

# Conditions of Study and Examination Regulations for the Certificate, Diploma and Master Programs of Educatis Graduate School of Management

These conditions of study and examination regulations are applicable to the programs of Educatis University. In the event of advice from the accreditation board, this set of Seminar and Examination Regulations is subject to change at any time. Any changes are published online.

## I. Program Regulations

On January 1<sup>st</sup> 2010, Educatis University - Graduate School of Management have adopted the following Program Regulations:

### Art. 1 Purpose of Programs

The purpose of programs is to deliver an academic, practically oriented education that combines theoretical and practical elements. This will enable students to take on responsible positions in the area of national and international economic relations.

### Art. 2 Admission, Duration and Structure of the Programs

The following admission conditions apply:

#### **Master of Business Administration Program**

##### 1. University degree

The academic minimum requirement is the completion of a three or four year full-time undergraduate degree (Bachelor with at least 180 ECTS credits or second class Honours) at a state recognised tertiary institution. The documents (including the documents that mention the grades) must be legalized by a notary public. For overseas applicants the documents must be legalized by the Swiss or German Embassy or Consulate. An applicants needs to endorse an official confirmation that s/he could start a Masters program at the university, where the under-graduate degree was completed or at any other state recognised tertiary institution.

The program does not require candidates to have studied commerce or business at the undergraduate level.

Professional qualifications are not an adequate substitute for an undergraduate degree.

##### 2. Aptitude Test

Applicants must achieve a minimum of 500 points in the GMAT (Graduate Management Admission Test). Comparable results must be attained in other similar tests. (Tests shall not be older than 2 years.) Educatis will waive the GMAT, if the candidate has achieved an overall grade of at least "very good" in his or her first academic degree.

The GMAT test result can be submitted within 1 year following the enrolment to the program.

##### 3. Foreign Language Skills

Foreign language skills in at least one foreign language form a basic requirement for taking up MBA studies. Applicants must prove their proficiency in one foreign language adequately. For non-native speakers of English, this is one of the following tests:

- TOEFL – *Test of English as a Foreign Language* – with a score of at least 80 in the Internet Based Test (IBT), 215 in the computer based version (CBT) or 550 in the paper version (PBT) respectively
- IELTS overall score in Band 6.5. For native speakers of English, this will be an equivalent proof of proficiency in a foreign language other than English).
- CPE (Cambridge Certificate of Proficiency in English: grade C
- CAE (Cambridge Certificate of Advanced English: grade B

Tests shall not be older than 2 years.

#### 4. Further Documents

Applicants must also submit:

- A curriculum vitae focussing on professional career details including information on the reasons for applying for admission to the programme, personal goals and personal background.
- Two letters of recommendation from employers, professors or other significant persons.
- Proof of at least two years work experience in a business, one of which should preferably be in a leading position.

#### **Master of Arts Program**

##### 1. University degree

The academic minimum requirement is the completion of a four year full-time undergraduate degree (respectively with a Bachelor's degree of at least 180 ECTS credits) or overall B+ standard, in third and fourth year level courses, Honours Bachelor's degree with an Upper Class standing, Diplome or Maitrise, Licenciatura, Magister Artium, Dipl. Betriebs- or Volkswirt/in, Licentiat from a state recognised tertiary institution in Business Administration.

The documents (including the documents that mention the grades) must be legalized by a notary public. For overseas applicants the documents must be legalized by the Swiss Embassy or Consulate. Applicants need to endorse an official confirmation that s/he could start a Masters program at the university, where the undergraduate degree was completed or at any other state recognized tertiary institution.

Professional qualifications are not an adequate substitute for an undergraduate degree.

##### 2. Aptitude Test

Applicants must achieve a minimum of 500 points in the GMAT (Graduate Management Admission Test). Comparable results must be attained in other similar tests. (Tests shall not be older than 2 years.) Educatis will waive the GMAT, if the candidate has achieved an overall grade of at least "very good" in his or her first academic degree.

The GMAT test result can be submitted within 1 year following the enrolment to the program.

##### 3. Foreign Language Skills

Foreign language skills in at least one foreign language form a basic requirement for taking up MBA studies. Applicants must prove their proficiency in one foreign language adequately. For non-native speakers of English, this is one of the following tests:

- TOEFL – *Test of English as a Foreign Language* – with a score of at least 80 in the Internet Based Test (IBT), 215 in the computer based version (CBT) or 550 in the paper version (PBT) respectively
- IELTS overall score in Band 6.5. For native speakers of English, this will be an equivalent proof of proficiency in a foreign language other than English).
- CPE (Cambridge Certificate of Proficiency in English: grade C)
- CAE (Cambridge Certificate of Advanced English: grade B)

Tests shall not be older than 2 years.

#### 4. Further Documents

Applicants must also submit:

- A curriculum vitae focussing on professional career details including information on the reasons for applying for admission to the programme, personal goals and personal background.
- Two letters of recommendation from employers, professors or other significant persons.

All the documents must be presented at the University the latest when registering for the first examination. All documents must be submitted in two copies.

Admission shall be denied if a student has lost her or his entitlement to follow a similar master program at another university.

The total number of credits to be earned - based on the ECTS-credit system - for a Master of Business Administration (MBA) degree is 90 and 120 ECTS credits for the Master of Art (MA) degree (one credit equals a workload of about 30 hours). At least 70 (MBA) respectively 94 (MA) ECTS credit must be achieved with online seminars. In addition to this, students are required to attend a total of at least 20 days of in-class seminar sessions (colloquia), submit a Master thesis consisting

of approximately 60-120 written pages (at least 225 hours) and pass all relevant written examinations (see Art. 10)

The regular duration of study is 30 months and can be extended several times against a fee. The maximum duration is 60 months. Thereafter the student will be exmatriculated.

#### Art. 3 Fees and quorum online seminars

The valid fees are published on the internet site of Educatis University. The students must buy at least five online seminars per calendar year.

#### Art. 4 Field of study

Educatis offers online seminars, which can be mandatory, elective mandatory or elective. Mandatory seminars must be completed by all students. Mandatory elective can be selected from two or three seminars and are than mandatory. Elective seminars can be selected freely from a broad range of seminars; students must, however, observe the succession of seminars and select the designated follow-up seminars. All seminars finish with a two hours written examination.

The residential seminars (colloquia) form an integral part of these regulations.

In certain cases, the exams board or a faculty may formally decide to change the seminars of a curriculum, if there are compelling reasons.

#### Art. 5 Work Experience (MBA)

Students who wish to complete the MBA programme are required to provide evidence of having completed two years work experience.

## II. Examination Regulations

On January 1<sup>st</sup> 2010, the examination board adopted the following Examination Regulations for all its schools:

### Art. 6 Purposes of the Examinations

Examinations serve to assess whether the student has acquired the general fundamentals of his/her area of study, gained a profound, specialised knowledge, understands the overall context of his/her area of expertise and has acquired the capability to apply scientific methods and findings independently.

### Art. 7 Examination Board of Faculties and Examiners

1. Educatis shall form a Board of Examiners consisting of a minimum of five members, three of which must be supervisors offering modules on a regular basis. The remaining members can be supervisors, lecturers, or teaching staff that have taken on special academic tasks within Educatis. The Board is chaired by the Head of the Examination Board. The chair can be passed on to a person on the proposal of the Board. The Head calls and presides over meetings of the Board and implements the decisions reached in the meetings.
2. The Examination Board has the following tasks:
  - a) Deciding on the rules of the organisation as well as execution of tests and examinations in accordance with the regulations stipulated in the other faculties of Educatis.
  - b) Appointing Examiners and Co-examiners for the Examinations.
  - c) Deciding on admission to the Master programmes in cases where the prerequisites are not fulfilled.
  - d) Deciding on the recognition of practical semesters within the Seminar and Examination Regulations applicable to all Educatis programmes.
  - e) Deciding on the recognition of previously earned credits for example using the ECTS system.
  - f) Deciding on granting extensions of deadlines and on issues concerning failure in, withdrawal from, cheating in, and the invalidity of final examinations.
  - g) Determining the overall examination results.
  - h) Answering in cases of appeal, all matters covered by the Seminar and Examination Regulations.
  - i) Deciding on a third sitting of examinations (cases of exceptional hardship).
3. The tasks stipulated in paragraph 2, subparagraphs a, b, and d can be decided by the Head of the Examination Board alone.
4. The Examination Board constitutes a quorum if a minimum of half of its eligible members are present. Decisions are reached by a majority vote; in the event of a tied vote, the Head has the casting vote. The Board can conduct its meetings and formulate its decisions in writing.
5. As a rule, examination questions are formulated by those members of the teaching staff who offer the corresponding module. The examinations may be held by people appointed by the Examination Board.
6. Appeals in all matters covered by the Study and Examination Regulations shall be directed to the Examination Board.

### Art. 8 Examinations

1. All examinations shall be completed in writing.
2. As a rule, examinations cover the corresponding seminar. There is one examination for each seminar.
3. Credits earned at other universities or similar institutions can be transferred according to the ECTS system if equality in standard and subject can be documented. The faculty Examination Board reaches decisions concerning the transfer of credits.

Art. 9 Registration, Admission, Failure to appear, Withdrawal

1. Students are required to register 14 days prior to the exam date online in the eCampus for the examinations at Educatis. The registration is compulsory and definite. Students receive a written confirmation including the date, place and the subjects of the examination. The examination fees must be paid before the examination is written. Otherwise the examination is not passed.
2. Examination dates are set by the Examination Board and communicated to the candidates in writing.
3. If a student fails to meet the closing date for submission of written work or if he/she fails to appear at the announced examination date, this will be counted as a failed attempt to complete the stipulated requirements unless the student furnishes documentation outlining the reasons for his/her non-compliance. In the event of an unsatisfactory explanation the examination will be marked as "insufficient" (6,0).
4. A notice of withdrawal of an examination confirmed by Educatis (Lit. 1) must be sent to the examinations office at least 5 days prior to the confirmed date of the examinations. Otherwise the exam fee must be paid again.
5. Good circumstances for non-compliance with examination must be communicated in writing to the examinations office or Head of the Examination Board without delay. In event of an illness the candidate must promptly submit a medical certificate stating the projected duration of the illness and the inability to sit examinations. The Examination Board decides on the validity of reasons. If reasons are accepted as valid, the examination will not be counted as attempted. The decision of the Examination Board shall be communicated to the candidate in writing. The candidate may then re-register for the examination upon payment of half of the examination registration fees.
6. If the student decides to sit an examination knowing that he/she has good reasons to defer the examination (health condition, etc), a belated exemption on these grounds cannot be accepted.

Art. 10 Assessment of Examinations

1. For the assessment of the examinations, the following grades will be awarded:

1	=	Excellent	=	Outstanding performance
2	=	Good	=	Performance well above average
3	=	Satisfactory	=	Performance corresponds to the average demands in every respect The examination is passed with the mark 3.9
4	=	Weak	=	Performance has significant shortcomings
5	=	Very weak	=	Shortcomings are such that more work is required before credit can be awarded, but basic knowledge can be identified
6	=	Insufficient	=	Performance does not meet minimum requirements; no credit can be awarded
				For a more differentiated assessment, grades at 0,1 intervals can be awarded

2. The examinations are assessed by the examiner. If more than one examiner assesses an examination, the arithmetic mean will be taken as the final grade.
3. Examinations are passed if marked as sufficient (3,9) or better. If an examination result is composed of two or more parts, it is counted as passed if the arithmetic mean or the weighted mean is sufficient (3,9) or better.
4. Theses are accepted if assessed as sufficient (3,9) or better.

5. The final mark for the Master degree is calculated as follows:
- |  |       |
|--|-------|
| Average marks of the written examinations seminars | = 60% |
| Average marks of the colloquia                     | = 15% |
| Mark of the Master-Thesis                          | = 25% |

#### Art. 11 Resit of Examinations (Thesis and examination)

1. Failed examinations can be repeated once upon renewed payment of examination fees. If a student fails an examination twice she/he must leave the university.  
  
If a student fails in an exam of an elective mandatory or an elective seminar she/he can repeat this examination once again or choose a new elective mandatory or elective seminar to pursue the program.  
  
The type of resit examination will be set by the Examination Board and communicated in a timely fashion to the candidate. As a rule, the resit examination will be equivalent to the first examination.
2. In cases of exceptional hardship, the Examination Board can allow a second resit of an examination if the Board is satisfied on the basis of the candidate's performance. If his/her overall competence to complete the programme is not in doubt and a successful completion can be expected a second resit is allowed. However it is not possible for the same thesis to be repeated.
3. A repeat of passed examinations is not possible.
4. If a student has ultimately failed an examination as set forth in these regulations, his/her participation in the programme is withdrawn.

#### Art. 12 Cheating, plagiarism and Misconduct

1. Candidates will be required to display proof of identity (passport, photo) throughout the examinations.
2. If a candidate attempts to alter his/her examination results or that of another candidate by cheating or using prohibited material, or if he/she is in possession of prohibited material once the examination questions have been announced, the examination will automatically be marked as "insufficient" (6,0). This is decided by the Examination Board upon report of the relevant invigilator or examiner. Candidates who have been found guilty of cheating or of disrupting the order of the examination can be excluded from the examination by the examiner or invigilator.
3. A candidate who presents a paper with plagiarism is immediately excluded from the program.
4. Appeals against the measures of examiners or invigilators must be reported in writing to the Examination Board without delay. Appeals must be substantiated.

## Diploma and Final Provisions of EducatisGSM

### III. Diploma (Master)

#### Art. 13 Master-Thesis

1. At the end of the curriculum, a thesis must be submitted by the student. The thesis must show that the candidate is capable of working independently and academically on a problem within the area of his/her studies, by presenting 70-100 written pages covering his/her area of expertise.
2. All documents stipulated in the admission requirements must be presented to the Examination Board no later than the date of issue of the Master Thesis. This is only if Educatis has not already received them at a prior date.
3. The Master Thesis can be issued and supervised by every member of the Examination Board and every supervisor. Supervisors who have not written modules for Educatis but are qualified to take on this task may also supervise theses.

Candidates should submit proposals for the theme of their choice. Candidates are not entitled to choose their supervisor.

4. The maximum time to complete the thesis is 6 months. Candidates may file for an extension of a maximum of another 6 months in cases where the circumstances are beyond the student's control. This decision is reached by the Examination Board on the basis of the proposal and comment submitted by the supervisor.
5. In exceptional cases, one thesis may be issued to more than one candidate for joint preparation, but only if the type of work allows this and the assessment of individual performance of each candidate is possible.
6. When submitting the thesis, the candidate must sign an affidavit stating that he/she completed the thesis without any help other than that listed in the thesis. A thesis with plagiarism leads immediately to an exclusion from the program.
7. Three bound copies of the thesis must be submitted within the deadline to the secretariat of the Examination Board. Failure to do this will result in the thesis being graded as "not passed".

The thesis shall be assessed by the authorised person who issued the thesis theme. In the event of a thesis not receiving a passing grade a second reviewer will be consulted.

If upon consultation of the second reviewer, the thesis does not achieve a passing grade, the candidate shall receive written notification. He/she may apply for issue of a second theme within one month of this notification. Failure to do so shall result in participation to study being withdrawn.

#### Art. 14 Degree, Diploma and Certificate

1. Upon successful completion of all written examinations, in-class colloquia and the successful submission of the thesis, Educatis University shall award the appropriate degree.
2. Upon issue of the diploma grade report, the candidate shall receive a diploma certificate bearing the date of the diploma grade report. The diploma certificate shall be duly signed by the rector and sealed with the stamp of Educatis.

#### Art. 15 Diploma Grade Report

1. If a candidate has passed all examinations, the seminar is completed and the results shall be listed in a diploma grade report.
2. The report shall include:
  - a) Name, Date of Birth, Place of Birth,
  - b) all grades obtained in the final written examination,
  - c) the theme of the thesis and the grade obtained,
  - d) the overall grade,
  - e) the date.

3. The diploma grade report shall be duly signed by the rector.
4. The grade report and certificate shall be awarded during an appropriate ceremony or sent to the graduate by registered mail.

#### **IV. Appeal regulations**

- Art. 16 All appeals from the students must be submitted 30 days after reception of the notification to the appeal commission in written with all relevant documents and explanatory statements as well as reason for the appeal.
- Art. 17 The competent appeal commission must open the appeal within three months and take a final decision within nine months.
- Art. 18 At an appeal the following procedures are applied:
- a. The appeal commission decides after the reception of the appeal documents and the verification of the formal conditions if it advocates the procedure. The student must receive a justified refusal within 30 days if the commission does not enter into the procedure.
  - b. With the decision of the appeal commission to enter the procedure it will assign an expert to re-evaluation independently the exam or thesis. If the result corresponds to the evaluation of the first expert then both expertises are presented to the commission for its decision. The commission has the right to assign a third expert.  
  
If the report of the re-evaluation is contradictory to the first report then the commission will appoint a third expert to evaluate the exam or thesis and take its decision based on the three expertises at hand.
- Art. 19 The final decision by the appeal commission can be submitted to the next higher authority that must accept the opening of the procedure within thirty days and decide within six months.
- Art. 20 If an appeal is declined then the cost of the procedure is charged to the student. The appeal commission has the right to ask for a prepayment of 80% of the budgeted cost of the first level of jurisdiction.
- Art. 21 If the appeal is approved no cost arises for the student. The appeal examination or thesis can be repeated without any cost for the student. The student has no right for compensation of damages.

#### **V. Legal Protection**

- Art. 22 Judicial relief is subject to the laws and practice of administrative law of the Canton Uri in Switzerland.

#### **VI. Provisions of partner institution**

- Art. 23. Regulations issued by partner institutions in common programs apply in addition to the regulations of Educatis University.

#### **VII. Final Provisions**

##### **Art. 24 Invalidity of Diploma Examinations**

1. If a candidate used prohibited material during the examinations and if this becomes apparent only after the grade report has been issued and awarded, the examination board can amend the grades accordingly and declare the examination as partly or entirely failed.
2. If a candidate has used plagiarism in his thesis and if this becomes apparent only after the grade report has been issued and awarded, the examination board will declare the examination as entirely failed and the academic title will be denied.
3. If a candidate was acting in good faith and as a result the admission requirements to a given examination were not fulfilled, they will be compensated by the passing of the examinations if this becomes known after the grade report was issued and awarded. If the candidate willfully

gains wrongful admission to any examination, the Examination Board will decide on annulment in accordance with the applicable general administrative laws.

4. The candidate shall be granted the opportunity to speak on his/her behalf in accordance with paragraphs 1 and 2.
5. The faulty grade report and certificate shall be revoked. A decision provided for in paragraphs 1 and 3 must be made within and no later than 5 years of the date of the grade report.

Art. 25 Storage of Examination Documents, Inspection of Records

1. Written examinations shall be stored by Educatis. The theses and written examinations are kept by Educatis for three years from the date of the examination. Theses may be published only with the consent of Educatis and where applicable, the company involved.
2. Students may apply for inspection of their written examinations; this application must be brought to the attention of the head of the examination board in writing no later than three months after notification of the examination results. Looking through corrected and marked exam papers is only possible at the headquarters of Educatis University in Switzerland and has to be supervised. After the deadline has passed, no further inspection is possible.

Art. 26. The senate has the power to issue executive provisions. The rector has executive authority.

KTh/September 2011

## Plagiarism Policy

Educatis University has a zero-tolerance policy.

“**Plagiarism**, as defined in the 1995 *Random House Compact Unabridged Dictionary*, is the "use or close imitation of the language and thoughts of another author and the representation of them as one's own original work." Within academia, plagiarism by students, professors, or researchers is considered academic dishonesty or academic fraud, and offenders are subject to academic censure, up to and including expulsion.<sup>1</sup>

The policy of Educatis University is very strict concerning plagiarism. It is outlined in the Conditions of study and Examination Regulations.

- 1) Professors and lecturers must report all instances of plagiarism to the examinations board and to the dean of the school or to the president of Educatis University.

If students found guilty of plagiarism then the thesis, any homework or any other examinations will be marked with 6.0 (not passed) and the student will be expelled from the university.

A student found to have plagiarised will be provided with the opportunity to respond.

- 2) The internet makes plagiarism easy and tempting to some students. Its detection is however easy. Locating the source of suspected plagiarism can be done within a few minutes of searching the web. In this context, plagiarism is as much stupidity as it is dishonesty. Students should be aware that all professors of Educatis University have access to specialized software, i.e. an effective resource for catching plagiarism.
- 3) If a student share her/his coursework with another student and she or he plagiarizes it, the student is considered as guilty as the one who has plagiarized the work, since enabling the plagiarism to take place. Under no circumstances should a student make his or her coursework available to another student unless the instructor gives explicit permission for this to happen.

**Avoid Plagiarism by Citing Sources Properly!**

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<sup>1</sup> Copy from: <http://en.wikipedia.org/wiki/Plagiarism>