

Study and Examination Regulations governing the Master of Science in International Management and Master of Science in Business Information Systems

Dated 24 August 2010

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 determines:

I General

§ 1 Scope

¹The Study and Examination Regulations under consideration define the legal basis for admission to and assessment of the Master of Science programmes in International Management and in Business Information Systems at the FHNW School of Business, and the awarding of the final single master's degrees.

²These Regulations apply to the Master of Science programmes in International Management and in Business Information Systems (full-time and part-time study, single degree).

³The list of modules of the Master of Science programmes in International Management and in Business Information Systems form part of these Study and Examination Regulations (*see Appendix: List of Modules*).

⁴The modules and courses of the Master of Science programmes in International Management and in Business Information Systems are defined in the module and course descriptions. It lies within the Course Director's discretion to effect changes to modules and courses.

II Admission to the course of study

§ 2a Admission conditions – Master of Science in International Management

¹Admission to the University's Master of Science in International Management requires a cumulative minimum as follows:

- a. a bachelor degree in Business Economics, Business Administration, Economics, Industrial Engineering and Management or Business Informatics with a Good, Very Good or Excellent average grade
- b. very good to excellent communication skills in English (minimum CAE or BEC Higher at a comparable level)

²In the event of the degree being in a discipline other than those defined in (a) and/or evidence of communication skills being other than those defined in (b), the Admissions Board shall, if petitioned by the Course Director, decide as to their equivalency.

§ 2b Admission conditions – Master of Science in Business Information Systems

¹Admission to the University's Master of Science in Business Information Systems requires a cumulative minimum as follows:

- a. a bachelor degree in Business Informatics, Informatics, Business Economics, Information Technology or Industrial Engineering and Management with a Good, Very Good or Excellent average grade
- b. good communication skills in English

²In the event of the degree being in a discipline other than those defined in (a) and/or evidence of communication skills being other than those defined in (b), the Admissions Board shall, if petitioned

by the Course Director, decide as to their equivalency.

§ 2c Admission procedure to the master degree programmes

¹The admission procedure consists of the following steps:

- a. candidates who fully or in large part appear to meet the formal admission requirements shall be required to attend an interview with the Course Director in the presence of another member of the FHNW faculty, both of whom constitute the interview panel
- b. the interview panel shall issue a written recommendation for the attention of the Admissions Board in respect of the admission or rejection of the candidate
- c. the Admissions Board shall have the final decision on the admission or rejection of the candidate

²A decision to admit may be qualified by certain conditions.

³The Admissions Board shall consist of the directors of all the master degree programmes, their deputies and the Education Director.

III Course of studies

§ 3 Credit accumulation system

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

²One 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 work, the bachelor thesis, etc.).

³Essentially, the ECTS credits obtained in the Master of Science programmes in International Management and in Business Information Systems 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.

⁴On admission to the courses of study at the FHNW, candidates shall be required to provide evidence as to ECTS credits already earned.

§ 4 Modules

¹The Master of Science programmes in International Management and in Business Information Systems are modular in concept, and each module is generally composed of a number of courses.

²A 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.

³The module is an assessment unit and is generally concluded after one semester.

⁴The 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

⁵The appendix contains the list of modules that form part of the Master of Science programmes in International Management and in Business Information Systems, together with details of how they are grouped and the minimum number of ECTS credits that must be obtained in each such group. Further

details on the individual modules may be obtained from the individual module descriptions.

§ 5 Duration of study

¹The standard duration of study is 1¹/₂ years (3 semesters) of full-time study or 2¹/₂ years (5 semesters) of part-time study. Both scenarios yield 90 ECTS credits.

²In accordance with the Study and Examination Regulations governing these programmes, the overall duration of study may not exceed twice the standard duration of study. The Director of the FHNW School of Business is entitled to make an exception where there are reasonable grounds for doing so (disruption of studies due to accident or illness; job, family, military or civilian service-related obligations).

§ 6 Assessment of performance – grading

¹The student's performance is assessed and graded in all modules.

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

³The grading system is based on the traditional Swiss 6-point grading system:

<i>Traditional Swiss grading scale</i>	<i>In words</i>	
	<i>German</i>	<i>English</i>
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.

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

⁵Certain 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.

⁶Academic performance shall be graded on the basis of the ECTS grading system where possible and in accordance with the framework regulations governing bachelor and master 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 F or "fail", the performance is deemed a failed attempt.

^{7a}The ECTS grade FX is used only for the grading of student assignments (project assignments, master theses, etc.).

^{7b}An assessment graded FX is possible if the work would have earned a pass but contains technical, remediable deficiencies. Grade FX counts as a failed attempt, but an 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.

⁸A 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 or "fail" are not granted any ECTS credits.

§ 7 Module retakes

¹Modules which have been failed may be retaken once.

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

³Retake examinations shall take place during the next regular examination session.

⁴There can be no retake of a module successfully passed.

§ 8 Examiners and examination organisation

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

²Assessments are conducted during tuition time or ensuing tuition-free time.

³The module 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

⁴Students 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.

⁵After 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. This certificate of achievement can be appealed and is issued with instructions on the appeals procedure and relevant deadlines.

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

⁷Any attempt to obtain a better grade for oneself or a third party through dishonest means, or absence without valid excuse from an assessment, shall result in the awarding of 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 master degree award may be withdrawn. This grade is put on the record and can be appealed.

⁸If an obligatory assessment 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, protection and support service or civilian service duties; and force majeure. Suitable supporting evidence must be submitted.

§ 9 Accreditation of academic achievement

¹Modules attended and passed pertaining to other courses of study of the FHNW or other Universities of Applied Science, and which are judged by the director of the Master of Science programmes in International Management and in Business Information Systems to be of equal value, can be accredited. The test of equivalence is based on content, scope and standards.

§ 10 Master thesis

¹The master thesis is a compulsory module by means of which students demonstrate that they are capable of reflecting on a task involving applied research in a manner that is autonomous, methodologically sound and technically correct.

²Before they can embark on their master thesis, students must pass all the modules of the relevant master degree programme's Research group of modules, and their proposed topic must have been reviewed and approved.

³Thesis topics shall be reviewed and approved by a panel consisting of the Course Director and at least one leader of a relevant module in the master degree programme.

⁴The master thesis shall be submitted no later than five months after receiving the go-ahead. Students will be informed of their deadlines before they embark on their theses.

⁵Prior to embarking on their theses, students will be informed of the requirements relating to the topics of master theses, the procedure relating to the process and the assessment procedure.

⁶The master thesis is assessed by the supervisory tutors. Their assessment is based on the written thesis and the student's oral defence of it in accordance with §6.

⁷A master thesis submitted late or deemed to be plagiarised shall be graded as having failed (F) with no further grading.

⁸If the master thesis is graded as having failed (F, <4.0), the thesis module can be retaken once, but with a new topic.

⁹If the master 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 §6).

IV Termination of study

§ 11 Termination through qualifying

¹The Master of Science programmes in International Management and in Business Information Systems come 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) accredited; and
- the minimum number of ECTS credits have been earned in each of the module groups or (where a test of equivalence has taken place) accredited; and
- the master thesis has been submitted to the FHNW and has been awarded a minimum grade of 4.0 and/or E; and
- the student has earned the required 90 ECTS credits in accordance with the Study and Examination Regulations of these programmes; and
- a minimum of 30 of these ECTS credits (including those of the master thesis) have been earned at the FHNW

²On successful completion of the course of study, students are conferred with the title "Master of Science University of Applied Sciences Northwestern Switzerland in International Management" or "Master of Science University of Applied Sciences Northwestern Switzerland in Business Information Systems".

³The following are issued together with the master 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 master thesis submitted and details of any other extensive work undertaken where applicable (including ECTS grade)

§ 13 Early termination of study

¹If a compulsory module is failed even after the retake provided for under §7 of these Regulations, continuation of the master degree programme in the chosen discipline at the FHNW is no longer possible.

²If 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 master degree programme in the chosen discipline at the FHNW is no longer possible.

³If the maximum duration of study allowed for under §5 is reached without the student earning the required number of ECTS credits, continuation of the master degree programme in the chosen discipline at the FHNW is no longer possible.

⁴If 120 ECTS credits have been earned but the requirements for qualification have not been met, continuation of studies at the FHNW is no longer possible. In the event of a second course of study, the crediting of ECTS credits requires special verification. The crediting of ECTS credits in the case of a second course of study is subject to the agreements in force throughout Switzerland.

⁵The Director of the FHNW School of Business can decide whether to impose an extraordinary, temporary or definite termination of study on disciplinary grounds.

⁶Alongside the exmatriculation certificate, the student receives a document detailing all the module grades obtained; this also states that the student failed the Master of Science programmes in International Management or in Business Information Systems at the FHNW.

V Appeals procedure

§ 14 Administration of justice

¹Decisions 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.

²Objections shall 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 shall be submitted to:

The Director

Fachhochschule Nordwestschweiz
Hochschule für Wirtschaft
Riggenbachstrasse 16
4600 Olten

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

⁴The objector shall have the right to be heard in the process of appeal. The hearing shall be duly and officially recorded.

⁵The Director of the FHNW School of Business shall examine the objection, the representations of the teaching staff involved and of the Course Director, as well as the hearing, and deliver a written decision.

⁶An appeal in writing against the objection decision or a decree of the Director of the FHNW School of Business 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 and decrees of the Director of the FHNW School of Business shall be submitted to:

Appeals Commission FHNW
Schulthess-Allee 1
Postfach 235
5201 Brugg

⁷The appeal must contain a clearly argued request and include the signature of the appellant or the person representing him/her. The decision being appealed shall be included as a copy with the objection. The pertinence of that decision shall be examined only in respect of alleged malpractice or arbitrariness.

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

⁹The 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).

¹⁰Failure 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

¹These Study and Examination Regulations governing the Master of Science programmes in International Management and in Business Information Systems at the FHNW come into effect at the start of the academic year 2010-2011.

Brugg, 24 August 2010

Prof. Dr. Richard Bühler
Executive President FHNW

Bond on the German Regulation signed 24th of August 2010 by the President FHNW