



GENEVA CENTRE OF
HUMANITARIAN STUDIES
CENTRE D'ÉTUDES
HUMANITAIRES GENÈVE

Continuing education

Certificates and diplomas of advanced studies in humanitarian action

Study regulations

A Joint Centre of



**UNIVERSITÉ
DE GENÈVE**



INSTITUT DE HAUTES
ÉTUDES INTERNATIONALES
ET DU DÉVELOPPEMENT
GRADUATE INSTITUTE
OF INTERNATIONAL AND
DEVELOPMENT STUDIES

Article 1. Purpose

- 1.1 The University of Geneva and the Graduate Institute of International and Development Studies (IHEID) jointly award Certificates of Advanced Studies (CAS) and Diplomas of Advanced Studies (DAS) in the field of humanitarian action through the Geneva Centre of Humanitarian Studies.
- 1.2 The decision to create or remove a CAS or DAS must be proposed by the Geneva Centre of Humanitarian Studies' Programme Steering Committee ("the Steering Committee"), pre-approved by the College of Professors of the University of Geneva's Faculty of Medicine and then approved by its Participatory Committee. The decision must then be adopted by the Rector's Office at the University of Geneva. The decision must also be approved by the competent IHEID bodies, upon the proposal of the Steering Committee.
- 1.3 The study plan for each new or modified course, along with explanatory notes, must be proposed by the Steering Committee, pre-approved by the Faculty of Medicine's College of Professors and then approved by its Participatory Committee and the competent IHEID bodies. The full course title to be printed on the certificate or diploma must be indicated in French and English in the study plan. The first time a course is run, a list of the members of the Steering Committee and details of the allocated budget must also be submitted to the relevant authorities.
- 1.4 The University of Geneva and IHEID may also award CAS and DAS jointly with other departments within the University of Geneva through the Geneva Centre of Humanitarian Studies. In this case, specific joint study regulations will be drawn up, along with a joint study plan. These will be approved by the relevant authorities at the University of Geneva and IHEID, as well as by the department concerned, and then by the Rector's Office.
- 1.5 The University of Geneva and IHEID may also collaborate or partner with other Swiss or foreign universities through the Geneva Centre of Humanitarian Studies. For each programme involving a collaboration or partnership of this kind, a specific agreement, study regulations and study plan will be drawn up and approved by the relevant authorities within the partner institutions.
- 1.6 The programme is governed by these study regulations, the study plan, and the laws and regulations of the University of Geneva, the Canton of Geneva and Switzerland. This is a non-binding translation of the original study regulations in French. Only the French version is authoritative, which means that, if there is a discrepancy between the French and English versions, the French version will prevail.

Article 2. Course organization and management

- 2.1 The CAS or DAS Director or co-Directors are responsible for organizing and managing each CAS or DAS, upon the approval of the Steering Committee, which defines, oversees, monitors and assesses the Centre's continuing education activities.
- 2.2 The Steering Committee has five members:
 - the Director of the Geneva Centre of Humanitarian Studies, who is a professor at the University of Geneva and should, as a general rule, be an ordinary professor, a co-Director for the CAS and DAS programmes and involved in teaching the MAS
 - two University of Geneva or IHEID professors or lecturers involved in teaching the MAS
 - two experts in the field.

The majority of the three full members of the Steering Committee must be from the University

of Geneva and should, as a general rule, be professors or members of the teaching staff.

- 2.3 The Director of the Geneva Centre of Humanitarian Studies chairs the Steering Committee.
- 2.4 The members of the Steering Committee are appointed jointly by IHEID and the University of Geneva via the Board of Directors of the Geneva Centre of Humanitarian Studies, upon the recommendation of the Director of the Geneva Centre of Humanitarian Studies. Members are appointed for a four-year term, which may be renewed.
- 2.5 The Director of the Geneva Centre of Humanitarian Studies is the official Director for each CAS and DAS and appoints a co-Director for each CAS and DAS programme; the co-Director must be a professor or teacher at the University of Geneva or IHEID, or an expert in the field, and be involved in teaching the programme concerned. The co-Director for each programme is appointed for a one-year term, which may be renewed.
- 2.6 The CAS/DAS Directors ensure that the CAS or DAS programme is properly implemented and that student assessment procedures are in place. They must also make sure that students receive regular feedback from their teachers about their learning progress and their grades.
- 2.7 The Steering Committee may decide not to run a DAS or CAS if, in particular, not enough students are signed up.
- 2.8 The decisions of the Steering Committee are taken by a simple majority of the members present. Where there is a tie, the chair casts two votes.

Article 3. Admission terms and procedures

- 3.1 The following individuals are eligible for admission to a CAS/DAS:
 - a. those holding a Master's degree from a Swiss or foreign university or a specialized university, or a degree deemed equivalent, or
 - b. those holding a Bachelor's degree from a Swiss or foreign university or a specialized university, or a degree deemed equivalent, and
 - c. with at least two years of professional experience in humanitarian, development or social work.
- 3.2 Admission to a CAS or DAS may also be subject to the following prerequisites:
 - a. C1 or equivalent level of proficiency in English, the teaching language
 - b. the acquisition of specific skills.
- 3.3 Any additional requirements (under Article 3.2 above) are determined by the Director(s) for each CAS or DAS and approved by the Steering Committee. They are indicated in the relevant study plan (once adopted by all relevant authorities) and are included in the information packs.
- 3.4 Candidates must include all requested documents with their application.
- 3.5 The CAS or DAS Director(s) make(s) admissions decisions based on the candidates' applications. They will consider a candidate's academic background, as well as their command of English, experience, career goals and educational objectives. Where necessary, an interview may be held to complete the admissions procedure. When deciding whether to admit a candidate, the Director(s) will also determine which, if any, of the prerequisites set out in Article 3.2 above will apply. In order to be admitted, the candidate must fulfil the prerequisites one month before the start of the CAS or DAS. If they fail to do so, the decision to admit the candidate will be revoked. The candidate will be able to submit another application at a later date, provided they meet the admission requirements in effect at the time of their subsequent application.
- 3.6 CAS and DAS Directors are entitled to admit candidates who do not meet the criteria set out in

Article 3.1 a), b) and c) based on their application and subject to Article 3.2 above. In this case, candidates must be able to demonstrate that they have the required knowledge in the selected field, provide official proof of their professional experience and show that they are capable of following the programme.

- 3.7 Once a candidate has been admitted and has paid the tuition fees within the deadlines set by the Steering Committee, they will be enrolled with the University of Geneva and registered as a CAS or DAS student; they will also be enrolled at IHEID. The University of Geneva's administrative and legal procedures therefore apply, as do its regulations.
- 3.8 If the candidate is unable to pay the tuition fees within the set deadline, they can write to the Steering Committee to request to pay the fees in instalments, providing the reasons for their request. If the Steering Committee agrees to the request, it will inform the candidate of the new payment terms and deadlines. Students must pay all tuition fees before they can be awarded their CAS or DAS.
- 3.9 The Steering Committee sets the total tuition fees for each edition of the CAS or DAS. The amount applies to the maximum lengths of study, as set out in Article 4.1 and 4.2 below.
- 3.10 The course will, as a general rule, be given every year. The Steering Committee may decide not to run the course if, in particular, not enough students are signed up.

Article 4. Length of study

- 4.1 A CAS should, as a general rule, be completed in no less than three months and no more than four months.
- 4.2 A DAS should, as a general rule, be completed in no less than three months and no more than six months.
- 4.3 The Steering Committee may grant exemptions to the length of study if there are reasonable grounds for doing so and if the student submits a written request stating their reasons. Extensions cannot be granted for more than six months beyond the maximum length of study.

Article 5. Study programme

- 5.1 The study plan for each CAS or DAS sets out the total number of ECTS credits for the course, i.e. 10 ECTS credits for a CAS and 30 ECTS credits for a DAS, as well as the number and names of the modules and whether a final assignment is required. The study plan is drawn up by the CAS or DAS Director(s) upon the approval of the Steering Committee. It must then be pre-approved by the Faculty of Medicine's College of Professors and approved by its Participatory Committee and by the competent IHEID bodies.
- 5.2 The breakdown of ECTS credits for each module and, where applicable, for the final assignment is also included in the study plan.
- 5.3 The DAS and CAS may be taught in a variety of ways: through in-person classes, online classes, practical work, seminars and other activities that are in line with the programme. They may be given in person, remotely (e-learning) or in a blended-learning format.
- 5.4 The CAS or DAS may also include a final written assignment (final dissertation) carried out under the supervision of a teacher from the Geneva Centre of Humanitarian Studies. The relevant study plan will stipulate whether a final dissertation is required and the number of ECTS credits awarded for it.
- 5.5 If the DAS or CAS is an integral part of the programme for the Master of Advanced Studies in Humanitarian Action (MAS), the conditions for transferring ECTS credits from a CAS or DAS

to the MAS when applying for the MAS programme must be set out in the MAS study regulations.

Article 6. Assessments

- 6.1 Details of the assessments terms for the DAS or CAS modules and for the final dissertation are provided to students at the start of the programme. Assessments must be conducted within the required deadlines.
- 6.2 There are one or several written or oral tests for each CAS or DAS module. If a student obtains an average grade of 4.00 or above for all of the CAS or DAS modules, they are awarded all of the ECTS credits for the CAS or DAS modules in one go.
For the final assignment, the student must write a dissertation carried out under the supervision of a teacher from the Geneva Centre of Humanitarian Studies. The dissertation is successfully completed and the credits obtained if the student obtains a grade at or above 4.00.
If the student passes the various assessments, they are awarded the related ECTS credits.
- 6.3 If a student receives a grade below 4.00 as their average grade for the modules for a CAS or DAS, the student is allowed to take the assessment or exam on which they received less than 4.00 a second time. The second attempt will be organized as promptly as possible, taking into account the attendance constraints for international students and the maximum length of study. If, on their second attempt, a student receives a grade below 4.00 as their average for the DAS or CAS modules, the failure is definitive.
- 6.4 If a student does not turn up for an assessment that they have signed up for, the student is deemed to have failed that assessment unless there are valid grounds for their absence. Valid grounds include an illness or accident. The student must inform the CAS or DAS Director(s) immediately in writing of the reasons for their absence; as a general rule, this must be done no later than three days following the assessment. The Director(s) will decide whether the reasons for the absence are valid and set the deadline by which the student must have taken the assessment. The student must provide a medical certificate as well as any other information deemed useful.
- 6.5 Students are required to regularly attend and actively participate in classes; they must be present for at least 80% of the weekly classes for each module.
- 6.6 Students can complete the assessments for the DAS and CAS modules and write the final dissertation in either French or English.
- 6.7 Where required, the dissertation is written under the supervision of a teacher selected by the CAS or DAS Director(s). Supervisors must hold a Master's degree and be a professor, research and teaching associate, senior lecturer, lecturer, or research and teaching fellow at the University of Geneva or IHEID.
- 6.8 Once the supervisor deems the dissertation to be satisfactory, a jury of two people is created. The jury comprises the dissertation supervisor and a second reader, who is a member of the teaching staff at the University of Geneva, IHEID or another university, or an expert or practitioner in the relevant field.
- 6.9 Details about the content of the dissertation, other practicalities, the supervision process and submission requirements are provided in a specific document that students will receive at the start of the programme.
- 6.10 Students must obtain a grade of 4.00 or above on their dissertation. If a student successfully completes the dissertation, they are awarded the related ECTS credits.
- 6.11 If a student obtains a grade below 4.00 for the dissertation, they can submit their work a second

time. The second attempt will be organized as promptly as possible, taking into account the attendance constraints for international students and the maximum length of study. If they fail their second attempt, they will be expelled from the programme.

Article 7. Graduating

- 7.1 A CAS and DAS in the field of humanitarian action is awarded upon the recommendation of the Steering Committee, once the requirements set out in Article 6 above have been met and the tuition fees set out in Articles 3.7 and 3.8 above have been paid in full.
- 7.2 The certificate or diploma is jointly awarded and signed by the Dean of the Faculty of Medicine on behalf of the University of Geneva, the Director of IHEID and the Director of the Geneva Centre of Humanitarian Studies.
- 7.3 If a student has not completed the CAS or DAS but has not been expelled, they may request a certificate listing the modules passed and the grades and ECTS credits obtained.
- 7.4 Students who intend to take the MAS and who, prior to applying for the MAS, have successfully completed a CAS in the field of humanitarian action, worth no more than 10 ECTS credits, or a DAS in the field of humanitarian action, worth no more than 25 ECTS credits (i.e. the modules without the final assignment), offered by the Geneva Centre of Humanitarian Studies, may request that those ECTS credits be transferred to the MAS on the following terms:
 - a) The student must submit their MAS application within the stated deadlines and meet the MAS admission criteria.
 - b) Their MAS application must include a written request for the credits obtained from the CAS or DAS obtained from the Geneva Centre of Humanitarian Studies or another University of Geneva department to be transferred to the MAS. Credits can only be transferred for courses completed up to the three years prior to their application.
 - c) As these courses are an integral part of the MAS programme, the ECTS credits obtained from a CAS or DAS in the field of humanitarian action will be transferred to the MAS once the candidate has been admitted.
- 7.5 Since the CASs and DASs in the field of humanitarian action are an integral part of the MAS programme, individuals who have obtained a MAS cannot be awarded a DAS or CAS as well. To prevent the duplication of degrees, any DAS or CAS obtained in the field of humanitarian action must be handed in before the MAS in Humanitarian Action can be awarded.

Article 8. Cheating and plagiarism

- 8.1 A student caught cheating or attempting to cheat, including plagiarism or attempted plagiarism, fails that particular assessment and is not entitled to a second attempt (see Article 8.2 below).
- 8.2 Depending on the severity of the case and whether it was premeditated, the Steering Committee may decide, upon the recommendation of the CAS or DAS Director(s), that the failure is definitive or may cancel all of the grades obtained by the student for other modules taken during the same exam session and/or for the dissertation.
- 8.3 The Faculty of Medicine's Dean's Office, upon the recommendation of the Steering Committee, will involve the University's disciplinary council if:
 - i) disciplinary proceedings are deemed appropriate
 - ii) if the student has failed definitively, leading to the student being expelled from the programme.
- 8.4 The Steering Committee or the Faculty of Medicine's Dean's Office must have heard the student beforehand, and the student has the right to consult their file.

Article 9. Elimination

- 9.1 A student is expelled from the CAS or DAS if they:
- a. definitively fail the assessments for the CAS or DAS modules (with an average grade below 4.00 on all the modules) or the dissertation or fail to comply with the required deadlines or procedures, as set out in Articles 6 and 7 above
 - b. do not actively and regularly take part in at least 80% of the weekly classes for each module, as required in Article 6 above
 - c. do not obtain all the ECTS credits required for the programme within the maximum length of study stipulated in Article 4 above.
- 9.2 Students caught cheating or attempting to cheat, including plagiarism and attempted plagiarism, may also be expelled.
- 9.3 The decision to expel a student is taken by the Dean of the Faculty of Medicine and the Director of the Geneva Centre of Humanitarian Studies, upon the recommendation of the Steering Committee.
- 9.4 An expelled student must pay all fees due and is not entitled to a refund, regardless of when the expulsion takes place.
- 9.5 If a student wishes to withdraw from the programme, they must inform the Steering Committee immediately in writing; as a general rule, the student should do this within three days after they stop attending classes. A student who wishes to withdraw from the programme must still pay all fees due and is not entitled to a refund, regardless of when they decide to leave, unless they have a valid reason for their withdrawal, as described in Article 6.4 above.

Article 10. Appeals procedures

- 10.1 A student may lodge an appeal with the relevant body against any decision taken under these study regulations, within 30 days following notification of the decision.
- 10.2 The University of Geneva's regulations of 16 March 2009 governing appeals procedures (RIO-UNIGE) apply.
- 10.3 The appellate decision may then be appealed before the Administrative Chamber of the Court of Justice within 30 days following notification.

Article 11. Entry into force and transitional provisions

- 11.1 These study regulations came into effect on 1 September 2021.
- 11.2 They replace the following regulations, subject to Article 11.4 below:
- a) the study regulations governing the CAS in Humanitarian Action
 - b) the study regulations governing the CAS in Designing Strategies and Projects for Humanitarian Action
 - c) the study regulations governing the DAS in Humanitarian Action.
- 11.3 They apply to all new students beginning their studies on or after the above date.