

## **Academic Regulations for Master's Courses at the Lucerne School of Business**

of September 1, 2022

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

*The Dean of the Lucerne School of Business,*

pursuant to article 1 paragraph 2 and 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<sup>1</sup>

*hereby enacts the following:*

### **I. General**

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

<sup>1</sup> The Lucerne School of Business offers master's degree programmes in the areas of expertise of its institutes.

<sup>2</sup> The Courses are governed by the provisions contained in these regulations, unless superseding law prevails.

<sup>3</sup> The Courses may consist of several majors.

#### **Art. 2** *Admission to the Course*

<sup>1</sup> Admission to the master's courses 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. submit an application file meeting the requirements defined by the Head of Master's Programmes.
- c. possess appropriate skills in the language of instruction (German and/or English),

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

- d. hold proof of having taken a specialisation in "Banking and Finance" worth 24 ECTS credits in their bachelor's degree in the case of applicants to the master's degree course in Banking and Finance or proof of having taken a specialisation in their bachelor's degree in "Financial Management" worth 27 ECTS points in the case of applicants to the master's degree course in International Financial Management.

<sup>2</sup> In order to increase applicants' chances of successfully completing the programme, a Head of Course may define specific additional requirements as a prerequisite for acceptance (e.g. an admission interview), if there is evidence of a lack of motivation, knowledge or skills, or of methodological or language proficiency.

<sup>3</sup> During the admission process, a Head of Course may decide on further qualifications to be acquired by the applicant as a prerequisite for acceptance in order ensure that the applicant has the necessary knowledge and skills for undertaking studies in all Course modules. A maximum of 30 ECTS credits' worth of supplementary qualifications may be stipulated.

### **Art. 3** *Accreditation of prior learning*

<sup>1</sup> Upon formal request, prior learning and examination achievements can be credited, provided that they are classified as equivalent. The decision on equivalence rests with the head of programme.

<sup>2</sup> Assessed assignments taken and passed during an exchange programme at a university will be recognised and credited provided that

- a. a learning agreement approved by the Head of Master's Programmes was signed before the student started the exchange programme, and
- b. a transcript of records issued by the host university documents the coursework completed by the student during the exchange programme.

## **II. Governance**

### **Art. 4** *Management of the master's course*

The Head of Master's Programmes has overall responsibility for master's courses. In particular, he or she:

- a. assumes overall responsibility for the programmes and, in particular, ensures that their design and concept are rigorously implemented,
- b. develops rules and guidelines for assessing student performance and achievements,
- c. ensures the quality of the acceptance and admission procedures (including stipulations applying to retakes),
- d. decides on whether or not a particular module or submodule will be offered,
- e. ensures quality assurance as well as the ongoing evaluation and further development of the degree programmes.

**Art. 5** *Head of Course*

<sup>1</sup> In particular, the head of degree programme is responsible for

- a. providing current and prospective students with information about a course,
- b. implementing admission procedures and deciding on admissions to a course,
- c. defining rules and procedures for student transfer projects and master's theses,
- d. selecting the module coordinators and lecturers in consultation with the head of master's programmes,
- e. establishing and maintaining relations with partners in industry and higher education,
- f. answering students' questions and concerns, in particular in connection with students' work-study status.

<sup>2</sup> A Head of Course has the right vis-à-vis lecturers to issue instructions regarding course content and tuition scheduling, as well as teaching and learning methods and arrangements.

**Art. 6** *Module coordinators and lecturers*

<sup>1</sup> Module coordinators are responsible for the quality of modules.

<sup>2</sup> They write the module specifications subject to agreement with the respective Head of Course, and design and evaluate assessed assignments together with the lecturers concerned.

<sup>3</sup> Lecturers offer tuition and administer assessed assignments in accordance with the quality standards governing teaching at the Lucerne University of Applied Sciences and Arts.

**Art. 7** *Use of external experts for assessed assignments*

External experts may be brought in to assist in the evaluation of assessed assignments, in particular in the case of master's theses and student transfer projects.

**III. Structure of courses and modules****Art. 8** *Course duration*

<sup>1</sup> Master's degree programmes can yield 90 or 120 ECTS credits.

<sup>2</sup> The master's degree programmes are typically offered on a part-time basis.

<sup>3</sup> The duration of a part-time programme is generally two years (master's degrees yielding 90 ECTS credits) or three years (master's degrees yielding 120 ECTS credits).

<sup>4</sup> Upon formal request, the programme can also be completed on a full-time basis.

**Art. 9** *Course structure*

<sup>1</sup> The programmes are modular in structure. They can cover various 'major' topics and are completed with a master's thesis.

<sup>2</sup> ECTS credits earned from a course remain valid for six years after the date of issue.

<sup>3</sup> A Head of Course may consent to extending the validity of ECTS credits. Requests to this effect must be submitted in writing.

#### **Art. 10** *Modules*

<sup>1</sup> Modules are defined as teaching and learning units of a certain duration which focus on specific content areas and whose outcome is defined in terms of the knowledge and skills to be acquired.

<sup>2</sup> Student achievements are measured in terms of module performance. A module has, as a rule, a duration of one semester and carries a workload of 3 ECTS credits or a multiple thereof. A module consists of one or several submodules and may be offered in German or English or in both languages.

<sup>3</sup> The Course may include the following module types:

- a. C Modules (core courses) are mandatory modules that aim to develop the core competencies required by the course in terms of subject-specific, problem-solving, research, team and self-related skills, as well as ethical skills and awareness.
- b. R Modules (related courses) are required electives that expand upon or reinforce knowledge and skills gained in the core modules, and
- c. M Modules (minor courses) are electives designed to develop supplementary skills outside the core area of the course.

<sup>4</sup> All C Modules must be completed with a pass grade.

<sup>5</sup> Modules may be allocated to a specific level of achievement within a master's course. The level of achievement of a module is determined by the skills students must have in order to register for that module. The levels are defined as:

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

#### **Art. 11** *Module description*

<sup>1</sup> For each module there is a description that informs, among other things, about prerequisite requirements, the module level, teaching and learning methods, and the assessed assignments of the module.

<sup>2</sup> The module description contains a complete survey of any mandatory coursework that must be completed in order to be admitted to the assessed assignments of the module.

## **IV. Assessment**

### **Art. 12 Assessments**

<sup>1</sup> At least one assessed assignment needs to be successfully completed in order to pass a module.

<sup>2</sup> If a module includes several assessed assignments, the relative weighting of each assignment and the requirements for passing the module are included in the module specification.

### **Art. 13 Grading of performance**

<sup>1</sup> Performance is graded on a scale of 6 to 1.

<sup>2</sup> The grades have the following values:

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

<sup>3</sup> An assessed assignment is deemed to have been passed if it is completed with a grade 4 or higher.

<sup>4</sup> Numerical grades used for evaluating assessed assignments within a module are expressed using the grade points specified in paragraph 2 and the tenths of a grade point in between.

<sup>5</sup> A numerical grade may be substituted by a "pass" or a "fail" qualification.

<sup>6</sup> If courses are delivered in cooperation with other universities, grade calculation may deviate from the above regulations.

### **Art. 14 Module grades**

<sup>1</sup> Numerical grades used for assessing overall module performance include the whole grade points and the half-grade points in between in accordance with Art. 13, paragraph 2.

<sup>2</sup> If modules are offered in cooperation with other universities, grade calculation may deviate from the above regulations.

### **Art. 15 Grades under the European Credit Transfer System (ECTS)**

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

- a. The top 10% of the students who have obtained a pass grade are awarded an A, the next 25% a B, the following 30% a C, the following 25% a D and the final 10% an E. Those who have not achieved an outcome sufficient to allow a pass grade are awarded an FX (fail with makeup work or resit possible), or an F (definite fail, one module retake possible).
- b. In cases where less than 25 students achieve a pass grade, ECTS grades can be awarded on an even scale in parallel to the numerical grades.

<sup>2</sup> An insufficient overall module grade lower than 4 and derived from two or more assessed assignments yields an F under the ECTS system.

<sup>3</sup> An overall module grade lower than 4 which is not derived from two or more assessed assignments yields an FX under the ECTS if the numerical grade is equal to either 3 or 3.5. If a module is graded as FX, the student is granted the opportunity to take a makeup resit that is comparable to the original assignment. In such a case, the overall module assessment is calculated from the average of the result of the performance graded as FX and the result of the makeup resit, rounded to the nearest half-grade point.

<sup>4</sup> A makeup resit ensuing from an FX ECTS grade may only be taken once and must be completed no later than by the end of the following semester. The lecturer concerned is responsible for setting a date for the makeup resit.

#### **Art. 16** *Awarding ECTS credits*

<sup>1</sup> ECTS credits are awarded for a module if the overall module grade is equal to or higher than 4.

<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 a module.

#### **Art. 17** *Timing of Module Assessment*

All assessed assignments that are part of module assessment must be completed at the same time as the module, except in the case of makeup resits. In justified instances a Head of Course may approve exceptions to this rule.

#### **Art. 18** *Repetition of assessed assignments*

<sup>1</sup> If the requirements for the award of credits in a module are not fulfilled, then the module in question can, in principle, be repeated once. Only those parts of the assessment which are necessary for the achievement of a sufficient average grade must be repeated.

<sup>2</sup> If, after taking all the assessed assignments necessary for graduation, a maximum of one module has definitely, that is also after a repetition, not been passed and if the achieved grade for this module is not less than a 3.5, then this module can be repeated a second time. The repetition shall take place as described in paragraph 1 above.

<sup>3</sup> If a module is definitively failed the first time round, the exclusion from studies is postponed. The postponement lasts at most until the second module retake as per paragraph 2.

<sup>4</sup> If, during such a postponement of exclusion from a course, a second module is not passed after repetition, then the postponement shall be ended and exclusion from the course carried out. Academic achievements dating from the start of the postponement are shown in the transcript of records.

<sup>5</sup> If a module is not passed after a second repetition as described in paragraph 2, exclusion from the course shall be carried out. Any studies and grades completed since the beginning of the postponement shall be entered in the respective transcript of records.

**Art. 19** *Module Assessment Criteria*

The knowledge and skills required for successful module performance as well as the assessment and grading criteria are based on the learning objectives set out in the respective module description.

**Art. 20** *Permitted resources*

Students will normally be informed about any resources permitted to be used for assessed assignments at the beginning of the semester but no later than six weeks prior to the date on which such an assignment or part thereof takes place or begins.

**Art. 21** *Obligation to collect information*

In the event of uncertainty students are obliged to make every effort to obtain the relevant information on the objectives, content, and forms of assessed assignments.

**Art. 22** *Transcript of records*

Students shall receive a transcript of records for each semester listing the modules completed during that semester. The transcript lists the modules completed, together with the grades and ECTS credits that have been awarded.

**Art. 23** *Absence or withdrawal from assessment*

<sup>1</sup> If candidates are prevented for a compelling reason from attending, starting or completing an assessed assignment, they must inform the Head of Course immediately and submit written notification of withdrawal.

<sup>2</sup> In the event that such a situation arises immediately prior to or during assessment, the candidate must, if possible in writing, inform the Head of Course or the lecturer concerned immediately.

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

<sup>4</sup> Notifications of, or requests for, absence or withdrawal after the completion of an assessed assignment are not acceptable unless the reasons for the absence or withdrawal were unforeseeable for the candidate.

<sup>5</sup> If a student misses an assessed assignment due to medical reasons, he or she must present a medical certificate. In cases of doubt, the School of Business may engage its own medical consultant.

<sup>6</sup> The decision on whether or not to exempt a student from attending, starting or completing an assessed assignment rests with the Head of Course. If the results of prior assessed assignments indicate that a pass grade in overall module assessment was no longer possible, the candidate will be deemed to have failed the module.

<sup>7</sup> If a candidate fails to complete an assessed assignment, or discontinues one that he or she has already begun without approval or compelling reasons, he or she will be deemed to have failed the assignment concerned.

#### **Art. 24 *Calendar and deadlines***

<sup>1</sup> The calendar and deadlines for the entire course of studies or parts thereof (including those for registration and withdrawal for and from modules and assessed assignments) are to be respected. Those who cannot, for understandable (e.g. illness) reasons, keep to the calendar or to a deadline must inform the person responsible for the calendar or the deadline before the date in question.

<sup>2</sup> If the calendar for a course or deadlines are not kept to without reason, then the registration(s) or withdrawal(s) shall be regarded as uncompleted and the respective assessed assignments as not fulfilled.

## **V. Offering and delivery of modules**

#### **Art. 25 *Periodicity of modules***

As a rule, modules are delivered once a year.

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

<sup>1</sup> Modules will be delivered if sufficient registrations have been received and if their delivery is compatible with the requirements of a proper course of study.

<sup>2</sup> The Lucerne School of Business reserves the right not to deliver modules. The decision on whether to deliver rests with the Head of Master's Programmes.

#### **Art. 27 *Module registration***

<sup>1</sup> In order to attend 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 to attend the module or from undergoing module assessment.

<sup>2</sup> Registrations are possible until the end of the second semester week.

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

Withdrawals are permissible until the end of the second semester week. A reason must be stated. The decision regarding the admissibility of the reason rests with the head of programme.

#### **Art. 29 *Exclusion from a course***

<sup>1</sup> Students who fail a C Module or an R-Module definitely will be excluded from the corresponding course.



<sup>2</sup> Students who fail an M-Module must successfully complete another module in the same category in order to be able to continue studies in a course.

<sup>3</sup> Students will receive, together with confirmation that they are no longer matriculated, a transcript of records which lists the grades of the modules attended and indicates that they have definitely failed to meet the respective course requirements.

## **VI. Conditions for receipt of a master's degree**

### **Art. 30** *The master's degree*

<sup>1</sup> A master's degree programme at the Lucerne School of Business comes to a successful conclusion when a student has

- a. completed all the mandatory C Modules as specified in these Academic Regulations,
- b. submitted the master's thesis which has been awarded a grade of 4.0 or higher, and
- c. earned the 90 or 120 ECTS credits required for the respective degree programme in accordance with the Academic Regulations of the Lucerne University of Applied Sciences and Arts. Modules completed at a partner institution are treated as if they were completed at the Lucerne School of Business.

<sup>2</sup> Upon successful completion of their studies students will be awarded the academic title "Master of Science Hochschule Luzern/FHZ in [denomination of the respective master's course]".

<sup>3</sup> The degree will also specify the name of any corresponding major as part of 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 profile, the ECTS grading scale, the School and the University,
- b. a transcript of records containing the modules completed, the corresponding numerical and ECTS grades, and the title of the master's thesis.

### **Art. 31** *The master's thesis*

<sup>1</sup> The rules and conditions for writing the master's thesis are laid out in the relevant module descriptions and in the master's thesis regulations.

<sup>2</sup> A master's thesis can only be completed on an individual basis.

<sup>3</sup> Students who receive a grade of 3.5 for their master's thesis will have the opportunity to improve their grade to 4 by means of a makeup assignment. If the master's thesis is awarded a grade inferior to 3.5, a new thesis featuring a new topic must be completed.

## **VII. Final provisions**

### **Art. 32** *Appeals*

<sup>1</sup> Rulings in accordance with these regulations shall be forwarded to recipients in written form and shall be accompanied by instructions as to the right of appeal.

<sup>2</sup> Appeals against rulings based on these regulations may be lodged with the Head of Master's Programmes, subject to the provisions of the Academic Ordinance Governing Bachelor's and Master's Degree Programmes at the Lucerne University of Applied Sciences and Arts, FH Zentralschweiz<sup>2</sup>. An appeal must be submitted in writing within 20 days. It must contain a formal request (motion) and statement of the grounds concerned.

### **Art. 33** *Transitional arrangements*

<sup>1</sup> Students who began their master's degree course studies before 1 September 2016 shall complete their course in principle in accordance with the stipulations of the Academic Regulations for Master's Courses in Business Administration at the Lucerne School of Business of 4 September 2013, or the Academic Regulations for the Master's Course in Banking and Finance at the Lucerne School of Business of 4 September 2013, or the Academic Regulations for the Master's Course in International Financial Management at the Lucerne School of Business of 2 September 2014 respectively. This does not apply to the retaking of assessed assignments or registration for / withdrawal from a module in accordance with the provisions of articles 18, 27 and 28 of these regulations.

<sup>2</sup> For all remaining students the new regulations are applicable in their entirety.

### **Art. 34** *Repeal of existing regulations*

The Academic Regulations for Master's Courses at the Lucerne School of Business of 1 September 2018 are hereby repealed.

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

**Art. 35** *Entry into force*

These Academic Regulations enter into force on 1 September 2022, subject to approval by the Governing Council of the Lucerne University of Applied Sciences and Arts<sup>3</sup>.

Lucerne, 1 September 2022

**Lucerne School of Business**

Prof. Dr. Christine Böckelmann  
Dean

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<sup>3</sup> Approved by the Governing Council of the Lucerne University of Applied Sciences and Arts on 1 September 2022.