

# Framework Regulations for the Study and Examination Regulations

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## Basis

The following Directive is based on the Federal Act on Funding and Coordination of the Swiss Higher Education Sector (Higher Education Act, HFKG), Art. 25, Art. 26 and Art. 73 of 30 September 2011 (as at 1 January 2020), the Act on Universities and Research (GHF), Art. 10 (1), Art. 11 and Art. 31 of 24 October 2012 (as at 1. January 2016), the Ordinance on Universities with Cantonal Sponsorship (VH), Art. 7, Art. 8, Art. 9 and Art. 11 of 8 July 2014 (as at 1 January 2018), and the Act on Administrative Jurisdiction (VRG) of 31 August 2006 (as at 1 January 2019).

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## I. General provisions

### Art. 1

#### *Content and Scope*

<sup>1</sup> These Framework Regulations govern the bachelor's (Bachelor of Science, BSc, Bachelor of Arts, BA) and consecutive master's (Master of Science, MSc) study programmes offered by the University of Applied Sciences of the Grisons (university).

<sup>2</sup> The Regulations govern the enrolment process and the removal from the register of students, study programmes and the general examination and graduation procedures.

<sup>3</sup> In addition to the Framework Regulations, the University Executive Board shall issue corresponding Study and Examination Regulations for each bachelor's and consecutive master's study programme.

<sup>4</sup> Under these Regulations, study and examination regulations in connection with external partnerships are to be governed separately.

### Art. 2

#### *Information obligation*

<sup>1</sup> Students are 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*

- <sup>1</sup> The admission process is based on overriding Swiss federal law.
- <sup>2</sup> Those admitted to and enrolled for a bachelor's study programme must have an applicable vocational diploma (Berufsmatura), a school-leaving certificate (Matura) with at least one year's relevant work experience, or a comparable qualification.
- <sup>3</sup> Those admitted to and enrolled for a master's study programme must have an applicable bachelor's degree or a comparable qualification.
- <sup>4</sup> Admission restrictions may be imposed for bachelor's and master's study programmes. Admission restrictions for study programmes require approval by the government. In the case of admission restrictions, the suitability of the prospective students shall be decisive. Details can be found in the corresponding Admission Regulations.
- <sup>5</sup> 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.
- <sup>6</sup> The University Executive Board issues a directive on the conditions for admission.

### Art. 4

#### *Enrolment and tuition fees*

- <sup>1</sup> The enrolment fee will be due upon confirmation of the course place and shall be forfeited if the study programme is not started or is discontinued.
- <sup>2</sup> Individuals who have already completed a bachelor's degree at HTW Chur and commence a consecutive master's study programme at HTW Chur shall not be required to pay the enrolment fee.
- <sup>3</sup> Tuition fees shall be payable once a semester. Entitlement to the reimbursement of tuition fees shall expire upon the start of the relevant semester.
- <sup>4</sup> Cantonal guidelines define how much the enrolment and tuition fees are.

#### IV. Studies

##### Art. 5 *Study structure*

- <sup>1</sup> Study programmes at the university are structured according to the standards and guidelines for quality assurance in the European Higher Education Area (ESG).
- <sup>2</sup> The European Credit Transfer and Accumulation System (ECTS) is used for calculating study workloads. As a rule, one ECTS point corresponds to a workload of 25 to 30 hours.
- <sup>3</sup> A bachelor's study programme comprises at least 180 ECTS points and covers six semesters in full-time study and eight semesters in part-time study. The bachelor's study programme must be completed after twelve semesters at the latest.
- <sup>4</sup> A consecutive master's study programme comprises at least 90 ECTS points and must be completed after eight semesters at the latest.
- <sup>5</sup> The bachelor's and master's study programmes are divided into modules.
- <sup>6</sup> One module has at least four ECTS points, exceptions are possible in individual cases. A module can extend over up to two (bachelor's study programmes) or up to three (master's study programmes) consecutive semesters.
- <sup>7</sup> One module corresponds to one assessed unit and is indicated in the certificate.

##### Art. 6 *Module registration/deregistration*

- <sup>1</sup> Each semester, students must register for the modules according to the respective study plan or course of studies (e.g. when repeating modules).
- <sup>2</sup> Students can deregister from a mandatory module once in writing.
- <sup>3</sup> Registration for a compulsory elective or free elective module is binding. Deregistrations can be made within the communicated registration/deregistration deadlines or, in justified cases, in writing upon application to the Director of Studies.

##### Art. 7 *Curriculum*

- <sup>1</sup> The curriculum defines the study contents and module types and is specified in the Study and Examination Regulations of the respective study offer.
- <sup>2</sup> The curriculum shall be subject to change.

##### Art. 8 *Module types*

- <sup>1</sup> The curriculum for the bachelor's and master's study programmes comprises the following module types:
  - a) mandatory modules
  - b) mandatory elective modules
  - c) free elective modules
- <sup>2</sup> Mandatory modules must be passed.
- <sup>3</sup> Mandatory elective modules are modules that must be selected from a specific group of modules.

- <sup>4</sup> Free elective modules are modules that can be chosen by the students in accordance with the specifications in the Study and Examination Regulations of the respective study offer.
- <sup>5</sup> A module may comprise several courses and assessments. The ECTS points are assigned to the module.
- Art. 9  
*Module and course description*
- <sup>1</sup> The module and course description contains binding guidelines on at least the following points:
- a) the module name and abbreviation
  - b) the module type
  - c) the person responsible for the module
  - d) the teaching language
  - e) the ECTS points assigned to the module
  - f) the module goal/guiding principles
  - g) the module requirements
  - h) the module and course contents
  - i) the courses assigned to the module
  - j) the module results
  - k) the teaching and learning methods
  - l) the specialist literature
  - m) the assessment
- Art. 10  
*University calendar*
- <sup>1</sup> The university calendar defines the dates for teaching events, examination weeks, block weeks and theses over several years.
- <sup>2</sup> The exact semester dates are defined by the study programmes.
- Art. 11  
*Semester information*
- <sup>1</sup> The semester information is issued at the start of a semester and defines the concrete rules for implementation and any requirements as regards compulsory attendance in the module.
- Art. 12  
*Teaching language*
- <sup>1</sup> Courses shall be held in German, English, Romansh or Italian as per the module description.
- <sup>2</sup> The Study and Examination Regulations of the respective study offer may allow for other languages.
- <sup>3</sup> 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*
- <sup>1</sup> Applications for dispensation from compulsory courses must be submitted in writing to the Director of Studies at least five working days prior to the planned absence.
- <sup>2</sup> Absences from compulsory courses due to serious circumstances (illness, accident, bereavement) must be reported to the Director of Studies in writing.
- <sup>3</sup> For periods of military and civil service that fall within term time, the student shall be required to request the deferment of this service in good time by submitting an official application.
- <sup>4</sup> The Director of Studies shall decide on any consequences in the event of unauthorised absences from compulsory courses.

Art. 14  
*Exchange semesters*

- <sup>1</sup> Taking a semester at another university generally take place within the framework of established partnerships.
- <sup>2</sup> A request for a semester abroad must be submitted to the International Office in good time (at the start of the preceding semester) and be approved by the Director of Studies. The selection and application procedure shall be conducted by the Director of Studies. The International Office shall be responsible for the assignment of places.
- <sup>3</sup> Students wishing to complete an exchange semester without a partnership agreement (so-called free movers) must arrange this with the Director of Studies at the beginning of the preceding semester.
- <sup>4</sup> The study achievements to be completed at another university are agreed in a Learning Agreement prior to the semester abroad. They are credited following the semester abroad in accordance with Art. 18.

## V. Examination and graduation process

### Art. 15 Course assessments

- <sup>1</sup> Students must complete at least one course assessment in each module.
- <sup>2</sup> Students who are unable to complete a course assessment due to serious, verifiable circumstances (e.g. illness, accident, bereavement) have the opportunity of completing the course assessment at a later date.
- <sup>3</sup> Students shall have a right to access their own course assessments.

### Art. 16 Examination procedure

- <sup>1</sup> Students registered for a module shall be deemed to be registered for the course assessments of the module.
- <sup>2</sup> The lecturers of the module shall be responsible for the preparation, supervision, correction and grading of course assessments.
- <sup>3</sup> In the case of oral course assessments, it must be possible for the oral achievements to be proven by the examining body in suitable form.
- <sup>4</sup> The Directors of Studies shall be responsible for defining the form, duration, timing and organisation of the course assessments as well as for ensuring their proper implementation.

### Art. 17 Grading of course assessments

- <sup>1</sup> A grading scale of 1.0 to 6.0 is used for the grading of course assessments

Grading scale CH	Grading scale ECTS	Ratings	
6.0	A	excellent	passed
5.5	B	very good	
5.0	C	good	
4.5	D	satisfactory	
4.0	E	adequate	
3.5	FX	unsatisfactory	failed
3.0 to 1.0	F	extremely unsatisfactory	

- <sup>2</sup> For each module, either a grade is given according to the grading scale or the rating 'passed'/'failed' is awarded.
- <sup>3</sup> Course assessments and/or courses where grades are assigned are graded precisely to one decimal place. The module grade will be rounded to a half or full figure.
- <sup>4</sup> ECTS points shall only be credited if the module is passed.
- <sup>5</sup> An unauthorised absence from a course assessment will result in a grade of 1.0 or 'failed' rating being awarded.

Art. 18

*Recognition of courses  
assessments completed  
at other universities*

<sup>1</sup> ECTS credits attained or comparable course assessments successfully completed before commencing studies can be recognised upon request in compliance with the Convention on the Recognition of Qualifications concerning Higher Education in the European Region of 11 April 1997 (Lisbon Convention) if they are equivalent. Equivalence shall be established if no significant difference can be demonstrated and the modules or comparable successfully completed course assessments essentially correspond to the module for which credit is requested in terms of their learning outcome, content, scope and requirements. This should not be a schematic comparison, but rather an overall consideration and evaluation, with particular emphasis being placed on the qualification objectives achieved.

<sup>2</sup> In the case of a semester abroad, the ECTS credits acquired will be credited to the study programme following the presentation of the Transcript of Records. In the event of the failure to disclose discrepancies between the Learning Agreement and Transcript of Records, a review can be conducted. Should a significant difference be determined, the recognition of the corresponding credits can be denied.

<sup>3</sup> The burden of proof for the recognition of course assessments completed at other universities lies with the University of Applied Sciences of the Grisons. The decision shall be taken by the Director of Studies and communicated in the form of a written decision.

<sup>4</sup> Credited modules shall be denoted with the rating 'credited'.

Art. 19

*Failed modules*

<sup>1</sup> A passed module is considered as being completed and cannot be re-examined.

<sup>2</sup> For modules with the grade 3.5, a re-examination date can be offered two weeks after access to the examination at the earliest. Following re-examination, no higher than a grade 4.0 or 'passed' rating can be achieved. Re-examination does not count as repetition of the module.

<sup>3</sup> A failed module can be repeated the next time an equivalent module offering is made available. In the event of a repetition, all course assessments in the module must be completed again.

<sup>4</sup> A failed module may only be repeated once. If the module is failed a second time, then failure of the module is considered as being final.

<sup>5</sup> In bachelor's study programmes, students can apply for a second repetition for a maximum of one failed mandatory module in the course of the study programme. The bachelor's thesis is excluded from this regulation. The regulation is valid from the spring semester 2023 for a limited period until and including the spring semester 2024.

Art. 20

*Bachelor's and master's  
thesis*

<sup>1</sup> A total of 12 ECTS points are assigned to the bachelor's thesis and 15 ECTS points to the master's thesis.

<sup>2</sup> If the thesis is submitted late or not at all, it shall be deemed to have been failed (grade of 1.0).

<sup>3</sup> If the thesis is failed, it may only be repeated once.

<sup>4</sup> Students who are unable to submit their bachelor's or master's thesis on time or at all due to serious, verifiable circumstances (e.g. illness, accident, bereavement) have the opportunity of submitting their bachelor's or master's thesis at a later date or starting a new bachelor's or master's thesis.

<sup>5</sup> A directive from the University Executive Board will determine the conditions for writing and submitting bachelor's and master's theses.

<sup>6</sup> If a non-disclosure or confidentiality agreement has been signed for a bachelor's or master's thesis, the university shall only accept liability in the event of breaches by the supervisor or examiner. In the event of breaches committed by the students, they alone shall be liable for the respective breach. This limitation of liability shall apply to any further claims of the principal arising from this agreement, regardless of the legal title on the basis of which these are justified.

Art. 21  
*Completion of studies*

<sup>1</sup> The bachelor's study programme is considered as being completed when

- a) at least 180 ECTS points have been obtained according to the curriculum detailed in the respective Study and Examination Regulations, and
- b) the bachelor's thesis is passed.

<sup>2</sup> The master's study programme is considered as being completed when

- a) at least 90 ECTS points have been obtained according to the curriculum detailed in the respective Study and Examination Regulations, and
- b) the master's thesis is passed.



## VII. Further provisions

### Art. 22 *Cheating and plagiarism*

- <sup>1</sup> If the result of a course assessment, bachelor's thesis or master's thesis 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.
- <sup>2</sup> If a course assessment, bachelor's thesis or master's thesis is proven to be the product of plagiarism or partial plagiarism, a grade of 1.0 shall be awarded.

### Art. 23 *Disciplinary procedures*

- <sup>1</sup> In the event of breaches in the form of cheating or plagiarism, the University Executive Board may:
- a) not recognise course achievements, or may withdraw them
  - b) refuse to issue diplomas and certificates, or may withdraw them
  - c) refuse to award titles, or may withdraw them
- <sup>2</sup> In serious cases of bad faith, the University Executive Board may implement disciplinary measures or exclude students from the university. Serious cases of bad faith include:
- a) breaches of the university's mission statement, regulations and directives
  - b) crimes which adversely affect the university's interests
  - c) actions which inhibit university staff in performing their roles
  - d) bullying

### Art. 24 *Diploma and diploma supplement*

- <sup>1</sup> Graduates shall receive:
- a) a diploma stating the relevant title, the holder of the title and the university of applied sciences as the institution awarding the diploma and
  - b) a diploma supplement containing information on the precise study contents and the learning performance during the course of studies.

### Art. 25 *Copyright/right of use*

- <sup>1</sup> Any individuals who pen a piece of work during their studies shall be deemed to be the authors/co-authors under the Swiss Federal Act of 9 October 1992 on Copyright and Neighbouring Rights (CopA).
- <sup>2</sup> Upon enrolling, students shall assign the rights of use to work protected under copyright law and created in connection with the studies to the university of applied sciences .
- <sup>3</sup> The the university of applied sciences shall be entitled to manage and use student work protected under copyright law, and to grant rights to third parties as part of collaborations. Should it not utilise its right of use, students may request the return of the right of use after completing their studies.

Art. 26  
*Administration of justice*

<sup>4</sup> 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 the university of applied sciences shall be required to agree adequate compensation with the students involved.

<sup>5</sup> As long as the period for lodging complaints against decisions of the executive bodies of the the university of applied sciences has not expired, the right of use shall lie with the university.

<sup>1</sup> Decisions regarding the non-admission of students, exclusion during the course of studies and the failure of the study programme 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 complaint must include a request and justification. The contested decision and any evidence – should this be available – must be enclosed and submitted to the University Council's Board of Appeal, Pulvermühlestrasse 57, CH-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.

<sup>2</sup> All other objections relating to the study programme may be submitted to the Director of Studies up to ten days after the time the objection arises (e.g. after accessing a course assessment). Written objections must include a request and justification. The Director of Studies shall make a decision on the objection.

<sup>3</sup> In the event of failed modules or non-recognition of course assessments obtained at other universities, an appeal can be submitted to the University Executive Board within ten days of the provision of objections. The University Executive Board shall make the final decision.

Art. 27  
*Removal from the register of students*

<sup>1</sup> Students shall be removed from the register of students upon the awarding of the bachelor's or master's diploma, on request of the student, or after exclusion from studies due to:

- a) the final failure of a mandatory module
- b) a repeated failure of a bachelor's or master's thesis
- c) disciplinary proceedings
- d) failure to pay enrolment or tuition fees
- e) exceeding the maximum duration of the study programme

<sup>2</sup> Upon being removed from the register of students, the individual in question shall lose their student status at the university.

## **IX. Closing provisions**

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|------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| Art. 28<br><i>Entry into force</i> | <sup>1</sup> These regulations enter into force on 12 June 2023. The regulations replace those from 23 June 2020.                     |
| Art. 29<br><i>Delegation</i>       | <sup>1</sup> The University Council delegates the issuing of the Study and Examination Regulations to the University Executive Board. |

## **University of Applied Sciences of the Grisons**

Brigitta M. Gadiant  
Chairwoman of the University Council

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