



Swiss International
Institute Lausanne

STUDY REGULATIONS FOR BACHELOR PROGRAMMES

Swiss International Institute Lausanne - SIIL

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| Contact: | t.zarubina@siil.ch |

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Swiss International Institute Lausanne - SII

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I GENERAL PROVISIONS

Article 1. Purpose

These regulations govern all Bachelor's degree programmes offered by SIIIL.

Article 2. Online distance learning

The format of studies provided by SIIIL is asynchronous distance learning based on flipped classroom approach.

Distance learning courses combine individual learning ([art. 8](#)), e-learning and webinars ([art. 9](#)). SIIIL learning approach supposes that the student is studying independently watching the video records, reading the study guides.

Article 3. Definitions

The following definitions apply:

Academic Director: The person responsible for all matters relating to teaching, as well as for the quality of teaching and studies.

Digital/E-learning: Digital or e-learning refers to the use of digital technologies to enable and/or facilitate learning and teaching experiences, activities and processes. Digital learning encompasses a wide variety of learning models and approaches, such as online learning (cf.).

Distance learning: distance learning, also called distance education, e-learning, and online learning, is a form of education in which the main elements include physical separation of teachers and students during instruction and the use of various technologies to facilitate student-teacher and student-student communication.

Faculty Dean: The person who heads the faculty. He/she represents it within and outside SIIIL.

Individual learning ([art. 8](#)): The practice of allowing students to learn at their own pace and according to their own preferred learning style, and to cover those areas of the syllabus or lesson which are necessary to their learning. It is an approach which necessitates the teacher having a clear understanding of the starting point and learning needs of each student, and is part of the wider practice of differentiation. In this approach, which is widely used in the teaching of basic skills, for example, students may have their own individual action plans and learning objectives.

Management: The executive bodies that run SIIIL operationally. The Management directed by the Rector.

Module: A self-contained unit of teaching, learning and assessment on particular topics, with learning outcomes, modes of delivery and assessment schemes. As a rule, in SIIIL, modules are the building blocks of programmes and carry defined ECTS values.

Online learning: Online learning is any form of learning which is facilitated wholly via the internet, encompassing both asynchronous and synchronous activities.

Professor/Lecturer: The person charged by SIIIL with the supervision of a module. He/she assumes scientific and pedagogical responsibility for the module and, in principle, personally leads webinars.

Rector: The person who chairs the Management.

Student Office: The service that provides administrative support for the study programme and its students.

Student: The person who is enrolled in a course of study.

Study Programme Director: The person responsible for the scientific and pedagogical direction of a programme. He/she represents the programme in dealings with the teaching staff and the Rectorate, as well as externally.

Webinar ([art. 9](#)): interactive educational online learning activity in the form of a seminar, a workshop or a presentation, where participants can ask questions, exchange comments and communicate with the teacher, as well as with their peers in real time. A webinar is transmitted via Internet using some type of video conferencing software. A key feature of a webinar is its interactivity, i.e. the possibility for its participants to give, receive and analyse information in real time. Thus, through the webinar software, participants can share documents, texts, audio and video files, applications with attendees and receive immediate feedback on the shared information.

For other terms, see the [SIIL Glossary](#).

II ADMISSION AND TAXES

Article 4. Admissions and fees

The application and admission procedures for bachelor's degree programmes are governed by the [Rules of Admission to bachelor's degree programmes SIIL \(RABA\)](#).

The fees payable are governed by the [Tuition Fees Regulations of SIIL \(TFReg\)](#).

III STUDIES

A. Structure of Studies

Article 5. Start and duration of studies

Studies may begin at any moment of the year with no connection to seasonal, i.e. spring/autumn or summer/winter semesters. In our definition of the study programme duration, we are based on the *academic semester* notion corresponding to a fixed number of credits ECTS (30 ECTS).

The normative (full-time) duration of studies is 6 academic semesters for a 180 ECTS Bachelor degree and 8 academic semesters for a 240 ECTS Bachelor degree.

The duration of studies may be shortened if equivalence is granted ([art. 18](#)). A reduction in the duration of studies may also be obtained in case of successful early accomplishment of a Bachelor study programme, including the necessary ECTS number obtained and programme learning outcomes achieved. However, the **minimum** calendar duration of each semester must be at least 3 months to ensure that students have sufficient time to manage their workload (25–30 hours per 1 ECTS).

The **maximum** calendar duration of each semester cannot exceed 18 months.

Article 6. ECTS Credits

The study achievements obtained are calculated using the European Credit Transfer System (ECTS). One ECTS credit corresponds to 25–30 hours of work.

The number of ECTS credits corresponding to each learning module is defined in [Catalogue of Study programmes](#).

The ECTS credits acquired remain valid, in principle, during five years after completion of the module. In exceptional cases, the Study Programme Director may extend the period of ECTS credits validity in specific and justified cases.

Article 7. Learning process and organisation of studies

A Bachelor's programme structured for 6 academic semesters requires a minimum of 180 ECTS credits. A Bachelor's programme structured for 8 academic semesters requires a minimum of 240 ECTS credits.

A detailed information on each Bachelor study programme is given in [Catalogue of Study programmes](#).

The Catalogue contains programme study plans specifying:

- Description and aims of each study programme;
- Language of instruction/examination;
- Official duration;
- Number of ECTS credits awarded;
- Degree awarded;
- A structured overview of the modules offered within each study programme;
- Learning outcomes;
- Curriculum overview, with a full list of modules to be completed;
- Order of modules by semester, with their ECTS weight and assessment method.

The syllabus of each Bachelor's programme consists of two main categories:

- Core modules which are obligatory;
- Elective modules that count toward the credits for graduation but are not required for any particular degree of study.

At the end of the studies the student is obliged to prepare a Bachelor thesis (30 ECTS).

In duly substantiated cases, the Programme Director may grant exceptions to the study plan.

B. Form of Studies

Article 8. Guided Individual E-learning

In SIIL as an online distance learning school, the entire learning process is delivered online (enrolled students have access to their Personal Account on the SIIL E-learning Platform). Various assignments must be completed for the modules taken during the semester. Activities: pre-recorded video lectures, reading of recommended literature (compulsory and optional), working with online resources indicated in the study guide.

A fundamental part of SIIL e-teaching are pre-recorded video lectures, which students may watch in their own time. These courses are accessible only from their Personal Account on the SIIL E-learning platform. After the completion of the module the student must take an online quiz (formative assessment) and upload a written essay (summative assessment).

Article 9. Webinars (Live tutoring)

Live tutoring is an integral part of SIIL online learning system. To be able to support students on regular basis, teachers organise scheduled webinars in small groups to discuss in detail materials from lectures and readings.

In principle, each module delivered during a semester comprises at least two webinars. The average duration of a webinar is 1 academic hour (45 min). Only those registered for a module may attend the corresponding webinars.

To be admitted to an end-of-module evaluation work (assessment), students must ensure they are familiar with the contents of all webinars organised within the module. The webinar records are accessible for the students from their personal accounts.

Any student who has already met the compulsory attendance requirements for a module for which he/she has re-registered shall be released from the obligation to attend the group sessions again.

Article 10. Scheduled one-to-one conversations

Our students have the opportunity to ask questions or get feedback in a one-to-one setting with their teachers (scientific advising, particular questions). Appointments with teachers pass through the Academic Assistant using a call option or a chat box available from their Personal Account on the E-learning platform (my.siil.ch), especially at early stages, as student-teacher contact has not been established yet.

On later stages of study, other means of communication between the students and the teaching staff, in particular, scientific advisors, via Email etc. are not excluded. Nevertheless, as a distance learning institution, SIIL thus assures the necessary monitoring of its students' needs and controls over student-teacher communication.

C. Assessment

Article 11. Dates

At the end of each academic semester, students' performance in each module will be assessed by means of a graded assessment.

Article 12. Terms and conditions

In principle, discipline assessments may take the following formats:

- Quiz (formative assessment)
- Written essay (coursework) (summative assessment)
- Oral examination (summative assessment)

The first level of assessment for each topic is a quiz, which is an electronic test on the subject. The quiz is graded on a pass/fail basis, with students to answer at least 70% of the questions to pass. There is no limit to the number of attempts allowed for the quiz. As a formative assessment, the quiz presents an essential part of the learning

process and a prerequisite for accessing summative assessments but it does not contribute to the final grade for the module.

The second level involves completing a written essay (a coursework) by answering questions from the syllabus. Each syllabus includes a set of questions that the student must answer in writing. The list of questions is reviewed annually by the module teacher/lecturer.

The written essay shall be checked by the relevant teachers. The time limit for the evaluation by the teacher is 10 working days. If the written essay is an intermediary assessment form followed by an oral examination, it is graded on a pass/fail basis. The passing grade gives the right to the student to access the next summative assessment (oral examination), if any. The failing grade is awarded in case of plagiarism (for more details see SIIIL's [Plagiarism Policy](#)), unreliable facts, missing answers, incorrect answers (more than 2). In case if a student receives a failing grade for the written essay, he/she may retake it according to the dispositions of the [art. 15](#). If the written essay is the only summative assessment for the chosen module, the student will be awarded with a grade (cf. [art. 14](#)).

If a student fails to pass a written essay more than three times (first attempt plus 2 retakes), he/she is allowed to have further retakes for a supplementary fee (cf. [art. 15](#) and [Tuition Fees Regulation \(TFReg\)](#)).

At the third level, the student has an oral examination with the module teacher. The oral examinations are compulsory for the core disciplines and represent a summative assessment for these modules. The exam may cover a maximum of 3 questions from the list of questions for the module's syllabus. The duration of the oral examination is 0,3 hours. At the end of the examination, a grade is given in accordance with the ECTS standards. A student has a right for 2 retakes of the oral examination: 1) with the teacher and 2) with the Examination Commission (a panel of 3 persons is appointed by the Academic Director on the basis of the student's application). Further retakes may be accepted upon payment of the supplementary fee (cf. [Tuition Fees Regulation \(TFReg\)](#)).

Successful completion of each level of assessment qualifies students to take access the next level.

Type of assessment for a particular Study programme modules defined in [Catalogue of Study programmes](#).

In exceptional circumstances and with the consent of the Study Programme Director, module teachers may replace written assessments with equivalent knowledge tests.

Partial knowledge tests may also be introduced during the semester and contribute to assessment procedure.

The Module teacher defines the content of the knowledge tests and the resources authorised for them.

Lecturers inform students at the beginning of the semester about the procedures for testing their knowledge.

Article 13. Bachelor Thesis

At the end of every Study Programme the students are obliged to submit a Bachelor thesis.

The Bachelor thesis is subject to the same assessment procedures as other assessment types.

By the moment of submission of their Bachelor thesis, students must be enrolled.

Students wishing to write a Bachelor thesis on a specific module must first contact the lecturer responsible for that module before beginning the process. The lecturer may decline to supervise the student's thesis for valid, duly justified reasons. If the lecturer agrees to supervise the student's thesis project they will be appointed as the Bachelor's thesis director by the Study Programme director and approved by the Faculty Dean.

The Thesis director may be changed or replaced for the following reasons:

- The topic of the Bachelor's thesis has changed;
- The Thesis director has ceased to work at SIIIL;
- At the Thesis director's request, with a valid reason for stepping down;
- At the student's request, with a valid reason for not continuing under the current Thesis director.

In such cases, the decision will be discussed at the next Programme board meeting, and a new Thesis director will be appointed no later than one month after the previous Thesis director's removal.

In order to formally initiate the procedure for writing the Bachelor thesis, students complete the appropriate form available on the SIIIL e-learning platform and submit it to Student Services. Student Services checks the candidate's details and forwards the form to the lecturer supervising the student's work (Bachelor Thesis director). The latter then contacts the student concerned. In principle, the Bachelor Thesis director determines the subject of the Bachelor thesis with the student on the basis of the list of proposed subjects. This list is established by the Study Programme Director and approved by the Academic Director. Before the Bachelor Thesis topics approval meeting, the Study Programme Director contacts several enterprises active in the concerned field in order to determine the industry's needs and requests. In the meantime, all Study Programme lecturers are active practitioners following the new trends in their respective fields permanently updating the content of their courses.

If the student takes the initiative to submit their own topic for their thesis, it must be approved by the Bachelor Thesis director. In this case the Bachelor Thesis director specifies the topic, indicating the aspects to be explored in greater depth.

Bachelor's thesis is independent research on a given (chosen) topic, written by a graduate, and is designed to indicate the acquisition of general cultural and professional competences by a graduate, which allow him/her to solve professional problems.

The aim of the Bachelor thesis is to systematise the theoretical knowledge and practical skills acquired by the students while studying their core and selective disciplines, to consolidate the skills of research, experimentation and design methods, as well as to determine the degree of graduates' competence to work independently.

An important requirement for a Bachelor thesis is the validity of its conclusions and suggestions, which are based on an in-depth and complete analysis of the information resources of an active company. The Bachelor thesis should be based on the factual material collected. The Bachelor thesis shall be based on such methods of economic analysis as the ratio of quantitative and qualitative evaluations, logical analysis and historical analogues as well as on the methods of mathematical modelling of economic situations. A Bachelor thesis can be of two types: a theoretical study of a topic or a scientifically grounded elaboration of a problem on the example of a particular company.

The theoretical study must be new, carried out on a little-studied problem or on a particular aspect of it. The principle of historicism, methods of system analysis, specific methods of study (systematization, analysis, comparison) must be applied in the development of the topic.

The Bachelor thesis must be practically significant and focused on the implementation of the proposed recommendations. One of the stages of its implementation is a specific survey by methods of observation, systematization, comparison, statistical groupings, graphical comparison, etc.

The Bachelor thesis consists of three chapters with a total recommended volume of 60-80 pages. Each chapter should end with a conclusion. The content of the main text should correspond exactly to the table of contents and the chosen topic.

At the end of the paper a list of references should be given and include a list of normative legal acts, as well as scientific and educational sources.

The appendices include auxiliary material, tables, schemes, drawings, photos, etc. The appendices are arranged in the order in which they appear in the text of the main sections.

The final version of the Bachelor thesis must be submitted to the Thesis director for review, for the review of the company and for the pre-defense. The student should also prepare the presentation based on the materials of his/her Bachelor thesis.

An electronic presentation is an electronic document containing a set of slides designed to be displayed to an audience.

The objectives of the presentation are as follows:

- Demonstrate in a visual form the main results and provisions of the work;
- Demonstrate the ability of the student to organise a presentation according to the work done, taking into account modern requirements for presentation materials, using modern information technology.

However, it should not be forgotten that the presentation on the screen is only an auxiliary tool to illustrate the speaker's speech.

DEFENSE OF BACHELOR THESIS

The defense of the Bachelor's thesis requires a positive assessment from the Thesis Director following its pre-defense review. If the feedback is negative, the thesis must be reviewed by an alternative expert – a member of SIIIL teaching staff from the same faculty, appointed by the Study Programme Director and approved by the Faculty Dean. To ensure an objective evaluation, the alternative reviewer cannot be the student's former Thesis Director and must be external to the Attestation Commission. If the alternative expert provides positive feedback, the student may proceed to submit their thesis to the Attestation Commission for defense. If the feedback is negative, the student may still apply to proceed with the defense by submitting a written request outlining their reasons for proceeding.

The defense of Bachelor's thesis carried out in accordance with the schedule of the Attestation Commission, which is brought to the attention of the student at least one month before the defense.

The defense shall be conducted at an open session of the Attestation Commission with the participation of at least two thirds of its members. The director of the thesis, reviewers, employees of companies where the research was conducted and other interested persons are invited to the open session.

During the defense of a Bachelor's thesis the student is given time to make a presentation, in which the student reports on the main results of the work. After the presentation the student answers the questions of the commission, the Thesis director and the reviewer give their feedback (in the absence of these persons their feedback is read out), the student answers the questions and comments in them.

The defense procedure is established by the Academic Director. It includes several stages:

- Presentation of the work, feedback of the Thesis director and reviewer's speech;

- Presentation (report) of the student, during which he/she may refer to the presentation or other illustrative materials. Presentation is the preferred option as it allows the use of all types of visuals;
- Student's answers to the questions of the members of the Attestation Commission. Questions can also be posed by the reviewer.

It is important that the answers are strictly relevant, substantive and at the same time concise and precise. The student's answers to the remarks and questions allow the discussion to continue, expanding on the content of the research paper.

During the defense, the secretary of the Attestation Commission is registering all the defense procedure and takes notes.

The Bachelor's thesis will be assessed according to the assessment criteria outlined in [art. 14](#).

Article 14. Grades Awarding

Assessment and the performance of particular modules are assessed with marks from A to F, where A is the highest mark and F is the lowest. A mark of D or more indicates adequate performance.

The following scale of marks (grading system) is used to assess the adequacy of assessment and individual study achievements:

- A - indicates excellent performance;
- B - indicates very good performance;
- C - indicates good performance;
- D - indicates satisfactory performance;
- E - indicates less than satisfactory performance;
- FX, F - indicates unsatisfactory performance (no credit: always include last date of attendance);
- P - indicates Pass (A, B, C and D will automatically be replaced by «P» when the Pass/No Pass option has been requested);
- NP - indicates No Pass (E, and F will automatically be replaced by «NP» when the Pass/No Pass option has been requested).

The awarding of marks also implies the awarding of ECTS credits assigned to corresponding modules.

Article 15. Retake

If a module is marked insufficiently, the corresponding knowledge tests must be retaken. In modules comprising several partial knowledge tests, course lecturers must decide which tests are to be retaken.

Only two retakes per module are included in the Study Programme tuition fees. All further retakes should be paid according to the [Tuition Fees Regulation \(TFReg\)](#). The result obtained in the most recent retake is always considered in the assessment.

Unsuccessful summative assessments (written essay or oral examinations) must be retaken on the next scheduled date. In specific and duly justified cases, the Study Programme Director may authorise a different retake date.

Modules with a satisfactory grade may not be retaken.

A student who receives a final module mark lower than a D will not earn the ECTS credits assigned to the module.

If a Bachelor's Thesis defense is unsuccessful or if the student disagrees with the mark awarded upon the defense, he/she has a right to re-defend the thesis before the Appeals Commission. The student must inform the Management in writing during 24 hours about his/her disagreement. Then the Academic Assistant will contact the student to communicate the Appeals Commission meeting date and hour that shall take place in the coming 3 months. The cost of this appeal procedure is 500 euros that Student should pay during 10 days after the announcement of the possible date of the Appeals Commission meeting.

Article 16. Absence at the examinations

Quizzes and written essays must be done by the students during the semester with no specific requirement for the precise date. On the contrary, there is a strict requirement of the presence during the oral examinations for the modules having this form of the assessment, as well as for the Bachelor's thesis defense.

A student who fails to attend an assessment without a valid excuse, or who interrupts the assessment, or who fails to provide assessable results at the end of the assessment, receives a mark of F or NP.

A student who is unable to attend an assessment (oral examination or the thesis defense) for an important reason must inform Student Office before the date of the assessment and provide the necessary proof. The Programme Director decides whether or not to grant a justified absence for the examination/defense. In this case, the examination is not considered a failure and the student must attend the next scheduled examination/defense date.

If, due to force majeure, the student is unable to justify his/her absence before the examination/defense date, the examination is considered as a failure. The student then has five days to inform Student Office and provide proof of absence and to avoid the failure of the module.

A student who passes a knowledge test (quiz, written essay, examination, defense) may not subsequently invoke the fact that he/she was unable to take the test for valid reasons.

A student who is unable to complete a knowledge test (examination, defense) for health reasons must inform the examiner and go immediately to see a doctor in order to submit proof to Student Office within five days. Upon presentation of a medical certificate, the assessment will not be considered a failure.

Article 17. Cheating

A mark of F or NP will be awarded for a knowledge test carried out fraudulently.

Plagiarism in a knowledge test is considered to be cheating. Please refer to SIIIL's [Plagiarism Policy](#) and [Anti-plagiarism Guidelines and Citation Rules](#) to be informed about the Institute's requirements regarding plagiarism.

Cheating also includes the use of unauthorised resources during a knowledge test, or refusal to provide an explanation to the examiner if cheating is suspected. For detailed information about SIIIL's statement, terms and procedures regarding cheating and other forms of academic misconduct, please refer to [Academic Integrity and Academic Misconduct – Terms and Procedures](#).

If the cheating becomes known only after the results of the knowledge test have been published, the module lecturer will cancel the mark thus unduly obtained. If the cheating becomes known only after the diploma has been awarded, the decision to cancel the mark rests with the Academic Council.

Any additional disciplinary measures and legal proceedings remain reserved.

D. Granting equivalence

Article 18. Granting equivalences

Anyone who has already completed a study programme that would enable them to be exempted from taking a module must submit a duly documented request at the time of enrollment including the list of modules and credits acquired.

Any equivalent training/study programme completed at a university or other higher education institution may be considered, provided that its content and scope are deemed to be equitable and in line with SIIIL requirements. The corresponding mark will be included in the SIIIL study programme assessment.

Detailed information regarding granting equivalences and recognition of prior learning procedures established at SIIIL is outlined in [Recognition of Prior Learning Procedures](#).

E. Success conditions

Article 19. Study success conditions

The study programme is considered successfully completed when the student has passed all semesters within the programme and successfully defended their Bachelor's thesis.

The Bachelor's thesis is considered successfully completed when its final the mark is at least D.

In summary, the conditions for successful completion of studies are as follows:

- 1) the student has completed all modules required by the syllabus;
- 2) no final module mark is lower than D;
- 3) the mark for the Bachelor's thesis is at least D.

Students who meet these conditions are awarded the corresponding diploma and granted the title of Bachelor in their chosen programme.

Students who do not meet the above conditions will receive a certificate of attendance listing all modules completed, with corresponding marks and ECTS credits for any successfully completed modules. However, no degree will be awarded.

F. Enrollment, leave, disenrollment

Article 20. Enrollment

A person is considered to be enrolled if he/she meets the conditions set out in [art. 4](#) of the [Rules of Admission to Bachelor Programmes \(RaBa\)](#) and the enrollment order is issued by the Academic Director.

Any person wishing to make use of the Institute's study programmes and other services must be enrolled.

Anyone wishing to restart or continue their studies must be enrolled.

The student is considered as definitively enrolled if he/she has submitted the complete file required by the Admissions and Records team.

Recognition of previous diploma/certificates and other pre-requisites as well as transfer from other HEI are treated in the [Rules of Admission to Bachelor Programmes \(RaBa\)](#) and [Recognition of Prior Learning Procedures](#).

Article 21. Leave

A registered person is on leave, if his or her request for leave has been granted.

A person on leave may not benefit from any offer of study and may not carry out any particular studies.

Article 22. Disenrollment

Anyone who leaves a module or the study programme is considered as disenrolled. Disenrollment takes place at the end of the semester.

Any student who so requests may be disenrolled.

Any student who has successfully completed his/her studies may withdraw.

Any student who:

- has obtained an insufficient final module mark;
- has exceeded the maximum duration of studies ([art. 5](#));
- has not paid the fees set out in the [Tuition Fees Regulations \(TFReg\)](#);

will be disenrolled.

A student may also be disenrolled by the Academic Director in the following cases:

- he/she is found guilty of cheating ([art. 17](#)).
- he/she disrupts the study programme by behaving inappropriately towards the institution's teaching or administrative staff or towards other students.

G. Exceptions

Article 23. Exceptional cases

In exceptional cases, the Academic Director may not apply this regulation.

At the end of the semester, the Academic Director shall submit a written report to the Rector, indicating the cases in which he/she have made use of this clause.

IV LEGAL REMEDIES

Article 24. Bodies

The Student Office, the Academic Director, the Faculty Dean and the Academic Office, the Rectorate and the Appeals Commission are the bodies responsible for decisions relating to these regulations.

The Appeals Commission comprises the Academic Director, a lecturer (responsible for the module or the Thesis Director), the Faculty Dean and a member of the Academic Council. It is chaired by the Academic Director. The dean and the lecturer belong to different faculties. If the appeal concerns the subject area or there is a conflict of interests of one of the members of the Commission, he or she must recuse himself or herself.

The members of the Appeals Commission are appointed for three years by the Academic Council on the recommendation of the Rectorate. They may be reappointed.

Article 25. Appeal

Decisions taken by Student Office, the Study Programme Director, the Faculty Dean and the Academic Director may be appealed in writing to the Rectorate within 30 days, stating the reasons for the appeal.

Duly motivated appeals against decisions made by the Rectorate may be submitted to the Appeals Commission within 30 days of receipt of the decision.

Decisions taken by the Appeals Commission may be appealed to the Council of State of the Canton of Vaud by submitting a complaint within 30 days in accordance with the provisions of the Law on Administrative Procedure and Jurisdiction of 6 October 1976.

V FINAL PROVISIONS

Article 26. Entry in force

These regulations come in force on 15.11.2024 and supersede all previous regulations.

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