

No. 545c

Regulations

governing the further education programme (cumulative master programme) ‘Humanitarian Leadership’ of the University of Lucerne and the International Committee of the Red Cross

dated 15th December 2017 (status as of 1. January 2018)

The University Council of the University of Lucerne,

having regard to §16, paragraph 1g of the university statute of 17th January 2000¹, and on the application of the senate,

enacts:

1 General provisions

§ 1 *Objectives*

¹ ‘Humanitarian Leadership’ is a tertiary further education programme offered by the University of Lucerne and the International Committee of the Red Cross in Geneva (ICRC). It comprises of three certificate programmes (Certificate of Advanced Studies) and a Master’s programme (Master of Advanced Studies).

² The further education programme enables qualified technical specialists and managers to lead efficient and multidisciplinary teams in dynamic and complex situations, and aims to strengthen decision making in humanitarian missions through reflecting on leadership, behaviour and situational actions.

§ 2 *Scope*

¹ These regulations govern admission to the programmes offered, the organisation of and the prerequisites for the conferment of the academic title.

¹ SRL No. [539](#)

* Please refer to the table with information on changes at the end of this decree.

² Further details may be regulated in the form of guidelines.

³ Insofar as these regulations do not establish any special stipulations, the general conditions for further education at the University of Lucerne² apply.

2 Organisation

§ 3 *Faculty of Economics and Management*

¹ The Faculty of Economics and Management at the University of Lucerne oversees the further education programme which is subject to the quality standards of the University of Lucerne.

² The faculty select the members of the committee, whilst prospective members are to be proposed by the committee itself.

§ 4 *Committee*

¹ The committee of the further education programme (programme management) is to be made up equally of two to four persons from the University of Lucerne and from the ICRC. The members of the committee are elected for four years. Re-election is permissible.

² The committee constitutes itself. The president is appointed by the University of Lucerne and the vice-president is appointed by the ICRC.

³ The programme manager shall attend the meetings of the committee in an advisory capacity.

⁴ The committee's main functions are as follows:

- a. the focus, further development and the quality assurance of the programme;
- b. decisions pertaining to the teaching programme and on the transfer and assigning of ECTS credits;
- c. admission of students;
- d. approving the budget, fees, remuneration, the annual financial statement, the annual report for the attention of the ICRC and the Faculty of Economics and Management, as well as approving expenses that fall outside the budget;
- e. decisions pertaining to the acceptance and use of third party funding and the assignment of scholarships;
- f. application to the Faculty of Economics and Management regarding the awarding of academic titles;
- g. suggesting candidates to the faculty for election to the committee;
- h. appointing the programme management team.

² SRL No. [539j](#)

⁵ The committee is responsible for any area of responsibility that does not fall within the remit of another organ. As regards student admission, the committee may appoint a board.

§ 5 *Programme Management*

¹ The programme manager is responsible for the operational development and management of the further education programme. He or she is ideally from the ICRC and is familiar with the conditions of further education programmes at tertiary level. The programme manager may be supported by a programme assistant. The programme management team is employed by the University of Lucerne and has its place of work at the University of Lucerne.

² The programme manager's main functions are as follows:

- a. selecting, instructing lecturers as well as promoting collaboration between lecturers;
- b. leading the programme administration and instructing and managing the programme assistants;
- c. applying to the committee for the admission of students;
- d. advising students;
- e. developing suggestions for study programmes as well as measures for quality assurance;
- f. evaluating the courses, the seminars and the programmes, as well as the lecturers;
- g. regulating academic records;
- h. preparing the budget and the annual accounts for each year and each course, as well as the annual report for the attention of the Faculty of Economics and Management and the ICRC.

³ The programme manager is to be included, as appropriate, in the research of the University of Lucerne.

3 Further education programme

§ 6 *Scope and structure*

¹ The further education programme will be conducted on a part-time basis. It comprises of three certificate programmes (Certificate of Advanced Studies) and can be concluded with a Master's programme (Master of Advanced Studies).

² The certificate programmes each include specific thematic focus areas, for example 'Leading by Example', 'Leading High Performing Multidisciplinary Teams' and 'Leading Complex Organisations and Transformations'. Each form of teaching, i.e. 'distance learning', 'face-to-face learning' and 'work-based learning' is included proportionally.

³ The study programme for the Master of Advanced Studies builds upon the (consecutive) certificate programmes and is undertaken at the University of Lucerne.

§ 7 *Admission*

¹ Candidates with a completed university or higher education degree (including those attained at a pedagogical institution) can be admitted to the certificate programmes and to the Master's programme. A maximum of 20 percent of programme participants can be admitted 'sur dossier'.

² Admission to the Master's programme also requires successful completion of the three certificate programmes.

³ The committee decides on admission, at the request of the programme manager.

⁴ The Admissions Office at the University of Lucerne decides on issues of equivalence in accordance with the admission regulations.

§ 8 *Academic records*

¹ In order to successfully complete the programme, proof of sufficient academic performance is required. In cases of insufficient performance in an academic evaluation one resit it permitted.

² A person who fails to attend an academic evaluation without good reason will receive a 'fail'.

³ Further details will be regulated in the form of guidelines.

§ 9 *Quality assurance and Reporting*

¹ The further education programme will be monitored and constantly evaluated by means of systematic feedback and evaluations.

² The committee pays due consideration to the findings of the quality control measures in their ongoing planning and development as well as in regards to the lecturing staff.

³ The committee provides an annual report for the Faculty of Economics and Management's faculty assembly and the ICRC.

4 Degrees and Certificates

§ 10 *Degrees*

¹ Degrees are awarded in the name of the Faculty of Economics and Management at the University of Lucerne and the ICRC and signed by the rector of the University of Lucerne, the president and the vice-president of the committee and by the dean of the Faculty of Economics and Management.

§ 11 *Certificate of Advanced Studies (CAS)*

¹ For the acquisition of a ‘Certificate of Advanced Studies in Humanitarian Leadership of the University of Lucerne’ a candidate must be able to demonstrate the successful completion of a certificate programme amounting to 10 ECTS (European Credit Transfer and Accumulation System).

² The main thematic focus of each respective certificate programme will be displayed on the certificate.

§ 12 *Master of Advanced Studies (MAS)*

¹ For the acquisition of a ‘Masters of Advanced Studies of the University of Lucerne’ a candidate must be able to demonstrate the successful completion of the study programme amounting to 60 ECTS. The study programme is considered to be successfully completed when the following prerequisites are fulfilled:

- a. successful completion of all three certificate programmes amounting to a total of 30 ECTS credits;
- b. successful completion of a third study phase amounting to 30 ECTS credits;
- c. successfully passing an oral exam;
- d. accepted master’s thesis

² A diploma supplement provides information about the content and scope of the study programme, as well as the topic of the written assignments.

³ Attaining multiple degrees based on the same amount of ECTS credits is not permissible. Once the MAS is attained, previously awarded certificates will become void. Any previously issued academic documents will be retracted.

5 Finance

§ 13 *Financial matters*

¹ The individual courses are to be implemented in such a way that they are cost-covering. The use of any profits gained is to be decided by university management.

² The honoraria paid to lecturing staff and the programme management team will be determined by the committee. In this regard, the University of Lucerne’s regulations are to be adhered to. The members of the committee work in an honorary capacity. Any expenses incurred will be reimbursed.

³ The interdepartmental services offered at the University of Lucerne (infrastructure, administration etc.) will, in accordance with the University of Lucerne’s regulations, be compensated to cover all costs.

6 Final provisions

§ 14 *Administration of justice*

¹ Administrative complaints against provisions in the context of these regulations can be submitted to the Canton of Lucerne's education and culture department in accordance with the terms of administrative law.

² The time limit for appeal is 30 days.

³ SRL No. [40](#)

Table of changes – according to paragraph

Item	Date of decision	Entry into force	Version	Reference G
Decree	15.12.2017	01.01.2018	Original version	G 2017-121

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Date of decision	Entry into force	Item	Version	Reference G
15.12.2017	01.01.2018	Decree	Erstfassung	G 2017-121