



STUDY REGULATIONS BACHELOR AND MASTER PROGRAMMES
RÈGLEMENT DES ÉTUDES - PROGRAMMES BACHELOR ET MASTER

CHATEAU D'AIRE

SWISS UMEF University of Applied Sciences Institute

185-187 Route d'Aïre - 1219 Aïre

Geneva - Switzerland

T: +41 (0) 22 732 07 12 - E: info@swiss-umef.ch

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PREAMBLE

SWISS UMEF offers degree-awarding and executive training programmes.

These regulations govern all SWISS UMEF programmes. They also apply to any new programme that may be introduced in the future.

Persons interested in gaining admission must meet SWISS UMEF general administrative registration terms and conditions and specific terms and conditions of the regulations pertaining to the diploma to be awarded.

These regulations use the masculine form of speech but apply to both genders.

Accreditations and Recognitions

SWISS UMEF University of Applied Sciences Institute (**SWISS UMEF**), established in 1984 under Swiss law, is a private institution of higher education located in Geneva. It holds multiple accreditations that reflect its unwavering commitment to quality and compliance with both national and international standards. Operating within a rigorous legal and academic framework, SWISS UMEF adheres to the provisions of the Swiss Higher Education Act (LEHE) and aligns with international standards such as those established by the Bologna Process.

1.1 Swiss Accreditation

SWISS UMEF is accredited by the Swiss Accreditation Council under the Higher Education Act (LEHE). It proudly holds the distinction of being the first private institution in Geneva to achieve federal-level accreditation as a University of Applied Sciences Institute (niveau HES).

1.2 European Recognition

SWISS UMEF is listed in the European Quality Assurance Register for Higher Education (EQAR), signifying its compliance with the European Standards and Guidelines (ESG) and its integration into the European Higher Education Area.

1.3 Business Accreditation

The institution is accredited by the Accreditation Council for Business Schools and Programs (ACBSP) and the International Accreditation Council for Business Education (IACBE). Both accreditations are recognised by the Council for Higher Education Accreditation (CHEA), the largest higher education accreditation body in the United States.

1.4 Continued Education Certification

SWISS UMEF is certified by **eduQua**, the Swiss quality standard for institutions offering continuing education, further demonstrating its dedication to lifelong learning and professional development.

Bologna Declaration

All SWISS UMEF programmes are compatible with the Bologna Declaration of June 19, 1999 establishing the Bologna Process and creating the European Higher Education Area.

The Bologna Declaration is based on the following points: easily readable and comparable degrees; students, professors, and researchers' mobility; cooperation to improve teaching quality; the establishment of a three-cycle structure of studies Bachelor – Master- Doctorate; a system of accumulation and transfer of credits (ECTS- *European Credit Transfer System*); and finally, the integration of a European dimension in higher education.

SWISS UMEF has three faculties: Management Sciences, Political Sciences, and Science and Technology.

It offers programmes at Bachelor, Master, and continuous education level. Details of each programme is available under the study plan. Each student is responsible for collecting the necessary information.

General Characteristics of programmes

The programme is divided into modules. The ECTS credits of each module are divided into lecture hours, exercises, and practical sessions in face-to-face (onsite contact hours), examination time, personal preparation and working hours (about 1/3 class work, 2/3 personal student work). In some cases, the sessions may be on-line. These periods may be adjusted, depending on the subjects taught, but the fundamental principle is that each 30-hour work period is worth one (1) ECTS credit.

Quality Assurance and Continuous Improvement

At SWISS UMEF we uphold a steadfast commitment to delivering excellence in education, and as part of our dedication to continuous improvement, we have established robust mechanisms for quality assurance. These mechanisms are integral to our mission of providing students with a dynamic and enriching learning experience.

Programme Review Processes:

SWISS UMEF commitment to academic excellence is underscored by regular program reviews. These systematic evaluations ensure that our academic offerings remain current, relevant, and aligned with industry needs. The program review processes involve a comprehensive examination of curriculum content, learning outcomes, faculty qualifications, and the integration of emerging trends. Insights gained from these reviews inform strategic decisions to enhance the overall quality of our programs.

STUDY REGULATIONS

ARTICLE 1: DEGREES AND QUALIFICATIONS

SWISS UMEF prepares students for:

- BACHELOR DEGREES
- MASTER DEGREES

- CERTIFICATES

These Regulations are applicable to all SWISS UMEF programmes.

ARTICLE 2: GOALS

The Bachelor degree is the first stage of any core curriculum, which aims at providing students with background knowledge of their chosen specialisation.

The Master degree allows for an in-depth knowledge in a specialised field.

The Bachelor degree awarded by SWISS UMEF gives access to a Master degree programme. The Master degree gives access to doctoral programmes, subject to specific admission requirements.

ARTICLE 3: ADMISSION

Students must meet SWISS UMEF requirements to be admitted into specific programmes according to the admission regulations.

ARTICLE 4: TEACHING LANGUAGE

SWISS UMEF offers two sections: English and French.

Students may, at the end of the first year, request a change of language. The Management has the right to accept or refuse this request.

Some courses in the French section may be delivered in English.

ARTICLE 5: DIRECT ADMISSION INTO AN ADVANCE YEAR

Students who have successfully completed prior university-level studies at a recognised higher education institution, in Switzerland or abroad, may apply for direct admission into the second or subsequent year of study.

This process is governed by:

- the **Swiss Higher Education Act (LEHE, Art. 30)** and the Ordinance of the Swiss University Council on the coordination of teaching;
- the **Bologna Process framework** (ECTS);
- the **Lisbon Recognition Convention (1997)** on the recognition of qualifications concerning higher education in the European Region.

The Academic Recognition Committee evaluates requests based on learning outcomes and competences. Recognition is granted unless **substantial differences** (Lisbon Convention, Art. V.1.2) are demonstrated between prior studies and the intended programme.

The decision is issued in writing. In the case of refusal, the institution bears the burden of proof to demonstrate the substantial differences. Students have the right to appeal before the Academic appeals committee.

ARTICLE 6: RECOGNITION OF EXTERNAL CREDITS AND PRIOR LEARNING (RPL)

Students who have obtained ECTS credits at other recognised universities, universities of applied sciences, or equivalent higher education institutions may request their transfer into a SWISS UMEF programme.

This process is aligned with:

- the **European Credit Transfer and Accumulation System (ECTS)** as adopted in the Bologna Process;
- the **Lisbon Recognition Convention**, which requires recognition unless substantial differences are proven;
- Swiss legal requirements on transparency, fairness, and equal treatment (LEHE, Art. 30).
- Up to 90 ECTS (Bachelor) / 60 ECTS (Master) may be transferred; at least 50% of programme credits must be earned at SWISS UMEF; internships/theses are non-transferable.

Requests must be submitted in writing with supporting documentation (transcripts, syllabi, learning outcomes, or portfolio for experiential learning). The Academic Recognition Committee assesses these on the basis of competences and learning outcomes, not solely on course similarity.

Recognition decisions are given in writing, with clear reasons. In case of refusal, SWISS UMEF must demonstrate substantial differences. Students retain the right of appeal.

ARTICLE 7: COURSES, STUDY PROGRAMME AND STUDY PLAN

Discipline-specific lectures, compulsory, or elective, constitute a course in the discipline.

Each degree programme has a curriculum which may include compulsory courses, elective courses and where applicable, an internship and research project.

Students must choose their area of specialisation no later than three months after the start of lectures.

Teaching methods are lectures, seminars, practical sessions, student work and where applicable, internship and research project.

Conditions for the award of credits from each course, internship, and research project, where applicable, are listed in the study programmes duly approved by the Academic and Research Board.

ARTICLE 8: MANAGEMENT OF PROGRAMMES

All study programmes are placed under the responsibility of the Academic and Research Board.

ARTICLE 9: STUDY ORGANISATION AND CREDIT ALLOCATION

The study programmes of SWISS UMEF follow the Bologna Process and Swiss higher education framework:

- Bachelor programmes comprise 180 ECTS over six semesters (60 ECTS per year).
- Master programmes comprise 120 ECTS over four semesters (60 ECTS per year).

All credits correspond to clearly defined learning outcomes and comply with the European Credit Transfer and Accumulation System (ECTS).

External credits or prior learning formally recognised (Articles 5 and 6) are fully integrated into this structure, in accordance with the Lisbon Convention principles and the Swiss Higher Education Act (LEHE).

ARTICLE 10: STUDY PERIOD

The total study period for a bachelor degree is six semesters minimum and ten semesters maximum, subject to special dispensation granted by the Academic and Research Director.

Requests for an extension of the study period must be made no later than the end of the semester prior to the semester for which a leave is requested, except in cases of force majeure.

The total study period for a Master's degree is four semesters minimum and six semesters maximum, subject to special dispensation granted by the Academic and Research Director.

Note: to be awarded a Bachelor's degree, the student must earn a total of 180 ECTS credits, and 120 credits for a Master degree.

ARTICLE 11: SUSPENSION

The Academic and Research Director may, on written and reasoned request of the student, grant a suspension, with the possibility of renewal. Saving all exceptions, the total suspension period may not exceed two academic years.

During the suspension period, the student may not attend courses or practical sessions; neither can he sit for assessments.

The student must request a special dispensation form the management of SWISS UMEF.

ARTICLE 12: COURSE AND WORKSHOP ATTENDANCE

Only those students who have attended at least 50% of the prescribed lecture hours are authorised to sit for the final examination.

Also, the student who has not totalled more than 80% attendance will not enjoy the 10% participation grade on the final grade.

ARTICLE 13: KNOWLEDGE ASSESSMENT

Each course (internships and research projects included) is subject to an assessment in the form of an oral or written exam, continuous assessment, written work or oral presentation.

Where the type of assessment is not specified in the Study Programme or in the description of lectures, the lecturer shall decide and inform the students in writing at the start of lectures.

The lecturer will also specify the syllabus, teaching materials and authorised documentation. By default, the examination will correspond to the content lectured until the evaluation date.

ARTICLE 14: EXAMINATIONS

Two examinations per semester are organised for each course lectured: one intermediary and one final exam. The lecturer has the possibility of replacing a formal intermediary examination with, for example, a case study with a presentation of the work done, or any other form of practical exercise that may be subject to an assessment.

Examination dates and periods are set by the Academic and Research Director, in agreement with the lecturers of the subjects concerned.

An oral examination lasts at least twenty minutes and at most one hour. A written examination period lasts between ninety minutes and four hours.

ARTICLE 15: EXAMINATION ORGANISATION MODALITIES

The examination regulations appear in a separate document which the students must be familiar with.

ARTICLE 16: GRADING AND AWARD OF CREDITS

The final grades per subject include the final exam grade, student participation during lectures and the student's answers to the lecturer (research papers, exercises, essays, or others).

The ratio of these components on the final grade is as follows:

10% for participation (Attendance, exercises, practical work, etc.),

40% for the semester examination,

50% for the final examination.

Grades are delivered according to the following scale:

ECTS Grade Notation ECTS	Definition	SWISS UMEF Grading System Système de notation SWISS UMEF
A	EXCELLENT	6.0, 5.75, 5.5, 5.25
B	VERY GOOD / TRES BIEN	5.0, 4.75
C	GOOD / BIEN	4.5
D	SATISFACTORY / SATSFAISANT	4.25
E	SUFFICIENT / SUFFISANT	4.0
F	INSUFFICIENT / INSUFFISANT	<4.0

At the end of each examination, the Academic and Research Director pronounces the success or failure of each student. If all grades are equal to or more than 4.0, the student is automatically promoted to the next semester.

The lecturer who gave the course may revise a grade only if it is between 3.5 and 4.0.

If a student resits an assessment, the new grade will replace the previous one.

If credits were earned during the previous assessment, they will not be carried forward during the resit examination. Credits are earned on the basis of the new grade obtained.

After deliberations and proclamation of results, the SWISS UMEF secretariat will issue to each student a transcript mentioning the number of credits earned.

Upon receipt of the grades, students may claim against their grades in writing to the relevant member of faculty in a period not longer than thirty days. If the explanations given by the professor are not accepted, the student may lodge a claim with the Student Affairs which studies the case and issues a final decision that should be accepted by all parties.

ARTICLE 17: STUDENT FEEDBACK

The voices of students are invaluable in shaping the educational landscape. SWISS UMEF has established student feedback mechanisms that provide students with a platform to express their opinions on various aspects of their academic experience. This includes teaching methods, course content, and support services. Regular surveys and feedback sessions are conducted, allowing us to gather insights directly from the student body. The feedback received is carefully analysed, and actionable measures are implemented to address identified areas for improvement. The Student's Council is active in relaying the feedback and recommendation of the students' bodies who are involved in the quality process involvement.

ARTICLE 18: INSTITUTIONAL ASSESSMENTS

Institutional assessments serve as a comprehensive tool to evaluate the overall effectiveness. These assessments encompass various facets, including administrative processes, support services, and the learning environment. Regular audits and evaluations are conducted to gauge adherence to established standards and benchmarks. The findings from these assessments contribute to the formulation of strategic plans, ensuring that SWISS UMEF goals are met and exceeded.

ARTICLE 19: GRIEVANCE RESOLUTION PROCESS:

Addressing grievances promptly is essential to maintaining a positive and supportive learning environment. Our grievance resolution process is structured to handle non-academic concerns, including issues related to campus life, discrimination, or interpersonal conflicts. Students can file a grievance by following established procedures, detailing the nature of the grievance and providing any necessary evidence. The Grievance Resolution Committee thoroughly investigates each case, involving all relevant parties, and works towards a fair and equitable resolution.

ARTICLE 20: ABSENCE

Any unjustified absence for an assessment will be recorded as such in the transcript and will correspond to zero in the examination concerned. The student will have to repeat the examination at the end of the following course period and pay examination fees.

Any student who does not sit for an examination and who can justify that it was for reasons beyond his control may draft a written request to the Academic and Research Director, along with supporting documents, within three days following the examination date. If the justification is accepted, the student will be allowed to sit individually for the examination which will have themes (exercises, essay or other) that are different from those in the previous examination.

The cost to organise the resit examination will be borne by the student.

The student who does not attend classes regularly, or who comes late to class or leaves the classes prior to its end, who lacks discipline and who does not obey SWISS UMEF regulations, will be warned verbally or in writing. However, if his behaviour does not change, the Management reserves the right to exclude him from SWISS UMEF.

ARTICLE 21: CHEATING AND PLAGIARISM

Any cheating, attempted cheating or plagiarism will be recorded as such in the transcript of grades and will translate into failure of the assessment concerned.

Moreover, SWISS UMEF Management may cancel all examinations which the student sat during the session; their cancellation leads to the candidate failing the said session.

SWISS UMEF Management may also consider the failure of the concerned assessment as final. SWISS UMEF Management may decide to refer the cheater, attempted cheater or plagiariser to the SWISS UMEF Disciplinary Committee.

If the student is found guilty of plagiarism or fraud for a second time, the Management has the right to exclude him from SWISS UMEF.

However, the student has the right to comment on his behaviour.

ARTICLE 22: INTERNSHIP AND RESEARCH PROJECT

The submission of the proposal for the dissertation may be done after the acquisition of 120 credits for the Bachelor and 60 credits for the Master.

Instructions pertaining to drafting and evaluation modalities of the internship, where applicable, and the dissertation are drafted for each programme.

The evaluation of the internship (where applicable) or dissertation is done on the basis of the quality of the student's personal work, written work and eventually, the student's oral defence; it will be sanctioned by a single grade point between zero and six. Internship and dissertation credits will be earned only if the grade point awarded is equal to or more than 4.0. In the event of failure, when the grade point earned is less than 4.0, a new version of the written work may be presented. A second failure will lead to disqualification.

Information regarding the thesis and dissertation is available in the document entitled Thesis Regulations and the Guidelines regarding internship.

ARTICLE 23: ACADEMIC ADVISING

Academic advising is a crucial aspect of SWISS UMEF commitment to student success. The dedicated academic advisors work closely with students to provide guidance on programme selection, program requirements, and academic planning. Student affairs is available to provide assistance in these matters.

ARTICLE 24: CAREER COUNSELLING:

Preparing for a successful career is an integral part of SWISS UMEF experience. The career counselling services are designed to help students explore career paths, develop essential job search skills, and connect with potential employers.

ARTICLE 25: DISQUALIFICATION

The following will be considered as a failure, leading to a disqualification from SWISS UMEF:

-A student who has not obtained 180 credits at the end of the third year, eventually the fourth year, for the Bachelor degree, and 120 credits for the Master degree, at the end of the second, eventually third year, if a dispensation has not been given by senior management.

-Cases of cheating, plagiarism, attempted cheating or plagiarism are reserved. Disqualification is pronounced by the SWISS UMEF Management.

-The student who is late in his payment schedule, and who does not make a payment after the third reminder, is excluded from SWISS UMEF. The payments are, nevertheless, still due. Transcripts and diplomas will not be delivered, as long as he has paid these fees.

-Non respect of the rules and directives of SWISS UMEF, which are explained on the induction day, as well as a lack of respect to outside partners, and unjustified absences are sanctioned by one of the following measures depending on the importance of the case:

- A warning by management
- Temporary exclusion
- Final exclusion.

ARTICLE 26: REPEATING AND PROMOTION ON TRIAL

To register for the second-year programme, the student must earn the required number of 60 ECTS credits to have automatic admission, or 50 ECTS to seek promotion on trial.

For the third year, the student must earn the required number of 120 ECTS credits to have automatic admission, or 100 ECTS to seek promotion on trial.

Following the student's reasoned application, the Academic Affairs will decide whether or not to promote on trial.

Any student who has not accumulated 180 ECTS credits by the end of the third year of studies may request an extension. Following the student's reasoned application, the Academic and Research Director may grant the extension period. Tuition fees remain borne by the student on a pro-rata basis of the credits remain to be earned. Retakes and redos are to be paid separately.

Article 27: SPECIAL CLAUSE

Should, due to circumstances beyond SWISS UMEF's control, regular courses may not be dispensed, they can be carried out by electronic media or by self-study. No reimbursement or fee reduction is due by SWISS UMEF as indicated in the Fee Contract.

ARTICLE 28: ENTRY INTO FORCE AND SCOPE

These Revised Study Regulations enter into force on September 1, 2025.

PRÉAMBULE

SWISS UMEF propose des programmes diplômants et des formations exécutives.

Le présent règlement régit l'ensemble des programmes de SWISS UMEF. Il s'applique également à tout nouveau programme qui pourrait être introduit à l'avenir.

Les personnes souhaitant être admises doivent satisfaire aux conditions administratives générales d'inscription de SWISS UMEF ainsi qu'aux conditions spécifiques du règlement relatif au diplôme visé.

Le présent règlement utilise la forme masculine mais s'applique aux femmes et aux hommes.

Accréditations et reconnaissances

SWISS UMEF University of Applied Sciences Institute (SWISS UMEF), fondée en 1984 à Genève sous le droit suisse, est une institution privée d'enseignement supérieur reconnue pour son engagement envers la qualité et la conformité aux standards nationaux et internationaux. Fonctionnant dans un cadre académique rigoureux, SWISS UMEF se conforme aux dispositions de la Loi fédérale sur l'encouragement et la coordination des hautes écoles (LEHE) et s'aligne sur les normes européennes établies par le Processus de Bologne.

1.1. Accréditation suisse

SWISS UMEF est accréditée par le Conseil Suisse d'Accréditation (CSA) en vertu de la LEHE. Elle détient la distinction d'être la première institution privée de Genève à avoir obtenu une accréditation fédérale en tant qu'Institut universitaire de type HES (Haute École Spécialisée).

1.2. Reconnaissance européenne

SWISS UMEF figure au Registre Européen d'Assurance Qualité pour l'Enseignement Supérieur (EQAR), attestant de sa conformité aux Standards et Lignes Directrices Européens (ESG) et de son intégration à l'Espace Européen de l'Enseignement Supérieur (EEES).

1.3. Accréditations en management

L'institution est accréditée par l'Accreditation Council for Business Schools and Programs (ACBSP) et le International Accreditation Council for Business Education (IACBE), tous deux reconnus par le Council for Higher Education Accreditation (CHEA), le plus grand organisme d'accréditation de l'enseignement supérieur aux États-Unis.

1.4. Certification en formation continue

SWISS UMEF est certifiée **eduQua**, la norme suisse de qualité pour les institutions de formation continue, témoignant de son engagement envers la formation tout au long de la vie.

Déclaration de Bologne

Tous les programmes de SWISS UMEF sont compatibles avec la **Déclaration de Bologne** du 19 juin 1999, qui institue l'EEES.

Principes : lisibilité/comparabilité des diplômes ; mobilité des étudiants/enseignants/chercheurs ; coopération pour améliorer la qualité ; structure en trois cycles (Bachelor-Master-Doctorat) ; ECTS ; dimension européenne de l'enseignement supérieur.

SWISS UMEF comprend trois facultés : Sciences du management, Sciences politiques, et Sciences & technologies.

Elle offre des programmes au niveau Bachelor, Master et formation continue. Les détails de chaque programme figurent au plan d'études ; chaque étudiant·e est responsable de se procurer les informations nécessaires.

Caractéristiques générales des programmes

Le programme est divisé en modules. Les crédits ECTS de chaque module couvrent heures de cours, travaux dirigés, travaux pratiques (présentiel), temps d'examen, préparation et travail personnel (environ 1/3 en classe, 2/3 travail personnel). Certaines sessions peuvent être en ligne. Les répartitions peuvent varier selon les matières, mais le principe fondamental est que 30 heures de travail correspondent à 1 ECTS.

Assurance qualité et amélioration continue

SWISS UMEF s'engage fermement pour l'excellence pédagogique et met en œuvre des mécanismes robustes d'assurance qualité, essentiels à une expérience d'apprentissage dynamique et enrichissante.

Processus de revue des programmes

Des revues régulières garantissent l'actualisation des offres et leur pertinence par rapport aux besoins du marché. Elles examinent de manière systématique : contenus, learning outcomes, qualifications du corps enseignant, intégration des tendances. Les résultats orientent les décisions stratégiques pour améliorer la qualité globale.

RÈGLEMENT DES ÉTUDES

ARTICLE 1 : DIPLÔMES ET QUALIFICATIONS

SWISS UMEF prépare aux :

- **BACHELOR**
- **MASTER**
- **CERTIFICATS**

Le présent règlement s'applique à tous les programmes de SWISS UMEF.

ARTICLE 2 : OBJECTIFS

Le Bachelor constitue le premier cycle du cursus, fournissant les bases dans la spécialisation choisie.

Le Master permet un approfondissement dans un domaine spécialisé.

Le Bachelor de SWISS UMEF donne accès à un Master (sous réserve des exigences spécifiques). Le Master donne accès aux études doctorales, sous conditions d'admission propres.

ARTICLE 3 : ADMISSION

Les étudiants doivent satisfaire aux exigences d'admission fixées par SWISS UMEF, conformément au Règlement d'admission.

ARTICLE 4 : CHANGEMENT DE LANGUE D'ENSEIGNEMENT

SWISS UMEF offre deux sections : anglais et français.

À l'issue de la première année, l'étudiant peut solliciter un changement de langue. La Direction décide de l'accepter ou non.

Certains cours de la section francophone peuvent être dispensés en anglais.

ARTICLE 5 : ADMISSION DIRECTE EN ANNÉE SUPÉRIEURE

Les étudiants ayant validé des études universitaires antérieures dans un établissement reconnu (Suisse/étranger) peuvent demander une admission directe en 2^e année (ou ultérieure).

Cadre de référence :

- LEHE (art. 30) et Ordonnance du Conseil des hautes écoles sur la coordination de l'enseignement ;
- Processus de Bologne (ECTS) ;
- Convention de Lisbonne (1997).

Le Comité de reconnaissance académique évalue sur la base des résultats d'apprentissage et compétences. La reconnaissance est accordée sauf différences substantielles (Convention de Lisbonne, art. V.1.2).

La décision est notifiée par écrit. En cas de refus, l'institution supporte la charge de la preuve et l'étudiant dispose d'un droit de recours devant le Comité des recours académiques.

ARTICLE 6 : ÉQUIVALENCES ET VALIDATION DES ACQUIS (RPL)

Les étudiants ayant obtenu des ECTS dans des universités/hautes écoles reconnues peuvent demander leur transfert dans un programme SWISS UMEF.

Cadre :

- ECTS (Processus de Bologne) ;
- Convention de Lisbonne (reconnaissance sauf différences substantielles) ;
- Exigences suisses en matière de transparence/équité (LEHE, art. 30).
- Jusqu'à 90 ECTS (Bachelor) / 60 ECTS (Master) transférables ; au moins 50 % des crédits doivent être obtenus à SWISS UMEF ; stages/mémoires non transférables.

La demande écrite comprend : relevés, syllabus, learning outcomes (ou portfolio pour acquis expérimentiels). Le Comité de reconnaissance apprécie prioritairement les compétences et résultats d'apprentissage, et non la seule similarité des cours.

La décision motivée est communiquée par écrit. En cas de refus, SWISS UMEF doit démontrer les différences substantielles. Droit de recours maintenu.

ARTICLE 7 : COURS, PROGRAMME D'ÉTUDES ET PLAN D'ÉTUDES

Les enseignements disciplinaires, obligatoires ou à option, constituent les cours. Chaque programme comprend un curriculum avec cours obligatoires/optionnels et, le cas échéant, stage et projet de recherche/mémoire.

La spécialisation est choisie au plus tard trois mois après le début des cours. Méthodes : cours magistraux, séminaires, TP, travaux étudiants et, le cas échéant, stage et projet de recherche.

Les conditions d'attribution des crédits (cours, stage, mémoire) figurent dans les plans d'études approuvés par le Conseil académique et de la recherche.

ARTICLE 8 : GESTION DES PROGRAMMES

Tous les programmes sont placés sous la responsabilité du Conseil académique et de la recherche.

ARTICLE 9 : ORGANISATION DES ÉTUDES ET CRÉDITS ECTS

Les programmes suivent le cadre Bologne et le cadre suisse :

- **Bachelor : 180 ECTS sur 6 semestres (60/an).**
- **Master : 120 ECTS sur 4 semestres (60/an).**

Tous les crédits correspondent à des learning outcomes clairement définis et respectent l'ECTS.

Les crédits externes/reconnaisances (art. 5 et 6) sont pleinement intégrés selon les principes de Lisbonne et la LEHE.

ARTICLE 10 : DURÉE DES ÉTUDES

Bachelor : minimum 6 semestres, maximum 10 semestres, sauf dérogation accordée par le Directeur académique et de la recherche.

Toute demande de prolongation doit être déposée au plus tard à la fin du semestre précédant celui visé (sauf force majeure).

Master : minimum 4 semestres, maximum 6 semestres, sous réserve de dérogation.

Pour l'obtention du Bachelor : 180 ECTS ; pour le Master : 120 ECTS.

ARTICLE 11 : SUSPENSION

Sur demande écrite et motivée, une suspension peut être accordée par le Directeur académique et de la recherche, avec possibilité de renouvellement. Sauf exceptions, la durée totale de suspension ne peut excéder deux années académiques.

Pendant la suspension, l'étudiant n'assiste pas aux activités ni aux évaluations. Une demande de dérogation doit être adressée à la Direction.

ARTICLE 12 : ASSIDUITÉ AUX COURS ET ATELIERS

Seuls les étudiants ayant assisté à **au moins 50 %** des heures prescrites sont **autorisés** à se présenter à l'examen final.

Une assiduité < **80 %** prive de la **note de participation (10 %)** dans la note finale.

ARTICLE 13 : ÉVALUATION DES CONNAISSANCES

Chaque cours (y compris stages et projets) donne lieu à une évaluation : orale ou écrite, contrôle continu, travail écrit, présentation.

Si le type d'évaluation n'est pas précisé au plan d'études ou dans la fiche de cours, le responsable de cours le détermine et informe par écrit au début du semestre. Le responsable précise le syllabus, les supports et la documentation autorisée. Par défaut, l'examen couvre le contenu enseigné jusqu'à la date d'évaluation.

ARTICLE 14 : EXAMENS

Deux évaluations par semestre et par cours : intermédiaire et finale. L'examen intermédiaire peut être remplacé par une étude de cas avec présentation ou un exercice pratique évalué. Les périodes d'examens sont fixées par le Directeur académique et de la recherche, en concertation avec les enseignants.

Durées : oral min. 20 min, max. 60 min ; écrit min. 90 min, max. 4 h.

ARTICLE 15 : MODALITÉS D'ORGANISATION DES EXAMENS

Le Règlement des examens figure dans un document séparé que les étudiants doivent connaître.

ARTICLE 16 : NOTATION ET ATTRIBUTION DES CRÉDITS

La note finale par cours inclut :

- **10 %** : participation (assiduité, exercices, TP, etc.)
- **40 %** : examen de semestre
- **50 %** : examen final

Échelle de notes (conversion ECTS - SWISS UMEF)

Grade ECTS	Définition	Système SWISS UMEF
A	EXCELLENT	6.0, 5.75, 5.5, 5.25
B	VERY GOOD / TRÈS BIEN	5.0, 4.75
C	GOOD / BIEN	4.5
D	SATISFACTORY / SATISFAISANT	4.25
E	SUFFICIENT / SUFFISANT	4.0
F	INSUFFICIENT / INSUFFISANT	< 4.0

À l'issue des examens, le Directeur académique et de la recherche prononce la **réussite** ou **l'échec**. Si toutes les notes sont ≥ 4.0 , l'étudiant est **promu** au semestre suivant. Le responsable de cours peut **réviser** une note comprise entre **3.5 et 4.0**.

En cas de rattrapage, la nouvelle note remplace l'ancienne. Les crédits acquis antérieurement ne sont pas conservés au rattrapage : ils sont attribués sur la base de la nouvelle note. Après délibérations et proclamation, le secrétariat délivre un relevé indiquant les crédits obtenus.

Sous 30 jours après réception des notes, l'étudiant peut contester par écrit auprès de l'enseignant. Si la réponse n'est pas acceptée, une réclamation peut être déposée auprès des Affaires étudiantes, qui rendent une décision finale.

ARTICLE 17 : RETOURS DES ÉTUDIANTS (FEEDBACK)

SWISS UMEF a mis en place des mécanismes de feedback (enquêtes régulières, séances d'échanges) sur les méthodes d'enseignement, contenus, services d'appui. Les retours sont analysés et donnent lieu à des mesures d'amélioration. Le Conseil des Étudiants contribue à relayer les recommandations dans le cadre du processus qualité.

ARTICLE 18 : ÉVALUATIONS INSTITUTIONNELLES

Des évaluations institutionnelles régulières mesurent l'efficacité globale (processus administratifs, services d'appui, environnement d'apprentissage). Les audits et revues alimentent la planification stratégique afin d'atteindre et dépasser les objectifs de SWISS UMEF.

ARTICLE 19 : PROCÉDURE DE TRAITEMENT DES RÉCLAMATIONS

Une procédure formelle traite les griefs non académiques (vie de campus, discrimination, conflits interpersonnels). Les étudiants déposent une plainte selon la procédure, avec pièces justificatives. Le Comité de résolution des réclamations instruit le dossier et recherche une solution équitable.

ARTICLE 20 : ABSENCE

Toute absence injustifiée à une évaluation est notée comme telle au relevé et vaut note zéro. L'examen doit être repassé en fin de période suivante, avec frais d'examen. En cas de force majeure, l'étudiant présente une demande écrite motivée au Directeur académique et de la recherche dans les trois jours suivant l'examen, pièces à l'appui. Si acceptée, un examen individuel est organisé avec des thèmes distincts ; les frais sont à la charge de l'étudiant.

Tout manquement répété à l'assiduité, retards/ départs anticipés, indiscipline ou non-respect du règlement peut conduire à un avertissement (oral/écrit), voire à une exclusion.

ARTICLE 21 : TRICHE ET PLAGIAT

Toute triche, tentative de triche ou plagiat est inscrit au relevé et entraîne l'échec à l'évaluation concernée.

La Direction peut annuler l'ensemble des examens de la session (échec à la session). Elle peut considérer l'échec comme définitif et saisir le Comité disciplinaire.

En cas de récidive, l'étudiant peut être exclu de SWISS UMEF.

L'étudiant a le droit de faire ses observations.

ARTICLE 22 : STAGE ET PROJET DE RECHERCHE / MÉMOIRE

Le dépôt du **sujet de mémoire** peut intervenir après l'acquisition de **120 ECTS (Bachelor)** et **60 ECTS (Master)**.

Les directives de rédaction et d'évaluation du stage (le cas échéant) et du mémoire sont propres à chaque programme.

L'évaluation (travail personnel, écrit, et éventuellement soutenance) est sanctionnée par une note unique de 0 à 6. Les crédits sont acquis si la note est ≥ 4.0 . En cas d'échec (< 4.0), une nouvelle version peut être présentée. Un second échec entraîne la disqualification.

Les informations détaillées figurent dans le Règlement des mémoires/thèses et les Guidelines de stage.

ARTICLE 23 : CONSEIL ACADÉMIQUE (ADVISING)

Des conseillers académiques accompagnent les étudiants sur le choix de programme, les exigences et la planification. Le Service des affaires étudiantes apporte son appui.

ARTICLE 24 : ORIENTATION CARRIÈRE

Le Career counselling aide à explorer les parcours, développer les compétences d'employabilité et créer des liens avec les employeurs.

ARTICLE 25 : DISQUALIFICATION

Constituent un **échec** entraînant **disqualification** :

- Ne pas obtenir **180 ECTS** au terme de la 3e (ou 4e) année pour le Bachelor, ou **120 ECTS** au terme de la 2e (ou 3e) année pour le Master, sans **dérogation** de la Direction.
- **Triche/plagiat** (cf. art. 21) ; la disqualification est prononcée par la **Direction**.
- **Retard de paiement** après **trois rappels** : **exclusion** ; les montants restent **dus** ; **relevés et diplômes** ne sont pas remis tant que les frais ne sont pas acquittés.
- **Non-respect** des règles et directives (présentées le jour d'accueil), manquements envers des partenaires externes, **absences injustifiées** : sanctions graduées (**avertissement, exclusion temporaire, exclusion définitive**).

ARTICLE 26 : REDOUBLEMENT ET PROMOTION CONDITIONNELLE

Inscription en **2e année** : **60 ECTS** (admission automatique) ou **50 ECTS** (demande de **promotion conditionnelle**).

Inscription en 3e année : 120 ECTS (automatique) ou 100 ECTS (promotion conditionnelle).
Sur demande motivée de l'étudiant, les Affaires académiques statuent sur la promotion conditionnelle.

Tout étudiant n'ayant pas 180 ECTS au terme de la 3e année peut solliciter une prolongation : décision du Directeur académique et de la recherche. Les frais de scolarité restent dus au prorata des crédits manquants ; rattrapages et redos sont payants.

ARTICLE 27 : CLAUSE SPÉCIALE

Si, pour des raisons hors du contrôle de SWISS UMEF, les cours réguliers ne peuvent se tenir, ils peuvent être assurés par moyens électroniques ou auto-apprentissage. Aucun remboursement ou réduction de frais n'est dû, conformément au Contrat de frais.

ARTICLE 28 : ENTRÉE EN VIGUEUR ET CHAMP D'APPLICATION

Le présent Règlement des études révisé entre en vigueur le 1er septembre 2025.