



UNIVERSITÉ
DE GENÈVE

GENEVA SCHOOL OF ECONOMICS
AND MANAGEMENT

Program Regulations for the Complementary Certificate in Applied Statistics

Entry into force: 20 September 2021

This document is a translation of the French text entitled “Règlement d’études du Certificat complémentaire en statistique appliquée.” This translation is provided for information purposes only and is not legally binding. In order to avoid any ambiguities resulting from the translation, the French text remains the authoritative version in the event of a dispute.

In this document, “they”, “them” and “their” are used to refer to people of indeterminate sex in both the singular and the plural.

ARTICLE 1 PURPOSE

1. The Geneva School of Economics and Management ("GSEM") awards a complementary certificate in applied statistics, in conjunction with the Faculty of Science and the Institute for Environmental Sciences (ISE).
2. The complementary certificate is awarded upon completion of a basic university training course in statistics.
3. It is designed for non-specialists, i.e., individuals who work in other fields but use statistics. It is not a university degree.
4. The course will in principle be given every year. The academic committee, as defined in Article 2 below, may decide not to run the course if, in particular, not enough students are signed up.

ARTICLE 2 ACADEMIC COMMITTEE AND PROGRAM DIRECTOR

1. An academic committee is proposed by the college of professors and appointed by the GSEM participatory committee for a renewable term of two years. It comprises at least three members, including the program director, a non-GSEM professor from the University of Geneva and a professor who teaches in the program. The other members must be professors or research and teaching associates, senior lecturers, lecturers, research and teaching fellows, or research and teaching assistants.
2. The academic committee elects from its members a program director who is responsible for coordinating the program and who chairs the academic committee. They are usually appointed for a renewable two-year term.
3. The academic committee develops the study plan, which is submitted to the college of professors and then to the GSEM participatory committee for approval, coordinates classes and makes decisions on issues such as applications, credit transfers and the length of study.

ARTICLE 3 ENROLLMENT AND REGISTRATION

1. To be eligible for admission to the program, students must meet the general enrollment conditions required by the University of Geneva.
2. Once they are enrolled with the University of Geneva, students can apply to GSEM, subject to Article 4 below. They must pay the standard semester enrollment fees.

ARTICLE 4 ADMISSION

1. Anyone who holds a Bachelor's degree (at least 180 credits) from a Swiss or foreign university, or a degree deemed equivalent by the academic committee, is eligible for admission.
2. Admission is determined based on an application. Candidates must submit their application to the academic committee within the deadline set out in GSEM's academic calendar. The application must contain a cover letter setting out the applicant's objectives and expectations relative to the program, a detailed CV, grade transcripts from their previous studies, and any credit transfer requests.
3. The academic committee makes the decision on admissions.

ARTICLE 5 CREDIT TRANSFER

1. Previously acquired credits may be recognized by the academic committee if the student submits a request in the three weeks after the start of their first semester.
2. No more than six ECTS credits can be transferred to the complementary certificate. The grades

obtained by a student during their prior studies are not included in the GSEM grade transcript.

ARTICLE 6 LENGTH OF STUDY AND ECTS CREDITS

1. To obtain the complementary certificate, students must acquire 30 ECTS credits, which corresponds to a minimum of one semester of study. The maximum length of study is four semesters.
2. A full-time semester of study usually represents 30 ECTS credits.
3. The academic committee may grant extensions to the maximum length of study set out in paragraph 1 above if there are reasonable grounds for doing so and if the student submits a written request setting out their reasons. Any such extension cannot exceed two semesters.

ARTICLE 7 PROGRAM AND STUDY PLAN

1. The complementary certificate comprises core courses and specialized courses. Students must obtain at least 12 credits in core courses, and no more than 6 of those credits may be transferred from prior studies. Specialized courses can be selected from the list of courses provided at the start of the year. Students are not required to pass the core courses first in order to take specialized courses.
2. If the student has already taken core courses at the University of Geneva or has taken equivalent courses at another university, they must select specialized courses, with the consent of the academic committee.
3. The study plan provides the names of the courses available and the number of ECTS credits for each course. The study plan is approved by the GSEM college of professors and then adopted by the GSEM participatory committee.

ARTICLE 8 COURSE AND EXAM ENROLLMENT

1. Students must enroll for courses within the deadlines set out in GSEM's official academic calendar and in keeping with the relevant procedures.
2. Separate rules and deadlines apply when enrolling for courses offered by other faculties or other teaching and research units.
3. Students cannot retake the exam for a course for which they have already obtained the credit.

ARTICLE 9 ASSESSMENT

1. Each course is evaluated. The assessment may take the form of an oral or written exam, an ongoing assessment, written work or an oral presentation.
2. If the type of assessment is not specified in the study plan or the course description, it is up to the teacher to choose the type of assessment. The teacher must inform the students of the type of assessment in writing at the start of the course. The teacher must also specify the scope of the exam, the authorized resources and documents and, when more than one type of assessment is used, the weighting of each type of assessment.
3. For each course, students receive either a grade between 0 (null) and 6 (very good) rounded to the nearest quarter point, with 4 as the passing grade, or a pass or fail evaluation, i.e., "acquired" or "not acquired."
4. For each course, students have two attempts to obtain the related credits.
5. If a student fails their first attempt, they are automatically re-enrolled for the following extraordinary exam session.

6. Students who do not attend an assessment and who can prove extenuating circumstances must send a written request with supporting documents to the academic committee. In case of illness or accident, the corresponding medical certificate must be produced within three days of the assessment. If the reason is accepted, the absence is recorded as justified and the conditions for continuing studying are specified by the academic committee.
7. If a student fails a specialized course during the ordinary exam session, they can either sign up to take their second and final attempt during the extraordinary exam session or select another elective course from the same group, subject to Article 6.1 above. In the latter case, the student is again given two attempts to obtain the related credits.

ARTICLE 10 CONDITIONS FOR PASSING

1. The ECTS credits for a course are awarded when the student obtains a grade of at least 4, or a pass.
2. To obtain the complementary certificate, the student must have acquired the credits for each course, up to a total of 30 ECTS credits, subject to Article 11 below and the deadlines set out in Article 6 above.

ARTICLE 11 MAINTAINING GRADES

A student who obtains a grade below 4.00 but at or above 3.00 can request to keep the grade, up to a total of no more than 3 credits. The grade becomes permanent and the assessment cannot be taken again. In this case, the 30 credits are awarded collectively.

ARTICLE 12 CHEATING AND PLAGIARISM

1. Any cheating or attempted cheating, including plagiarism or suspected plagiarism ("cheating"), must be reported by the teacher concerned to the GSEM dean, who shall immediately suspend the grade transcript and order an investigation.
2. The dean decides what measures to take based on the report submitted at the end of the investigation. In line with the application guidelines on evaluations, the dean may impose the following sanctions:
 - a. definitive failure of the assessment concerned, with the grade 0.00 or the evaluation "not acquired" on the grade transcript, without the possibility of retaking the exam or resubmitting the work in question;
 - b. failure of all the courses in the session during which the cheating took place, with the grade 0.00 or the evaluation "not acquired" for all the courses in the session.
3. The dean's office shall involve the University's disciplinary council if:
 - a. a disciplinary procedure is deemed appropriate;
 - b. the student has failed the assessment definitively, leading to the student being expelled from the program.
4. The dean or the dean's office must have heard the student beforehand, and the student has the right to view their file.

ARTICLE 13 EXPULSION

1. Students fail definitively and are eliminated from the program if they:
 - a. have not passed an assessment after two attempts, subject to Article 11 above;
 - b. have not obtained all of the credits for the complementary certificate within the

maximum deadline set out in Article 6 above.

2. Cases of cheating, plagiarism and attempted cheating and plagiarism also apply.
3. The GSEM dean makes the final decision on expulsions from the program.

ARTICLE 14 APPEALS PROCEDURES

1. An appeal against any decision made by GSEM pursuant to these regulations may be filed with the body that made the decision within 30 days from the day following notification of the decision.
2. The University's policy on appeals of 16 March 2009 (RIO-UNIGE) applies.
3. An appeal can then be filed with the administrative chamber (*Chambre administrative*) of the administrative section of the court of justice (*section administrative de la Cour de Justice*) within 30 days from the day following notification.

ARTICLE 15 ENTRY INTO FORCE

1. These regulations take effect on 20 September 2021.
2. They replace the regulations of 17 September 2018, subject to paragraph 4 below.
3. They apply to all students beginning their studies on or after 20 September 2021.
4. Students already studying for the complementary certificate when these regulations enter into force remain subject to the regulations and study plan for their program.