

Lucerne, 22 August 2019

## Guidelines for allocating ECTS Credits/ assessing and attesting performance

These guidelines summarise existing rules and should especially support new lecturers and guest lecturers when assessing and attesting performance within the Faculty of Humanities and Social Sciences (KSF) at the University of Lucerne.

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## 1 General

### 1.1 Legal basis - study and examination regulations (StuPo) 1

- Courses starting from autumn semester 2019: StuPo 2016 (including amendment dated 1 August 2019) with guidance
- Courses starting from autumn semester 2017: StuPo 2016 (including amendment dated 1 May 2018) with guidance
- Courses starting from autumn semester 2016: StuPo 2016 with guidance
- Courses starting from autumn semester 2012: StuPo 2011 (including amendment dated 25 April 2012) with guidance
- Courses starting from autumn semester 2011: StuPo 2011 with guidance
- Courses starting before autumn semester 2011: StuPo 2009 or StuPo 2003 with guidance
- Allocation of credits is only possible with assessment on the material covered.
- 1 credit corresponds to 25 to 30 hours of work ("student workload"), including class hours and self study.

<sup>1</sup> See <https://www.unilu.ch/studium/lehrveranstaltungen-pruefungen-reglemente/ksf/reglemente/>

## 1.2 Registering for courses

- It is mandatory for students to register for all courses in the Faculty of Humanities and Social Sciences via UniPortal ([www.portal.unilu.ch](http://www.portal.unilu.ch)) or the course catalogue ([vv.unilu.ch](http://vv.unilu.ch)).
- Registration is possible from 2 weeks before to 2 weeks after the semester begins.
- Subsequent registrations must be entered manually in the participant lists (see below) where the maximum number of participants is not exceeded.

## 1.3 Restriction of participant numbers for courses

- Restriction of participant numbers is not the norm but is possible where needed.
- Restriction of participant numbers and related criteria must be communicated in advance in the course catalogue.
- It is important to have transparent and uniform criteria, e.g. specific prior knowledge, study cycle, etc. The principle of first come first served is not to be used as a criterion.
- Unexpectedly overfilled courses can be restricted in the first semester week, e.g. by transferring students in first and second semesters from an advanced seminar (Hauptseminar) to an introductory seminar (Proseminar).
- Courses at Masters level are only open to Masters students. If Bachelor students have a substantial interest in the course content they may participate but their participation will not be taken into account and credits are not recognised.

# 2 Assessing and attesting performance

## 2.1 Lectures and Colloquial lectures

Type of course	SH 2	Performance assessment	Attestation	Number of credits
Lecture	2 SH	Graded examination	List of participants	2 credits
Colloquial Lecture	2 SH	Graded examination	List of participants	3 credits

### 2.1.1 Performance assessment

- Those who have regularly attended a lecture are entitled to accreditation. The lecturer keeps an attendance list.
- Only graded examinations are carried out. Grades do not form part of the student's final overall grade but are relevant to possible exclusions (see table 2.1.2).
- The type of examination will be established by the lecturer (e.g. oral, written or group examination).
- Students have two attempts per examination.
- Spring semester dates: the final two weeks of the semester and the first week following the semester.

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<sup>2</sup> Semester hours

Autumn semester dates: the final two weeks of the semester and the second week in January.

- The exact dates will be established by the lecturers.
- The lecturers conduct the examination themselves. Exceptionally, representation by lecturers with at least a doctorate is possible.
- **It is obligatory to take attendance before a written exam starts and to keep track of who hands in the test paper. Templates for attendance lists are available at the administrative office of the seminar/institute.**

### 2.1.2 Attestation of examinations

- Lecturers receive a list of participants from the relevant administrative office at the start of the semester. This list is to be maintained regularly.
- Following the examination, results or non-attendance must be entered in the column “Benotung” (result) as per the table below.
- The list of participants must be sent at the latest two weeks after the lecture period has concluded both electronically **and** as a signed printed copy to the relevant administrative office (seminar/institute).

Result 1st attempt	Entry in list	Consequence	Result 2nd attempt	Entry in list	Consequence
<b>passed</b>	Grade 4.0 and above	Report credits	---	---	---
<b>failed</b>	Grade below 4.0	Report failed attempt Retake examination* (obligatory to take)	passed	Grade 4.0 and above	---
			failed	Grade below 4.0	Report 2nd failed attempt Definitively failed**
			Non-attendance	Grade 1 with reference to non-attendance	
<b>Non-attendance</b> a) without compelling reason	“Nein” (no)	No entitlement to retake examination, no allocation of credits, no reporting	---	---	---
	b) owing to illness	“Nein” (no) Submission of a medical certificate required; retake examination counts as first attempt.	passed	Grade 4.0 and above	---
failed			Grade below 4.0	Retake examination (counts as 2nd attempt)	

\* The time of the retake examination is established by the lecturer. The date should be within 4 weeks. Attestation occurs via a separate list.

\*\* Definitively failed examinations can lead to expulsion from the course (see sections 35-42 of the above mentioned study and examination regulations (StuPo)).

## 2.2 Seminars

Type of course	SH	Performance assessment	Attestation	Number of credits
Seminar	2 SH	Active participation graded or ungraded	List of participants	4 credits

### 2.2.1 Performance assessment

- Performance in a seminar is achieved through active participation and assessed, for example, with a presentation, minutes, essay and regular reading.
- Lecturers decide at the beginning of the module whether active participation is graded or not. Students are informed correspondingly by the lecturers.
- Graded seminars must be graded overall (average grade). The grade has no impact on the calculation of the student's final degree grade nor on rules about exclusion but should simply inform students about their actual performance in the seminar.
- Upon request individual students can receive a grade for their performance in ungraded seminars. The request is to be made to the relevant lecturers at the beginning of the semester.

### 2.2.2 Attestation

- Lecturers receive a list of participants at the beginning of the semester from the relevant administration office. This is to be maintained regularly.
- After the end of the semester, results must be entered in the column "Benotung" (result) as per the table below.
- The list of participants must be sent at the latest two weeks after the lecture period has concluded both electronically **and** as a signed printed copy to the relevant administrative office (seminar/institute).

Result	Entry in list	Consequence
<b>Successful participation</b>	"Bestätigte Teilnahme" (confirmed participation) or grade 4.0 and above	---
<b>Unsatisfactory participation</b>	Grade below 4.0	Student may attend this or an equivalent seminar again at a later time.
<b>No participation</b>	"Nein" (no)	

## 2.3 Written seminar papers

Type of course	Performance assessment	Attestation	Number of credits
Written Seminar Paper	graded	Uniportal form	4 or 6 credits*

### 2.3.1 Performance assessment

- Students can write a paper related to seminars or a subject of their choice and obtain additional credits in this way.
- \* Students who started their course from autumn semester 2011 receive 6 credits for advanced seminar (Hauptseminar) papers. Students who started their course from autumn semester 2012 receive 6 credits for master seminar papers. All other papers are worth 4 credits.
- The number of pages and other requirements are stipulated by the lecturers. The workload should be approx. 100-120 hours (= 4 credits) or 150-180 hours (= 6 hours).
- Written seminar papers that do not correspond to the academic standard in terms of content or form can be returned without assessment to be revised. This action is more pedagogical than disciplinary in nature and should occur above all at the beginning of a student's studies.

### 2.3.2 Attestation

- Students generate a form for papers through UniPortal, which they hand in to lecturers with their work. Lecturers send this form, signed and with the grade awarded, to the Dean's Office.

Result 1st attempt	Entry on form	Consequence	Result 2nd attempt	Entry on form	Consequence
<b>passed</b>	Grade 4.0 and above	Report credits	---	---	---
<b>failed</b>	Grade below 4.0	Revision within max 6 months Report failed attempt	passed	Grade 4.0 and above	Report credits
			failed	Grade below 4.0	Definitively failed*, no further paper possible; report 2nd failed attempt

\* A paper that is definitively rejected can lead to exclusion from the course.

**Please report all papers that are definitively rejected to the Dean's Office.**

## 2.4 Credits for soft skills (Social Credits), information literacy and other attainment

### 2.4.1 Assessing performance within Social Credits

- During their studies, students must acquire credits for soft skills (see instructions [https://www.unilu.ch/fileadmin/fakultaeten/ksf/Dekanat/dok/Reglemente\\_Merkblaetter\\_Formulare/Neuste\\_Versionen/Merkblaetter\\_und\\_Formulare/WeisungenSocialCredits\\_KSF.pdf](https://www.unilu.ch/fileadmin/fakultaeten/ksf/Dekanat/dok/Reglemente_Merkblaetter_Formulare/Neuste_Versionen/Merkblaetter_und_Formulare/WeisungenSocialCredits_KSF.pdf))

### 2.4.2 Attestation of Social Credits

- Students generate a form for Social Credits via UniPortal, which the lecturers complete appropriately, sign and send to the Dean's Office.

### 2.4.3 Assessing performance in information literacy

- Bachelor's students participate in at least one course that includes an "information literacy" course. The course is led by subject specialists from the Central and University Library (ZHB).

#### 2.4.4 Attestation of information literacy

- The subject specialists from ZHB maintain the list of participants and send it to the Dean's Office.

### 3 Plagiarism

- Plagiarism can occur in any kind of written texts, e.g. papers, essays, examinations, etc.
- To prevent plagiarism in papers, students can be required to submit honesty statements.<sup>3</sup>
- Where suspicion or doubt arises, the plagiarism software "Turnitin" is available in the Teaching and Faculty Development Centre (zentrum\_lehre@unilu.ch).
- Please also read the Teaching Committee's information sheet:  
[https://www.unilu.ch/fileadmin/universitaet/unileitung/dokumente/reglemente\\_studium/Plagiarism\\_InfoSheet\\_EN.pdf](https://www.unilu.ch/fileadmin/universitaet/unileitung/dokumente/reglemente_studium/Plagiarism_InfoSheet_EN.pdf)

Assessment of performance in course/paper	Entry in list or form	Consequence
<b>Plagiarism</b>	Grade 1	Course/paper definitively failed; Warning from Dean's Office to student*

\* A repeated occurrence leads to the student being excluded from the study programme.

**Please inform the Dean's Office about plagiarism immediately.**

### 4 Further information

- FAQ: <https://www.unilu.ch/studium/termine-und-informationen/haeufige-fragen/ksf/>
- Regulations online: <https://www.unilu.ch/studium/lehrveranstaltungen-pruefungen-reglemente/ksf/reglemente/>
- Faculty of Humanities and Social Sciences, Dean's Office:  
<https://www.unilu.ch/fakultaeten/ksf/dekanat/>

<sup>3</sup> The wording proposed by the faculty for an honesty statement is:

"I hereby declare that all elements of this piece of work are the result of my own independent work and that I have made use of no sources or materials (including electronic materials and online resources) other than those referenced."