



General Regulations for Studies

1.9.2017 Version

These Regulations govern admission and studies at DOMUNI Universitas, hereinafter referred to as "the University".

They apply to all students.

These Regulations refer to the legal basis, which is available online.

1. Admission to a Program

Admission to a program is a process whereby the Dean or the competent authority grants a person who has met certain conditions the right to enroll in a program, thereby conferring student status.

All the provisions governing admission to each of the programs are listed in the program directory of the University.

Before an admission period, the University publishes a list of programs open for admission.

The Dean or the competent authority is responsible for admission.

1.1 Admission Procedure

The applicant for admission must submit an application and the required documents within the time limits prescribed for admission to a program.

a) Program Candidate

The candidate for admission to an undergraduate program (first cycle) must submit an online application.

b) Candidate in Program Change

A regular student who wishes to change programs must submit an online application.

1.2 Admission Requirements

To be eligible, the candidate must meet the admission requirements specific to the selected program, as described in the directory of the University for each program.

The Dean or the competent authority may require any candidate whose training has been acquired outside of Domuni Universitas to complete a year of qualification, or prerequisites, in a related or bridging program, in order to assess the candidate's potential for admission to a quota program and to facilitate his/her integration into the university curriculum.

The Dean or the competent authority may require that the training, diploma/degree or prerequisite courses required for admission be less than eight years old before the application for admission is submitted, unless the file shows that the candidate has kept his/her knowledge up to date.

1.3 Selection Criteria

The Dean or the competent authority is not required to offer admission to all candidates who meet the admission requirements. When the number of eligible candidates exceeds the capacity of a program, the decision is based on selection criteria.

The categories of candidates and selection criteria are defined by the Dean for each of the programs with limited capacity.

In assessing candidates' files, the Dean or the competent authority shall take into account different categories of candidates.

1.4 Decision

As the case may be, the Dean or the competent authority shall forward to the candidate for each of the programs listed in his/her application for admission.

a) A definitive admission offer

The notice of admission stipulates the additional conditions with which the candidate must comply within the prescribed time limits.

b) A notice of refusal

Refusal to accept a candidate into a program does not exclude the possibility that the candidate may be admitted to another program. The refusal notice shall indicate the reasons why the candidate cannot be admitted.

c) A notice of file closure

The notice of closure shall specify the reason for which the file was closed.

1.5 Verification of the Evaluation of the Application File

The candidate who has received a notice of refusal may request a technical verification of the evaluation of his/her application file. To this end, he/she must make the request online to the Admissions Department within 21 days of receiving the notice. Any errors found are immediately corrected.

1.6 Review of the Evaluation of the Application File

a) Request

The candidate who, after verification of the evaluation, considers himself/herself aggrieved by a decision may submit a reasoned request for a

review of the evaluation. To this end, he/she must send a written request to the Admissions Department within 14 days of the date of the verification.

b) Response

- i. The Dean or the competent authority may reject the request for review. He/she then does so in writing and with supporting reasons. His/her decision is final.
- ii. The Dean or the competent authority may accept the request. He/she then commissions a review of the evaluation. On the basis of the results of the review, the Dean or the competent authority may confirm the decision to refuse, with supporting reasons, or offer admission. He/she then does so in writing. His/her decision is final.

1.7 Acceptance of an Offer

a) Response time

The candidate who receives a final offer of admission or a conditional offer of admission must notify his/her acceptance or refusal of the offer within the prescribed time limits.

b) Time limit for meeting the conditions stipulated in the offer of admission

The candidate admitted under conditions must satisfy the conditions stipulated in his/her offer of admission within the prescribed time limit and prove it by sending the Admissions Department the appropriate documents.

1.8 Withdrawal and Termination of the Admission Process

The candidate may withdraw at any time during the admission process.

The admission process to a program ends in the following cases:

a) Offer of admission to another program

The candidate has received a final offer of admission or a conditional offer of admission to another program choice for which he/she had indicated a preference (priority choice).

b) Failure to respond to an admission offer

The candidate does not respond to a final offer of admission or a conditional offer of admission within the prescribed time limit.

c) Failure to attend an interview or test

Without good reason, the candidate does not appear for an interview, test or examination to which he/she is invited.

d) Failure to meet the conditions stipulated in the admission offer

The candidate does not meet the conditions stipulated in his/her offer of admission or does not pay the required registration fees for certain programs within the prescribed time limit.

1.9 Extension of Commitment

Exceptionally, the Dean or the competent authority may extend by a maximum of two years the time allowed to a candidate to meet the commitment to complete a study program, under the following conditions:

- * The candidate has validated at least one third of the academic path of the study Diploma/Degree.
- * The candidate must certify in writing and with supporting evidence that it is for a reason beyond his/her control that he/she could not complete the required element.

1.10 Readmission

a) Request

A person who has abandoned his/her studies or who has been excluded from the program for reasons other than dismissal following a disciplinary process may submit a new application for admission in accordance with the procedure established for an application for admission. He/she must then meet the admission requirements in effect at the time of submission of the readmission application and demonstrate to the satisfaction of the Dean or the competent authority that he/she has improved his/her chances of success.

b) Conditions for readmission

For readmission to a quota program, the Dean or the competent authority shall also take into account the number of places and the comparative value of the file of the readmission candidate.

The Dean or the competent authority may impose conditions on readmission, such as probation.

1.11 Nullity of an Admission

Admission based on a false diploma/degree, a falsified document, false statements or any other form of fraud is null and void.

1.12 Effects of an Admission or Readmission

The admission of a candidate to a program gives him/her the status of a student for the current version of the program, a status that he/she maintains until successful completion, withdrawal or exclusion from the program. The student must register according to the terms and conditions and within the time limits indicated to him/her.

2. Courses

2.1 Course Responsibilities

The faculties are responsible for the courses. They define the content and the procedure for adding courses to each of the programs.

Training activities are the responsibility of the professors in accordance with the framework established by the Dean and University Regulations.

2.2 Procedure for Adding a Course to a Program

a) Mandatory courses

The mandatory course is imposed on all students enrolled in a program or, if applicable, in a program orientation;

b) Optional courses

The optional course is chosen by the regular student from a number of courses in structured blocks; the University reserves the right to modify the optional course offer of a program version;

c) Free-choice courses

The free-choice course is chosen by the regular student from among the courses offered by the University. Any faculty may impose restrictions on the list of courses that may be chosen as such by the student.

2.3 Extracurricular or Surplus Courses

The extracurricular or surplus course is not part of the regular student's program.

This course is subject to a mandatory assessment, the result of which does not contribute to the average of the student's grades.

2.4 Other Characteristics of Courses

a) Equivalent course

An equivalent course is a course that involves a significant overlap of the material with another course. Equivalent courses are mutually exclusive in the student's progression through the program. Only one of the so-called equivalent courses can be credited in the student's program.

b) Prerequisite course

A prerequisite course is a course that must have been completed before another. A course for which a grade or rating has been entered in the student's file is considered completed, with the exception of withdrawal or failure by absence.

c) Concomitant course

A concomitant course is defined as a course that must be taken in parallel with another course; this course may have been taken previously.

d) Preparatory course

A course imposed on the candidate by the Dean or the competent authority as a preparatory course or a course imposed as a result of an unsatisfactory result on an admission test required by the faculty is called a preparatory course. Except in exceptional cases, this course is mandatorily considered as an extracurricular course.

2.5 Course Descriptions

Course descriptions are presented in the course directory of the University.

2.6 Course Outline

At the beginning of each course, the professor presents the general and specific objectives in a course outline.

3. Registration and Enrolment

3.1 Enrolment in a Program or Course

Depending on the context, there is a distinction between program enrolment and course enrolment.

Program enrolment refers to the status of the student in relation to the program to which he/she has been admitted.

Course enrolment is a two-step process: the student indicating his/her intention to take a course; and authorization and registration by the University. Enrolment can be with follow-up and validation, or simply self-study.

3.2 General Provision

No one is allowed to take a course or submit to assessments unless they are duly registered and enrolled for the course.

A single course registration is only valid for a maximum period of one year.

3.3 Course Offer

a) List of courses offered

The Faculty regularly publishes a list of courses offered on the public website. The Faculty may withdraw a course if, in the circumstances, it becomes impossible or unreasonable to offer it.

b) Courses Accessibility

The Faculty indicates which courses can be taken by external students. It also specifies the courses in which regular students may enroll as free-choice courses and extracurricular courses.

4. Student Registration and Enrolment

4.1 Authorization

The Dean or the competent authority approves the student's registration. Unless otherwise authorized by the Dean or the competent authority of the faculty(ies), a student may not be enrolled in more than one degree program at the same time.

4.2 Registration Requirements - Preparatory Courses

A student who, because of unsatisfactory results, must take one or more preparatory courses must enroll in them within the time limit prescribed by the Dean or the competent authority and, where applicable, comply with the special enrolment requirements defined by the latter.

A student admitted subject to the successful completion of a course offered at the University must enroll in it within the time limit prescribed by the Dean or the competent authority and, where applicable, comply with the special enrolment requirements defined by the latter.

4.3 Enrolment in a Course at a Different Institution

Under inter-university agreements, the Dean or the competent authority may allow a regular student to enroll in one or more courses at another university institution.

A course taken under an agreement signed by the University with another university institution is considered as an alternative course.

A course equivalence or substitution can be made, depending on the terms of the agreement between the University and the other institution.

The maximum number of courses taken at a different institution a student can enroll in is determined by the Faculty. However, the student cannot register for more than twenty credits per year. Courses from another institution that are part of the program structure are not subject to this provision.

4.4 Course Registration Changes

The student may change his or her course selection, the authorization of the Dean or the competent authority is required.

Any change in course selection must be made in accordance with the registration requirements.

The transcript makes no mention of a change in registration.

4.5 Withdrawal from a Course

If a student withdraws from a course, the course remains on the transcript and the final grade of the course is calculated by assigning a failing grade to every assessment the student did not undergo.

4.6 Interruption of Studies

The student may interrupt his/her studies. There are three categories of studies' interruption: parental leave, sick leave and suspension.

A student who is granted an interruption remains subject to the progress rules of his/her program.

a) Parental leave

A student who wishes to take parental leave must submit a request to the Dean or the competent authority. The maximum duration of parental leave is three consecutive quarters. This type of leave may be granted again if a new child is born, upon presentation of another request to the Dean or the competent authority. Upon request, the student may be required to provide supporting documents.

b) Sick leave

A student who wishes to take sick leave, for himself/herself, for a child or for a parent for whom he/she acts as a caregiver, must submit a request to the Dean or the competent authority. For this type of leave, the student must provide a medical certificate. Sick leave may be renewed upon presentation of a new request to the Dean or the competent authority.

c) Suspension

In addition to parental leave and sick leave, students may take advantage of a suspension of their studies. The student must submit a reasoned request to the Dean or the competent authority. The maximum duration of a suspension is three consecutive quarters.

5. Registration and Enrolment of Regular and External Students

5.1 Nullity of a Registration

Registration based on a false diploma/degree, a falsified document, false statements or any other form of fraud is null and void.

5.2 Course Selection Change

An external student who has received the course for which he/she has registered and enrolled may not change courses after a period of 15 days. He/she may not request more than two course changes during the year.

6. Credit Recognition and Course Transfer

6.1 General Provisions

The student is not required to validate a course if, in the judgment of the Dean or the competent authority, he/she has otherwise met the course objectives. Credits for the course are granted by equivalence or exemption as the case may be. Unless otherwise authorized by the Dean or the competent authority, credits obtained more than 10 years ago may not be subject to course equivalence, exemption or transfer.

6.2 Course Equivalence

a) Definition

Course equivalence occurs when one or more courses successfully completed by a student prior to registration and enrolment in his/her program meet the requirements of a course in that program.

Any course credits granted by equivalence are counted towards the total credits required to complete the program. If necessary, the Faculty may require an examination to assess knowledge and skills before granting equivalence.

b) Maximum allowed

The equivalence of courses, whether or not they have been used to obtain a degree, must not exceed half of the credits in a program. Exceptionally, the equivalence may cover two thirds of the credits of the program.

In all cases, the student must take at least one-third of the credits of his/her program at the University, excluding free-choice courses.

Credits from a course may not be counted more than once towards a baccalaureate by combination of diplomas/degrees and certificates.

c) Transcript Indication

The transcript indicates the course equivalence granted. The course for which equivalence has been granted remains on the transcript, but its result, which is substituted with the indication "equivalence" (EQV), does not contribute to the average of the student's grades.

For the purpose of an indication on the transcript, a course taken at another institution under an agreement may be considered an equivalent course if the agreement between the University and the other institution so provides.

6.3 Exemption

a) Definition

A course exemption is granted when a student's training or experience justifies allowing him/her not to take a course in his/her program. Any course credits granted on the basis of exemption are counted towards the total credits required to complete the program. If necessary, the Faculty may require an

examination or any other form of assessment to verify the student's knowledge and skills before granting the exemption.

b) Maximum allowed

Course exemption must not exceed half of the credits in a program.

Exceptionally, the exemption may cover two thirds of the program credits. In all cases, the student must take at least one-third of the credits in his/her program at the University, excluding free-choice courses.

No exemption may be granted in the context of a module.

c) Transcript Indication

The transcript indicates the course exemption granted. The course for which an exemption has been granted remains on the transcript, but the indication "exemption" (EXE) is used as the result.

6.4 Accumulation of Equivalences and Exemptions

The total credits granted by equivalence and exemption may not exceed half of the credits in a program. Exceptionally, this total may cover two thirds of the program credits. In all cases, the student must take at least one-third of the program credits at the University, excluding free-choice courses.

6.5 Course Transfer

A course transfer occurs when a course taken at the University, for which a passing grade has been obtained and which has not contributed to a degree, is transferred from one program to another. The Faculty transfers any successful courses that may be required later in the student's program.

The maximum number of courses that can be transferred is determined by the structure and objectives of the program.

The credits of the transferred course are counted towards the total credits required to complete the program.

The grade of a transferred course is recorded on the student's transcript and contributes to the calculation of the average of the student's grades.

6.6 Credits Recognition Procedure

a) Request

A student who wishes to obtain a course equivalence or exemption must make a written request and, as the case may be, provide appropriate supporting documents or prove the soundness of the request within the time limits prescribed by the Faculty responsible for the program.

b) Approval

The equivalence or exemption must be approved by the Dean or the competent authority.

In the case of equivalence, recognition is conditional on the objectives, content, and level of the course; it also depends on the time elapsed since the

course was successfully completed. Equivalence cannot be granted solely on the basis of two courses having an equal number of credits.

For a course to be considered for equivalence, it must have been passed with a grade equal to or higher than that required in the University's grading system.

6.7 Nullity of an Equivalence, of an Exemption

Equivalence or exemption based on a false diploma/degree, a falsified document, false statements or any other form of fraud is null and void.

7. Assessment

7.1 General Provisions

All regular students must submit to the assessments related to the course in which they are enrolled.

The professor is responsible for the assessment. The methods, assessment criteria and weighting for each assessment shall be approved by the Dean or the competent authority in accordance with the rules adopted by the Faculty.

7.2 Assessment Methods

The assessment may be carried out in one or more of the forms described in paragraphs a, b and c and, exceptionally, in another form.

a) Assessment in the form of assignments

The assessment in the form of assignments covers the work that is required throughout the course (essays, tutorials, internship reports, oral presentations, practical work, clinical work, laboratories, participation in group work, participation in activities, portfolio, etc.) according to a pre-established schedule.

In the case of group work, each student must be assessed individually unless an objective of the course justifies a collective assessment.

b) Assessment in the form of examinations

The assessment in the form of examinations (written examination under supervision, oral examination, home examination, practical examination) covers some or all of the course material (course notes, readings, laboratories, etc.). The Dean or the competent authority may require that the final examination covers the entire material.

Before each examination session, the professor or his/her representative shall give the students the appropriate special instructions for this examination.

c) Observational assessment

Observational assessment may focus on the student's behaviors, attitudes, skills, and competences depending on the expected level.

7.3 Assigning and Confirming a Grade, Adding to the Student File

a) Assigning a grade

The professor responsible for the assessment shall assign the grades as soon as possible.

b) Confirming the grade

Within a reasonable time, the Dean or the competent authority shall review all the results, compare the averages obtained in each course and, where appropriate, after consultation with the professor(s) concerned, determine the final grades that are recorded on the student's official transcript. In awarding the final grade, the Dean or the competent authority may be assisted by a committee set up for this purpose and composed of professors involved in teaching in the program.

c) Adding to the Student File

Assessments and written opinions given to the student are added to the student file.

7.4 Assessment Verification

The student is entitled to have the methods of assessment verified, no later than 14 days after the transcript is issued. This covers technical aspects, such as the compilation and transcription of grades. The student has the right to consult his/her examinations or assignments. The Faculty is not required to provide the student with a copy of the assignment or examination.

7.5 Assessment Review

A student who, after verifying an assessment method, has serious reasons to believe that an error has been made in this regard may request a review of this method by sending a written and reasoned request to the Dean or the competent authority of the faculty responsible for the program in which he/she is enrolled, no later than 21 days after the transcript is issued.

a) Admissible request

If the request is admissible, the Dean or the competent authority shall inform the student in writing and immediately invite the professor to review the assessment within a period of time to be determined by him/her, but not exceeding 21 days. The grade can remain unchanged, be lowered, or be raised. The transcript is adjusted accordingly.

b) Inadmissible request

If the request is inadmissible, the Dean or the competent authority shall inform the student in writing, with the reasons explained, within 28 days of receipt of the request.

7.6 Exceptional Assessment Review

Within 14 days of the review of a course assessment method, a student who considers himself/herself aggrieved by a decision and who is able to state

serious reasons for modifying that decision may submit a written and reasoned request for an exceptional review to the Dean or the competent authority of the Faculty responsible for his/her program.

a) Admissible request

If the Dean or the competent authority considers the request admissible, he/she shall notify the student within 14 days of receipt of the request and establish an exceptional review committee of three members. This committee shall provide the student and the professor with an opportunity to be heard; it shall hear the Program Director, the Director, and the Dean if they so request; it may consult any expert or any person capable of enlightening it. The committee may keep the grade unchanged, lower it, or raise it; its decision is final.

The decision must be communicated in writing to the student within 70 days of the date on which the notice of admissibility of the request for exceptional review is sent. The review committee may make any recommendation to the Dean or the competent authority that it considers relevant to the evaluation of the course referred to by the request for exceptional review.

b) Rejected request

If the Dean or the competent authority rejects the request for an exceptional review, he/she must do so in writing, and with supporting reasons, within 14 days of receipt of the request. This refusal is final.

7.7 Failure to Submit to an Assessment

a) Assessment in the form of examinations

The grade F* (failure by absence) is assigned to the student who does not appear for an assessment, unless he/she can validly justify his/her absence to the Dean or the competent authority.

The grade F (failure) or result (E) (failure, without numerical value) is assigned to the student attending an examination session if he/she does not submit any papers or refuses to answer all the questions of an oral test.

b) Assessment in the form of assignments

Where the student fails to submit an assignment within the prescribed time limit, the Dean or the competent authority may set a new time limit and require that the assignment be corrected taking into account the delay.

7.8 Deferred Examination

If the student is absent from an examination for a valid reason, the Dean or the competent authority will impose a deferred examination. An examination may not be deferred beyond the end of the following quarter.

If the student is absent from the deferred examination, a withdrawal is recorded.