

Examination Regulations

**for all achievements
at the Swiss Distance University of Applied Sciences (FFHS)**

as of 1 April 2024

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I. General Conditions

Art. 1 Academic Achievements

- (1) Academic achievements may take various forms. Types of achievements 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 achievements (type, number, subject, duration, permitted materials, the weighting of partial examinations and the requirements for passing) is stipulated in the respective syllabi.
- (3) Students enrolled in a module shall also be registered for all academic achievements for that module.
- (4) Additional conditions apply to Bachelor's and Master's theses which can be found in the guidelines of the respective programmes.

Art. 2 Purpose

- (1) These regulations shall govern the modalities of different types of achievements.
- (2) All modalities stipulated in these regulations shall apply mutatis mutandis to all comparable types of achievements.

Art. 3 Assessment of Academic Achievements

- (1) The students' performance in each module shall be assessed according to the format prescribed in the syllabus. FFHS may also use digital technologies to assess performance.
- (2) Modules shall be assessed on an absolute scale with a grade of 1 to 6 to the nearest tenth, with 6.0 being the highest grade. The minimum passing grade, classified as sufficient, is 4.0.
- (3) ECTS credits shall only be awarded for a module if the coursework has been assessed as sufficient; otherwise, ECTS credits shall not be awarded. For the successful completion of individual modules, certificates of participation with ECTS information will only be granted for training modules.
- (4) The overall grade for the degree programme shall be calculated using the average of the ECTS-weighted module credits. This shall be based on the ECTS credits actually achieved in graded modules and shall not include ungraded coursework.
- (5) If students have passed a module, they are not entitled to repeat any examinations or partial examinations in order to improve their grade.

Art. 4 Missed achievements for good reason

- (1) Any student prevented from taking an examination or submitting an achievement on time or within the deadline for legitimate reasons may, upon request, take the examination on the next examination date or submit the achievement by the deadline set by FFHS. The request must be submitted via the student portal using the online form (www.ffhs.ch/de/fuer-studierende/antraege). The respective Programme Director is responsible for assessing such requests.

For foreseen important reasons, such as military service, community service, childbirth, parenthood, sporting events and work-related absences, the request must be submitted no later than one month before the start of the examination date or the submission date via the online form (www.ffhs.ch/de/fuer-studierende/antraege). The application must be accompanied by marching orders, medical certificates, birth certificates or certificates from the employer/sports club.

For other important reasons, such as illness, accident or death of a loved one, the request (including the attachments listed below) must be submitted no later than five days after the examination date via the online form (www.ffhs.ch/de/fuer-studierende/antraege). The request must be accompanied by a doctor's certificate confirming the student's inability to take the examination or another official certificate. FFHS expressly reserves the right to consult a medical examiner in individual cases.

- (2) Students who, without legitimate reason or after a rejected or late request, fail to complete the achievement at the scheduled time or discontinue the achievement, will receive a grade of 1 for the achievement in question. Students who commence or take an achievement despite an existing medical condition consciously accept the risk of failure.

Art. 5 Repeats of failed or missed achievements

- (1) Students can only repeat failed or missed achievements at most twice, in MSc in Business Administration at most once (special conditions for the MSc in Business Informatics, practice-integrated Bachelor's degree (PIBS) in Computer Science, BSc in Nutrition and Dietetics, BSc in Nutrition and Health, BSc and MSc in Osteopathy: see the respective study regulations), i.e. an achievement can be attempted at most three times, in MSc in Business Administration at most twice. The FFHS shall specify the location and time of repeat or subsequent achievements. Enrolled students are automatically registered for the required subsequent achievements. Attendance at repeat achievements or submitting repeat or subsequent achievements is compulsory.
- (2) If a student fails to attend a repeat examination or submit a make-up assignment (see Art. 4(1)) with an excuse, the right to repeat shall remain unaffected.
- (3) In the subsequent achievements, the module content is checked according to the currently valid module plan.
- (4) If students do not pass the first repeat examination or make-up assignment, they generally have to repeat the module for a fee.
- (5) If the corresponding Study Regulations provide accordingly, students may compensate for missing ECTS credits in one module by obtaining ECTS credits from other modules on offer. The Programme Director makes decisions concerning the admission of students and the substitute modules. If students fail to obtain the required ECTS credits for a non-substitutable module, or are unable to obtain the number of ECTS credits required to graduate from the offered modules, they will be excluded from the degree programme (see Art. 17, Para. 2 lit. B GTC).

Art. 6 Access to Achievements

- (1) Students are entitled to inspect the written module and repeat examinations of the current examination session. Access to all other achievements is granted through an application (www.ffhs.ch/de/fuer-studierende/antraege).
- (2) Access is possible via the defined channels during the period published in the academic calendar.
- (3) No access will be granted to sample solutions.

Art. 7 Appeal of achievement results

- (1) Students have the right to submit a justified appeal via the student portal using the online form (www.ffhs.ch/de/fuer-studierende/antraege) within 30 days of the publication of the grades (dates for grade publication are published in the academic calendar). Before contesting a performance record result, this must be discussed with the Programme Director.
- (2) The first appeal authority for contesting achievement results is the relevant departmental management.
- (3) Justified appeals against decisions by the departmental management can be submitted to the FFHS Administration via the student portal using the online form (www.ffhs.ch/de/fuer-studierende/antraege) within 30 days from receipt of the decision.
- (4) Justified appeals against decisions by the FFHS Administration may be submitted to FFHS's external appeals board via the student portal using the online form (www.ffhs.ch/de/fuer-studierende/antraege) within 30 days from receipt 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 authority, the appealing party will be charged the procedural costs.

II. Regulation for written module and repeat examinations

Art. 8 Examination Options

- (1) In each semester, students have the option of taking the written examinations either on-site (on-campus) or from home or another suitable location with an internet connection (home-based). By default, students will be registered for written examinations on-campus.
- (2) The option applies to all enrolled modules of a semester, including the associated examination achievements of the written examinations. The selection of the examination format is possible via the path specified by the FFHS (www.moodle.ffhs.ch). The revocation of the selection format is possible using an application (<https://www.ffhs.ch/de/fuer-studierende/antraege>) by 31 October (Autumn Semester) and 30 April (Spring Semester). After 31 October (Autumn Semester) and 30 April (Spring Semester), it is not possible to choose or make changes.

- (3) By selecting the home-based option, students declare that they are aware of the specific provisions applicable in this context to the home-based examination format of the FFHS Privacy Policy Exam Moodle (www.exammoodle.ffhs.ch).
- (4) FFHS reserves the right to specify the examination location for a small number of participants, i.e. to carry out written examinations only at one location (on campus) or from home (home-based). The final decision will be communicated to the students in the examination list by email.

Art. 9 Place and date of examination

- (1) All examinations are held at locations determined by the FFHS. The examination sites may differ from the students' place of study.
- (2) The FFHS determines the examination dates.

Art. 10 Cancellation of Examinations

- (1) Students may cancellations of examinations are possible until 15 December (Autumn Semester) or 31 May (Spring Semester) only for important reasons under Art. 4 using the online form (www.ffhs.ch/de/fuer-studierende/antraege).

Art. 11 Duration of Examination

- (1) The examination duration is binding and regulated in the module plan.
- (2) Students who arrive too late must anticipate a shortened working period.
- (3) Once admission to the examination has started, leaving the examination room, regardless of the selected format, is generally not permitted, only in exceptional cases per Art. 15.

Art. 12 Identification Requirements

- (1) The student must identify themselves at the examination on campus with the student card, identification card or another form of official photo identification.
- (2) For home-based examinations, identification of the students occurs via a webcam photo. Identification of the student occurs if a webcam photo successfully issued at the beginning of the examination corresponds to the submitted passport photo. If the passport photo does not correspond, this is an act of unfair competition (Art. 14).

Art. 13 Preparation of the workspace for an examination

- (1) Before beginning with the examination, the necessary examination devices (laptop) and permitted aids are to be visibly displayed on the workspace. Only these items are permitted on the workspace during the examination.
- (2) It is usually possible to have something to drink available for the duration of the examination. Depending on the examination site, the specific examination specifications under the "E-Assessment for Students" document shall be considered.
- (3) The consumption of food is not permitted for the entire duration of the examination. The house rules of the respective site shall apply for on-campus examinations.
- (4) Any violation of Art. 13 is considered an act of unfair competition within the terms of Art. 14.

Art. 14 Acts of Unfair Competition

- (1) The following actions are prohibited and are considered acts of unfair competition:
 - a. leaving additional network- or communication-enabled devices on the table (tablet, smartwatches, mobile phones, etc.)
 - b. the use of additional network- and communication-enabled devices (tablet, smartwatch, mobile phones (exception is a call to FFHS Support) etc.)
 - c. carrying a network- or communication-enabled device (mobile phone, tablet, smartwatch, head- or ear-phones, Pamiir/ear protectors, etc.) on one's person
 - d. copying from other persons or technical aids (generative AI) and the publication or sharing of examination questions or answers with other persons

- e. conversations (oral, written or electronic) with other persons and via technical aids (mobile phones, teams, etc.)
 - f. the use of unauthorised aids (permissible aids are noted in the module plan)
- (2) The following are also considered acts of unfair competition
- a. self-imposed non-compliance with the examination format (home-based/on-campus)
 - b. missing or incomplete examination recordings (screen, audio, webcam) due to self-imposed non-compliance with the examination procedure
 - c. the use of more than one screen during the examination
 - d. sharing only one window rather than the entire screen
 - e. the presence or electronic connecting of other persons during the examination (exception: e-assessment support)
 - f. Additional similar actions
- (3) In the case of unfair competition, the achievement will be given a grade of 1. Additional disciplinary measures per Art. 20 of the Framework Regulations may incur.
- (4) Achievements marked with a grade of 1 due to unfair competition will count in all cases even if a grade for cancellation had been planned in the corresponding module in the module plan.

Art. 15 WC

- (1) Visits to the WC are permitted in cases of urgency, but these must be registered with the Support before leaving the workspace.
- (2) Students must give notice to the supervisor prior to visiting the WC in on-campus examinations.
- (3) WC visits are logged at on-campus examinations and occur either accompanied by a supervisor or on the way to the next WC. If the student is found in another location in the building, this is an act of unfair competition per Art. 14.

Art. 16 Recording of Examinations

Examinations will be recorded for assessment purposes and inspection of unfair competition under Art 14. Such records shall be kept until the end of the appeals period or the legally binding conclusion of any appeal proceedings and subsequently deleted. In the event of a detected unfair act in accordance with Art. 14, FFHS reserves the right to store the recording for further evidence until the case is legally closed.

Art. 17 Type of Written Examination

- (1) Written examinations are carried out as online examinations. In online examinations, personal data is processed to conduct the examination, and technical means of analysis can be implemented to conduct examinations for students in the best possible way. Further information can be found in Exam-Moodle's Privacy Policy.
- (2) Only devices that meet the currently applicable minimum technical requirements are permitted for the examinations. During the examinations, students are responsible for the unhindered operation of their exam devices (laptop, tablet, graphics pad and the like).
- (3) Students are obliged to install all programs relevant to the examination process on their examination device in advance.
- (4) Necessary subject-specific additional programs are to be taken from the module plan and installed before the examinations.
- (5) Information on the performance of the examinations, which are delivered by email with the examination offer, must be consulted and observed.

Art. 18 Writing the Examination

- (1) Students submit their solutions digitally via their exam devices on the FFHS examination platform.
- (2) A self-imposed deviation from the examination process of Art. 18 (1) can be regarded as an act of unfair competition within the terms of Art. 14 and lead to an insufficient performance with a grade of 1.

Art. 19 Submitting the Examination

Written examinations are automatically concluded and submitted after the end of the examination period. The entries are stored directly on the FFHS examination platform. In the case of written examinations carried out using digital pen input (PDF examinations), the examination is automatically forwarded to the delivery side of the solutions once the examination period has ended. The solution files are stored directly on the FFHS examination platform.

III. Different regulation for achievements with audio

In the case of achievements supported by audio, such as listening comprehension tests or the like, the same conditions apply as in the 'Regulation for written module and verification tests', with the exception that the use of an audio device such as headphones, earphones or similar is permitted and is not considered to be an act of unfair competition.

IV. Different regulation for oral achievements

In the case of oral achievements carried out on-campus, such as oral examinations, presentations, etc., the same conditions apply as in the 'Regulation for written module and review examinations', with the exception that conversations with the examination experts are not considered acts of unfair competition.

In the case of oral achievements carried out at home, such as oral examinations, presentations, etc., the same conditions apply as in the 'Regulation for written module and review examinations', with the exception that conversations with the examination experts and the wearing of an audio device such as headphones, earphones or similar is permitted and is not considered to be an act of unfair competition.

V. Different regulations for practical achievements

In the case of achievements carried out in practice, the same conditions apply as in the 'Regulation for written module and review examinations' with the exception that speaking, practicing etc. are permitted and are not considered acts of unfair competition.

VI. Regulations for Student Papers

Art. 20 Plagiarism check

- (1) Student work can be checked for plagiarism using the PlagScan software. Further details on data protection can be found in the FFHS Privacy Policy.
- (2) By submitting a thesis, students shall cede their copyright to FFHS, provided this is necessary for administrative procedures such as plagiarism detection. In addition, the current version of the Directive on the Rights to Scientific Works of Students applies.
- (3) Article 20 Para. 1 and 2 also apply to achievements during the semester.

Art. 21 Dealing with generative artificial intelligence

The instructions and requirements for dealing with generative artificial intelligence, published on the website under Regulations and Study Regulations (<https://www.ffhs.ch/de/ffhs/fuer-studierende/reglemente-und-studienordnungen>), apply.

VII. Regulation for deviating achievements

Achievements not stipulated in this regulation are considered 'deviating achievements'. For deviating achievements, the information of the current module plan shall apply.

VIII. Final Provisions

Art. 22 Entry into Force

This regulation is valid for all matriculated FFHS students from its dispatch and publication date.

Art. 23 Modifications to the Examination Regulation

The FFHS reserves the right to make modifications to the Examination Regulation. The currently valid regulations, etc. will be published on the FFHS website (www.ffhs.ch).