

A Warm Welcome | Get Started | Fall Semester 2023

Dear students

We would like to welcome you to the Faculty of Business and Economics at the University of Basel. We are pleased that you have decided to study at our faculty and we are convinced that it will be an interesting and unique experience for you.

To help you **get started**, we would like to provide you with this small brochure containing the **most important information about studying at our faculty**.

If you have any questions, requests or suggestions, please feel free to contact us at any time.

We wish you much success and fun in your studies.
the team of the Dean of Studies' Office

Peter Merian-Weg 6

P.O. Box

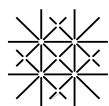
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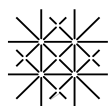
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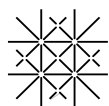
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A) FIRST STEPS – A SUCCESSFUL START IN YOUR FIRST SEMESTER

WELCOME AND INTRODUCTION FOR ALL NEWLY ENROLLED STUDENTS AT THE FACULTY OF BUSINESS AND ECONOMICS

- Set up **your own unibas email address** (maxime.mustermann@stud.unibas.ch) as soon as possible. All university e-mails will only be sent to this address and it is a requirement for many of the following steps. You should have received the information from our IT Services.
- Read the relevant [Regulations](#) and especially the [Study Guide](#) for your study program (Bachelor or Master valid from 01.08.2021). In the Study Guide, which corresponds to an "operating manual" for the study program, you will find **ALL important information** about the study program!
- Take a look at the [medium-term curriculum](#). Here you will find all the courses we offer in the degree programs (Bachelor's and Master's).
- Attend the **introductory event** – usually on the first lecture day – to which you will receive an invitation by e-mail. In case you have been **admitted to a specialized master's program with conditions**, you will be invited to the master's introduction event once you've completed the conditions. For individual consulting, please contact your study coordinator (see section E) later on).
- In the fall semester: [Start Smart Week](#): With the "Start Smart" Week, the University of Basel offers an exciting program designed to make the start of your studies easier. Some offerings are only in German, but there will certainly be something suitable for you to find even without any German skills.
- In the fall semester: Attend the **Ceremony organized by the President's Office** to mark the beginning of your studies on the first lecture day (in German). You should have already received an invitation to this event.
- You may take a look at the **Quick Start Guide (in German though)**, which has been compiled for you by the Fachgruppe Wirtschaftswissenschaften. There you will find some more practical advice from experienced students for starting your studies as well as various events offered by the Fachgruppe



- Our Fachgruppe Wirtschaftswissenschaften offers a **mentoring program** for newly enrolled students. If you are interested in having a godfather/ godmother who will give you advice (and support) at the beginning of the semester, please contact the Fachgruppe via [e-mail](#) or check the [website](#) of the Fachgruppe Wirtschaftswissenschaften.
- And last but not least, please read our **newsletter** carefully, which we send out by e-mail. There you will find important dates and information.

Good luck with your studies and once again: A warm welcome!

B) INFORMATION ON LECTURES

WHERE DO I FIND INFORMATION ON LECTURES?

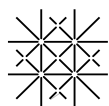
STUDY GUIDE

The **program structure** in the Study Guide shows in a table which courses, respectively how many credits per module you have to acquire at least in order to successfully complete your studies at the end. In addition, you will find a lot of further information about your chosen course of study.

MEDIUM-TERM CURRICULA

The medium-term curriculum lists all courses offered by the Faculty of Business and Economics per degree program.

Here you will find all the **general information about the courses** such as module assignment, language, semester (spring or fall), instructor, lecture number, etc. Please note that these curricula are revised and adjusted twice a year, usually in October and March. It is definitely worth looking at these updated lists each time so that you are always up to date with the latest information.



ONLINE COURSE DIRECTORY:

All courses offered at the University of Basel in a given semester are listed in the official [online course directory](#). Here, all semester-**specific details of the lectures** are published, such as when and where they take place, content, participation requirements, registration details, bibliographical references, examination dates and rooms, and much more.

ADAM

Most lecturers **upload their lecture notes and other important information** of their courses to the respective workspaces in [ADAM](#) (now called "courses"). You will have automatic access to these workspaces after you have enrolled in a course (usually with a delay of about 1 day).

DO THE COURSES HAVE TO BE ATTENDED?

At the Faculty of Business and Economics, attendance is generally not compulsory for lectures, unless otherwise noted (see Online Course Directory). It is up to you to decide whether you want to attend the lectures or not. However, we recommend that you attend the courses regularly so that you can prepare well for the exams at the end of the semester.

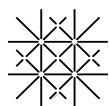
CREDIT POINTS (ECTS)

ECTS (European Credit Transfer and Accumulation System) is a Europe-wide recognized system for credit transfer and accumulation. It is based on the amount of work required to achieve the objectives of a program or course and is expressed in credit points or credits:

1 CREDIT POINT (ECTS) CORRESPONDS TO A WORKLOAD OF 25 - 30 HOURS.

Example: In a 3 CP course, usually 2 lecture lessons are offered weekly. The workload per CP now implies that 2 hours of preparation and 2 hours of wrap-up should be scheduled weekly for this course.

Analogously, this can also be calculated for the 4-hour courses that result in 6 CP. Here, a total learning effort of 150-180 hours is expected, i.e. in each case 4 hours of preparation and wrap-up per week.



If you do not lose sight of these benchmarks, you should be able to master the exams well in the end.

For a full-time course of study, you are expected to take 30 CP, (i.e. about 60 lessons of effort per week, including preparation and follow-up of the courses) per semester. However, you are free to complete less (or more) CP per semester. There is no minimum / maximum of ECTS per semester.

ACADEMIC QUARTER

If a lecture is from 8 - 10, this usually means that it starts at 8:15 and lasts until 10:00. The best way to see the exact start times is to check the Online Course Directory under "Dates and Rooms".

C) ADAM? ONLINE SERVICES? – COURSE REGISTRATION AND EXAMS

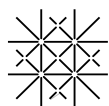
ADAM – ADVANCED DISTRIBUTION AND MORE

[ADAM](#) is a web-based tool to make files and links available on the internet, e.g. to provide lecture notes or to submit seminar papers. The access to the workspace of a course in ADAM is generated automatically by enrolling in a course (usually with a delay of about 24 hours). Therefore, it is important to enroll before the start of the respective courses!

ONLINE SERVICES

The [Online Services](#) (formerly called MOnA) are one of the most important web applications within the University of Basel and will accompany you throughout your studies. You can find Online Services at <https://services.unibas.ch>. The online services have the following functions:

- **Personal Details:** Here you can update your address and other important (contact) data directly.
- **Semester Registration:** Here you must always register at the end of the semester in order to continue studying in the next semester. Here you also indicate any de-registration or transfer to the master's program.



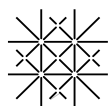
- **Register for Courses:** Register for lectures & examinations (for details, see the section on Course Registrations).
- **Course Registrations:** Here you can see all your current course registrations.
- **Timetable:** Here you can see your current schedule, which is created based on the courses you have taken.
- **Credit Points Account:** Overview that lists all the performances you have completed at the University of Basel, arranged chronologically by semester.
- **Academic Progress Summary:** Overview, related to your current study objective and shows in which modules of your current study program your achievements are credited.
- **Module Allocation:** Interactive allocation of academic achievements in current degree program structure; used once you want to register for graduation.
- **Study Date:** Overview of Matriculation at the University of Basel
- **My Documents:** Download your Transcript of Records, Academic Records, Confirmation of Exmatriculation, etc.

More information and a manual can be found [here](#).

Important: If you already have credit points from other degree programs or universities, you must notify the Dean of Studies' Office in the first semester if you wish to have them credited to your current studies.

COURSE REGISTRATION

In order to earn credits in a course, **you must register for the course during the course registration period**. With the registration for a course at the Faculty of Business and Economics, you are automatically **registered for the exam** as well. **Attention**, this does not apply to all faculties. For more information, please consult the course directory or the Dean of Studies' Office of the corresponding faculty.



In the case of seminars and block courses, the registration and deregistration deadlines may differ from the official registration deadline. In these cases, attention is drawn to this in the Online Course Directory.

HOW DO I REGISTER FOR A COURSE?

There is a [manual](#) that will guide you through the course registration (see section "Register for Courses for the Current Semester").

Ideally, you should register before the start of each lecture. However, it is essential to **register before the end of the course registration period** (4 weeks after the start of lectures), which is set and published by the Student Services. After the end of the course registration period, you can no longer enroll in a lecture or withdraw from one that you have already registered for.

EXTENSION OF THE COURSE DEREGISTRATION PERIOD BY TWO WEEKS

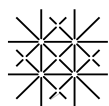
Beyond the end of the official course registration period, the Faculty of Business and Economics offers the possibility **to withdraw from individual examinations** without giving reasons **within two weeks** (the date of receipt is the Friday of the 6th week of lectures, 12 noon at the latest). Deregistration must be made in writing using the form provided for this purpose, which can be downloaded from the [website](#) of the Office of the Dean of Studies'. It is **not possible to deregister after this date**.

This applies to all courses that are taken via Online Services and for which no special registration conditions apply. The regulation does not apply to Bachelor's and Master's seminars, courses with restricted attendance and/or block courses that end before the end of the registration period.

EXAMINATIONS

Unless otherwise noted in the course directory, the examination of lectures will be in written form at the end of the semester.

The dates of the examinations are published in the Online Course Directory before the official course registration deadline. You can find them at the respective courses under "Assessment".



EXCLUSION-RELEVANT EXAMS AND REPEAT EXAMINATIONS

The Faculty of Business and Economics does not generally provide for repeat examinations in the course of study. An exception is made for all courses whose performance review **concludes with a main lecture exam**. Lectures with a main lecture exam – **marked as such in the medium-term curriculum** - provide you with important basics that you must pass in order to take courses that build on them and are thus **exclusion-relevant**.

If you take an exam on the first attempt and fail, you have the opportunity to pass it by taking the repeat examination. If you do not appear at the repeat examination, this does not constitute an examination attempt and therefore does not entitle you to an additional attempt. If you fail these courses despite having enrolled for them twice, you will be excluded from the program.

PROPER BEHAVIOR AND PROCEDURE OF EXAMINATIONS

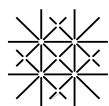
Please take note of our [Examinette](#), which contains all important rules of conduct during examinations and the procedure of an examination.

Unexcused absences from examinations will be assessed as "no show" (NE) and listed in the academic record. This also applies to make-up examinations. A "no show" counts as one examination attempt.

Students who have been absent from more than five exams are no longer eligible to take a make-up exam. This limit includes both excused (with a medical certificate) and unexcused (NE) absences from examinations. Students who are absent from a make-up examination without prior notice are also not entitled to take further make-up examinations. These regulations apply to the entire degree program.

If you are **unable to attend an examination due to illness**, you must [submit](#) a medical certificate to the Dean of Studies' Office together with the completed form. Please send both to krankmeldung-wwz@unibas.ch within 14 days after the examination. Otherwise, the absence is considered unexcused and will be graded as "no show" (NE).

If an illness already exists before the examination and the examination is nevertheless taken, the result will be evaluated even if a medical certificate is submitted subsequently. **In the case of a**



chronic or long-term illness, the upper limit for excused absences does not apply. However, **we do expect you to inform the Dean of Studies' Office at an early stage, i.e. at the beginning of your studies** or immediately after diagnosis. This is the only way the Dean of Studies' Office can assist you in planning your studies and examinations and the upper limit for unexcused absences can be lifted.

EXAMINATION RESULTS

As soon as the assessment has been made, **students will be informed by e-mail**. The e-mail is only sent to e-mail addresses of the University of Basel (@stud.unibas.ch or @unibas.ch). The examination results are entered in MOnA by the lecturers.

As a rule of thumb, examinations are corrected within 14 days. A longer correction of exams can occur due to public holidays, the dispatch of exam documents to external lecturers or similar.

D) YOUR LIFE AS A STUDENT – ALL YOU NEED TO KNOW

UNI GUIDE OF THE UNIVERSITY OF BASEL

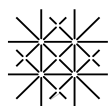
The [Uni Guide](#) is a great help for getting settled and ready for your life as a student. You will find helpful information on **accommodations**, student **workplaces**, places to **eat and drink**, University **Sports, Student Organizations**, insurances, finances, **jobs** / working and much more.

E) THE DEAN OF STUDIES' OFFICE

WHERE CAN I TURN TO IF I HAVE QUESTIONS?

If any uncertainties arise, you will find a lot of helpful information on frequently asked questions and important notices on our [website](#). If you do not find answers to your questions, please do not hesitate to contact the Dean of Studies' Office. We will be happy to assist you.

Consultation hours are held during the lecture period on Mondays, Wednesdays and Thursdays from 9:00 to 11:00 and on Mondays from 16:00 to 17:30. The Dean of Studies' Office is located directly next to the main entrance of the WWZ (Faculty of Business and Economics). The following people will be happy to answer your questions:



Ms. Sandra Viehmeier

Office EG.40

studiendekanat-wwz@unibas.ch

- General advice, organization of examinations, Master's Theses, mobility programs and military service postponements

Ms. Esther Ziegler

Office EG.39

esther.ziegler@unibas.ch

- Credits and Admissions, study progress and Summer School in Law, Business & Economic Policy

Ms. Jenny Klaus

Office EG.39

jenny.klaus@unibas.ch

- Academic advising, information events, teaching and curricula

Mr. Noah Murer

Office EG.38

noah.murer@unibas.ch

- Program coordinator for the specialized Master's programs in Business & Technology, Economics & Public Policy and Finance & Money.

Prof. Dr. Pascal Gantenbein

Office EG. 38.1

studiendekan-wwz@unibas.ch

- Dean of Studies

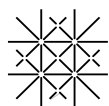
Attention: The *Student Administration Office* and *Dean of Studies' Office* **are not the same!**

The Student Administration Office is located in the Kollegienhaus (Petersplatz) and is responsible for the general affairs of all students (registration and re-registration, enrollment, tuition fees, etc.). The Dean of Studies' Office is located in the WWZ (Faculty) and is responsible for all matters and questions that have to do with the Faculty of Business and Economics and its study programs.

F) WHAT IS WHERE?

LOCATION OF THE MOST IMPORTANT BUILDINGS / SITES

This is a useful [link](#) to find the most important buildings and sites of our University. To know where lectures or examinations are being held, have a look at the Online Course Directory "Rooms and Dates".



G) JOB OPPORTUNITIES

Have a look at our [Pinboard](#), where we will regularly publish current job offerings (internships, student jobs, permanent jobs after graduation, etc.).

H) IMPORTANT FOR YOUR STUDIES

IN A NUTSHELL

- In particular, take a good look at the **Study Guide** and the **Medium-Term Curriculum** for your degree program. These are the most important documents for good study planning.
- Attend the **compulsory courses as early as possible** in your studies!
- **Do not take too many credits per semester!** 30 CP (ECTS) correspond to full-time study with a weekly effort of about 60 hours! It is also possible to take less than 30 credits per semester. This is especially interesting for those who work alongside their studies.
- **Prepare well** for the respective lectures and do the exercises. It is very helpful to be diligent during the semester and not just start studying for the examinations at the end of the lecture period.
- Meet in / form **study groups** where you can share ideas and discuss lecture contents and exercises.
- **Think early about the area in which you would like to write the seminar paper** so that you can attend the appropriate courses that are prerequisite for it (see course catalog). Good grades in the prerequisite courses will be rewarded; they are also relevant, among other things, for assignment to the desired master's seminar.
- If you have any **questions**, please do not hesitate to contact the Dean of Studies' Office!