

Regulation No. 545a

Study and Examination Regulations of the Faculty of Economics and Management of the University of Lucerne

The following document is an English translation of the original and binding German language version of the document «Studien- und Prüfungsordnung der Wirtschaftswissenschaftlichen Fakultät der Universität Luzern».

24 January 2018* (correct as of 1 January 2019)

The University Council of the University of Lucerne,

based on § 16 para. 1g of the University Act of 17 January 2000¹, at the request of the Senate,

resolves:

I. General

§ 1 *Academic offering, Regular study period, Start of studies*

¹ The academic offering of the Faculty of Economics and Management of the University of Lucerne (referred to hereafter as the faculty) comprises:

- a. the bachelor's programme with a regular study period of six semesters;
- b. the master's programme with a regular study period of three semesters;
- c. choice of minor and major subjects.

² The doctoral programme is defined in a separate set of regulations.

³ Part-time study is possible. The study period shall be extended accordingly.

§ 2 *Degrees conferred*

¹ Graduates of the faculty's bachelor's programme will be awarded a Bachelor of Arts in Economics and Management.

² Graduates of the faculty's master's programme will be awarded a Master of Arts in Economics and Management.

§ 3 *Model curriculum, academic organisation and forms*

¹ The faculty shall provide model curricula for the guidance of students and to facilitate study planning.

² Within the limits of its capacity, the faculty shall organise its academic offering so that the courses listed in the model curriculum are offered on a regular basis and, as far as compulsory content is concerned, free of clashing commitments for full-time students.

³ The faculty shall ensure that

- a. lecturers use forms of teaching commensurate with the state of the art in university-level teaching practices;
- b. lecturers receive ongoing training in university-level teaching practices and educational methods.

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¹ Regulation no. 539

II. University bodies and responsibilities

§ 4 *Dean*

The Dean is responsible for study operations and, within the scope of these Study and Examination Regulations, has the final say on all matters insofar as no other body is declared competent.

§ 5 *Faculty Assembly*

The Faculty Assembly issues Guidance Notes in relation to the Study and Examination Regulations.

§ 6 *Director of Studies*

The Faculty Assembly shall name a full-time professor as Director of Studies and shall define the latter's responsibilities.

§ 7 *Academic Committee*

The Faculty Assembly may delegate certain duties to a committee comprised of, at the least, the Dean and the Director of Studies. The groups set out in § 5 of the Faculty Rules² are entitled to one representative each.

§ 8 *Dean's Office*

The Dean's Office is responsible for implementing these Regulations and Guidance Notes. The Director of Studies may delegate specific duties to the Dean's Office.

III. Requirements for admission and study

§ 9 *General*

¹ Admission to the study programme is subject to the conditions defined in the University Charter³ and the related Admission Guidelines of the University of Lucerne.

² Admission shall not be granted to anyone who has been definitively excluded from another faculty or university in or outside Switzerland for unsatisfactory performance in the same study direction.

§ 10 *Master's programme*

¹ Students seeking admission to the master's programme must hold at least a university bachelor degree or equivalent higher education qualification.

² Holders of a bachelor's degree in "Management" and "Economics" are entitled to unconditional admission, with assignment to a particular course of study dependent on having at least 60 credits in the desired course of study.

³ In all cases, completion of the master's programme may be made dependent on the demonstration of further knowledge and skills not acquired in the bachelor's programme (admission with obligations).

⁴ Admission shall proceed on the basis of an academic review of the application dossier (review of equivalence) by the faculty, which shall decide on the relevance of academic qualifications.

² Regulation no. 545

³ Regulation no. 539c

IV. Bachelor's programme

§ 11 *Scope and duration*

- ¹ Students must obtain at least 180 credits over a bachelor's programme with a regular study period of six semesters (full-time).
- ² The bachelor's programme comprises an orientation stage for a total of 60 credits with a regular study period of one year and the main study programme (for a total of 120 credits) with a regular study period of two years on a full-time basis.

§ 12 *Structure*

- ¹ The orientation stage comprises courses in economics, management, methods and law.
- ² The main programme comprises courses in economics, management, methods and law plus one optional compulsory subject. In addition there is one optional subject with credits from the academic offering across all the faculties at the University of Lucerne, plus one written semester dissertation.
- ³ There are two ways to complete the bachelor's programme offered by the faculty. Subject to the requirements set out in § 15 of these Regulations, students may complete the degree course with a bachelor's thesis. Where these requirements are not met, or if students fail to submit a bachelor's thesis even if they meet the required level of academic achievement, students must obtain a corresponding number of study credits (for courses, in particular).
- ⁴ Structure, modules, courses, credits and specific language and examination requirements are set out in Guidance Notes.

V. Master's programme

§ 13 *Scope and duration*

- ¹ Students must obtain at least 90 credits over a master's programme with a regular study period of three semesters (full-time).
- ² The master's programme comprises a compulsory section (basics) for a total of 24 credits, an optional compulsory subject or a specialisation (36 credits), an optional subject (12 credits) and a master's thesis (18 credits).

§ 14 *Structure*

- ¹ The compulsory section (basics) comprises courses in economics, management and methods.
- ² Within the optional compulsory subjects, students may choose from courses across the faculty's entire master offering.³ Students may choose one of three specialisms instead of an optional compulsory subject, i.e. "Political Economics", "Market-oriented Management" and "Health Economics and Management".
- ⁴ Regarding the optional subjects, credits may be acquired from across the academic offering provided by all the faculties of the University of Lucerne.
- ⁵ Structure, modules, courses, credits and specific language and examination requirements are set out in a Guidance Note.
- ⁶ Students may acquire a maximum of 36 credits from the master's programme prior to completion of the bachelor's programme at the University of Lucerne.

VI. Bachelor's thesis and master's thesis

§ 15 *Requirements*

Admission to a bachelor's dissertation is dependent on successful completion of the orientation stage plus at least 45 credits in the main study programme, a pass for the semester dissertation and a weighted overall average grade of at least 5.0 or a grade of at least 5.5 in the semester dissertation.

§ 16 *Assessors*

Faculty professors and lecturers with a PhD may be called on to act as assessors for bachelor's theses and master's theses.

§ 17 *Pass, fail and resubmission*

¹ Bachelor's theses and master's theses must attract a grade of at least 4 for a pass.

² Bachelor's theses and master's theses may not be resubmitted more than once.

§ 18 *Detailed rules*

The registration procedure, related processes and detailed requirements are set out in a Guidance Note.

VII. Choice of minor and major subjects

§ 19 *General*

The Faculty Assembly shall define the study programme of minor and major subjects in Economics and Management in consultation with the respective faculty. The requirements for successful completion will be set out in a Guidance Note.

VIII. Courses and other academic achievements, credits and examinations

§ 20 *Calculation of credits for courses and other academic achievements*

¹ The faculty shall calculate the credits earned for *courses and other academic achievements* using the "European Credit Transfer and Accumulation System".

² Study programmes are based on *courses and other academic achievements* totalling 30 credits on average for the individual semesters (full-time students).

§ 21 *Acquisition of credits*

¹ Credits are earned for successful *courses and other academic achievements*, in particular:

- a. written or oral examinations,
- b. written work.

² As a general rule, courses take the following forms:

- a. lecture (3 credits),
- b. lecture with tutorial (6 credits),
- c. seminars 3-4.5 credits).

³ 10 credits are awarded for the compulsory written semester dissertation in the bachelor's programme, 20 credits for the bachelor's thesis, 18 credits for the master's thesis.

§ 22 *Extra-curricular achievements*

¹ In the optional subject and the optional compulsory subject of the bachelor's and master's programmes, extra-curricular student achievements may be eligible for credits up to a maximum of 9 credits.

² Such achievements include e.g. projects, tutorials, participation in research projects and qualified traineeships, as well as higher training courses for senior members of the military. Details of the conditions, maximum credits and procedure for recognition of credits are set out in a Guidance Note.

§ 23 *Admission to courses*

Admission to courses may be made dependent on the successful completion of other courses or additional conditions. Details will be published with the course catalogue.

§ 24 *Evaluations*

¹ Examinations and written work shall be assessed with grades from 6 to 1 attributed as whole or half grades. Individual compulsory subjects and optional subjects may exceptionally also be marked with ungraded evaluations, i.e. with "pass" or "fail".

² A grade lower than 4.0 is an unsatisfactory grade.

³ The individual grades correspond to the following evaluations:

- a. 6 excellent,
- b. 5.5 very good,
- c. 5 good,
- d. 4.5 satisfactory,
- e. 4 adequate,
- f. 3.5 inadequate,
- g. 3 poor,
- h. 2.5 poor to very poor,
- i. 2 very poor,
- j. 1.5 very poor to unusable,
- k. 1 unusable or misconduct during examination.

§ 25 *Recognition of external credits*

¹ The Director of Studies shall decide on the recognition of academic credits obtained at other universities or faculties. She or he shall check the credits for equivalence of content with the faculty's own course of study.

² Credits shall only be eligible for recognition on presentation of appropriate certificates from the relevant universities.

³ Recognition of credits in connection with student mobility shall be by means of Learning Agreement.

⁴ The bachelor's programme permits recognition of maximum 90 credits, the master's programme maximum 45 credits.

⁵ Credits which have already been recognised for one degree course will not be accepted for another degree course.

⁶ In case of equivalence of content, failed attempts in the compulsory subject shall also be taken into account for the purpose of recognition.

⁷ Credits acquired more than eight years ago at the time of application for recognition shall not be eligible towards degree courses.

§ 26 *Mobility*

¹ Students may elect to complete a study phase at another university during their study programme.

² The faculty facilitates mobility via agreements with universities and faculties in and outside Switzerland.

§ 27 *Examination modalities*

- ¹ Examinations are held twice a year, in general on completion of courses. Dates will be published in good time.
- ² The Guidance Note may provide for the content of several courses to be grouped together in one examination.
- ³ Examinations may be written and/or oral.
- ⁴ Examination type and duration shall be defined by the lecturers and published in the examination schedule.

§ 28 *Seminars*

- ¹ Seminars constitute a type of assessment of academic achievement.
- ² Form, scope and deadlines of seminar work shall be determined by the lecturers and published at the start of the course.

§ 29 *Examination language*

- ¹ Unless otherwise announced before the examination, the language of the examination shall be the same as the language in which the subject was taught.
- ² The Examiner may approve a different examination language on application. The application must be submitted in writing no later than four weeks before the examination.

§ 30 *Pass, Fail and Repetition of courses*

- ¹ Students must obtain a grade of at least 4 for an examination pass. Students may not resit examinations after a pass has been obtained. An examination which is not passed counts as a failed attempt.
- ² In case of a fail, students may resit the examination as often as necessary on condition that the *course* is still part of the academic offering and that any upper limits for failed attempts as per § 35 have not been exceeded. There is no entitlement to an immediate resit. As a general rule, resit examinations are rescheduled during the following examination session at the earliest.

§ 31 *Registration for courses and other academic achievements and examinations, Withdrawal*

Students must register for examinations, *courses and other academic achievements* electronically before the deadline communicated in advance. No registrations or withdrawals will be accepted after this deadline. Full details are set out in a Guidance Note.

§ 32 *Failure to sit examinations, Discontinuation of examinations*

If candidates fail to sit examinations without a valid reason, the examination shall be considered failed and will attract a grade of 1.0. Valid reasons are own illness (medical certificate required) or serious illness or death in the family. Details are set out in a Guidance Note.

§ 33 *Compensation for disadvantage in general and extension to duration of examinations*

- ¹ The University Guidelines shall apply with regard to compensation for disadvantages on the grounds of physical, mental or psychological handicap. The decision shall be made by the Director of Studies.
- ² On a case by case basis, the Director of Studies may grant an appropriate extension to the duration of oral and written examinations upon application, subject to proper grounds, in particular where the student's mother tongue is not German.

§ 34 *Inspection of examination papers*

Students are entitled to inspect their examination papers.

§ 35 *Exclusion from study*

¹ The credits attached to all unsuccessful *courses and other academic achievements* (failed attempts) shall be added up, excluding any failed attempt at the bachelor's thesis or master's thesis. If the total score for unsuccessful academic work is equivalent to 60 credits (bachelor's level) or 30 credits (master's level), the student shall be definitively excluded from further study and related study directions. Exclusion shall be pronounced by the faculty.

² Students who fail their bachelor's thesis or master's thesis at the second attempt shall also be excluded from further study.

§ 36 *Examination misconduct*

¹ During an examination students may not:

- a. bring with them, or use, any aids other than those which are permitted,
- b. exchange information with other persons or assist them in completing the examination,
- c. deliberately disturb the peace in the examination room,
- d. continue writing after the proctor has announced the end of the examination.

² Misconduct will entail failure of the examination and award of a grade 1. The university reserves the right to apply sanctions according to § 36 of the University Charter.

§ 37 *Written work*

¹ The pass grade for written work is at least 4.

² Written work which is graded unsatisfactory may be revised and resubmitted within three months of publication of the original grade. If the revised version is again deemed unsatisfactory, the work shall be definitively rejected and counts as a failed attempt. The student must then submit a new piece of work dealing with a different subject. Separate regulations apply to dissertations and theses.

§ 38 *Plagiarism and ghost-writing*

¹ If *courses or other academic achievements* is not completed entirely independently, or if creative achievements by third parties are not, or not sufficiently, acknowledged, said work shall not attract a pass and will be awarded a grade of 1.

² In case of repeated irregularities or serious misconduct, the candidate shall be definitively excluded from the study direction(s) in question.

³ If the fraud is not discovered until after completion of the study programme, the degree conferred may be withdrawn.

IX. Completion of studies

§ 39 *Completion of study*

¹ A bachelor's or master's programme shall be considered complete when the student obtains the required credits as per the valid Guidance Note on the composition of study material, achieving an overall grade of at least 4.0.

² Students who fail to complete the study programme may request written confirmation of passes obtained in individual examinations.

§ 40 *Composition of the overall grade obtained at completion of study*

¹ The final grade awarded at the end of the bachelor's or master's programme is calculated as a credit-related weighted average of all graded study results. The average grade is calculated precisely, the result is rounded up to two decimal places.

² If external credits are included in the calculation, the composition of the overall grade shall be determined by the Director of Studies.

§ 41 *Mentions*

Grades shall be attached to the following mentions:

- a. with an average of 5.75-6.00: summa cum laude,
- b. with an average of 5.25-5.74: insigni cum laude,
- c. with an average of 4.75-5.24: magna cum laude,
- d. with an average of 4.25-4.74: cum laude,
- e. with an average of 4.00-4.24: rite.

§ 42 *Degree certificate and supplement*

¹ The degree certificate confirms successful completion of a bachelor's or master's programme offered by the faculty. It specifies the exact title of the course of study, the grade achieved, the overall grade and the corresponding mention.

² The certificate is signed by the Dean. The names of graduates shall be published.

³ Graduates will be given a supplement to accompany the degree certificate. The supplement contains detailed information about the course of study and grades achieved.

§ 43 *Study certificate and supplement*

¹ Students from other faculties and universities will receive a study certificate upon successful completion of a minor subject at the faculty.

² The study certificate specifies the name of the subject and the overall grade and is signed by the Dean.

³ Students will be given a supplement to accompany the study certificate. The supplement contains detailed information about the course of study and grades achieved.

X. Final provisions

§ 44 *Guidance Notes*

The Faculty Assembly formulates Guidance Notes.

§ 45 *Examination fees*

Examination fees shall be set according to the Rules on the Charging of Fees at the University of Lucerne.

§ 46 *Cases of hardship*

To prevent cases of hardship, the Dean may, upon written application and in exceptional circumstances, derogate from individual rules in these regulations.

§ 47 *Legal remedies*

¹ In accordance with the provisions of the University Act⁴ and the legislation on administrative law, an appeal⁵ may be filed with the Department of Education against decisions in connection with these Study and Examination Regulations.

² The deadline for appeal is 30 days.

§ 48 *Entry into force*

⁴ Regulation no. 539

⁵ Regulation no. 40

The Study and Examination Regulations for bachelor's level enter into force on 1 August 2018, all regulations at master's level enter into force on 1 August 2019. The Study and Examination Regulations shall be published.

Lucerne, 24 January 2018

On behalf of the University Council

The President: Reto Wyss

The Rector: Prof. Dr. Bruno Staffelbach