



**UNIVERSITÉ
DE GENÈVE**

CENTRE INTERFACULTAIRE
EN DROITS DE L'ENFANT

Masculine terms are used in their generic sense and refer to both men and women.

**Study regulations
for the
Certificat de formation continue (CAS) en droits de l'enfant
Certificate of Advanced Studies in Children's Rights**

Article 1 Purpose

- 1.1 The Certificate of Advanced Studies in Children's Rights is conferred by the Centre for Children's Rights Studies (CCRS) of the University of Geneva. The English title of the qualification "Certificate of Advanced Studies in Children's Rights" also appears on the certificate.
- 1.2 The CAS programme is organised in conjunction with the International Institute for the Rights of the Child (IDE).

Article 2 Objectives

- 2.1 The general objectives of the CAS in Children's Rights are primarily to:
- a) offer participants the opportunity to acquire interdisciplinary knowledge and skills in children's rights through the introduction of different concepts and approaches;
 - b) deepen understanding of the role of international instruments in the implementation and monitoring of particular themes in children's rights;
 - c) focus on both an international and interdisciplinary approach to children's rights;
 - d) promote thinking concerning the application of the concepts and principles underlying the Convention on the Rights of the Child.
- 2.2 The programme aims to develop specific knowledge and skills in addition to the general objectives, notably to:
- a) acquire interdisciplinary knowledge and skills in children's rights;

- b) adopt a critical approach to understanding the origins, nature, limits and implementation of particular themes in children's rights;
- c) gain knowledge of the relevant methodological and analytical tools in order to identify the issues and problems relating to the realisation of topics concerning children's rights, and develop the ability to contribute to the realisation of these issues and problems.

Article 3 Programme organisation and management

3.1 Programme organisation and management for the CAS in Children's Rights are the responsibility of a Steering Committee reporting to the Director of the CCRS at the University of Geneva. The same Steering Committee manages the MAS in Children's Rights.

3.2 The Steering Committee consists of a minimum of three people, including

- a. a professor from the CCRS at the University of Geneva, in principle an ordinary professor, Programme Director and academic supervisor for the CAS;
- b. a professor or teacher at the University of Geneva;
- c. a field expert as programme coordinator.

A majority of the Management Committee must be teaching staff at the University of Geneva.

3.3 The Programme Director and members of the Management Committee are appointed by the College of Professors of the CCRS. The programme director and members of the Steering Committee are appointed for a two-year renewable term. The Steering Committee is chaired by the Programme Director.

3.4 The Steering Committee is responsible for the study programme from an academic and pedagogical perspective. Its main role is to oversee the design and implementation of the CAS in Children's Rights study programme along with the process of assessing the skills acquired by students. It approves the academic programme and choice of contributors proposed by the programme coordinator. It also produces the study regulations and submits them to the relevant bodies for adoption.

3.5 The Steering Committee may be assisted by a scientific advisory board, which provides expertise and advice on the MAS and CAS in Children's Rights. The scientific advisory board is made up of three to six members. Members are appointed for a two-year renewable term. Members of the scientific advisory board are appointed by the Steering Committee. The scientific advisory board meets at least once a year at the invitation of the Programme Director.

Article 4 Admissions criteria

4.1 Applicants for admission to the CAS must:

- a. hold a bachelor's degree in the field of social and human sciences conferred by the University of Geneva, a Swiss University of Applied Sciences, a University recognised by the University of Geneva, or a qualification deemed to be equivalent by the Steering Committee
- b. provide evidence of at least one years' professional experience in a field linked to the course
- c. and have a level of proficiency in English deemed sufficient to follow the teaching and participate in the programme and discussions.

4.2 The information required to submit an application and the period for enrolment on the CAS are defined by the Steering Committee.

4.3 Applicants must also pay an administration fee of CHF 150.00 by the required deadline and attach a copy of their payment to their application form. The administration fee is non-refundable, regardless of whether the applicant is admitted.

4.4 The decision to admit is made by the Steering Committee.

4.5 In principle, no more than twenty (20) students may be admitted to the programme.

4.6 Applicants admitted to the programme are registered at the University of Geneva and enrolled as continuing education students in the CAS in Children's Rights provided they have paid the programme enrolment fees by the deadline stipulated by the Steering Committee. Applicants must have paid their enrolment fees in full in order to be awarded the CAS in Children's Rights.

4.7 If an applicant is unable to pay the enrolment fees for the CAS programme by the required deadline, they may submit a written statement to the Steering Committee, requesting staged payment of their enrolment fees and setting out the reasons for their request. If their request is accepted, the Steering Committee will inform the applicant of the new payment terms and deadlines. Applicants must have paid their enrolment fees in full in order to be awarded the CAS in Children's Rights.

4.8 The total amount of enrolment fees for the CAS is set by the Steering Committee each time the programme is run. This amount applies to the maximum period of study as set out in Article 6 below. In the case of the period of study being extended as set out in Article 6.2 below, a fee of CHF 500.00 per additional semester will be due.

4.9 In principle, the CAS course is delivered every two years. The Steering Committee can decide otherwise, in particular if it deems the number of students enrolled to be insufficient.

Article 5 Withdrawal of application or from the programme

5.1 Applicants can withdraw their application before the deadline for payment of the programme enrolment fees. They must inform the Programme Director of their intention by the deadline. The administration fee remains payable.

5.2 Students who wish to withdraw from the programme must inform the Programme Director of their intention as soon as possible.

The following supplementary fees are payable in addition to any fees for the modules taken:

- in the case of withdrawal before the first module, the student concerned must pay an amount equivalent to 25% of the enrolment fee
- in the case of withdrawal before the second module, the student concerned must pay an amount equivalent to 5% of the enrolment fee.

5.3 Students who withdraw from the programme receive a statement of participation in the module(s) concerned, provided they have settled the fees for the modules taken and the additional fees for withdrawal from the course in accordance with Art. 5.2 below.

5.4 Any decision concerning the withdrawal of an application following notification of admission or withdrawal from the course and the corresponding additional fees is subject to appeal in accordance with Art. 17 below.

Article 6 Period of study

6.1 The period of study for the CAS is a minimum of two and a maximum of three semesters.

6.2 The Director of the CCRS may, subject to the opinion of the Steering Committee, grant exceptions to the period of study for the CAS if there are valid reasons for so doing. The student must submit a request in writing, setting out their reasons. If the application relates to the maximum period of study, the maximum period of any extension granted is one semester.

Article 7 Study programme

7.1 The study programme runs over one year. It equates to 12 ECTS (European Credit Transfer and Accumulation System) credits. The programme is taught in English.

7.2 The Steering Committee provides all the requisite information on the study programme in a timely manner, in particular themed module dates, assessment dates and dates for submitting individual work. Students receive this information in the CAS student's guide.

7.3 The study programme uses a range of teaching and learning methods. It includes classroom teaching, distance learning activities and individual research.

Producing the CAS final project provides an opportunity to incorporate the knowledge acquired and aims to develop an original, interdisciplinary approach on a specific topic related to children's rights.

7.4 The programme is organised in two interdependent sections.

- a) Themed modules, including:
 - a. Classroom teaching
 - b. Module-related work
- b) CAS final paper.

7.5 The CAS study plan sets out the duration and titles of the themed modules and of the CAS final project. It also stipulates the corresponding number of ECTS credits.

The CAS study plan is initially approved by the College of Professors of the CCRS and adopted by its Participatory Assembly.

Article 8 Thematic modules

8.1 *Classroom teaching*: Students choose two modules from the list of thematic modules offered in the Master of Advanced Studies in Children's Rights.

8.2 *Module-related work*: This includes preparatory work at home for classroom teaching and reading. Detailed information, particularly on the activities required for preparation for modules and compulsory reading materials are sent to students at the appropriate time during the course.

Article 9 CAS final paper

9.1 During their course, all students must produce a final paper focusing on an issue related to children's rights. The final project is a piece of individual work and must be addressed from an international and interdisciplinary perspective. The choice of subject and title for the final project is decided by agreement between the student and their programme coordinator who also acts as the final paper supervisor.

The final paper must be completed within the required timescales.

9.2 The final paper must be written in English or French.

Students must comply with the final paper regulations set out in the CAS student's guide, particularly with regard to issues such as the choice of topic, writing, methodology, structure, style, formatting and rules for the use of citations.

9.3 The Programme Coordinator supervises the process of setting up and writing the final paper. The Programme Coordinator may be contacted with regard to any questions about the final paper.

Article 10 Assessment

10.1 Information on assessment methods is given to students at the start of the course. These include written examinations, assessment reports and work completed for the CAS final paper.

Assessments must be completed within the required timescales.

10.2 The Programme Director ensures that students receive regular feedback from teaching staff on their learning and the results they achieve in their assessments.

10.3 Assessments are scored on a scale of 0 (fail) to 6 (excellent). Quarter points may be awarded. Students must obtain a minimum score of 4, or an average of 4 if the assessment consists of a series of tests, on the assessment for each module. The relevant credits will be awarded on successful completion of the various assessments.

10.4 Students who score less than 4 on any of the assessments or an average of less than 4 if the assessment consists of a series of tests may apply to repeat the relevant assessment or tests on which they have scored less than 4 for a second and final time. The second assessment will be organised as soon as possible.

10.5 Students who fail to attend an assessment for which they are registered will be considered to have failed that assessment unless there is a valid reason for their absence. Illness and accidents, in particular, are considered to be valid reasons. Students must inform the Programme Coordinator in writing, with a copy to the programme secretarial office, immediately, i.e. in principle within a maximum of three days of their failure to attend. The Steering Committee will decide if the reason is valid. Students may be required to produce a medical certificate and any other information considered appropriate.

10.6 Students are required to participate actively during the educational activities of the modules, in particular lectures, group discussions, role plays, practical exercises, documentary films, field visits, poster sessions and round-table discussions. Participation of this kind is an integral part of the assessment method for the modules.

Article 11 Written assessments of modules

11.1 Each module is assessed by means of a written examination, in principle organised remotely, within three to five weeks of the end of the module concerned. Students may use their course material and information provided during teaching. Assessments are prepared under the supervision of the Programme Director.

11.2 Students must have obtained a score of 4 or above in the assessment for each module in order to obtain the relevant credits.

11.3 Students who have not obtained a score of 4 or above in the assessment for each module, may attempt the assessment concerned for a second and final time. The Programme Director will inform them of the new assessment arrangements, which may take the form of a written examination or written paper.

Students who fail the second attempt at an assessment will be removed from the course.

Article 12 Assessment of the final paper

12.1 The final paper is assessed by the final paper supervisor and a second expert appointed by the Steering Committee. At least one of these two examiners must be a member of faculty, teaching and research fellow, lecturer or teacher at the University of Geneva. The main assessment criteria for the final paper are:

- a) the originality of the research in the international field of children's rights;
- b) the general coherence of the presentation and structure of the final project;
- c) the value of the general conclusions;
- d) the interdisciplinarity, international scope of the research and pertinence of the bibliography;

12.2 A student who obtains a score below 4 in the assessment must make the corrections requested or carry out additional work before being entitled to resubmit their final paper. The final paper supervisor and the expert will send their comments and conditions to the student accordingly.

The student may attempt the final paper for a second and final time.

Students who fail the second attempt at an assessment will be removed from the course.

Article 13 Award of the CAS qualification

13.1 The Certificate of Advanced Studies in Children's Rights is conferred on the recommendation of the Steering Committee, subject to fulfilment of the conditions set out in Articles 10, 11 and 12 above.

13.2 A student who does not complete the CAS programme on which they are enrolled and is not removed from the programme may request a certificate listing the modules they have completed successfully, the results obtained and ECTS credits awarded.

13.3 Students who hold a Certificate of Advanced Studies in Children's Rights conferred by the University of Geneva may, within a period of four years, obtain recognition of 12 ECTS credits in the Master of Advanced Studies in Children's Rights, provided they fulfil the admission criteria for the MAS degree.

13.4 The Steering Committee will notify applicants who are accepted for the MAS of the number of credits to be completed and the deadline for completing the programme. A reduction of 25% is granted on the enrolment fees for the MAS.

Article 14 Fraud and plagiarism

14.1 Any duly reported fraud, plagiarism, attempted fraud or attempted plagiarism shall result in a failure of the assessment concerned.

14.2 Depending on the gravity of the behaviour observed or its premeditated nature, the Director of the CCRS may, on the recommendation of the Steering Committee, decide to remove the student from the programme.

14.3 The Management of the CCRS may refer a case to the University's Disciplinary Committee:

- a) if it believes a disciplinary procedure may be necessary;
- b) in all cases where the failure of the assessment concerned is final and would entail the student's exclusion from the CAS course.

14.4 The Director or Management of the CCRS, respectively, must have first spoken to the student, who is entitled to see their file.

Article 15 Removal from the programme

15.1 Students will be removed from the CAS if they:

- a) fail the assessment for one of the modules or the final project for the final time or fail to complete them within the prescribed deadlines, as set out in Articles 10, 11 and 12;
- b) fail to participate actively and on a regular basis in the module teaching, as set out in Article 10.6;
- c) do not obtain all the ECTS credits required under the CAS programme within the maximum period of study as set out in Article 6.

15.2 Cases of fraud, plagiarism, attempted fraud or attempted plagiarism may also result in removal from the CAS, in accordance with Article 14.

15.3 Removals are decided by the Director of the CCRS on the recommendation of the Steering Committee.

15.4 Removal from the programme has no effect on the fees due and does not create any entitlement to reimbursement, whenever the decision to remove is taken.

15.5 Students who withdraw from the course must inform the Programme Director in writing without delay. Withdrawal from the programme has no effect on the fees

due and does not create any entitlement to reimbursement, whenever the decision to withdraw from the course is taken, unless there is a valid reason for the withdrawal as defined in Article 10.5.

Article 16 Objections and appeals

16.1 An appeal may be lodged against any decision taken under these study regulations with the body that made the decision within 30 days of the day following the notification.

16.2 The regulations on appeals procedures of 16 March 2009 (RIO-UNIGE) shall apply.

16.3 Decisions on appeals may be referred to the Administrative Chamber of the Geneva Court of Appeal within 30 days of the day following their notification.

Article 17 Entry into effect and transitional arrangements

17.1 These study regulations come into effect on 1 January 2015.

17.2 They apply to all students commencing their CAS course after the date on which they come into effect.