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Extract for students in a Master's degree program in Business and Economics

## **Program Regulations**

**for the Bachelor's and Master's degree programs and for the minor study programs  
at the Faculty of Business, Economics and Informatics of the University of Zurich**

Version 1.0 of 27 May 2015

These program regulations are based on the framework ordinance for the Bachelor's and Master's degree programs at the Faculty of Business, Economics and Informatics of the University of Zurich (RVO<sup>1</sup>), dated 29 June 2015. All references to paragraphs of the framework ordinance refer to this document.

<sup>1</sup> Framework ordinance (EN) = Rahmenverordnung (DE), abbr. RVO

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# 1 Introduction

The Faculty of Business, Economics and Informatics of UZH (referred to in the information that follows as the "Faculty") offers Bachelor's and Master's degree programs to students enrolled in the Faculty. Each of these degree programs comprises a major study program and a minor study program. Additionally, the Faculty offers minor study programs to students from other faculties.

The appendices to this document contain an overview of the study programs that are offered, as well as details of the curricula for these programs.

## 1.1 Framework ordinance and program regulations

These program regulations (SO<sup>2</sup>) contain the regulatory provisions relating to the framework ordinance for the Bachelor's and Master's degree programs at the Faculty of Business, Economics and Informatics of the University of Zurich (RVO), dated 29 June 2015. The program regulations contain the specific details of the provisions in the framework ordinance, which means that they are subordinated to the framework ordinance. Students are required to familiarize themselves with the provisions in both the framework ordinance and the latest version of the program regulations.

Where minor study programs offered by other faculties are concerned, the provisions of the faculty offering the program in question apply, particularly in respect of admission, failed attempts, deadlines, and crediting coursework.

Details of procedures and additional information can be found on the Faculty website ([www.oec.uzh.ch](http://www.oec.uzh.ch)).

## 1.2 Terminology

A **degree program** is defined by the level of study and the academic field of study.

- The **level of study** is either Bachelor's level or Master's level.
- The **academic field of study** is either Business and Economics or Informatics.

A degree program is made up of multiple study programs.

A **study program** is defined by the number of ECTS credits that must be completed, as well as the specialization and the curriculum.

- A **major study program** comprises 150 or 120 ECTS credits at Bachelor's level and 90 ECTS credits at Master's level.
- A **minor study program** comprises 30 or 60 ECTS credits at Bachelor's level and 30 ECTS credits at Master's level.
- The **specialization** is chosen within the academic field of study (such as Business Administration or Information Systems).

<sup>2</sup> Program regulations (EN) = Studienordnung (DE), abbr. SO

Each study program has a **curriculum** that specifies which modules need to be completed and that may comprise compulsory, core elective, and elective areas, as well as additional conditions.

Credits are awarded for each module on the basis of the European Credit Transfer and Accumulation System (ECTS). One **ECTS credit** corresponds to an average student workload of approximately 30 hours.

A **failed attempt** refers to coursework that has not been passed.

### 1.3 Compulsory matriculation

Students must be matriculated at UZH for every semester in which they claim university services. Students enroll through UZH Student Services.

ECTS credits for modules completed within the Faculty may only be credited towards a degree from the Faculty if the student was enrolled in a study program at the Faculty of Business, Economics and Informatics at the point of earning the ECTS credits.

Students must enroll correctly in the study programs in which they wish to earn a degree (for example, major study program in Business Administration and minor study program in People-Oriented Computing). They must ensure that they do so no later than the final semester in which coursework is being completed or services obtained.

### 1.4 Information obligations

Information relating to studies is published on the Faculty website ([www.oec.uzh.ch](http://www.oec.uzh.ch)) and provided in e-mails. Students are obligated to check their UZH e-mail account on a regular basis.

Students are obligated to find out themselves which ordinances, study-related information, and deadlines apply to them.

### 1.5 Planning studies

It is the student's responsibility to plan the format their studies will take. Provided that they adhere to the regulations, they are free to combine major and minor study programs however they wish. Students completing minor study programs outside the Faculty must observe the regulations of the faculty offering the program in question (concerning curriculum, exclusion criteria, processing degrees, and so on).

It is the student's responsibility to ensure that they have the background knowledge required or assumed for the study program they have selected. Any missing background knowledge must be acquired through independent study where applicable.

Departments may prepare sample schedules for the study programs they offer. These schedules are recommendations only.

## 2 Bachelor's Degree Program

### 2.1 Content and title

The Bachelor's degree program aims to provide a basic academic education with a broad scope of methodology and content. It usually takes six semesters to complete. A Bachelor's degree enables graduates to launch their careers immediately after completion or to move on to a Master's degree program, either at the Faculty or at another university.

On successful completion of a Bachelor's degree program, the Faculty awards one of the following titles:

- Bachelor of Arts UZH in Wirtschaftswissenschaften (corresponds to Bachelor of Arts UZH in Business and Economics)
- Bachelor of Science UZH in Informatik (corresponds to Bachelor of Science UZH in Informatics)

### 2.2 Admission

Admission to a Bachelor's degree program is granted via UZH Student Services in accordance with the ordinance on admission to studies at the University of Zurich.

### 2.3 Structure

A Bachelor's degree program comprises 180 ECTS credits. Students select a major and a minor study program within their degree program.

- The **major study programs** are divided into an assessment level and an advanced level.
- The **minor study program** may also be completed at the Faculty; alternatively, students may select a minor offered outside the Faculty.

Appendix A1.1 contains an overview of the study programs that are offered. A list of minor study programs offered outside the Faculty that are available for students to take is published on the Faculty website.

### 2.4 Requirements for and failed attempts at the assessment level

The assessment level is the first year of study and comprises **60 ECTS credits**. It begins in the fall semester and usually lasts two semesters. All coursework must be **completed within four consecutive semesters**. Students who have not earned all the ECTS credits at the assessment level after two semesters receive the opportunity in their second year to complete the modules that are missing. A maximum of **six failed attempts** are permitted.

Table 1: Failed attempts at the assessment level

At the Faculty	Total ECTS credits	Maximum number of failed attempts
Assessment level	60 ECTS credits	Max. 6

Modules at the assessment level are offered in either the fall semester or the spring semester. Examinations for fall-semester modules are not offered in the spring semester and vice versa.

Students who have undertaken more than the permitted number of failed attempts or have exceeded the specified deadline have not passed their major study program and will be irrevocably excluded from studies (for more details, see Clause 12 SO).

Details of the assessment-level **curricula** in Bachelor's study programs can be found in Appendices A4.2 and A6.2.

## 2.5 Admission to the advanced level (conditional acceptance to the advanced level)

As soon as a student has earned 45 ECTS credits at the assessment level, they are conditionally accepted to the advanced level and are therefore permitted to book advanced-level modules. Students with fewer than 45 ECTS credits do not yet have permission to complete coursework from the advanced level or the minor study program.

## 2.6 Requirements for and failed attempts at the advanced level

The advanced level comprises either 60 ECTS credits (Informatics with Natural Sciences) or 90 ECTS credits. This includes a Bachelor's thesis comprising 18 ECTS credits.

The permitted **number of failed attempts** at the advanced level depends on the number of ECTS credits completed within the Faculty:

- Students who complete **both the major study program and the minor study program (180 ECTS credits)** offered by the Faculty may undertake a **maximum total of ten** failed attempts altogether in modules at the advanced level and in the minor study program offered by the Faculty.
- Students who only complete the **major study program offered by the Faculty and comprising 150 ECTS credits**, and take a minor study program offered outside the Faculty, may undertake a **maximum of seven** failed attempts in advanced-level modules.
- Students who only complete the **major study program offered by the Faculty and comprising 120 ECTS credits**, and take a minor study program offered outside the Faculty (Informatics with Natural Sciences), may undertake a **maximum of four** failed attempts in advanced-level modules.

Table 2: Failed attempts at the advanced level

At the Faculty	Total ECTS credits	Maximum number of failed attempts
Major and minor study program	150 + 30 = 180 ECTS credits	Max. 10
Major study program only	150 ECTS credits	Max. 7
Informatics with Natural Sciences	120 ECTS credits	Max. 4

Students who have undertaken more than the permitted number of failed attempts have not passed their major study program and will be irrevocably excluded from studies (for more details, see Clause 12 SO).

Details of the advanced-level **curricula** in Bachelor's study programs can be found in Appendices A4 and A6.



## 2.7 Completing Master's modules in advance

At the advanced level of a Bachelor's program, a maximum of 30 Master's-level ECTS credits may be completed in advance for a Master's degree. Failed attempts in Master's-level modules count towards the total number of failed attempts at Master's level. Failed attempts in modules that can be allocated to both Bachelor's and Master's levels count towards the total number of failed attempts at the advanced level, provided that the student has not yet earned a Bachelor's degree.

# 3 Master's Degree Program

## 3.1 Content and title

The Master's degree program provides an advanced academic education and usually takes four semesters to complete. It enables students to build their own profiles. A Master's degree shows that graduates are ready to take on demanding challenges: It allows them to launch a professional career and, assuming they have the right aptitude, to pursue an academic career in the form of a doctorate.

On successful completion of a Master's degree program, the Faculty awards one of the following titles:

- Master of Arts UZH in Wirtschaftswissenschaften (corresponds to Master of Arts UZH in Business and Economics)
- Master of Science UZH in Informatik (corresponds to Master of Science UZH in Informatics)

## 3.2 Admission

The Faculty observes an open, quality-focused admissions policy.

In order to be admitted to a Master's degree program at UZH, an applicant must meet the requirements set out in the ordinance on admission to studies at the University of Zurich. Student Services review the application in this regard. The Faculty will then subject the application documents to a specialized academic review and determine the applicant's level of study. The decision is based on an evaluation of the curriculum of the program of studies completed, as well as other documents.

Students who already have an equivalent degree resulting from a program in the same academic field of study will not be admitted to studies.

The principles that the Faculty adheres to during each application period with regard to the specialized academic review and level of study categorization process are published on the Faculty website.

Applicants are notified of their admission and categorization in an admission notification. The categories they may be assigned to are:

- a) Bachelor's program
- b) with conditions, which must be fulfilled before admission to the Master's program
- c) Master's program with additional requirements
- d) Master's program without additional requirements or conditions

**Additional requirements and/or conditions** are defined by the examination delegate. They may stipulate a required number of ECTS credits from the compulsory, core elective, and elective areas at Bachelor's level, and may require the student to prepare a Bachelor's thesis. ECTS credits earned from additional requirements or conditions are not part of the Master's degree and do not count towards the overall grade. Details on completing the Bachelor's thesis are governed by § 35 RVO ("Bachelor's thesis") and Clause 4 SO.

The admission notification also specifies the permitted **number of failed attempts** for additional requirements and/or conditions, as well as the period within which these additional requirements and/or conditions must be completed (usually four consecutive semesters). This period commences on the first day of the semester in which the first Faculty module is booked.

Students who fail to adhere to the specified period or the permitted number of failed attempts have not complied with the additional requirements or conditions and will be irrevocably excluded from studies (for more details, see Clause 12 SO).

Applicants may be required to submit the results of a GMAT, GRE, or similar test so that it is possible to evaluate how successful they are likely to be in their studies. It is highly recommended that applicants from other countries and applicants from Universities of Applied Sciences include test results of this kind in their application documents. Applicants from fields other than business and economics or informatics must necessarily submit test results of this kind.

### 3.3 Structure

The Master's degree program comprises 120 ECTS credits. Students select a major and a minor study program within their Master's degree program.

- The **major study programs** comprise 90 ECTS credits. This includes a Master's thesis comprising 30 ECTS credits.
- The **minor study program** comprises 30 ECTS credits and enables students to enhance and hone their knowledge in a certain field. It is usually completed within the Faculty as well.

Appendix A1.2 contains an overview of the study programs that are offered. A list of minor study programs offered outside the Faculty that are available for students to take is published on the Faculty website.

### 3.4 Requirements for and failed attempts at Master's level

The permitted **number of failed attempts** at Master's level depends on the number of ECTS credits completed within the Faculty:

- Students who complete **both the major study program and the minor study program** offered by the Faculty (120 ECTS credits) may undertake a **maximum total of nine failed attempts** altogether in modules at the Master's level and in the minor study program offered by the Faculty.
- Students who **only complete the major study program** offered by the Faculty (90 ECTS credits) may undertake a **maximum of six failed attempts** in Master's-level modules.

Table 3: Failed attempts at Master's level

At the Faculty	Total ECTS credits	Maximum number of failed attempts
Major and minor study program	90 + 30 = 120 ECTS credits	Max. 9
Major study program only	90 ECTS credits	Max. 6

Students who have undertaken more than the permitted number of failed attempts have not passed their major study program and will be irrevocably excluded from studies (for more details, see Clause 12 SO).

Details of the **curricula** for Master's-level study programs can be found in Appendices A5 and A7.

## 4 Bachelor's and Master's Theses

All major study programs at Bachelor's and Master's levels include a thesis.

- **Bachelor's thesis (18 ECTS credits, 6 months):** The workload for a Bachelor's thesis is approximately 540 hours.
- **Master's thesis (30 ECTS credits, 6 months):** The workload for a Master's thesis is approximately 900 hours.

The deadline for submitting a thesis is six months after receiving the definitive project definition from the Dean's Office. It is possible for students to submit a thesis before the six-month period has ended.

The thesis is written in the language in which the study program is conducted. Students may, however, seek permission from their supervising Faculty member to write it in a different language (usually German or English).

### 4.1 Selection of subject and evaluation

A thesis is an independently written paper on a subject specified by a Faculty member. Group work is not permitted. Information on identifying a thesis subject is published on the Faculty website.

Furthermore, the website contains exact details of the thesis procedure, from the point at which the definitive project definition is registered to submitting the thesis on time and in the correct format. It also contains information on the procedure that applies in the event that a student is unable to work, for example. The procedure as published must be adhered to.

The relevant Faculty member evaluates and grades the thesis. The student receives notification of the grade in writing.

### 4.2 Defending the thesis

Master's students in Informatics must defend their Master's theses once they have submitted them. The defense requires the student to give a public presentation on the Master's thesis and then take questions from the auditorium. The defense is evaluated by the supervising Faculty member and has an impact on the grade assigned to the Master's thesis.

### **4.3 Cancellation of and number of repetitions permitted for a thesis**

#### **4.3.1 Cancellation without approval**

If a thesis is canceled without approval or the submission deadline has not been adhered to, the thesis has been failed and is evaluated with the grade 1.

#### **4.3.2 Extension or approved cancellation**

If the student becomes partially or entirely unable to work after starting the thesis, or if other reasons beyond the student's control prevent submission of the thesis on time, the examination delegate may extend the deadline for working on the thesis or approve its cancellation. Theses canceled with approval are considered not to have been started.

#### **4.3.3 Number of repetitions permitted**

A failed thesis may be repeated once, with a new topic selected. It does not count towards the total number of failed attempts. Students who do not pass the thesis even after repeating it have not passed their major study program and will be irrevocably excluded from studies (for more details, see Clause 12 SO).

## **5 Recognition and Crediting of Coursework Towards a Degree**

There is a difference between recognizing and crediting coursework towards a degree. Coursework that is recognized does not count towards a degree, but is referenced in the Academic Record. Coursework that is credited does count towards a degree.

### **5.1 Validity of ECTS credits**

ECTS credits may be credited towards a degree from the Faculty for up to five years after they have been earned. A completed assessment level is an exception to this rule, as it may be credited towards a degree indefinitely.

The reference dates for the validity period are the final day of the semester in which the module was completed (31 January or 31 July) and the day of registration for graduation. On that day, all coursework must have been completed and the thesis must have been submitted and, where applicable, defended.

Compulsory modules that can no longer be credited towards a degree may be repeated following an approved petition. Core elective modules and elective modules generally have to be substituted.

### **5.2 Identical or similar modules**

Once a module has been passed, no further ECTS credits may be earned for modules with identical or similar content. Modules that can no longer be credited towards a degree according to § 17 RVO ("Validity of ECTS credits") and Clause 5.1 SO are exceptions to this rule.

### **5.3 Minimum number of ECTS credits to be completed at UZH**

At least two thirds of the ECTS credits to be credited towards a degree from the Faculty must be completed at UZH (at least 120 ECTS credits in Bachelor's programs and at least 80 ECTS credits in Master's programs). The thesis must be written within the Faculty.

### **5.4 Modules completed outside the Faculty or at other universities**

Credit for modules completed outside the Faculty or at other universities recognized by the Faculty may be transferred to the elective area or, where applicable, the core elective area. The precondition is that the modules were completed with an assessment, awarded official points (ECTS credits, for example), and that they meet program level eligibility criteria. The white list published on the Faculty website contains all the modules that may be transferred irrespective of level.

Coursework that has already been credited towards a degree may not be transferred to any other degrees.

An assessment level can only be transferred if its content is equivalent to the Faculty's assessment level. In such cases, the assessment level is transferred either in full or not at all. Partial transfer of an assessment level is not possible.

Credit for modules completed at other universities is transferred on the basis of the transcript of records from the university in question. The transfer review covers all the coursework from the semesters that are the subject of the transfer petition, including any failed attempts.

All the key information on transferring credit for modules completed outside the Faculty or at other universities is published on the Faculty website. In particular, the website provides information on the procedures and the documents required for transferring credit. The procedures as published must be adhered to.

#### **5.4.1 Modules completed at other UZH faculties**

All modules offered by other UZH faculties and booked using the module booking tool are referenced in the transcript of records.

Which modules can be credited towards a minor study program completed at another faculty is agreed with the other faculty concerned.

#### **5.4.2 Modules completed at other universities in the context of prior studies**

Credit for modules completed at other universities before studies at the Faculty (prior studies) may be transferred following an approved petition from the student once they have been admitted to studies. Bachelor's students can submit a petition once they have passed the assessment level.

#### **5.4.3 Modules completed at other universities during studies**

The transfer eligibility of credit from modules completed at other universities during studies at the Faculty (particularly as part of mobility semesters) must be clarified with the examination delegate in advance by means of a credit-transfer agreement.

## 6 Mobility

The Faculty provides support for its students in major study programs who wish to carry out one or more mobility semesters. These refer to exchange semesters that are completed at another university, usually in another country. There is no entitlement for students to complete a mobility semester.

Ideally, Bachelor's students will complete a mobility semester during their fifth semester and Master's students during their third semester, assuming a normal period of study.

Credit for modules completed during the mobility semester is transferred in accordance with the specifications in § 19 RVO ("Recognition and transfer of credit for coursework completed externally") as well as Clause 5 SO.

Information on organizing the mobility semester is published on the Faculty website. The website also contains application deadlines and exact details of the procedure.

## 7 Degree

Studies have been successfully completed when the total number of required ECTS credits has been earned under the conditions of the framework ordinance and the program regulations; in particular, with the time restrictions adhered to as specified in § 17 ("Validity of ECTS credits") and § 32 RVO ("Provisions for the assessment level") as well as Clauses 5.1 and 2.4 SO.

As a rule, the modules completed are credited towards the degree in chronological order. Coursework completed beyond the required number of ECTS credits is not credited towards the degree, but instead is referenced in the Academic Record as "coursework not credited towards the degree."

### 7.1 Weighted overall grade

The final degree is assigned a weighted overall grade. Graded modules are weighted according to their number of ECTS credits in the calculation of the major and minor degree grades. Major and minor degree grades are weighted according to their fixed ECTS credit values (150, 120, 90, 60, or 30 ECTS credits) in the calculation of the weighted overall grade. Both the major and minor degree grades and the weighted overall grade are calculated as unrounded point values. The results are rounded to one decimal place.

### 7.2 Registration for graduation

Students must enroll correctly in the study programs in which they wish to earn a degree (for example, major study program in Business Administration and minor study program in People-Oriented Computing).

All the key information on the registration for graduation process and the necessary documents is published on the Faculty website. The website also indicates the registration deadlines applying to the degree conferral dates offered. These specifications must be adhered to. Otherwise, it will not be possible to process the registration, or it will only be possible to process it for the next degree conferral date.

### 7.3 Final records

Graduates receive the following final records: the Diploma, the Diploma Supplement, and the Academic Record.

The Academic Record serves as confirmation of having earned the degree. It is subject to appeals submitted to the examination delegate (see Clause 14.1 SO).

## 8 Minor Study Programs for Students from Other Faculties

Students who are enrolled in a degree program at another UZH faculty may take a minor study program at the Faculty of Business, Economics and Informatics if this is permitted by the degree program at the other faculty.

### 8.1 Programs offered

The Faculty of Business, Economics and Informatics offers students from other faculties separate minor study programs that provide them with an overview and a sound basic knowledge of the selected specialization.

- At Bachelor's level, minor study programs comprising 30 ECTS credits (second minor) and 60 ECTS credits (first minor) are offered.
- At Master's level, minor study programs comprising 30 ECTS credits are offered.

### 8.2 Admission to Bachelor's program

As a rule, Bachelor's minor study programs are open to all Bachelor's students matriculated at UZH. Admission to Bachelor's minor study programs is governed by § 8 RVO ("Admission and admission restrictions") and Clause 2.2 SO.

### 8.3 Admission to Master's program

Students are admitted to Master's minor study programs through the matriculation procedure administered by UZH Student Services. Admission may be made dependent on demonstration of sufficient language skills. A specialized academic review to determine the level to which admission will be granted is carried out within the Faculty on the basis of the following principles:

- Students with a degree incorporating a first minor at Bachelor's level will be admitted to a Master's minor study program in the same field of study<sup>3</sup>.
- Students with a degree incorporating a second minor will be admitted with additional requirements comprising 30 ECTS credits to a Master's minor study program in the same field of study<sup>3</sup>.
- Students who have not completed a minor study program in accordance with § 47 RVO ("Provisions for minor study programs for students from other faculties"), but who have an educational background in the same field of study<sup>3</sup>, may be admitted directly or with additional requirements to

<sup>3</sup> "Field of study" refers to the term "Studienrichtung" used in the November 2007 freedom of choice agreement drawn up by the Swiss Conferences of Universities, Universities of Applied Sciences, and Universities of Teacher Education (CRUS, KFH, and COHEP; see [www.swissuniversities.ch/en/topics/teaching-and-studying/freedom-of-choice](http://www.swissuniversities.ch/en/topics/teaching-and-studying/freedom-of-choice)).

- a Master's minor study program if they are able to demonstrate that they have sufficient relevant knowledge. They are categorized on the basis of a specialized academic review of their application.
- Students who do not have an educational background in the same academic field of study are usually allocated to the preparatory phase for a Master's degree program, where they have to complete conditions comprising 60 ECTS credits.

It is possible for students to achieve a higher categorization by submitting the results of a relevant GMAT, GRE, or similar test.

Compliance with any additional requirements or conditions is governed by § 40 ("Admission to Master's degree programs") and § 41 RVO ("Admission with additional requirements and conditions"), as well as Clause 3.2 SO.

#### 8.4 Requirements and failed attempts

Minor study programs at Bachelor's level are divided into an assessment level and an advanced level.

The number of permitted failed attempts depends on the number of ECTS credits that the selected minor study program comprises:

- In the case of a **first minor**, a **maximum of three** failed attempts are permitted at the assessment level and a **maximum of four** failed attempts at the advanced level.
- In the case of a **second minor**, a **maximum of two** failed attempts are permitted each at the assessment level and at the advanced level.
- In **minor study programs at Master's level** comprising 30 ECTS credits, a **maximum of four** failed attempts are permitted.

Table 4: Failed attempts in minor study programs for students from other faculties

Minor	Total ECTS credits	Maximum number of failed attempts	
		Assessment level	Advanced level
<b>Bachelor's level</b>			
First minor	60 ECTS credits	Max. 3	Max. 4
Second minor	30 ECTS credits	Max. 2	Max. 2
<b>Master's level</b>			
Minor	30 ECTS credits	Max. 4	

Students who have undertaken more than the permitted number of failed attempts have not passed their minor study program and will be irrevocably excluded from studies (for more details, see Clause 12 SO).

Details of the **curricula** for minor study programs for students from other faculties can be found in Appendix A8.



## 8.5 Compulsory matriculation

ECTS credits for modules completed within the Faculty may only be credited towards a minor degree from the Faculty if the student was enrolled in a study program at the Faculty of Business, Economics and Informatics at the point of earning the ECTS credits.

## 8.6 Special provisions

The provisions for minor study programs offered to students from other faculties deviate from the provisions for major study programs in accordance with these program regulations as follows:

### 8.6.1 No transfer of credit for coursework completed externally

All ECTS credits for the minor study program must be completed within the Faculty. Credit is not transferred for coursework completed externally. Credit earned previously from coursework completed at other institutions is not transferred either.

### 8.6.2 No thesis

It is not possible to prepare a Bachelor's or a Master's thesis in a minor study program.

### 8.6.3 Degree

Students register for graduation in the faculty in which they are taking their major study program, and do so in accordance with the specifications and deadlines of that faculty. The degree is processed by the faculty offering the major study program. The Dean's Office of the Faculty of Business, Economics and Informatics is responsible for verifying the coursework completed in the minor study program at the Faculty of Business, Economics and Informatics. It confirms the minor degree to the faculty offering the major and notifies it of the minor degree grade.

## 9 Changes

As a rule, students may only change degree programs or study programs if they have not been irrevocably excluded from a study program within the Faculty (for more details, see Clause 12 SO). Students must request their intended change as part of the semester enrollment process administered by UZH Student Services.

Unless otherwise approved, all coursework, failed attempts, and deadlines (for the assessment level, additional requirements, and so on) are transferred over when a change is made.

In the event of a change, students must adhere to any admission requirements that the new study program stipulates (particularly where Master's level is concerned, see § 40 ["Admission to Master's degree programs"] and § 41 RVO ["Admission with additional requirements and conditions"]) as well as Clause 3.2 SO).

Information on changing degree programs or study programs is published on the Faculty website. In particular, the website provides information on the procedures and the documents required in the event that a student wishes to make a change of this kind. The procedures as published must be adhered to.

## 9.1 Changing degree programs

All changes from one degree program to another are subject to approval.

The following applies to a change **between different degree programs within the Faculty of Business, Economics and Informatics**: As a rule, students in major study programs must adhere to the two-year time frame for the assessment level. Changing before completing the assessment level is only possible if all coursework in the new degree program can be completed within the required time frame for the assessment level. Otherwise, the assessment level of the original degree program must be completed first. Missing assessment-level modules in the new degree program must also be completed.

**Changes from the Faculty of Business, Economics and Informatics to another faculty**: If a student wishes to change from a degree program at the Faculty of Business, Economics and Informatics to a degree program at another faculty with a minor study program at the Faculty of Business, Economics and Informatics, it is highly recommended that they contact the Dean's Office of the Faculty of Business, Economics and Informatics. Coursework and failed attempts are usually transferred in the event of changes of this kind. If, however, the change would result in the student being irrevocably excluded from studies because of the failed attempts they have already undertaken (in accordance with Clause 12 SO), a restart may be approved.

**Changes from another faculty to the Faculty of Business, Economics and Informatics**: If a student wishes to change from a degree program at another faculty with a minor study program at the Faculty of Business, Economics and Informatics to a degree program at the Faculty of Business, Economics and Informatics, it is highly recommended that they contact the Dean's Office of the Faculty of Business, Economics and Informatics. Students may only make this change with a transfer of credit for the coursework they have completed up to that point if they are able to adhere to the two-year time frame for passing the assessment level of the major study program concerned. A restart may be approved.

## 9.2 Changing study programs within a degree program

As a rule, it is possible to change study programs within a degree program in the Faculty without the need to submit a petition. This does not, however, apply to students who have been admitted to a Master's degree program with additional requirements or conditions. These students require approval and their admission notification may be amended.

## 10 Modules and Assessments (Examinations)

Study program curricula are divided into modules, which are coherent units in regard to content and time. ECTS credits and grades are awarded on the basis of an assessment. The UZH electronic course catalogue contains information on the modules that are on offer each semester. It publishes the requirements that students must meet in order to take the modules, as well as information on the assessment, the areas that the modules can be credited to, and the language of the module content.

### 10.1 Module categories

Modules are allocated to module categories according to the way in which their content is communicated. The electronic course catalogue indicates the category of a module.

Appendix A3 contains descriptions of the individual module categories as well as information on how they are booked and evaluated.

### 10.2 Registering for and dropping modules

Students must register for (book) every module they wish to take. Registering for a module automatically includes registration for the assessment.

The deadline for booking and dropping modules is published on the Faculty website, notified to students in an e-mail, and specified for each module in the electronic course catalogue. Modules that have been booked in the module booking tool by the module booking deadline will be considered valid.

Separate registration may be required in the case of modules with a restricted number of participants. The electronic course catalogue will indicate whether this is necessary.

Modules that cannot be booked using the module booking tool are processed using a standardized procedure. Information on this procedure is issued in an appropriate format.

### 10.3 Cancellation of announced modules

If an insufficient number of participants have registered (fewer than three students) or an event of force majeure occurs (such as an instructor being unable to work for an extended period due to an accident or illness), a module that has been announced in the electronic course catalogue may be canceled. No claim may be made for the replacement of a canceled module.

### 10.4 Assessments

The assessment provides the basis for evaluating the student's performance in a module. The electronic course catalogue publishes the requirements that students must meet in order to complete an assessment successfully.

As a rule, the assessment must be conducted in the language in which the module in question is taking place. Exceptions require approval from the module coordinator.

The aids that are allowed for each assessment are communicated in an appropriate format.

## 10.5 Evaluation of coursework, grades, and failed attempts

Assessments are evaluated with grades or on a pass/fail basis. Grades are usually awarded in quarter-grade increments between 6 and 1, where 6 is the highest grade and 1 is the lowest.

The half grades have the following meanings:

6	excellent
5.5	very good
5.0	good
4.5	satisfactory
4.0	sufficient

An evaluation with a grade below 4 or "failed" is deemed insufficient. Each insufficient assessment in a module taken within the Faculty counts as a failed attempt, even if it would not have been possible to credit the module towards the degree in the event that it had been successfully completed.

## 10.6 Repetition of modules

A failed module may be repeated as often as desired as long as the module is still among the courses offered and any time restrictions according to § 32 RVO ("Provisions for the assessment level") and Clause 2.4 SO, as well as maximum limits for the total number of failed attempts according to Part 4 RVO ("Degree Programs") as well as Clauses 2.6 and 3.4 SO are observed. There is no right to an immediate repetition after a failed or missed assessment.

## 10.7 Transcript of records

At the conclusion of each semester, students receive a transcript of records detailing all coursework completed to date.

Any appeal of the transcript of records regarding the new credits listed may be filed with the examination delegate (see Clause 14.1 SO).

# 11 Consequences of Absence (Illness) and Fraud

## 11.1 Inability, cancelation, unexcused failure to attend

If an urgent, unforeseeable, and unavoidable reason for the student being unable to complete an assessment arises before the assessment is due to start, the examination delegate must be informed of this immediately.

If a reason of this nature arises immediately before or during the assessment (cancelation of an ongoing examination), the proctor must be informed immediately and the student must see a doctor.

In all cases, a drop petition with the reason stated in writing must be submitted to the examination delegate no more than five working days after the assessment date, along with the applicable confirmation (such as an original copy of a medical certificate). If medical reasons are claimed, a medical certificate is required. In cases of doubt, the examination delegate may consult a doctor of their choosing. The date on the postmark applies when determining whether the deadline has been adhered to.

The examination delegate decides whether the drop petition is approved. If the drop petition is not approved, the assessment is considered to have been failed.

Drop reasons may not be claimed for an assessment that has already been completed.

If a student does not attend an assessment and does not have an approved drop petition, the assessment is considered to have been failed. If the module is graded, a grade of 1 is awarded in such cases.

### **11.2 Examination fraud and plagiarism**

In the event of fraudulent or dishonest activity, especially where someone brings in or uses unauthorized aids, communicates with third parties without permission during an assessment, submits plagiarized work, has not written a paper themselves (particularly where this concerns term papers or Bachelor's and Master's theses), or has registered for a module on the basis of incorrect or incomplete information, the module is declared to have been failed (grade 1 awarded) by decision of the Faculty, and any transcripts of records that have been issued must be declared null and void.

Furthermore, a petition for disciplinary proceedings may be submitted to the President by decision of the Faculty.

If a title has been awarded on the basis of a module that has been declared null and void, it will be revoked by decision of the Faculty. Any final records that have already been issued will be confiscated.

## **12 Irrevocable Exclusion from Studies**

Students will be irrevocably excluded from studies if, in particular, they exceed the number of permitted failed attempts, do not adhere to deadlines, or repeatedly fail a Bachelor's or Master's thesis.

Students who have been irrevocably excluded from studies are excluded from all major and minor study programs offered by the Faculty in the same academic field of study<sup>4</sup>.

Additionally, students who have been excluded from a study program in the Faculty will not be admitted to any study program in the same academic field of study at the same or a lower level (restriction on admission). In justified individual cases, and subject to a petition being submitted, the examination delegate may approve admission to a minor study program in the other academic field of study.

Students are irrevocably excluded from studies from the point at which they receive the transcript of records, provided that the requirements for irrevocable exclusion from studies have been met. Students who do not receive the transcript of records because they have withdrawn from the university are still considered irrevocably excluded from studies.

<sup>4</sup> According to CRUS, students who have been excluded from further studies will not be admitted to any other Swiss university for the same branch of study (see <http://www.swissuniversities.ch/en/services/admission-to-universities/>)

## 13 Students with Disabilities

Students who wish to submit a petition for measures to assist them with their studies due to a disability or a chronic illness or the like must notify the UZH Disability Office well in advance of commencing their studies. Students must resubmit a claim for measures to assist them with their studies each semester.

The Faculty website contains information on undertaking studies with a disability or a chronic illness. It also specifies the procedure and binding deadlines for students to submit petitions for compensating adaptations that will assist them with their studies or assessments.

## 14 Legal Protection and Right to Access Documents

### 14.1 Legal protection

All petitions relating to these program regulations must be directed to the examination delegate and submitted in writing to the Dean's Office for the attention of the examination delegate. As a minimum, petitions must contain the student ID number, a request, and the reason for the request. Where possible, supporting documentation and records must be included. Petitions relating to forthcoming deadlines must be submitted before the deadline expires in all cases. The examination delegate issues a decision in writing in response to the petition, assuming that the petition was submitted on time and in the correct format.

Decisions made in accordance with the paragraph above, or in relation to these program regulations, are subject to appeals in accordance with § 57 RVO ("Legal protection"). The appeal must be submitted in writing, together with the necessary supporting documentation, to the Dean's Office for the attention of the examination delegate within 30 days of receiving the decision. The Faculty reserves the right to refrain from defending against appeals concerning evaluations of coursework prior to sending out the transcript of records.

Decisions in response to an appeal, as well as irrevocable exclusions from studies (according to § 29 RVO ["Irrevocable exclusion from studies"] and Clause 12 SO), are subject to appeal at the Appeals Commission of the Universities of the Canton of Zurich<sup>5</sup>.

Information on the procedure for petitions and appeals is published on the Faculty website.

### 14.2 Access to documents and examination papers

The module coordinator or their chair is required to organize access to documents and examination papers.

Students have the right to access all documents that affect them with regard to the new modules that are listed in their records. At the latest, they can do this once they have been officially notified of their grades (i.e., when their transcript of records has been sent). Students must be granted this access for a

<sup>5</sup> Appeals must always be made in German.

reasonable period of time. They are entitled to make handwritten notes, but not to receive copies or use devices that allow content to be recorded, reproduced, or saved.

## 15 Transitional Regulations

Bachelor's students who commenced their studies in the Faculty of Business, Economics and Informatics prior to fall semester 2016 may still be registered on a degree program up to and during fall semester 2017 according to the framework ordinance for the Bachelor of Arts (BA) in Business and Economics at the Faculty of Business, Economics and Informatics of the University of Zurich dated 25 August 2014 ("Bachelor of Arts UZH in Business and Economics [RO04]") or according to the framework ordinance for the Bachelor of Science (BSc) in Informatics at the Faculty of Business, Economics and Informatics of the University of Zurich dated 25 August 2014 ("Bachelor of Science UZH in Informatics [RO08]"), and may obtain a degree in accordance with the old regulations. Alternatively, they may petition to change degree programs in accordance with the new framework ordinance (RVO) and these program regulations, with the coursework they have completed previously being transferred towards the new degree program.

Bachelor's students who commenced their studies at the Faculty of Business, Economics and Informatics in fall semester 2015 will be automatically transferred to degree programs in accordance with the new framework ordinance (RVO) and these program regulations as of fall semester 2016. All students who are affected will receive advance information in an appropriate format about the details of this transfer.

Master's students who commenced their studies in the Faculty of Business, Economics and Informatics prior to fall semester 2016 may still be registered on a degree program up to and during fall semester 2017 according to the framework ordinance for the Master of Arts (MA) in Business and Economics at the Faculty of Business, Economics and Informatics of the University of Zurich dated 25 August 2014 ("Master of Arts UZH in Business and Economics [RO06]") or according to the framework ordinance for the Master of Science (MSc) in Informatics at the Faculty of Business, Economics and Informatics of the University of Zurich dated 25 August 2014 ("Master of Science UZH in Informatics [RO06]"), and may obtain a degree in accordance with the old regulations. Alternatively, they may petition to change degree programs in accordance with the new framework ordinance (RVO) and these program regulations, with the coursework they have completed previously being transferred towards the new degree program.

By spring semester 2018 at the latest, all students who are still registered on a degree program in accordance with the old regulations must petition for a change to a degree program in accordance with the new framework ordinance.

Students will receive advance information in an appropriate format about the details of degrees that are in accordance with the old regulations, and about changing from degree programs that are in accordance with the old regulations to degree programs that are in accordance with the new framework ordinance and these program regulations.

## A1 Programs Offered to Students in the Faculty of Business, Economics and Informatics

### A1.1 Programs offered at Bachelor's level

Students first decide on a degree program (either Business and Economics or Informatics) and then on a major study program and a minor study program. The following major and minor study programs are offered to students enrolled in the Faculty of Business, Economics and Informatics:

Study program	Number of ECTS credits	Language	Department offering the program	Code
<b>Business and Economics degree program (OEC): Major study programs</b>				
Economics	150 ECTS credits	German	IVW	B_150_VWL
Business Administration	150 ECTS credits	German	IBW	B_150_BWL
Banking and Finance	150 ECTS credits	German	IBF	B_150_BF
<b>Informatics degree program (INF): Major study programs</b>				
Information Systems	150 ECTS credits	German	IfI	B_150_WI
Software Systems	150 ECTS credits	German	IfI	B_150_SOSY
People-Oriented Computing	150 ECTS credits	German	IfI	B_150_MCO
Computing and Economics	150 ECTS credits	German	IfI	B_150_IOE
Informatics with Natural Sciences	120 ECTS credits	German	IfI	B_120_INW



Study program	Number of ECTS credits	Language	Available for OEC degree programs	Available for INF degree programs	Department offering the program	Code
<b>Minor study programs at Bachelor's level</b>						
Economics	30 ECTS credits	German	✓	✓	IVW	B_30_VWL
Business Administration	30 ECTS credits	German	✓	✓	IBW	B_30_BWL
Banking and Finance	30 ECTS credits	German	✓	✓	IBF	B_30_BF
General Business and Economics	30 ECTS credits	German	✓		IVW, IBW, IBF	B_30_WW
Information Systems	30 ECTS credits	German		✓	IfI	B_30_WI
Information Systems for OEC	30 ECTS credits	German	✓		IfI	B_30_WI_O
Software Systems	30 ECTS credits	German		✓	IfI	B_30_SOSY
People-Oriented Computing	30 ECTS credits	German		✓	IfI	B_30_MCO
People-Oriented Computing for OEC	30 ECTS credits	German	✓		IfI	B_30_MCO_O
Computing and Economics	30 ECTS credits	German		✓	IfI	B_30_IOE
Informatics	30 ECTS credits	German	✓		IfI	B_30_INF

Students may also select a minor study program at another UZH faculty, provided such programs are on offer. A list is published on the website of the Faculty of Business, Economics and Informatics.

## A1.2 Programs offered at Master's level

Students first decide on a degree program (either Business and Economics or Informatics) and then on a major study program and a minor study program. The following major and minor study programs are offered to students enrolled in the Faculty of Business, Economics and Informatics:

Study program	Number of ECTS credits	Language	Department offering the program	Code
<b>Business and Economics degree program (OEC): Major study programs</b>				
Economics	90 ECTS credits	English	IVW	M_90_ECON
Business Administration	90 ECTS credits	German	IBW	M_90_BWL
Banking and Finance	90 ECTS credits	English	IBF	M_90_BF
Management and Economics	90 ECTS credits	English	IBW	M_90_ME
<b>Informatics degree program (INF): Major study programs</b>				
Information Systems	90 ECTS credits	English	IfI	M_90_IS
Software Systems	90 ECTS credits	English	IfI	M_90_SOSY
People-Oriented Computing	90 ECTS credits	English	IfI	M_90_POC
Computing and Economics	90 ECTS credits	English	IfI	M_90_CE
Data Science	90 ECTS credits	English	IfI	M_90_DS

Study program	Number of ECTS credits	Language	Available for OEC degree programs	Available for INF degree programs	Department offering the program	Code
<b>Minor study programs at Master's level</b>						
Economics	30 ECTS credits	English	✓	✓	IVW	M_30_ECON
Behavioral Economics	30 ECTS credits	English	✓		IVW	M_30_BE
Economic Policy	30 ECTS credits	English	✓		IVW	M_30_EP
Business Administration	30 ECTS credits	German	✓		IBW	M_30_BWL
Accounting and Finance	30 ECTS credits	English	✓		IBW	M_30_AF
Managing Education	30 ECTS credits	English	✓		IBW	M_30_MEDU
Banking and Finance	30 ECTS credits	English	✓	✓	IBF	M_30_BF
Banking	30 ECTS credits	English	✓		IBF	M_30_B
Corporate Finance	30 ECTS credits	English	✓		IBF	M_30_CF
Financial Economics	30 ECTS credits	English	✓		IBF	M_30_FE
Quantitative Finance	30 ECTS credits	English	✓		IBF	M_30_QF
Information Systems	30 ECTS credits	English	✓		IFI	M_30_IS
Informatics	30 ECTS credits	English		✓	IFI	M_30_INF
Informatics for OEC	30 ECTS credits	English	✓		IFI	M_30_INF_O
Data Science	30 ECTS credits	English	✓	✓	IFI	M_30_DS
People-Oriented Computing	30 ECTS credits	English	✓		IFI	M_30_POC
Business Administration	30 ECTS credits	German		✓	IBW	M_30_BWL_E

Students may also select a minor study program at another UZH faculty, provided such programs are on offer. A list is published on the website of the Faculty of Business, Economics and Informatics.

## A2 Definitions of Areas

### Compulsory

The compulsory area of a study program covers all the modules that students *must* complete.

### Core elective

The core elective area groups several modules into a wider subject area. In each case, the curriculum specifies the maximum number or minimum number of ECTS credits to be taken in a core elective area. Each semester, the UZH electronic course catalogue provides information on which modules may be credited in a core elective area.

Designation	Area	Description
ECON 1	Macroeconomics	Macroeconomics discusses overall economic issues, such as the impact of fiscal and monetary policy, as well as fundamental econometric methods.
ECON 2	Microeconomics	Microeconomics explains the methods that economic theory uses to model optimum behavior on the part of individuals and companies, and provides an introduction to neuroeconomics.
ECON 3	Empirical Economic Research and Econometrics	Empirical Economic Research and Econometrics deals with the fundamental econometric methods used in the latest empirical economic research, and its specific areas of concentration (such as time series analysis, microeconometrics, and experimental economic research).
BWL 1	Accounting, Auditing and Governance	BWL 1 explores external and internal accounting methods as instruments for supporting decision-making and guiding behavior, and looks at external and internal audit as well as corporate governance.
BWL 2	Corporate Finance and Banking	BWL 2 focuses on corporate finance and investment, as well as business administration within banks.
BWL 3	Organization and Human Resources	BWL 3 looks at the ways in which human resources management as well as organizational structures and processes contribute to a company's success.
BWL 4	Marketing	BWL 4 deals with market-focused business management; in other words, the process of aligning all business activities with the needs of markets and society.
BWL 5	Business Policy and Governance	BWL 5 looks at subjects such as corporate strategy, international management, entrepreneurship, technology and innovation management, corporate governance, and corporate social responsibility in globalized markets.
BWL 6	Management Science	BWL 6 analyzes and offers solutions to management problems by applying analytical methods drawn from mathematics, statistics, and other specialist disciplines.
BF 1	Banking and Finance	Banking and Finance considers the financial decisions that companies have to make, the role of banks, quantitative aspects of using financial instruments, and how financial markets work.
BF 2	Banking	Banking deals with the structures of credit institutions, how they work, their role on financial markets, and how they are linked to the economy as a whole.
BF 3	Corporate Finance	Corporate Finance examines the central issues bound up with short-term and long-term financing of companies.
BF 4	Financial Economics	Financial Economics deals with resource allocation and pricing on capital and financial markets.
BF 5	Quantitative Finance	Quantitative Finance uses applied mathematics methods to analyze financial market-related subjects such as asset pricing, risk management, and derivatives.

Designation	Area	Description
INF 1	Information Systems	Information Systems combines informatics with business and economics, focusing on the ways in which information systems are designed and used within organizations.
INF 2	Software Systems	Software Systems chiefly examines the ways in which large, software-based systems are developed and maintained from both a systematic and economic perspective.
INF 3	People-Oriented Computing	People-Oriented Computing takes an in-depth look at how information technology is designed for use by individuals, groups, and society, as well as the interaction between people and computers.
INF 4	Computing and Economics	Computing and Economics focuses on the analysis and design of electronic markets, social networks, and online platforms.
INF 5	Data Science	Data Science deals with the extraction of knowledge from data. It combines techniques and theories from a range of fields including statistics, informatics, and information theory in order to obtain knowledge from large quantities of data.

### Minor area

Minor areas are also core elective areas. They are specified as belonging to particular minor study programs. Each semester, the electronic course catalogue indicates which modules they cover. The following minor areas are available:

- BE: Behavioral Economics
- EP: Economic Policy
- MEDU: Managing Education
- GI: Foundations of Computing

### Elective

In an elective area, students have relative freedom to select the modules they wish to take, and have them credited. Elective areas are defined with the following restrictions:

- Free elective area: all modules offered by the Faculty and all modules that can be transferred according to Clause 5.4 SO
- WWF elective area: all modules offered by the Faculty of Business, Economics and Informatics
- OEC elective area: all modules offered by IVW, IBW, and IBF
- INF elective area: all modules offered by IfI

## A3 Module Categories

Below is a list of the most common categories of modules that are available for booking. These modules are usually graded.

Module category	Description	Notes
<b>Lecture</b>	The purpose of lectures is to communicate course content. They are given either in person by instructors or using up-to-date communication methods. Lectures may communicate both basic principles and recent findings in research.	–
<b>Exercise</b>	Exercises deepen students' understanding of the subject of a lecture by working through tasks and examples.	–
<b>Lecture with exercises</b>	A lecture with exercises includes both a lecture component, which communicates knowledge, and an exercise component, in which students deepen their understanding of this knowledge by working through tasks and examples.	The exercises may be held separately or integrated into the lectures themselves.
<b>Practical training</b>	Guided by instructors, students undergoing practical training acquire hands-on experience of putting into practice the content and methods they have learned in their studies.	Practical training is conducted and supervised at the Faculty.
<b>Seminar</b>	This refers to a course that involves a high level of interaction between students and instructors. Seminars are designed to deepen the knowledge that students have acquired. They provide students with the opportunity to work independently on a given subject and give a presentation on it.	Seminars may be offered on any subject. They usually have a restricted number of participants. Students may need to submit a separate application well ahead of time.
<b>Examination without course</b>	Module that provides a separate examination for students who are repeating the assessment for a failed module or a module that is no longer being offered during the next semester.	

There are also modules that cannot be booked using the module booking tool. In these cases, the booking process is carried out through the Dean's Office or a department as standard, and is published in an appropriate format. Decisions concerning which module categories can be credited are made on a case-by-case basis for each study program.

Module category	Description	Notes
<b>Tutorial</b>	Tutors provide instructors with support for exercises or practical training. They usually supervise a group of students.	Students are required to apply. There is no entitlement to admission. Tutorials are normally aimed at Bachelor's students and are not graded.
<b>Teaching assistantship</b>	Teaching assistants provide instructors with support during demanding tasks, such as providing and correcting exercises or instructing tutors.	Students are required to apply. There is no entitlement to admission. Teaching assistantships are normally aimed at Master's students and are not graded.
<b>Project</b>	In this case, students learn how to carry out a project using scientific methods.	Projects are assigned by a Faculty member associated with the study program in question. Projects usually involve group work.
<b>External practical training</b>	External practical training gives students an insight into applying their field of study in a professional context, and provides them with their first vocational experience.	The practical training is usually completed at a company or another organization outside of UZH. It must take the form of a project and have sufficient relevance to the selected field of study. It is evaluated by a Faculty member, but is not graded.
<b>Individual learning unit</b>	In an individual learning unit, a student works independently on a subject area defined individually for them and takes an examination on it.	Individual learning units are available for 3, 6, and 9 ECTS credits. They are agreed directly with the Faculty member giving the examination. There is no right to the completion of an individual learning unit.

## **A5 Curriculum for Master's Degree Programs in Business and Economics (OEC)**

If compulsory modules in the major study program and the minor study program overlap, the relevant ECTS credits in the minor study program must be substituted with ECTS credits from core elective areas with similar content. These are usually core elective areas in the minor study program.

### **A5.1 Major study programs in an OEC Master's degree program**

For an overview table, see the next page.

#### **Conditions and notes**

- At least 9 ECTS credits must be earned from seminars in the core elective or elective area. Seminars must be completed within the Faculty. In the Management and Economics major study program, 12 ECTS credits must be earned from ME seminars in the core elective or elective area.
- A maximum of 9 ECTS credits may be earned from teaching assistantships.
  
- In addition to the major study program, a minor study program comprising 30 ECTS credits is completed. Students may select minor study programs from the Faculty (see A5.2 to A5.5) or from other faculties (see list on Faculty website).
  
- See Clause 3.4 SO for the permitted number of failed attempts.

	<b>Economics</b> M_90_ECON	<b>Business Administration</b> M_90_BWL	<b>Banking and Finance</b> M_90_BF	<b>Management and Economics</b> M_90_ME
<b>Compulsory</b>	<b>30 ECTS credits</b>	<b>12 ECTS credits</b>	<b>30 ECTS credits</b>	<b>36 ECTS credits</b>
Compulsory modules	Advanced Macroeconomics 6 ECTS Advanced Microeconomics I 6 ECTS Advanced Microeconomics II 6 ECTS Empirical Methods 6 ECTS International Macroeconomics 6 ECTS	Applied Empirical Methods for Business Administration 6 ECTS Advanced Microeconomics for Business Administration 6 ECTS	Advanced Banking 6 ECTS Advanced Corporate Finance I 6 ECTS Advanced Financial Economics 6 ECTS Empirical Methods 6 ECTS Quantitative Finance 6 ECTS	Corporate Finance 3 ECTS Advanced Microeconomics I 6 ECTS Empirical Methods <b>OR</b> Applied Empirical Methods for Business Administration 6 ECTS ME 1: Personnel Economics 6 ECTS ME 2: The Economics of Innovation 6 ECTS ME 3: Organizational Economics 6 ECTS ME 4: Accounting & Economics 3 ECTS
<b>Core elective</b> (definition: A2)	<b>30 ECTS credits from the ECON 1 – ECON 3 areas</b>	<b>48 ECTS credits from the BWL 1 – BWL 6 areas</b>	<b>18 ECTS credits from the BF 2 – BF 5, BWL 1, and ECON 1 – ECON 3 areas</b>	<b>24 ECTS credits from the BWL 1 – BWL 6, ECON 2, and ECON 3 areas</b>
Conditions	12 ECTS credits from each of the ECON 1 and ECON 2 areas, 6 ECTS credits from the ECON 3 area	–	At least 6 ECTS credits from the BF 2 – BF 5 areas	At least 6 ECTS credits from the BWL 1 – BWL 6 areas and at least 6 ECTS credits from the ECON 2 and ECON 3 areas
<b>Elective</b> (definition: A2)	–	–	<b>12 ECTS credits from the free elective area</b>	–
<b>Master's thesis</b>	<b>30 ECTS credits</b>			



### A5.2 Minor study programs offered by the Department of Economics (IVW)

	<b>Economics</b> M_30_ECON	<b>Behavioral Economics</b> M_30_BE	<b>Economic Policy</b> M_30_EP
<b>Minor area</b> (definition: A2)	–	<b>18 ECTS credits from BE</b>	<b>18 ECTS credits from EP</b>
<b>Core elective</b> (definition: A2)	<b>30 ECTS credits from the ECON 1 – ECON 3 areas</b>	<b>12 ECTS credits from the ECON 1 – ECON 3 areas and the BE minor area</b>	<b>12 ECTS credits from the ECON 1 – ECON 3 areas and the EP minor area</b>
Conditions	–	A maximum of 6 ECTS credits may be earned from modules outside the Faculty.	A maximum of 6 ECTS credits may be earned from modules outside the Faculty.

### A5.3 Minor study programs offered by the Department of Business Administration (IBW)

	<b>Business Administration</b> M_30_BWL	<b>Accounting and Finance</b> M_30_AF	<b>Managing Education</b> M_30_MEDU
<b>Minor area</b> (definition: A2)	–	–	<b>18 ECTS credits from MEDU</b>
<b>Core elective</b> (definition: A2)	<b>30 ECTS credits from the BWL 1 – BWL 6 areas</b>	<b>30 ECTS credits from the BWL 1 and BWL 2 areas</b>	<b>12 ECTS credits from the BWL 4 – BWL 6 areas and the MEDU minor area.</b>
Conditions	At least 3 ECTS credits per area	At least 12 ECTS credits per area	A maximum of 6 ECTS credits may be earned from modules outside the Faculty.

#### A5.4 Minor study programs offered by the Department of Banking and Finance (IBF)

	<b>Banking and Finance</b> M_30_BF	<b>Banking</b> M_30_B	<b>Corporate Finance</b> M_30_CF	<b>Financial Economics</b> M_30_FE	<b>Quantitative Finance</b> M_30_QF
<b>Compulsory</b>	<b>12 ECTS credits (2 of the 5 compulsory modules)</b>	<b>18 ECTS credits</b>	<b>18 ECTS credits</b>	<b>18 ECTS credits</b>	<b>18 ECTS credits</b>
Compulsory modules	Advanced Banking 6 ECTS Advanced Corporate Finance I 6 ECTS Advanced Financial Economics 6 ECTS Empirical Methods 6 ECTS Quantitative Finance 6 ECTS	Advanced Banking 6 ECTS Advanced Corporate Finance I 6 ECTS Empirical Methods 6 ECTS	Advanced Banking 6 ECTS Advanced Corporate Finance I 6 ECTS Empirical Methods 6 ECTS	Advanced Financial Economics 6 ECTS Quantitative Finance 6 ECTS Empirical Methods 6 ECTS	Advanced Financial Economics 6 ECTS Quantitative Finance 6 ECTS Empirical Methods 6 ECTS
<b>Core elective</b> (definition: A2)	<b>18 ECTS credits from the BF 2 – BF 5 areas</b>	<b>12 ECTS credits from the BF 2 area</b>	<b>12 ECTS credits from the BF 3 area</b>	<b>12 ECTS credits from the BF 4 area</b>	<b>12 ECTS credits from the BF 5 area</b>
<b>Substitution rules</b>	If the compulsory modules are also compulsory modules in the major study program, the relevant ECTS credits in the minor study program must be substituted with ECTS credits from the BF 2 – BF 5 areas.				

#### A5.5 Minor study programs offered by the Department of Informatics (IfI)

	<b>Information Systems</b> M_30_IS	<b>Informatics for OEC</b> M_30_INF_O	<b>People-Oriented Computing</b> M_30_POC	<b>Data Science</b> M_30_DS
<b>Compulsory</b>	<b>6 ECTS credits</b>	–	–	–
Compulsory modules	Information Management 6 ECTS			
<b>Master's project in Informatics</b> (information on booking: A3)	–	18 ECTS credits	18 ECTS credits	–
<b>Core elective</b> (definition: A2)	<b>24 ECTS credits from the INF 1 area</b>	–	<b>12 ECTS credits from the INF 3 area</b>	<b>12 ECTS credits from the ECON 3 area and 12 ECTS credits from the INF 5 area</b>
<b>Elective</b>	–	<b>12 ECTS credits from the INF elective area</b>	–	<b>6 ECTS credits from the free elective area</b>