HSLU Hochschule Luzern

Academic Regulations governing Bachelor's Programmes at the Lucerne School of Business

of 1 September 2026

(These Regulations are translated from and hence based on the "Studienreglement für die Bachelor-Ausbildungen an der Hochschule Luzern – Wirtschaft". The German text shall be authoritative).

The Dean of the Lucerne School of Business,

pursuant to article 1 paragraph 2 and article 6 paragraph 1 letter a of the Academic Ordinance Governing Bachelor's and Master's Degree Programmes at the Lucerne University of Applied Sciences and Arts, FH Zentralschweiz, of 13 June 2014[1]

hereby enacts the following:

I. General

Art. 1 *Principle*

The Academic Regulations governing Bachelor's Programmes at the Lucerne School of Business contain the rules pertaining to the academic ordinance governing degree programmes at the Lucerne University of Applied Sciences and Arts, FH Zentralschweiz for the following bachelor's programmes:

1. The Bachelor of Science Hochschule Luzern/FHZ in Business Administration. This programme falls into the subject area of Business and Services.
2. The Bachelor of Science Hochschule Luzern/FHZ in Business Psychology This programme falls into the subject area of Applied Psychology.
3. The Bachelor of Science Hochschule Luzern/FHZ in Economics and Data Science in Mobility. This programme is interdisciplinary with the intersecting subject areas of Engineering und IT, Business and Services, and Applied Psychology.
4. The Bachelor of Science Hochschule Luzern/FHZ in Hospitality Management. This programme falls into the subject area Business and Services.
5. The Bachelor of Science Hochschule Luzern/FHZ in International Business Administration. This programme falls into the subject area Business and Services.

[1] SRL No 521

6. The Bachelor of Science Hochschule Luzern/FHZ in International Sustainable Tourism Management. This programme falls into the subject area Business and Services.
7. All other bachelor's programmes offered by the Lucerne School of Business to which no specific regulations apply.

II. Governing bodies

Art. 2 *Head of programme*

[1] The head of bachelor's degree programme as defined by the Academic Ordinance is the head of a given programme. The head of programme is responsible for all matters relating to his or her degree programme. Specifically, he or she

a. decides on admission to the programme,
b. decides on the standard curricula for the programme,
c. decides on the delivery of the individual modules,
d. bears overall responsibility for the content of the curriculum,
e. regulates withdrawals from modules, re-registrations for alternative modules, changes of module, early termination of modules as well as inability to attend assessed assignments and applications for retakes (including change of framework conditions).
f. decides on the recognition of prior learning,
g. decides whether the requirements for the award of the bachelor's degree are met,
h. defines the requirements in respect to quality assurance and control,
i. decides on the granting of compensation for disadvantages, and
j. determines whether a module has been passed or failed.

[2] The interdisciplinary Economics and Data Science in Mobility programme is jointly delivered by the Schools of Engineering and Architecture, Business, and Computer Science and Information Technology. The heads of bachelor's and master's programmes of the cooperating Schools and the head of programme, who assumes the role of managing director and advisor, constitute the Steering Group. The Steering Group

a. formulates the guidelines governing the strategic development of the degree programme,
b. initiates measures for the marketing and communication of the programme across Schools,
c. represents the programme vis-à-vis the senior management of the cooperating Schools,
d. pronounces on all other cross-School aspects insofar as no other superordinate regulations or otherwise defined division of responsibility is provided for.

Art. 3 *Subject specialists and major coordinators*

The subject specialists and major coordinators are responsible for subject- and content-related coordination and development within their respective areas of specialisation and majors as well as for the harmonisation of the subjects and contents with other areas of specialisation and majors, insofar as no other responsibilities are provided for. In particular, they

a. implement quality assurance and control measures within their respective specialist areas or majors and

b. arrange for the validation of assessed assignments and the results of assessed assignment in their respective subject or major.

c. support the head of programme in developing the programme.

Art. 4 *Module coordinators*

The module coordinators are responsible for the formal planning, organisation and delivery of one or more modules, including the assessed assignments.

Art. 5 *Lecturers*

[1] The lecturers offer instruction in accordance with the didactic quality standards of the Lucerne University of Applied Sciences and Arts. Their responsibilities include the provision of academic support for students outside the actual course-related events.

[2] They are responsible for the design, evaluation and grading of the assessed assignments or parts thereof.

Art. 6 *Experts*

External or internal experts may be appointed to assess the students' performance.

III. Bachelor's degree programmes

Art. 7 *Purpose*

The bachelor's degree programmes of the Lucerne School of Business are general education programmes geared to employability that are practical and scientifically based. They qualify students to transition to corresponding vocational areas or to proceed to study at master's degree level.

Art. 8 *Study tracks*

[1] Generally, a bachelor's programme may be completed full time, part time (i.e., without concurrent employment-related activity) or as a work-study track. The relevant standard curricula specify which study tracks are available for a specific degree programme.

[2] Students choosing the work-study track must prove that their professional activity is qualified and relevant to their area of study. The scope of the professional activity counting towards a programme is regulated in the relevant guidelines.

[3] The head of programme can authorise a change of study track in justified cases. Students who change study track must accept a possible resulting extension of their period of study.

Art. 9 *Planning and duration of studies*

[1] Standard curricula are available for each degree programme. They describe the scheduling and timing of the modules within a specific degree programme.

[2] Students failing to earn 15 ECTS credits or more during their first year of study are barred from enrolling for modules pertaining to more advanced years of study until they have retaken the failed modules.

[3] The duration of study must not exceed the standard period of study by more than four semesters. Exceeding the maximum period of study leads to expulsion from the programme. In exceptional and duly substantiated cases, the head of programme may grant an extension to the period of study.

Art. 10 *Programme structure*

[1] The degree programme may be divided into an assessment phase and a main phase.

[2] Where this is the case, the assessment semesters contain modules that are included in the standard curricula and worth no more than 60 ECTS.

[3] In these cases, the main phase contains all modules that are not part of the assessment phase.

Art. 11 *Language requirements*

Students whose first language is not identical with the predominant language of instruction must be in possession of a certificate at the required level. The decision regarding the recognition of such certificates rests with the head of programme.

Art. 12 *Recognition of prior learning*

[1] Upon request, documented prior learning from other degree programmes offered by the Lucerne University of Applied Sciences and Arts or at another recognised Swiss or international university-level institution, or other coursework completed in the framework of a tertiary-level degree or a recognised international specialist certificate can be credited, provided they are deemed equivalent. The decision regarding the recognition and equivalence of prior learning rests with the head of programme.

[2] Prior learning accumulated through a Federal Diploma of Higher Education in a relevant sector may be recognised with up to 90 ECTS credits upon admission to the programme.

[3] Prior learning from another university-level institution awarded with a "pass" grade or higher will be recognised as if accumulated at the Lucerne School of Business, if

a. a learning agreement approved by the head of programme was signed before the student started at the other university-level institution and
b. a transcript of records documenting the coursework completed is issued by the other university-level institution.

[4] To complete a bachelor's programme at the Lucerne School of business, at least 90 credits must have been earned at the Lucerne University of Applied Sciences and Arts.

[5] Prior learning from other educational institutions is typically recognised with a "pass" grade.

[6] Institutional transfer contracts and cooperation agreements can regulate additional or alternative forms of recognising prior learning.

IV. Modules

Art. 13 *Modules*

[1] The module descriptions contain details on the scope, content, language of instruction, proportion of contact- and self-study, and the form and nature of the assessed assignments.

[2] Module descriptions are made available to the students. Module descriptions may be adjusted at the beginning of the relevant module's contact phase.

[3] In order to attend modules, students must meet the entry requirements as outlined in the module descriptions. The head of degree programme may grant exceptions.

V. Assessed assignments and award of ECTS credits

Art. 14 *Assessed assignments*

Each module concludes with an assessed assignment. An assessed assignment can consist of several weighted parts. Assessed assignments provide evidence towards the required learning outcome.

Art. 15 *Grading of assessed assignments*

[1] The assessed assignments are graded in accordance with the academic ordinance.

[2] The grading scale used in a module is set out in the relevant module description.

[3] Any opportunities for compensatory work (where available) are indicated in the descriptions of the assessed assignments. The module coordinator decides on the timing of the compensatory work. The highest grade that may be awarded for an improved assignment is a 4.0, "E" or "pass" grade.

Art. 16 *Award of ECTS Credits*

ECTS credits are awarded for a module if it has been passed.

Art. 17 *Retakes of assessed assignments*

[1] Modules which have not been passed may be retaken once. Retakes take place on the next scheduled date of the assessed assignment. If a student has already passed one or more parts of the module's assessed assignment, he or she may request to have the grades count towards the retake by the module coordinator.

[2] During the period of study, students may retake a module which they had retaken and not passed on the second attempt in no more than three modules. They forfeit this right if it has become impossible to achieve an overall "pass" grade at the time of the retake. In this case, the student will be excluded from the programme.

[3] For retakes, the conditions of the module description valid at the time of the retake apply. The head of degree programme may specify alternative examination methods.

[4] The grading of the retake will replace the grading of the first attempt without exception.

[5] If a student is required to retake a module that has been discontinued or only has a limited number of places, the head of degree programme decides on a course of action.

Art. 18 *Time of the assessed assignments*

Assessed assignments must be completed in the semester in which the module has been attended. The head of programme may grant exceptions to this rule upon reasoned request.

Art. 19 *Admission to assessed assignments*

Required learning for admission to one or several assessed assignments in a module may be outlined in the module description.

Art. 20 *Resources*

Students will normally be informed about any resources permitted to be used for assessed assignments at the beginning of the semester. Ad-hoc changes to the list of permitted resources are allowed until two weeks before the assessed assignment, or parts thereof, take place or commence.

Art. 21 *Duty of information*

If in doubt, students are required to make every effort to obtain the relevant information on the objectives, contents and forms of assessed assignments.

Art. 22 *Transcript of records*

Each semester, students receive a transcript of records that relates to the assessed assignment completed in that semester. The transcript of records lists the modules completed with the corresponding grades and ECTS credits awarded.

Art. 23 *Inability to attend or withdrawal*

[1] Candidates prevented from attending an assessed assignment by compelling reason must inform the Bachelor's Programme Secretariat immediately and submit a written application to withdraw to the Bachelor's programme Secretariat.

[2] If a reason for absence as described in para 1 occurs immediately before or during an assessed assignment, the candidate must notify the Bachelor's Programme Secretariat and the lecturer concerned immediately, if possible in writing. The application to withdraw or written notification must be submitted to the Bachelor's Programme Secretariat together with any relevant evidence.

[3] The assertion of reasons applicable to an assessed assignment already completed is excluded in the event the candidate was aware of them before or during the assessed assignment.

[4] If medical grounds are quoted, a doctor's note must be produced. Where doubt exists, the Lucerne School of Business may appoint an independent medical examiner.

[5] The decision regarding the approval of a withdrawal from or curtailment of an assessed assignment rests with the head of programme. If it is established that a module has been failed based on assessed partial assignments completed and graded before the withdrawal/curtailment, the module is deemed to have been failed or awarded a grade of 1.0.

[6] If a candidate fails to take an assessed assignment or complete an assessed partial assignment that has already begun without prior approval or compelling reason, the assignment is deemed to have been failed or awarded a grade of 1.0.

[7] The head of programme can determine substitute assessed assignment and dates for missed assignments for which approval was given. Substitute assessed assignments may deviate from the module description. The modalities rest with the head of programme.

[8] If no substitute assessed assignments are scheduled, missed assessed assignments for which approval exists can be retaken at the earliest during the next examination period.

VI. Offer and delivery of modules

Art. 24 *Delivery of modules*

[1] Modules are delivered in accordance with the standard curricula, if sufficient registrations have been received, and if this is compatible within the framework of delivering an orderly course of study.

[2] Students are not entitled to a place in a specific module or in a specific delivery of a module.

[3] Decisions regarding the delivery of modules rest with the head of programme.

[4] Students affected by the non-delivery of a module will be informed accordingly. They may register for other modules up to the deadline set by the head of programme. Late registrations will be taken into account as far as possible within the framework of delivering an orderly course.

Art. 25 *Deadlines and time limits*

[1] Deadlines and time limits in connection with the overall programme or parts thereof (including registering for and withdrawing from modules and assessed assignments) must be observed. Anyone unable to meet a deadline or time limit for compelling reasons (e.g., illness) must inform the person responsible for the deadline or time limit prior to the deadline or expiry of the time limit.

[2] Should deadlines or time limits be missed for no valid reason, the corresponding registrations or withdrawals are deemed as having not taken place.

Art. 26 *Leave of absence*

[1] Students may take leave of absence lasting no more than two semesters. In exceptional and duly substantiated cases, the head of programme may grant leave of more than two semesters.

[2] If leave of absence is granted when a semester has already started, it will still count as a full leave-of-absence semester.

[3] Leaves of absence must be requested at the earliest opportunity. Requests for a break in studies or leave of absence must be filed on MyCampus.

[4] During a leave of absence, students remain enrolled but do not pay study fees. However, if leave of absence is requested for a semester that has already begun, the full semester fee is due.

[5] The time spent on the leave of absence does not count towards the period of study according to Article 9.

[6] An extension of the period of study due to the leave of absence must be accepted.

VII. Degree

Art. 27 *Bachelor's diploma*

[1] The bachelor's degree is awarded when the requirements outlined in these academic regulations have been met and all modules passed according to the relevant standard curricula.

[2] The diploma indicates the title in accordance with Article 1.

[3] If 120 ECTS credits in the degree programme, including the bachelor's thesis, are earned in English, the title of the degree programme will be prefixed with the word "International". This rule only applies to students on the IBA language track who have started their studies before 2025.

Art. 28 *Calculation of the overall final grade*

All the achievements awarded with a numeric grade during the entire programme are summarised in an overall assessment.

VIII. Final provisions

Art. 29 *Right of appeal*

Appeals are subject to the provisions of the Academic Ordinance Governing Degree Programmes at the Lucerne University of Applied Sciences and Arts, FH Zentralschweiz.

Art. 30 *Applicability*

[1] These academic regulations apply to all students starting their degree programmes from the 2023 autumn semester onwards.

[2] Students who commenced their bachelor's studies before the 2023 autumn semester, have studied uninterruptedly and have not completed their studies to date will graduate according to the Academic Regulations governing the Bachelor's Degree Programme in Business Administration at the Lucerne School of Business of 1 September 2020, the Academic Regulations governing the Bachelor's Degree Programme in Business Psychology at the Lucerne School of Business of 29 March 2021, or the Academic Regulations governing the Bachelor's Degree Programme in Mobility, Data Science and Economics at the Lucerne School of Business of 1 September 2020. In the latter case, the diploma will be issued pursuant to article 27, paragraph 2 of these academic regulations.

Art. 31 *Repeal of previous rules and orders*

The academic regulations on bachelor's degree programmes at the Lucerne School of Business of 1 September 2025 shall be repealed.

Art. 32 *Entry of force*

These academic regulations shall enter into force on 1 September 2026 subject to approval by the Governing Council[2].

Lucerne, 31 August 2026

Lucerne School of Business

Prof Dr Christine Böckelmann
Dean

[2] Approved by the Governing Council of the Lucerne University of Applied Sciences and Arts on 25 August 2026.