

# General Terms and Conditions of the Swiss Distance University of Applied Sciences (FFHS)

## Table of contents

1.	Scope .....	2
2.	Distance learning.....	2
3.	Legal basis .....	2
4.	Applicable law and place of jurisdiction.....	2
5.	Insurance.....	2
6.	Data protection and confidentiality .....	2
7.	Forms of submission and deadlines.....	3
8.	Costs and fees .....	3
9.	Payment by instalments .....	3
10.	Late payment and reminder fees .....	3
11.	Place of study and minimum number of students .....	3
12.	Organisation of modules, groups, elective modules and specialisations.....	4
13.	Place of examination .....	4
14.	Changes of modules and groups .....	4
15.	Semesters of leave.....	4
16.	Students withdrawing from/discontinuing their studies .....	4
17.	Deregistration of students by FFHS .....	5
18.	Withdrawal of enrolment for preparatory and refresher courses, LC courses and continuing education with FPH recognition .....	5
19.	Auditing of courses.....	5
20.	Accommodation of special needs .....	5
21.	Entry into force .....	5
22.	Fees for bachelor programmes (BSc).....	6
23.	Fees for consecutive master's programmes (MSc) .....	7
24.	Fees for MAS, EMBA, DAS and CAS programmes and other courses/seminars .....	8

## 1. Scope

These General Terms and Conditions shall apply to all education and training courses offered by the Swiss Distance Learning University of Applied Sciences (hereinafter referred to as "FFHS").

## 2. Distance learning

The FFHS is a distance learning institution and largely relies on electronic means of communication. For example, a wide range of information about studying at the FFHS is made available via the internet. For this reason, students must have an internet connection, an email account and a notebook/laptop (for the detailed and any additional requirements, please refer to the document "Minimum technical requirements": [www.ffhs.ch/de/ffhs/fuer-studierende/reglemente-und-studienordnungen](http://www.ffhs.ch/de/ffhs/fuer-studierende/reglemente-und-studienordnungen)), as examinations may also take place online. Only the email account provided by FFHS will be used for communication between FFHS and students. This shall also apply to the dispatch of invoices.

## 3. Legal basis

By registering, students expressly accept the General Terms and Conditions. They also accept the Framework of Rules and Regulations as well as other regulations and directives. All rules and regulations are available at [www.ffhs.ch/de/ffhs/formulare-und-reglemente](http://www.ffhs.ch/de/ffhs/formulare-und-reglemente). Additional rules of admission apply to the consecutive master's degree (see "Organisational matters, admission, documents" for the MSc in Business Administration). For additional regulations for the Practice-integrated Bachelor (PiBS), please refer to the corresponding regulations of study.

Students who are newly enrolled in a BSc or MSc programme must complete and submit the personal data sheet for determining the canton liable for payment and the corresponding enclosures (original documents) by post at the beginning of their studies. All students shall also submit the documents mentioned in the application procedure in digital form. Their purpose is to determine the students' admission to the programme. In particular, students must submit a passport photo and a copy of their ID to verify their identity during examinations.

FFHS reserves the right to make changes to the General Terms and Conditions. The latest version is available on the FFHS website ([www.ffhs.ch](http://www.ffhs.ch)).

FFHS also reserves the right to amend all other regulations and directives (Framework of Rules and Regulations, Conditions of Study, Examination Regulations, etc.) at any time without granting a right of objection. The latest versions of these documents are available on the FFHS website ([www.ffhs.ch](http://www.ffhs.ch)).

In the case of new study programmes, the following General Terms and Conditions shall apply mutatis mutandis.

## 4. Applicable law and place of jurisdiction

Any disputes shall be governed by Swiss law. The exclusive places of jurisdiction shall be Brig and Zurich.

## 5. Insurance

Students shall be responsible for taking out accident and liability insurance. FFHS shall not accept any liability. In particular, FFHS shall not assume any liability for students' effects (laptops, etc.) at the locations of study. Students on longer training programmes are advised to take out cancellation insurance.

## 6. Data protection and confidentiality

By registering, students consent to the electronic collection of personal data for the purpose of the organisation and implementation of the study programme and acknowledge that technical tools of analysis may be used to ensure that examinations are conducted in the best possible way. Students will also receive information from FFHS via the contact details they provide.

Moreover, the FFHS data protection declaration (<https://www.ffhs.ch/de/datenschutzerklaerung>) applies to all students, employees, customers and other contractual partners of FFHS.

In the course of the programme, confidential information or information subject to data protection may be exchanged between students, lecturers and other participants in connection with teaching activities. Students undertake to maintain confidentiality towards third parties regarding confidential information or information subject to data protection, even beyond the completion of their studies. Additional confidentiality agreements may be concluded between students, lecturers and FFHS.

## 7. Forms of submission and deadlines

All submissions (registration, application for leave of absence, withdrawal of registration, deregistration, etc.) must be made in writing in the appropriate specified form.

The deadlines and dates set by FFHS shall be legally binding and shall not be extended. The postmark or the date of completion of the online form shall be decisive for compliance with deadlines.

The standard application deadlines for receiving a guaranteed place of study as well as other dates can be found in the academic calendar. Applications are no longer possible after 1 July (Autumn Semester) and 15 December (Spring Semester), respectively.

## 8. Costs and fees

The fees for services provided by FFHS shall be governed by Art.22 et seq. of the General Terms and Conditions.

In principle, the fee for a service provided by FFHS must be paid even if the liable person does not use the services or does not use them in full.

Notwithstanding this principle, FFHS shall be at liberty to charge students only for those modules for which they have registered. In this case, the fee shall be based on the proportion of the full fee for the semester which corresponds to the number of modules a student have registered in relation to the full number of modules per semester.

Students shall not be entitled to a reduction in fees if they have received credit for prior academic achievements resulting in a dispensation from modules. Likewise, students shall not be entitled to a fee reduction for any teaching materials they have purchased themselves or for the return of teaching materials they do not require.

The fee for the semester as well as all other fees pursuant to Art.22 et seq. must be paid within 20 days of the invoice date. Advance payments of the fees for several semesters shall be excluded.

Even where tuition fees are paid by the employer, the invoice is sent to the student's email address. The students themselves are responsible for forwarding the invoice to their employers.

## 9. Payment by instalments

Tuition and other fees may be paid in a maximum of four instalments for a total invoice amount of CHF 1,800 or more. Payment by instalments shall be excluded for invoice amounts below CHF 1,800. Requests for payment by instalments must be submitted in writing to the FFHS Finance Department ([inkasso@ffhs.ch](mailto:inkasso@ffhs.ch)) within 14 days of receipt of the invoice.

If payment by instalments is granted, 3% of the invoice amount or a maximum of CHF 150 per semester shall be charged as a contribution to expenses. If an instalment (including the contribution to expenses) is not paid on time, the entire invoice amount shall become due immediately.

## 10. Late payment and reminder fees

In the event of late payment, FFHS shall charge a reminder fee of CHF 30 for the first reminder and of CHF 50 for each subsequent reminder.

## 11. Place of study and minimum number of students

The programme is offered at the following places of study: Zurich, St. Gallen, Bern, Basel and Brig. Students newly enrolled in a degree programme and cohort shall be allocated in groups to a place of study by FFHS. Each group must have a minimum size of 10 students. Requests for a particular place of study can only be met if a sufficient number of registrations (at least 10 students) have been received for the location in question and the corresponding infrastructure is available.

Newly enrolled students shall receive notification of the allocation of groups and places of study no later than 31 July for the Autumn Semester) and no later than 15 January for the Spring Semester. Should the allocation not correspond to their preference, students shall have the right to withdraw from their studies via email within seven days of the announcement of the place of study without any financial repercussions.

Should the size of a group at a particular place of study fall below the minimum number of 10 students during the course of the programme, FFHS reserves the right to allocate the remaining students to a parallel group at another place of study in the following semester. Students who object to this reallocation have the right to withdraw from the programme via email within seven days of the announcement of the place of study without any financial repercussions.

FFHS reserves the right not to organise a group at any time even if the number of enrolled students is sufficient (10 students). In these cases, the course fee shall be refunded in full.

Regardless of the location of a group, FFHS reserves the right to hold block events lasting several days (trainings, simulation games, laboratory practicals, visits to companies, the future workshop within the MSc in Business Administration, etc.) at a different location. In such cases, all expenses incurred as a result (accommodation, meals and travel expenses) shall be borne by the students.

## **12. Organisation of modules, groups, elective modules and specialisations**

If elective modules, specialisations or similar are offered as part of a degree programme, the responsible programme head may stipulate a minimum number of participating students as a prerequisite for running them. If fewer than 10 students opt for a particular elective course or specialisation or similar at a particular place of study, in-person teaching shall take place at a location determined by FFHS.

Some modules are offered entirely online or as hybrid courses. For more information, please refer to the relevant degree programmes on the FFHS website or the student portal. In the case of hybrid courses, students must indicate at the beginning of the semester whether they wish to participate on site or online. This decision is binding. Any changes shall require the submission of a written request (<https://www.ffhs.ch/de/fuer-studierende/antraege>). In accordance with the FFHS blended learning model, the head of the respective programme may determine that individual mandatory modules take place on site only.

## **13. Place of examination**

All examinations shall take place at the locations specified by FFHS. The place of examination does not have to be identical with the place of study (see Art.8 of the Examination Regulations).

## **14. Changes of modules and groups**

Modules (exchanges of modules or reduction in the number of modules) and groups within the same cohort and modules (same or different place of study, participation on site or online in hybrid courses) may be changed free of charge until 30 June (Autumn Semester) / 15 December (Spring Semester), respectively. Any changes after 1 July (Autumn Semester) and 16 December (Spring Semester), respectively, shall be subject to an administrative fee of CHF 200. After 31 July (Autumn Semester) and 15 January (Spring Semester), respectively – or, in the case of courses that start earlier, after the relevant start date – group and module changes shall no longer be possible and the entire tuition fee for the semester shall be due.

These provisions shall not apply to the future workshop held in the Spring Semester. The latest date for changing the future workshop free of charge for the following Spring Semester shall be 31 August. Students are required to register for or withdraw from the workshop by 31 August. If students do not register or withdraw by the stated deadline, they shall be deemed to have registered in accordance with their curriculum and year of study. Any withdrawals after 1 September shall be subject to a fee of CHF 330.

## **15. Semesters of leave**

By 30 June (Autumn Semester) and 15 December (Spring Semester), respectively, students may request a semester of leave via the student portal using the relevant online form ([www.ffhs.ch/de/fuer-studierende/antraege](http://www.ffhs.ch/de/fuer-studierende/antraege)).

During a semester of leave, students shall nevertheless be obliged to participate in the respective re-sit examinations. The leave of absence fee shall also be due if only re-sits are taken.

In the case of continuing education courses (EMBA/MAS/DAS) consisting of consecutive CAS credits, a leave of absence fee of CHF 200 per semester shall also be due if enrolled students (EMBA/MAS/DAS) do not take any modules for more than one semester. However, if enrolled EMBA/MAS/DAS students are obliged to take a leave of absence because the respective CAS credits are not offered by FFHS, the leave of absence fee shall not apply.

Any changes after 1 July (Autumn Semester) and 16 December (Spring Semester), respectively, shall be subject to an administrative fee of CHF 200 in addition to the leave fee. From 1 August (Autumn Semester) and 16 January (Spring Semester), respectively, students may no longer request a semester of leave and the entire tuition fee for one semester shall be due.

## **16. Students withdrawing from/discontinuing their studies**

Students who wish to withdraw their registration or discontinue their studies must deregister prior to 30 June (Autumn Semester) / 15 December (Spring Semester), respectively, or, in the case of continuing education courses with FPH recognition, up to two weeks before the start of the course, via the student portal using the relevant online form ([www.ffhs.ch/de/fuer-studierende/antraege](http://www.ffhs.ch/de/fuer-studierende/antraege)). No costs shall be incurred if this deadline is met. Once these deadlines have elapsed, an administrative fee of CHF 200 shall be due.

In the event that students withdraw their registration or discontinue their studies after 31 July (Autumn Semester) and 15 January (Spring Semester), respectively, or after the start of the course if this falls before the above-mentioned dates, the entire tuition fee for one semester shall be due, and students shall be entitled to one attempt at the examination (but only on the regular examination date).

The return of teaching materials that are not required shall not entitle students to a reduction in fees.

## **17. Deregistration of students by FFHS**

Graduating students shall be automatically deregistered on the date on which their diploma or certificate is awarded.

The head of the respective department also reserves the right to deregister students in the following cases:

(1) If any fees due have not been paid even after the third reminder. If the semester fees and all other fees in accordance with Art.22 et seq. of the GTC have not been paid within the payment deadline set by FFHS (with the exception of payment by instalments in accordance with Art.9), FFHS reserves the right to exclude students from the semester examinations and to deregister them at the same time. Students shall be notified of the decision to exclude them from the semester examinations and the associated deregistration by registered letter. Semester fees paid after these deadlines shall not result in automatic re-enrolment. Students must actively re-enrol again.

(2) If successful completion of the degree programme is no longer possible due to poor performance.

(3) If the documents mentioned in under Art.3 of the GTC are not submitted in full.

(4) In the case of proven misconduct within the meaning of Art.12 of the Framework of Rules and Regulations.

A deregistration order issued by FFHS shall be subject to an administrative fee of CHF 200.

## **18. Withdrawal of enrolment for preparatory and refresher courses, LC courses<sup>1</sup> and continuing education with FPH recognition**

Course participants may cancel their registration free of charge in writing (via email) up to 14 days before the start of the course. In the event of a withdrawal after this deadline or of non-attendance, the entire course fee shall be due.

## **19. Auditing of courses**

Students may audit FFHS courses, provided that they meet the admission requirements for the module(s) in question. Decisions on whether to accept auditing students shall be the responsibility of the head of the respective programme. The cost of attending a BSc module is CHF 1,800. The price for all other modules worth five ECTS credits is CHF 2,200. The registration fee is CHF 150. Auditing students shall not be eligible for ECTS credits.

## **20. Accommodation of special needs**

Upon request, students shall have the opportunity to request accommodation for special needs relating to coursework and assessments. Affected students can find more information at <https://www.ffhs.ch/de/fuer-studierende/antraege>.

## **21. Entry into force**

These regulations shall apply to all enrolled FFHS students from the 2022/23 Autumn Semester onwards.

---

<sup>1</sup> LC courses are workshops and webinars organised by the Department of eDidactics as well as training blocks offered as part of the CAS in eDidactics that students attend separately from the CAS programme. This does not apply to webinars.

## 22. Fees for bachelor programmes (BSc)

	<b>Amount</b>
<b>Tuition fee for bachelor's programmes (except for the BSc in Osteopathy)</b>	
<b>Tuition fee for students resident or domiciled in Switzerland</b> (for one semester consisting of 20 ECTS credits; 1 ECTS credit = CHF 90) including teaching materials, learning platform, (online) support and regular examination fees	CHF 1,800
<b>Tuition fee for students resident or domiciled abroad</b> (for one semester consisting of 20 ECTS credits; 1 ECTS credit = CHF 140) including teaching materials, learning platform, (online) support and regular examination fees	CHF 2,800
<b>Tuition fee for the BSc in Osteopathy</b>	
<b>Tuition fee for students resident or domiciled in Switzerland</b> (for one semester consisting of 30 ECTS credits; 1 ECTS credit = CHF 90) including teaching materials, learning platform, (online) support and regular examination fees	CHF 2,700
<b>Tuition fee for students resident or domiciled abroad</b> (for one semester consisting of 30 ECTS credits; 1 ECTS credit = CHF 140) including teaching materials, learning platform, (online) support and regular examination fees	CHF 4,200
<b>Tuition fee for the preparatory course for the entrance examination</b> including teaching materials, learning platform, (online) support and regular examination fees (VbBVR: preparatory course for Business Administration, Economics and Law = CHF 450; VbDe: preparatory course for German = CHF 450; VbMa: preparatory course for mathematics = CHF 900). The examination fee is CHF 150 per examination.	CHF 1,800
<b>Tuition fee for each refresher course in mathematics or programming</b>	CHF 450
<b>Fee for any additional modules</b> (for each module of 5 ECTS credits)	CHF 450
Fee for <b>supplementary module A in the BSc in Nutrition and Dietetics, BSc Osteopathy</b>	CHF 100
Fee for <b>supplementary module C in the BSc in Nutrition and Dietetics</b>	CHF 300
<b>Registration fee*</b>	CHF 150
<b>Fee for the aptitude test</b> (only for the BSc in Nutrition and Dietetics and the BSc in Osteopathy)	CHF 200
<b>Fee for the assessing the validity of existing credits</b> (will be offset against the enrolment fee)	CHF 150
Fee for <b>semesters of leave</b> (for each semester of leave)	CHF 200
<b>Administrative fee</b>	CHF 200
Fee for <b>re-sits</b> (for each re-sit) (Re-sits of failed partial, subject or module examinations or for taking examinations out of session in the case of an unexcused absence on the regular examination date)	CHF 150
Fee for <b>re-sits of oral examinations involving external participants</b> (for each 15-minute slot)	CHF 150
Fee for <b>unexcused absences from re-sits</b> (for each re-sit)	CHF 150
Fee for <b>resubmitting a failed bachelor's thesis</b> (worth 15 ECTS credits)	CHF 1,350
Fee for <b>re-sitting a failed oral bachelor's examination</b>	CHF 500
Fee for <b>changing the topic of the bachelor's thesis</b>	CHF 500
Fee for an <b>extension of the bachelor's thesis deadline</b>	CHF 100
Fee for <b>submitting a revised bachelor's thesis</b>	CHF 500
Blocking fee for the <b>confidential handling of a bachelor's thesis</b>	CHF 500
Fee for a duplicate diploma	CHF 50

\*In the event of deregistration and subsequent re-enrolment, the enrolment fee will be due once again.



### 23. Fees for consecutive master's programmes (MSc)

	<b>Amount</b>
<b>MSc in Business Administration</b>	
<b>Tuition fee for students resident or domiciled in Switzerland</b> (for one semester, 18 ECTS; 1 ECTS credit = CHF 90) including teaching materials, learning platform, (online) support and regular examination fees	CHF 1,620
<b>Tuition fee for students resident or domiciled abroad</b> (for one semester, 18 ECTS; 1 ECTS credit = CHF 140) including teaching materials, learning platform, (online) support and regular examination fees	CHF 2,520
<b>MSc in Osteopathy</b>	
<b>Tuition fee for students resident or domiciled in Switzerland</b> (for one semester, 30 ECTS; 1 ECTS credit = CHF 90) including teaching materials, learning platform, (online) support and regular examination fees	CHF 2,700
<b>Tuition fee for students resident or domiciled abroad</b> (for one semester, 30 ECTS; 1 ECTS credit = CHF 140) including teaching materials, learning platform, (online) support and regular examination fees	CHF 4,200
<b>MSc in Business Informatics (cooperative study programme)</b>	
<b>Tuition fee for students resident or domiciled in Switzerland</b> (for one semester, 18 ECTS; 1 ECTS credit = CHF 70) including teaching materials, learning platform, (online) support and regular examination fees	CHF 1,260
<b>Tuition fee for students resident or domiciled abroad</b> (for one semester, 18 ECTS; 1 ECTS credit = CHF 120) including teaching materials, learning platform, (online) support and regular examination fees	CHF 2,160
<b>Fee for each additional module</b>	Available upon request
<b>Registration fee*</b>	CHF 150
Fee for <b>semesters of leave</b> (for each semester of leave)	CHF 200
<b>Administrative fee</b>	CHF 200
Fee for <b>re-sits</b> (for each re-sit) (Re-sits of failed partial, subject or module examinations or for taking examinations out of session in the case of an unexcused absence on the regular examination date)	CHF 150
Fee for <b>unexcused absences from re-sits</b> (for each re-sit)	CHF 150
Fee for <b>resubmitting a failed master's thesis (F)</b> For the MSc in Business Administration and the BSc in Osteopathy	CHF 1,620
For the MSc in Business Informatics	CHF 840
Fee for <b>changing the topic of the master's thesis</b>	CHF 500
Fee for an <b>extension of the master's thesis deadline</b>	CHF 100
Fee for <b>submitting a revised master's thesis (FX)</b>	CHF 500
Blocking fee for the <b>confidential handling of a master's thesis</b>	CHF 500
Fee for <b>withdrawing from the future workshop</b> after 31 August	CHF 330
Fee for a <b>duplicate diploma</b>	CHF 50

\*In the event of deregistration and subsequent reenrolment, the enrolment fee will be due a once again.

## 24. Fees for MAS, EMBA, DAS and CAS programmes and other courses/seminars

	<b>Amount</b>
The tuition fee for the MAS, DAS and CAS programmes is CHF 440 for each ECTS.	
<b>EMBA tuition fee:</b>	
<b>Tuition fee for the DAS in General Management</b> (for one semester)*	CHF 6,600
<b>EMBA tuition fee</b> (for one semester)*	CHF 6,600
Tuition fee for <b>master's modules (master's thesis and compulsory module)*</b>	CHF 6,600
Fee for attending an additional module (worth 5 ECTS credits)*	CHF 2,200
<b>Tuition fee for the MAS in Business Law:</b>	
Tuition fee for each <b>CAS in Business Law*</b>	CHF 6,600
Tuition fee for <b>master's modules (master's thesis and compulsory module)*</b>	CHF 6,600
Fee for attending an additional module (worth 5 ECTS credits)*	CHF 2,200
<b>Tuition fee for the MAS in Business Psychology:</b>	
Tuition fee for each <b>CAS in Business Psychology*</b>	CHF 6,600
Tuition fee for the <b>master's semester*</b>	CHF 6,600
Fee for attending an additional module (worth 5 ECTS credits)*	CHF 2,200
<b>Tuition fee for the MAS in Work 4.0:</b>	
Tuition fee for each <b>CAS in Work 4.0*</b>	CHF 6,600
Tuition fee for the <b>master's semester*</b>	CHF 6,600
Fee for attending an additional module (worth 5 ECTS credits)*	CHF 2,200
<b>Tuition fee for the MAS in Industry 4.0:</b>	
Tuition fee for each <b>CAS in Industry 4.0*</b>	CHF 4,400
Tuition fee for the <b>master's thesis*</b>	CHF 4,400
Fee for attending an additional module (worth 5 ECTS credits)*	CHF 2,200
<b>Tuition fee for the MAS in Health Promotion:</b>	
Tuition fee for each <b>CAS in Health Promotion*</b>	CHF 6,600
Tuition fee for <b>master's modules (master's thesis and compulsory module)*</b>	CHF 6,600
Fee for attending an additional module (worth 5 ECTS credits)*	CHF 2,200
<b>Tuition fee for the MAS in Web for Business:</b>	
Tuition fee for each <b>CAS in Web for Business:</b>	CHF 4,400
Tuition fee for the <b>master's thesis*</b>	CHF 4,400
Fee for attending an additional module (worth 5 ECTS credits)*	CHF 2,200
<b>Tuition fee for the MAS in Data Science:</b>	
Tuition fee each <b>CAS in Data Science*</b>	CHF 4,400
Tuition fee for the <b>master's thesis*</b>	CHF 4,400
Fee for attending a module (worth 5 ECTS credits)*	CHF 2,200
<b>Tuition fee for the MAS in Business &amp; IT Consulting:</b>	
Tuition fee for each <b>CAS in Business &amp; IT Consulting*</b>	CHF 4,400
Tuition fee for the <b>master's thesis*</b>	CHF 4,400
Fee for attending an additional module (worth 5 ECTS credits)*	CHF 2,200
<b>Tuition fee for the MAS in Digital Education:</b>	
Tuition fee for each <b>CAS in Digital Education*</b>	CHF 4,400
Tuition fee for the <b>master's thesis*</b>	CHF 4,400
Fee for attending a training block or elective module in the CAS in eDidactics (1 ECTS credit)	CHF 440
<b>Tuition fee for the MAS in Digital Construction:</b>	
Tuition fee for each <b>CAS in Digital Construction*</b>	CHF 5,500
Tuition fee for the <b>master's thesis*</b>	CHF 5,500
Fee for attending an additional module (worth 5 ECTS credits)*	CHF 2,750
<b>Tuition fee for the DAS in Application Development</b> (for one semester)*	CHF 4,400
Fee for attending an additional module (worth 5 ECTS credits)*	CHF 2,200
<b>Tuition fee for the CAS in Research*</b>	CHF 4,400
<b>Tuition fee for continuing education courses with FPH recognition:</b>	
Tuition fee for the course in <b>Epidemiology*</b>	CHF 1,000
Tuition fee for the course in <b>Prevention*</b>	CHF 1,000
Tuition fee for the course in <b>Health Promotion*</b>	CHF 500



<b>Registration fee**</b>	CHF 150
Fee for <b>semesters of leave</b> (for each semester of leave)	CHF 200
<b>Administrative fee</b>	CHF 200
Fee for <b>re-sits</b> (for each re-sit) (Re-sits of failed partial, subject or module examinations or for taking examinations out of session in the case of an unexcused absence on the regular examination date)	CHF 150
Fee for <b>re-sits of oral examinations involving external participants</b> (for each 15-minute slot)	CHF 150
Fee for <b>unexcused absences from re-sits</b> (for each re-sit)	CHF 150
Fee for <b>resubmitting a failed master's thesis</b> (worth 10 ECTS credits)	CHF 4,400
Fee for resubmitting a failed thesis for the CAS in eDidactics (worth 2 ECTS credits)	CHF 880
Fee for <b>re-sitting a failed oral master's thesis</b>	CHF 500
Fee for <b>changing the topic of the master's thesis</b>	CHF 500
Fee for an <b>extension of the master's thesis deadline</b>	CHF 100
Fee for <b>submitting a revised master's thesis</b>	CHF 500
Blocking fee for the <b>confidential handling of a master's thesis</b>	CHF 500
Fee for a <b>duplicate diploma</b>	CHF 50

\*Including teaching materials, learning platform, (online) support and regular examination fees.

\*\*In the event of deregistration and subsequent reenrolment, the enrolment fee will be due a once again.

By signing these General Terms and Conditions of the Swiss Distance University of Applied Sciences (FFHS), the signatory expressly acknowledges the provisions contained in Articles 1 to 24, in particular to the schedule of fees pursuant to Articles 22, 23 and 24. This shall constitute an express acknowledgement of debt, giving rise to a provisional title to initiate legal proceedings.

---

First name, last name (in block capitals)

---

Place, date, handwritten signature