

General Academic Regulations on Continuing Education at the Swiss Distance Learning University

The Foundation Board,

- given the Loi sur la formation et la recherche universitaire of February 2, 2001 ;
- given the Règlement portant sur l'application de la loi sur la formation et la recherche universitaires of March 27, 2002 ;
- given the Ordonnance relative aux filières de formations universitaires of June 5, 2002 ;
- given the Art. 23, chiffre 9 des Statuts de la Fondation Formation universitaire à distance, Suisse of November 11, 2005 :

« Art. 23: Toutes les compétences relèvent du Conseil de fondation, sauf si elles sont réservées à un autre organe. Le Conseil de fondation jouit notamment des compétences suivantes: [...] »

Chiffre 9: détermine les règlements et toute autre disposition nécessaire en matière d'exécution et les approuve sous réserve de leur validation par les autorités cantonales. »

adopts the following:

This translation is for information purposes only. The language of the original documents (French) takes precedence. The French version can be obtained from continuing-education@unidistance.ch

I. GENERAL PROVISIONS

Art. 1 Purpose

¹ These regulations govern the framework provisions relating to any continuing education activity offered by the Foundation Swiss Distance Learning University (hereinafter UniDistance).

² The conditions for each continuing education programme (including admission, fees, education and assessment procedures) are developed in the respective programme appendix.

Art. 2 Distance Learning

¹ Continuing Education Programmes offered by UniDistance have been designed as distance learning programmes, based on an appropriate education method, in a self-learning environment. UniDistance offers this type of distance learning to facilitate access to studies to employed people.

² Distance Learning includes, in particular, personal home work, assignments, online tutorials as well as physical attendance to sessions or virtual classes for some programmes.

Art. 3 Gender

Genders and titles in these rules relate to both genders.

II. DEFINITIONS

The following means:

- a) *The Board*: a body managing UniDistance. The Board is chaired by the Chief Education Officer and consists of three persons (the Chief Education Officer, the Administration and the Academic Managers). It is appointed by the board of the UniDistance Foundation;
- b) *Chief Education Officer*: Chairman of the Board. Appointed by the board of the UniDistance Foundation;
- c) *Academic Director*: the Head of Education and Research Department, including Continuing Education;
- d) *Scientific Head of the Programme*: person appointed by UniDistance and responsible for ensuring the scientific supervision of a degree programme;
- e) *Academic Supervisor*: supervises the module and is responsible for the related resources and activities;
- f) *Learning Manager*: person supporting the Academic Supervisor of the module for its implementation. His work is based on his guidelines and he is responsible for the online tutorials for students;
- g) *Assistant - Assessor*: person supporting the Learning Manager in the supervision of the module, particularly in the evaluation of assignments submitted by attendants;
- h) *Administrative Officer*: person responsible for the administrative supervision of the programme;
- i) *Attendant*: person enrolled in a programme or module;
- j) *Registration*: an attendant is registered in a continuing education programme if he has met the admission requirements and has paid in time the related fees;

- k) *Module*: unit within a programme. The modules of the different programmes are listed in the respective programme appendix.

III. STUDIES

A. Continuing Education Titles

Art. 4 Certifying Programmes

¹ UniDistance is authorised to grant the following titles:

- Certificate of Academic Continuing Education (CAS - Certificate of Advanced Studies)
- Diploma of Academic Continuing Education (DAS - Diploma of Advanced Studies)
- Master of advanced studies (MAS).

² Titles are issued by UniDistance. They come with a diploma supplement.

³ A CAS is an award granted on completion of a course granting at least 10 ECTS credits up to 29 ECTS credits.

⁴ A DAS is an award granted on completion of a course granting at least 30 ECTS credits up to 59 ECTS credits.

⁵ A MAS is an award granted on completion of a course granting at least 60 ECTS up to 180 ECTS credits.

Art.5 Non-certifying Programmes

¹ UniDistance can organise non-certifying continuing education programmes covered by a certificate of attendance, generally without ECTS credits. However, for any provided allocation of credits, conditions are specified in the respective programme appendix.

² Certificates are issued by UniDistance.

Art. 6 Joint Courses

UniDistance can offer certifying or non-certifying programmes in collaboration with other institutions.

B. Audience and Admission

Art. 7 Admission requirements

¹ Continuing Education was designed especially for higher education graduates (universities or equivalent) who want to further themselves and keep up to date with the technical and scientific developments in their profession.

² Candidates who do not hold a higher education diploma [universities or equivalent] may be admitted in certain certifying programmes such as CAS, DAS or MAS, subject to proven relevant knowledge and a sufficient and qualified professional practice. If so, their eligibility is provided in the admission requirements for each programme.

³ Non-certifying courses may be opened to a wider audience.

⁴ Admission is based on the application file. Requirements and procedure of admission for each programme are specified in the respective programme appendix.

Art. 8 Prerequisites

¹ In addition to the basic admission requirements for each programme, specific prerequisites may be mentioned in the appendix to each programme and/or in the description of each module.

² These prerequisites may include a special level of language and of technical or computer knowledge.

³ Candidates must ensure that they meet these prerequisites. A request for refund of the amount of the tuition fees on the ground of lack of proficiency in the prerequisites shall not be admissible.

Art. 9 Registration

To be registered in a programme of continuing education, each candidate must have been admitted and have paid the application fees and the tuition fees.

Art. 10 Application Fee

¹ The application file will only be reviewed upon payment of the application fee, whose amount is mentioned in the respective programme appendix.

² The application fee shall remain due regardless of the decision of the Admissions Committee.

Art. 11 Tuition Fee

The candidate whose application was successful will receive an invoice for the tuition fee, whose amount is mentioned in the respective programme appendix.

Art. 12 Withdrawal and Early Dropout

¹ An admitted candidate may withdraw up to two weeks before the beginning of the programme or module. The tuition fee will then be refunded. The withdrawal must be notified in writing to the Administrative Officer of the programme.

² For any withdrawal notified less than two weeks before the beginning of the programme, or once the programme or module has started, no refund may be requested.

C. Organisation of Studies

Art. 13 Start and Duration of Studies

The beginning and the duration of the programmes are indicated in the respective programme appendix and on the programme website.

Art 14 Postponement or Cancellation of a Programme

¹ UniDistance reserves the right to withdraw from the organisation of a programme, especially when the number of candidates is insufficient.

² The minimum number of attendants required is mentioned in the respective programme appendix.

Art. 15 ECTS Credits

- ¹ Studies within UniDistance are based on the European Credit Transfer System (hereinafter ECTS).
- ² Continuing education courses are usually based on a module system with allocation of ECTS credits, in reference to the ECTS credit European system and based on the recommendations of *Swissuniversities*. One ECTS credit corresponds to an amount of 25 to 30 studying hours.
- ³ Each module, with the number of ECTS credits to be granted, is described and posted on the website. The number of credits granted per module is a whole number which is set and known before the beginning of the module.
- ⁴ The order the different modules are to be taken in is, when applicable, mentioned in each programme appendix.

Art. 16 Organisation of Non-Certifying Programmes

Non-certifying education programmes maybe in the form of training days, sessions, seminars and lectures.

Art. 17 Online Support

- ¹ Once a participant is admitted, he receives the access codes to the online learning platform.
- ² Online assignments are usually completed on the UniDistance online learning platform.
- ³ Regular online support is provided to each attendant for the duration of the course. Online support may be provided in various forms specified at the beginning of the programme.

Art. 18 Assessment and Evaluation Tests

Assessment and evaluation procedures are set for each programme or module. These are specified in the respective programme appendix.

Art. 19 Leave / Absence

- ¹ Continuing education programmes shall not grant any requests for leave.
- ² Only in case of absence due to force majeure may the programme be resumed later. Any existing credits remain gained for a period of two years.
- ³ Illness, accident or the death of a loved one are considered force majeure. These instances shall be reported in writing to UniDistance.

Art. 20 Cheating and Plagiarism

- ¹ Anyone trying to influence a mark during an evaluation test using unauthorised means shall be convicted of cheating and shall get a score of 1.0.
- ² Failing to provide explanations to the teaching staff in case of suspicion is also considered cheating.
- ³ Plagiarism is regarded as cheating.

⁴ To ensure the authenticity of assignments submitted as well as the quality of its diplomas, UniDistance conducts occasional checks.

D. Special Hardship

Art. 21 Special Hardship

In exceptional cases, the Board may make exceptions to these rules.

IV. QUALITY INSURANCE

Art. 22 Quality Insurance

¹ Each continuing education programme is subject to evaluation tests by attendants.

² The programme design, its teaching objectives as well as its curriculum are regularly reviewed in terms of relevance to topicality, technological innovations and current legislation in the relevant field. If necessary, they are adapted accordingly.

³ The commitment of the teaching staff is reviewed annually and adjusted accordingly if necessary.

⁴ To ensure the quality of the programmes in relation to the market, a comparative study of contents is conducted every two years. In order to best respond to the market changes, some adjustments may be made.

V. APPENDICES TO THE GENERAL ACADEMIC REGULATIONS ON CONTINUING EDUCATION

Art. 23 Appendix to the regulations

Each continuing education programme is subject to an appendix to the general academic rules on continuing education that set out the purpose, the admission requirements, the duration of the programme, the teaching methods, the evaluation tests and the award requirements.

VI. LEGAL REMEDIES

Art. 24 Bodies

The competent bodies for the conduct of continuing education are the Scientific Head of the programme, and the Board.

Art. 25 Opposition and Appeal

¹ Any decision made pursuant to these rules and to each education programme appendix may be opposed in writing to the Board, within 30 days from the day after the ruling was notified.

² Decisions on opposition may be appealed before the Council of State of Valais, according the *Loi sur la procédure et la juridiction administrative du 6 octobre 1976*.


VII. FINAL DISPOSITIONS

Art. 26 Entry into force

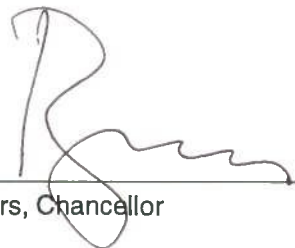
¹ These rules are adopted by the Board of the Foundation of the Swiss Distance Learning University.

² They come into force on November 4, 2016

Adopted by the Board of the Foundation of the Swiss Distance Learning University on November 4, 2016.



Wilhelm Schnyder, President



Marc Bors, Chancellor