

## Study and Examination Regulations governing the Bachelor of Science in Betriebsökonomie / Business Administration

Pursuant to the framework regulations governing the bachelor and master degree programmes at the University of Applied Sciences Northwestern Switzerland (FHNW) dated 1 January 2007, the Executive President of the FHNW approves the present Study and Examination Regulations governing the Bachelor of Science in Betriebsökonomie / Business Administration:

### I General

#### § 1 Scope

<sup>1</sup>The Study and Examination Regulations under consideration define the legal basis for admission to and the assessment and granting of the Bachelor of Science in Betriebsökonomie / Business Administration at the FHNW School of Business.

<sup>2</sup>These Regulations apply to the Bachelor of Science in Betriebsökonomie (full-time, extra-occupational or part-time with supervisory obligations) / Bachelor of Science in Business Administration, commencing September 2010.

<sup>3</sup>The list of modules forms part of these Study and Examination Regulations (*see Appendix*).

<sup>4</sup>The modules and courses of the Bachelor programme in Betriebsökonomie / Business Administration are defined in the module and course descriptions. It lies within the Course Director's discretion to effect changes to modules and courses within the scope of these Study and Examination Regulations. Studies resumed after a break are governed by the most recent module descriptions.

### II Admission to the course of study

#### § 2 Admission without examination

<sup>1</sup>Admission to the University's bachelor degree programme without prior examination requires:

- a. a Vocational High School Certificate (*Berufsmaturität*) and basic vocational training in an occupation related to the area of study; or
- b. a federal or federally recognised Baccalaureate (*Maturität*) and a minimum of one year's work experience, through which practical and theoretical knowledge in an occupation related to the area of study has been acquired.
- c. Where an equivalent situation arises that is not covered by (a) or (b) above, admission shall be determined by the Course Director

#### § 3 Admission with examination

<sup>1</sup>If the requirements for entry without examination described in §2 cannot be fulfilled, an applicant can be admitted by sitting an admission examination, provided that a minimum of three years' education at secondary school level II (*Sekundarschulstufe II*) plus a minimum of one year's qualified work experience in the area of Business Administration can be shown.

<sup>2</sup>The applicant is considered to have qualified for admission if the average grade obtained is at least 4.0. Grading is conducted in accordance with the provisions set out in §7.3.

<sup>3a</sup>The subjects, types and durations of the tests that constitute the admission examination:

Subject	Written test	Oral test
1. German Communication	120 min.	-
2. English	120 min.	15 min.

3. French	120 min.	15 min.
4. Mathematics	120 min.	-
5. Accountancy	120 min.	-

<sup>3b</sup> Applicants whose schooling has predominantly taken place outside of Switzerland can be excused from the French section of the admission examination, provided that a written test in General Business Studies of 120 minutes in duration is passed instead.

<sup>3c</sup> Applicants for the Business Administration programme may, on request, be excused from the German Communication section of the admission examination. In this event, calculation of the grading of the admission examination is based on sections 2 to 5. The admission then applies exclusively to the Business Administration programme. Any ensuing change to a different programme is predicated on passing the relevant assessment exam.

<sup>4</sup> The grade obtained in subjects where applicants sit both a written and an oral test is an arithmetical average of the two marks rounded to the nearest tenth of a mark.

<sup>5</sup> The admission examination can be re-taken once.

### **III Course of studies**

#### **§ 4 Credit accumulation system**

<sup>1</sup> The FHNW School of Business implements the European Credit Transfer and Accumulation System (ECTS).

<sup>2</sup> One ECTS credit corresponds to an average of 30 student-hours of work (comprising contact tuition, guided and autonomous self-study, time spent in exams, project and semester assignments, the bachelor thesis, etc.).

<sup>3</sup> The full-time academic year corresponds to 1800 hours of study and yields 60 ECTS credits. Part-time and extra-occupational study involves correspondingly less study per annum and yields fewer ECTS credits.

<sup>4</sup> Essentially, the ECTS credits obtained in the Bachelor of Science programme in Betriebsökonomie / Business Administration remain valid for an unlimited period of time. In the case of ECTS credits that are more than six years old, the Course Director shall decide whether the knowledge underlying the qualification is still current. Where there are reasonable grounds for doing so, the Course Director shall be entitled to request additional qualifications.

#### **§ 5 Modules and course structure**

<sup>1</sup> The bachelor degree programme in Betriebsökonomie / Business Administration is modular in concept, and each module is composed of one or more courses.

<sup>2</sup> A module is a time-limited tuition and study unit with a specific thematic or content-related focus. It imparts specific skills that are defined by the learning targets of the courses.

<sup>3</sup> The module is an assessment unit and is generally concluded after one semester.

<sup>4</sup> The following types of module are offered:

- a. compulsory modules: these are an obligatory component of the course
- b. core-elective modules: a specific number of these must be chosen from a group of modules
- c. elective modules: these can be freely selected from the range offered by the FHNW School of Business or other Universities of Applied Sciences

<sup>5</sup> With reference to the repetition and graduation modalities, modules are classified either as foundation modules, assessment modules or other modules.

<sup>6</sup> The degree programme is divided into an assessment stage and a consolidation stage. In order to pass the assessment stage, students have to pass all foundation and assessment modules within an academic year. The consolidation stage is passed when a total of 180 ECTS credits have been awarded.

## § 6 Duration of study

<sup>1</sup>The standard duration of a bachelor degree programme is 3 years (6 semesters) of full-time study. Extra-occupational studies take 4 years (8 semesters). The duration is correspondingly longer if the studies are interrupted.

## § 7 Assessment of performance – grading

<sup>1</sup>The student's performance is assessed and graded in all modules.

<sup>2</sup>The assessment of performance in a module or course may consist of a number of assessment tests. The module description defines how grades are awarded.

<sup>3</sup>The grading system is based on the traditional Swiss 6-point grading system:

Traditional Swiss grading scale	In words	
	German	English
6.0	hervorragend	excellent
5.5	sehr gut	very good
5.0	gut	good
4.5	befriedigend	satisfactory
4.0	genügend	pass
3.0	ungenügend	fail
2.0	schlecht	fail
1.0	sehr schlecht	fail

Credits are awarded for grades 4.0 or higher.

<sup>4</sup>Module and course assessment can be specified to one decimal place; final assessment grades are rounded to the nearest half-mark.

<sup>5</sup>Certain modules are marked using a binary grading scale, by which the student is stated as having fulfilled certain criteria ("pass") or not ("fail"). The module description defines the modules or courses that use this binary grading scale.

<sup>6</sup>Academic performance shall be graded on the basis of the ECTS grading system where possible and in accordance with the framework regulations governing bachelor degree programmes at the FHNW. A module is deemed to be passed if the grade obtained is A to E or "pass".

ECTS grade	Distribution as per the rules of the ECTS
A	10% of grades
B	25% of grades
C	30% of grades
D	25% of grades
E	10% of grades
F	fail

If the grade obtained is below 4.0, F or "fail", the performance is deemed a failed attempt.

<sup>7a</sup>The ECTS grade FX is used only for the grading of student assignments (semester assignments, bachelor theses, etc.).

<sup>7b</sup>An assessment graded FX is possible if the work would have earned a pass but for technical, remediable deficiencies. Grade FX counts as a failed attempt, but one attempt can be made again to rectify the work. If the ensuing attempt at rectification proves successful, the work will be awarded grade 4.0. The award of a better grade is not possible. If the ensuing attempt at rectification proves unsuccessful, grade F is awarded. This amounts to a double failed attempt (first failed attempt FX, second failed attempt F). Rectification modalities are described in separate regulations.

<sup>8</sup>A module assessed with a grade 4.0, E or higher, or "pass" is granted the full number of ECTS credits allotted to the respective module. Modules assessed with a grade below 4.0, F, FX or "fail" are not granted any ECTS credits.

## **§ 8 Module retakes**

<sup>1</sup>Modules that have been failed may be retaken as follows:

- foundation modules can be retaken twice
- assessment modules can be retaken once
- other modules can be retaken once.
- Students pursuing the Betriebsökonomie course extra-occupationally or with supervisory obligations and who commenced their studies in the 2009/10 academic year or earlier may, by contrast, retake 'other' modules up to five times

<sup>2</sup>If a module has to be retaken, all of the courses which comprise the failed module must be repeated, together with their assessments.

<sup>3</sup>Retake examinations shall take place during the next regular examination session.

<sup>4</sup>There can be no retake of a module successfully passed.

## **§ 9 Examiners and examination organisation**

<sup>1</sup>Tutors generally act as the examiners of their own modules/courses.

<sup>2</sup>Assessments are conducted during tuition time or ensuing tuition-free time.

<sup>3</sup>The module and course specifications specify:

- the point in time at which the assessment shall take place
- what is required of the students in terms of knowledge and how it is to be assessed
- the examiners

<sup>4</sup>Students enrolled in a module are automatically registered for its end-of-module examinations at the end of a semester. Students will be informed about how to deregister should they need to. Late de-registrations will be declined.

<sup>5</sup>After qualifying at the end of each semester, students receive a certificate of achievement listing all the modules taken, together with the ECTS credits and grades earned.

<sup>6</sup>The Director of the FHNW School of Business shall, if petitioned to do so by the Course Director, decide on the awarding of the degree.

<sup>7</sup>Any attempt to obtain a better grade for the candidate or others through dishonest means, or absence without valid excuse from an examination, shall result in a grade F or "fail". If matters of this nature come to light only later, the grade F or "fail" can be awarded retrospectively and the bachelor degree award may be withdrawn. This grade is put on the record and can be appealed.

<sup>8</sup>If the obligatory examination cannot be sat for reasons beyond the student's control, the Course Director must be informed without delay. If the reasons given are legitimate, the Course Director shall determine an appropriate course of action. Legitimate reasons can include illness; accident;

pregnancy; family duties that cannot be delegated; the Swiss Army's refusal to grant the necessary leave of absence during military service, civil protection and support service or civilian service duties; and force majeure. Relevant supporting evidence must be submitted.

## **§ 10 Accreditation of academic achievement**

<sup>1</sup>Academic achievements fulfilled outside the degree programme, which are judged by the Course Director of the Bachelor of Science in Betriebsökonomie / Business Administration to be equivalent, shall be accredited. The test of equivalence is conducted by the Course Director and is based on content, scope and requirements. Such a test is not required in the case of similar degree programmes within the same faculty/field of the FHNW.

<sup>2</sup>Credits that are accredited on the basis of a test of equivalence are valid for eight years. The Course Director has discretion in this matter.

## **§ 11 Bachelor thesis**

<sup>1</sup>The bachelor thesis is a compulsory module, whereby students demonstrate that they are capable of reflecting on a specific task in a scholarly manner, which they then solve autonomously within a predetermined period of time in a manner that is technically correct and methodologically sound.

<sup>2</sup>140 ECTS credits are required for admittance to the bachelor thesis module. The Course Director has discretion in this matter.

<sup>3</sup>Prior to commencement of the bachelor thesis, details on the following are issued in writing:

- the procedure relating to the choice of task
- the deadlines relating to the task and the submission of the thesis
- the assessment criteria
- the assessment tutors and external specialists

<sup>4</sup>The tasks of the individual students and the issuing and submission of the bachelor thesis are put on record.

<sup>5</sup>When submitting the bachelor thesis, students must confirm in writing that it was performed autonomously using only the sources, tools and assistance stated in the thesis, and that quotes are readily identifiable as such.

<sup>6</sup>The bachelor thesis is assessed by the supervising tutors, taking into account the assessment of the client. Assessment is conducted in accordance with §7.

<sup>7</sup>A bachelor thesis submitted late will be assessed as having failed (F), in which case it receives no grade.

<sup>8</sup>If the bachelor thesis is assessed as having failed (F, <4.0), the thesis module can be retaken once, but with a new topic.

<sup>9</sup>If the bachelor thesis receives an FX, one attempt can be made at improving it, or the thesis module can be retaken once with a new topic (see also §7.7a).

## **§ 12 Termination of study**

<sup>1</sup>The Bachelor of Science programme in Betriebsökonomie comes to a successful conclusion at the FHNW when:

- all the compulsory and core elective modules specified in these Study and Examination Regulations have been taken and passed, or (where a test of equivalence has taken place) recognised; and
- the bachelor thesis has been submitted to the FHNW and has been awarded a minimum E grade ("pass"); and
- the student has earned the required 180 ECTS credits in accordance with the Study and Examination Regulations of this programme; and

- a minimum of 60 of these ECTS credits (including the bachelor thesis) were earned at the FHNW

<sup>2a</sup>On successful completion of the course of study, students are conferred with the academic title "Bachelor of Science University of Applied Sciences Northwestern Switzerland in Betriebsökonomie". The subject majored in is also indicated.

<sup>2b</sup>Students fulfilling the following additional conditions are conferred with the academic title "Bachelor of Science in Business Administration" with the endorsement "International Management":

- successful completion of a semester abroad
- acquisition of 129 qualifying ECTS credits in modules taught in English
- successful completion in English of all student assignments (including the bachelor thesis)

<sup>3</sup>The following are issued together with the bachelor degree certificate:

- a Diploma Supplement in English containing details of the course of study undertaken and the ECTS assessment scheme applied, and information about the University, and
- a document detailing the modules taken and ECTS grades earned, together with the topic of the bachelor thesis submitted and details of any other extensive work undertaken where applicable (including ECTS grade)

<sup>4</sup>In addition to the module marks and grades, an overall rating may be issued as an overall mark and/or grade. The rating is arrived at by weighting the average of the marks of the credited modules (weighting by credit). See §7 for the measurement of the grades and the scaling.

### **§ 13 Early termination of study**

<sup>1</sup>If a compulsory module is failed even after the retake provided for under §8 of these Regulations, continuation of the Bachelor of Science programme in Betriebsökonomie / Business Administration at the FHNW is no longer possible.

<sup>2</sup>If a core-elective module is failed even after the retake, and there is no possibility of taking and passing an alternative module instead, continuation of the Bachelor of Science programme in Betriebsökonomie / Business Administration at the FHNW is no longer possible.

<sup>3</sup>The Director of the FHNW School of Business can decide whether a student should be barred from a programme on disciplinary grounds.

<sup>4</sup>Alongside the exmatriculation certificate, the student receives a document detailing all the module grades obtained; this also states that the student failed the Bachelor of Science programme in Betriebsökonomie / Business Administration.

## **IV Appeals procedure**

### **§ 14 Administration of justice**

<sup>1</sup>Decisions and decrees based on these Study and Examination Regulations shall be communicated in writing to those concerned along with details of the appeals procedure and applicable deadlines.

<sup>2</sup>Objections raised on the basis of a rule contained within these regulations must be submitted in writing to the Director of the FHNW School of Business within 14 days of the decision being announced, detailing the grounds for the appeal. Objections based on the unreasonableness of individual performance assessments shall not be heard. A review shall proceed only in the event of alleged malpractice or arbitrariness.

Objections should be submitted to:

The Director

Fachhochschule Nordwestschweiz  
Hochschule für Wirtschaft  
Riggenbachstrasse 16  
4600 Olten

<sup>3</sup>Students submitting objections shall be granted access to written documents of the assessed performance (corrected examination paper, grading scales, etc.).

<sup>4</sup>The complainant shall have the right to be heard in the process of appeal. The hearing shall be duly and officially recorded.

<sup>5</sup>The Director of the FHNW School of Business shall examine the objection, the representations of the teaching staff involved and of the Course Director, and the complainant, and deliver a written decision.

<sup>6</sup>An appeal in writing against the objection decision may be lodged with the Appeals Commission within a maximum of 30 days following disclosure, detailing the grounds for the appeal. Appeals against objection decisions should be submitted to:

Appeals Commission FHNW  
Schulthess-Allee 1  
Postfach 235  
5201 Brugg

<sup>7</sup>The appeal must contain a clearly argued request and include the signature of the appellant or the person representing him/her. The director's decision regarding the objection shall be included as a copy. The pertinence of that decision shall be examined only in respect of alleged malpractice or arbitrariness.

<sup>8</sup>The appeals procedure is subject to costs, such costs to be determined in accordance with the legislation of Canton Aargau.

<sup>9</sup>The Appeals Commission's decision is final (see §32 and 33 of the *Staatsvertrag zur Errichtung und Führung der Fachhochschule Nordwestschweiz* dated 10/11 November 2004).

<sup>10</sup>Failure to comply with the objection/appeal period laid down in these Regulations shall result in forfeiture of the right of appeal.

## **§ 15 Final and transitional provisions**

<sup>1</sup>These Study and Examination Regulations governing the Bachelor of Science programme in Betriebsökonomie / Business Administration at the FHNW come into effect upon signature at the start of the academic year 2010-2011.

<sup>2</sup>The programme's Course Director shall, during this transitional period, rule on the retaking of modules/exams and the accepting of academic achievements under the previous system with a view to reaching a written agreement with the students involved.

Brugg, 24 August 2010

Prof. Dr. Richard Bühler  
Executive President FHNW

**Bond on the German Regulation signed 24<sup>th</sup> of August 2010 by the President FHNW**

**Modulübersicht - Studiengang Bachelor of Science in Betriebsökonomie Vollzeit**

Semester 1	Semester 2	Semester 3
Finanzbuchhaltung 1 Cr *		
Unternehmensführung 1 6 Cr **	Unternehmensführung 3 6 Cr	Unternehmensführung 5 6 Cr
Unternehmensführung 2 6 Cr **	Unternehmensführung 4 4 Cr	Unternehmensführung 6 6 Cr
Mathematische Grundl. 1 Cr *		
Methodik 1 1 Cr **	Methodik 3a 4 Cr	Methodik 4 7 Cr
Methodik 2 6 Cr **	Methodik 3b 4 Cr	
Volkswirtschaft & Recht 1 6 Cr **	Volkswirtschaft & Recht 2 6 Cr	Volkswirtschaft 3 3 Cr
English Brush up 1 Cr *		
Wirtschaftskommunikation 1 5 Cr **	Wirtschaftskommunikation 2 3 Cr	Wirtschaftskommunikation 3 3 Cr
	Kontext 1 3 Cr	Kontext 2 5 Cr
Semester 4	Semester 5	Semester 6
Unternehmensführung 7 6 Cr		Unternehmensführung 9 2 Cr
Unternehmensführung 8 4 Cr		Unternehmensführung 10 7 Cr
Methodik 5 3 Cr		
Volkswirtschaft & Recht 4 6 Cr	Spezialgebiete der VWL 3 Cr	
Wirtschaftskommunikation 4 4 Cr	Wirtschaftskommunikation 5 6 Cr	
Kontext 3 3 Cr	Kontext 4 4 Cr	
	Major Teil 1 6 Cr	Major Teil 2 9 Cr
	Minor Teil 1 3 Cr	Minor Teil 2 3 Cr
Studienarbeit 4 Cr	Projektarbeit 8 Cr	Bachelor Thesis 9 Cr

\* Grundlagenmodule  
\*\* Assessmentmodule

**Modulübersicht - Studiengang Bachelor of Science in Business Administration (IM)**

Semester 1	Semester 2	Semester 3 Semester Abroad
Foundation Financial Acc. * 1 Cr		
Management 1 ** 6 Cr	Management 3 6 Cr	Management 5 6 Cr
Management 2 ** 6 Cr	Management 4 4 Cr	Management 6 6 Cr
Foundation Maths * 1 Cr		
Methods 1 ** 1 Cr	Methods 3a 4 Cr	Methods 4 7 Cr
Methods 2 ** 6 Cr	Methods 3b 4 Cr	
Economics & Law 1 ** 6 Cr	Economics & Law 2 6 Cr	Economics 3 3 Cr
Foundation English for IM * 1 Cr		
Business Communication 1 ** 5 Cr	Business Communication 2 3 Cr	Business Communication 3 3 Cr
	Context 1 3 Cr	Context 2 5 Cr
Semester 4	Semester 5	Semester 6
Management 7 6 Cr		Management 9 2 Cr
Management 8 4 Cr		Management 10 7 Cr
Methods 5 3 Cr		
Economics & Law 4 6 Cr	Special Areas in Economics 3 Cr	
Business Communication 4 4 Cr	Business Communication 5 6 Cr	
Context 3 3 Cr	Context 4 4 Cr	
	Major Part 1 6 Cr	Major Part 2 9 Cr
	Minor Part 1 3 Cr	Minor Part 2 3 Cr
Academic Paper 4 Cr	Project Work 8 Cr	Bachelor Thesis 9 Cr

\* Grundlagenmodule  
\*\* Assessmentmodule

**Modulübersicht - Studiengang Bachelor of Science in Betriebsökonomie berufsbegleitend / Teilzeit mit Betreuungspflichten  
Semester 1-4**

Semester 1	Semester 2	Semester 3	Semester 4
BWL 1 ** 6 Cr	BWL 2 6 Cr	BWL 3 6 Cr	BWL 4 6 Cr
			BWL 5 6 Cr
Methoden 1 ** 6 Cr	Methoden 2 6 Cr	Methoden 3 6 Cr	Methoden 4 6 Cr
Kommunikation 1 ** 6 Cr	Kommunikation 2 6 Cr	Kommunikation 3 6 Cr	Kommunikation 4 3 Cr
	Ökonomie u. Gesellschaft 1 6 Cr	Ökonomie u. Gesellschaft 2 6 Cr	
<b>Wahlpflichtbereich</b>			Ökonomie u. Gesellschaft 3 3 Cr
<b>Praxisbereich</b>		Praxistransfer 1 3 Cr	Praxistransfer 2 3 Cr
<b>berufsbegleitend</b>			
Berufspraxis 1 3 Cr	Berufspraxis 2 3 Cr	Berufspraxis 3 3 Cr	Berufspraxis 4 3 Cr
<b>Teilzeit mit Betreuungspflichten</b>			
Betreuungspraxis 1 3 Cr		Betreuungspraxis 2 3 Cr	
Freiwilligenarb./Praktika 1 3 Cr		Freiwilligenarb./Praktika 2 3 Cr	
und/oder			
Schulische Leistungen			s. unten

\*\* Assessmentmodule

**Modulübersicht - Studiengang Bachelor of Science in Betriebsökonomie berufsbegleitend / Teilzeit mit Betreuungspflichten  
Semester 5-8**

Semester 5	Semester 6	Semester 7	Semester 8
BWL 6 6 Cr	BWL 9 6 Cr	BWL 10 3 Cr	
BWL 7 6 Cr		Major Teil 1 6 Cr	Major Teil 2 9 Cr
		Term Paper 3 Cr	Bachelor Thesis 9 Cr
Ökonomie u. Gesellschaft 4 6 Cr 105 KE	Ökonomie u. Gesellschaft 5 3-6 Cr		
Methoden 5 3 Cr		Minor 3 Cr	Minor 3 Cr
<b>Wahlpflichtbereich</b>	BWL 8 6 Cr		
	Methoden 6 3 Cr		
	Praxistransfer 3 3 Cr		
<b>Praxisbereich</b>	Berufspraxis 6 3 Cr	Berufspraxis 7 3 Cr	Berufspraxis 8 3 Cr
Berufspraxis 5 3 Cr			
Betreuungspraxis 3 3 Cr		Betreuungspraxis 4 3 Cr	
Freiwilligenarb./Praktika 3 3 Cr		Freiwilligenarb./Praktika 4 3 Cr	
Schulische Leistungen			12 Cr