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## **Framework Ordinance for the Bachelor's and Master's degree programs at the Faculty of Business, Economics and Informatics of the University of Zurich**

(dated 29 June 2015)

*The Board of the University has resolved the following:*

### **Part 1: General Information**

#### **A. Introduction**

##### § 1 Scope of application

This framework ordinance sets out the general conditions that apply to the Bachelor's and Master's degree programs offered by the Faculty of Business, Economics and Informatics of the University of Zurich (referred to in the information that follows as the Faculty).

Separate framework ordinances supplementing this ordinance may be issued for special degree programs, such as joint degrees and double degrees.

This framework ordinance also applies to mobility students from within Switzerland and those from abroad, subject to separate sets of regulations.

Special regulations arising from bilateral agreements with other faculties or universities remain in force.

##### § 2 Regulatory provisions

The Faculty issues either a single set or multiple sets of program regulations with the aim of regulating specific details; in particular, details relating to curriculum.

The Faculty will resolve any questions that are not covered by, or are not sufficiently covered by, this framework ordinance or the program regulations that apply in each case. The examination delegate will make decisions affecting individual cases.

### § 3 Titles

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

- a) Bachelor of Arts UZH (BA UZH)
- b) Bachelor of Science UZH (BSc UZH)
- c) Master of Arts UZH (MA UZH)
- d) Master of Science UZH (MSc UZH)

The Faculty may specify the academic field of study that applies in each case. To this end, "in" plus the name of the academic field of study is added to the title. As a rule, the name of the academic field of study must be given in German. However, it may be given in English in the case of programs that are largely completed and taught in English. If an academic field of study is specified in this way, it must be recorded in the program regulations.

#### **B. General information on studies**

### § 4 Degree programs offered to students within the Faculty

At Bachelor's and Master's level, the Faculty divides the degree programs it offers into study programs. A study program is a unit that has a defined set of contents and structure, and whose educational goals, number of ECTS credits, and curriculum are specified by the program regulations.

A Bachelor's degree program comprises 180 ECTS credits and contains both a major and a minor study program. A Master's degree program comprises 120 ECTS credits and contains both a major and a minor study program.

The number of ECTS credits associated with and the level of minor study programs that are completed outside the Faculty must be the same as those in minor study programs offered by the Faculty. Minor study programs that are completed outside the Faculty are subject exclusively to the rules and regulations of the faculty offering them.

### § 5 Degree programs offered to students outside the Faculty

The Faculty of Business, Economics and Informatics offers students from other faculties of the University of Zurich the following minor study programs. These are distinct from the minor study programs referred to in § 4:

- a) Minor study program at Bachelor's level comprising 60 ECTS credits (first minor) or 30 ECTS credits (second minor)
- b) Minor study program at Master's level comprising 30 ECTS credits

For additional provisions, see § 46 ff.

#### § 6 Curriculum

The program regulations define the curriculum for each study program.

#### § 7 Language of courses

The program regulations define the language in which the courses in each study program are held. Individual courses may be held in other languages.

#### § 8 Admission and admission restrictions

For admission to studies, the specifications in the ordinance on admission to studies at the University of Zurich are binding.

Admission is granted for a specific degree program and for the study programs specified within that degree program.

Students may only be admitted to study programs that they have not already completed as part of a previous course of university studies and that have not resulted in a degree in an equivalent area of specialization at the same level of study.

Students who have been irrevocably excluded from studies at the Faculty will no longer be admitted to any study program within the Faculty at the same or a lower level of study (assessment, Bachelor's, or Master's levels). Students who have been irrevocably excluded from studies at another university or another institution of higher learning as a result of failing examinations or not observing program regulations will not be admitted to any study program offered by the Faculty and covering the same academic field of study.

In the event of fraudulent or dishonest activity, especially where someone has been granted admission on the basis of incorrect or incomplete information, the admission will be declared null and void. Modules that have already been completed will be considered not to have been completed. Disciplinary proceedings may be introduced by decision of the Faculty. If a degree has already been awarded, the Faculty will revoke it. Any final records that have already been issued will be confiscated.

The program regulations set out the specific details relating to admission and the modalities that apply when a transfer is made from one degree program or study program to another.

The provisions in § 40 and § 41 additionally apply to admissions to Master's degree programs.

#### § 9 Students with disabilities

If a student has a medically certified disability or a chronic illness that has an impact on activities relating to studies, they may submit a petition for recognition of the disability or chronic illness to the Disability Office.

When a disability or a chronic illness is recognized, measures to assist the student with their studies must be approved each semester. Working in consultation with the Disability Office, the examination delegate determines which measures are approved.

#### § 10 Compulsory matriculation

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 at the point of earning the ECTS credits.

#### § 11 Information obligations

All information relating to studies is published in an appropriate format or sent to the student's personal UZH e-mail account. If information has been published, then it is considered to have been announced. Additionally, information is considered to have been disseminated once it has been received in the student's UZH e-mail account.

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

### **Part 2: ECTS Credits and Modules**

#### § 12 Principle

In all degree programs, coursework is evaluated on the basis of the European Credit Transfer and Accumulation System (ECTS). On average, 30 ECTS credits must be earned each semester in a full-time study program.

One ECTS credit corresponds to an average student workload of approximately 30 hours.

### § 13 Modules

Course content is divided into coherent units in regard to content and time; these are known as modules.

A number of ECTS credits corresponding to the average time required to pass the module is awarded for each module the student passes. This is a whole number.

An assessment is required to pass a module. No ECTS credits are awarded purely on the basis of attendance.

ECTS credits for a module are only ever awarded in full; it is not possible to award them in part.

Students may need to meet certain requirements in order to attend a module.

The key information for each module is announced in an appropriate format. In particular, this includes the module category, the qualifications it conveys, the language in which it is taught, the requirements for completing it, how many ECTS credits can be earned from it, and what kind of assessment is required to pass.

### § 14 Module categories, areas, and module types

Modules fall into different categories according to the way in which their content is communicated. Some examples are lectures, exercises, lectures with integrated exercises, seminars, tutorials, practical training, colloquia, and independent study.

The program regulations may divide modules into areas that constitute units of content.

The module type specifies whether a module is compulsory or whether students need to select it from a certain area. The different types of modules are:

- a) Compulsory modules: Modules that must be taken
- b) Core elective modules: Modules that comprise a certain number of ECTS credits and need to be selected from a specified area
- c) Elective modules: Modules that may be freely selected from the range offered by the Faculty or the University of Zurich, under the specifications in the program regulations

§ 15      Module coordinators

Each module is assigned to a Faculty member who serves as the module coordinator. This professor is responsible for the content and assessment of the module.

§ 16      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 announced for each semester in an appropriate format. Registrations and drops beyond the deadline will not be accounted for.

§ 17      Validity of ECTS credits

ECTS credits may be credited towards a degree for up to five years after they have been earned. The reference dates are set out in the program regulations. Compulsory modules that can no longer be credited towards a degree may be repeated following an approved petition. Core elective modules must be substituted. Failed attempts do not expire.

ECTS credits from a completed assessment level are exceptions to this rule. A completed assessment level may be credited towards a degree indefinitely.

§ 18      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.

Modules that have been booked at another faculty of the University of Zurich are automatically referenced and recognized in the transcript of records. They may, however, only be transferred towards a degree in accordance with the provisions set out in the program regulations.

The student is required to submit the documents that are necessary for purposes of credit transfer.

§ 19      Recognition and transfer of credit for coursework completed externally

Credit earned from coursework completed at another university, another faculty, or another study program may be transferred as a full assessment level if it is equivalent to the Faculty's assessment level. The examination delegate decides on equivalency.

Credit earned from advanced-level coursework completed at another university, another faculty, another study program, or mobility studies may be transferred under the program regulations if the specific content is equivalent to the content offered by the Faculty.

The following conditions also apply:

- a) A minimum number of ECTS credits must be completed at the University of Zurich. The program regulations determine this number for each study program.
- b) The Bachelor's or Master's thesis must be written within the Faculty.

§ 20        Recognition and transfer of credit for coursework completed previously

Students are obligated to declare all coursework they have previously passed or failed.

In the event of a transfer from one university, faculty, or study program to another, students may petition the examination delegate to decide on the recognition and transfer of ECTS credits that they have already earned. The program regulations determine the deadlines and content requirements for credit transfer.

Coursework that has not been passed is transferred in the form of failed attempts.

§ 21        ECTS credits for 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 are exceptions to this rule.

In cases of doubt, the examination delegate decides the extent to which modules are similar, particularly where this involves transferring credit earned from coursework completed externally or previously (§ 19 and § 20).

### **Part 3: Assessments and Irrevocable Exclusion from Studies**

#### **A. Assessments**

§ 22        Format of an assessment

The assessment provides the basis for evaluating the student's performance in a module. The assessment for a module is carried out during the semester and usually takes the form of an oral or written examination, a presentation, the solving of exercises, a paper such as a term paper or an essay, documented practical work, or documented active participation in the course. An assessment for a module may be made up of several components from this list.

§ 23      Language of assessments

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.

§ 24      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, the proctor must be informed immediately.

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 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 candidate does not attend an assessment and does not have an approved drop petition, the assessment is considered to have been failed.

§ 25      Evaluation of assessments

Assessments are evaluated with grades or on a pass/fail basis.

Grades from 1 to 6 are assigned to graded assessments, where 6 indicates the highest grade and 1 the lowest. A grade of 4 or higher is sufficient to pass. Half and quarter grades are permitted. Half grades are preferred. Assessments evaluated as unsatisfactory are considered failed attempts.

ECTS credits are awarded if the assessment for the module in question is passed or is evaluated with a grade of 4 or better.



§ 26      Repetition of assessments

A module that has been failed may be repeated as often as desired, provided that it is still among the courses offered and any time restrictions according to § 32 and maximum limits for the total number of failed attempts according to Part 4 are observed. There is no right to an immediate repetition after an assessment has been failed or has not been attended.

As an exception to paragraph 1, a failed Bachelor's or Master's thesis may only be repeated once and does not count towards the total number of permitted failed attempts according to § 34 and § 42.

§ 27      Dishonest conduct during assessments

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 as well as 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 by decision of the Faculty, and any transcripts of records that have been issued must be declared null and void as well as confiscated.

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.

§ 28      Transcript of records

At the conclusion of each semester, students receive a transcript of records detailing all coursework completed to date. The transcript of records contains a list of all modules completed to date including ECTS credits and grades awarded, as appropriate. It lists modules passed and failed. In the case of coursework that was not completed at the University of Zurich, the university where the module was completed is also listed.

Any appeal of the transcript of records regarding the new credits listed may be filed with the examination delegate. The appeal must be submitted in writing to the Dean's Office for the attention of the examination delegate within 30 days of receiving the transcript of records.

The decision may be appealed to the Appeals Commission of the Universities of the Canton of Zurich<sup>1</sup>.

## **B. Irrevocable exclusion from studies**

### § 29 Irrevocable exclusion from studies

Students who have been irrevocably excluded from studies for failing to adhere to the provisions of this framework ordinance or the program regulations are excluded from all major and minor study programs involving the same academic field of study (either Business and Economics or Informatics).

Exclusion as referred to in paragraph 1 also represents a restriction on admission to all study programs within the Faculty involving the other academic field of study that applies in each case (either Informatics or Business and Economics) at either the same or a lower level (assessment, advanced, and Master's levels).

## **Part 4: Degree Programs**

### **A. Bachelor's degree programs**

#### § 30 Program goals

Bachelor's degree programs aim to provide a basic academic education as well as the ability to think methodically and on a scholarly level. They enable students to pursue further academic studies at Master's level or research-oriented careers.

At the assessment level, students acquire basic knowledge and provide evidence that they are suited for studying in their chosen degree program.

#### § 31 Structure of Bachelor's degree programs

The first year of study is the assessment level. It comprises 60 ECTS credits.

At the advanced level, 60 or 90 ECTS credits must be earned in the major study program. The advanced level of the major study program requires students to write a Bachelor's thesis comprising 18 ECTS credits. In addition, 60 or 30 ECTS credits must be earned in a minor study program.

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<sup>1</sup> Appeals must always be made in German.

The program regulations define which major study programs may be combined with which minor study programs offered by the Faculty or outside the Faculty.

§ 32        Provisions for the assessment level

As a rule, the assessment level must be completed in full within the Faculty. Transfers according to § 19, paragraph 1, are exceptions to this rule.

The assessment level begins in the fall semester and lasts for two semesters. The program regulations contain specific details.

The assessment level must be completed within two years of beginning studies. A maximum of six failed attempts are permitted. Students who have not completed the assessment-level coursework within two years of beginning studies or have undertaken a total of more than six failed attempts in assessment-level modules have failed the assessment level and will be irrevocably excluded from studies.

§ 33        Admission to the advanced level

Students who have earned 60 ECTS credits in assessment-level courses will be admitted to the advanced level without restrictions.

Students may attend advanced-level modules as soon as they have earned the minimum number of assessment-level ECTS credits specified in the program regulations. Failed attempts in advanced-level modules count towards the total number of failed attempts at the advanced level.

§ 34        Provisions for the advanced level

Students who complete both the major study program and the minor study program 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 may undertake a maximum of seven failed attempts in advanced-level modules. Students who complete the major study program offered by the Faculty and comprising 120 ECTS credits may undertake a maximum of four failed attempts in advanced-level modules.

Students who have undertaken more than the permitted number of failed attempts have not passed the major study program in question and will be irrevocably excluded from studies.

§ 35      Bachelor's thesis

A Bachelor's thesis is a paper that is written independently by the student and deals with a topic in the selected degree program. The thesis is evaluated by a Faculty member. It comprises 18 ECTS credits.

The thesis must be composed in German or English. The Faculty member responsible may authorize composition in a different language.

The program regulations specify the time allotted for writing the Bachelor's thesis. Bachelor's theses submitted late are considered to have been failed. If the student becomes partially or entirely unable to work after starting a Bachelor's thesis, or if other reasons beyond the student's control prevent submission of the thesis on time, the examination delegate may extend the deadline or approve a cancellation of the Bachelor's thesis. Bachelor's theses canceled with approval are considered not to have been started.

If a Bachelor's thesis is evaluated as unsatisfactory, canceled without approval, or submitted late, the thesis will be considered to have been failed. A failed Bachelor's thesis may be repeated once, with a new topic selected. A failed Bachelor's thesis does not count towards the total number of permitted failed attempts.

Students who do not pass a Bachelor's thesis even after repeating it have failed the study program and will be irrevocably excluded from studies.

The program regulations contain specific details. The Bachelor's thesis may need to be defended.

§ 36      Provisions for the minor study program (Bachelor's degree)

Students majoring at the Faculty may select a minor study program at Bachelor's level from among the Faculty's own minor study programs, which have different objectives.

The program regulations determine the structure and the coursework required for the degree to be awarded. Otherwise, the provisions are the same as those that apply to major study programs.

Under the specifications of § 4 and § 31, it is also possible to complete minor study programs outside the Faculty.

§ 37 Awarding the Bachelor's degree

Upon petition of the student, the Bachelor's degree is awarded by the Faculty once 180 ECTS credits have been earned and the conditions of both the framework ordinance and the program regulations have been met.

The title of Bachelor of Arts UZH or Bachelor of Science UZH is granted upon presentation of the final records.

**B. Master's degree programs**

§ 38 Program goals

Master's degree programs provide students with an advanced academic education and the ability to conduct independent scholarly work. They enable students to pursue research-oriented careers or further studies at Doctoral level.

§ 39 Admission to Master's level

At Bachelor's level, a set number of Master's-level ECTS credits specified in the program regulations may be completed in advance for the Master's degree.

§ 40 Admission to Master's degree programs

Admission to Master's degree programs is governed by the principles set out in the ordinance on admission to studies at the University of Zurich. Additionally, the following Faculty provisions apply:

Admission to a Master's degree program generally requires a Bachelor's degree from a university or an equivalent degree.

Admission is granted on the basis of a specialized academic review of the application.

Holders of a Bachelor's degree in the same field of study from a Swiss university will be admitted to Master's degree programs without conditions.

Equivalent university degrees from other countries, in fields other than business and economics or informatics, or from universities of applied sciences may be generally or individually recognized by the Faculty and, where applicable, permit admission with additional requirements or conditions.

§ 41 Admission with additional requirements and conditions

The Faculty may make the Master's degree dependent on demonstration of additional knowledge and skills. These may be stipulated in the form of additional requirements or conditions.

Conditions must be fulfilled within four semesters during the preparatory phase for a Master's degree program. In order to fulfill the conditions, students must not exceed a maximum number of failed attempts. One failed attempt is permitted for every 10 ECTS credits.

Additional requirements may be fulfilled in the course of the Master's degree program. In order to fulfill the additional requirements, students must adhere to a certain time period and a maximum number of failed attempts. One failed attempt for every 10 ECTS credits is permitted and a period of four semesters is specified.

Students who fail to adhere to the specified period or the permitted number of failed attempts have not fulfilled the additional requirements or conditions and will be irrevocably excluded from studies.

If the additional knowledge to be obtained corresponds to more than 60 ECTS credits, students will be assigned to the Bachelor's degree program.

The program regulations contain specific details.

§ 42 Structure of Master's degree programs

A Master's degree program comprises 120 ECTS credits and contains a major study program comprising 90 ECTS credits plus a minor study program comprising 30 ECTS credits. The major study program requires students to write a Master's thesis comprising 30 ECTS credits.

The program regulations define which major study programs may be combined with which minor study programs offered by the Faculty or outside the Faculty.

Students who complete both the major study program and the minor study program offered by the Faculty 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 may undertake a maximum of six failed attempts in Master's-level modules.

Students who have undertaken more than the permitted number of failed attempts have not passed the major study program and will be irrevocably excluded from studies.

§ 43      Master's thesis

The Master's thesis comprises 30 ECTS credits. Otherwise, the provisions for the Bachelor's thesis apply (see § 35). The program regulations contain additional specific details.

Students who do not pass a Master's thesis even after repeating it have failed the study program and will be irrevocably excluded from studies.

§ 44      Provisions for the minor study program (Master's degree)

Students majoring at the Faculty may select a minor study program at Master's level from among the Faculty's own minor study programs, which have different objectives.

The program regulations determine the structure and the coursework required for the degree to be awarded. Otherwise, the provisions are the same as those that apply to major study programs.

Under the specifications of § 4 and § 42, it is also possible to complete minor study programs outside the Faculty.

§ 45      Awarding the Master's degree

Upon petition of the student, the Master's degree is awarded by the Faculty once 120 ECTS credits have been earned and the conditions of both the framework ordinance and the program regulations have been met.

The title of Master of Arts UZH or Master of Science UZH is granted upon presentation of the final records.

**C. Minor study programs for students from other faculties**

§ 46      Programs offered

The Faculty offers students from other faculties separate minor study programs.

§ 47      Provisions for minor study programs for students from other faculties

Minor study programs at Bachelor's level are divided into an assessment level and an advanced level. The program regulations set out the number of ECTS credits to be earned at the assessment level.

In minor study programs at Bachelor's level comprising 60 ECTS credits (first minor), a maximum of three failed attempts are permitted at the assessment level and a maximum of four at the advanced level. In minor study programs at Bachelor's level comprising 30 ECTS credits (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.

Students who have undertaken more than the permitted number of failed attempts have not passed the minor study program and will be irrevocably excluded from studies.

§ 48      Admission

For admission to minor study programs at Bachelor's level, § 8 applies.

For admission to minor study programs at Master's level, students from outside the Faculty are required to have completed a minor study program at Bachelor's level comprising 60 ECTS credits (first minor) in the same specialization within the Faculty.

In the case of students who have not completed a minor study program as per paragraph 2, admission is granted on the basis of an individual specialized academic review of the application, in the same way as described in § 40.

The program regulations contain specific details.

§ 49      Applicable regulations

Minor study programs for students from other faculties are subject to this framework ordinance and the program regulations. Unless they contain anything specifying otherwise, the provisions for the major study programs apply to the same extent.

**D. Degree**

§ 50      Registration for graduation

Students must register for graduation.

The deadlines and dates for the graduation process are published in an appropriate format. The program regulations contain specific details.



§ 51 Crediting modules towards the degree

As a rule, the modules completed are credited towards the degree in chronological order. If not all modules can be credited, the student may specify from among the modules completed in the same semester which ones are to be credited towards the degree.

Superfluous modules are not credited towards the degree. However, they are referenced in the Academic Record as "coursework not credited towards the degree." Superfluous modules are modules which, according to the program regulations, are not required in order to achieve the ECTS credits necessary for the degree associated with the study program in question.

The program regulations contain specific details.

§ 52 Weighted overall grade and distinction

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 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.

Any major and minor degree grades as well as the weighted overall grade are calculated exactly, with the result rounded to one decimal place.

The grading scale ranges from 1 to 6, where 6 indicates the highest grade and 1 the lowest. A grade of 4 or higher is sufficient to pass.

For particularly good degrees, the following distinctions are awarded on the basis of the weighted overall grade:

- a) 5.5 and higher: summa cum laude
- b) 5.0 and higher: magna cum laude

**E. Final records**

§ 53 Final records

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

§ 54 Diploma

The Diploma bears the seals of the University of Zurich and of the Faculty, as well as the signatures of both the President of the University of Zurich and the Dean of the Faculty.

The Diploma shows the weighted overall grade and the distinction achieved.

It is issued in German. An English translation is presented with the Diploma.

§ 55 Diploma Supplement

The Diploma Supplement is a standardized explanation of the degree. It is issued in German and English.

§ 56 Academic Record

The Academic Record lists all coursework credited towards the degree as well as coursework recognized but not credited towards the degree with the respective evaluations; the grade and title of the Bachelor's or Master's thesis are also included. Recognized coursework is referenced in the Academic Record as "coursework not credited towards the degree." In the case of coursework that was not completed at the University of Zurich, the university where the module was completed is also listed.

The Academic Record is issued in German.

## **Part 5: Legal Protection and Right to Access Documents**

§ 57 Legal protection

Decisions made within the scope of this framework ordinance are subject to appeals submitted to the examination delegate. The appeal must be submitted in writing to the Dean's Office for the attention of the examination delegate within 30 days of receiving the decision in question.

The decision may be appealed to the Appeals Commission of the Universities of the Canton of Zurich<sup>2</sup>.

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<sup>2</sup> Appeals must always be made in German

§ 58      Access to documents

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

The program regulations may define the procedures and deadlines that apply to accessing examination documents.

**Part 6: Transitional Regulations**

§ 59      Transitional regulations

Students in a Bachelor's degree program 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 transfer to a degree program in accordance with this framework ordinance, with the coursework they have completed previously being transferred towards the new degree program.

Students in a Master's degree program 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 transfer to a degree program in accordance with this framework ordinance, 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 transfer to a degree program in accordance with the new framework ordinance.

Specific details on transferring from degree programs that conform to the old regulations to those that conform to this framework ordinance are listed in a separate transfer fact sheet. Students will be notified of these details in advance in a suitable format.