



Swiss International
Institute Lausanne

GENERAL REGULATIONS 2023-2028

of Swiss International Institute Lausanne – SIIL Sàrl (SIIL), Switzerland

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The Shareholders Board,

Based on the Statutory documents and Articles of Association of Swiss International Institute Lausanne – SIIL Sàrl;
adopts

The following SIIL General Regulations were developed by the Rectorate according to the principles of the [Quality Assurance Policy](#) provisions.

Table of contents

I. GENERAL PROVISIONS	4
Article 1 Bases	4
Article 2 Duties	4
Article 3 Vision, Mission and Strategy	4
Article 4 Titles	4
Article 5 Evaluation	4
Article 6 Public relations	4
II. STAFF AND STUDENTS	4
1. Common provisions	5
Article 7 Definitions	5
Article 8 Languages	5
Article 9 Equality	5
Article 10 Participation and co-management	5
Article 11 Work contract	5
Article 12 Ancillary activities	5
Article 13 Teaching skills	5
2. Teaching staff	5
Article 14 Structure	6
Article 15 Commitment	6
3. Students and Alumni	6
Article 16 Admission and fees	6
Article 17 Student and Alumni Community	6
III. ORGANISATION	6
Article 18 Structure of SIIL	6
1. Strategic bodies	7
Article 19 Shareholders Board	7

Article 20	Academic Council: composition	7
Article 21	Academic Council: Powers and duties	7
2.	Executive bodies	9
Article 22	Executive bodies (the Management)	9
Article 23	Tasks and powers of the Management	9
Article 24	Rector: duties and powers	10
Article 25	Appointment, term of office	10
Article 26	Academic Director: duties and powers	10
Article 27	Appointment, term of office	10
Article 28	Director of the Student Office: duties and powers	10
Article 29	Appointment, term of office	10
Article 30	Director Operations Office: duties and powers	10
Article 31	Appointment, term of office	11
Article 32	Director of the Quality Assurance Office: duties and powers	11
Article 33	Appointment, term of office	11
Article 34	Director of the Data Protection Office: duties and powers	11
Article 35	Appointment, term of office	11
3.	Faculties	11
Article 36	Duties and responsibilities	11
Article 37	Faculty Dean	12
Article 38	Programme Board	12
4.	Teaching activities	12
Article 39	Tasks and organisation	12
Article 40	Study Programme Director	12
Article 41	Professors and lecturers	13
5.	Commissions	13
Article 42	Basis	13
IV.	COOPERATION WITH THIRD PARTIES	13
Article 43	Cooperation agreements and contracts	13
V.	JURISDICTION	13
Article 44	Appeals	13
VI.	FINAL PROVISIONS	13
Article 45	Entry into force	13
Article 46	Amendment	14

I. GENERAL PROVISIONS

Article 1 Bases

1.1. The name "Swiss International Institute Lausanne – SIIL Sàrl", Switzerland (hereinafter SIIL) refers to a higher education institution, which organises and delivers study programmes according to the principle of distance learning and provides services in the field of education.

1.2. SIIL is based in the canton of Vaud, Switzerland, and carries out its education activities for the benefit of the community.

Article 2 Duties

2.1. SIIL provides distance learning degree programmes of university level, that is:
a) Bachelor programmes;
b) Master programmes;

as well as continuing education courses.

2.2. It provides its students with a practice-orientated education and prepares them for professional careers.

2.3. When appropriate, it carries out research activities, particularly in the field of distance learning and digital training.

It contributes to the development of academic quality through [partnership](#) with educational institutions and [membership](#) in relevant organisations.

Article 3 Vision, Mission and Strategy

3.1. SIIL has its [Vision and Mission](#) (see [Quality Assurance Policy](#)) and formulates its [Strategy](#) based thereon.

3.2. Accordingly, it issues the necessary regulations.

Article 4 Titles

4.1. SIIL grants Bachelor's and Master's degrees.

4.2. Should that become necessary, SIIL may create and issue new titles, particularly in the field of continuing education and third-cycle degrees.

Article 5 Evaluation

5.1. SIIL regularly checks and ensures the quality of teaching and connected services.

5.2. When applicable, SIIL will also check and ensure the quality of the research.

Article 6 Public relations

6.1. SIIL is committed to communicating its educational and research goals to the public.

6.2. It regularly informs the public about its main activities and the results thereof.

II. STAFF AND STUDENTS

1. Common provisions

Article 7 Definitions

- 7.1. SIIIL is constituted of its staff and students.
- 7.2. The staff is represented by:
 - a) Teaching staff members and assistants;
 - b) Administrative and technical staff members.

Article 8 Languages

- 8.1. For the majority of existing study programmes the language of teaching and examination is Russian. Progressively all study programmes will be provided in English and, if needed, in other priority language(s). The teaching and examination language is always specified in the study programme specification and curriculum.
- 8.2. Study services may be provided in Russian, English or other language(s), insofar as the relevant regulations so provide.

Article 9 Equality

- 9.1. SIIIL is committed to promoting equality in all aspects of its activity: employment, education and service provision in conformity with its [Equality Policy](#).
- 9.2. SIIIL also insures the equality for all students providing [Support Measures](#) for those with learning difficulties.

Article 10 Participation and co-management

SIIIL members have the right of participation and co-management, and are properly represented in its various bodies taking into account all stakeholders' interests, such as: Academic council, Programme Board, Appeal Commission, etc.

Article 11 Work contract

The SIIIL staff members are subject to the provisions of their work contracts, as well as to SIIIL Policies and Regulations. The Swiss Code of Obligations shall apply in a suppletive manner.

Article 12 Ancillary activities

Ancillary activities are subject to approval; in particular, they must not (regardless of the workload or the position) interfere with the functioning of SIIIL.

Article 13 Teaching skills

- 13.1. SIIIL teaching staff requirements are subject to [Staff Development Procedures](#).
- 13.2. SIIIL promotes:
 - a) its staff's didactic skills involved in distance learning;
 - b) further training of its teaching staff members in their field(s) of expertise;
 - c) scientific involvement of all staff members.

2. Teaching staff

Article 14 Structure

The teaching staff includes:

- a) professors employed by SIIL all over the world on a mandate contract basis;
- b) lecturers who teach modules as part of their mandate contract as well.

Article 15 Commitment

The teaching staff is engaged in accordance with the [Staff Recruitment Policy](#) and each applicant is subject to the approval of the competent body or unit.

3. [Students and Alumni](#)

Article 16 Admission and fees

16.1. All students admitted in SIIL accept the provisions (rights and obligations) of the [Study Regulations for Bachelor Programmes](#) or [Study Regulations for Master programmes](#).

16.2. Admission to degree programmes shall be carried out in accordance with to the relevant regulations ([Rules of Admission for Bachelor Programmes](#), [Rules of Admission for Master Programmes](#)).

16.3. Admission to continuing education courses shall be carried out in accordance with the relevant regulations.

16.4. [Tuition fees regulations](#) determine the fees policy.

16.5. Students play an active role during their studies in SIIL being at the heart of SIIL's vision, mission and values. Their engagement in the quality culture of the Institute centres on education and participation is facilitated by the Head of Quality Assurance Office in conjunction with the Head of Student Office. Students have an active on-going role in providing feedback to academic programmes and in the daily life of SIIL.

Article 17 Student and Alumni Community

17.1. Enrolled students and graduates form the "SIIL Student and Alumni Network".

17.2. SIIL Student and Alumni Network members are bound by [SIIL Student and Alumni Network Code of Conduct](#).

17.3. SIIL cooperates with this organisation. If anybody does not wish to be its member, they can communicate their decision in writing to its management.

17.4. The community may be subdivided into intradisciplinary associations. It has the possibility of joining the [Swiss Students' Community](#).

17.5. The community represents the interests of its members.

III. ORGANISATION

Article 18 Structure of SIIL

SIIL consists of the following units:

- a) the Shareholders Board;
- b) the Academic Council;
- c) the Management;

- d) the Faculties;
- e) Service and administrative units.

1. Strategic bodies

Article 19 Shareholders Board

The responsibilities of the Shareholders Board include:

- a) the amendment of the Articles of Association;
- b) strategy;
- c) the approval of the annual report, annual accounts;
- d) regulations;
- e) the internal control system;
- f) the commitment of the rector and directors;
- g) the approval of the annual budget and annual planning;
- h) infrastructure;
- i) the appointment of vice-rectors;
- j) the approval of the Management's proposals regarding the hiring of teachers;
- k) international and national partnerships.

Article 20 Academic Council: composition

20.1. The Academic Council is a legislative body that supports the Management in the fulfilment of SIIIL's academic mission.

20.2. The Academic Council shall consist of the following persons:

- a) the President of the Shareholders Board;
- b) the Rector;
- c) directors of all offices;
- d) the deans;
- e) two teacher representatives (elected members);
- f) two student representatives (elected members);
- g) two representatives of the administrative staff (elected members).

20.3. The Academic Council shall constitute itself.

20.4. The Rector shall chair the Academic Council. The latter shall appoint a vice-president from among its members.

20.5. The other members of the Board shall participate in the meetings in an advisory capacity.

20.6. It shall also carry out the tasks assigned to it by the Shareholders Board.

20.7. The Academic Council may assign tasks to the Management.

20.8. The Academic Council shall meet at least once a year.

20.9. The Academic Council's minutes and reports of the Academic Council's proceedings shall be reported to the executive bodies (Rectorate).

Article 21 Academic Council: Powers and duties

Within the General Regulations of SIIIL and subject to the ultimate responsibility of the Executive body (Rectorate) the Academic Council shall exercise the following functions:

Function 1: Statement of primary responsibilities

Subject to the control and approval of the Rectorate, the Academic Council is responsible under SIIIL's Articles of Association and General Regulations for the academic quality and standards of SIIIL, as well as for the admission and regulation of students.

Function 2: Terms of reference

Subject to the ultimate responsibility of the Rectorate, the Academic Council is responsible for:

- a) The maintenance of academic standards within SIIIL, as well as the planning, coordination, development, oversight, validation and review of the curriculum and all academic work of SIIIL and advising the Rectorate on the resource implications of such planning;
- b) Developing and recommending to the Rectorate strategies related to the teaching and research mission of SIIIL, including (but not limited to) strategies on learning and teaching, research, student support, quality assurance, collaborative provision, employability, internationalisation and widening participation;
- c) Approving and monitoring the effectiveness of policies and procedures to implement the academic strategies approved by the Rectorate under (b), and other policies and procedures required by the Academic Council's delegated responsibilities;
- d) Providing the Rectorate with assurance that academic governance, including the standard of SIIIL awards, the student academic experience and student outcomes, are adequate and effective;
- e) Developing recommendations to the Rectorate related to the academic structure and organisation of SIIIL;
- f) Fostering and maintenance of close connections with industry, commerce, professional communities, universities, other educational establishments and research organisations;
- g) Establishing and overseeing standing committees of the Academic Council as required for the expedient execution of business, clearly stating limits of delegated authority, and regulating the proceedings of the Academic Council and its committees;
- h) Oversight of all arrangements for teaching in SIIIL;
- i) Regulation of the academic conditions for the admission of students to and their progression within SIIIL;
- j) Regulation of policies and procedures for assessment and examination of SIIIL students;
- k) The power to confer the award of academic qualifications, prizes or other distinctions including honorary academic titles as may be agreed with the Rectorate;
- l) Approbation of teaching methods and courses;
- m) Organisation of facilities for research and funding for the publication of papers relating thereto;
- n) Nomination of academic representatives to external bodies;
- o) Controlling and regulating teaching, awards, students' admission, assessment, students' discipline, and other matters relating to teaching, examining and research,

through Regulations approved by the Academic Council under delegated authority from the Rectorate;

p) Preparing for the Rectorate reports and recommendations on any academic and related matters, which the Academic Council may consider appropriate, including the matters referred to the Academic Council by the Rectorate.

The Academic Council also decides for the Shareholders Board:

- guiding principle;
- strategy;
- regulations;
- multiannual development plan;
- budget;
- annual report and other reports for validation by the Shareholders Board;

2. Executive bodies

Article 22 Executive bodies (the Management)

SILL consists of the following executive bodies:

- a) Rectorate, which is composed of:
 - i. the Rector;
 - ii. the Director of the Academic Office (Academic Director);
 - iii. the Director of the Student Office;
 - iv. the Director of the Operations Office;
 - v. the Director of the Quality Assurance Office;
 - vi. the Director of the Data Protection Office.
- b) Academic Office
- c) Student Office
- d) Operations Office
- e) Quality Assurance Office
- f) Data Protection Office.

Article 23 Tasks and powers of the Management

The Management has the following tasks:

- a) It coordinates teaching and services;
- b) It develops the guiding principle, strategy and regulations;
- c) It develops a multiannual development plan and a budget plan;
- d) It executes the decisions adopted by the joint committee of the Shareholders Board and the Academic Council;
- e) It manages the finances, the staff, defines the budget and proposes it to the Shareholders Board;
- f) It directs the appointment procedure for teaching staff and prepares the personnel applications in accordance with the [HR Recruitment Policy](#);
- g) It ensures the quality of teaching and accordingly carries out regular evaluations;
- h) It draws up the annual report.

Article 24 Rector: duties and powers

- 24.1. The Rector deals with all matters relating to the institution as a whole.
- 24.2. He/she chairs the Management.
- 24.3. He/she represents the Executive Bodies of SIIL externally.
- 24.4. He/she directs all departments which have no other hierarchy.
- 24.5. He/she may exercise the function of Academic Director at the same time if this position is not filled.

Article 25 Appointment, term of office

The Rector is appointed by the Shareholders Board on the proposal of the Academic Council. The term of office is four years; it may be renewed.

Article 26 Academic Director: duties and powers

- 26.1. The Academic Director is responsible for all matters relating to teaching.
- 26.2. He/she manages all the services that support and evaluate teachers in the exercise of their profession.
- 26.3. He/she is responsible for the quality of teaching and study programmes.
- 26.4. As the head of the Academic Office, he/she ensures the academic quality of the courses together with the Product Development unit and Quality Assurance offices, the programme leads and the faculty bodies.
- 26.5. If the position of Academic Director is not filled, it is assumed by the Rector in parallel with his/her primary duties.

Article 27 Appointment, term of office

The Academic Director shall be appointed by the Shareholders Board on the proposal of the Academic Council. The term of office is four years; it may be renewed.

Article 28 Director of the Student Office: duties and powers

The Director of Student Office manages all the services that support and evaluate students during their studies and, namely:

- a) Admissions and Records team
- b) Academic Assistants' team
- c) Career Advice team
- d) Learning Support
- e) Student and Alumni Community

Article 29 Appointment, term of office

The Director of Student Office is appointed by the Rector on the proposal of the Academic Council. The appointment is for an indefinite period.

Article 30 Director Operations Office: duties and powers

The Director of Operations Office manages all the units, which support the Central Services, i.e.:

- a) Finance
- b) Information Technology
- c) Human Resources
- d) Infrastructure and Secretariat
- e) Marketing & Communication

Article 31 Appointment, term of office

The Director of Operations Office is appointed by the Shareholders Board on the proposal of the Academic Council. The appointment is for an indefinite period.

Article 32 Director of the Quality Assurance Office: duties and powers

- 32.1. The Director of the Quality Assurance Office is responsible for establishing, implementing, maintaining and reviewing SIIIL's quality assurance system.
- 32.2. He/she puts in place effective quality processes and systems to comply with national quality assurance requirements and other relevant regulatory frameworks.
- 32.3. He/she is in charge of QA Institutional Reviews and Audits.
- 32.4. He/she maintains oversight of SIIIL's responsibilities with regard to the currency and accuracy of public-facing information in relation to academic programmes.

Article 33 Appointment, term of office

The Director of the Quality Assurance Office is appointed by the Rector on the proposal of the Academic Council. The appointment shall be for an indefinite period.

Article 34 Director of the Data Protection Office: duties and powers

- 34.1. The Director of the Data Protection Office oversees compliance with data protection laws and regulations, relevant HEI policies, as well as risk-mitigation efforts with regard to non-compliance.
- 34.2. He/she manages all types of issues related to personal data protection.
- 34.3. He/she advises SIIIL and its staff and students of their responsibilities under data protection law.
- 34.4. He/she provides training and increases awareness among staff and students.
- 34.5. He/she acts as the responsible person in relation to data breaches, complaints, investigations, audits and any other matters relevant to data protection law.

Article 35 Appointment, term of office

The Director of the Data Protection Office is appointed by the Rector on the proposal of the Academic Council. The appointment shall be for an indefinite period.

3. Faculties

Article 36 Duties and responsibilities

36.1. The faculties' aim is to bring together teaching and research areas that are scientifically related to their disciplines and the field of the digital learning. The

faculties' responsibilities include teaching and research activities within their fields of study.

36.2. They therefore draw up study plans, organise various courses and ensure that the students receive proper learning material.

36.4. Each faculty is headed by a Dean who chairs the faculty.

36.5. Periodic monitoring and operational control within each faculty is conducted by the Programme Board (IT Programme Board or Management Programme Board).

Article 37 Faculty Dean

37.1. Dean is appointed by the Academic Council from among its members for a two-year term. The mandate is renewable.

37.2. The Dean leads the faculty. He/she represents the faculty to the public and to the outside world of SII.

37.3. He/she proposes to the Management the hiring of lecturers within the faculty.

Article 38 Programme Board

38.1. The Programme Board for each Faculty is made up of all the professors and the Study programme directors of this faculty. Lecturers and students shall each have two representatives.

38.2. The Programme Board's primary function is overseeing:

- a) operational control and programme monitoring;
- b) student feedback;
- c) programme planning and development.

38.3. Programme monitoring includes:

- a) student enrollment data;
- b) attrition and completion data;
- c) graduate progression to employment or other educational programmes;
- d) evaluations of the programme by students and academic (teaching) staff.

38.4. The Programme Board also has the following powers and duties:

- a) drawing up study plans.

38.5. The Programme Board meets periodically at least once per year.

4. Teaching activities

Article 39 Tasks and organisation

39.1. Each study programme provides the knowledge and skills necessary to justify the award of the corresponding academic degrees and diplomas. The study programmes are developed according to the provisions of the [New Programme Design and Approval Policy](#) with the respect of [Quality Assurance Policy](#).

Article 40 Study Programme Director

40.1. The Programme Director is responsible for the management of a given study programme.

40.2. He/she is appointed by the Rectorate on the proposal of the Dean.

40.3. He/she represents the study programme in dealing with the teaching staff and the Rectorate, as well as externally.

40.4. The Programme Director ensures the scientific quality of teaching and research within the study programme under his/her responsibility and takes steps to ensure that all its courses are in accordance with this requirement.

40.3. The Programme Director submits to the Dean proposals for the hiring of lecturers for the study programme under his/her responsibility.

Article 41 Professors and lecturers

41.1. The professors and lecturers appointed by SIIIL are responsible for the quality of the courses in their modules. They are hired according to the HR Recruitment Policy.

41.2. Lecturers are hired for a semester or academic year to teach Bachelor's or Master's modules.

5. Commissions

Article 42 Basis

42.1. The Management may set up ad hoc or permanent commissions for operational areas of general interest and in order to satisfy specific needs of the Institute.

42.2. The commissions shall always be headed by a member of the Rectorate.

IV. COOPERATION WITH THIRD PARTIES

Article 43 Cooperation agreements and contracts

Insofar as this contributes to the achievement of its objectives and does not impair its autonomy, SIIIL may:

- a) conclude agreements with third parties;
- b) participate in organisations and companies.

V. JURISDICTION

Article 44 Appeals

44.1. The right of appeal against decisions of the bodies shall be governed by the specific regulations.

44.2. If no special regulations are provided for, the Administrative Procedure and Jurisdiction Act of 6 October 1976 shall apply.

VI. FINAL PROVISIONS

Article 45 Entry into force

These Regulations shall enter into force immediately.

Article 46 Amendment

Amendments to these Regulations shall require the approval of at least two-thirds of the Shareholders Board members present.