



Study and Examination Regulations for Bachelor/Consecutive Master Study Courses

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Issuing authority: University Council

Scope: University of Applied Sciences HTW Chur

Classification: Internal

Version: V01.07

Date: 27 June 2017

If this translation gives rise to disagreement regarding its interpretation, the original German version shall exclusively apply.

Basis

The following Regulations are based on the Federal Act on Funding and Coordination of the Swiss Higher Education Sector (Higher Education Funding and Coordination Act, HFKG), Art. 25, Art. 26 and Art. 73, of 30 September 2011 (as of 1 February 2017), the Act on Universities and Research (GHF), Art. 10 (1) and Art. 11, of 24 October 2012, the Ordinance on Universities with Cantonal Sponsorship (VH), Art. 7, Art. 8, Art. 9 and Art. 11, of 8 July 2014 and the Act on Administrative Judicature (VRG) of 31 August 2006 (as at 1 January 2011).

I. General provisions

Art. 1

Content and scope

¹ These Study and Examination Regulations govern the Bachelor (Bachelor of Science, BSc, Bachelor of Arts, BA) and consecutive Master (Master of Science, MSc) degree programmes offered at the University of Applied Sciences HTW Chur.

² The Regulations govern the enrolment and withdrawal processes, study programmes and the examination and graduation procedures.

³ Under these Regulations, study and examination rules in connection with partnerships are to be governed separately.

Art. 2

Information obligation

¹ Students shall be required to actively seek information on the objectives, contents and procedures of the various course assessments as well as about their rights and obligations in connection with their course of studies.

II. Admission and enrolment

- Art. 3
Admission and enrolment
- ¹ The admission process shall be based on overriding Swiss federal law.
- ² Those admitted to and enrolled for a Bachelor degree course shall hold an applicable vocational diploma (Berufsmatura), a school-leaving certificate (Matura) with at least one year's relevant work experience or a comparable qualification.
- ³ Those admitted to and enrolled for a Master degree course shall hold an applicable Bachelor degree.
- ⁴ Admission restrictions may be imposed for bachelor's and master's degree programmes. In the case of admission restrictions, the suitability of the prospective students shall be decisive. The University of Applied Sciences HTW Chur shall issue corresponding regulations.
- ⁵ In the case of applications where these requirements are not met, the application shall be reviewed individually on the basis of customary best-practice recommendations.
- ⁶ The Executive Board will issue a directive on the conditions for admission, including any further requirements to be determined.
- ⁷ ECTS points that have already been gained and equivalent achievements may be taken into account by the course directors.
- ⁸ Those enrolled for a degree programme shall have the right to attend courses at the HTW Chur and make use of the university's infrastructure and services.
- Art. 4
Enrolment and tuition fees
- ¹ As part of the enrolment process, an administration fee shall be charged. This fee shall fall due upon confirmation of the course place and shall be forfeited if the course of studies is not started or is discontinued.
- ² Individuals who have already completed a Bachelor degree at the HTW Chur and commence a Master degree programme shall not be required to pay the enrolment fee.
- ³ Tuition fees shall be payable once a semester. Entitlement to the reimbursement of tuition fees shall expire upon the start of the relevant semester.
- Art. 5
Auditors
- ¹ Courses may be attended by auditors who have not been enrolled subject to the payment of a fee.
- ² The participation of such auditors shall be decided on by the course directors.

III. Structure of the course

- Art. 6
Study structure
- ¹ The HTW Chur applies the European Credit Transfer and Accumulation System (ECTS). As a rule, one ECTS point corresponds to a workload of 30 hours. A Bachelor degree programme comprises at least 180 ECTS points. A Master degree programme comprises at least 90 ECTS points.
- ² The Bachelor and Master degree programmes are divided into modules. A module is completed in the form of a course assessment.
- Art. 7
Curriculum
- ¹ The curriculum contains the course contents.
- ² The curriculum shall be subject to change during the study period as well as in instances in which study courses are interrupted or repeated.
- Art. 8
Module types
- ¹ The curriculum for the Bachelor and Master study programmes comprises the following module types:
- compulsory modules
 - compulsory elective modules
 - free modules
- ² Compulsory modules must be completed by all students.
- ³ Compulsory elective modules are compulsory modules selected from a group of modules.
- ⁴ Free modules are optionally elective modules which are included in the course certificate together with the attained result, but which do not count towards the degree.
- ⁵ A module may comprise several courses. The ECTS points are assigned to the module.
- Art. 9
Module description
- ¹ The module description contains binding guidelines on at least the following points:
- the module type
 - the teaching language
 - the ECTS points assigned to the module
 - the module requirements/skills required before admission
 - the teaching and learning methods
 - the module goals/skills acquired upon completion
 - the module contents
 - the specialist literature
 - the course assessment
- Art. 10
Semester information
- ¹ The semester information determines all dates on which modules are held. It defines the contents and learning goals, requirements as regards compulsory attendance and the course assessment procedures. The course directors may dictate additional requirements as regards compulsory attendance.

- Art. 11
University calendar
- ¹ The university calendar defines the dates for courses, module examinations, block weeks, course-free periods and the thesis.
- Art. 12
Study language
- ¹ Courses shall be held in German, English, Italian or Romansh as per the module description. Foreign-language teaching shall be conducted in the relevant foreign language taking account of the respective course level.
- Art. 13
Dispensation and applications for the deferment of military/ civil service
- ¹ Applications for dispensation from compulsory courses must be submitted in writing to the course directors at least five working days prior to the planned absence.
- ² Absences due to serious circumstances (illness, accident, bereavement) must be reported to the course directors in writing.
- ³ For periods of military and civil service that fall within term time or examination periods, the affected students shall be required to request the deferment of this service in good time by submitting an official application.
- ⁴ The course directors shall decide on any consequences in the event of unauthorised absences.
- Art. 14
Exchange semesters
- ¹ Stays at other universities generally take place within the framework of established partnerships.
- ² An exchange stay shall be approved by the course directors. There is, however, no fundamental right to an exchange semester. The selection and application procedure shall be conducted by the course directors. The International Office shall be responsible for the assignment of places.
- ³ Students wishing to complete an exchange semester without a partnership agreement (so-called free movers) must arrange this with the course directors in good time.
- ⁴ It cannot be guaranteed that study achievements attained at another university will be fully taken into account.

IV. Procedures for assessment, examination and grading

Art. 15
Course assessments

¹ The lecturers and/or assistant lecturers shall be responsible for grading the course assessments and for the preparation, supervision and correction of examinations. In the case of oral examinations, an expert shall be present.

² Module examinations shall be held during the examination weeks in accordance with the university calendar.

³ The course directors shall be responsible for defining the form, duration, timing and organisation of the module examinations as well as for ensuring their proper implementation.

⁴ A grade or rating as well as the acquired ECTS points shall be given for each module.

⁵ The module grade shall be calculated on the basis of the weighted average of the grades achieved in the respective courses. Individual course assessments can be graded to a level of one decimal place. The module grade will be rounded to a half or full figure.

Art. 16
Examination procedure

¹ Students registered for a module shall be deemed to be registered for the examination. This regulation shall not apply to external language tests.

² Participation in the examinations shall be compulsory.

³ Students may de-register in writing no later than ten working days prior to the commencement of the first examination. This shall not apply to re-examinations.

⁴ For students unable to sit an examination on the scheduled examination date for justified reasons, an extraordinary examination date shall be defined.

⁵ Should a module examination not be attended without authorisation, a grade of 1.0 shall be awarded.

Art. 17
Grades and ratings

¹ At the HTW Chur, a grading scale of 1.0 to 6.0 is applied.

² Instead of a numerical grade, the rating 'passed'/'failed' may be awarded. If the rating 'passed' is awarded, the ECTS points shall be credited.

Grading scale		Ratings
6.0	excellent	passed
5.5	very good	passed
5.0	good	passed
4.5	satisfactory	passed
4.0	adequate	passed
3.5	unsatisfactory	failed
3.0 to 1.0	extremely unsatisfactory	failed

For ECTS points and equivalent achievements that have already been gained, the rating 'exempted' shall be awarded.

³ Credit points shall be calculated in connection with the compulsory and compulsory elective modules. Negative-weighted credit points (NWCPs) represent the difference between the grade 4.0 and an unsatisfactory grade (UG), weighted with the ECTS points: $NWCPs = (4 - UG) \times ECTS \text{ points}$.

Art. 18
Access to module examinations

¹ Access to module examinations shall be provided at the request of the individual students.

Art. 19
Assessment and Bachelor level

¹ The Bachelor degree programme is divided into two graduation levels: the Assessment level and the Bachelor level.

² In general, 60 ECTS points are assigned to the Assessment level. The Assessment level is deemed to have been passed if:

- the average grade weighted with the ECTS points is adequate (at least 4.0)
- the number of negative-weighted credit points (NWCPs) does not exceed six
- all other course assessments are passed

³ If the Assessment level is passed, the ECTS points of all modules are credited.

⁴ The negative-weighted credit points shall be cancelled after the Assessment level is passed. The counting of negative-weighted credit points shall recommence at the Bachelor level.

⁵ In general, 120 ECTS points are assigned to the Bachelor level. Individuals who have passed the Assessment level or have an equivalent educational background shall be admitted to the Bachelor level.

⁶ The Bachelor level is deemed to have been passed if:

- the average grade weighted with the ECTS points is adequate (at least 4.0)
- the number of negative-weighted credit points (NWCPs) does not exceed ten
- the Bachelor thesis is awarded a grade of at least 4.0
- all other course assessments are passed

⁷ If the Bachelor level is passed, the ECTS points of all modules are credited.

Art. 20
Master level

¹ The Master degree programme includes a single graduation level and is deemed to have been passed if:

- the average grade weighted with the ECTS points is adequate (at least 4.0)
- the number of negative-weighted credit points (NWCPs) does not exceed five
- the Master thesis is awarded a grade of at least 4.0
- all other course assessments are passed

² If the Master level is passed, the ECTS points of all modules are credited.

Art. 21
Repetition

¹ If the Assessment, Bachelor or Master level is not passed, all unsatisfactory or failed assessments at the respective level must be repeated. Unsatisfactory and failed assessments within individual modules can only be repeated the next time an equivalent module offering is made available.

² It shall only be possible to repeat unsatisfactory or failed modules at Assessment, Bachelor and Master level once. The second grade shall count.

³ Passed modules may not be repeated.

Art. 22
Bachelor and Master thesis

¹ A total of 12 ECTS points are assigned to the Bachelor thesis and 15 ECTS points are assigned to the Master thesis.

² If the thesis is submitted late or not at all, this component shall be deemed to have been failed. The option to repeat this component shall be determined by the course directors.

³ If a non-disclosure or confidentiality agreement has been signed, the HTW Chur shall only accept liability in the event of breaches by the supervisor or examiner. In the event of breaches committed by the student, he or she alone shall be liable for the respective breach. This limitation of liability shall apply to any agreed contractual penalty as well as any further claims of the principal arising from this agreement, regardless of the legal title on the basis of which these are justified.

⁴ A directive from the Executive Board will determine the conditions for writing and submitting Bachelor and Master theses.

V. Further provisions

- Art. 23
Cheating and plagiarism
- ¹ If the result of a course assessment is influenced through cheating or an attempt is made to cheat, in particular through the use of unauthorised means, a grade of 1.0 shall be awarded.
- ² If a piece of work is proven to be the product of plagiarism, a grade of 1.0 shall be awarded.
- Art. 24
Disciplinary procedures
- ¹ In the event of breaches in the form of cheating or plagiarism, the Executive Board may:
- not recognise or withdraw recognition of course achievements
 - refuse to issue or withdraw diplomas and certificates
 - refuse to award or withdraw titles
- ² In serious cases of bad faith, the Executive Board may implement disciplinary measures or exclude students from the university. Serious cases of bad faith include:
- breaches of the university's mission statement, regulations and directives
 - crimes which adversely affect the university's interests
 - actions which inhibit university staff in performing their roles
 - bullying
- Art. 25
Diploma and diploma supplement
- ¹ Graduates shall receive:
- a diploma stating the relevant title, the holder of the title and the institution awarding the diploma
 - a diploma supplement containing information on the precise study contents and the learning performance during the course of studies
- Art. 26
Copyright/right of use
- ¹ Any individual who pens a piece of work during the respective study course shall be deemed to be the author/co-author under the Swiss Federal Act on Copyright.
- ² Upon enrolling, students shall assign the rights of use to work protected under copyright law and created in connection with the respective study course to the University of Applied Sciences HTW Chur.
- ³ The HTW Chur shall be entitled to manage and use student work protected under copyright law and grant rights to third parties within the framework of collaborations. Should it not utilise its right of use, students may request the reassignment of the right of use after completing their studies.
- ⁴ Upon utilising the right of use or granting rights to third parties, the interests of the students involved should be taken into account appropriately. Should a profit be generated, the HTW Chur shall be required to agree adequate compensation with the students involved.
- ⁵ As long as the period for lodging appeals against decisions of the executive bodies of the HTW Chur has not expired, the right of use shall lie with the university.

Art. 27
Administration of justice

¹ Decisions regarding the non-admission of students, exclusion during the course of studies and the failure of a course may be contested within ten days of the provision of the relevant written notification through the lodging of a complaint to the University Council's Board of Appeal. The appeal must include a request and justification for the objection. The contested decision and any evidence – should this be available – must be enclosed and submitted to the Board of Appeal of the HTW Chur University Council, Pulvermühlestrasse 57, 7004 Chur. Appeals against decisions of the Board of Appeal may be lodged with the administrative court within ten days of the provision of the relevant written notification.

² All other objections relating to the course of studies may be submitted to the course directors up to ten days after the time the objection arises. Written objections must include a request and justification for the complaint. Decisions taken by the course directors regarding an objection may be contested within ten days of the provision of the relevant written notification through the lodging of an appeal to the Executive Board. The appeal must include a request and justification for the objection. The Executive Board shall make the final decision.

Art. 28
Removal from the register of students

¹ Students shall be removed from the register of students upon:

- the awarding of the Bachelor or Master diploma
- being excluded due to the repeated failure of a graduation level
- being excluded on the basis of disciplinary procedures
- failing to pay fees
- a corresponding request being submitted by the student in question

² Upon being removed from the register of students, the individual in question shall lose his or her student status at the HTW Chur.

VI. Final provisions

Art. 29
Entry into force and annulment of the existing regulations

¹ These regulations enter into force on 27 June 2017. They replaced the Study and Examination Regulations for Bachelor / Consecutive Master Study Courses of 21 February 2017.

University of Applied Sciences HTW Chur



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