

The French version of these regulations is legally binding.
This English version is for information purpose only.

Art. 1 - Foundation and organisation

1. The Faculty of Business and Economics (hereinafter HEC) of the University of Lausanne (hereinafter UNIL) organises a continuing education programme in the field of business administration. It is a Master of Advanced Studies (MAS) offering two focus areas to choose from:
 - a focus in "Financial Management"
 - a focus in "Healthcare Management".
2. The specific courses in the "Financial Management" focus are organised by HEC.
The specific courses in the "Healthcare Management" focus are organised by HEC in collaboration with the Faculty of Biology and Medicine (FBM) of UNIL.
3. It is a continuing education programme.

Art. 2 - Structure, form and duration

1. The Executive MBA HEC Lausanne | UNIL is worth 70 ECTS credits.
2. The Executive MBA HEC Lausanne | UNIL is composed of four modules:
 - Three teaching modules, the third module including a study tour abroad (Module Abroad)
 - A module consisting of a personal assignment (Strategy Consulting Project)
3. The four modules represent approximately 1800 teaching hours, including seminars, written assignments, and exams.
4. The programme is taught in English.
5. The written assignments must be submitted in English.
6. With the agreement of the professor in charge of the course, a participant may ask the Academic Director of the programme, for an exception to submit written assignments in French, German or Italian. No exceptions can be made for the module abroad.
7. Legally the programme lasts 16 months, and, the maximal length is no more than 24 months.

Art. 3 - Programme management of the Executive MBA HEC Lausanne | UNIL

1. The programme management of the Executive MBA HEC Lausanne | UNIL (hereinafter programme management) is composed of an Academic Director and Academic Vice-Director, an Executive Director and a representative for each "focus" area. The programme management is responsible for the smooth conduct of the operations and the finances of the programme.

2. The Scientific Committee of the Executive MBA HEC Lausanne | UNIL is composed of an Academic Director and a Vice-Academic Director, an Executive Director, a professor of the Faculty of Business and Economics and a representative for each “focus” area. The Scientific Committee ensures coherence in terms of the pedagogy of the programme, the scientific content and the development of new focus areas. The Scientific Committee approves the hiring professors teaching in the programme.
3. The Scientific Committee may appoint an advisory board if it deems it necessary.

Art. 4 - Conditions and admission procedure

1. Candidates who meet the following requirements may be admitted to the Executive MBA HEC | UNIL
 - fulfil the admission requirements of the University of Lausanne,and
 - hold a Master Degree - regardless of the area of study - awarded by a Swiss university or a Swiss school of applied sciences (HES) or a qualification considered equivalent by the registrar’s office (Service des Immatriculations et Inscriptions of UNIL (hereinafter SII), based on the documents provided, and have at least 7 years of full-time professional experience.or
 - hold a Bachelor Degree - regardless of the area of study - awarded by a Swiss university or a Swiss school of applied sciences (HES) or a qualification considered equivalent by SII, based on the documents provided, and have at least 9 years of full-time professional experience.
2. In addition, candidates must demonstrate a good level of English to participate actively in the programme. Proof of a sufficient level may be demonstrated by a TOEFL test, studies completed in English or any other form deemed acceptable by the programme management.
3. The selection, among the candidates who meet the criteria set out in Art. 4.1 and 4.2, is made by the programme management, based on the application file and an interview.
4. In exceptional cases, the programme management may accept applicants who do not have the years of experience required, but who have an application file of exceptional quality (maximum 15% of the total participants of a class).
5. In the event that the total number of participants is below 20, the programme management may decide to cancel the programme.

In the event that the number of participants in a “focus” area is below 10, the programme management may decide to cancel the focus.

Art. 5 - Admission

1. Admission is by formal application. Among the candidates considered admissible by the management of Formation Continue Universitaire Lausannoise (hereinafter Formation Continue UNIL-EPFL), as notified by the SII, admission is granted by the programme management which communicates the decision to candidates in writing.
2. Accepted candidates are registered with Formation Continue UNIL-EPFL, as students of continuing education at UNIL.
3. To ensure the best teaching conditions, the programme management reserves the right to refuse candidates for instance, in case the number of applications is too high.

Art. 6 - Participation, absence, and withdrawal due to the case of force majeure

1. Regular attendance of participants is required for all activities related to the programme. Repeated unjustified absence of a participant may lead, after a written warning, to exclusion from the programme.
2. A participant who intends to invoke a case of force majeure to justify his/her absence from the programme's activities and/or assessments must do so by submitting a written request to the programme management, including supporting documentation, within three days of the event in case of force majeure.
3. In the event of a withdrawal from the programme, accepted for reasons in case of force majeure, the results of the assessments already obtained are retained.
4. A participant who exceptionally wishes to extend his/her studies for justified reasons must send his/her request to the programme management. The participant may defer his/her programme to the following year. The programme management reserves the right to process the cases of force majeure for deferment beyond a year.

Art. 7 - Organisation and conditions for the success of the three teaching modules (module 1, 2 and 3)

1. Classes are held on Fridays and Saturdays from August to November of the following year, every other weekend. Tutorial sessions may be organised on evenings or during weekends when classes are not being held.
2. Each course is assessed. The assessment may be written or oral. The composition of the grade is communicated to the participant at the beginning of the course. The assessments are graded from 1 (very poor) to 6 (very good); half points can be used.
3. The assessment of a course is successfully completed if the participant obtains a grade equal to or greater than 4. For each assessment for which the grade is less than 4, the participant is entitled to a second and final attempt.
4. The 0 (zero) grade is reserved for unjustified absences at the assessments, and for cases of minor error and plagiarism of minor severity as described in the UNIL Directive 3.15. It results in failure of the assessment. The participant who receives a 0 (zero) grade has to re-sit his/her exam, regardless of the weighted average obtained for the module. Art. 11, related to plagiarism of great severity and fraud, is retained.
5. For each module, the ECTS credits are awarded entirely if the weighted average is equal to or greater than 4 out of 6. The averages are expressed to the nearest tenth of a decimal. The weighting is based on ECTS credits of different modules indicated in the study plan.
6. If the average of the module obtained is below 4 out of 6, the participant has failed the module. Assessments below 4 out of 6 have to be re-sat and a new average recalculated.
7. The module is successfully completed if the new average is equal to or greater than 4. If the new average is lower than 4, the module is subject to a final failure.
8. Grades are communicated to participants in electronic format.

Art. 8 - Organisation and assessment of the study tour (Module Abroad) integrated in module 3

1. The teaching related to this course, integrated in module 3, is organised by a foreign university.
2. This module is composed of courses, written assignments, seminars, and company visits.
3. The different courses of the study tour are assessed by the foreign university, according to its own rules. In case of failure, the participant is entitled to a second and final attempt, to be held in

Switzerland. The foreign university provides the content of the evaluation to the Faculty of Business and Economics and determines the success according to the criteria established by HEC Lausanne.

4. Grades are communicated to participants in electronic format.

Art. 9 - Assessment of the module 4 (individual project – Strategy Consulting Project)

1. The participant may work on a strategic project internal to his/her company or intervene as a consultant for a third party.
2. The project takes place from October of the first year to November of the second year.
3. The individual project is composed of an intermediary presentation, a final report which must be submitted in due time as indicated by the programme, and an oral presentation.
4. The intermediary presentation, the written report and the oral presentation are graded from 1 (very bad) and 6 (very good); half points can be used. The three grades are subject to an average, and the assessment of module 4 is successfully completed if the participant obtains an average equal to or greater than 4. If the average is lower than 4, the participant is entitled to a second and final attempt to submit the written report and re-do the oral presentation.
5. 0 (zero) grade is obtained if the written report is not submitted in due time without justification, for unjustified absence at the intermediary presentation, the oral presentation or in case of minor error and plagiarism of minor severity as described in the UNIL Directive 3.15. A participant who receives the grade 0 (zero) for his/her written report may try a second time, at a new date communicated by the programme. Art. 11, related to the great severity of plagiarism and fraud, is retained.
6. Grades are communicated to participants in electronic format.

Art. 10 - Conditions for the success of the Executive MBA HEC Lausanne | UNIL

1. The Executive MBA HEC Lausanne | UNIL is successfully completed, and 70 ECTS credit are distributed, if each of the four modules is completed according to the conditions detailed under Art. 7, 8, and 9.

Art. 11 – Plagiarism of severe gravity and fraud

Any form of plagiarism of severe gravity (as described in the UNIL Directive 3.15), involvement in fraud or attempted fraud, leads to the exclusion of the participant from the programme.

Art. 12 - Appeal

1. Duly motivated appeals against a decision of the programme management must be sent in writing to the management of Formation Continue UNIL-EPFL within 10 days after notification of the decision.
2. Decisions of first-time appeals are notified by the Scientific Management of UNIL of the Formation Continue UNIL-EPFL.
3. The decisions of the Scientific Management of UNIL at the Formation Continue UNIL-EPFL may be subject to an appeal to a second instance, which must be addressed in writing to the Board of UNIL. This right of appeal must be requested within 10 days after notification of the decision. For the surplus, article 83 of Lausanne University Law (LUL) applies, and so the Law on the administrative Vaudoise procedure (LPA-VD).
4. The appeal must be written in French.

Art. 13 - Diploma title awarded

Participants who meet the conditions and who successfully complete the programme obtain an MAS in Continuing Education from HEC Lausanne | UNIL titled:

Executive MBA
Financial Management Focus
or
Executive MBA
Healthcare Management Focus

Art. 14 - Programme fees

1. Information related to the payment terms, payment by instalments (amounts and dates of payments), and the financial consequences of a prolongation, a discontinuation or a withdrawal are explained in detail in an *ad hoc* document provided to candidates.

Art. 15 - Study Plan

The study plan of the programme is in an appendix to the current regulations. It has been approved and signed by the Scientific Committee of the Executive MBA HEC Lausanne | UNIL.

Art. 16 - Language of the regulations

The French version of the current regulations is legally binding. An English version is available.

Art. 17 - Other measures

The decision of any dispensation from the current regulations is made by the Board of UNIL at the request of the programme management.

Art. 18 - Entry into force and transitional measures

1. The current regulations enter in force on July 1st, 2023. It abrogates the regulations of July 1st, 2021.
2. They apply to all participants beginning the programme from the date of its entry into force.
3. Participants who began the programme prior to July 1st, 2023, are subject to the previous regulations, at least until obtaining their diploma.

Rules validated by
The deanship of Hautes Etudes Commerciales (HEC) on May 11th, 2023
The management of University of Lausanne, on June 6th, 2023