

SUPSI

Regulations for Advanced Studies courses MAS, EMBA, DAS, CAS

1. General regulations

- 1.1 In the framework of the Federal services mandate, continuing education is one of missions of SUP institutions (Universities of Applied Arts and Sciences). The distinction between first level university education and continuing education is made on the basis of the following criteria:
- completion of an academic bachelor programme or a three-year degree course
 - extensive, professionalizing educational courses: development of qualifications based on professional experience and on career plans
 - transfer of theoretical aspects to professional practice
 - extensive educational courses conducted in response to effective needs of the economy and of the local area
 - duration and utilization mode of Advanced Studies courses.
- 1.2 Irrespective of gender, the male grammatical form is used when talking about people, professional titles and functions.

2. Field of application

- 2.1 These regulations apply to the following Advanced Studies¹ courses:
- Master of Advanced Studies (MAS)
 - Executive Master of Business Administration (EMBA)
 - Diploma of Advanced Studies (DAS)
 - Certificate of Advanced Studies (CAS)
- 2.2 Each SUPSI department may issue its own study regulations as a complement to this document. The aim of the departmental regulations is to define precise rules for the MAS, EMBA, DAS and CAS courses.
- 2.3 The accessory regulations in addition to the present document must be approved by the Departmental and the SUPSI Executive.
- 2.4 In the absence of rules established by the affiliated Schools, similar principles apply to the extensive continuing education courses conducted by SUPSI affiliated schools.
- 2.5 In addition to these regulations, the Advanced Studies courses MAS and EMBA are governed by KFH best practice.
- 2.6 With regard to anything not specified in this document, the following norms/rules shall apply: the Federal Law on the Universities of Applied Sciences and Arts (LSUP) and the related DFE Ordinance of 2 September 2005, the Law on the Promotion and Coordination of the University Sector (LPSU) of 30 September 2011, the relative accessory regulations in force in the departments and the general conditions of continuing education.

3. Qualifications

The Advanced Studies courses lead to the following qualifications:

- 3.1 SUPSI Master of Advanced Studies in (full name of course)
- 3.2 SUPSI Executive Master of Business Administration
- 3.3 SUPSI Diploma of Advanced Studies in (full name of course)
- 3.4 SUPSI Certificate of Advanced Studies in (full name of course)

The qualifications are awarded by the University of Applied Sciences and Arts of Southern Switzerland (SUPSI), an institution recognised by the Confederation and by the Cantons as a university, in accordance with Art. 2, clause 2 of the Federal Law on the promotion and coordination of the Swiss university sector (LPSU)². The Dimitri Theatre School (Scuola Teatro Dimitri - STD) and the Conservatory of Southern Switzerland (Conservatorio della Svizzera Italiana – CSI) are affiliated with SUPSI, as specified by the respective affiliation agreements³.

Moreover, those completing MAS and EMBA courses also receive a Diploma Supplement, the aim of which is to facilitate the academic and professional recognition of the qualifications at the international level. SUPSI issues a bilingual version of the diploma supplement (Italian and English).

4. Study Programme

- 4.1 Each Advanced Studies programme must be described in a specific study programme illustrating the educational path, the duration, the minimum required attendance, any preconditions, the number of ECTS and the intermediate and final certification procedures.
- 4.2 The study programme drawn up by the department is determined in function with the profile of competences. It illustrates the didactic procedures of the course, and defines the modules and related credits to certify in order to receive the qualification.
- 4.3 The contents are designed in function with the objectives, and correspond to the current status of scientific and practical knowledge in the sector toward which the extensive course is directed.
- 4.4 For each module certified, student performances are expressed in study credits, in accordance with the current regulations of the European Credit Transfer System (ECTS).

5. Admission criteria

- 5.1 Applicants who have completed a first level academic degree (bachelor, three-year degree or equivalent qualification) are entitled to admission to the Advanced Studies.
- 5.2 Applicants without the required qualifications may be admitted "on dossier" (recognition of prior experience), based on an assessment of the qualifications gained and the experience acquired, and also of the expertise developed in the course of professional activity.
- 5.3 The specifications of paragraph 5.1 will not apply until the retrospective award procedure for the SUP nursing studies qualification has been definitively established and implemented.
- 5.4 "On dossier" admission to programmes leading to a CAS or DAS qualification do not automatically imply the possibility of gaining admission to a MAS or EMBA course.

6. Readmission to Advanced Studies courses⁴

6.1 Following abandonment of a course

- The person concerned may ask the reference Department for readmission at any time, after having given reasons for the request, in writing.
- The Department executive, or the appropriate body appointed to do so, makes a decision regarding this request, and sets the relative readmission conditions, particularly taking into consideration the reasons leading to the original abandonment of the Advanced Studies course.
- Presentation of a request for readmission is based on the assumption that the participant has paid any fees that may be due. Should this not be the case, the Department executive will not consider the application.
- The procedures and process specified for admission to the Advanced Studies course, and the supplementary regulations in force in the reference department, also apply in the case of readmission.

6.2 Following exclusion from a course

- 3 academic years after having been excluded from an Advanced Studies course, the party concerned may apply for readmission to this same course.
- The readmission application must be presented to the SUPSI General Director, in writing and giving reasons, before the enrolment deadline specified for the Advanced Studies course, at the latest.
- The applicable procedure is as described below:
 - the SUPSI General Director forwards the application to the Department concerned, in order to provide advance warning in writing;
 - the Department assesses the file, and, should the decision be favourable, notifies the SUPSI General Director of this decision, formulating the relative conditions and specifying the credits that can be recognised, taking into consideration the current study programme;
 - the SUPSI General Director notifies the party concerned of the readmission proposal, subject to acceptance of the conditions formulated by the Department, and setting a deadline by which acceptance must be notified;
 - once the participant has provided written acceptance of the conditions, including the credit recognition statement, formulated by the Department, readmission to the Advanced Studies course is formally granted.
- The Departments may stipulate specific regulations related to the assessment of the file, including asking the party concerned to come to for an interview in order to discuss the reasons for the readmission. They are also entitled to ask for supplementary documentation in order to complete the file.
- Presentation of a readmission application is based on the assumption that the participant has paid any enrolment fees that might be due. Should this not be the case, the SUPSI General Director will not consider the application.
- Should the Department concerned notify that the applicant has failed to accept the conditions formulated by the Department, the readmission application will be rejected.

7. Requirements

- 7.1 The study programme may specify that admission to some modules is subordinate to the certification of other modules.
- 7.2 In addition to the admission criteria (Art. 5), some educational paths may stipulate explicit admission requirements related to specific knowledge and expertise associated with the sector toward which the course is directed.
- 7.3 Admission to some MAS, EMBA and DAS courses may be subordinate to the completion of a CAS or DAS course.

8. Enrolment

- 8.1 Students attending MAS and EMBA courses are enrolled.
- 8.2 In the event of progressing to MAS or EMBA courses that derive from the combination of CAS or DAS certifications, students will be enrolled, at the latest, before the start of the last CAS/DAS specified by the educational programme.

9. Duration

The duration of Advanced Studies courses is expressed in study credits (ECTS), a unit measuring the total commitment expected of each student (classroom hours, personal study, thesis, etc.).

In general, are distinguished the following durations:

- MAS, EMBA minimum 60 ECTS
- DAS minimum 30 ECTS
- CAS minimum 10 ECTS

10. Recognition of equivalence

- 10.1 Applicants who, in the course of another educational programme, have acquired expertise corresponding partially or totally to the learning objectives specified by the course, may benefit from equivalence, and may be granted partial or total exoneration from some modules.
- 10.2 In order to guarantee didactic standards, SUPSI Continuing Education may, as a rule, recognise a maximum level of equivalence not exceeding 25% of the total number of ECTS specified for the qualification.
- 10.3 If equivalence is recognised, the maximum reduction in the enrolment fee may not exceed 25% of the total enrolment fee.

11. Attendance

- 11.1 The departments specify a minimum attendance percentage for each module and for their entire Advanced Studies programme.
- 11.2 Applicants may gain access to the intermediate and final certification examinations only if they have met the attendance conditions specified by the course and by the provisions regulating admission to the intermediate and final examinations.

12. Certification examinations

- 12.1 Those who have met the admission criteria, and who have adhered to the course attendance conditions, are admitted to the certification examinations.
- 12.2 Those who have acquired the study credits specified by the course are entitled to present their theses or final certification papers.
Any exceptions are the responsibility of the department or of the body appointed by this same department.

13. Applications for extensions and leave of absence

- 13.1 Students may request extensions for their theses and/or final papers for MAS, EMBA, DAS or CAS programmes. Requests of this type must be justified, in writing, and sent to the department or to the body appointed by this department, which will set a new deadline.
Extensions of more than 2 years following the end of the educational path are not generally granted.
- 13.2 Leave of absence may be granted during the course, subject to the agreement of the department or of the body appointed by the department.
- 13.3 Any extension or leave of absence may be subject to administration charges.

14. Assessments

- 14.1 Student assessments are associated with each certifying module, and are made by means of certification examinations.
- 14.2 The credit is certified if the assessment is at least "pass".
- 14.3 If specified by the study programme, the assessment of individual modules may be considered for the purposes of subsequent certifications.
- 14.4 **A "pass" assessment** is expressed by:
 - a) a mark of 4 to 6, with 6 being the maximum possible mark and 4 being "pass"
 - b) as shown in the scale below, the following grades will be assigned on the basis of 100 students who are awarded the credit
 - A from the 1st to the 10th student
 - B from the 11th to the 35th student
 - C from the 36th to the 65th student
 - D from the 66th to the 90th student
 - E from the 91st to the 100th student
 - c) the assessment of "certified" or "acquired"
- 14.5 **An "unsatisfactory" assessment** is expressed by:
 - a) FX: credit may be acquired by means of a supplementary examination or paper
 - b) F: credit may be acquired by repeating the examination and/or the module, in accordance with the procedures specified by the study programme
 - c) the assessment of "not certified" or "not acquired"
- 14.6 If the module has already been certified, it is not possible to repeat the examination in order to improve the assessment.

15. Repeat examinations

- 15.1 Students may re-take a module examination twice at most, attending the repeat examination sessions subsequently specified, in accordance with the procedures and the conditions specified by the study programme and by the applicable departmental regulations. Once these attempts have been made, students will not be able to acquire the relative study credits specified by the course.
- 15.2 The theses/final papers required for MAS and EMBA courses, and also the CAS/DAS certification examinations, may be repeated only once: a second unsatisfactory assessment will prevent the qualification from being awarded.
- 15.3 The organisation of repeat examinations, or of supplementary assessment sessions for theses or for final certification papers may involve additional fees.
- 15.4 If justified by the performance of the student, the department may permit missing credits to be substituted by others of the study programme.

16. Disciplinary sanctions

- 16.1 In accordance with the level of seriousness, improper conduct may lead to the expulsion from modules or examinations, the revocation of credits, the suspension or exclusion from the extensive course.
- 16.2 Students who turn in papers that they have not written themselves, or who present as their own the results of work or the outcome of research conducted by third parties, commit fraud.
- 16.3 Students who turn in work the contents of which is the result of copying, wholly or partially, from another piece of work, commit plagiarism.
Therefore, all parts of text taken from other sources must be cite these sources.
- 16.4 In the event of fraud or plagiarism, the student will not be awarded the qualification.

17. Quality guarantee

- 17.1 The quality of the education is monitored regularly by means of special questionnaires completed by students at the end of the modules and/or at the end of the Advanced Studies.
- 17.2 The MAS, EMBA, DAS and CAS courses comply with the quality standards specified by the institutional accreditation agency or by the agencies that have accredited the individual products.
- 17.3 MAS and EMBA courses also specify assessments on the medium/long term impact of the education.

18. Discounts and promotional activities

- 18.1 The departments may consider promotional activities in favour of members of the SUPSI Alumni Association.
- 18.2 Professional and trade associations may benefit from advantageous terms for their members who are enrolled on extensive education courses, provided an agreement with SUPSI has been negotiated.

19. Competences

- 19.1 The end module certification is the responsibility of the course teacher or the course director.
- 19.2 The assessment of the MAS and EMBA theses/final papers, and also the assessment of the CAS and DAS end course papers, is the responsibility of the bodies appointed by the departments.
- 19.3 The assessment of any equivalence is the responsibility of the department, or of the body appointed by the department.
- 19.4 Any other application of these regulations is the responsibility of the body appointed by the department. In the absence of any specific appointment, the responsibility is of the Director of the department.

20. Disputes

- 20.1 Exam assessments, as well as any other decision that is significant for the rights or expectations of the student, are notified in writing.
- 20.2 Participants may file complaints to the department against any decisions taken by teaching staff or by examination commissions appointed by the individual Advanced Studies programmes. Complaints of this type must be presented in writing, briefly explaining the reasons, within 15 days after notification of the decision⁵.
- 20.3 Participants may file complaints to the SUPSI General Director against any departmental decisions of a disciplinary nature, or that lead to the non-certification of credits that cannot be recuperated in the short term, or that lead to irreparable prejudice. Complaints of this type must be presented in writing, briefly explaining the reasons, within 15 days after notification of the decision⁶.
- 20.4 Objections to decisions taken by the SUPSI General Director must be taken before the Administrative Cantonal Court of the Court of Appeal. The applicable law is that on administrative procedures⁷.
- 20.5 Any disputes of the affiliated schools will be regulated in accordance with the provisions of the respective study regulations.
- 20.6 ...⁸
- 20.7 The deadlines established by law or set by the Authorities are not suspended during judicial holiday periods⁹.

21. Validity

These regulations were approved by the SUPSI Board on the 10th October 2014 and substitutes the preceding version. The regulations are already applied to the Advanced Studies courses started in the academic year 2014/2015.

President of the Board
Alberto Petruzzella

General Director
Franco Gervasoni

1. Modified by decision of SUPSIB of 10.10.2014
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3. Introduced by decision of SUPSIB of 10.10.2014
4. Introduced by decision of SUPSIB of 10.10.2014
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9. Introduced by decision of SUPSIB of 10.10.2014