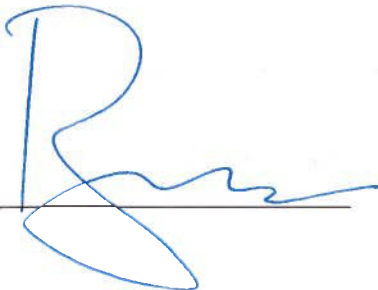


**Appendix to the
General Study Regulations on Continuing Education
CAS Biometrics & Privacy**

The following appendix applies to the CAS Biometrics & Privacy. It has been attached to the General Study Regulations on Continuing Education in accordance with the management decision made on 4th November 2016.

Brigue, 4th November 2016

Marc Bors (Chief Education Officer)



Stéphane Pannatier (Administrative Director)



CAS Biometrics & Privacy

I. GENERAL PROVISIONS

Art. 1 Purpose

¹ This appendix sets the provisions related to the Certificate of Advanced Studies "Biometrics & Privacy" (hereinafter referred to as CAS Biometrics) organised by UniDistance.

² The CAS Biometrics is an academic continuing education programme of 12 ECTS credits.

³ The CAS Biometrics aims to provide skills and knowledge in various biometrics fields, with special focus on:

- technological limits as well as the principles of data protection,
- legal framework,
- risks and society issues.

Art. 2 Curriculum

Module	Title	ECTS
M1	Biometric Technologies	2
M2	Security and Privacy-Preserving Biometrics	2
M3	Biometrics Standards	2
M4	Legal Aspects of Data Protection and Privacy	2
M5	Ethics, Culture and Society	2
M6	Forensic Science	2

II. STUDIES

Art. 3 Title

¹ Upon passing the assessments, students will receive the certificate compatible with the Bologna system awarding "Certificate of Advanced Studies in Biometrics and Privacy" of 12 ECTS credits. This certificate is issued by UniDistance.

² A document describing the contents of the different modules (Diploma Supplement) will be attached to the certificate.

³ Should the CAS Biometrics requirements have not been met for the entire program, a certificate of attendance will be issued.

Art. 4 Teaching Method

The CAS Biometrics is a 100% distance learning programme. The course consists of assignments published on a distance learning platform, personal homework, online support and virtual classes.

Art. 5 Module Assessment

- ¹ All studies must be validated based on the assessment method provided in the study plan.
- ² Requirements for successful completion are explained to participants at the beginning of each modules.
- ³ For each submitted assignment, the student receives a score between 1 and 6, based on the following scale:

Credit:

- 6.0 Outstanding
- 5.5 Very Good
- 5.0 Good
- 4.5 Satisfactory
- 4.0 Fair

No credit:

- 3.5 ; 3.0 ; 2.5 ; 2.0; 1.5; 1.0.

Art. 6 Module Validation and Repetition

- ¹ Each module is assessed separately. A minimum score of 4.0 is required to pass a module.
- ² Validation is a "pass" or "fail" assessment based on the average score awarded in the module.
- ³ Examinations assessed as not satisfactory are scored between 3.5 and 1. The note "0" is only for assignments not submitted on time without justification and for fraud or attempted fraud.
- ⁴ Compensation for a module is allowed only if the student receives a score of at least 3.5 in that module.
- ⁵ If a student does not pass one or more modules, he may enrol again for the next session. In this case the student is required to inform the Administrative Officer of the programme of his intention. Two attempts are permitted for each module. A second "fail" will be final.
- ⁶ The student whose assessment was deemed not satisfactory, may request to see the assessment records within thirty days from the date of the assessment was released.

Art. 7 Organisation and Duration

- ¹ The programme consists of six thematic modules.
- ² The duration of the complete course is three months minimum and may be completed within twelve months. The different modules are usually offered three times a year.
- ³ The programme must begin with Module 1. Students may choose the order of the subsequent modules. They will be required to submit a complete study plan together with their application.

Art. 8 Minimum number of students

A minimum of six students is required for a module to be open. The programme will not be offered if this number has not been reached. Already admitted students may maintain their enrolment to a later session or withdraw. If they decide to withdraw, the tuition fees will be refunded. Their decision must be received in writing by the Administrative Officer of the programme. If no written communication is received from the student, his enrolment will be automatically carried over to the next session.

III. ADMISSION

Art. 9 Target Audience

¹ The CAS Biometrics is particularly intended for

- individuals,
- business and government employees
- industrial, political, financial and health environment decision-makers
- data protection officers

² The programme is designed for professionals and can be attended in conjunction with full-time work.

Sect. 10 Admission requirements

¹ Candidates for admission must satisfy the following requirements:

- a) high school degree and/or
- b) relevant professional training or experience of at least three years
- c) proficiency in the working language of the programme

² To be considered for admission, completed application files must be submitted before the deadline mentioned on the website.

Art. 11. Prerequisites

¹ The working language of the programme is English. A minimum level of **B1** is required. It is the responsibility of every student to ensure they have the required skills.

² Distance learning requires students to have their own computer equipment and a reasonably fast internet connection, as well as adequate computer skills.

³ Prerequisite skills for each module will be indicated in the module description.

⁴ No refund will be granted in the event of unsuccessful evaluation due to difficulties arising from weaknesses in the above mentioned prerequisites.

Art. 12 Admission Process

¹ Registration is made online on the CAS Biometrics website.

² The application file must include following documents (incomplete files will not be processed):

- The completed registration form
- The completed study plan
- A current résumé
- A cover letter
- Any higher education diplomas
- A copy of the applicant's ID (passport, national identity-card or other officially recognized identification document)
- 1 photo of the applicant in jpg format.

Receipt of the application file will be explicitly acknowledged via a confirmation email.

Art. 13 Application Fee

¹ Along with the application confirmation email, the candidate will receive an invoice of CHF 200.00 for the application fee.

² Application files will be reviewed only upon receipt of the payment.

³ In all cases, application fee will remain due (the fee will not be refunded in case the candidate is not admitted to the programme).

⁴ Admission is granted by the Admissions Committee consisting of the Scientific Head and the Administrative Officer of the CAS Biometrics. The Academic Supervisor of the module may be consulted.

⁵ Accepted candidates will receive an invoice for the total amount of the CAS Biometrics or, where applicable, for the selected module(s).

Art. 14 Tuition Fee

¹ Accepted candidates receive a confirmation together with the invoice for the tuition fee. Admission is effective upon receipt of payment of this tuition fee. Students are then registered at UniDistance and will receive the necessary access permissions.

² The total tuition fee for the CAS Biometrics is CHF 6,000.00.

³ The fee for one module studied individually is CHF 1,300.00

⁴ Payment by instalments is not allowed.

⁵ The non-payment of the tuition fee by the specified deadline is considered as withdrawal from the course.