

## **Academic Regulations for the Master's Course in Business Administration**

(This is a translation of the *Studienreglement für den Master-Studiengang in Business Administration* of April 2008. The German version is authoritative.)

Pursuant to Art. 7, para. 1, letter a, of the Admission and Examination Regulations of the Lucerne University of Applied Sciences and Arts (hereinafter "LUASA") of June 24, 2005, the Rector of Lucerne School of Business hereby enacts the following:

### **I. General aspects**

#### **Art. 1** *Basic principle*

<sup>1</sup> LUASA offers a Master's degree course in business administration.

<sup>2</sup> The Course shall be governed by the provisions contained in these Regulations, unless superseding law prevails.

<sup>3</sup> The Master's Course may consist of several majors.

#### **Art. 2** *Admission to the Master's Course*

<sup>1</sup> Admission to the Master's Course in Business Administration requires applicants to

- a) hold a Bachelor's degree in business administration or an equivalent university degree comprising 180 credits under the European Credit Transfer System (ECTS),
- b) take an interview based on the candidate's application submitted in accordance with guidelines issued by the Head of the Course.

<sup>2</sup> Upon acceptance to the Major in Tourism, students who have not completed basic coursework in a business or tourism-related subject may be required to take 12 ECTS credits in tourism and mobility during the first two semesters.

#### **Art. 3** *Recognition of coursework upon acceptance*

<sup>1</sup> Modules completed in other courses of LUASA or at other universities will be recognised if deemed as being of equal value based on a review by the Head of the Course. Such a review shall examine the content, scope and requirements of a module.

<sup>2</sup> ECTS credits acquired in other courses offered by LUASA or another university are subject to the period of validity set out in Art. 10. Any exceptions to this rule must be approved by the Head of the Course.

## II. Governing bodies

### **Art. 4** *The School Board*

The School Board of Lucerne School of Business shall be responsible for

- a. deciding if the Course will be held,
- b. approving admission procedures and issuing guidelines, and
- c. deciding on the basic principles of the course and any changes to its design.

### **Art. 5** *Dean's Office*

The Dean of the Master's Programme shall be responsible for

- a. overall Course responsibility, in particular by paying attention to its design and ensuring that the concept is implemented consistently and in full,
- b. developing guidelines for assessing competencies and skills,
- c. deciding on the acceptance and admission procedures, including any provisos regarding make-up work,
- d. deciding on whether or not to offer a particular module or sub-module,
- e. assuring quality, conducting ongoing assessments, and developing the Course as a whole.

### **Art. 6** *The Head of the Course*

The Head of the Course shall be responsible for

- a. providing current and prospective students with information about the Course,
- b. implementing the admission procedures and accepting students to the Course,
- c. making arrangements for the applied projects and Master's theses
- d. appointing, together with the Dean, the administrators and lecturers for modules and sub-modules,
- e. establishing and maintaining relations with partners in industry and at other universities,
- f. addressing students' questions and concerns, in particular in connection with the accompanying applied components.

<sup>2</sup> The Head of the Course shall be competent vis-à-vis lecturers to issue instructions on content and didactics, teaching assignments and scheduling, and lesson design.

### **Art. 7** *Module coordinators and lecturers*

<sup>1</sup> The module coordinators are responsible for ensuring the quality of modules.

<sup>2</sup> They shall draft module descriptions with the Head of the Course and design and evaluate assessments with the lecturers.

<sup>3</sup> The lecturers shall offer instruction and administer assessments in accordance with the basic didactic principles of LUASA.

**Art. 8** *Use of external experts for assessments*

External experts may be brought in to assist in the evaluation of assessments, in particular Master's theses and applied projects.

### **III. Structure of the Course and modules**

**Art. 9** *Course duration*

<sup>1</sup> The Course shall comprise 90 ECTS credits in coursework.

<sup>2</sup> Students generally complete the course in two years while enrolled part-time.

**Art. 10** *Course structure*

<sup>1</sup> The Course is structured in modules. It may include a range of topics on the major, and it concludes with a Master's thesis.

<sup>2</sup> ECTS credits earned through the Master's course in Business Administration are transferable for six years from the date of issue.

<sup>3</sup> The Head of the Course may approve a written request to extend the period in which ECTS credits earned previously can be transferred.

**Art. 11** *Modules*

<sup>1</sup> Modules constitute scheduled instructional units that focus on specific content areas and teach clearly defined skills and competencies.

<sup>2</sup> A module shall constitute an assessed unit that is, as a rule, completed during a semester and that awards a student 3 ECTS credits or a multiple thereof. A module can consist of one or several courses and may be held in German or English.

<sup>3</sup> The following module types are possible:

- a. C Modules (core courses) – mandatory modules that teach course-specific core competencies in the applied and problem-solving domains and develop students' interpersonal and personal skills,
- b. R Modules (related courses) – required electives that expand upon or reinforce knowledge and skills gained in the core modules, and
- c. M Modules (minor courses) – electives designed to develop supplementary competencies outside the core area of a particular major.

<sup>4</sup> Passing the C Modules is mandatory.

<sup>5</sup> Modules can be assigned to levels within the Master's course. The entry competencies determine the level to which a module is assigned. The following designations are used:

- a. Basic (B),
- b. Intermediate (I),
- c. Advanced (A), and
- d. Specialised (S)

**Art. 12** *Module description*

<sup>1</sup> Each module has a description that, among other things, lays out the entry requirements, level, learning methods, and assessments.

<sup>2</sup> The module description lists any attestations (mandatory work to be completed during the module) needed in order to be admitted to the assessments.

## **IV. Assessments**

**Art. 13** *Assessments*

<sup>1</sup> At least one assessment is required in order to have passed a module.

<sup>2</sup> If a module requires several assessments, the module description shall explain the weightings and requirements for passing the module.

**Art. 14** *Grading of assessments*

<sup>1</sup> Assessments are graded on a scale of 6 to 1.

<sup>2</sup> The grades indicate the following:

6 = very good	5 = good
4 = sufficient	3 = insufficient
2 = weak	1 = of no use

<sup>3</sup> An assessment is deemed a "Pass" if a student achieves a 4 as a grade.

<sup>4</sup> Numeric grades used for assessments within a module are awarded based on the scale set out in para. 2, plus any quarter or tenth of a grade point in between.

<sup>5</sup> A numeric grade may also be substituted by a "Pass" or a "Fail".

**Art. 15** *Module grades*

Module grades shall be expressed as numeric grades of whole or half values in accordance with Art. 14 para. 2.

**Art. 16** *Grades under the European Credit Transfer System (ECTS)*

<sup>1</sup> ECTS grades are awarded as follows:

- a. The best 10 percent of students who receive a passing grade shall be given an A as the highest grade, the next 25 percent a B, the next 30 percent a C, the next 25 percent a D, and the last 10 percent an E. Students who have failed an assessment will receive either an FX ("Fail"; retake possible) or an F (a definite "Fail," with one possibility to repeat).
- b. In the case of module grades where less than 25 of the students achieve a "Pass", ECTS grades may be distributed using the same scale as for numeric grades.

<sup>2</sup> An unsatisfactory module grade that is based on two or more interim assessments shall lead to an ECTS grade of "F".

<sup>3</sup> In the case of a failing module grade not based on two or more graded assessments, a rounded numeric grade of 3 or 3.5 will yield an ECTS grade of "FX". A student who achieves an "FX" as a module grade will be granted one opportunity to retake the assessment he or she has failed. Any assessments administered in connection with a retake must be comparable to the original assessment. In this case, the overall module grade is calculated as the average of the student's work graded as "FX" and the retake result, rounded to the nearest half of a grade point.

<sup>4</sup> A retake ensuing from an FX grade under the ECTS is permissible only once and must be completed no later than by the end of the following semester. The lecturer responsible shall set the date.

**Art. 17** *Awarding ECTS credits*

<sup>1</sup> ECTS credits are awarded for a module if a candidate achieves a passing grade.

<sup>2</sup> Students who have passed a module will earn the full number of ECTS credits allocated to this module.

<sup>3</sup> No ECTS credits will be awarded if a student has failed the module.

**Art. 18** *Assessment dates*

Assessments must be completed in the same period in which the module is offered, except in the case of retake assessments. The Head of the Course may approve exceptions to this rule on the basis of a justified request.

**Art. 19** *Repeating an assessment*

Students who fail a module may retake the assessment deemed as a "Fail" only once. The Head of the Course sets the date of the retake.

**Art. 20** *Grading*

The assessment requirements as well as the evaluation criteria and grades shall be aligned with the learning objectives as defined in the module descriptions.

**Art. 21** *Permitted resources*

In general, students are informed about any resources they may need at the beginning of the semester, but no later than six weeks prior to the date of the announcement or start of an assessment.

**Art. 22** *Duty to collect information*

In the event of uncertainty, students are obliged to make every effort to obtain information needed on the objectives, content and form of assessments.

**Art. 23** *Transcript of records*

<sup>1</sup> Students shall receive a transcript of records for each semester listing the modules completed during that semester. It also shows the structure of completed modules, together with the grades and ECTS credits that have been awarded.

<sup>2</sup> Students who disagree with the content of the transcript of records can request that the Head of the Course issue them an appealable ruling in accordance with Art. 13 of the Admission and Examination Regulations for degree courses offered at LUASA.<sup>1</sup>

**Art. 24** *Failing to attend or withdrawing from an assessment*

<sup>1</sup> Candidates who, for compelling reasons, fail to attend an assessment must inform the Head of the Course immediately and submit a written request to withdraw.

<sup>2</sup> If such a situation arises immediately prior to or during an assessment, the candidate must inform the Head of the Course or the instructor of his or her withdrawal immediately and in writing.

<sup>3</sup> The request for or notification of withdrawal must, together with any relevant evidence or documentation, be submitted to the Dean.

<sup>4</sup> A notification of or request for an absence or withdrawal after completion of an assessment will be accepted only if the reasons were unforeseeable for the candidate at the time of the assessment.

<sup>5</sup> Students who miss an assessment for medical reasons must present a medical certificate. In cases of doubt, LUASA may engage its own medical examiner.

<sup>6</sup> Any withdrawal from or discontinuation of an assessment must be approved by the Head of the Course. If the results of an assessment indicate that a passing grade in the overall module would not have been possible prior to the withdrawal, the assessment will be deemed as a "Fail".

<sup>7</sup> Candidates who fail to complete an assessment or who discontinue one they have already started without approval or for insufficiently compelling reasons will be deemed to have failed the assessment.

---

<sup>1</sup> SRL no. 521

## V. Offering and delivery of modules

### **Art. 25** *Frequency in which modules are offered*

As a rule, modules are offered once a year.

### **Art. 26** *Delivery of modules and courses*

<sup>1</sup> Modules and courses will be delivered if enough registrations have been received and if their delivery meets the administrative requirements of the Course.

<sup>2</sup> The decision of whether or not to deliver a particular module rests with the Dean.

### **Art. 27** *Registering for a module*

<sup>1</sup> In order to enrol in a module, a student must, in principle, meet the prerequisites laid out in the module description. If this is not the case, the student may be barred from continuing in the module or from taking its assessments.

<sup>2</sup> LUASA reserves the right to cancel modules.

### **Art. 28** *Withdrawing from a module*

Students may withdraw from a module up to the date set by the Head of the Course by stating the reasons. The decision of whether or not to accept the reasons rests with the Head of the Course.

## VI. Eligibility for the Master's degree

### **Art. 29** *The Master's degree*

<sup>1</sup> In order to be eligible for the Master of Science in Business Administration degree of LUASA, a student must have

- a. completed all the mandatory C Modules as specified in these Academic Regulations,
- b. submitted a Master's thesis to LUASA that is assessed as deserving at least the grade of "E", and
- c. earned the required 90 ECTS credits pursuant to these Academic Regulations, whereby at least 60 credits (incl. the Master's thesis) must have been completed at LUASA.

<sup>2</sup> Upon the successful completion of their studies, students will be awarded the academic title "Master of Science in Business Administration".

<sup>3</sup> The degree is awarded by LUASA and contains the name of the major in the title.

<sup>4</sup> The following documents will be issued together with the Master's degree:

- a. a diploma supplement in German and English with information about the course, the ECTS grading scale, and LUASA,
- b. a diploma transcript

- c. a transcript of records on the modules, numeric grades, ECTS grades, and the topic of the Master's thesis. It may also include topics of other major pieces of work completed during the course (incl. ECTS grades).

**Art. 30** *Master's thesis*

<sup>1</sup>The procedure and guidelines for writing the Master's thesis are laid out in the relevant module descriptions.

<sup>2</sup>The Master's thesis must be completed individually.

<sup>3</sup>Students who achieve the grade of 3 or 3.5 on their Master's thesis will have the opportunity to submit a supplementary piece of work in order to raise their grade to a 4. Students who achieve a grade below a 3 on their Master's thesis may repeat it once by pursuing a new topic.

## **VII. Final provisions**

**Art. 31** *Extra-ordinary discontinuation of the Course*

<sup>1</sup>Students who fail a C Module the second time are not permitted to continue in the Master of Science in Business Administration course at LUASA.

<sup>2</sup>Students who fail an R or an M module must complete another module in this category in order to continue in this Course at LUASA.

Students will receive a transcript of records, together with confirmation that they are no longer matriculated, that lists all the grades of modules attended and indicates that they have definitely failed to meet the Course requirements.

<sup>4</sup>The Course awards students a maximum of 120 ECTS credits for coursework they enrolled in. Upon reaching the maximum period of study, students must leave the Course and will not be permitted to continue their studies.

The Dean may approve an increase in the maximum period of study, provided that a justified request was submitted in good time.

**Art. 32** *Appeals*

<sup>1</sup> Decisions under these Academic Regulations shall be communicated in writing, together with information about the legal remedies.

<sup>2</sup> Pursuant to Art. 23 of the Admission and Examination Requirements for the course at LUASA<sup>2</sup>, decisions in connection with these Academic Regulations may be appealed to an administrative authority of the department of education and culture of the Canton of Lucerne in writing by stating the reasons. The appeals period is 30 days.

**Art. 33** *Entry into force*

These Regulations enter into force upon approval by the Governing Council of LUASA.

Lucerne, 09.05.2008

**Lucerne School of Business**

Prof. Dr. Xaver Büeler  
Rector

Approved by the Governing Council of LUASA on 4 April 2008.

---

<sup>2</sup> SRL no. 521