

## Regulations of the Faculty of Business and Economics at the University of Basel for the Master's Program

of 16 November 2020

Approved by the University Council on 17 December 2020.

The Faculty of Business and Economics at the University of Basel issues, subject to approval by the University Council, based on § 16 letter d of the statutes of the University of Basel of 3 May 2012<sup>1</sup>, the following regulations:

### I. General provisions

#### *Purpose and scope*

§ 1. These regulations govern the master's program at the Faculty of Business and Economics (hereinafter: the faculty) of the University of Basel.

<sup>2</sup> It applies to all students of the Faculty of Business and Economics at the University of Basel who wish to earn the degree of Master of Science (MSc).

<sup>3</sup> Subject to approval by the President's Office, the Faculty issues a study program for each master's degree program as a complement to these regulations. This governs the modular structure and the requirements for passing the program.<sup>2</sup>

<sup>4</sup> Details of the master's program are explained in the corresponding study guide. The study guide cannot introduce selection criteria or processes that exceed the scope of these regulations and the corresponding study program. The study guide is approved by the faculty.

<sup>5</sup> For master's degree programs across different programs or universities, one set of study regulations applies in each case.

#### *Academic degree awarded*

§ 2. The faculty awards the degree Master of Science (MSc), appended with the English term for the degree program in question, to students who pass the master's program.

<sup>2</sup> Study programs may allow for one or more specializations ("majors"). These are named after the academic degree awarded.

#### *Admission to studies*

§ 3. The prerequisites and the process for admission to the program are set out in the student regulations of the University of Basel dated 13 November 2019<sup>3</sup> and the admission regulations issued by the President's Office.

<sup>2</sup> Admission to the master's program is conditional upon attainment of a bachelor's degree comprised of 180 credit points at a higher education institution recognized by the University of Basel. Other admission criteria are set out in the individual study programs.

<sup>3</sup> Applicants are admitted to the master's program by the President's Office at the request of the examination committee.

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<sup>1</sup> SG 440.110.

<sup>2</sup> The study programs are not printed here. They can be viewed on the University of Basel website <http://www.unibas.ch> under "Documents", "Legal Regulations".

<sup>3</sup> SG 441.800.

*Start of program*

§ 4. Students may begin the master's program both in the fall semester and the spring semester. The study programs may contain different regulations. Starting in the spring semester may result in an extension to the regular period of study.

**II. Studies***Program and program model*

§ 5. The master's program at the Faculty of Business and Economics encompasses degree programs that consist of the degree modules and an elective. These are listed separately.<sup>4</sup>

*Scope and structure of the course of studies*

§ 6. The master's program consists of coursework totaling 90 credit points (CP). This corresponds to a regular program duration of one and a half years for full-time study. For part-time study, there is a corresponding extension to the program duration.

<sup>2</sup> The course of studies is broken down into modules. A module is a grouping of one or more courses with inner coherence arising from the study goals. The study goals are set out in the study guide. The number of credit points to be earned in the modules is set out in the corresponding study program.

<sup>3</sup> Where a degree program allows for one or more majors, the details are set out in the corresponding study program.

<sup>4</sup> The faculty's curriculum committee approves the number of credit points that can be earned in the courses each semester.

*Course formats*

§ 7. In the master's program, the faculty may use the following course formats:

- a) Lecture
- b) Lecture with tutorial
- c) Seminar
- d) Colloquium
- e) Tutorial
- f) Workshop
- g) Course
- h) Project

<sup>2</sup> Courses may be offered as classroom teaching or an online lesson, or in a blended learning format.

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<sup>4</sup> The list is not printed here. It can be viewed on the University of Basel website <http://www.unibas.ch> under "Documents", "Legal Regulations".

### III. Assessments

#### *Earning credit points*

§ 8. Credit points are assigned for academic performance with sufficient rating, whereby credit points can only be issued once for the same or similar coursework.

<sup>2</sup> Academic performance in a course unit is assessed independently of its allocation to a degree program according to examination modalities that apply to all. Academic performance is assessed through provider-defined assessment or through assessments that are unique to the degree program<sup>5</sup>.

#### *Assessment registration*

§ 9. By enrolling for a course, students are automatically registered for assessment. Any student who does not wish to take the assessment must cancel the course enrollment by the end of the registration period. Once the registration period has expired, cancellation is no longer possible. This does not apply to courses that take place before the end of or following the expiry of the registration period. Any other deadlines will be published in the course directory.

<sup>2</sup> The format, scope, assessment format and timing of the assessment will be announced in the course directory no later than the beginning of the course.

#### *Assessment*

§ 10. Academic performance is generally assessed by the teaching staff with a grade, in exceptional cases with “pass”/“fail”.

<sup>2</sup> The grading scale ranges from 6.0 to 1.0, with a minimum grade of 4.0 required to pass.

<sup>3</sup> An assessment may use grading in whole, half or one-tenth fractions of grades. The following grading key is used: 6.0 outstanding; 5.5 very good; 5.0 good; 4.5 satisfactory; 4.0 sufficient; less than 4.0 failed.

<sup>4</sup> Grading averages are rounded to two decimal points. Half hundredths are rounded up. An average grade below 4 equates to a fail.

#### *Assessment formats*

§ 11. Academic performance is assessed through the following assessment formats:

- a) Main lecture exams
- b) General assessments
- c) Additional assessments
- d) Seminar performance
- e) Assessment according to the learning contract
- f) Master's thesis

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<sup>5</sup> A course-specific assessment applies to courses that arise from the relevant degree program's own content with modalities governed by its own study regulations. Provider-defined assessments apply to courses from other providers. The relevant provider will determine the modalities.

### *Main lecture exams*

§ 12. Main lecture exams may be written or oral, on-site or online. The type and duration of the assessments are determined by the responsible teaching staff and announced at the beginning of the semester.

<sup>2</sup> Main lecture exams are accepted and graded, or evaluated as pass or fail, by the teaching staff responsible for the course. Oral examinations are carried out in the presence of a professionally qualified assessor.

<sup>3</sup> For courses that finish with a main lecture exam, enrollment is only possible for a maximum of two times. Failure to pass the course a second time will result in exclusion from the master's program.

<sup>4</sup> For courses with main lecture exams, a repeat examination is offered in addition to the regular examination date. A repeat examination can only be taken if the student has taken part in and failed the regular examination. The better of the two grades applies.

<sup>5</sup> If the main lecture exam is not passed on the regular examination of a course, the students concerned are automatically registered for the repeat examination. There is no right to further examination for students who do not take the repeat examination.

<sup>6</sup> If a student is unable to take the regular examination due to illness and if he/she presents a doctor's certificate, they are permitted to take the repeat examination. On failing or not taking the examination, no further examination date will be offered within the scope of the relevant registration.

### *General assessments*

§ 13. General assessments may be written, oral, written and oral, or may take the form of an examination, written homework and/or a presentation. The assessment may take place on site or online. The type and duration of the assessment are determined by the responsible teaching staff and announced at the beginning of the semester.

<sup>2</sup> Courses that finish with a general assessment can be taken as often as desired.

<sup>3</sup> General assessments are accepted and graded, or evaluated as pass or fail, by the teaching staff responsible for the course. Oral assessments are carried out in the presence of a professionally qualified assessor.

### *Additional Assessments*

§ 14. Main lecture exams and general assessments as set out in § 12 and § 13 may be supplemented with additional assessments. Additional assessments can be given in particular for written and oral mid-term examinations, essays, presentations and the completion of task sheets.

<sup>2</sup> If coursework is assessed with additional grades during the course semester, the overall grade is made up of the average of the additional grades and the grade of the main lecture exam or the general assessment. The weighting for additional grades is announced at the beginning of the semester. Details are included in the study guide and in the electronic course directory for individual courses.

<sup>3</sup> For each course with additional assessments, it will be determined at the beginning of the semester if admission to the main lecture exam or final assessment is possible in the event of a failing additional assessment or a failing average of additional assessments or not. If there is to be no admission to the main lecture exam or final assessment in the event of a failing grade in the additional assessment, students may re-enroll for the course in a following semester.

*Seminar performance*

**§ 15.** Seminar performance is determined by the responsible lecturer. This may include a seminar paper, a presentation, a guided discussion, and/or active participation in discussion.

<sup>2</sup> Seminar performance is assessed and graded, or evaluated as pass or fail, by the responsible lecturer.

<sup>3</sup> Format, scope and timing of seminar performance is announced at the beginning of the course at the latest.

*Assessment under the learning contract*

**§ 16.** Academic performance can be provided outside of courses, in particular through school internships and tutoring. The maximum CP possible in the master's program is 6 CP. Details are included in the study guide.

<sup>2</sup> The registration for academic performance outside of courses takes place through a previously concluded learning contract.

<sup>3</sup> The responsible lecturer specifies the details of the assessment in the learning contract. It is approved by the student, the responsible lecturer and the chair of the examination committee before the start.

<sup>4</sup> Academic performance for a learning contract is assessed or graded with "pass"/"fail".

*Master's thesis*

**§ 17.** Students should preferably complete their master's thesis at the end of their master's studies. They are admitted to the master's thesis at the earliest when they meet the requirements set out in the study program and if the supervisor is willing to supervise the master's thesis on the basis of the student's existing knowledge in the specific subject area.

<sup>2</sup> Before starting a master's thesis, the responsible lecturer and the student agree on the subject. The student then registers the master's thesis with the Office of the Dean of Studies using the application form. The application form records the title, the scope, the beginning and the end of the master's thesis.

<sup>3</sup> The master's thesis is carried out under the supervision of a lecturer appointed by the faculty. Upon request, it may be possible to have secondary supervision from someone with a doctorate.

<sup>4</sup> The scope of the master's thesis may be either 18 CP or 30 CP. The scope is to be determined upon registration.

<sup>5</sup> If the scope of the master's thesis is 18 CP, it will have a duration of no more than 15 weeks; for a scope of 30 CP, no more than 25 weeks.

<sup>6</sup> The master's thesis is evaluated and graded by the responsible lecturer. If there are multiple evaluations, the master's thesis is assessed with the average of the grades rounded to the nearest tenth.

<sup>7</sup> If the evaluations differ in their assessment by more than a full grade, the dean of studies will invite the two reviewers for an interview. If necessary, an additional expert evaluation may be requested from a third party.

<sup>8</sup> A master's thesis that has been assessed as a fail is additionally evaluated and graded by another member of the faculty or an external expert selected by the examination commission.

<sup>9</sup> A master's thesis that has been registered but not submitted on time will receive a grade of 1.0.

<sup>10</sup> In the event of a fail, the student may write a second master's thesis on a new subject.

<sup>11</sup> A second fail will result in exclusion from the master's program of the Faculty of Business and Economics at the University of Basel.

*Master's degree*

**§ 18.** Students must apply to the Office of the Dean of Studies of the Faculty of Business and Economics for the master's degree within the published deadlines if they wish to complete their studies. If they are planning a major, this is also to be recorded.

<sup>2</sup> The final master's grade is calculated as the weighted mean of the graded coursework of the master's program and is rounded to a one-tenth fraction. Half one-tenth fractions are rounded up. The grade is based on all academic work used to complete the master's program. In the event of excess work, students may also request that it count toward the degree. This is only possible for up to a maximum of 15 CP.

<sup>3</sup> The master's grade, rounded to a one-tenth fraction, is announced in accordance with § 10 and without a Latin grade.

*Degree certificate, degree transcript and diploma supplement*

**§ 19.** Students who have passed the master's degree in accordance with the respective study program receive a certificate signed by the dean containing the degree awarded. The degree certificate is affixed with the seal of the faculty.

<sup>2</sup> The coursework completed is listed in a degree transcript that contains full details of the courses attended, the credit points and grades acquired, the title of the master's thesis and the master's final grade. If admission was subject to additional requirements, this coursework is listed in the degree transcript. The grades for this coursework do not count toward the calculation of the final grade.

<sup>3</sup> The student will additionally receive a diploma supplement.

*Exclusion*

**§ 20.** Students who have failed the master's program or are no longer able to pass will be notified of their exclusion from the studies by the dean of studies by means of a provision.

*Specific examination materials*

**§ 21.** If specific examination materials may be used for the assessments, these must be specified by the respective examiners in good time before the assessment begins.

<sup>2</sup> If specific examination materials or measures are required for medical reasons, these must be disclosed to the Office of the Dean of Studies when registering for the assessment.

*Postponement, illness and absence from assessments*

**§ 22.** An application to postpone assessments or due dates must be submitted in writing to the Office of the Dean of Studies, with the assertion of valid reasons.

<sup>2</sup> For hindrance due to health reasons, the student must submit the form for reporting illness together with a doctor's certificate to the Office of Dean of Studies no later than 14 days after the assessment date.

<sup>3</sup> If a student fails to attend an assessment contrary to the requirements of para. 1 or para. 2, they are deemed to have failed and are assessed as "non-attending".

*Dishonest examination practice*

**§ 23.** Should a candidate use dishonest means to influence or attempt to influence an assessment result or exhibit dishonest behavior in the case of written papers, considered in particular to be unauthorized use of material by claiming authorship, the examination or assessment in question will count as a fail and/or will be assessed with a grade of 1.0. The examination committee can declare exclusion from the course of studies at the Faculty of Business and Economics. The exclusion is mandated by the faculty.

*Right to view*

§ 24. After completion of Main lecture exams or assessments, the candidate may, upon request, view his or her written examination or assessment documents.

*Recognition of study and examination results*

§ 25. The examination commission decides on the recognition of equivalent study and examination results as well as credit points that have been attained or acquired in another course of study at the University of Basel or at another university, at the request of the student. Equivalent results can only be used once.

<sup>2</sup> The maximum scope of the recognized external study and examination results or credit points is 30 CP. Master's thesis are not recognized.

<sup>3</sup> The student in question will be notified of the recognition of study and examination results as well as credit points by means of a provision. The recognition provision is issued by the faculty on the request of the examination commission.

**IV. Responsibilities***Examination committee*

§ 26. The members of the examination committee are all members of Group I, assistant professors, professors and university lecturers from the Faculty of Business and Economics.

<sup>2</sup> The examination committee performs the functions assigned to it in these regulations and makes decisions on all questions relating to the assessment for which these regulations do not contain provisions. In addition, it is responsible for the organization and orderly execution of assessments.

<sup>3</sup> The examination committee may delegate decisions to the chair of the examination committee.

<sup>4</sup> In order to fulfill their functions, the members of the examination committee have the right to view the examination documents and to take part in it.

<sup>5</sup> The dean of studies acts as the chair of the examination committee.

*Curriculum Committee*

§ 27. The Curriculum Committee is composed of two representatives of Group I of the bachelor's program, one representative each of Group I of the majors of the master's degree program in business and economics and the specialized master's degree programs, one representative each of Groups II and III as well as two representatives of Group V. It is led by the dean of studies.

<sup>2</sup> Each semester, the Curriculum Committee publishes an overview of the planned courses over the next two years in the form of the "medium-term curriculum".

*Faculty*

§ 28. The faculty decides on all other issues for which these regulations do not provide, insofar as these are fundamentally within its competence.

*Cases of hardship*

§ 29. In cases of hardship, the examination committee can grant justified exceptions to the provisions of these regulations, provided that these are fundamentally within the competence of the faculty.

**V. Legal action***Rulings and appeals*

**§ 30.** In accordance with these regulations or the respective study program, the person concerned must be notified in writing by the responsible office including instructions on legal action. According to the agreement between the Cantons of Basel-Landschaft and Basel-Stadt concerning the joint sponsorship of the University of Basel, and in accordance with the statutes of the University of Basel, they may be contested before the Appeals Committee of the University Council.

**VI. Transitional and final provisions***Transitional provision*

**§ 31.** These regulations apply to all students who begin their master's programs at the Faculty of Business and Economics at the University of Basel on or after 1 August 2021.

<sup>2</sup> Students who began their studies for the master's program in Business and Economics after 31 January 2008 and before 1 August 2021 may complete their studies on the basis of the previously applicable regulations by 31 July 2023 at the latest. For a later degree, students will switch to the master's program in Business and Economics according to the study program dated 16 November 2020.

<sup>3</sup> The students mentioned under para. 2 may switch to the master's program in Business and Economics in accordance with the study program dated 16 November 2020 on application to the Office of the Dean of Studies of the Faculty of Business and Economics. The courses that have already been passed will be credited accordingly, provided they are part of the new modules.

*Final provision*

**§ 32.** These regulations must be published. They enter into force on 1 August 2021. At the same time, the regulations of the Faculty of Business and Economics at the University of Basel for master's studies dated 19 December 2007 will be repealed.