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Program regulations

**Minor degree program, Master's level, in economics and business administration
at the University of Zurich**

Version 1.4 of 16 March 2011

Program regulations for students with a minor in economics and business administration studying for a Master's degree in their major subject

These program regulations are based on the framework ordinance (RO)¹ for the Master of Arts (MA) in economics and business administration at the Faculty of Economics, Business Administration and Information Technology of the University of Zurich of 10 April 2006. All references to paragraphs of the ROMA refer to this document (in German only).

Sections 2 and 3 refer to the examinations to be taken at the Faculty of Economics, Business Administration and Information Technology. For the modules (lectures, exercises, seminars) leading to and to be booked for these examinations, please refer to the program regulations (SO)² for the Master of Arts (MA) in economics and business administration at the University of Zurich.

In cases of doubt, the framework ordinance and program regulations above apply.

¹ Framework ordinance (EN) = Rahmenordnung (DE), abbr. RO

² Program regulations (EN) = Studienordnung (DE), abbr. SO

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1 Basic information

1.1 General

Students of other faculties may study a minor degree program, Master's level, in economics and business administration in accordance with the following structure:

Minor degree program, Master's level (number of credits)

Master's level	NFM ³ -30
Compulsory and core elective courses	30 credits
Total	30

The subject matter of the studies is structured in coherent units in regard to content and time called modules. A number of credits, which corresponds to the average time required to successfully complete the module, is awarded for each module the student passes. To pass, i.e. to successfully complete, a module, it is necessary to undergo an assessment, the form of which may vary (e.g. written or oral examinations, presentations, seminar papers, etc.). No credits are awarded purely on the basis of attendance.

Admission to a minor degree program, Master's level, requires the successful completion of a minor degree program, Bachelor's level, in the same specialization at the Faculty of Economics, Business Administration and Information Technology of the University of Zurich as well as a major degree program, Master's level, at a faculty other than economics and business administration.

The requirement for being admitted to the minor degree program, Master's level, is enrollment as a student in a minor degree program at the Faculty of Economics, Business Administration and Information Technology as well as enrollment in a Master's program (for the minor degree program, Master's level) at a faculty other than economics and business administration.

Any student having been irrevocably expelled from the Faculty of Economics, Business Administration and Information Technology or from another institute of higher education in a similar field of study for failing examinations or not observing examination regulations will not be admitted to any examination.

³ Minor degree program, Master's level (EN) = Nebenfach-Masterstudium (DE), abbr. NFM

1.2 Assessments, credits, access to examination papers

An explicit assessment must be obtained for each module. Depending on the type of module and prior announcement by the responsible lecturer, these may be the independent completion of exercises, written or oral examinations, writing a seminar paper or presenting a lecture or similar. The requirements and type of assessment to be obtained are given in the UZH course catalogue published online.

Assessments have a direct temporal relationship with the corresponding course and, as a rule, take place during the same semester or at least before the beginning of the courses of the following semester. Assessments are generally graded (see § 10 ROMA and Sections 2.3.2 and 3.3 SOMA). Examination results are evaluated with grades from 1 (lowest grade) to 6 (highest grade). Quarter grades are permitted. A module is considered to have been successfully completed or passed if the grade is 4.0 or higher; otherwise a failed attempt is recorded.

If a module is completed successfully, the grades and credits assigned for that module are awarded. Credits are awarded either completely or not at all. Awarding only some of the assigned credits is not possible.

To ensure the secrecy of examination questions, the distribution of examination documents and the creation of copies or transcripts can be refused and the duration of inspection can be limited.

1.3 Registration

Students must register in the electronic system for each module for which they want to earn credits (§ 15 ROMA). Registration is possible until the registration deadline specified for each module in the UZH course catalogue published online. Late registrations cannot be accepted. The deadline for dropping courses without stating reasons is indicated for modules. Dropping modules after this deadline is only possible for compelling reasons (see Section 1.4). Students can only earn credits for a module if they have the preliminary knowledge specified for the respective course in the UZH course catalogue published online.

Any student having been irrevocably expelled from the Faculty of Economics, Business Administration and Information Technology or from another institute of higher education in a similar field of study for failing examinations or not observing examination regulations will not be admitted to any assessment.

1.4 Dropping courses and withdrawal from examination

Cancellation of examinations without stating reasons is only possible until the official drop deadline. If a candidate is prevented from attending the examination for a compelling reason which did not exist or was not foreseeable by the official drop deadline, he or she must immediately notify the Dean's Office and submit a written drop petition. If such a reason for prevention occurs directly before or during an examination, the candidate must immediately notify the Dean's Office of his or her withdrawal from the examination in writing, providing the necessary documentation (if the examination has started, the examiner must also be notified, i.e. in case of written tests, the proctor). Any subsequent assertion of reasons for withdrawal is excluded (§ 16 ROMA).

If a candidate fails to appear at an examination or does not continue an examination that has started without an authorized drop or compelling reasons for prevention or cancellation, the examination in question is considered to have been failed (§ 17 RO).

The drop petition or withdrawal notification must be submitted in writing with documentation to the Dean's Office no later than four business days after the occurrence of the reason for being hindered. The date of the postmark is considered the submission date. Documentation must be submitted with the petition. If medical reasons are claimed, a medical certificate must be submitted (§ 16 ROMA). In cases of doubt, in particular in the event of repeated withdrawals, the faculty may consult a physician of its choosing for evaluation.

The examination delegate decides whether dropping or cancellation is approved.

1.5 Failure and repetition of modules

It is not possible to repeat a module that has been passed. Nor can modules that have similar or identical content to a module that has been passed be credited for the minor degree program. Excluded from this regulation is the repeated earning of credits that are required for the final degree but may no longer be credited under Section 1.10 (Change of degree program) or 3.2 (Validity of credits).

There is no limit to the number of times that a module that has been failed can be repeated. There is, however, an upper limit to the total number of failed attempts. Each failed assessment counts as a failed attempt.

1.6 Resources, use of unauthorized aids, obtaining admission by fraud

The resources allowed during assessments are listed for each module in a suitable format.

In the event of fraudulent actions, in particular someone using unauthorized aids, communicating with third parties without permission during an examination, submitting plagiarized material, not writing a paper him- or herself, or fraudulently obtaining admission on the basis of incorrect or incomplete information, the examination is to be considered to have been failed and any transcripts of records and documents awarded are to be declared null and void by decision of the Faculty Board. The University of Zurich reserves the right to take disciplinary action.

The Faculty Board decides whether disciplinary proceedings should be requested.

If a title under § 2 ROMA has been awarded on the basis of an assessment that has been declared null and void, it must be revoked by decision of the faculty. Any diplomas will be confiscated (§ 20 ROMA).

1.7 Examination language

Assessments are always to be conducted in the language in which the corresponding module was taught. German, English, French or Italian can be used instead of the intended language in agreement

with the lecturer of the respective module. Papers are to be written in German or English. The faculty may authorize composition in a different language (§ 19 ROMA, Par. 2).

1.8 Transcript of records

At the end of each semester, students are sent a transcript of records of their coursework completed to date. It contains a list of all modules completed to date including credits and grades awarded. It indicates the modules passed as well as those failed (failed attempts).

Any objection to the transcript of records regarding the new credits listed may be filed with the Dean's Office. Any objection must be submitted in writing within 30 days. The decision of the Dean's Office regarding the objection may be appealed (§ 12 ROMA).⁴

1.9 Transfer of external credits

All coursework in the minor degree program must be completed at the Faculty of Economics, Business Administration and Information Technology of the University of Zurich.

1.10 Change of degree program under SOMA of 16 March 2011 (here "major") to the minor degree program, Master's level

When changing from the major degree program, Master's level, in economics and business administration at the University of Zurich to the minor degree program, Master's level, the minor degree must be restarted if the student has more than four failed attempts in the major degree program, Master's level. In this case, neither the modules passed nor the failed attempts from the previous major degree program are credited to the minor degree program to be restarted.

2 Economics and business administration as a minor degree program, Master's level

2.1 Admission

Admission to a minor degree program, Master's level, requires the successful completion of a minor degree program, Bachelor's level, comprising 60 credits in the same specialization at the Faculty of Economics, Business Administration and Information Technology of the University of Zurich as well as a major degree program, Master's level, at a faculty other than economics and business administration.

⁴ Be aware that the legal documents have to be in German.

Corresponding degrees from foreign and domestic universities with economics and business administration as a minor subject with the same specialization may be recognized by the examination delegate upon petition, if an equivalency to the minor degree program, Bachelor's level, with the same specialization at the Faculty of Economics, Business Administration and Information Technology of the University of Zurich can be ascertained.

2.2 Specific programs in the specializations at the Master's level

Credits must be earned in accordance with the following list in the minor degree program, Master's level. The four specializations differ with regard to their specific requirements.

	<i>NFM-30</i>
Economics All credits must be earned from the modules in the Economics compulsory program or the Economics core elective areas 1 - 3.	30 credits
Business administration All credits must be earned from the modules in the Business Administration compulsory program or the Business Administration core elective areas 1 - 6.	30 credits
Banking and finance All credits must be earned from the modules in the Banking and Finance compulsory program or the Banking and Finance core elective area.	30 credits
Management and economics All credits must be earned from the Management and Economics compulsory program.	30 credits
Maximum number of failed attempts	4

Only credits from modules at the Master's level may be credited.

2.3 Overview of compulsory and core elective areas

Compulsory areas (excerpt from SOMA A1.1)

Economics compulsory modules	
Empirical Methods	6 credits
Advanced Microeconomics 1	6 credits
Advanced Microeconomics 2	6 credits
International Macroeconomics	6 credits

Advanced Macroeconomics	6 credits
Business Administration compulsory modules	
Empirical Methods	6 credits
Advanced Microeconomics for Business Administration	6 credits

Banking and Finance compulsory modules	
Microeconomics Advanced Microeconomics 1 or Advanced Microeconomics 2	6 credits
Macroeconomics Advanced Macroeconomics or International Macroeconomics	6 credits
Empirical Methods	6 credits
Advanced Corporate Finance I	3 credits
Advanced Financial Economics	6 credits
Quantitative Finance	3 credits
Advanced Banking	3 credits

Management and Economics compulsory modules	
Advanced Microeconomics 1	6 credits
Empirical Methods	6 credits
ME 1: Personnel Economics	6 credits
ME 2: Microeconomic Theory of the Firm	6 credits
ME 3: The Economics of Innovation	6 credits
ME 4: Organizational Economics	6 credits
Accounting & Economics	3 credits
Advanced Corporate Finance I	3 credits

Core elective areas (extract from SOMA A1.1)

The module names indicated in the following core elective areas are given as examples. There is no guarantee that a module with precisely this name is offered. However, modules with names other than those indicated below may also be credited to the respective core elective area. The information in the course catalogue is authoritative.

The core elective areas are structured as follows.

Economics core elective area 1: Macroeconomics and economic policy
Finance
Political Economics
State Regulation
Growth
International Economics
Monetary Policy
Distribution

Economics core elective area 2: Microeconomics and management

Industrial Economics

Empirical Labor Market Research

Personnel and Organizational Economics

Information Economics

Insurance Economics

Behavioral Foundations of Economic Behavior

Methods for fMRI Data Analysis in Neuroeconomics

Economics core elective area 3:

Empirical economic research and econometrics

Time Series Analysis

Analysis of Microdata

Quantitative Economic History

Experimental Economic Research

Business Administration core elective area 1

Accounting

Controlling

Auditing

Business Administration core elective area 2

Financial Management

Investment Management

Business Administration core elective area 3

Human Resource Management

Organization

Performance Management

Business Administration core elective area 4

Marketing

Services and Operations Management

Business Administration core elective area 5

Business Management

Theory of the Firm

International Management

Neuroeconomics and Social Neuroscience

Business Administration core elective area 6

Quantitative Methods of Business Administration

Methods and Philosophy of Science

Methods for fMRI Data Analysis in Neuroeconomics

Banking and Finance core elective area

Corporate Finance

Financial Economics

Quantitative Finance

Banking

Management and Economics core elective area: Empiricism

Time Series Analysis

Analysis of Microdata

Quantitative Economic History

Experimental Economic Research

Behavioral Foundations of Economic Behavior

Methods for fMRI Data Analysis in Neuroeconomics

Management and Economics core elective area: Seminars

Management and Economics Research Project Seminar

Management and Economics Seminar

Behavioral Foundations of Economic Behavior

3 Graduation

3.1 Successful completion

The minor degree program, Master's level, has been successfully completed when all compulsory and/or core elective modules have been completed and passed and the total amount of required credits has been earned.

The Dean's Office of the Faculty of Economics, Business Administration and Information Technology confirms the final degree in the minor to the Dean's Office of the major subject and notifies the Dean's Office of the grade in the minor.

3.2 Validity of credits

Only modules that have been earned within the last five years may be credited toward the respective final degree. The deadline is calculated from the time difference between the semesters in which the respective first and last creditable modules were attended. In justified cases, the examination delegate may authorize credits earned at an earlier time to be credited (§ 25 ROMA). In any case, the petition must be submitted before the deadline has passed.

3.3 Grade

The grade results from the average of the individual grades of all graded and creditable modules that have been passed in the respective minor degree program of the corresponding specialization, weighted with the respective number of credits. Modules that are not required for the final degree are not included in the grade.

3.4 Fail

If a student exceeds the permitted number of failed attempts, he or she has irrevocably failed the minor degree program and will not be admitted to further assessments at the Faculty of Economics, Business Administration and Information Technology.

4 Final and transitional provisions

The present program regulations are effective as of the beginning of the fall semester of 2007.

For students not yet studying in a tiered study system, the corresponding previous program regulations for students with a minor in economics and business administration will continue to apply.

For students at the Faculty of Science studying in a tiered study system, these program regulations apply retroactively.