

## Study regulation

### **Article 1** Purpose

The Swiss Advanced Certificate in Trust Management is a certificate recognised by the Society of Trust and Estate Practitioners (STEP). It is awarded jointly with Geneva Financial Center.

### **Article 2** Purpose

The programme is designed for those who already possess significant background knowledge of the principles of trusts and trust management and it is intended to build on this knowledge by an in-depth analysis of trusts in the Swiss context.

### **Article 3** Scientific Committee

- 3.1 The Swiss Advanced Certificate in Trust Management is placed under the responsibility of a Scientific Committee which comprises at least:
- a) two members of the Committee of STEP Suisse romande;
  - b) two representatives of the banking sector;
  - c) one representative of Geneva Financial Center;
  - d) one representative of the academic sector.
- 3.2 The members of STEP are appointed by the Committee of STEP Suisse romande. The representatives of the banking sector and the representatives of Geneva Financial Center are appointed by the latter. The representative of the academic sector is appointed by the Scientific Committee.
- 3.3 The members' term of office is three years; it is renewable.

Awarded by



3.4 The Scientific Committee has the following responsibilities:

- a) it determines the general training content
- b) it is responsible for implementation of training and for assuring its quality
- c) it admits candidates
- d) it heads the process of assessment of the acquired expertise.

#### **Article 4 The teaching staff**

4.1 The teachers are experts who are acknowledged as such in banking and financial circles.

4.2 The content of the training days is assured by the teachers on the basis of the methodological approach and goals defined by the Scientific Committee.

#### **Article 5 Conditions of admission**

5.1 The following persons may be admitted to the training course; persons who:

- hold the STEP foundation certificate

or

- benefit from several years professional experience in the field of trusts

5.2 Admission is decided by the Scientific Committee after examining the dossiers presented by the candidates

5.3 The Scientific Committee is not required to explain the reasons for which it has been unable to accept an application.

#### **Article 6 Length of studies**

6.1 The training is given over a period of six months. It is organised in five modules. Each module comprises self-learning on the basis of documentation handed over at the start of the training course and one day of face-to-face training (workshop).

Awarded by



- 6.2 The total period of training at which the presence of the students is required for the five modules represents 35 teaching hours.
- 6.3 Overall, the training course requires an estimated 150 to 180 hours of work.
- 6.4 The introductory course is an integral part of the training.

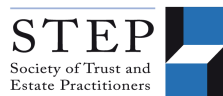
### **Article 7 Assessment**

- 7.1 At the end of the training course, the knowledge acquired is subject to an assessment, which can be either– *succeeded* or *failed*.
- 7.2 To apply for the examination, the student must have completed 4 workshops. His signature on the checklist evidences his participation.
- 7.3 In the event of failure, the student may enrol for the next examination session. Faced with a second failure, the student is no longer entitled to enrol for a new examination session. He receives an attestation of attendance at the training course.
- 7.4 When a student does not attend the examination, his absence will be considered as a failure. He may still enrol for the next examination session, for the second and last attempt.
- 7.5 A student who wants to resit the examination after failing or postponing the first examination must pay a supplement of CHF 400.- before the examination.
- 7.6 If a student wants to postpone his exam and his request has been accepted, he can enrol for the next examination session as his first attempt.
- 7.7 The student may appeal to the Scientific Committee against the mark granted within 15 days.

### **Article 8 Complaints**

- 8.1 The student admitted to the course must pay the course's invoice upon reception. Payment constitutes definitive confirmation of the student's participation to the course.

Awarded by



- 8.2 The student, admitted to the course, who cancels his application before the Induction Day must pay half of the course's tuition fees.
- 8.3 On or after the Induction Day, the student cannot claim his fees to be refund if he cancels his course.
- 8.4 The student who does not participate at one module can follow the next session's module (without commitment from the course's managers to set up the course). In this case, the student must pay a fee of CHF 500.- for each module followed at the next session.

### **Article 9 Complaints**

All complaints must be sent to the Scientific Committee.

### **Article 10 Entry into force**

This study regulation enters into force on 25 November 2008.

Geneva, 30 November 2009

STEP Suisse-Romand Association

Geneva Financial Center

Awarded by

