

Examination Regulations

**for all types of assessment at the Swiss
Distance Learning University of Applied
Sciences (FFHS)**

As of 16 May 2022

Table of contents

I. General provisions	3
Art. 1 Types of assessment	3
Art. 2 Purpose	3
Art. 3 Missed assessments	3
Art. 4 Re-sits/make-up of failed or missed assessments	3
Art. 5 Access to assessment records	4
Art. 6 Appeals to assessment results	4
II. General modalities for examinations	4
Art. 7 Examination options	4
Art. 8 Place of examination	4
Art. 9 Postponement of examinations	4
Art. 10 Duration of examinations	4
Art. 11 Identification requirement	5
Art. 12 Preparation of workstations for examinations	5
Art. 13 Dishonest acts	5
Art. 14 Toilet visits	5
Art. 15 Recording of examinations	5
III. Modalities for written examinations	6
Art. 16 Types of written examinations	6
Art. 17 Identification	6
Art. 18 Written examinations	6
Art. 19 Submission of examinations	6
IV. Final provisions	6
Art. 20 Entry into force	6
Art. 21 Changes to the Examination Regulations	6

I. General provisions

Art. 1 Types of assessment

- (1) Assessment may take various forms. Types of assessment within the meaning of these Examination Regulations shall include all graded coursework, in particular oral examinations, written examinations, written papers, short tests, etc.
- (2) Detailed and binding information on assessments (type, number, language, subject, duration, permitted materials, the weighting of partial examinations and the requirements for passing) shall be laid down in the respective syllabi.
- (3) Students who are enrolled in a module shall also be registered for all types of assessment for the module in question.
- (4) Additional regulations shall apply to bachelor's and master's theses, which can be found the guidelines of the respective programmes.

Art. 2 Purpose

- (1) These regulations govern the modalities of different types of assessment.
- (2) All modalities laid down in these regulations apply mutatis mutandis to all comparable types of assessment.

Art. 3 Missed assessments

- (1) Students who are prevented from taking an examination or submitting an assessment on time or within the deadline for legitimate reasons may, upon request, take the examination on the next examination date/submit the assessment by the deadline set by FFHS. This request must be submitted in writing via the student portal using the relevant online form (www.ffhs.ch/de/fuer-studierende/antraege). It shall be the responsibility of the head of the respective programme to assess such requests.

In the case of foreseeable legitimate reasons, such as military service, national service, the birth of a child and work-related absences, the request must be submitted in writing (email) no later than one month before the start of the examination period or the deadline. The application must be accompanied by marching orders, a birth certificate or a certificate from the employer.

In case of other legitimate reasons, such as illness, accident or death of a loved one, the request (including the supporting documents mentioned below) must be submitted in writing (email) no later than five days after the examination date. The request must be accompanied by a doctor's certificate confirming the student's inability to take the examination or by another type of official certificate. FFHS expressly reserves the right to call in a medical examiner in individual cases.

- (2) Students who, without legitimate reason or after a rejected or late request, fail to complete the assessment at the scheduled time or discontinue the assessment will receive a grade of 1 for the assessment in question. Students who commence or take an assessment despite an existing medical condition consciously accept the risk of failure. Examinations may not be cancelled retrospectively.

Art. 4 Re-sits/make-up of failed or missed assessments

- (1) Students may only re-sit/make up for a failed or missed assessment twice (for the special provisions of the MSc in Business Administration, the MSc in Business Informatics, the Practice-integrated Bachelor (PiBS) in Computer Science, the BSc in Nutrition and Dietetics, the BSc in Nutrition and Health and the BSc and MSc in Osteopathy, see the conditions of study); in other words, an assessment may not be taken more than three times. The place and time of re-sits/make-up assessments shall be specified by FFHS. Students shall be automatically registered for any required re-sits/make-up assessments. Attendance at re-sits/the submission of make-up assessments shall be compulsory.
- (2) In the event that a student fails to attend a re-sit examination/to submit a make-up assessment (see Art. 3(1)), the right to repeat the examination/submit a make-up assessment shall remain unaffected.
- (3) The re-sit examination/make-up assessment shall cover the actual content of the module in question.
- (4) If students do not pass the first re-sit examination/make-up assessment, they generally have to take the module again (for a fee).
- (5) If provided for in the relevant conditions of study, students may compensate for missing ECTS credits in one module by obtaining ECTS credits from other modules. Decisions on admissions to these modules and on the relevant substitute modules shall be the responsibility of the head of the respective programme. If students fail to obtain the required ECTS credits for a non-substitutable module, or are unable to obtain the number of ECTS

Art. 5 Access to assessment records

- (1) Students shall have the right to access the records of the written module and re-sit examinations (WEs) that they have undertaken during the current examination period.
- (2) Students must request such access via the specified channels during the period set out in the academic calendar.
- (3) No access will be granted to sample solutions.

Art. 6 Appeals to assessment results

- (1) Students shall have the right to submit a written appeal to FFHS via the student portal using the relevant online form (www.ffhs.ch/de/fuer-studierende/antraege) within 30 days of accessing their results in accordance with Art. 5.
- (2) The first instance of appeal for disputing assessment results shall be by the respective department. Prior to disputing the results of any assessment, students are strongly advised to contact the head of the degree programme.
- (3) Appeals against decisions of the department may be submitted to the FFHS University Administration in writing via the student portal using the relevant online form (www.ffhs.ch/de/fuer-studierende/antraege) within a period of 30 days from the date of notification of the decision. Appeals may be subject to an administrative fee.
- (4) Final appeals against decisions of the FFHS University Administration may be submitted to FFHS's external appeals board in writing via the student portal using the relevant online form (www.ffhs.ch/de/fuer-studierende/antraege) within a period of 30 days from the date of notification of the decision. The address of the external appeals board can be obtained from the University Administration.
- (5) Should the appeal before the external appeals board be unsuccessful, students may be liable for the costs of the proceedings.

II. General modalities for examinations

Art. 7 Examination options

- (1) In each semester, students shall have the option of taking the written examinations (WE) either on site (on campus) or from home or another suitable location with an internet connection (home-based). By default, students shall be registered for written examinations on site (on campus).
- (2) The option to choose shall apply to all modules to which students are enrolled during the semester in question, including the associated re-sits (written examinations). After 31 October (Autumn Semester) and 16 April (Spring Semester), respectively, students may no longer make any changes regarding the modalities for written examinations (WE) via the route specified by FFHS (www.moodle.ffhs.ch).
- (3) FFHS reserves the right to conduct written examinations either only on-campus or only home-based. Students shall be informed via email about the definitive format when they are invited for examination.

Art. 8 Place of examination

- (1) All examinations (on-campus, home-based) shall take place at the locations designated by FFHS. The place of examination does not have to be identical with the place of study.

Art. 9 Postponement of examinations

- (1) In justified exceptional cases, students may postpone their examinations until 15 December (Autumn Semester) and 31 May (Spring Semester), respectively, using the relevant online form (www.ffhs.ch/de/fuer-studierende/antraege) while presenting written evidence of the reasons.

Art. 10 Duration of examinations

- (1) Binding provisions on the duration of examinations can be found in the respective syllabi. Students must arrive at the examination venue at least 15 minutes before the stated start time of the examination.
- (2) Students arriving too late will lose the corresponding amount of examination time.

Art. 11 Identification requirement

- (1) Students must identify themselves at the examination by means of their student ID card, their national identity card or another form of official photographic identification.
- (2) During home-based examinations, students must identify themselves by means of a webcam photo as set out in Art. 17.

Art. 12 Preparation of workstations for examinations

- (1) Upon entering the examination venue, students shall place all required examination devices and permitted aids, visibly on their desks. No other items may be present on their desks for the duration of the examination.
- (2) In principle, students may have drinks on their desks for consumption during the examination. Depending on the examination venue, the specific examination requirements pursuant to the “E-Assessment for Students” shall apply.
- (3) No food may be consumed for the entire duration of the examination.
- (4) Any violation of Art. 12 shall be considered a dishonest act within the meaning of Art. 13.

Art. 13 Dishonest acts

- (1) The following acts shall be prohibited and shall be deemed to constitute dishonest acts:
 - a. Leaving a device with network or communication capability (mobile phone, laptop (except in the case of e-assessments), tablet, smartwatch or similar) on the desk
 - b. The use of a device with network or communication capability (mobile phone, laptop (except in the case of e-assessments), tablet, smartwatch or similar)
 - c. Wearing a device with network or communication capability (mobile phone, tablet, smartwatch or similar) on the body
 - d. Copying from other people
 - e. (Verbal, written or electronic) conversations with other people
 - f. The use of inadmissible aids (permitted aids are listed in the relevant syllabus)
- (2) The following shall also be considered dishonest acts:
 - a. Missing or incomplete recordings of the examination (screen, webcam) due to failure to comply with the examination procedure
 - b. The use of more than one screen during the examination
 - c. Any other person being present or being connected electronically during home-based examinations
 - d. Other comparable actions
- (3) In the case of dishonest acts, the assessment shall be awarded a mark of 1. Additional disciplinary measures pursuant to Art. 12 of the Framework of Rules and Regulations may also apply.
- (4) Any assessment which has been awarded a grade of 1 due to a dishonest act shall always be counted, even if the syllabus for the module in question provides for the worst mark to be struck.

Art. 14 Toilet visits

- (1) Visits to the toilet shall only be permitted in urgent cases.
- (2) In the case of on-campus examinations, students must report to an invigilator before going to the toilet.
- (3) In the case of on-campus examinations, toilet visits shall be recorded and shall take place either in the company of an invigilator or via the direct route to the nearest toilet. Students who are discovered elsewhere in the building shall be deemed to have committed a dishonest act within the meaning of Art. 13.
- (4) Students may not use the toilet during home-based examinations.

Art. 15 Recording of examinations

Examinations are recorded for evaluation purposes and for the verification of dishonest acts pursuant to Art. 13. The recordings are kept until the end of the period of appeal or until the legally binding conclusion of any appeal proceedings and are then deleted. In the event that a dishonest act pursuant to Art. 13 is detected, FFHS reserves the right to retain the recording as evidence until any legal proceedings have been concluded.

III. Modalities for written examinations

Art. 16 Types of written examinations

- (1) Written examinations shall take place online. In the case of online examinations, personal data will be collected for the purpose of conducting the examination, and technical tools of analysis may be used to ensure that the examinations are conducted in the best possible way. For more information, see the Moodle and Exam Moodle privacy policies and the FFHS privacy policy.
- (2) Only devices that meet the latest minimum technical requirements may be used for examinations. During the examinations, students are responsible for the smooth operation of their examination devices (laptops, tablets, graphic pads, etc.).
- (3) Students are required to install all programs needed for the examination process on their examination devices in advance of the examinations.
- (4) Any necessary subject-specific additional programs are listed in the syllabus and must be installed in advance of the examinations.
- (5) Students must consult and comply with the “E-Assessment for Students” information on Exam Moodle.

Art. 17 Identification

- (1) Prior to home-based examinations, students must identify themselves by taking a webcam photo of themselves, which must match the passport photo they previously provided.

Art. 18 Writing of examinations

- (1) Students shall submit their solutions digitally on the FFHS examination platform using their examination devices.
- (2) Any failure to comply with the examination procedure set out in Art. 18(1) may be deemed a dishonest act within the meaning of Art. 13 and may result in an unsatisfactory performance with a grade of 1.

Art. 19 Submission of examinations

Written examinations (WE) that are conducted online are automatically completed and submitted once the examination time has elapsed. The inputs are saved directly on the FFHS examination platform.

IV. Final provisions

Art. 20 Entry into force

These regulations shall apply to all enrolled FFHS students from the 2022/23 Autumn Semester onwards.

Art. 21 Changes to the Examination Regulations

The FFHS reserves the right to make changes to the Examination Regulations. The latest versions of these regulations etc. shall be published on the FFHS website (www.ffhs.ch).