

SUPSI

Master's (Graduate) Degree Regulations

Approved by the SUPSI Board on 19.06.2015.

Version 1 – 24.06.2016

Version 2 - 05.07.2017 *(approved by the SUPSI Direction)*

Version 3 – 01.09.2021 *(approved by the President of SUPSI Board)*

Art. 1 Field of application

- 1.1 These regulations apply to all Master's (graduate) degrees awarded by the Departments of the University of Applied Sciences and Arts of Southern Switzerland (SUPSI), including 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 (DEASS) – and Fernfachhochschule Schweiz di Briga (FFHS), the Master of Arts SUPSI in Music Pedagogy (double degree CSI-DFA) and the Master of Arts in Artistic Research proposed in collaboration with the Accademia Teatro Dimitri (ATD) and the Scuola universitaria di Musica del Conservatorio della Svizzera italiana (SUM-CSI)³.
Should specific regulations not exist, these regulations also apply to other qualifications or academic certificates (graduate level) issued by SUPSI.
- 1.2 These regulations do not apply to Master's programmes conducted jointly with other Swiss Universities. However, inasmuch as the Departments have adopted implementation directives, these same directives must be adapted, as closely as possible, to the provisions specified below.
- 1.3 SUPSI affiliated schools that lack their own specific regulations will apply similar principles to the Master's degrees they award.
- 1.4 These regulations are supplemented by implementation directives issued by each SUPSI Department, FFHS and ATD³. The aim of these additional implementation directives is to define the specific conditions of their individual degree programmes.
- 1.5 The implementation directives are approved by the Direction of Undergraduate and Graduate Studies.⁴
- 1.6 The masculine gender is used to designate persons, professional titles and functions, regardless of sex.

Art. 1bis **SUPSI Educational agreement**

Reciprocity of relationships between the Institution and the student body is explained in the SUPSI Educational Agreement. All students are required to examine this document and to comply with the provisions specified therein.¹

Art. 2 Study programmes

- 2.1 The Master's study programmes illustrate the objectives and 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 Master's degree is awarded on certification of the modules specified by the study programme. 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 minimum and maximum durations are specified in the study programme, or in the directives issued by the Departments, by FFHS or by ATD³.
- 3.2 The minimum duration may be reduced depending on the number of credits acquired prior to enrolment on the degree programme, and recognised.
- 3.3 Students are expelled from degree programmes when they do not obtain all the required credits within the maximum number of semesters specified in the study programme or in the directives issued by the Department, by FFHS or by ATD³. Moreover, Departmental implementation directives may specify 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 they may specify 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 specified by the study programme, assessments of component parts of a module may be considered for the purposes of subsequent certifications.
- 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 1st to 10th;
 - B from 11th to 35th;
 - C from 36th to 65th;
 - D from 66th to 90th;
 - E from 91st to 100th.
 - b. in other cases, by a mark from 4 to 6, where 6 represents the maximum mark and 4 represents a Pass;
 - c. simply with an assessment expressed as “certified”.
- 4.5 When certifying a module for the purpose of ECTS, if possible, marks should be expressed using the relative scale.
- 4.6 If a module has been certified, students may not repeat the tests in order to improve their assessments.
- 4.7 Fail evaluations are expressed as:
 - a. FX – credit can be obtained by completing an assignment or by taking a supplementary examination;
 - b. F – credit can be obtained by repeating either the examination or the module;
 - c. Simply with the assessment expressed as “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 the module are generally also enrolled for the related examination. 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, the Departments, FFHS and ATD³ 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 Master's Programme Director may specify accommodations for tests or other methods of certification. Following a meeting, and 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.¹

Art. 6 Repeating students

- 6.1 The number of times certification of a module can be repeated is regulated by the implementation directives and by the study programme. Once these possibilities have been used up, students are expelled from the degree programme.
- 6.2 Master's degree theses may be repeated only once; a second Fail assessment entails expulsion from the degree programme.
- 6.3 Should the academic performance of a student justify this measure, the Direction of the Department, of FFHS or of ATD³ may allow missing credits to be substituted by others from the programme; the Master's degree thesis is not granted this possibility.

Art. 7 Prerequisites

- 7.1 The study programme may specify that certification of certain modules is required in order to access some 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 those missing for completion.

Art. 9 Disciplinary penalties

- 9.1 Any improper conduct or violation of SUPSI regulations (the following are considered to be violations of SUPSI regulations: non-payment of semester fees, lack of discipline, acts of vandalism and/or damage caused to SUPSI, illicit use of the Internet account etc.), may, depending on the seriousness, lead to a warning, removal from modules or tests, annulment of credits, suspension, expulsion from the degree course and expulsion from SUPSI.²

Art. 10 Fraud and plagiarism

- 10.1 Each act of fraud, 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 test in question.
- 10.2 The Direction of the Department, of FFHS, or of ATD³, 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 Direction of the Department, by FFHS or by ATD³ of serious cases of fraud or plagiarism, the General Director of SUPSI may declare the expulsion of the student from SUPSI, or may annul the qualification.

Art. 11 Admission and readmission to a degree programme

- 11.1 The admission and matriculation regulations for Master's programmes are specified by the Admission and Matriculation Regulations: SUPSI Master's (Graduate) Degree Programmes of 13 June 2014, and by the related Implementation Directives issued by the various SUPSI Departments, by FFHS or by ATD³.
- 11.2 5 academic years after having been expelled from a degree programme, students may apply to be readmitted to the same programme. The conditions, and the related procedure, are stipulated by the Admission and Matriculation Regulations: SUPSI Master's (Graduate) Degree Programmes of 13 June 2014, and by the associated Implementation Directives issued by the various SUPSI Departments, by FFHS or by ATD³.
- 11.3 The conditions, and the related procedure, for applications to be readmitted to a degree course after having abandoned studies are specified by the Admission and Matriculation Regulations: SUPSI Master's (Graduate) Degree Programmes of 13 June 2014, and by the associated Implementation Directives issued by the various SUPSI Departments, by FFHS or by ATD³.

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 these regulations is the responsibility of the body appointed by the Department, by FFHS or by ATD³. Should no specific appointment be made (delegated party or examination commission, etc.), responsibility lies with the Director of the Department or the Rector of FFHS or the Dean of the ATD.⁵

Art. 13 Disputes

- 13.1 Appeals against decisions taken by teachers may be made to the Department, to FFHS or to ATD³. These appeals should be made in writing, and the reasons briefly described, within 15 days from notification of the decision.
- 13.2 Regarding Departmental, FFHS or ATD³ 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. These appeals 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.
- 13.4 Time limits specified by law or set by the Authorities shall not be suspended during judicial vacations.

Art. 14 Entry into force

- 14.1 The present Regulations shall enter into force on 1 September 2021 and replace the previous version of 05.07.2017.
- 14.2 Regarding the qualification awarded, Federal provisions prevail, whatever the case may be.

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.

1 Modified with CSUPSI decision of 13.06.2014.
2 Modified with CSUPSI decision of 13.06.2014.
3 Introduced with PRESCSUPSI decision of 20.08.2021.
4 Modified with PRESCSUPSI decision of 20.08.2021.
5 Modified with PRESCSUPSI decision of 20.08.2021.