

## Guidelines for the Certificate of Advanced Studies (CAS) in «Philosophy, Theology and Islam» at the Theological Faculty of the University of Lucerne

on April 5<sup>th</sup>, 2023 (As of June 1<sup>st</sup>, 2023)

The following document is an English translation of the original and binding German language version of the document «Reglement über den Zertifikatslehrgang (Certificate of Advanced Studies, CAS) «Philosophy, Theology, and Islam» der Theologischen Fakultät der Universität Luzern».

The University Council, in accordance with Section 16 § 1g of the University Act of January 17<sup>th</sup>, 2000, at the request of the Senate, resolves:

### 1 General

#### § 1 *Purpose*

<sup>1</sup> The CAS «Philosophy, Theology and Islam» (hereafter: CAS) is a university-level continuing education program offered by the Faculty of Theology at the University of Lucerne (hereafter: Faculty).

<sup>2</sup> The CAS provides specialist knowledge in the history of philosophy and theology in their relationship to Islam.

<sup>3</sup> The CAS is a supplement and extension of the undergraduate degree and is aimed at philosophers, theologians, religious scholars of all religions, and other specialists with a university degree who, in view of the increasing relevance of religions today, want to gain a deeper understanding of the history of philosophy and theology and their relationship to Islam.

#### § 2 *Objective*

<sup>1</sup> The guidelines regulate admission to the CAS, its implementation, and the requirements for receipt of the «Philosophy, Theology and Islam» certificate.

<sup>2</sup> Details of the CAS are regulated by the Faculty's Center for Theology and Philosophy of Religions within a study plan.

<sup>3</sup> If these guidelines do not contain any regulations, the framework for further education at the University of Lucerne applies.

### 2 Organization

#### § 3 *Sponsorship and management*

<sup>1</sup> The CAS is located at the faculty's Center for Theology and Philosophy of Religions.

<sup>2</sup> The CAS is conducted under the responsibility of the holder of the professorship for philosophy in the faculty (overall academic director) and a co-director (program director). The academic director can assign a co-director (program director) to operational management. Together they form the study management team.

<sup>3</sup> The study management team has the following tasks in particular:

- a. Alignment, further development, and quality assurance of the program
- b. Decision about the teaching program
- c. Creation of the study plan for the faculty
- d. Decision on approvals
- e. Setting payment deadlines and deciding on cost reductions
- f. Decision on the recognition and allocation of ECTS points
- g. Evaluation of the course and annual reporting to the faculty
- h. Approval of the budget, fees, honoraria, and annual financial statements for the faculty
- i. Decision on the use of the profits within the framework of Section 23 of the framework regulations for further education at the University of Lucerne
- j. Completion of all tasks unless another body is responsible

#### **§ 4** *Program management*

<sup>1</sup> The program director is responsible for the operational development and management of the CAS. The program director is employed by the University of Lucerne.

<sup>2</sup> The program director has the following tasks in particular:

- a. Advising participants
- b. Development of proposals for study programs and quality assurance measures

### **3 Admission and registration**

#### **§ 5** *Admission*

<sup>1</sup> Anyone who holds a bachelor's degree in the field of philosophy, theology, or religious studies, or in another subject that includes at least 60 ECTS points in one of the abovementioned fields, can be admitted to the program.

<sup>2</sup> The director of studies decides on the equivalence of degrees based on the admission guidelines of the University of Lucerne after consultation with the study services.

<sup>3</sup> Interested persons without a bachelor's degree can be admitted «*sur dossier*» if they have equivalent qualifications. The decision on admission and any requirements are in the responsibility of the study management team.

<sup>4</sup> 15 to 25 participants are admitted per CAS. If there are less than 5 admitted participants, the study management team will decide whether the course will be organized or not.

#### **§ 6** *Registration*

<sup>1</sup> Registration is organized at the Faculty's Center for Theology and Philosophy of Religions. The registration fee is 100 CHF.

<sup>2</sup> The following documents must be enclosed with the registration:

- a. Registration form with a CV and a letter of motivation
- b. Copy of the degree certificate in accordance with Section 5 § 1
- c. If necessary, proof of equivalent qualifications in accordance with Section 5 § 2 and 3

#### **§ 7** *Admission decision*

<sup>1</sup> The study management team decides on admission to the course. There is no entitlement to admission.

#### **§ 8** *Withdrawal of registration and early termination*

<sup>1</sup> Any withdrawal or early termination of registration in the program must be communicated to the study management team in writing.

## **4 Program**

#### **§ 9** *Location*

<sup>1</sup> The lectures of the program are generally held online. The block seminar takes place at the University of Lucerne.

#### **§ 10** *Structure of the program*

<sup>1</sup> The program includes participation in several elective courses in accordance with § 11, together with appropriate self-study, a block seminar, and a final examination. The program concludes with a certificate thesis.

<sup>2</sup> The program is worth a total of 15 ECTS points.

<sup>3</sup> The program usually lasts 1–2 semesters.

<sup>4</sup> 12 ECTS points are acquired from courses. By participating in the evaluation event and the block seminar as well as for passing the certificate thesis, an additional ECTS point is acquired.

<sup>5</sup>The courses designed as in-person classes must be attended in their entirety. The online courses can be organized flexibly, which is why dispensations are not possible.

#### **§ 11** *Courses*

<sup>1</sup> The faculty's range of courses describes various non-specialist courses designated for participants in the program. The courses are conducted in English.

<sup>2</sup> The participants select courses worth 12 ECTS credits according to their needs. The courses offered are described in the curriculum.

#### **§ 12** *Evaluation event*

<sup>1</sup> The attendance at the evaluation event is mandatory.

#### **§ 13** *Block seminar*

<sup>1</sup> The block seminar addresses various topics from the courses in greater depth.

<sup>2</sup> Participants in the program have to attend the block seminar, which is usually organized on two days.

#### **§ 14** *Recognition of study achievements already completed*

<sup>1</sup> Course achievements completed at another faculty or university will be recognized if their content, scope, and objectives are equivalent to the requirements of the corresponding courses in the course. The study director decides on recognition.

<sup>2</sup> Course achievements that have already been completed can be credited for a maximum of 4 ECTS points. The crediting of other final theses instead of the certificate thesis is excluded.

#### **§ 15** *Quality assurance measures*

<sup>1</sup> In addition to the control of the entire course by the study management team, the quality of the CAS is ensured through evaluations. The study director reports this to the faculty annually.

## **5 Proof of achievements and graduation**

#### **§ 16** *Performance record*

<sup>1</sup> The individual courses conclude with a record of performance. Details are regulated in the study plan.

#### **§ 17** *Certificate work*

<sup>1</sup> To acquire a Certificate of Advanced Studies (CAS), you must write a certificate thesis.

<sup>2</sup> The certificate thesis must be submitted within 6 months of completing the courses. The requirements for the certificate work are described in the study plan.

#### **§ 18** *Pass, fail, and repeat*

<sup>1</sup> Graduates who have acquired 15 ECTS points and whose certificate work received the grade of «pass» receive the program certificate.

<sup>2</sup> Program requirements that are deemed insufficiently fulfilled can be repeated once.

<sup>3</sup> If a participant does not agree with the assessment, he or she can request a challengeable decision from the study management within 30 days of receiving the assessment.

<sup>4</sup> Anyone who ultimately fails the course will, upon request, receive a certificate showing the course units they have passed and the ECTS points (Academic Record) they have acquired.

#### **§ 19** *Inaccuracies in performance record and certificate work*

<sup>1</sup> Inaccuracies in performance record and written work will be punished in accordance with the framework regulations for further education at the University of Lucerne.

#### **§ 20** *Completion and awarding of the graduation certificate*

<sup>1</sup> For successful completion of the course, participants receive the course certificate «Certificate of Advanced Studies in Philosophy, Theology and Islam» from the University of Lucerne as well as a diploma supplement that shows all academic achievements completed with the corresponding ECTS points.

<sup>2</sup> The certificate is issued in the name of the Faculty. The certificate of completion contains the signatures of the study management team and the dean.

## 6 Finance

### § 21 *Course fees*

<sup>1</sup> The fees for the CAS are determined by the faculty within the framework of the financial requirements of the School Fees Ordinance.

<sup>2</sup> The fees cover the costs of attending the individual courses (including personnel and administrative costs), the examination for the performance record, and the program documents provided by the study management team.

### § 22 *Due date of the course fees*

<sup>1</sup> The fees can be paid in advance.

<sup>2</sup> When deciding on admission to the course, the study management team gives the participants a payment deadline of 30 days.

### § 23 *Compensation of lecturers*

<sup>1</sup> The lecturers receive a compensation for each course in the program.

### § 24 *Deficit and surplus*

<sup>1</sup> Any deficit will be charged to the cost center of the Center for Theology and Philosophy of Religions. The study management decides on the use of the profits in accordance with Section 23 of the framework regulations for further education at the University of Lucerne.

<sup>2</sup> The cross-sectional services claimed by the university in accordance with Section 22 § 4 of the framework for further education at the University of Lucerne are compensated by a structural cost flat rate of 6 percent of the tuition fees collected.

## 7 Final Provisions

### § 25 *Administrative complaint*

<sup>1</sup> In accordance with the provisions of the Act on Administrative Justice of the Canton of Lucerne, a written and justified administrative complaint can be lodged with the Education and Culture Department of the Canton of Lucerne against orders in connection with these regulations.

<sup>2</sup> The deadline is 30 days.

**Table of changes - by paragraph**

Element	Decision Date	Date Effective	Change	Location G
Decree	April 5, 2023	June 1, 2023	First version	G2023-043

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