

5
novembre
2018

Regulation concerning the Certificate of Advanced Studies (CAS) GoSwiss ! (CAS in General Orientation on Swiss Culture, Policies & Values)

The Faculty board of the Faculty of Economics and Business,

considering the Law on the University (LUNE) of 2 November 2016, art. 32,
considering the Regulation concerning Continuing Education of 26
September 2011,

decides:

Object	Article one The University of Neuchâtel, through her Faculty of Economics and Business, organises a programme of continuing education in « General Orientation on Swiss Culture, Policies & Values » and delivers a Certificate of Advanced Studies in this domain, in short CAS GoSwiss !
Organisation	Art. 2 ¹ The CAS is organised by the Faculty of Economics and Business. ² The training course is organised only if its financing is ensured. ³ The CAS programme may be divided into modules and units that may be run separately, jointly or at different times.
Programme Management	Art. 3 The CAS is placed under the academic responsibility of the administration of the programme. ² The administration of the programme consists of at least three members, including at least two professors of the Faculty of Economics and Business. ³ The administration is appointed by the Dean of the Faculty of Economics and Business. ⁴ A member is appointed as the head for the duration of one year. He or she convenes the meetings of the administration of the programme, and is responsible, in particular, for the minutes of the meetings of the administration of the programme. ⁵ The administration of the programme makes its decisions unanimously and deliberates validly provided at least three members are present. ⁶ The administration of the programme: a) establishes the programme of the courses;

- b) establishes the budget;
- c) coordinates the realisation of the teaching activities;
- d) limits, if necessary, the number of participants;
- e) decides on the cancellation of the training course in case of insufficient financing;
- f) decides on the future development of the CAS;
- g) is responsible for quality assurance of the programme.

Course duration **Art. 4** The duration of the programme is of 2 weeks.

Study programme **Art. 5** ¹The curriculum of the CAS amounts to 12 credits ECTS (European Credits Transfer and accumulation System).

²The programme is taught in English.

³The curriculum serves as a study plan. It presents the components of the programme with their endowment in hours of teaching and in ECTS credits. It is proposed and designed by the administration of the programme, which is subject to the approval of the Faculty board.

⁴The programme may be split into four different units or into two different modules. Each unit corresponds to 3 ECTS credits. Each module corresponds to 6 ECTS credits.

⁵The CAS will be delivered once the requirements of the four units, or of the two modules of its full programme are successfully fulfilled.

Admission conditions **Art. 6** ¹The holders of a university Bachelor's or Master's degree can be admitted by the administration of the programme.

²The persons ha an adequate vocational training and work experience of several years corresponding to the domain can be admitted on request by the dean, on advance notice of the administration of the programme.

³The registrations are made online. The application includes a curriculum vitae, the copies of the titles and certificates, a letter of recommendation, as well as the proof of the payment of all necessary fees. The candidate can include any other relevant information.

Examinations **Art. 7** ¹The components of the programme are subject to the tests that are displayed in the curriculum of the programme.

²The oral presentations will be assessed by the administration of the programme.

³The modalities of writing and evaluation of personal and group work are clearly announced at the beginning of the training by the administration of the programme. The candidate, in agreement with the academic person in charge, chooses the subjects of the presentations.

⁴The evaluations are on a Pass/Fail basis.

⁵A failure mark is reserved for cases of unjustified absences in the evaluations, of individual assignments which were not handed within the deadline, and of fraud or plagiarism. In case of fraud or plagiarism, the rectorate can pronounce disciplinary measures according to the Law on the University, of 2 November 2016, art. 100.

⁶In case of success, the evaluation is considered as acquired and is not subject to re-taking.

⁷In case of failure in the evaluation, the candidate benefits from a retake examination (2 hours examination, which constitutes a second and last attempt). Where necessary, the form and the modalities of the evaluation of catching up are defined by the administration of the programme. In case of failure at the second attempt, the candidate is definitively excluded from the programme.

⁸The ECTS credits are attributed altogether once all the conditions of success of the certificate are fulfilled.

Certification title
and delivery

Art. 8 ¹The candidates will be notified of the marks by the administration of the programme.

²In every case, the CAS title is delivered only once the registration fees are paid in full. The certificate of completion is signed by the dean of the Faculty of Economics and Business and by the administrator of the programme. It is provided as a supplement to the diploma.

³In case of elimination, the candidate will receive a certificate of participation. This certificate mentions no credits and no marks.

⁴If needed a separate certificate will be delivered for candidates who fulfill the requirements of the various units or modules of the programme. The delivered certificate does mention the credits corresponding to the units or modules.

⁵When a person follows only a part of the training of a unit or of a module, she can ask for a certificate of participation, in which case she is not subjected to evaluation. The delivered certificate does not mention credits.

Registration fees

Art. 9 ¹The amount of the fees of the CAS and of its constituent units and modules is decided by the rectorate within the framework of the budget, based on the proposal of the administration of the programme. The fees are fixed according to the principle of self-financing of the training and market conditions.

²Setting-up fees, included in the global amount of the registration fees, are owed at the time of the registration and are not refundable. They aim at covering the expenses of treatment of the request for admission.

³Once the candidate is accepted, the balance of the registration fee is due. On inquiry, the direction of the programme can agree to a payment in instalments.

Procedure

Art. 10 ¹Except as otherwise provided, the measures taken in application of the present regulation are the object of a decision of the dean.

²The statements of examinations count as a decision in every case.

³Furthermore, the rules of procedure of the law on the administrative procedure and the jurisdiction are applicable (LPJA), of 27 June 1979.

⁴The decisions taken in application of the present regulation can be the object of an appeal with the rectorate according to the articles 98-99 of the Law on the University (LUNE), of 2 November 2016.

Entry in force

Art. 11 The present regulation comes into force from the date of its approval by the rectorate.

In the name of the Faculty board:

The Dean,

Mehdi Farsi

Approved by the Rectorate on 26 november 2018

In the name of the Rectorate:

The Rector,

Kilian Stoffel