HSLU Hochschule Luzern

Academic Regulations governing the Master's Degree Program in IT, Digitalization and Sustainability at the Lucerne School of Computer Science and Information Technology

of 1 September 2022

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 Bachelors's and Master's Degree Programs 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 the Master's Degree Program in IT, Digitalization and Sustainability 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 Programs at Lucerne University of Applied Science and Arts, FH Zentralschweiz of 13 June 2014.

II. Governing bodies

Art. 2 *Dean*

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

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

[1] The Head of Bachelor's and Master's Programs is responsible for all aspects of the master's program. In particular, she or he

a.   approves the individual module descriptions,

b.   decides on admission to the master's program,

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,

---

[1] SRL Nr. 521

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 the program.

[2] The Head of Bachelor's and Master's Programs may delegate the execution of these tasks to 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 training 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 Head of Bachelor's and Master's Programs as pertains to the respective degree program.

Art. 5   *Subject groups*

The subject groups 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*

[1] The module coordinators are responsible for the quality of the module.

[2] They propose candidates for lecturing positions to the head of program, who decides on their assignments.

[3] They draft the module description in accordance with article 16 of these regulations and, together with the lecturers, design and evaluate the assessed assignments.

Art. 7   *Lecturers*

[1] 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.

[2] They are obliged to collaborate on the design and delivery of modules.

[3] They are responsible for the design, evaluation, and grading of the assessed assignments.

Art. 8   *Examiners*

[1] As a rule, assessment assignments or parts thereof are delivered, evaluated, and graded by the lecturers who deliver the corresponding learning content.

[2] 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.

[3] External or internal experts are engaged for the following types of assessed assignments:

a.   oral examinations, and

b.   the master'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.

[4] 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 master's degree program

A.   Structure and Organization

Art. 9   *Principle*

The master's degree program in IT, Digitalization and Sustainability has a modular structure. It is concluded with a master's degree.

Art. 10   *Duration and structure of the program*

[1] The master's degree program is provided as a full-time study.

[2] The standard duration of the study lasts 4 semesters. The maximal duration of the study must not exceed 8 semesters. A student exceeding the maximal amount of 8 semester can be excluded from further studies. He or she can apply for an extension with a request to the Head of Bachelor's and Master's Programs.

[3] The master's degree program consists of 60 ECTS credits in sustainability, sustainable development goals, project management, leadership, intercultural competencies, information technology, computer science, globalization and internationality in compulsory modules which must be completed by all students and 30 ECTS credits earned in a mandatory semester abroad.

[4] The master's degree program is concluded with the master's thesis with 30 ECTS credits.

[5] For each semester abroad, a learning agreement is concluded in advance for each student. It comprises the modules to be completed at the foreign partner schools. This learning agreement must be presented to the head of program prior to the start of the semester abroad and must be provided by the student.

Art. 11   *Crediting of coursework completed in other degree programs*

[1] Upon request, coursework completed at other domestic and foreign university-level institutions may be recognized and credited if deemed equivalent. The head of program decides on the equivalence of the coursework.

[2] Courses or degrees completed with a diploma from an accredited university in a relevant field may be credited up to a maximum of 30 ECTS credits.

[3] 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 transcript of records issued by the partner university.

[4] There is no need for assessed assignments for decreed learning units. Decreed learning units are not assessed and not included in the overall grade.

Art. 12 *Disadvantage compensation*

[1] The university grants students with disabilities the possibility to request a disadvantage compensation for the admission procedure, for learning activities and assessed assignments.

[2] A consultation offering is available for prospects and students.

[3] The university enacts regulations for the procedures, responsibilities, and further details about disadvantage compensation.

B. Admission

Art. 13 *Admission procedure*

The admission procedure for the master's degree program in IT, Digitalization and Sustainability includes

a. ensuring compliance with the formal admission requirements, and

b. a personal interview, which may also be conducted online, e.g. for students not residing in Switzerland.

Art. 14 *Admission requirements*

[1] Following requirements must be proven with the application

a. 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 on an entrance examination or a diploma at the required level.

b. A bachelor's degree in information technology, computer science, international IT management, business information technology, engineering or similar with an overall good grade.

c. Mathematical and programming skills at the required level.

[2] During the course of the admission process students can acquire the entry skills required.

C.   Modules

Art. 15 *Modules*

[1] Each module consists of 3 ECTS credits or a multiple thereof.

[2] The language of instruction is English.

Art. 16 *Module description*

[1] 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.

[2] 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 the admission to the assessed assignment. As a rule, there is no obligation to attend classes for admission to the assessed assignment.

Art. 17 *Contact study and self-study*

[1] Modules consist of contact study and self-study. Self-study may be composed of supervised self-study and unsupervised self-study.

[2] The module description contains details on the amount of contact study and self-study per module.

D.   Exams and Transcript of Records

Art. 18 *Grading of assessed assignments*

[1] Grading of assessed assignments is shown both as (alphabetical) ECTS grades and numerical grades.

[2] Numerical grades are expressed as the following whole grade points and half-grade point in between:

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

[3] A grade of 4 is in general equivalent to 60% of the maximum possible performance.

[4] 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.

[5] 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 finale 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 ca be awarded on an even scale in parallel to the numerical grades.

Art. 19 *ECTS credits*

[1] 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.

[2] In modules in which the grade consists of multiple assessed assignments, the module coordination determines their weighting in consultation with the head of program.

[3] If, in modules consisting of multiple assessed assignments, the weighted average of the numerical grades is below 4, the grade is expressed as F (fail). A grading with FX (fail – improvement required) is not possible.

[4] If, in modules consisting of a single assessed assignment, the rounded numerical grade is 3.5 the ECTS grade of FX (fail – improvement required) is awarded. In this case, a compensation option comparable to the original assessed assignment is granted. If the compensatory work is deemed sufficient, the module is given an E grade or numerical grade 4.

[5] A compensation of grade FX is only possible once. It must be completed by the end of the following semester at the latest. The head of program determines the time period and the lecturer responsible sets the date.

Art. 20 *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 head of program may approve exceptions to this rule.

Art. 21 *Retaking of modules*

[1] Students must pass all compulsory modules in order to complete the master's degree program. Compensation for failed compulsory modules with other assessed coursework is not permitted.

[2] 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.

[3] The retaking of modules is governed by the Academic Ordinance Governing Bachelor's and Master's Degree Programs at the Lucerne University of Applied Sciences and Arts, FH Zentralschweiz of 13th June 2014.

[3] A failed module may be retaken once. In justified exceptional cases, a failed module can be repeated a second time, if the academic performance is good overall.

Art. 22 *Criteria for performance evaluation*

The knowledge and skill 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. 23 *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. 24 *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. 25 *Transcript of records*

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

Art. 26 *Inability to attend or withdrawal from assessed assignments*

[1] 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.

[2] In the event of 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.

[3] 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.

[4] If medical grounds are quoted, a medical certificate must be presented. If in doubt, the Lucerne School of Computer Science and Information Technology may engage an independent medical examiner.

[5] The decision regarding approval of a withdrawal from discontinuation on 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.

[6] 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. 27 *Inspection of examination papers*

In addition to and independently of the module evaluation, the module coordinators can grant a right of inspection for individual assessed assignments from their area of responsibility if they consider this to be didactically meaningful or necessary.

E.   Offer and delivery of modules

Art. 28 *Delivery of modules*

[1] Modules are delivered if sufficient registrations have been received and if their delivery is compatible with the requirements of a proper course study.

[2] The decision regarding the delivery of a particular module rests with the Head of Bachelor's and Master's Programs.

[3] If a module cannot be delivered, the students affected by this decision will be informed accordingly. Students may register for other modules withing 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 proper course study.

Art. 29 *Module registration*

[1] 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.

[2] There is no entitlement to a place on a particular module or particular delivery of a module.

Art. 30 *Withdrawal from a module*

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

F.   Study procedure

Art. 31 *Module catalogue*

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

Art. 32 *Planning and advising students to their studies*

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

Art. 33 *Break in studies*

[1] Any breaks in studies must be reported in writing to the master's secretariat 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.

[2] Breaks of study do not count for the duration of studies. They may not exceed four semesters.

Art. 34 *Early termination of studies*

[1] If the course of study is terminated prematurely, the student must immediately notify the master's secretariat.

[2] 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.

G.   Conditions for obtaining the Master's degree

Art. 35 *Master's Degree*

Receipt of the masters's degree is subject of the following conditions

a.   recognition of a minimum of 120 ECTS credits,

b.   successfull completion of all compulsory modules,

c.   successfull completion of the master's thesis with 30 ECTS credits,

d.   at least 60 ECTS credits earned within the framework of the master's degree program (including master's thesis).

Art. 36 *Admission to the master's thesis*

The thesis can only be started if at least 90 ECTS credits worth modules have been passed, whereof at least 30 ECTS-credits were awarded by a partner university abroad.

IV.   Final provisions

Art. 37 *Appeals*

[1] Grading decisions in accordance with these regulations are forwarded to the students electronically and accompanied by instructions on the right to appeal.

[2] Appeals against grading decisions based on these regulations may be submitted to the Head of Bachelor's and Master's Programs subject to the provisions of the Academic Ordinance Governing Bachelor's and Master's Degree Programs at the Lucerne University of Applied Sciences and Arts, FH Zentralschweiz of 13 June 2014.

Art. 38 *Termination of studies*

The studies are terminated by awarding the master's degree, the withdrawal or exclusion from the studies.

Art. 39 Entry into force

These Academic Regulations shall enter into force on 1 September 2022 subject to approval of the Governing Council of the Lucerne University of Applied Sciences and Arts.[2]

Rotkreuz, 1 September 2022

Lucerne School of Computer Science and Information Technology

Prof. Dr. René Hüsler
Dean

---

[2] Approved by the Governing Council of the Lucerne University of Applied Sciences and Arts on 1 September 2022