

## **Academic Regulations for Masters' Programmes at the Lucerne School of Business**

of September 1, 2023

*(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 programmes are governed by the provisions contained in these regulations, unless superseding law prevails.

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

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

<sup>1</sup> Admission to the master's programmes requires applicants to:

- a. hold a bachelor's degree 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. if applicable, submit proof of prior specialisation at bachelor's level worth up to 30 ECTS credits in the specialised field of the programme or major.

<sup>2</sup> In the framework of the admission process, the head of programme may introduce additional requirements concerning the acquisition of additional qualifications.

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

<sup>1</sup> Students may apply for the recognition of prior learning at master's level. The head of programme decides on the accreditation of prior learning.

<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** *Head of Bachelor's and Master's Programmes*

In particular, the Head of Bachelor's and Master's Programmes

- 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 degree programmes will be offered,
- e. ensures quality assurance as well as the ongoing evaluation and further development of the degree programmes at a superordinate level.

### **Art. 5** *Head of Programme*

<sup>1</sup> In the Master of Science in Business Administration programme, the term "Head of Programme" as used in these Academic Regulations collectively refers to the Head of Programme and the Head of Major.

<sup>2</sup> In particular, the head of programme is responsible for

- a. decisions pertaining to the delivery of modules and course-related events,
- b. implementing admission procedures and deciding on admissions to a programme,
- c. defining rules and procedures for student transfer projects and master's theses,
- d. the selection of lecturers,
- e. selecting the module coordinators,
- f. establishing and maintaining relations with partners in industry and higher education,

- g. answering students' questions and concerns, in particular in connection with students' work-study status, and
- h. assuring the quality as well as the continuous evaluation and development of the programme.

<sup>3</sup> A Head of Programme 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 Programme, 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 programmes and modules**

#### **Art. 8** *Course duration*

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

<sup>2</sup> The duration of a programme is generally two years.

<sup>3</sup> The Head of Programme may approve exceptions to this standard duration.

#### **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 Programme 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.

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

Each module has its separate module description in which the admission requirements, learning content and methods, required attestations, academic achievement and attendance requirements are detailed.

## **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 programmes 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> Insufficient module grades with a rounded numeric grade of 3.5 based on a single graded assessed assignment will be given an ECTS "FX" grade. Failed assessed assignments within a module graded FX can be retaken or improved. The highest achievable grade for a successful improvement is 4.0.

<sup>4</sup> Only one retake or improvement as described in section 3 is granted in case of an FX grade. It must be completed by the end of the subsequent semester. The head of module decides on the type, content and timing of the retake or improvement.

**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 Programme may approve exceptions to this rule.

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

<sup>1</sup> If academic performance in a module does not meet the criteria for ECTS credits to be awarded, the candidate may repeat it once. He or she may retake as many assessed assignments as necessary to attain an average "pass" grade.

<sup>2</sup> If a module has been definitely failed, i.e., at the second attempt, the candidate may retake it a second time if the grade is not lower than a 3.5. The scope of this retake is governed by section 1. This option of a second retake is only granted once over the course of study and across modules.

<sup>3</sup> If a module has been definitely failed for the first time, exclusion from the programme is postponed until the module has been retaken according to section 2 maximum. Upon request, required elective modules may be retaken in the form of a different required elective module. However, the retake still counts as the second retake of the original failed module.

<sup>4</sup> If, during such a postponement of exclusion from a programme, 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 incl. 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> Candidates prevented from taking an assessed assignment by compelling reason must inform the head of programme—or, in the case of the Master of Science in Business Administration programme, the head of major—immediately and submit a written application to withdraw.

<sup>2</sup> In the event that such a situation arises immediately prior to or during an assessed assignment, the candidate must notify the head of programme—or, in the case of the Master of Science in Business Administration programme, the head of major—immediately and, if possible, in writing.

<sup>3</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>4</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>5</sup> The decision on whether or not to exempt a student from attending, starting or completing an assessed assignment rests with the Head of Programme.

<sup>6</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 programme 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 Bachelor's and Master's Programmes. The head of programme may request a decision.

#### **Art. 27 *Module registration and withdrawal from a module***

<sup>1</sup> Registrations are possible until the end of the second semester week.

<sup>2</sup> 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. 28** *Exclusion from a programme*

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. 29** *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 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.
- d. met, if applicable, all requirements (e.g., completion of required modules at bachelor's level).

<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 programme]".

<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 and
- b. a transcript of records containing the modules completed, the corresponding numerical and ECTS grades, and the title of the master's thesis.

**Art. 30** *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> If a master's thesis is graded 3.5, the candidate has the option to improve the initial grading up to a grade 4 ("pass").

<sup>4</sup> If the thesis receives a grade lower than 3.5, a renewed attempt with a different topic will be granted.



## VII. Final provisions

### **Art. 31** *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 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. 32** *Transitional arrangements*

<sup>1</sup> For students who started their master's programme before 1 September 2023, the Academic Regulations in force at that time shall apply.

<sup>2</sup> For students who started after 1 September 2023, the new Academic Regulations shall apply.

### **Art. 33** *Repeal of existing regulations*

The Academic Regulations for Master's Programmes in Business Administration at the Lucerne School of Business of 4 September 2013, the Academic Regulations for the Master's Programme in Banking and Finance at the Lucerne School of Business of 4 September 2013 and the Academic Regulations for the Master's Programme in International Financial Management at the Lucerne School of Business of 2 September 2014 are hereby repealed.

### **Art. 34** *Entry into force*

These Academic Regulations enter into force on 1 September 2023, subject to approval by the Governing Council of the Lucerne University of Applied Sciences and Arts<sup>3</sup>.

Lucerne, 1 September 2023

### **Lucerne School of Business**

Prof Dr Christine Böckelmann  
Dean

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

<sup>3</sup> Approved by the Governing Council of the Lucerne University of Applied Sciences and Arts on 31 August 2023.