



AUS

American Institute
of Applied Sciences
in Switzerland

ASSESSMENT POLICY AND REGULATIONS

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1. INTRODUCTION

The present document provides the principles and procedures guiding the assessments at the American Institute of Applied Sciences in Switzerland (AUS).

Staff must ensure that students have the *Assessment Policy and Regulations* available to them and students have a responsibility to be aware of such regulations. The document applies to all students that are currently enrolled in all AUS degree programs, at all levels.

AUS reserves the right to make reasonable changes to this document where in the opinion of the institution those changes will assist in the proper delivery of education. The institution will normally maintain the Assessment Policy and Regulations for students within an academic term. However, AUS reserves the right to introduce changes during the academic term when it reasonably considers those changes are: either, for the maintenance of academic standards; or, required to secure the institution's good operation and legal or regulatory compliance.

2. DEFINITIONS

The definitions that will be continuously used in this document are reflected below:

Progression: Is understood as the process of moving gradually throughout the learning journey, one academic year at a time, after obtaining the appropriate number of credits as defined in Section 10 of this document.

Promoted: Successfully obtaining a passing grade in an academic course.

Resubmission: The process that allows students, as part of their continuous learning journey, to re-submit one assignment per course where they failed to meet the passing grade.

Retake: The process of repeating a failed course in which the student has gotten an overall course grade of less than 65%.

Learning Outcomes: Statements of what the individual knows, understands, and is able to do on completion of a learning process.

Assessor: The person designated to grade a piece of assessment.

Assessment tasks: The activities that students undertake to confirm whether or not the learning outcome of a given course has been achieved.

Academic integrity: The commitment to and demonstration of honest and moral behavior in an academic setting.

Academic misconduct: Any action which gains, attempts to gain, or assists others in gaining or attempting to gain unfair academic advantage.

3. ELIGIBILITY FOR ASSESSMENT

Students eligible for assessments are those who have complied in all respects with the conditions for admission, enrollment, and registration to the program and/or all relevant courses within the program. Such conditions include the payment of relevant fees and compliance with attendance policies or any other requirements that may be prescribed from time to time. No student who has withdrawn, was dismissed, is on suspension of studies, or who has failed to register for a course, or is auditing a course, is eligible as a candidate for assessments.

All eligible enrolled students are entitled to enter the first attempt of assessments without a special entry procedure and without payment of an additional fee; absence from any assessment without good cause, as defined in Section 7, and supporting evidence shall be deemed to be an attempt.

Where a student has failed to meet the minimum attendance requirement, as detailed in the [Student Attendance Policy](#), they are not eligible to sit on summative assessments (final exams).

4. SCHEME OF ASSESSMENT

Students are assessed through different elements, as detailed below:

1. Assignments carried out during the teaching weeks (referred to as coursework or formative assignments);
2. Final exams (referred to as summative assignments) at the completion of each course.

Specifically, grades are based on student performance in the following areas:

- Class participation;
- Assigned work, term papers, projects, group work, etc.
- Level of oral and written expression;
- Midterm and final examinations.

Assessments are carried out within the term in which the course is taught and completed.

Where appropriate, the Dean of Academics may approve the modification of the form of assessment for individual students due to reasonable causes, which includes upholding academic integrity.

The syllabus must include detailed information regarding student assessment and must be made available to students at the beginning of each course. Summative examination dates for courses should be announced at least five weeks in advance.

The Capstone project is an integral and compulsory part of students' journey in the Masters program. It is made of two parts:

1. A written project submitted by the time specified, which will be no less than four weeks before the end of the term when the student expects to graduate;
2. An oral defense of the written project that does not normally extend beyond one hour.

5. ASSESSMENT GRADES

5.1. Grading scale

AUS Grade/Code	Description	Percentage Range	US GPA	Swiss Grade
A	Excellent	90-100%	4.0	5.5-6.0
B	Very Good	80-89%	3.0	4.8-5.4
C	Good	70-79%	2.0	4.3-4.7
D	Satisfactory	64-69%	1.0	4.1-4.2
E	Sufficient	60-63%	0.7	4.0
F	Fail	Below 60%	0.0	Below 4.0

5.2. Grading principles

The grading is done on an individual or group basis, depending on the nature of the assessment in each course.

The assessment of each course should generate a single grade between 0 to 100% expressing the extent to which the learning outcomes have been achieved.

The overall grade for the course is made up of the grades for formative and summative assessments, provided that:

- Formative assessments make up 60% of the overall course grade while the summative assessment makes up 40% of the overall course grade;
- The formative assessment grade is made of a minimum of four such assignments, including the mid-term assessment and class participation.

The weight accorded to the various assessment components is explicitly stated in the course syllabus document.

The Capstone project is assessed using a rubric which includes both the written thesis, as well as its oral defense. A Capstone project is graded by a panel made of 2 to 3 subject matter specialists, one of which is the supervisor of the project. The final grade is determined by the average of the grades given by the panel members.

5.3. Grading rubric

Faculty award students assessment grades based on the scale below, which denotes increasing levels of mastery of skills that students are expected to learn. Each course learning outcome should be described in the context of these 6 levels and will form the basis of students' assessments. The levels are as follows:

- 0 - Not Submitted
- 1 - Demonstrates awareness of a given skill/concept
- 2 - Demonstrates understanding of a given skill/concept
- 3 - Demonstrates application of a given skill/concept
- 4 - Demonstrates proficiency of a given skill/concept
- 5 - Demonstrates mastery of a given skill/concept

Course Overall Grades are awarded by calculating the weighted average of assessment grades and assessment percentages as listed in the course syllabus.

Additionally, the following codifications may appear on a student's Official Academic Transcript:

P	Pass
I	Incomplete
W	Withdrawal
AW	Administrative Withdrawal
WF	Withdrawal / Failure due to Excessive Absences
TC	Transfer Credit
EX	Exemption

P – Pass: A Pass grade indicates successful completion of a course assessed on a Pass/Fail basis. A P grade confirms that the student has satisfied the requirements of the course but does not carry grade points and is therefore excluded from the cumulative GPA calculation.

I – Incomplete: An Incomplete grade may be assigned when a student has not completed all required coursework or assessments by the end of the academic term due to documented and approved circumstances. An I is a temporary designation and must be resolved within the period established by the institution.

W – Withdrawal: A Withdrawal grade indicates that a student has formally withdrawn from a course within the authorized withdrawal period and in accordance with the applicable

academic procedures. A W does not constitute an academic failure, carries no GPA points, and is excluded from the cumulative GPA calculation.

AW – Administrative Withdrawal: An Administrative Withdrawal indicates that the institution has withdrawn a student from a course or program for an approved administrative reason, such as failure to meet institutional, enrollment, financial, documentation, or other administrative requirements. An AW is not an academic grade, carries no GPA points, and is excluded from the cumulative GPA calculation.

WF – Withdrawal/Failure due to Excessive Absences: A WF grade indicates that a student has been withdrawn from a course as a result of excessive absences or failure to comply with the institution's attendance requirements. A WF constitutes a failing grade, carries 0.0 GPA points, and is included in the calculation of the cumulative GPA.

TC – Transfer Credit: A TC designation indicates that academic credit has been awarded for learning successfully completed at another recognized institution or through formally assessed Recognition of Prior Learning (RPL) and accepted toward the student's AUS degree requirements. Transfer or recognized prior learning credits contribute to the student's total earned credits and applicable degree requirements but do not receive an AUS letter grade, carry no GPA points, and are excluded from the cumulative GPA calculation.

EX – Exemption: An EX designation indicates that a student has been formally exempted from completing a specific course or academic requirement based on approved prior learning, qualifications, professional experience, or another basis recognized by the institution. An exemption does not constitute a course grade and does not carry GPA points. Unless otherwise approved by the institution, an EX designation does not generate academic credit; it indicates that the student is not required to complete the specified course or requirement.

5.4. Submission of grades

After completion of each course, the lecturer will submit a final grade for the course in the form of a percentage and a letter for each student. The letter equivalency percentage will be used in calculating the student's overall grade average.

All final grades are required to be submitted by the lecturers no more than seven days after the last scheduled exam at the end of each term. Students should not expect to receive their final grades for an additional seven days after that, therefore not before two weeks after the end of the term. Note that students are responsible for obtaining their results from AUS, particularly if they have left the campus. In addition, the student must not have an outstanding balance for the particular term completed.

The Administration keeps records of grades and distributes term grade reports to each student. Cumulative Grade Point Averages (GPA) do not include grades or hours received for courses not taken at AUS.

5.5. Overall grade average

Students' overall average, the cumulative grade point average (cum. GPA), is calculated by summing the individual products of the grade points for each course times the number of credits for the course and then dividing by the total number of credits of enrollment.

An overall grade average (GPA) is calculated for each student based on the grades they have received in the courses for which they have earned credits at AUS. The overall grade average is rounded to the nearest whole percentage.

The minimum passing grade is E/Sufficient/60-63%/0.7/4.0. However, passing individual courses does not by itself constitute satisfactory overall academic progression. Students are expected to maintain a minimum cumulative GPA of 2.0 to remain in satisfactory academic standing. The 2.0 GPA threshold represents the institution's minimum standard for satisfactory academic progression and reflects the expectation that students maintain a consistent level of academic achievement throughout their program.

Students whose cumulative GPA falls below 2.0 may be subject to academic review, academic probation, or other measures.

6. LATE SUBMISSION AND FAILURE TO SUBMIT

Where a student has a good cause supported by documentary evidence as appropriate, they must notify the lecturer or, if unavailable, the Dean of Academics before the submission deadline. If approved, the student can negotiate a later submission date. In the circumstances outlined in this paragraph, no penalty for late submission will be applied and the student's grade will be marked as incomplete "I". It is expected that this regulation would apply in cases such as the following: serious domestic or personal problems or attendance at the doctor, dentist, hospital, court of law, or funeral. This regulation cannot be expected to legislate for every case. The lecturer or Dean of Academics is responsible for interpreting the cases sensibly.

If students are not able to notify the lecturer or Dean of Academics of circumstances hindering their submission before the deadline, a family member, classmate, or anyone else informed can do it on their behalf. However, it is acknowledged that, if the notification is sent to the lecturer or Dean of Academics after the deadline, a late submission date may not be possible. The case is then dealt with under the procedures of Mitigating Circumstances.

Where the assessment requires attendance at a specialized teaching session, either at the institution (e.g. seminar) or elsewhere (e.g. an industrial or clinical placement or field exercise), and, where a student has good cause for non-attendance, a revised submission date can be negotiated. In the event that an alternative visit or laboratory exercise may not be possible, lecturers have the discretion to provide, for example, data from another source, or similar.

When it is not possible to arrange a late submission date, the case must be processed in line with mitigating circumstances consideration, and the student must submit the request through the appropriate channels.

Failure to pass courses because of assessment with mitigation or exceptional extension being still outstanding, or because the date for the alternative examination has not yet been reached, should not preclude students from progressing within the same academic year/academic level.

Where a student who fails to submit has a good cause and it has been impossible to make alternative arrangements for another submission, the Dean of Academics has the discretion to allow an average grade to be used in calculating the final grade for that course.

7. MITIGATION OF ASSESSMENT

7.1. Mitigating and retrospective mitigating circumstances consideration

Mitigating circumstances are exceptional, acute, and unforeseen problems or events which affect preparation for an assessment or a student's ability to undertake an assessment and/or submit an assignment on time, and which were out of their control.

The following circumstances qualify for a mitigating circumstances consideration:

1. Documented medical circumstances;
2. Change in life circumstances such as the loss of a financial provider or caregiver;
3. Extenuating personal circumstances;
4. The death of an immediate family member (father, mother, guardian, and siblings only);
5. Medical conditions that resulted in absence from school (pregnancy, childbirth, and hospitalization);
6. Suspension of studies after the mid-way point of the academic term (requires written confirmation from the Student Affairs team);
7. Students who were not notified about their academic standing in a timely manner or any justified exceptions provided by the Dean of Academics.

Examples of reasons that do not qualify for a mitigating circumstances consideration can be, but are not limited to, the following:

1. Poor time management such as concurrent engagement with internships or personal projects;
2. Leave of absence from school for conferences and external events;
3. Loss of property such as laptops and cell phones.

Students who qualify for any reason listed in Section 7.1. can apply for mitigating circumstances consideration following the process described in Section 7.3.

When submitting the application for mitigating circumstances consideration, students must provide a reason and include appropriate evidence for the reason indicated in their application. Failure to do so will result in application rejection.

Accompanying evidence must normally be verifiable, such as a letter or certificate from the internal department(s), medical reports issued by medical professionals, a copy of a death certificate or related documentation, a police crime number notification, a court summons, or other appropriate third party evidence(s). It is the responsibility of the student to provide the evidence(s) in English.

Where a student is unable to adhere to the mitigating circumstances deadline, they may submit an application for retrospective mitigating circumstances consideration.

Retrospective mitigating circumstances refer to situations where students qualify for one of the reasons in paragraph 7.1., but were unable to apply for mitigating circumstances consideration before the specified deadline due to situations such as hospitalization or other extenuating personal circumstances.

Ignorance of the mitigating circumstances process or dissatisfaction with the outcome of an assessment decision does not qualify for a retrospective mitigating circumstances consideration.

Students must submit their retrospective mitigating circumstances application within 5 working days after the publication of the grades, following the application process as detailed in Section 7.3.

The application for retrospective mitigating circumstances consideration must provide full details of the circumstances which prevented the submission of a mitigating circumstances application by the appropriate term deadline. All applications must include evidence to support the reason why the application could not have been submitted before the deadline.

Students only get one chance to apply for a retrospective mitigating circumstances consideration per course and per term. Students are not able to apply for a retrospective mitigating circumstances consideration following the publication of retake grades.

Students who submit an application for retrospective mitigating circumstances consideration must complete retakes as scheduled by the Student Affairs team, and have their overall course grade adjusted based on the Dean of Academics' decision.

Where a student is not physically able to complete the application for mitigating (or retrospective) circumstances consideration, the Dean of Academics accepts a statement from the lecturer or another school representative on their behalf.

In the case of students with learning difficulties, disabilities, or long-term illnesses, an application for mitigating circumstances consideration can be submitted only if there is demonstrable evidence that the condition deteriorated during the specific period relating to an assessment.

The mitigating and retrospective circumstances consideration processes cannot be used to request an extension or to provide an explanation for the late submission of an assessment.

Students who apply for mitigating (or retrospective) circumstances consideration in the last term of their degree program may be required to postpone their graduation to the time of the next graduating class to allow time to complete the necessary graduation procedures.

Students can apply for mitigating circumstances consideration at every attempt (every assessment has two attempts).

7.2. Mitigating and retrospective mitigating circumstances decisions

An assessment of which a student applied for and has been granted the mitigating circumstances will be marked as incomplete “I” and not given a zero grade until the decision of the Dean of Academics.

Where an application for retrospective mitigating circumstances consideration is accepted, the Student Affairs team records the student’s overall course grade in full.

Where a student has given due notice of mitigating circumstances consideration and has been absent from or has failed an assessment, the Dean of Academics will consider one or more of the following:

1. Records of the student's performance during the entire program;
2. The academic evaluation provided by the student's instructor;
3. Set a new form of assessment and the timeline to complete the assessment.

Mitigating Circumstances decisions cannot be appealed. Should the student be unhappy with the decision, they can submit an application for retrospective mitigating circumstances where they have the opportunity to provide further details and context to their initial mitigating circumstances consideration application.

Applicants will be notified of the outcome of their application in writing (by email).

7.3. Mitigating and retrospective mitigating circumstances application process

Students must submit their mitigating or retrospective circumstances application to the Student Affairs Team in writing, which notifies the applicant of the reception of the application and the deadline for feedback.

Once an application is received, the Student Affairs Team should inform the Dean of Academics to analyze the relevance of the application, within 5 working days. Thereafter, the Student Affairs Team notifies the student of the approval or rejection of a mitigating or retrospective circumstances application in writing at least within 20 working days from the reception of the student's application.

8. FEEDBACK

Students normally receive feedback on their grades and performance; the feedback must adhere to all of the following principles:

1. Measures the achievement of the course's learning outcomes;
2. Is both formative and summative;
3. Is provided in coordination with approved rubrics (assessment criteria);
4. Is appropriate to the level of study of a course;
5. Is conducted transparently with clear assignment briefs;
6. Is delivered in a timely and accessible manner to all students;
7. Reflects a spirit of continuous improvement and growth mindset;
8. Evidences the quality and consistency of learning at AUS.

9. GRADE APPEALS

Should a student be dissatisfied with their grade, lecturers are strongly encouraged to provide extensive feedback on the assessed work and walk them through the grading method, explaining with the support of the rubric how they have been graded. Wherever possible and agreeable to both the student and the lecturer, it is recommended for such a case to be resolved informally.

In case the student continues to disagree with their grade, they may submit an [Academic Appeal Form](#) to the AUS Student Affairs Team at the latest within two calendar weeks of the publication of the grade. Lecturers and staff are required to inform students of the present appeals policy and to advise students that such a possibility is available for them.

A student may exercise their right to appeal if they feel that one of the following situations is applicable:

1. There was unfairness or impropriety on the part of the assessor;
2. Maladministration of the assessment process;
3. The relevant assessment criteria have been met but not acknowledged;
4. The assessment was not conducted in accordance with the institutional regulations;
5. Assessment procedures were not conducted fairly;
6. The student was unjustifiably excluded from an assessment opportunity;
7. Any other demonstrable bias.

Should the student feel entitled to argue any of the grounds listed under the point above, the present section is available to support them in the process of submitting a formal appeal.

A formal appeal may be submitted within two calendar weeks of publication of the grade against which the appeal is being made, and sending it in writing to the Student Affairs Team. The appeal should include full details of the grounds on which the appeal is based and be accompanied by any supporting documented evidence(s).

All appeal requests are directed to the Dean of Academics who nominates an appeal committee, on a case-by-case basis, which is made of the Quality Assurance Director and two academic staff members in the respective study program. The academic staff that assessed the student in the first instance cannot form part of the appeal committee.

The appeals committee has to address the appeal within 4 calendar weeks of receipt of the student's appeal; the committee can either accept or reject the appeal submitted by the student.

The committee can reject appeals that do not qualify on any of the grounds listed above or do not have sufficient evidence to support such an appeal. If the appeal respects these two conditions, the committee proceeds with the re-assessment of the student's work against the rubric available for that particular assessment.

The decisions of the appeals committee are communicated to the Student Affairs Team, which informs the student accordingly in writing; the decision of the appeal committee is final and cannot be appealed within any other instance at AUS.

All meetings convened in relation to the appeal, including the Appeals Committee, are minuted.

10. RETAKES AND PROGRESSION

10.1. Students' progression throughout the study program

The minimum number of credits for progression from one academic year to another is 36. Students are allowed to retake any failed course(s) the next time it is offered.

For any retaken or repeated course (s), the student's transcripts show the course as being failed at the first attempt and retrieved when re-taken or repeated.

As stated in the program documentation, certain courses may be designated as "core", and completion of the study program will not be permitted until these courses have been passed unless a substitute course is taken with prior approval of the Dean of Academics.

At the end of every term, students receive updated progress reports that indicate the credits acquired in the respective term, the credits acquired since the beginning of their enrolment with AUS, and the credit remaining to be acquired towards graduation.

At the institutional level, academic performance reports are produced for all programs by the Student Affairs Team and made available to the Dean of Academics in order to identify potential students at risk, who are not progressing toward graduation successfully. These reports are also presented to the Management Committee.

A student is considered at risk if at least one of the following applies:

- Their GPA falls below 2.0;
- They fail one or more courses in a term;
- They are flagged by faculty or the academic team for concerns related to academic performance or engagement.

When a student is identified as “at risk,” the Student Affairs Team will formally notify them of the reason and outline any necessary actions. These may include:

- A meeting with academic staff to discuss concerns and support options;
- Implementation of targeted academic support measures;
- Placement on Academic Probation, with clearly defined benchmarks for improvement.

10.2. Consideration for retaking a course

Students may retake a course if the overall course grade earned doesn't meet the minimum pass grade.

With the agreement of the Dean of Academics, students required to retake or repeat course(s) may be allowed to choose a substitute course subject to program requirements and availability. In such cases, the student is required to attend the course in full and complete all the assessments.

Lecturers are required to design a different retake assignment for each course per retake round, purposely, to minimize opportunities for academic misconduct (cheating and plagiarism).

10.3. Retake process

Students who have been promoted with course(s) to retake enroll in that course(s) the next time it is offered.

Students retaking any course(s) are subject to such procedures as AUS may approve from time to time and to such additional fees as the institution may determine.

No retake should be accepted after a period of two consecutive academic years. In this case, students will be requested to repeat the course in full with attendance.

11. CONDUCT OF ASSESSMENTS

In-person examinations, where applicable, are invigilated by the AUS Administrative Staff.

All asynchronous written assessments are submitted via Google Classroom; before grading, it is the responsibility of the lecturers to confirm the originality of the submitted work.

The institution generally expects that the similarity score is not higher than 20%. However, lecturers are required to consider the originality report produced following the students' final submissions when assessing the originality of the work submitted. Lecturers should not rely solely on the similarity score but also inspect the highlighted similarities to determine if plagiarism has occurred or not.

Where the cheating or plagiarism case is identified, it is dealt with as defined in section 13 of this document.

12. QUALITY ASSURANCE OF ASSESSMENTS

AUS has defined the following instruments to assure itself of the consistency, comparability, fairness, and integrity of assessments.

- a. Pre-assessment
 - Use of the AUS assessment templates and guidelines, by all lecturers, in order to ensure alignment with learning outcomes, range of assessment tasks, opportunity for early feedback, etc;
 - Moderation of assessment tasks. The assessment tasks are reviewed every term by the Dean of Academics, which confirms their validity, accuracy, and reliability, as well as their alignment with the course learning outcomes.
- b. Point of assessment
 - Invigilation of in-person assessments. All mid-term and final assessments are supervised by 1-2 administrative staff from AUS.
 - Similarity software checks. Before grading, lecturers have to confirm the originality of the submitted work.
- c. Post-assessment
 - The usage of rubrics. Rubrics are used in both Capstone, as well as formative and summative assessments to ensure consistency and transparency of the grading process, but also to ensure that students are judged individually based on criteria related to learning objectives, and not against each other.
 - Use of triggers for review of grades awarded in individual assessment tasks. These triggers may be:
 - ❖ discrepancies between grade allocations of individual lecturers

- ❖ high numbers of failures or maximum grades
- ❖ clustering of marks
- ❖ discrepancies between grades allocated to individual students in successive assessment tasks

13. ACADEMIC MISCONDUCT

a. Cheating and Plagiarism

In the context of the present policy, cheating is to be understood as, but not limited to the following:

1. Talking among candidates or looking at each other's work without proper authorization from the appointed invigilator during an assessment;
2. Introducing any paper-based/electronically stored information, into the assessment venue, unless specified in the program or course documentation;
3. Gaining unauthorized access to the assessments' materials during the assessment or prior to its authorized release;
4. Influencing assessment content or grades given to the assessed work by threat or inducement;
5. Falsifying and/or fabricating laboratory, practical, or observation data;
6. The impersonation of a candidate by another in an assessment.

Unsuccessful attempts to cheat are regarded as seriously as successful ones.

Students who knowingly help, conspire, or collude with someone to cheat are held equally responsible and will receive the same sanction(s).

Any academic/non-academic staff proved to be complicit in a student's cheating is subject to disciplinary action.

In the context of the present policy, plagiarism is considered to be either the unacknowledged incorporation of the academic material (published or unpublished) of another person, the unacknowledged incorporation of AI-generated material, the re-use of a student's own previous written work or data presented for assessment on a previous occasion (self-plagiarism). Examples of plagiarism include but are not limited to:

1. Use (including extensive copy-pasting) of another person's academic material without reference or acknowledgment of the source. The academic materials mentioned are in the form of, but not limited to, texts, tables, charts, drawings, ideas, and data;
2. The summarizing of another person's work by changing some words or altering the order of presentation or changing the formatting without acknowledgement;
3. Copying the work of another student with or without that student's knowledge or agreement;

4. The use of commissioned material, and presented as the student's own – often termed ghostwriting;
5. Collusion with another student;
6. Self-plagiarism (as defined above);
7. Reproduction of model answers, in whole or in part, from any source in assessments.
8. A paper that is written by AI in whole or in part, and the source of those parts are not acknowledged.

Students must not attempt to use the same substantive piece of coursework to meet the assessment requirements of another item of coursework or capstone project. In a situation where the Dean of Academics believes there is evidence that a student has attempted to use the same substantive piece of work for more than one item of coursework, the matter will be dealt with as plagiarism and pursued in line with this regulation. Both the lecturer and the student must be aware of this regulation and it is the responsibility of lecturers to ensure that assessment topics do not overlap significantly. A student should be able to make the following declaration about any work they submit:

“This piece of assessment is my own original work and has not been submitted elsewhere in fulfillment of the requirement of this or any other award; if proven otherwise, I confirm that I understand the implications and sanctions applicable to me”.

b. Academic misconduct sanctions

Based on the seriousness of the breach, as well as the repeated nature of the academic misconduct, the Dean of Academics can approve one or more of the following, proportionate to the breach:

1. The student receives a formal written reprimand;
2. The student is required to attend a meeting with the Dean of Academics;
3. The student is awarded a zero (0) grade for the assignment and does not have the right to retake the respective assessment piece;
4. The student is awarded a zero (0) grade for the assignment and has the right to retake the respective assessment piece; however, the grade awarded for the retaken assessment piece is capped to the minimum pass grade;
5. The student is awarded a zero (0) grade for the assignment and has the right to retake the respective assessment piece; however, the grade awarded for the course overall grade is capped to the minimum pass grade;
6. The student receives a suspension of studies/dismissal from AUS;
7. When the alleged academic misconduct is proven for any component of a capstone project/dissertation that has been submitted for assessment, the student fails the capstone project without the possibility of resubmission.

In situations where the sanction considered by the Dean of Academics impacts the student enrolment status with AUS (e.g. point 6 above), the Dean will seek the approval of the Management Committee before proceeding with the sanction.

Where an academic misconduct is discovered in a capstone project/dissertation after the award of a degree, the allegation is dealt with in the same way as if it had been discovered before the award. Every reasonable effort must be made to contact the student, but if these efforts are unsuccessful during a six-month period, the proceedings are held in their absence. If the allegation is proven, the Management Committee is informed and requested to approve the withdrawal of the degree.

14. AWARDS

In order to successfully complete an AUS program and be eligible for graduation, a student must complete the academic credit requirements. This means:

- The BSc academic requirement is a minimum of 135 CH | 225 ECTS
- The MSc academic requirement is a minimum of 90 CH | 120 ECTS

In order to complete all arrangements necessary for graduation, students must not have any outstanding fees with AUS.

Students who are enrolled in a dual degree program with our educational partner Tiffin University (TU) shall be subjected to the specific TU conditions for graduation.

Graduation with honors will be recognized for the superior achievement of students at three levels:

- **Cum Laude: 3.50 - 3.69**
- **Magna Cum Laude: 3.70 - 3.89**
- **Summa Cum Laude: 3.90 - 4.00**

The classification of awards does not apply to credit points that have been obtained at other higher education institutions and transferred to AUS. AUS transfers credit points, not grades.