# **Admission, Study and Exam Regulations**

# **General guide**

The regulation applies to all of the programmes offered at the business school (bachelor programmes, master programmes, doctorate programmes and specializations).

1.1 Order of admission

An application must be submitted with a copy of the school leaving exam, and other certificates. After prior notification, an entrance exam takes place, which consists of a psychological and personality assessment, and an English knowledge test.

1.2 Enrolment under student status is subject to admission or take-over. The legal student status commences with the registration. If the student does not accomplish the requirements of the enrolment at the beginning of each semester, the legal student status will not commence.

The enrolment commences by the acceptance of the business school from the first day of a certain semester (from 1 September to 31 October, or 1 February to 31 March). The enrollment must be taken place on 1 September or on 1 February and it sustains for 365 days from the first day of a semester to the following first day of the following semester. The business school signs an agreement with the enrolled student, the parties can withdraw within three days. The registration fee will not be reimbursed in case of withdrawing. The student is responsible for the consequences of misrepresentation.

1.3 During the registration period an announcement must be declared by the student, whether he/she continues his/her study in the following semester or suspends the legal student status.

The conditions of the maintenance of the legal student status and the term-activation of the semester are the followings:

* The arrears from the previous semester and the financial liabilities for the certain semester must be accomplished by the last day of the registration period.
* The legal student status will be terminated:
* If the agreement is terminated by the student, on the day the declaration is submitted and the arrears are accomplished, or if arrears are not accomplished by the student by the last day of the registration period.

1.4 The termination day of the legal student status is attached in the agreement.

1.5 The student is liable for announcing all of the changes in his/her data to the Registry Office.

1.6 Weekly teaching schedule based on the current published timetable:

Monday: from 9 am to 8 pm

Tuesday: from 9 am to 8 pm

Wednesday: from 9 am to 8 pm

Thursday: from 9 am to 8 pm

Friday: from 9 am to 4 pm

The operating time of the Registry Office:

Monday: from 8 am to 4 pm

Tuesday: from 8 am to 4 pm

Wednesday: from 8 am to 4 pm

Thursday: from 8 am to 4 pm

Friday: from 8 am to 2 pm

The consulting hours of the Head of Department:

Based on prior consultation.

The consulting hours of the teachers:

Based on prior consultation.

# **II. Exam regulations**

2.1 The exam schedule is to be published at the beginning of the given semester. The exam schedule contains the planned durations of the exams, the deadlines and the exam fees. Office must announce exams for each student. The student must apply for the exam in writing. The student must submit his/her examination paper in writing.

2.2 Admission to the exams is granted only to students that have met all their obligations. Application for exams is required only for students whose student contracts states so. The Registry Office also notifies the student in this regard. Admission to the exams can only be granted to students with active student status.

2.3 The tuition fee includes the exam fees for students taking English programmes, in case of a punctual submission. The student must pay CHF 100 extra charge in the case of a delay.

2.4 Exams are always taken in writing and not necessarily at the premises of the institution. The lengths of the examination papers are determined by the teacher of the module.

2.5 The substantive and formal requirements of the examination papers for each module are determined and published by the Examination Committee before the beginning of the semester. The exam requirement is the supervision of the comprehensive overview of the given module, the student must prove his/her general knowledge by analysis, and application. The substantive and formal requirements of the programmes of ATHE and WCI accreditation centres are provided by ATHE and WCI.

2.6 During the preparation of the assignment – besides attending the lessons – students have the opportunity to consult with the teachers who assist the compilation of the assignments. The student bears full responsibility for the content and quality of the formal requirements of the assignments.

2.7 Examination papers can be submitted solely during the semester defined by the Student Contract. Not until the renewal of the Student Contract, and the establishment of the legal student status can an examination paper be submitted.

2.8 Deadlines for submission of the assignments is possible once per each module and is subject to payment of a surcharge of CHF 100. The deadline may be postponed by a maximum of 2 weeks which is to be requested by the student in writing. 2 modules can be executed at the same time, even in the case of postponement. Further papers only can be submitted after prior positive assessment. Failure to submit the assignment entails re-attending the respective academic year.

2.9 Our teachers provide academic assistance for the preparation of the assignments, however, they cannot write the assignments on behalf of the students, neither can they correct them in terms of spelling, language accuracy, style, syntax etc. These are to be undertaken by the student – involving an external lector if necessary. The duties of the teachers and supervisors are limited to assessing the assignments based on the criteria of the curriculum and submitting these for a second assessment. The final assignments submitted to the assessor may be returned for correction once. In case the second assessor indicates the same issues as the teacher did beforehand, the student is obliged to pay a correction surcharge of CHF 50.

2.10 In case of suspicion of plagiarism, the Head of Department will request the student to defend the thesis. In case plagiarism is proven, the assignment is automatically assessed as failed and the student must pay the established fee for retaking the exam. Consultation may be requested free of charge as long as student status is active. Following the termination of the student status, consultation may be requested for students who could not finalise their work on time. In this case CHF 100 is charged for consultation per month, including four occasions. Additional occasions will be charged at the rate of CHF 20 per consultation. Consultation is defined as any personal or electronic appointment, its duration is 45 minutes.

2.11 Procedure of the assessment of the theses is as follows. The student prepares their thesis and submits the final version to the appropriate platform of the Moodle system. The works are available for the student, and for the members of the Examination Committee. The safety is provided by usernames and passwords. The publicity of the assessments is limited to the student and the members of the Examination Committee.

2.12 The assignment is checked by the appointed teacher. In case it is not considered as acceptable, it is returned to the student, indicating the content to be corrected. The student has the right to consider their assignment as final at any point of the consultation. The declaration is to be submitted in writing to the institution. This launches the assessment process during which the student may not perform further modifications. Upon approval of the assignment, the teacher assesses it and forwards it to the second assessor who assesses the work of the student and of the teacher. In case it is not considered acceptable, it is returned.

2.13 In case the second assessor approves the assignment, it is submitted to the accreditation centre where the appointed verifier assesses the assignment. In case it is not considered acceptable, it is returned and to be reviewed, entailing payment of the re-take charge of CHF 200. The student is obliged to submit the corrected assignment by the established deadline and to pay the re-take fee in any case. Failure to meet these obligations entails re-attendance of the academic year along with the payment of the annual fee.

2.14 Assessment of the assignment takes up to 3 weeks in case no correction is required. In case correction is required, this period proportionally increases.

2.15 Upon rejection of the assignment re-submitted to the accreditation centre, the student must re-attend the academic year and pay the annual fee.

2.16 Failure to meet this obligation entails automatic termination of the student status.

2.17 The current exam regulation is effective from the date of the signature to its withdrawal. The business school may amend the content of the regulations at any time and must notify the staff and the students accordingly in writing.

2.18 For this purpose, the student must inform the business school of the change of their contact details within 8 working days of the change. Failure to do so entails obligatory effect of the new document for the student.

# **III. Conduct of Examinations**

3.1 The Assessment Committee of the business school is responsible for establishing the specific types of exams for each course of the programmes. The examinations of all programmes will be summative and they may take the form of assignments, closed book exams or presentations. The content of the exam will be established by the teacher or supervisor of the specific unit.

3.2 The times, locations and deadlines of the exams are published at the beginning of each term. Students are informed via the online platform and the information is also posted on the institution’s website.

3.3 The Assessment Committee is responsible to the Senate for the assessment of students and the determination of degrees, diplomas and certificates. The Assessment Committee will have the right to approve module/unit marks, to determine students’ progress to the next year/level of study and to approve final awards and any classification or other mark of differentiation of those awards, respectively.

3.4 The Assessment Committee consists of all teachers. The Committee meets at least 1 week before and 1 week after each Exam period, that is minimum 4 times a year. The Committee reviews students’ academic progress at the end of each assessment period.

3.5 The Assessment Committee is responsible for retaining all examination material.

3.6 Progression Boards are responsible for deciding what conditions will apply, if any, when a student is permitted to re-sit/re-take or repeat a year of study.

## **Assignments**

3.7 A dissertation, thesis, essay, project or any other work which is not undertaken in an examination room under supervision, but which is submitted by a student for formal assessment during his/her course of study, must be written by the candidate him/herself and in his/her own words, except for quotations from published sources which shall be clearly indicated and acknowledged as per the Harvard referencing system. The conscious collaboration, without official approval, between two or more students in the preparation and production of work which is ultimately submitted for assessment, is not permitted.

3.8 Except when prevented by illness or by other extenuating circumstances, the marks of any student who fails to submit work by the prescribed date shall be subject to late submission fee as established by the current regulation. The illness must be reported prior to the deadline via e-mail to the Assessment Committee. Medical evidence will have to be provided.

## **Examinations**

Code of conduct during the examination

3.9 Candidates are required to arrive at least 15 minutes before the start of the examination in order to hear all examination announcements and receive papers in good time to start the examination. Candidates shall be considered to remain under examination conditions until such time as they leave an examination room and do not return.

3.10 Candidates should leave their bags in the designated area first and then move to their desks. Candidates must ensure that all mobile phones and other electronic data storage or communication devices including smart watches are switched off before they enter the examination hall and these must be left switched off until the end of the examination.

3.11 Candidates are forbidden to take to their examination desk any unauthorized book, manuscript, notes, blank paper or other unauthorized article. Any candidate suspected of bringing into the examination room any unauthorized items or of making use of or copying such material or the papers of another candidate, or of accessing or making use of any unauthorized items, including use of any means to obtain unauthorized material whilst under examination conditions, or obtaining or endeavoring to obtain, directly or indirectly, assistance in his/her work or giving or endeavoring to give, directly or indirectly, assistance to any other candidate, shall be excluded from the examination room.

3.12 Candidates are forbidden to communicate with each other in the examination room. All candidates are required to present their ID card at the examination.

3.13 The use of scrap paper is not permitted and all rough work must be done in the answer books provided. Any rough work found on any other material or object may be considered to constitute ‘unauthorized material’.

3.14 Candidates must not leave the examination room until all their written work has been handed in. Candidates must not remove from the examination room any answer books (whether used or unused) or other data provided for use or other item of examination stationery except for any non-returnable question papers.

Late arrival

3.15 No additional time will be allowed to examination candidates who arrive at the examination room after the commencement of the examination. In the case of candidates arriving at the examination room after the first fifteen minutes of an examination the Invigilator will be required to enter on the candidate’s answer book the time of his/her arrival and to sign against this entry.

Invigilators

3.16 It is the responsibility of Invigilators to supervise examinations in accordance with the current regulation. Invigilation will be carried out by members of academic staff and by postgraduate research students who will be appointed by the Head of the Assessment Committee. 2 invigilators should be assigned to each examination up to a 30 students. In case more than 30 students take an examination, 3 invigilators must be appointed.

3.17 All Invigilators must be present in the examination room to which they have been appointed from twenty minutes before the commencement of the examination until all answer scripts have been removed from the examination room after the conclusion of the examination.

3.18 Invigilators are responsible for checking that students have provided identification, for checking that students have not brought unauthorized material into the examination, for the distribution of question papers before the commencement of each examination and for arranging the collection of script answer books from each candidate.

3.19 Candidates wishing to make a temporary withdrawal from the examination room for personal reasons must be accompanied by an Invigilator or by a person authorized by the Invigilator.

Breaches of regulation

3.20 In case of misconduct, the Invigilator must report the case to the Head of the Assessment Committee. The case will be investigated by the Assessment Committee and the result of the examination will be established in view of the result of the disciplinary measures.

01. September 2015