Supsi

Bachelor’s (Undergraduate) Degree Regulations

Approved by the SUPSI Board on 13 December 2013.  
Version 1 – 13.06.2014  
Version 2 – 10.10.2014  
Version 3 – 19.06.2015  
Version 4 – 24.06.2016  
Version 5 - 05.07.2017 (approved by the SUPSI Direction)  
Version 6 – 01.09.2021 (approved by the President of the SUPSI Board)  
Version 7 – 01.01.2022 (approved by the President of the SUPSI Board)
Art. 1 Field of application

1.1 These regulations apply to all Bachelor’s (Undergraduate) degrees awarded by the Departments of the University of Applied Sciences and Arts of Southern Switzerland (SUPSI).

1.2 SUPSI affiliated schools that lack their own specific regulations will apply similar principles to the Bachelor’s degrees they award.

1.3 These regulations are supplemented by implementation directives issued by each SUPSI Department, including the Departement Gesundheit, Landquart. The aim of these additional implementation directives is to define the specific conditions of the degree programmes conducted by each Department.

1.4 The departmental directives are approved by the Direction of Undergraduate and Graduate Studies.

1.5 The masculine form is used to designate persons, professional titles and functions, regardless of gender.

Art. 1bis SUPSI Educational agreement

Reciprocity of relationships between the Institution and the student body is clarified in the SUPSI Educational Agreement. All students are required to examine this document and to comply with the provisions specified therein.

Art. 2 Study programmes

2.1 The study programmes drawn up by the Department illustrate the objectives and the didactic methods adopted for each degree course, and that are instrumental in the process of attaining a specific qualification and passing the related modules.

2.2 For each certified module, student results are expressed in study credits, in accordance with the rules generally valid in the European Credit Transfer System (ECTS).

2.3 A Bachelor’s degree is awarded on certification of the modules specified by the study programme, and which correspond to 180 credits. Study programmes, and the implementation of these study programmes, may be modified, without detriment to any rights acquired by students.

2.4 Credits acquired in other degree courses, or in other institutions, are recognised inasmuch as they certify that the educational objectives of the chosen degree programme have been reached.

Art. 3 Duration

3.1 The 180 credits required in order to be awarded a Bachelor’s degree may be obtained over a minimum of 6 semesters (8 semesters for study programmes structured in parallel with professional working activity, or in accordance with the Part-time model).

3.2 The minimum duration may be reduced depending on the number of credits acquired prior to enrolment on the degree programme, and that have been recognised.

3.3 Students are expelled from degree programmes when they do not obtain all the required credits in a period of 10 semesters (12 semesters for study programmes structured in parallel with professional working activity, or in accordance with the Part-time model). Moreover, the Departmental implementation directives may also stipulate expulsion from the degree programme for any student
who has not acquired a minimum number of credits within a specific semester timeframe, or in relation to reasons that have resulted in a Fail assessment for a module, or in relation to further specific conditions.

3.4 This calculation does not include authorised leave of absence semesters.

Art. 4 Assessment

4.1 Students receive assessments for all modules, by means of examinations.

4.2 Credits are certified if the assessment is at least Pass. Should this not be the case, no credits are certified.

4.3 If stipulated by the study programme, assessments of component parts of a module may be incorporated into subsequent certification procedures.

4.4 A Pass assessment is expressed as shown below:
   a. when possible, using a relative scale, calculated on the basis of cohorts of 100 students acquiring credit:
      - A from the 1st to the 10th;
      - B from the 11th to the 35th;
      - C from the 36th to the 65th;
      - D from the 66th to the 90th;
      - E from the 91st to the 100th.
   b. in other cases, by a mark from 4 to 6, where 6 represents the maximum mark and 4 represents a Pass;
   c. by the term: “certified”.

4.5 When certifying a module for ECTS purposes, if possible, marks should be expressed using the relative scale.

4.6 If a module has been certified, students may not repeat the tests or examinations in order to improve their assessments.

4.7 Fail evaluations are expressed as:
   a. FX – credit can be obtained by completing an extra assignment or by taking a supplementary examination;
   b. F – credit can be obtained by repeating either the examination or the module;
   c. by the term: “not certified”.

Art. 5 Examinations

5.1 Examinations are held in the same semester as that in which the module is conducted, or in a subsequent examination session.

5.2 Students enrolled on a module are generally also enrolled for the related examinations. Any specific provisions in relation to this are stipulated in the departmental implementation directives.

5.3 Any unjustified abandonment of a module, or any unjustified non-attendance of tests leads to a Fail assessment (F). As an additional consequence, Departments may specify non-admission to examinations.
5.4 Non-attendance of tests must be justified in writing as soon as the reason is known; if the justification is accepted, the test is conducted during a subsequent session.

5.5 At the specific request of students with impairments or with specific learning disabilities, the Programme Director, or the Bachelor’s Programme Director, may specify accommodations for tests, or other methods of certification. Following a meeting, and after having received a certificate testifying the difficulties and explaining the nature, type and intensity of the relative measures adopted previously in an educational context, individually-tailored measures may be identified and adopted.11

Art. 6 Repeating students

6.1 Students may repeat a module a maximum number of two times. Once these possibilities have been exhausted, students are expelled from the degree programme. The specific cases described in Article 6.2 are an exception to this rule.17

6.2 Bachelor’s degree theses, and any other modules specified in the implementation directives, may be repeated only once; a second Fail assessment entails expulsion from the degree programme.18

6.3 Should the academic performance of a student justify this measure, the Department Direction may allow missing credits to be substituted by others from the programme. This possibility is not extended to Bachelor’s degree theses.

Art. 7 Prerequisites

7.1 The study programme may specify that certification of certain modules is required in order to access certain other modules, and may also specify if access is possible with an FX assessment, subject to the acquisition of the missing credits.

Art. 8 Change of degree course

8.1 Enrolment on another degree course or another academic specialisation must be requested in writing, after having taken cognizance of the credits recognised and of those missing for completion of the programme.

Art. 9 Disciplinary penalties

9.1 Any improper conduct and/or violation of SUPSI regulations (violations of SUPSI regulations include: non-payment of semester fees, lack of discipline, acts of vandalism and/or damage caused to SUPSI, illicit use of Internet accounts, etc.), and any action failing to respect the personal integrity and dignity of any person, may, depending on the level of seriousness, result in the following disciplinary penalties: warning, removal from modules or tests, annulment of credits, suspension, expulsion from the degree course and expulsion from SUPSI.19 8-14
Art. 10 Fraud and plagiarism

10.1 Each act of fraud or plagiarism, and each attempted act of fraud or plagiarism by a student is recorded in their student report. This registration is equivalent to a Fail result for the examination in question.

10.2 The Department Direction may declare ex officio that all the examinations taken by the student during the examination session in which the acts listed in paragraph 1 occurred will be considered as not acquired.

10.3 Having been notified by the Department Direction of serious cases of fraud or plagiarism, the General Director of SUPSI may declare the expulsion of the student from SUPSI, or the annulment of their qualification.

Art. 11 Admission and readmission to a degree programme

11.1 The admission and matriculation regulations for Bachelor’s programmes are stipulated by the Admission and Matriculation Regulations: SUPSI Bachelor’s (Undergraduate) Degree Programmes of 13 December 2013, and by the related Implementation Directives issued by the various SUPSI Departments.

11.2 5 academic years after having been expelled from a degree programme, a student may apply to be readmitted to the same programme. The conditions, and the related procedure, are stipulated by the specific Admission and Matriculation Regulations: SUPSI Bachelor’s (Undergraduate) Degree Programmes of 13 December 2013, and by the related Implementation Directives issued by the various SUPSI Departments.

11.3 The conditions, and the related procedure, for applications to be readmitted to a degree course after having abandoned studies are stipulated by the specific Admission and Matriculation Regulations: SUPSI Bachelor’s (Undergraduate) Degree Programmes of 13 December 2013, and by the related Implementation Directives issued by the various SUPSI Departments.

Art. 12 Competences

12.1 Certification is the responsibility of the teacher or teachers in charge of the module.

12.2 Any other implementation of this regulation is the responsibility of the body appointed by the Department. Should no specific appointment be made (delegated party or examination commission), responsibility lies with the Director of the Department.

Art. 13 Disputes

13.1 Appeals against decisions taken by teachers may be made to the Department. Appeals of this kind should be made in writing, and the reasons for the appeal briefly described, within 15 days from notification of the decision.

13.2 Regarding Departmental decisions of a disciplinary nature, or that lead to the non-certification of credit that cannot be recouped in the short-term, or that entail irreversible prejudice, appeals may be made to the General Director of SUPSI. Appeals of this kind should be made in writing, and the reasons briefly described, within 15 days from notification of the decision.
13.3 Appeals against decisions taken by the General Director of SUPSI should be made to the Cantonal Administrative Court of Appeal. The applicable law is that on administrative procedure.\(^3\)

13.4 ... \(^4\)

13.5 ... \(^5\)

13.6 Deadlines specified by law or set by the Authorities shall not be suspended during judicial vacations.\(^6\)

Art. 14 Entry into force

14.1 The present Regulations enter into force retroactively on 1 January 2022, and annul and replace the previous version of 01.09.2021.

14.2 Regarding the qualification awarded, Federal provisions prevail, whatever the case may be.

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.

Approved by the President of SUPSI Board on 25.01.2022.

The President of the SUPSI Board, Alberto Petruzzella

The General Director of SUPSI, Franco Gervasoni

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1 Modified with CSUPSI decision of 13.06.2014.
2 Modified with CSUPSI decision of 13.06.2014.
3 Modified with CSUPSI decision of 13.06.2014.
4 Revoked with CSUPSI decision of 13.06.2014.
5 Revoked with CSUPSI decision of 13.06.2014.
6 Introduced with CSUPSI decision of 13.06.2014.
7 Modified with CSUPSI decision of 10.10.2014.
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9 Modified with CSUPSI decision of 19.06.2015.
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15 Modified with PRESCSUPSI decision of 20.08.2021.
16 Modified with PRESCSUPSI decision of 20.08.2021.
17 Modified with PRESCSUPSI decision of 25.01.2022.
18 Modified with PRESCSUPSI decision of 25.01.2022.
19 Modified with PRESCSUPSI decision of 25.01.2022.