

Framework Regulations

**for the entire range of study programmes and continuing education
at the Swiss Distance University of Applied Sciences (FFHS)**

as of 1 April 2024

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I. Introduction

Art. 1 Scope of Application

- (1) These regulations shall apply to all trainings and continuing education courses offered at FFHS. Excluded are the practice-integrated Bachelor's programme (PiBS) in Computer Science and the MSc in Business Informatics. The corresponding provisions are contained in the respective study regulations.
- (2) Articles 2 to 7 regulate the provisions for the Master of Science in Business Administration. Articles 8 to 13 shall apply exclusively to Bachelor's degree programmes. Articles 14 to 16 refer exclusively to the continuing education courses (EMBA, MAS, DAS, CAS).
- (3) The objectives of the various degree programmes as well as their curricula and course-specific supplementary regulations are outlined in the respective study regulations.
- (4) Students are enrolled in the semester in which they take the first module.
- (5) FFHS reserves the right to make changes to the Framework Regulations. The valid regulations etc. are published on the FFHS website.

II. Regulations for the Master's degree programme (MSc Business Administration)

Art. 2 Admission Requirements

- (1) Candidates for the Master of Science in Business Administration must hold a Bachelor's degree or a diploma in Business Administration or Economics UAS or university or a diploma as a Business Economist UAS or university (according to regulation before the Bologna Process). Candidates with a first degree (Bachelor) or a four-year diploma (according to the regulation before the Bologna Process) in related or un-related disciplines will be admitted with possible conditions. They will be assessed individually based on their application materials.
- (2) 2.2 Other applicants who do not fall under Section 2(1) will be assessed individually by the Master's Programme Director based on their application materials.
- (3) Applicants must have CEF level B2 proficiency in English (a certificate or conclusion of a suitable Bachelor's module). This level must be reached by the end of the second semester of the Master at the latest.
- (4) Non-native applicants must present a German certificate of CEF proficiency level C1 when registering for the German-language blended learning programme.
- (5) Applicants required to fulfil certain conditions for admission may complete the necessary ECTS credits before the start of the third semester of the Master's degree programme.
- (6) Applicants who are currently completing the diploma semester per Article 2 Section 2.1 and whose diploma will be awarded in the same semester may be provisionally admitted to the Master's programme. Proof of the diploma must be provided within the first semester and is a prerequisite for the completion of the module or semester. In each case, the semester fee remains due.
- (7) Prospective students who have been excluded from a degree programme may apply for re-admission to the same degree programme after a period of five years.

Art. 3 Admission Interview

- (1) Candidates who meet the conditions may be invited to an admissions interview in individual cases.
- (2) The admissions interview includes the following aspects:
 - a) the motivation;
 - b) the assessment of the effective possibility of following the Master's programme, balancing professional and familial commitments and study;
 - c) the applicant's linguistic aptitude for the Master's programme.

Art. 4 Recognition of external performance certificates

- (1) FFHS has adopted the European Credit Transfer System (ECTS) to promote the transparency of degree programmes and facilitate student mobility and the recognition of academic achievements. One ECTS credit corresponds to a workload of 25 hours of study (contact hours, independent and online study as well as module examinations).
- (2) The Programme Director may recognise qualifications acquired outside the degree programme as part of the Master's degree programme and may grant dispensation for the corresponding Master's modules. Eligible qualifications are those acquired within the framework of a corresponding professional activity after the first degree (diploma/Bachelor's degree) and within the framework of training or continuing education programmes at a university level (e.g. NDS/MAS/EMBA/MSc). These qualifications must be equivalent to the qualifications acquired in the corresponding Master's modules.
- (3) The recognition of qualifications acquired in the context of professional practice is based on a detailed examination and is handled in a very restrictive manner. Consideration will primarily be given to specific high-level professional experience that has formed the basis for acquiring competences equivalent or at least comparable to the competences to be acquired in one or more of the Master's degree modules. The head of the degree programme reserves the right to review any such qualifications from professional practice before recognising them. Professional qualifications below the Master's level will not be credited.
- (4) Students must apply for credit with the form provided for this purpose, '[Application for Dispensation/Recognition of Academic Achievements](#)' (including corresponding attachments), with the Programme Director. Students must provide proof of the equivalence of the corresponding qualifications.
- (5) For qualifications that are recognised as equivalent, FFHS will award ECTS credits in accordance with its own system (including the corresponding grades or assessments, if applicable). In total, a maximum of 15 ECTS credit points from corresponding professional practice can be credited.
- (6) Specific agreements with other higher education institutions may replace the procedure for individual recognition.

Art. 5 Duration of Study

- (1) The programme starts in the autumn or spring semester, respectively.
- (2) The standard period of study for the master's degree is five semesters (including the master's thesis). The standard period of study does not include any approved semesters of leave.
- (3) The standard period of study may be reduced depending on the number of ECTS credits obtained and recognised prior to enrolment in the Master's programme.
- (4) The Programme Director reserves the right to remove students from the degree programme after two approved semesters of leave should they fail to continue their studies. Subject to the provisions of Art. 2 of these Framework Regulations, studies may be resumed at a later date.
- (5) The standard period of study may be extended if students pursue a flexible curriculum. The costs of the total programme of studies are identical, subject to compliance with the regulations for MSc Business Administration in the FFHS General Terms and Conditions. Semester-by-semester billing based on the modules taken is applied. The Programme Director reserves the right to exmatriculate the student after 10 semesters, unless the completion of the degree is foreseeable soon.
- (6) At the end of each semester and in the absence of a written agreement to the contrary, students will be automatically enrolled in the modules specified in the curriculum for the following semester. Access to modules may be made conditional on the successful completion of other modules.
- (7) The curriculum provides for at least 90 ECTS credits.
- (8) Students complete the Master's degree after successfully completing the study modules stipulated in the curriculum, provided that these correspond to a total of 90 ECTS credits.
- (9) Students may not attend modules in which they are not enrolled.
- (10) If a student withdraws from this degree programme and re-enrols at a later date, the ECTS credits earned and the respective grades remain valid, provided that the respective modules are still part of the curriculum. In the case of failed examinations, the number of attempts will likewise remain in effect and will be credited upon resumption of studies, irrespective of any adjustment to the module's examination arrangements.

Art. 6 Prerequisites for a Master's Thesis

- (1) Students will only be admitted to defend their Master's thesis (oral diploma examination) once they have successfully completed all other modules outlined in the curriculum worth a total of 75 ECTS credits.
- (2) The modalities for the Master's thesis are outlined in a separate set of guidelines.

Art. 7 Degree

- (1) The title is awarded by the Scuola Universitaria Professionale della Svizzera Italiana (SUPSI), a partner of the Swiss Distance University of Applied Sciences.
- (2) In addition to the diploma, a diploma supplement is issued.

III. Bachelor's Degree Programme Requirements

Art. 8 Admission Requirements

- (1) Prospective students who meet one of the following conditions can enrol in a Bachelor's degree programme at FFHS:
 - a) Vocational school-leaving certificate (Berufsmatura)
 - b) Specialised school-leaving certificate (Fachmatura) in the same or related field of study (after verification)
 - c) Secondary school-leaving certificate (gymnasiale Matura) and one year of professional experience
 - d) Diploma from a higher technical college (after verification)
 - e) School-leaving certificate (gymnasiale Matura) at a sports-focused secondary school with the label 'Swiss Olympic School', as well as a school-leaving certificate and possession of a Swiss Olympic Talent Card National or higher
- (2) Prospective students who fulfil one of the following conditions may be admitted to a Bachelor's degree programme at FFHS after verification and through an entrance examination:
 - a) Tertiary-level qualification (professional examination / federal Certificate of proficiency, higher professional examination / federal diploma) with several years of professional experience in the same or a related field of study
 - b) Persons over the age of 25 who have acquired an equivalent profile of competencies required for admission via an alternative route
- (3) A good command of German is essential for successful studies at FFHS. Prospective students who have completed the training courses or examinations entitling them to admission in a language other than German must therefore provide proof of German language skills at the CEF proficiency level C1.
- (4) Due to the practical focus of the degree programme, it is recommended that students engage in a relevant professional activity.
- (5) Admission to the degree programme requires that at least 40 billable ECTS credits are still available. In justified cases, the Directorate of Basic Education may decide on exceptions. Any ECTS credits already deducted from an incomplete first degree programme must be declared by the student by means of a confirmation of exmatriculation.
- (6) Prospective students who have been excluded from a degree programme may apply for re-admission to the same degree programme after a period of five years.

Art. 9 Entry-level Competences

- (1) To ensure successful admission to a Bachelor's degree programme, the following entry-level competencies at the vocational school-leaving certificate (Berufsmatura) level are required:
 - a) English (CEF competence level B2 for BSc Business Economics, BSc Nutrition & Dietetics, BSc Nutrition & Health and BSc Osteopathy; B1 for all other Bachelor's degree programmes)
 - b) Mathematics
 - c) Financial Accounting (Bachelor's Degree in Business Administration only)
- (2) Prospective students who fulfil the formal admission requirements according to Art. 8 (1) and 8 (2), but lack the required entry-level competences according to Art. 9(1) are strongly encouraged to fill the gaps in their knowledge before starting their studies.

Art. 10 Recognition of external performance certificates

- (1) Comparable academic results obtained at other higher education institutions (universities, universities of applied sciences) or higher technical colleges, if applicable, shall be recognised as proof of academic achievement. The Programme Director is responsible for decisions on the extent of recognition. Any results obtained more than 10 years ago shall not be recognised. The applicant shall provide the necessary information about the performance to be recognised.
- (2) In the case of recognised academic achievements, FFHS shall award ECTS credits based on its system as outlined in Art. 17.
- (3) Language certificates may not be older than five years. The respective Programme Director may grant exceptions to these conditions.
- (4) In exceptional cases, up to 15 ECTS credits can be credited on request for a relevant professional activity if proof can be provided that the skills acquired in the course of the professional activity are equivalent to the skills to be acquired for the achievements to be replaced. The applicant is responsible for the provision of the necessary evidence. The application (<https://www.ffhs.ch/de/fuer-studierende/antraege>) must be submitted by 30 June (Autumn Semester) / 15 December (Spring Semester). If the course starts before 30 June (Autumn Semester) / 15 December (Spring Semester), the request must be reported at least 14 days before the start of the course. The respective Programme Director shall bear the responsibility to decide whether credits will be awarded and what type of proof will be required.

Art. 11 Duration of Study

- (1) The active study period for the Bachelor's programme (including Bachelor's thesis) is usually 9 semesters, for BSc Nutrition & Dietetics 8 to 10 semesters and for BSc Osteopathy 6 semesters.
- (2) The standard duration of study may be reduced if ECTS credits earned prior to enrolment in the degree programme are recognised.
- (3) Approved semesters of leave shall be excluded from the calculation of the duration of study.

Art. 12 Requirements

- (1) The curricula may make access to modules dependent on the successful completion of other modules.
- (2) Students who have acquired the necessary ECTS credits according to the Study Regulations shall be admitted to the Bachelor's thesis module. Exemptions may be granted subject to certain conditions to compensate for any missing ECTS credits.

Art. 13 Degree

- (1) The title is awarded by the Scuola Universitaria Professionale della Svizzera Italiana (SUPSI), a partner of the Swiss Distance University of Applied Sciences.
- (2) In addition to the diploma, a diploma supplement is issued.

IV. Requirements for continuing education courses

Art. 14 Admission Requirements

- (1) Continuing education courses require relevant professional experience and, in principle, a tertiary education qualification according to the Swiss education system or an equivalent diploma.
- (2) A good command of German is essential for successful studies at FFHS. Sound knowledge of English is also required, as teaching materials such as videos, literature and other teaching materials in English are sometimes used.
- (3) The following conditions apply to MAS/EMBA
 - a) University degree at a Bachelor's or Master's level from a university of applied sciences, Swiss Federal Institute of Technology, university, college of education – direct admission
 - b) Higher vocational school diploma, Swiss Federal PET Diploma, higher professional examination, Swiss Federal Diploma – Admission with the requirement of an additional qualification in scientific work possible (subject to a fee)
 - c) Without a tertiary degree – admission possible only in exceptional cases and in limited numbers. Approval is carried out via a file review procedure, whereby some requirements are fee-based. An additional qualification in scientific work (subject to a fee) must be completed.
- (4) The following conditions apply to CAS and DAS
 - a) University degree at a Bachelor's or Master's level from a university of applied sciences, Swiss Federal Institute of Technology, university, college of education – direct admission
 - b) Higher vocational school diploma, Swiss Federal PET Diploma, higher professional examination, Swiss Federal Diploma – direct admission
 - c) Without a tertiary degree – admission possible only in exceptional cases and in limited numbers. Approval is carried out via a file review procedure, whereby some requirements are fee-based.
- (5) In the event of unclear cases, the Programme Director decides with the involvement of the departmental management and the FFHS directorate. The decision is not subject to appeal.

Art. 15 Recognition of achievements already provided

- (1) Comparable academic achievements that have been obtained at other universities (Swiss Federal Institute of Technology, university, University of Applied Sciences, University of Education, etc.) will only be recognised as proof of achievement in exceptional cases.
- (2) In order to ensure the quality of further education, FFHS continuing education can credit a maximum of 25% of the total ECTS required for a degree that has been completed outside FFHS and has a comparable content.
- (3) In the case of recognised academic achievements, FFHS shall award ECTS credits based on its system. If a CAS to be credited at FFHS is credited with fewer ECTS points, only as many points will be credited as the equivalent CAS at FFHS.
- (4) A CAS that has already led to an MAS or DAS diploma cannot be counted for another MAS or DAS programme. Accordingly, CAS cannot be credited to several MAS or DAS diplomas.
- (5) Any results obtained more than 10 years ago shall not be recognised.

Art. 16 Degree

- (1) The title is awarded by the Scuola Universitaria Professionale della Svizzera Italiana (SUPSI), a partner of the Swiss Distance University of Applied Sciences.
- (2) To successfully complete and award an MAS/EMBA title, at least 60 ECTS points must be successfully completed. Of these, 40 of the 60 ECTS (incl. Thesis) must be completed in the relevant study programme.

V. General Regulations

Art. 17 European Credit Transfer and Accumulation System (ECTS)

- (1) The work required to complete the degree programme shall be assessed according to the European Credit Transfer and Accumulation System (ECTS) in the form of ECTS credits.
- (2) An ECTS credit corresponds to a study effort of 25 to 30 working hours (face-to-face and online study, self-study and module examinations).
- (3) At least 90 ECTS credits are a prerequisite for obtaining a Master of Science (MSc). At least 180 ECTS credits are a prerequisite for obtaining a Bachelor of Science (BSc). The following applies to continuing education: at least 60 ECTS credits are a prerequisite for obtaining an Executive Master of Business Administration (EMBA) or Master of Advanced Studies (MAS); 30 ECTS credits are a prerequisite for obtaining a Diploma of Advanced Studies (DAS); and at least 10 ECTS credits are a prerequisite for obtaining a Certificate of Advanced Studies (CAS).

Art. 18 Structure of the Programme

- (1) Teaching at FFHS is based on the blended learning approach. The course of study usually consists of 80% self-study and 20% face-to-face study (for BSc and the MSc Osteopathy, 60% self-study and 40% face-to-face study). Self-study includes activities such as processing the course content, completing tasks/exercises and case studies, writing practice-based academic papers and preparing for examinations. It also includes online study on the learning platform. In addition to in-person lessons, face-to-face studies also include online lessons, block seminars (e.g. trainings and simulation games) and examinations.
- (2) Attendance at in-person events is compulsory. Students are expected to turn on the camera during the online classroom session and actively participate in class. The respective Programme Director shall make decisions on exceptions to these regulations.
- (3) The Study Regulations of the individual degree programmes may include provisions governing progression to higher years of study.
- (4) The curricula shall be determined by the relevant FFHS departments. The curricula shall specify the requirements for the scope and content of course modules.
- (5) The departments may revise or replace the modules on offer, but without affecting the scope of any modules or ECTS credits that the students have yet to complete.

Art. 19 Academic Achievements

- (1) All requirements for the academic achievements are outlined in the FFHS Examination Regulations.

Art. 20 Disciplinary Sanctions

- (1) Any violations of the rules may, depending on the severity of the offence, result in disciplinary sanctions: the subsequent invalidation of a passed (partial) module examination; the withdrawal of ECTS credits; the suspension of studies; the exclusion from studies at FFHS; and the revocation of degrees.

Art. 21 Responsibilities

- (1) The assessment of the students' performance shall be carried out by the lecturers of the respective module.
- (2) The competent bodies of the respective departments shall be responsible for all other areas of application of these regulations. If no bodies have been designated, the respective Department Head shall be responsible.

Art. 22 Appeal against exmatriculation decisions of the FFHS

- (1) Decisions on exmatriculation pursuant to Art. 17 of the General Terms and Conditions cannot be challenged.
- (2) In the event of an exmatriculation decision by the departmental management in accordance with Art. 17 of the General Terms and Conditions, students have the right to submit a reasoned appeal to the FFHS via the student portal using the online form (www.ffhs.ch/de/fuer-studierende/antraege) within 30 days of delivery of the exmatriculation decision.
- (3) The first authority for contesting exmatriculation decisions is the FFHS Administration.

- (4) Appeals against decisions of the FFHS 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 final decision. The address of the external appeals board is available with the school administration.
- (5) In the event of a loss before the external appeal instance, the appealing party may be charged with the procedural costs.

Art. 23 Entry into Force

- (1) This regulation is valid for all matriculated FFHS students from its dispatch and publication date.
- (2) Federal regulation shall apply to awarded degrees.