Registration requirements
Effective as of: January 4th 2022

1.1. Applicability
These registration requirements apply to courses of Campus Lucerne

1.2. Registration
– The registration for courses of Campus Lucerne takes place online via the web portal of Campus Lucerne and is binding.
– By registering, the participant confirms that he/she has taken note of course-related regulations.
– The number of participants per course is limited. Admissions are determined by the order of registration and university affiliation. It is not possible to reserve a slot.
– Doctoral students and employees of the Lucerne University of Applied Science and Arts, the University of Lucerne and the Lucerne University of Teacher Education get prioritized regarding course participation. Participation of people who do not belong to those universities is possible, provided that free slots are available.
– The respective registration deadline is published in the course announcement. The running (or cancellation) of the course will be confirmed after the registration deadline.

1.3. Course costs
– The course costs will be covered by swissuniversities and the Lucerne University of Applied Sciences and Arts, the University of Lucerne and the Lucerne University of Teacher Education until 2024.

1.4. Cancellation/Postponement by Campus Lucerne
– In case of an insufficient number of participants, the course can be cancelled or postponed by Campus Lucerne up to one week prior to the start of the course. Campus Lucerne will inform you of the cancellation or postponement via e-mail.
– In case of a postponement of a course, the course reservation will be transferred. The participants can confirm or deny participation at the new date within 30 days of notification, but no later than two weeks before the new start date of the course via e-mail to graduate.resources@campus- luzern.ch .

1.5. Cancellation/Withdrawal
– Rebooking, cancellations as well as withdrawals from a course or an early termination should be communicated to Campus Lucerne as quickly as possible by writing an e-mail to graduate.resources@campus-luzern.ch .

1.6. Regulation of ECTS-Points
For successfully completed courses of Campus Lucerne, 1 ECTS-Point will be rewarded for a workload of 24 to 30 hours (self-study and attendance). The allocation is based on the following effort and performance crediting:
– 1 ECTS-Point for a three-day course
– 1 ECTS-Point for a two-day course, if the participant provides additional effort to attendance. The type of credit is determined by the course instructor.
– For shorter courses, ECTS-Points may be awarded for the cumulative workload if the participant can provide evidence of the effort. To do this, they can submit bundled certifications for several shorter courses to the relevant contact person of their University.

Contact persons are: HSLU course admin (for members of HSLU and PH Luzern) and Dr. Christina Cavedon (for members of UniLU).

1.7. Data protection
– Campus Lucerne processes the data provided with a registration in accordance to the rules of Lucerne University of Applied Sciences and Arts (see Privacy Policy)
– By registering, participants acknowledge that their registration information may be stored and used for internal (information) purposes (e.g. List of participants for course instructors)

Dr. Christina Cavedon, University of Lucerne (UniLu)

Dr. Valeria Iaconis, Lucerne University of Applied Sciences and Arts (HSLU)

Prof. Dr. Annette Tettenborn, Lucerne University of Teacher Education (PHLU)