

SUPSI

Admission and matriculation regulations: SUPSI Master's (graduate) degree programmes

Approved by the SUPSI Board on 13 giugno 2014.

Version 1 – 12.12.2014

Version 2 – 19.06.2015

Version 3 – 24.06.2016

Version 4 - 05.07.2017 *(approved by the SUPSI Direction – as delegated by the SUPSI Board, as per decision of 23.06.2017)*

Version 5 – 01.09.2017 *(approved by the SUPSI Direction)*

Version 6 – 01.09.2021 *(approved by the President of SUPSI Board)*

Art. 1 Field of application

- 1.1 These regulations apply to the admission and matriculation procedure for the Master's (graduate) degrees awarded by the various Departments of the University of Applied Sciences and Arts of Southern Switzerland (SUPSI). These degrees include the Master of Science in Business Administration conducted by the SUPSI Department of Business and Social Sciences (DSAS) – from 1st October 2014 the SUPSI Department of Business Economics, Health and Social Care - and Fernfachhochschule Schweiz, Brig (FFHS)¹, and the Master of Arts in Artistic Research conducted jointly by the Accademia Teatro Dimitri (ATD) and the University of Music of the Conservatory of Southern Switzerland (SUM-CSI).¹⁵
Regarding the Master of Science in Business Administration conducted by Fernfachhochschule Schweiz, Brig, Art. 3, 4, 5.1 and 6.2 apply only by way of default inasmuch as FFHS does not regulate otherwise in its implementation directives for distance learning programmes.⁶
- 1.2 These regulations do not apply to the SUPSI affiliated schools, apart from ATD.¹⁵
- 1.3 These regulations also apply to jointly-conducted Master's degree programmes, inasmuch as SUPSI is the SUP in control of the matriculation process and responsible for the chosen specialisation sector, and given that the associated study regulations do not already envisage specific provisions for admission and matriculation in derogation to the regulations stipulated below.
- 1.4 These regulations apply to:
- a) students attending Master's programmes;
 - b) students asking to be readmitted to Master's programmes;
 - c) auditors who plan to attend a selected number of Master's modules, without aiming to obtain a degree;
 - d) guest students who conduct part of their studies at SUPSI (mobility students).

1 Modified on 21.08.2014.
2 Modified on 21.08.2014.
3 Revoked on 21.08.2014.
4 Modified with CSUPSI decision of 12.12.2014.
5 Modified with CSUPSI decision of 12.12.2014.
6 Modified with CSUPSI decision of 12.12.2014.
7 Modified with CSUPSI decision of 12.12.2014.
8 Modified with CSUPSI decision of 12.12.2014.
9 Modified with CSUPSI decision of 12.12.2014.
10 Modified with CSUPSI decision of 19.06.2015.
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12 Introduced with CSUPSI decision of 24.06.2016.
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14 Introduced with DIRSUPSI decision of 05.07.2017.
15 Modified with DIRSUPSI decision of 01.09.2017.
16 Introduced with DIRSUPSI decision of 01.09.2017.
17 Modified with PresCSUPSI decision of 20.08.2021.
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23 Introduced with PresCSUPSI decision of 20.08.2021.
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29 Introduced with PresCSUPSI decision of 20.08.2021.
30 Modified with PresCSUPSI decision of 20.08.2021.
31 Modified with PresCSUPSI decision of 20.08.2021.

- 1.5 These regulations are supplemented by implementation directives approved by the Direction of Undergraduate and Graduate Studies¹⁷ and issued by all SUPSI Departments, FFHS⁷ and ATD¹⁵. The aim of these additional implementation directives is to define the specific conditions of each degree programme conducted by each Department or by SUPSI affiliated school.
- 1.6 The masculine gender is used to designate persons, professional titles and functions, regardless of sex.

Art. 2 Admission

2.1 Requirements

- 2.1.1 SUPSI admissions are governed by the Federal Law on the Promotion and Coordination of the Swiss University sector (LPSU) of 30 September 2011, by the Ordinance regarding the law on the Promotion and Coordination of the Swiss University Sector (O-LPSU) of 23 November 2016¹³, by the Ordinance of the Federal Department of Economic Affairs, Education and Research (DEFR) regarding admission to universities of applied sciences and arts of 2 September 2005 and by the Regulations regarding the recognition of university teaching qualifications for lower secondary school teachers issued by the Swiss Conference of Cantonal Ministers of Public Education (CDPE) on 26 August 1999.²
- 2.1.2 ...³
- 2.1.3 The Departments, FFHS⁷ and ATD¹⁵, may stipulate further admission conditions specific to certain degree programmes.
- 2.1.4 Applicants coming from degree programmes conducted by a University of Applied Sciences and Arts (SUP), a Teacher Training Institution or a University, and who have not managed to complete their studies within the maximum timeframe, may be refused admission.
- 2.1.5 The Departments, FFHS⁷ and ATD¹⁵, may potentially validate any ECTS credits acquired in other educational programmes or institutions.
- 2.1.6 Admission of auditors and mobility students is regulated by each degree programme.

2.2 Competent authorities

- 2.2.1 The authority nominated by the Department in question, or by FFHS⁷ or by ATD¹⁵ is responsible for the implementation of these regulations. Should no specific authority be nominated for this purpose, this responsibility lies with the Director of the Department or with the Dean of ATD¹⁵.
- 2.2.2 In particular, under the supervision of the Direction of Undergraduate and Graduate Studies¹⁸, the Department and FFHS confirm the admission conditions and coordinate the admission procedure.⁸

Art. 3 Procedure

3.1 Degree course applications

- 3.1.1 Applications must be sent before the specified deadlines published annually on www.supsi.ch. Applications received after the specified deadlines are assessed and accepted in line with departmental directives and depending on availability.¹⁹
- 3.1.2 Applications must be made online, at www.supsi.ch, upon payment of the CHF 100.- application fee (art. 4.1).

- 3.1.3 Since some Master's programmes have only a limited number of places, the Department in question, or ATD¹⁵, may require applicants not only to meet the admission requirements, but also to take a ranking examination and/or one or more supplementary examination/s.
- 3.1.4 The Departments or ATD 15 may adopt different procedures in terms of the administration of applications and related communications, notably also in electronic form.⁴
- 3.1.5 Applicants with impairments or with specific learning disabilities that may significantly affect their educational progress should notify the Department Direction or ATD¹⁵ or the Head of Bachelor's and Master's courses about this issue when making their application. The Direction reserves the right to ask these applicants to provide a certificate specifying the impact on the educational programme, and the accommodations and compensatory measures previously implemented, and/or potentially ask the applicant in question to undergo a specialist assessment in order to prove the need for the support measures. No measures will be implemented unless the applicant gives this information, or provides this certificate, or undergoes any specialist assessment that might be requested.

3.2 Matriculation

- 3.2.1 Applicants whose applications have been accepted and who have passed any ranking examination and/or any supplementary examinations that might be required will receive the documentation needed in order to confirm their enrolment and matriculate with SUPSI.
 - 3.2.2 All the matriculation documentation must be completed, signed and sent to SUPSI before the specified deadline. Documentation arriving after the specified deadline may be accepted in line with departmental directives and depending on availability.
- 3bis Cancellation of enrolment / abandonment of studies
The implementation Directives drawn up by the Departments specify the deadlines within which matriculated students may give written notification of their decision to cancel their enrolment or abandon their studies.²⁰

Art. 4 Fees

4.1 Application fee

- 4.1.1 A CHF 100.- fee must be paid, online, when the application is made. Applications will only be considered as complete and officially recognised once this payment has been made.
- 4.1.2 This fee is due for every application to a degree course.
- 4.1.3 This fee is not reimbursable in any way, and cannot be deducted from the semester fee. Applications will only be reviewed if this fee has been paid.
- 4.1.4 This fee is also applies to applications for study programme extensions (from Bachelor to Master).

4.2. Semester fee and contribution to didactic costs

- 4.2.1 Semester fees amount to CHF 1,600.-. This sum is reduced to CHF 800.- for students who benefit from the implementation of the ASUP Intercantonal Agreement for Vocational Universities from 2005 (Swiss nationality, or civil and fiscal domicile in Switzerland or in Liechtenstein). Specific agreements apply for students residing in Campione d'Italia.
Semester fees are due in full, even for students who are repeating a semester.
Under no circumstances will the semester fees be reimbursed (e.g. cancellation of enrolment,

abandonment, expulsion from the study programme).

Any foreign student holding a category (B) Residence Permit may apply for these fees to be reduced. This type of requests must be sent to the Direction of Undergraduate and Graduate Studies to the email address amministrazione.studenti@supsi.ch by 1 December at the latest.

Requests arriving after this deadline cannot be processed in its implementation Directives, ATD may specify different amounts for semester fees.²¹

In its implementation Directives, ATD may specify different amounts for semester fees.¹⁵

4.2.2 The Departments and ATD 15 decide the amounts students are charged for didactic costs (educational materials, charges for visits, etc.), and these sums are usually collected together with the semester fees.

4.2.3 Students who cancel their enrolments or abandon their studies after the notification deadline (art. 3bis) will not be entitled to reimbursement of either the semester fee or the contribution to didactic costs. However, students who have already paid for the subsequent semester and who, before the start of the new semester, are notified that they have been expelled, will receive full reimbursement of the amount paid.²²

4.2.4 With regard to leave of absence periods (art. 5), the Department or ATD 15 may arrange that any semester fee already paid will be considered in the calculation of the semester fee due for the first semester in which the student returns to their studies.

4.3 Payment arrears: semester fee and contribution to didactic costs

4.3.1 Any student in payment arrears is suspended from their study programme, until such time as these payments have been made.

4.3.2 Any student in arrears is not issued any accreditation, certificate, or diploma, and is suspended from using their SUPSI account.

4.3.3 Failure to pay within the specified deadline may result in expulsion from the study programme.

4.3.4 Semester fees must in any case be paid, even in the case of expulsion from or abandonment of studies. The Department decides if the contribution to didactic costs must also be paid.

4.3.5 Having considered the student's personal circumstances, the Department may grant payment in instalments.

4.3.6 In its specific Implementation Directives, ATD may stipulate other regulations for arrears situations.¹⁶

Art.5 Leave of absence

5.1 For verified work-related, health or family reasons, or due to compulsory military service, or for some other reason, the Department, FFHS or ATD¹⁵, may grant leave of absence to students making this request.⁹ Students on leave of absence remain matriculated and pay a semester fee amounting to CHF 50.-. They may not take certification examinations.

In its specific Implementation Directives, ATD may stipulate other regulations for leave of absence situations.¹⁵

5.2 The procedure for leave of absence applications is specified in the Departmental Implementation Directives.²³

5.3 The minimum duration of a leave of absence is one semester. The aggregate maximum leave of absence duration is 4 semesters.²⁴

5.4 Leave of absence is not generally granted for the first semester of studies.²⁵

- 5.5 Should the aggregate maximum leave of absence period be exceeded, or should the student fail to respond within thirty (30) days to a request for information sent by the Department regarding when the student plans to return to their studies, the student is expelled ex officio from the study programme.²⁶
- 5.6 Leave of absence semesters are not included in the calculation of the maximum number of semesters permitted in order to acquire the credits specified by the study programme, unless individual Departments, FFHS⁷ or ATD¹⁵ have adopted different regulations governing leave of absence periods.
- 5.7 Attendance at other Institutions for the purpose of acquiring credits recognised by SUPSI is not considered as leave of absence.

Art.6 Guest students, auditors

6.1 Guest students

- 6.1.1 Students matriculated at other Universities of Applied Sciences and Arts, or at other Swiss or foreign universities, may be admitted as guest students, usually for a maximum of two semesters. Decisions regarding this form of admission are taken by the Department, by FFHS⁷ or by ATD¹⁵, in compliance with any agreements made with the Home Institution and in compliance with the regulations governing the European mobility programmes in which SUPSI participates.¹⁰
- 6.1.2 Guest students remain matriculated at their Home Institutions for administrative purposes. Payments between SUPSI and the Home Institution are decided on in accordance with the reciprocity agreements – between the Swiss Universities of Applied Sciences and Arts – on the basis of the Intercantonal Agreement of Universities of Applied Sciences and Arts (Accordo intercantonale delle Scuole Universitarie Professionali - ASUP).
- 6.1.3 Guest student study programmes are arranged in agreement with the Home Institution. The academic results achieved by guest students are certified in compliance with SUPSI regulations and assessment methods.

6.2 Auditors

- 6.2.1 The Departments, FFHS⁷ and ATD¹⁵ may accept auditors for one or more courses/modules. Auditors may not take any certification examinations.
- 6.2.2 The semester fee for auditors amounts to CHF 150.- for each course or activity, plus any extra costs.

Art. 7 Readmission to a Master's programme

7.1 After having left the study programme

- 7.1.1 Students who have left a Master's programme may at any time apply to the Department in question, FFHS⁷ or ATD¹⁵, for readmission. This request must be made in writing, with due indication of the reasons.
- 7.1.2 The Direction of the Department, FFHS⁷ or ATD¹⁵, make a decision regarding the request, specifying the related readmission conditions, taking into particular consideration the reasons behind the student's previous decision to abandon the degree programme. Should the student be readmitted to the same Master's programme, any fail assessments prior to abandonment are determined.¹⁴

7.1.3 A readmission application is made on the assumption that any arrears semester fees and contributions to didactic costs have been paid in full. Should this not be the case, the Direction of the Department, FFHS ⁷ or ATD ¹⁵, will not consider the application.

7.1.4 The readmission procedure follows the same process and procedure as specified for admission applications, in accordance with art. 3.

7.2 Following expulsion from the study programme

7.2.1 5 academic years after having being expelled from a Master's programme, students may apply to be readmitted to the same programme.

A request in writing, with due indication of the reasons, must be sent to the General Director⁵ of SUPSI, within the deadlines specified by the implementation directives of these regulations issued by the various Departments, by FFHS ⁷ or by ATD.¹⁵

7.2.2 The appropriate procedure is the following:

- the General Director⁵ of SUPSI forwards the application to the Department in question, to FFHS ⁷ or to ATD ¹⁵, requesting an opinion in writing ¹⁶.
- the Department, FFHS ⁷ or ATD ¹⁵, examines the file, and, if appropriate, gives advance notification to the General Director⁵ of SUPSI regarding their favourable opinion, putting forward the related conditions to be met and establishing the credits that can be recognised, taking into consideration the current study programme.
- the General Director⁵ of SUPSI notifies the student of the readmission proposal, subject to acceptance of the conditions drawn up by the Department, by FFHS ⁷ or by ATD ¹⁵, setting a deadline for the student to notify acceptance of this proposal.
- readmission to the Master's programme and re-matriculation are confirmed when the student signs the conditions, including those related to the recognition of credits, drawn up by the Department, by FFHS ⁷ or by ATD ¹⁵. However, Departments where student numbers are limited may operate otherwise, and their readmission conditions may specify a new admission application, in compliance with art. 3.

7.2.3 The Departments, FFHS ⁷ or ATD ¹⁵, may establish specific provisions related to dossier assessment, which may include meeting the student in person in order to discuss the reasons for readmission, and asking for additional documentation to complete the dossier.

7.2.4 A readmission application is made on the assumption that any arrears semester fees and contributions to didactic costs have been paid in full. Should this not be the case, the General Director¹⁴ of SUPSI will not consider the application.

7.2.5 Advance notification from the Department in question, from FFHS ⁷ or from ATD¹⁵ regarding their unfavourable opinion, or failure by the student to accept the conditions drawn up by the Department, by FFHS ⁷ or by ATD ¹⁵, will result in a decision against readmission.

Art. 8 Disputes

8.1 Applicants whose applications are rejected are entitled to ask for the reasons for this decision, unless the rejection is the result of failure to pass any ranking examinations held for programmes with limited numbers of participants, or any supplementary examinations.

8.2 Appeals against admission decisions may be made to the Department, to FFHS ⁷ or to ATD ¹⁵. These appeals should be made in writing, and the reasons for the appeal briefly described, within 15 days from notification of the decision.

- 8.3 Regarding decisions taken by the Department, by FFHS⁷ or by ATD¹⁵, related to the admission, and that entail irreversible prejudice, appeals may be made to the General Director⁵ of SUPSI. These appeals should be made in writing, and the reasons briefly described, within 15 days from notification of the decision.
- 8.4 Appeals against decisions taken by the General Director⁵ of SUPSI should be made to the Cantonal Administrative Court of Appeal. The applicable Law is that on administrative procedure.
- 8.5 Time limits specified by law or set by the Authorities shall not be suspended during judicial vacations.

Art. 9 Exmatriculation

- 9.1 SUPSI exmatriculates any student who:
- has been awarded a specialist degree (Master);
 - has provided inaccurate or incomplete information at the time of application which is considered to be serious during the verification process;²⁸
 - has been permanently expelled as a result of failing to achieve academic objectives;
 - has been expelled as a result of disciplinary measures;
 - is in arrears with payments for semester fees, contributions to didactic costs and any other expenses;
 - has notified their intention to discontinue their studies definitively, after having notified this decision in writing, with due indication of the reasons, to the Department in question (ex-matriculation statement);
 - has been excluded ex officio from the studies following the non-response to the request of information from the Department or Affiliated school concerned by these Regulations, regarding the restart of studies after the exceed of maximum cumulative period of leave of absence.²⁷

Ex officio exclusion shall also apply in the cases specified in letters (b) and (e).²⁹

- 9.2 In the cases specified in letters b), c) and d) of paragraph 1 of this Article, readmission to studies is possible only after a period of 5 academic years (details stipulated in Art. 7.2).³⁰
- 9.3 In the cases specified in letters e), f) and g) of paragraph 1 of this Article, students may reapply at any time, in accordance with Art. 7 of these regulations (which stipulate the details).³¹
- 9.4 If requested by the student in question, SUPSI will issue an exmatriculation certificate, and will return to the student their original admission certificate. This exmatriculation certificate will be issued on the assumption that any arrears semester fees and contributions to didactic costs have been paid in full.

Art. 10 Entry into force

10.1 The present Regulations shall enter into force on 1 september 2021 and replace the previous version of 01.09.2017.

Approved by the President of SUPSI Board on 20.08.2021.

The President of the SUPSI Board, Alberto Petruzzella

The General Director SUPSI, Franco Gervasoni

This document is the English translation of the original text written in Italian. In the event of any doubt or dispute, the original Italian version is the one that shall be considered as valid and official.