

# **Academic Regulations governing the Bachelor's Degree Program in International IT Management at the Lucerne School of Computer Science and Information Technology**

of 1 September 2023

*The Dean of the Lucerne School of Computer Science and Information Technology,*

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 <sup>1</sup>,

*hereby enacts the following:*

## **I. General**

### **Art. 1** *Principle*

The academic regulations governing the Bachelor's Degree Program in International IT Management at the Lucerne School of Computer Science and Information Technology contain the provisions required to deliver 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.

## **II. Governing bodies**

### **Art. 2** *Dean*

The dean approves the curriculum of the bachelor's degree program.

### **Art. 3** *Head of Bachelor's and Master's Programs*

The vice dean acting as the Head of Bachelor's and Master's Programs is responsible for all aspects of the bachelor's program. In particular, she or he

- a. approves the individual module descriptions,
- b. decides on admission to the bachelor's program,

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<sup>1</sup> SRL No. 521. No further references to this statutory ordinance shall be made.

- c. decides on the implementation of individual modules,
- d. co-ordinates and organizes assessed assignments,
- e. makes the final decision on whether or not a student has passed a module,
- f. decides on the possibility of module repetition, where applicable,
- g. appoints experts and determines their deployment, and
- h. determines the subject groups and module coordinators in consultation with the head of program.

**Art. 4** *Head of program*

The head of program is responsible for the content of the study program and the professional quality of the program in accordance with the requirements of the program, as well as for conducting the module examinations. The head of program accepts the roles delegated by the vice dean as pertains to the respective degree program.

**Art. 5** *Teams*

The teams of the degree program are responsible for technical and content coordination and further development within their respective departments as well as for technical and content coordination with other departments, insofar as no other responsibilities are provided for.

**Art. 6** *Module coordinators*

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

<sup>2</sup> They propose candidates for lecturing positions to the head of program, who decides on their assignment.

<sup>3</sup> They draft the module descriptions in accordance with article 23 of these regulations and, together with the lecturers, design and evaluate the assessed assignments.

**Art. 7** *Lecturers*

<sup>1</sup> The Lecturers teach according to 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 courses.

<sup>2</sup> They are obliged to collaborate on the design and delivery of modules.

<sup>3</sup> They are responsible for the design, evaluation and grading of the assessed assignments.

**Art. 8** *Examiners*

<sup>1</sup> As a rule, assessed assignments or parts thereof are delivered, evaluated and graded by the lecturers who deliver the corresponding learning content, with the exception of the International English Certificates, which are delivered and graded by external experts.

<sup>2</sup> Assessed assignments or parts thereof which are deemed to have been failed by a student are reviewed and validated by a second lecturer from the same subject area.

<sup>3</sup> External or internal experts are engaged for the following types of assessed assignments:

- a. oral examinations, and
- b. the bachelor's thesis.

In these cases, the lecturers responsible decide on the grades to be awarded in consultation with the experts. In the event of disagreement, the responsible lecturer's decision shall prevail.

<sup>4</sup> The experts also monitor proper procedure for oral examinations and the evaluation and grading of student performance by the lecturers who have delivered the corresponding learning content.

### **III. The bachelor's degree program**

#### **Art. 9** *Principle*

The bachelor's degree program in International IT Management at the Lucerne School of Computer Science and Information Technology has a modular structure. It is concluded with a bachelor's degree.

#### **Art. 10** *Purpose*

The bachelor's degree program in International IT Management at the Lucerne School of Computer Science and Information Technology is a general education program that is practical and scientifically based. It qualifies students to transition to the corresponding professional fields or to proceed to study at master's degree level.

#### **Art. 11** *Convergence courses and internships*

<sup>1</sup> During the course of the admission procedure, students can acquire the general entry skills required for attending assessment level modules. No credits are awarded for these convergence courses and internships.

<sup>2</sup> Needs are assessed through (e.g. test-based) assessments and admission interviews.

<sup>3</sup> The dean may charge fees for convergence courses and internships pursuant to article 5, *Gebührengesetz* (Fees Act) of 14 September 1993<sup>2</sup>.

#### **Art. 12** *Admission procedure*

The admission procedure for the bachelor's degree program in International IT Management includes:

- a. ensuring compliance with the formal admission requirements, and
- b. a personal interview, which may also be conducted online for students not residing in Switzerland.

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<sup>2</sup> SRL No. 680

**Art. 13** *Time models and duration of studies*

<sup>1</sup> Students may complete their studies in either of the following time models: full-time or part-time.

<sup>2</sup> In full-time studies, the average number of credits awarded per semester is 30 and generally leads to a degree after three years.

<sup>3</sup> In part-time studies, fewer modules are taken per semester, which prolongs the course accordingly.

**Art. 14** *Language requirements*

Students whose native language is not the predominant language of instruction must prove that they have sufficient knowledge of the language of instruction. Proof must be provided in the form of a diploma at the required level. The vice dean acting as the Head of Bachelor's and Master's Programs decides on the recognition of such diplomas.

**Art. 15** *Program structure*

<sup>1</sup> The bachelor's degree program consists of a general component of 120 ECTS credits in computer science, projects and project management, general and intercultural skills, international management and law, which must be completed by all students, and 60 ECTS credits earned in two mandatory semesters abroad, in different cultural areas.

<sup>2</sup> Furthermore, the general component is divided into assessment semesters awarded with 60 ECTS credits and advanced semesters awarded with 60 ECTS credits.

<sup>3</sup> During the semesters abroad, students must complete a major awarded with 36 credits as part of the 60 ECTS credits.

<sup>4</sup> In the framework of the 36 credits awarded for the major, the bachelor's thesis must be completed.

**Art. 16** *Assessment semesters*

<sup>1</sup> In order to be admitted to the advanced semesters and the semesters abroad, students must successfully complete the assessment semesters.

<sup>2</sup> The assessment semesters consist of the modules listed in the module catalogue. Among the assessment semester modules is an English language certificate at a level determined by the head of program. Students whose native language is English are exempt from acquiring a language certificate.

<sup>3</sup> Students who have completed the modules mentioned in paragraph 1 and acquired 60 ECTS credits successfully pass the assessment semesters.

<sup>4</sup> Students who have completed the modules mentioned in paragraph 1, acquired at least 54 ECTS credits and successfully acquired an internationally-recognized CEFR C1 level English certificate conditionally pass the assessment semesters. Any missing ECTS credits must be acquired within the period specified in paragraph 6 of this article.

<sup>5</sup> Students who have completed the modules mentioned in paragraph 1 and acquired fewer than 54 ECTS credits, or failed to acquire an internationally-recognized CEFR C1 level English certificate do not pass the assessment semesters.

<sup>6</sup> Any student who has not passed the assessment semesters within five semesters from the start of the bachelor's degree program will be excluded from the program.

<sup>7</sup> In exceptional and justified cases, the head of program may authorize an extension of the study period as specified in paragraph 6 of this article.

**Art. 17** *Advanced semesters*

<sup>1</sup> Any student who has successfully or conditionally passed the assessment semesters is eligible to proceed to the advanced semesters.

<sup>2</sup> The advanced semesters include modules as specified in the module catalogue.

<sup>3</sup> Students are deemed to have passed the advanced semesters if they have earned 60 ECTS credits from advanced-semester modules.

<sup>4</sup> Students who have not earned the required 60 ECTS credits from advanced-semester modules within six semesters following the completion of the assessment semesters will be excluded from the bachelor's degree program. The date applicable in determining the maximum studying period for students who enter the advanced semesters on the basis of a conditional pass of the assessment semesters is the date of the conditional admission to the advanced semesters.

<sup>5</sup> In exceptional and justified cases, the vice dean acting as the Head of Bachelor's and Master's Programs may authorize an extension of the period specified in paragraph 4 of this article.

**Art. 18** *Semesters abroad*

<sup>1</sup> Students must complete two mandatory semesters abroad as part of the bachelor's program.

<sup>2</sup> As a rule, this includes one semester in a Western, English-speaking country (i.e. Great Britain, Ireland, USA, Canada, Australia or New Zealand) and one semester in an Asian country (e.g. China, India, etc.).

<sup>3</sup> Full-time students usually complete these semesters in the third and sixth semesters, part-time students in the seventh and eighth semesters.

<sup>4</sup> During the semesters abroad, students complete their chosen major and bachelor's thesis. The bachelor's thesis must be submitted during the final mandatory semester abroad. The bachelor's thesis can only be initiated if at least 140 ECTS credits worth of modules (including assessment semester modules) have been passed.

<sup>5</sup> For each of the semesters abroad, a learning agreement is concluded in advance for each student. It comprises the modules to be completed at the partner institutions abroad. This learning agreement must be presented to the head of program prior to the start of the semester abroad and must be approved by them.

**Art. 19** *Crediting of coursework completed at other educational institutions*

<sup>1</sup> Upon request, coursework completed at other domestic and foreign tertiary institutions may be recognized and credited if deemed equivalent. The head of program decides on the equivalence of the coursework. Requests must be submitted prior to the deadline set by the Head of Bachelor's and Master's Programs.

<sup>2</sup> Courses or degrees completed with a diploma from an accredited university in a relevant field may be credited as modules of the assessment or advanced semesters up to a maximum of 30 ECTS credits. Requests for coursework credit must be submitted by a specified deadline set by the Head of Bachelor's and Master's Programs.

<sup>3</sup> Successfully completed coursework at a partner university during the mandatory semesters abroad will be recognized and credited if:

- a. a learning agreement approved by the head of program has been concluded before the start of the mandatory semester abroad, and
- b. the grades earned during the semester abroad can be proven with a transcript of records issued by the partner university.

## **IV. Modules**

### **Art. 20** *Modules*

<sup>2</sup> Each module consists of 3 ECTS credits or a multiple thereof.

<sup>1</sup> All modules in this degree are taught exclusively in the English language.

### **Art. 21** *Module types*

<sup>1</sup> Modules are usually topic-centered teaching units. The modules are divided into different module types and structured as compulsory or elective modules.

<sup>2</sup> The bachelor's degree program includes the following module types:

- a. C modules (core modules) are compulsory and aim to develop students' core competencies in computer science, projects and project management, general and intercultural skills as well as international management and law,
- b. R modules (related modules) are elective modules attended by students during their mandatory semesters at a partner university abroad. This includes the major and free elective modules,
- c. project modules (application and deepening of specialist knowledge, methodological and personnel competencies, compulsory modules, C module), and
- d. bachelor's thesis (application and consolidation of the bachelor training's key elements, compulsory module, C module).

<sup>3</sup> The necessary entry requirements are defined for each module.

### **Art. 22** *Module levels*

<sup>1</sup> Modules are allocated to a specific level of achievement within the bachelor's program. The entry requirements determine the allocation of the module to a level. The level designations are as follows:

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

<sup>2</sup> Additional subject clusters may be formed within individual modules.

**Art. 23** *Module description*

<sup>1</sup> For each module, there is a module description which contains information on, among other things, entry requirements, technical content, procedure, teaching methods, form of assessed assignment and ECTS credits awarded.

<sup>2</sup> The module description also specifies the learning requirements (proof of performance to be provided over the course of the module) that must be fulfilled for admission to the assessed assignment. As a rule, there is no obligation to attend classes for admission to the assessed assignment.

**Art. 24** *Contact study and self-study*

<sup>1</sup> Modules consist of contact study and self-study. Self-study may be composed of supervised self-study and unsupervised self-study.

<sup>2</sup> The module description contains in details on the amount of contact study and self-study per module.

## **V. Assessed assignments and award of ECTS credits**

**Art. 25** *Grading of assessed assignments*

<sup>1</sup> Grading of assessed assignments is shown both as (alphabetical) ECTS grades and numerical grades.

<sup>2</sup> Numerical grades are expressed as the following whole grade points and half-grade points in between:

6 = very good	5 = good
4 = sufficient	3 = insufficient (fail)
2 = weak (fail)	1 = very weak (fail)

<sup>3</sup> A grade of 4 is equivalent to 60% of the maximum possible performance.

<sup>4</sup> Numerical grades used for evaluating multiple 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> ECTS grades are given as follows:

- a. The top 10 percent of the students obtaining a pass grade are awarded an A grade, the next 25 percent a B grade, the following 30 percent a C grade, the following 25 percent a D grade and the final 10 percent an E grade. Students failing to achieve an outcome sufficient to allow a pass grade are awarded an FX grade (further work required) or an F grade (fail).
- b. In cases where fewer than 25 students achieve a pass grade, ECTS grades can be awarded on an even scale in parallel to the numerical grades.

**Art. 26** *ECTS credits*

<sup>1</sup> Credits for a module are awarded if the grade of the assessed assignment or the weighted average of the grades from multiple assessed assignments of the module corresponds with at least the numerical grade of 4.

<sup>2</sup> In modules in which the grade consists of multiple assessed assignments, the module coordinator determines their weighting in consultation with the head of program. This will be stipulated in the module description.

<sup>3</sup> If the performance of the assessed assignments is insufficient, the grade F will be set. In the case of a rounded numerical grade of 3.5, the ECTS grade of FX is awarded. For ECTS grade FX, a compensation option is granted, which is comparable to the original assessed assignment. If a module consists of multiple assessed assignments, the compensation option only concerns the insufficient assessed assignments. If the compensatory work is deemed sufficient, the performance in this module is assessed with the rating "E" or the numerical grade 4.

<sup>4</sup> A compensation of grade FX is only possible once. It must be completed by the end of the following semester at the latest. The vice dean acting as the Head of Bachelor's and Master's Programs determines the time period and the lecturer responsible sets the date.

**Art. 27** *Time of assessed assignments*

Students must complete assessed assignments during the semester in which they take the module, except in the case of a compensation of an FX grade. In justified instances, the vice dean acting as Head of Bachelor's and Master's Programs may approve exceptions to this rule.

**Art. 28** *Retaking of modules*

<sup>1</sup> Students must pass all compulsory modules in order to complete the bachelor's degree program. Compensation for failed compulsory modules with other assessed coursework is not permitted.

<sup>2</sup> Students who fail a module consisting of multiple assessed assignments must only retake as many assessed assignments as necessary to achieve a weighted average grade of 4 or higher.

<sup>3</sup> The retaking of modules is governed by 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>4</sup> A failed module may only be repeated once.

**Art. 29** *Criteria for performance evaluation*

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 module description.

**Art. 30** *Permitted resources*

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



**Art. 31** *Duty of information*

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

**Art. 32** *Transcript of records*

Students receive a transcript of records for each semester containing the assessed assignments completed in that semester. The transcript of records lists the modules the student has completed with the corresponding grades and the ECTS credits awarded.

**Art. 33** *Inability to attend or withdrawal from assessed assignments*

<sup>1</sup> If students are prevented from attending, starting or completing an assessed assignment by a compelling reason, they must inform the head of program immediately and submit a written withdrawal request.

<sup>2</sup> In the event that such a situation arises immediately prior to or during an assessed assignment, students must inform the head of program or the lecturer in charge immediately. The withdrawal request, together with any relevant evidence or documentation, must be submitted in writing to the head of program.

<sup>3</sup> The retroactive assertion of reasons applicable to an assessed assignment already completed is excluded in the event the student was aware of them before or during the assessed assignment.

<sup>4</sup> If medical grounds are quoted, a medical certificate must be produced. If in doubt, the School of Computer Science and Information Technology may engage an independent medical examiner.

<sup>5</sup> The decision regarding the approval of a withdrawal from or discontinuation of an assessed assignment rests with the head of program. If, in modules consisting of multiple assessed assignments, it is established before the assessed assignment concerned that a pass grade in overall module assessment was no longer possible, the student will be deemed to have failed the module.

<sup>6</sup> If a student fails to complete an assessed assignment or discontinues one that he or she has already begun without approval, he or she will be deemed to have failed the assignment.

**Art. 34** *Inspection of examination papers*

Upon request of the students and after the module evaluation, the module coordinators grant a right of inspection for assignments from their area of responsibility.

## **VI. Offer and delivery of modules**

**Art. 35** *Delivery of modules*

<sup>1</sup> Modules are 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 decision regarding the delivery of a particular module rests with the vice dean acting as the Head of Bachelor's and Master's Programs.

<sup>3</sup> If a module cannot be delivered, the students affected by this decision will be informed accordingly. Students may register for other modules within that academic year up to the deadline set by the head of program. Such late registrations are considered to the extent compatible with the requirements of a proper course of study.

**Art. 36** *Module registration*

<sup>1</sup> In order to attend a module, a student must in principle meet the requirements laid out in the module description. Failure to do so may lead to the exclusion from the module and its assessed assignments.

<sup>2</sup> There is no entitlement to a place on a particular module or particular delivery of a module.

**Art. 37** *Withdrawal from a module*

Withdrawal from a module is possible until the date set by the vice dean acting as the Head of Bachelor's and Master's Programs. A reason must be stated. The vice dean acting as the Head of Bachelor's and Master's Programs decides on the admissibility of the reasons.

## **VII. Study procedure**

**Art. 38** *Module catalogue*

The module catalogue lists all modules that can be credited for the bachelor's program.

**Art. 39** *Planning and advising students on their studies*

Students are responsible for their own schedule. They may obtain support within the framework of study counselling.

**Art. 40** *Break in studies*

Any break in studies must be reported in writing to the student services prior to the deadline set according to the Head of Bachelor's and Master's Programs. Students reporting late are obliged to pay the semester fee.

**Art. 41** *Early termination of studies*

<sup>1</sup> If the course of study is terminated prematurely, the student must immediately notify the student services.

<sup>2</sup> Cancellation must be made in writing prior to the deadline set according to the Head of Bachelor's and Master's Programs. Students cancelling their registration late are obliged to pay the semester fee.

## VIII. Conditions for obtaining the Bachelor's degree

### Art. 42 *Bachelor's degree*

<sup>1</sup> Receipt of the bachelor's degree is subject to the following conditions:

- a. recognition of a minimum of 180 ECTS credits,
- b. successful completion of the bachelor's thesis at the Lucerne School of Computer Science and Information Technology,
- c. at least 60 ECTS credits earned within the framework of the bachelor's degree program (including the bachelor's thesis) at the Lucerne School of Computer Science and Information Technology.

<sup>2</sup> Students who fail to earn the required 180 credits within fourteen semesters after starting their studies will be excluded from the bachelor's degree program.

<sup>3</sup> In justified exceptional cases, the vice dean acting as the Head of Bachelor's and Master's Programs may grant an extension to the customary fourteen semesters in the course of which ECTS credits may be obtained.

### Art. 43 *Admission to the bachelor's thesis*

Students are permitted to write their bachelor's thesis if they

- a. have been awarded at least 120 ECTS credits, or
- b. are in the penultimate semester of study and have acquired at least 21 credits from project modules,

and in every event meet any further requirements.

### Art. 44 *Bachelor's thesis*

<sup>1</sup> With the bachelor's thesis, students demonstrate that they are able to independently work on and solve a complex problem from a relevant subject area. The bachelor's thesis is evaluated by the supervising lecturers after consultation with the experts.

<sup>2</sup> The bachelor's thesis is usually completed individually and has a scope of 12 credits.

## IX. Final provisions

### Art. 45 *Appeals*

<sup>1</sup> Grading decisions in accordance with these regulations are forwarded to the students electronically and accompanied by instructions on the right to appeal.

<sup>2</sup> Appeals against grading decisions based on these regulations may be submitted to the vice dean acting as Head of Bachelor's and Master's Programs 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 of 13 June 2014.

**Art. 46** *Repeal of previous rules and orders*

The Academic Regulations governing the Bachelor's Degree Program in International IT Management at the Lucerne School of Computer Science and Information Technology of 1 September 2022 are hereby repealed.

**Art. 47** *Entry into force*

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

Rotkreuz, 1 September 2023

**Lucerne School of Computer Science and Information Technology**



Prof. Dr. René Hüsler  
Dean

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