

June 1st 2021

Course and Exam Rules of the advanced education programmes in Integrated Crop Management

Note: Only the French version of these rules is legally binding.

The Staff Council of the Faculty of Science,

in light of the General Regulations for advanced education of 26 September 2011;

in light of the convention on advanced education programmes in Integrated Crop Management agreed between the University of Neuchâtel and CAB International (through its Swiss Centre in Delémont, Switzerland), hereafter CABI:

decree:

CHAPTER ONE

General Provisions

Subject

Article 1 ¹The purpose of these regulations is to define the organization of the advanced education programmes in Integrated Crop Management and the conditions for awarding the titles by the Faculty of Sciences of the University of Neuchâtel in this context.

²The following titles are awarded to participants who have met the conditions for attribution:

- a) three CAS (Certificate of Advanced Studies) in Integrated Crop Management of each 10-12 ECTS credits according to the study plans concerned;
- b) a DAS (Diploma of Advanced Studies) in Integrated Crop Management of 36 ECTS credits.

³The DAS programme combines the content of the three CAS programmes and includes the writing of a technical report.

Programmes objectives **Art. 2** The Integrated Crop Management advanced education programmes offer multidisciplinary training in sustainable crop management.

Target audience **Art. 3** The programmes are intended for, among others, people working (in particular researchers and teachers) in the field of crop and environmental management in the public or private sectors or in industrial agriculture, particularly from developing and emerging countries.

Management and organization **Art. 4** ¹The programmes are organized by the Institute of Biology (hereafter IBIOL) of the University of Neuchâtel in collaboration with CABI.

²In accordance with the agreement concerning the advanced education programmes in Integrated Crop Management, the programmes are placed under the academic responsibility of the programmes' board, who is responsible in particular for:

- a) establishing the study plans, submitting them for approval to the competent authorities and ensuring their implementation;
- b) establishing the programmes' budgets, submitting them to the appropriate authorities for approval, and ensuring their implementation;
- c) selecting teachers in order to ensure the quality of the programmes;
- d) deciding to discontinue one or more programmes in the event of insufficient registration or funding;
- e) examining the applications of candidates and deciding on their admission to the various programmes, subject to Art. 6, para. 3;
- f) limiting, if necessary, the number of participants;
- g) notifying the participants of the results of the assessments;
- h) deciding on requests for exceptions to the maximum duration of studies;
- i) deciding on the further development of the programmes.

CHAPTER 2

CAS programmes

Eligibility **Art. 5** The following are eligible for the CAS programmes:

- a) holders of a Swiss university Bachelor's degree in natural sciences or agronomy or a degree deemed equivalent;
- b) persons with adequate professional training and at least three years of relevant professional experience.

Admission procedure **Art. 6** ¹Candidates must submit an application to the programmes' board within the prescribed time limits indicated on the programmes' website. This application contains:

- a) A completed registration form;

- b) A curriculum vitae;
- c) A letter of motivation;
- d) Copies of the qualifications obtained;
- e) A passport photo;
- f) A copy of an identity document;
- g) A letter of recommendation;
- h) A certificate confirming a B2 level in English according to the Common European Framework of Reference for Languages, or any other document demonstrating a sufficient level of English.

²The programmes' board may invite applicants to an interview to assess their experience and motivation.

³Admission to CAS programmes is the responsibility of the programmes' board for those admitted under Art. 5, letter a. For those admitted under Art. 5 letter b, this competence is the responsibility of the Dean of the Faculty of Science, upon the prior notice of the programmes' board.

⁴The programmes' board shall establish a facilitated admission procedure for applicants for a second or third CAS programme, in accordance with the deadlines indicated on the programmes' websites.

Duration of the programme

Art. 7 ¹The study plan for a CAS programme lasts a maximum of one year.

²All the ECTS credits of a programme must be acquired within 90 days after the end of the classes, else the participant will face disqualification.

³At the request of the participant, providing justification and supporting documents, the programmes' board may grant an extension to the period specified in paragraph 1. The extension is for a maximum of one year.

Study plans

Art. 8 ¹The programmes' board draws up study plans that define the titles and number of hours of the topics, the responsible teachers, the ECTS credit allocation for the topics and reports, and the assessment methods.

²The study plans are adopted by the Faculty Council and, for the first year, approved by the Rectorate.

³The teaching is given in English.

Assessment of knowledge

Art. 9 ¹All courses must be validated in accordance with the assessment method specified in the study plans.

²Each topic is graded on a scale of 1 to 6, with a minimum pass grade of 4.0 and a maximum grade of 6.0, or with a "passed" or "failed" comment. Only the fraction 0.5 is permitted.

³To acquire the ECTS credits of one of the CAS programmes, the participant must obtain a minimum overall average of 4.00, weighted according to the number of ECTS credits of each topic and rounded to the nearest hundredth.

⁴Each topic is considered successfully passed if the grade obtained is equal to or higher than 4.0 or if the comment is "passed". In such a case, the grade is considered as final and the topic can no longer be assessed.

⁵No topics may be assessed more than twice.

⁶If a grade of less than 4.0 or a "fail" is obtained, the topic is subject to a second and final attempt, which must be completed within 30 days after notification of the result. The higher of the two grades becomes the final grade and is taken into account for the calculation of the overall average.

⁷CAS 1 and 2 are considered successfully completed

a) if the average of the grades of the topics weighted by the number of ECTS credits is at least 4.0 **and**

b) if a maximum of two topics per CAS have a final grade lower than 4.0 but equal to or higher than 3.0 and

c) if, in the case of CAS 1, topic 5 has not received a final grade lower than 4.0.

⁸CAS 3 is considered successfully completed if no final topic grade is lower than 4.0.

Honours

Art. 10 A CAS degree is conferred the honours "*summa cum laude*" if the overall average is at least 5.75, "*magna cum laude*" if the overall average is at least 5.5 and "*cum laude*" if the overall average is at least 5.0.

Awarding of the degree

Art. 11 ¹A participant who satisfies all the conditions prescribed by the study plan and who has paid the full registration fee is entitled to be awarded the corresponding degree by the University of Neuchâtel.

²The programmes' board advises on the granting of the degree.

³In the event of failure, a certificate of participation for the courses taken may be issued, but no ECTS credits may be awarded.

Disqualification

Art. 12 A participant is disqualified from a CAS programme if he or she

- a) can no longer meet the requirements for successful completion of the programme as set out in Art. 9;
- b) has exceeded the maximum duration of the programme stipulated in Art. 7;
- c) has not paid the registration fee on time.

Registration fee **Art. 13** ¹The registration fee for a CAS programme is CHF 3,950.

²As soon as the student is admitted to the programme, he/she shall pay the full registration fee. However, at the request of the admitted student, the programmes' board may accept partial payments over all or part of the planned duration of study.

³The registration fee must be paid to the University of Neuchâtel.

⁴In the event of final disqualification from a CAS programme in the sense of Art. 12, no refund of the registration fee is possible.

Withdrawal **Art. 14** ¹If a participant withdraws more than 30 days before the start of the class, an amount of CHF 300 will be retained or demanded as an administrative fee.

²In the event of withdrawal between 30 days and 15 days before the start of the class, half of the registration fee will be retained or demanded. Exceptions are possible if the participant can demonstrate valid reasons.

³If the participant withdraws within 14 days before the start of the class or after the first day of class, the full amount of the registration fee will be retained or demanded. Exceptions are possible if the participant can demonstrate valid reasons.

CHAPTER 3

DAS programme

Eligibility and admission procedure **Art. 15** ¹All holders of the three CAS in Integrated Crop Management are eligible for the DAS, providing that the first CAS was obtained within five years before admission to the DAS.

²Application for admission to the DAS can only be made at the same time as or after the application for admission to the third CAS.

³The programmes' board can only validate admission to the DAS programme after the candidate has obtained their third CAS in Integrated Crop Management.

Duration of the programme

Art. 16 ¹The ECTS credits of the DAS programme must be acquired within six months after obtaining the last CAS in Integrated Crop Management, else the participant faces disqualification.

²At the request of the participant, providing justification and supporting documents, the programmes' board may grant an extension to the period specified in paragraph 1. The extension is for a maximum of six months.

Technical report

Art. 17 ¹The programme participant proposes a topic for a technical report to the programmes' board, who validates it. The programmes' board appoints a panel of at least two members, including at least one representative of IBIOL or CABI, which is responsible for supervising and assessing the technical report.

²The technical report submitted for assessment must be accompanied by a declaration of honour signed by the participant.

³The technical report, which is worth 4 ECTS, is graded on a scale of 1 to 6, with a minimum pass grade of 4.0 and a maximum grade of 6.0. Only the fraction 0.5 is allowed.

⁴In the event of a grade of less than 4.0, the technical report must be reworked according to the instructions of those supervising and must be submitted within the time limit set by the panel. A second failure will result in disqualification.

Overall average and honours

Art. 18 ¹The overall average of the DAS programme is the result of the overall average of the three CAS and of the grade of the technical report, weighted by the number of ECTS credits allocated. It is rounded to the nearest hundredth.

²A DAS degree is conferred the honours "*summa cum laude*" if the overall average is at least 5.75, "*magna cum laude*" if the overall average is at least 5.5 and "*cum laude*" if the overall average is at least 5.0.

Disqualification

Art. 19 A participant is disqualified from the DAS if he or she
a) has failed a second time in the sense of Art. 17 para. 4;
b) has exceeded the duration of the programme in the sense of Art. 16;
c) has not paid the registration fee on time.

Registration fee and withdrawal **Art. 20** ¹The registration fee for the DAS is CHF 2,000 and must be paid to the University of Neuchâtel.

²As soon as the student is admitted to the programme, he/she shall pay the full registration fee. However, at the request of the admitted student, the programmes' board may accept partial payments over all or part of the planned duration of study.

³In the event of final disqualification from the DAS programme in the sense of Art. 19, no refund of the registration fee is possible.

⁴If a student withdraws from the DAS programme after admission, the full amount of the registration fee will be retained or demanded. Exceptions are possible if the participant can demonstrate valid reasons.

CHAPTER 4

Final provisions

Appeals **Art. 21** In the event of a dispute, the rules in force within the University of Neuchâtel shall apply.

Cancellation of a programme **Art. 22** ¹In the event of cancellation of a CAS programme or if the supervision cannot be assured for the technical report of the DAS programme, candidates shall be informed within two months after the registration deadline, providing paragraph 2 below. In this case, the registration fees already paid will be refunded.

²In the event of insufficient enrolment or late withdrawal, the programmes' board reserves the right to cancel a CAS or DAS programme up to one month before the start of the classes. In this case, the registration fees already paid will be refunded.

Final provisions **Art. 23** ¹These regulations shall enter into force on September 21, 2021. Only the French version of these rules is legally binding.

²It repeals and replaces the course and exam rules of the advanced education programmes in Integrated Crop Management of 23 May 2013.