



Swiss International
Institute Lausanne

STUDY REGULATIONS FOR MASTER PROGRAMMES

Swiss International Institute Lausanne - SIIL

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Swiss International Institute Lausanne - SII

Table of contents

I GENERAL PROVISIONS	4
Article 1. Purpose	4
Article 2. Online distance learning	4
Article 3. Definitions	4
II ADMISSION AND TAXES	6
Article 4. Admissions and fees	6
III STUDIES	6
A. Structure of Studies	6
Article 5. Start and duration of studies	6
Article 6. ECTS Credits	6
Article 7. Learning process and organisation of studies	6
B. Form of Studies	7
Article 8. Guided Individual E-learning	7
Article 9. Webinars (Live tutoring)	7
Article 10. Scheduled one-to-one conversations	8
C. Assessment	8
Article 11. Dates	8
Article 12. Terms and conditions	8
Article 13. Master Thesis	9
Article 14. Grades Awarding	12
Article 15. Retake	13
Article 16. Absence at the examinations	13
Article 17. Cheating	14
D. Granting equivalence	14
Article 18. Granting equivalences	14
E. Success conditions	15
Article 19. Study success conditions	15
F. Enrollment, leave, disenrollment	15
Article 20. Enrollment	15
Article 21. Leave	16
Article 22. Disenrollment	16
G. Exceptions	16



Article 23. Exceptional cases	16
IV LEGAL REMEDIES	16
Article 24. Bodies	16
Article 25. Appeal	17
V FINAL PROVISIONS	17
Article 26. Entry in force	17

I GENERAL PROVISIONS

Article 1. Purpose

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

Article 2. Online distance learning

The format of studies provided by SIIIL is online distance learning. Distance learning courses combine individual learning ([art. 8](#)), e-learning and webinars ([art. 9](#)).

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 [SIIIL Glossary](#).

II ADMISSION AND TAXES

Article 4. Admissions and fees

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

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 for a 90 ECTS Master degree is 3 academic semesters.

The duration of studies may be shortened if equivalence is granted ([art. 20](#)). A reduction in the duration of studies may also be obtained in case of successful early accomplishment of a Master study programme, including the necessary ECTS number obtained and programme learning outcomes achieved.

The maximum calendar duration of each semester cannot exceed more than 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 Master programme consists of 90 ECTS credits.

A detailed description of each Master study programme is given in [Catalogue of Study programmes](#).

The Catalogue includes such information as:

- An overview of the modules offered within each study programme;
- A full list of modules to be completed;
- The order in which the various modules must be taken (order of modules);

The syllabus of each Master programme consists of two main categories:

- Core modules which are obligatory;
- Selective 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 Master 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 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. Assesement

Article 11. Dates

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

Article 12. Terms and conditions

In principle, module assessments may take the following formats:

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

The first level of assessment for each topic is an electronic test, a quiz on the subject. A grade for the quiz is given in pass/fail options. To succeed the quiz, students should answer correctly at least 70% of the questions. There is no limit to the number of attempts to pass the quiz.

The second level consists in the completion of coursework (written essay) by answering syllabus questions. Each syllabus is accompanied by a list of questions to be answered in writing by the student. The list of questions is subject to audit by the module teacher/lecturer every year.

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, the grade is awarded in pass/fail options. Failure is awarded in case of plagiarism (for more details see SIIL'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, but not more than twice. If the written

essay is the summative assessment for the chosen module, the student will be awarded with a grade.

If a student fails to pass a written essay more than three times, he/she is allowed to retake it for a supplementary fee (cf. [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 this 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 Attestation Commission (the panel of 3 persons is appointed by the Academic Director on the basis of the student's application). Further retakes could be accepted after the payment of the supplementary fee (cf. [Tuition Fees Regulation \(TFReg\)](#)).

Successful completion of each level of assessment qualifies students to take 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. Master Thesis

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

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

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

Students wishing to write a Master thesis on a module must contact the lecturer responsible for that module before the procedure begins. The lecturer may refuse to supervise the student's work for duly motivated reasons.

In order to formally initiate the procedure for writing the Master thesis, students complete the appropriate form available on the SIIL 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 (Master Thesis director). The latter then contacts the student concerned. In principle, the Master Thesis director determines the subject of the Master thesis with the student on the basis of the list of proposed subjects. This list is established and approved by the Study Programme Director and the Academic Director. Before the Master Thesis topics approval meeting, the Study Programme Director takes contact with 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 its own topic for his/her thesis, it must be agreed by the Master Thesis director. In this case the Master Thesis director specifies the topic, indicating the aspects to be explored in greater depth.

Master 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.

Master's thesis should contain a comprehensive number of results and scientific provisions put forward by the author, have internal logic, testify to the author's ability to conduct scientific research independently, using theoretical knowledge and practical skills, to see professional problems, to know the methods and techniques of their solution. The thesis should meet one of the following requirements:

- contain new results of theoretical and experimental research, useful for the development of specific areas in the investigated field;
- contain the development of new methods and methodological approaches to solve a specific scientific or practical problem important for the investigated branch of science.

An important requirement for a Master 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 Master thesis should be based on the factual material collected as well as on the theoretical model developed by the applicant. The Master 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 Master 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 Master 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 Master thesis consists of three or four chapters with a total recommended volume of 90-110 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 Master thesis must be submitted to the Thesis director for review, for the review of the company and for the pre-defence. The student should also prepare the presentation based on the materials of his/her Master 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 MASTER THESIS

Defense of Master thesis is carried out in accordance with the schedule of the Examination 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 Examination 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 Master 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 supervisor 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 Examination 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 Examination Commission is registering all the defense procedure and takes notes.

The Master thesis will be assessed according to the assessment criteria described in [art. 16](#).

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 C 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.

In the case of modules comprising partial knowledge tests (quizzes), the module mark is the weighted average of all the partial knowledge tests. The module mark is calculated to the nearest hundredth.

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 regulations. The result obtained in the most recent retake is always considered in the assessment.

Unsuccessful knowledge tests (quiz or essay) 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 obtains less than D as a final module mark is expelled from the programme.

If a defense of a Master Thesis failed or the student does not agree with mark, he/she has a right to retake in front of the Appeal Commission. The Student must inform the Management in writing during 24 hours about his/her disagreement. Then the Academic Assistant will take contact with the Student to communicate the Appeal 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 Appeal 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 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.

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.

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 SIIL requirements. The corresponding mark will be included in the SIIL study programme assessment.

If a requested equivalent module has a number of credits, lower than that in the SIIL study plan, the equivalence will not be accepted. In case if the number of awarded credits for the required equivalence module is equal to the SIIL study plan or higher, the final assessment will include the SIIL study plan number of credits.

At least 60 of the 90 credits required to obtain a Master's degree must be obtained in courses included in SIIL study plan.

The Dean decides on the awarding of equivalences.

E. Success conditions

Article 19. Study success conditions

The study programme is considered to have been successfully completed when the following conditions are met:

- 1) the student has completed all the modules required in the study plan and the weighted average of the marks for all the modules is not less than D;
- 2) the mark for the Master's thesis is at least D;
- 3) no final module mark is lower than D.

Students who successfully complete the study programme are awarded the corresponding diploma. He/she also receives the title of Master in the programme followed.

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 Master Programmes \(RaMa\)](#) and the enrollment order is issued by the Academic Director.

Any person wishing to make use of the institution'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 Master Programmes \(RaMa\)](#).

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. 19](#)).
- 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 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 01.09.2021 and supersede all previous regulations.

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