Appendices, as at December 2018,

to the Master of Science in Artificial Intelligence at the Swiss Distance Learning University, Switzerland (DistanceUniversity) (Rg-MAI). The following appendices are added to the Rg-MAI in accordance with the decision of the Executive Board of 16th January 2019 They come into force at the same time as the Rg-MAI.

Brig, the 16th of January 2019

Marc Bors (Rektor / Rector) Damien Carron (akademischer Direktor / Director of Academic Services)
1 Appendices Rg-MAI

1.1 Appendix 1 (Modules)

Compulsory professional activity
P 01  AI Company Strategy and Project Definition
P 02  AI Project Development

Compulsory modules – Basic courses
M 01  Practical Course in Linear Algebra and Probability
M 02  Data Structure and Algorithms for AI
M 03  Signal Processing
M 04  Foundations in Statistics for AI
M 05  Open Science and Ethics
M 06  Fundamentals of Machine Learning 1
M 07  Introduction to Image Processing and Computer Vision
M 08  Fundamentals of Machine Learning 2
M 09  Introduction to Speech Processing
M 10  Deep Learning

Elective modules - Advanced courses
A 01  Biometrics
A 02  Multimodal Computational Sensing of People
A 03  Natural Language Processing
A 04  Robotics

The professional activity is equivalent to 40 ECTS. Each module is equivalent to 2 or 4 ECTS credits. The professional activity is compulsory. The basic course modules are compulsory. The advanced course modules are elective.
### 1.2 Appendix 2 (Choice of modules)

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**Note:** column 1: information modules available, column 2: status of modules - OB: compulsory course, CH: elective course, columns 3 to 12: academic year groups from the spring semester (SP) 2019 to the autumn semester (SA) 2024.

The free choice of modules is, however, limited in that not all modules take place systematically every semester.

### 1.3 Appendix 3 (Methods of knowledge assessment)

The assessment or test of knowledge can take the following forms:

1. Written examination of up to 90 minutes during the examinations session
2. Oral examination of up to 30 minutes during the examinations session
3. Continuous assessment
4. Oral presentation
5. Demonstration of a concept
6. Projects
7. Poster session
8. Written report
1.4 Appendix 4 (Frequency and duration of group sessions)

For each module, there will be 1 group session where attendance is compulsory. The teaching duration of each group session will be 90 minutes.

1.5 Appendix 5 (Studies in English)

1 The modules are taught in English. The modules are assessed in English (Art. 14 Rg-MAI).

2 The language used in the professional activity environment is chosen by the company. However, the professional activity assessment language is English. The knowledge assessment is in the English language, regardless of the form of the evaluation (see Appendix 3). For the professional activity assessment, a language other than English can be authorised in discussion with the Company Supervisor, the Project Supervisor and the Project Coordinator when justified.

1.6 Appendix 6 (Failure)

1 When the professional activity (Art. 13 Rg-MAI) or any other written work (see Appendix 3) is assessed as a fail by the Professional activity Committee or by the responsible Academic Supervisor, the latter must notify the candidate of its assessment, in writing, and explain the reasons for his or her failure.

2 A written task that has been assessed and judged as a fail may be returned once only to the student concerned to be revised. An exception is the professional activity assessment, which can be returned twice to the student concerned for revision purposes.

3 The same conditions apply by analogy to the other forms of examination described in Appendix 3. Exceptions are the written (Appendix 3, Form 1) and oral (Appendix 3, Form 2) examinations, to which Art. 18 Rg-MAI applies, as well as oral presentations (Appendix 3, Form 4).

4 A new deadline for revision is granted to the student. This period is thirty days and begins to run the day after receipt of the rejection decision, including the reasons for the decision. An exception is the professional activity assessment, for which an appropriate deadline is set in discussion with the Project Supervisor, the Company Supervisor and the Project Coordinator.

5 If, after revision, the professional activity or any other written work is again assessed as a fail by the Project Supervisor, and/or the Company Supervisor, or by the responsible Academic Supervisor, they will send a new written explanation for this second assessment to the student concerned.

6 Written work that has already been reworked cannot be revised a second time. The revision of a professional activity that has already been reworked is permitted.

1.7 Appendix 7 (Appeal procedure against the evaluation of examinations)

1 A student who does not agree with the result of the assessment of his or her written or oral exam must, within 30 days of notification of the results of the exam, contact the Academic Supervisor/ or the Project Supervisor concerned and have a meeting with them about the matter. On this occasion, the student asserts his/her right of access to the file.

2 The Academic Supervisor or the Project Supervisor decides on the location and procedure of the meeting. The location and procedures must be appropriate. The Academic Supervisor can delegate the meeting to the Learning Manager.

3 Within 30 days of the meeting, the student may object to his/her Academic Supervisor’s or Project Supervisor’s evaluation, in writing to the Dean. Reasons for the objection must be given.

4 The Dean analyses the objection and makes a decision according to Art. 28, Para. 1 Rg-MAI. This decision by the Dean can be challenged by appealing to the Executive Board according to Art. 28, Para. 1 Rg-MAI.
5 The Executive Board analyses the objection and makes a decision according to Art. 28, Para. 2 Rg-MAI. This decision by the Executive Board can be challenged by appealing to the Appeal Committee according to Art. 28, Para. 2 Rg-MAI.

1.8 Appendix 8 (Professional activity)

1 The student is employed in a partner company for the duration of his/her Master’s degree course. The professional activity is compulsory. The absence of a professional activity prevents the student from participating in or continuing his/her Master’s studies.

2 The terms of the professional activity (Article 13 Rg-MAI) are:
   a. The professional activity is carried out within the partner company, in collaboration with the Project Supervisor and the Project Coordinator.
   b. The professional activity is a compulsory prerequisite for admission to the Master’s programme.
   c. The professional activity is worth 40 ECTS.

3 The professional activity is carried out under the supervision of a Project Supervisor, a Company Supervisor and a Project Coordinator. It is the subject of an agreement between DistanceUniversity, the company and the student.

4 The Professional activity Committee consists of a Project Supervisor, a Company Supervisor and the Project Coordinator. It is responsible for evaluating and validating the workplace project on the basis of procedures and criteria ratified in the professional activity regulations.

5 The Company Supervisor will give advance notice of the quality of the work that the student carries out in the professional activity.

6 The professional project will allow the student to create a written report, which is evaluated jointly by the professional activity Committee.

7 The professional activity is validated and entitles the student to 40 ECTS outright, provided the following conditions are met:
   a. The written report on Artificial Intelligence and Corporate Strategy has been validated and the definition of the Artificial Intelligence project is approved by the Professional activity Committee (10 ECTS)
   b. The professional project(s) has(have) been presented and evaluated by the Professional activity Committee (30 ECTS)
   c. The student achieved an average or above average mark in the various assessments of his/her professional activity.

8 The company contributes CHF 6,000 per semester for supervision costs. The supervision costs include project monitoring by the Project Supervisor and the Project Coordinator and access to advice from IDIAP technology transfer experts.

1.9 Appendix 10 (File access in an appeal procedure against the evaluation of examinations)

1 Students who have passed an examination have the right to access their files as soon as they have been notified of the results of the examination assessment.

2 Access to the file takes place during the meeting according to Appendix 9 § 1. Students who refuse a meeting according to Appendix 9 § 1 forfeit the right to consult their files.

3 The right of access to the examination file includes:
a. access, under the supervision of the Academic Supervisor, to the original of the examination as well as the examination protocol. The student has the right to request from the Academic Supervisor a paid-for copy of the examination. The granting of access can be delegated by the Academic Supervisor to the Learning Manager.

b. access to data from the written exam.

c. access to the scale of marking, which provides information on the number of possible points assigned to each question.

4 The right of access to the file does not include:

a. access to the Academic Supervisor's notes taken during an oral examination;

b. access to internal instructions for correction of written work (e.g. model answers)

c. access to the examination files of other students.