

CAS Leadership in Science programme regulations

These CAS Leadership in Science regulations are issued by the director and based on the continuing education regulations of the FHNW School of Engineering and Environment of 1 January 2025.

Part 1: General

§ 1 Scope

¹ These regulations govern the implementation and award of certificates for the CAS Leadership in Science continuing education programme.

² In principle, it is governed by the provisions of the continuing education regulations of the FHNW of 1 October 2018.

Part 2: Programme

§ 2 Acceptance criteria

This CAS is primarily aimed at holders of a degree from a recognised university with at least two years of post-graduation professional experience. Participation must be approved by the HR department of the relevant ETH research institute.

§ 3 Duration

The duration of the CAS Leadership in Science is one semester.

§ 4 Fees

¹ The cost of the CAS programme, CHF 5,700 (Basic part: CHF 3,100.- and CAS part: CHF 2,600.-), is covered by the relevant ETH research institute. This includes all compulsory teaching materials and examination fees.

² A fee of CHF 200 must be paid for any re-examination.

³ A fee of CHF 200 must be paid for any substitute work submitted (in case of a missed teaching day).

⁴ If missed teaching days are made up in a later course or if a part of the program is rescheduled, a processing fee of CHF 500 will be charged.

⁵ Special literature and refreshments during breaks may incur additional costs.

§ 5 Structure

¹ The CAS Leadership in Science programme comprises 10 ECTS credits, corresponding to an average workload of 250 hours.

² The programme includes the following learning contents: self-awareness, personality character traits (BIP test), personal leadership experiences, drivers, values, human learning, principles of successful communication, various communication models, feedback, gender and diversity, challenging conversation situations, burnout (as a continuation of the topic on stress), work-life

balance and recovery, bullying, laws and regulations, early detection of abnormalities, intervention, shaping the change process, influencing critical success factors in a reorganisation, self-perception/perception of others, verbal/nonverbal/paraverbal signals, success components and structure, practical tools/own video sequence.

³ The programme consists of one module divided into the following thematics (which are modified on an ongoing basis): Self-leadership, communication, active and situational leadership, diversity and duty of care, leadership tools for practice, negotiation strategies, change management and performance skills. Approximately 90 lessons are held over 10 to 12 days in presence. The workload for the entire CAS, including the project work, comprises 10 ECTS credits.

§ 6 Assessment of performance

¹ The programme is passed if the grade average of the written examination and project assignment is 4.0 or more and all tuition days have been attended or substitute work approved. The written examination and the assessment of the project assignment are each weighted 50% of the total to determine the average.

² Participants must attend every single tuition day (or received approval for and submit substitute work) to be admitted to the written examination.

³ Any tuition day missed must be compensated by a written assignment of 1,500 words on the missed topic area in the form of a scientific paper with corresponding literature references. This is read by the Course Director, who provides feedback. If more than two tuition days are missed, they must be attended the next time the course is held. In this case, the participant will only be admitted to the examination during the next course.

⁴ The grade for the written examination is expressed in tenths of a mark in accordance with § 5 (4) of the continuing education regulations. The grade for the project assignment (including presentation) can be expressed in tenths of a mark or in half marks.

⁵ Written examination / retake

- Any form of documentation (paper or electronic) may be used.
- If the average of the written examination and project assignment is below 4.0, participants may retake them once. The contents and scheduling of the retake are a matter for the Course Director.
- If the project assignment is deemed insufficient, it can be repeated once during the next course.

§ 7 Graduation, title

¹ Participants who pass the CAS Leadership in Science programme and earn the required number of ECTS credits receive the certificate and a TOR (transcript of records complete with assessment modalities).

² Successful completion of the CAS entitles graduates to bear the title "Certificate of Advanced Studies FHNW Leadership in Science".

Part 3: Transitional and final provisions

¹ These regulations take effect on 1 January 2025.

² Programmes that began before these regulations took effect are governed by the previous provisions.

Windisch, 7 November 2024

Issued by:

Approved by: