taken instead of retaking a failed module, this will be explicitly noted. In this case, modules graded "F" or "fail" may be retaken. Switching to a different required elective module (R module) or required elective area again is not permitted. If a retaken required elective module or required elective area has been graded "F" or "fail", the candidate will be excluded from the programme.

VI.   Recognition of prior and relevant non-academic learning

Art. 38 *Recognition of prior learning*

[1] Students submitting a well-grounded formal request with their application may be eligible for dispensation from certain modules. Prior learning at other university-level institutions in Switzerland and abroad may be recognised, as may professional experience, provided it is deemed equivalent. Decisions regarding equivalency rest with the head of specialisation or programme.

[2] Holders of old FH diplomas can apply to have them credited towards a master's degree, provided they exceed the scope of a bachelor's degree of 180 ECTS credits. In addition, applications can be made to have practical work, research work and continuing and executive education programmes credited, provided they were completed on a post-graduate basis (i.e. after gaining the diploma) and are of relevance to the master's degree (no more than 30 ECTS credits may be credited).

[3] A case-by-case approach is always adopted when it comes to recognition of previous study. There is no general entitlement to crediting of previous study.

[4] As a rule, only entire modules can be credited.

Art. 39 *Recognition of external study during the bachelor's degree programme*

ECTS credits from other university-level institutions, from interdisciplinary programmes offered by the Lucerne University of Applied Sciences and Arts (ISA modules) and from courses offered by the Language Centre of the Lucerne University of Applied Sciences and Arts may be credited in the interdisciplinary required elective area (10 ECTS credits).

Art. 40 *Recognition of academic achievements in an exchange semester*

[1] Subject to prior approval from the head of specialisation or head of programme, students at the Lucerne School of Design, Film and Art can apply to have assessed assignments completed during the course of an exchange semester and awarded at least a "pass" grade recognised, subject to the following conditions:

a.   If possible before the start of the semester abroad or at the latest no more than two weeks after its start, the assessed assignments expected must be made the subject of a written learning agreement involving the head of specialisation for the bachelor's programme or the head of the master's programme.

b.   The academic achievements in the exchange semester must be documented in writing in a transcript of records issued by the host institution.

[2] Students remain enrolled at the Lucerne School of Design, Film and Art during their exchange semester.

[3] Exchange semesters, for which the standard duration is one semester, may be taken no earlier than year two of a bachelor's degree programme. It usually takes place in the fourth semester. Exceptions are subject to approval by the vice dean and head of bachelor's and master's programmes.

[4] As a rule, only partner universities or, in the case of an internal exchange, the Lucerne University of Applied Sciences and Arts itself, may be considered as host institutions. The learning agreement must be approved in advance by the relevant head of programme or head of specialisation.

[5] The degree by which academic achievements are recognised is determined by the standard curriculum of the Lucerne School of Design, Film and Art.

Art. 41 *Recognition of work placement performance*

[1] At the Lucerne School of Design, Film and Art, students can complete a work placement while studying, typically no earlier than the second study year. In bachelor's programmes, work placements are usually completed in the fourth semester, in the master's programme in Design, usually in the third semester.

[2] During their placement, students remain enrolled if it is in a field of direct relevance to their study programme. The following types of work placement are permitted:

a.   unsupervised placements (where no ECTS credits are awarded) that take place at tuition- and exam-free times, and

b.   supervised placements which are taken as an equivalent to a module, provided that they correspond to credit-awarding modules in scope, difficulty and content. The awarding of ECTS credits (generally: 15 ECTS / +Colabor modules: 9 ECTS, open specialised modules: 6 ECTS) must be agreed in writing in advance with the relevant head of specialisation.

c.   In justified cases, the head of specialisation may award additional ECTS credits. As a rule, the maximum number of credits awarded per semester is 30 ECTS credits.

[3] Unsupervised placements that take place at tuition or exam times will receive approval only under exceptional circumstances and constitute a break in studies.

[4] Achievements arising from a supervised work placement will be awarded, subject to the following conditions:

a.   Before the start of the placement, the learning requirements expected must be made the subject of a written learning agreement involving the employer and the head of specialisation for the bachelor's programme. The learning agreement must be submitted with the relevant secretariat within the specified period.

b.   The learning agreement must receive advance approval from the head of bachelor's programme or head of specialisation.

c.   The student's performance during the placement must be documented in writing by the employer in the form of a certificate of employment and an employment reference. Heads of programme or specialisation may request a review of the work placement (learning objectives, processes, results) in the shape of a short presentation.

[5] In the Arts Teaching specialisation within the master's programme in Fine Arts, teaching internships are a compulsory part of the curriculum.

VII. Absences

Art. 42 *Absences with compelling and duly substantiated grounds*

[1]Compelling and duly substantiated grounds for absences include force majeure, illness, accident, death of a close relative or acquaintance, court summons as affected party or witness, caring for a sick child until alternative arrangements can be made.

[2] In the case of absences with a compelling and duly substantiated ground, the lecturer will decide whether and how the student must make up for lost tuition time. In the case of long absences, the head of specialisation or head of degree programme will consult the Module Coordinator as to whether the transcript of records should record the absence or whether to grant an extension to the deadline (at the latest up to the start of the following semester). Responsibility for catching up on lost study time lies with the student.

Art. 43 *Unexpected absences*

Unexpected absences during tuition time must be notified to the lecturer. Absences of more than three days must be notified in writing to the head of specialisation or head of degree programme and relevant evidence (e.g., a medical certificate) must be submitted.

Art. 44 *Expected absences, leave of absence*

[1] Expected absences in the form of individual days require prior approval from the head of specialisation or head of degree programme.

[2] Leave of absence for an entire semester requires prior approval from the head of specialisation or head of degree programme. Requests must be put in writing and submitted with the relevant secretariat no less than four weeks prior to the start of the relevant semester. If the request is submitted in time, no semester fees are owed. If it is submitted late, the full semester fee becomes due.

[3] Leave of absence is granted for one semester and students can usually apply for it from the second semester of study. In the event of illness, accident, parenthood, military service or civilian service (if impossible to defer), leave of absence may already be granted in the first semester.

[4] Leave of absence is limited to two semesters maximum within a specialisation. In exceptional and justified cases, the head of programme may approve leave of absence exceeding two semesters.

[5] In the event of leave lasting an entire semester, students remain enrolled but are not liable for semester fees, provided that the request for leave is submitted in time.

VIII. Change or early termination of studies

Art. 45 *Change of degree programme or specialisation*

[1] Bachelor's students may change specialisation within the Lucerne School of Design, Film and Art provided that the head of specialisation is in agreement. Changes are subject to the provisions in art. 17. The aptitude interview is conducted by the head of the relevant specialisation. The final decision rests with the vice dean responsible. Changes of specialisation are only possible once a semester has been completed. Requests for changes of specialisation must be submitted no later

than the end of the second semester. Changes after the fourth semester are not permitted in bachelor's programmes. If the change of specialisation occurs after the student has been excluded, they must not commence their studies in the new specialisation until after a break of at least one semester.

[2] Master's students may change degree programme within the Lucerne School of Design, Film and Art provided that the head of specialisation is in agreement. Changes are subject to the provisions in art. 18 (changes to the Master's in Design, or Film) or art. 19 (changes to the Master's in Fine Arts). The aptitude interview is conducted by the relevant head of programme. The final decision rests with the vice dean responsible. This provision also applies to changes of major or specialisation within the same degree programme.

[3] Any crediting of study will be examined and decided on a case-by-case basis.

Art. 46 *Early termination of studies*

[1] Students wishing to terminate their studies before graduation may do so. They are required to notify the relevant vice dean of their decision in writing. Prior to this, the student is required to seek a meeting with the head of specialisation or head of degree programme.

[2] Removal from the register of students takes place at the end of the current semester.

[3] The student receives a statement certifying his or her removal from the register of students together with a transcript of records documenting his or her performance.

[4] The fees of the current semester remain payable.

IX.   Completion of the degree programme

Art. 47 *Bachelor's and master's thesis*

[1] The bachelor's and master's thesis (hereafter "final assignment") is composed of

a.   a practical component,

b.   a written component, and

c.   a presentation, complete with oral defence of the practical and written components.

[2] The final assignment can be completed as a group, subject to approval from the head of specialisation or head of degree programme, provided that the individual students' contributions can be identified and assessed. Co-authorship without individually identifiable contributions may be permitted in exceptional cases. In this scenario, the final assignment is assessed as a joint effort.

[3] Prior to commencement of each component of the final assignment, the following information is issued in writing:

a.   General rules,

b.   deadline for submission, and

c.   details of the assessment criteria.

[4] The composition of the degree committee and identities of the assessors for the written components will be made known in writing no later than three weeks prior to the assignment presentations.

[5] The grade "FX" is not available for final assignments or for their individual components. Contrary to art. 29, para. 2 (b), final assignments or their constituent components deemed not to have achieved the required standard are awarded an "F" grade, which equates to numerical grade 3.5 or lower.

[6] Final assignments submitted late are awarded an "F" grade, subject to the presence of compelling and duly substantiated grounds.

[7] The grade awarded to final assignments consists of the average mark across the individual components. The individual components are weighted in proportion to the number of ECTS credits awarded.

[8] Final assignments are awarded a "pass" grade when the overall assignment and each of its individual components are deemed to have achieved the required standard. In the case of final assignments deemed to have failed, the entire final assignment can be retaken (typically, a new assignment topic must be selected) at the next available opportunity – the earliest being six months later. In the case of the Master of Arts in Design and the Master of Arts in Film, components of the final assignment awarded a "fail" grade may be retaken separately.

Art. 48 *Bachelor's degree and degree scroll*

[1] To earn a bachelor's degree from the Lucerne School of Design, Film and Art, candidates must have

a.   successfully completed all compulsory and required elective modules of a given degree programme or specialisation according to the relevant regulations, module descriptions and/or description of the programme's components and

b.   earned 180 recognised ECTS credits in total.

[2] The degree scroll serves as proof that the degree has been awarded. It is co-signed by the Chair of the Governing Council of the Lucerne University of Applied Sciences and Arts and the Dean of the Lucerne School of Design, Film and Art. The degree transcript contains the results of all the modules that counted towards the bachelor's degree in question.

[3] The diploma supplement provides standardised information on the person, the qualification, the results and the purpose of the qualification. It also situates the degree within the qualification structure of the national educational system.

Art. 49 *Master's degree and degree scroll*

[1] To earn a master's degree from the Lucerne School of Design, Film and Art, candidates must have

a.   successfully completed all modules required according to these academic regulations,

b.   submitted their master's thesis and have earned a grade of 4 or higher for it, and

c.   earned the 90 or 120 ECTS credits required for the relevant degree according to the Academic Regulations of the Lucerne University of Applied Sciences and Arts.

[2] The academic title awarded upon successful completion of the degree programme is "Master of Arts Hochschule Luzern/FHZ in [name of the discipline]".

[3] The title is complemented with any majors completed.

[4] The following will be issued with the master's degree scroll:

a.   a diploma supplement in German and English providing standardised information about the profile of the degree programme, the ECTS grading system applied and the university, and

b. a transcript of records detailing the modules completed, together with the grades obtained and their ECTS equivalents.

Art. 50 *Award of the Art Teaching Diploma for Baccalaureate Schools*

The Art Teaching Diploma for Baccalaureate Schools for the Master of Arts in Fine Arts with a Major in Art Teaching is issued by the Governing Council of the Lucerne University of Applied Sciences and Arts and co-signed by the Dean of the Lucerne School of Design, Film and Art.

X. Intellectual property

Art. 51 *Reassignment of the rights of use and exploitation in audio-visual works*

The reassignment to students of the rights of use and exploitation in audio-visual works must be agreed individually and in writing between the student and the head of specialisation or head of degree programme, as well as by the Dean.

XI. Tools and materials

Art. 52 *Tools and materials*

[1] Students are responsible for supplying their own tools and media (books, computer, etc.) and consumable materials (photocopies, printouts, etc.).

[2] Students are required to be in possession of a laptop computer by the time they commence their studies. Details of the system requirements will be announced in good time.

XII. Diversity

Art. 53 *Respecting Diversity*

[1] All persons in a position of authority and all committees must provide a teaching, learning and work environment for students that is free of discrimination, and ensure that diversity is accounted for in their areas of responsibility. The Lucerne School of Design, Film and Art defines diversity along factors including, but not limited to, age, appearance, gender/queer, physical and mental disposition, social, cultural and socio-economic background, religion, educational biography, and sexual/romantic orientation.

[2] The Lucerne School of Design, Film and Art condemns racist, antisemitic, islamophobic, ableist, classist, sexist, homophobic, transphobic and other bigoted speech and actions of any kind. The Lucerne School of Design, Film and Art fosters its members' interrogation of their own reflexes, prejudices and stereotypes.

[3] Discriminatory actions will not be tolerated at the Lucerne School of Design, Film and Art. Any such incidences must be reported to the head of programme or to one's supervisor, who will immediately notify the Dean.

XIII. Final provisions

Art. 54 *Repeal of previous rules and orders*

The Academic Regulations governing degree programmes at the Lucerne School of Art and Design of 1 September 2023 are hereby repealed.

Art. 55 *Entry of force*

Subject to the approval of the Governing Council[4] these Academic Regulations shall enter into force on 1 January 2024.

Emmenbrücke, 30 November 2023

Lucerne School of Design, Film and Art

Prof Dr Jacqueline Holzer
Dean

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[4] Approved by the Governing Council of the Lucerne University of Applied Sciences and Arts on 29 November 2023.