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Framework Ordinance for the Bachelors' and Master's Degree Programs at the Faculty of Business, Economics and Informatics of the University of Zurich

(dated 6 September 2021)

The Board of the University has resolved the following:

Section 1: General Conditions

A. Subject and Scope of Application

§ 1 Scope of application

¹ 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 (Faculty) of the University of Zurich (UZH).

² Separate framework ordinances set out the conditions that apply to cross-faculty degree programs and cross-university double and joint degree programs.

³ Questions that are not dealt with in this framework ordinance or in the program regulations are decided by the Faculty Board.

§ 2 Regulatory provisions

Details are set out in the program regulations.

§ 3 Modules and minor study programs offered by other faculties

¹ Whether or not a module or minor study program offered by another faculty may be selected and credited towards the degree is subject to the regulations of the faculty at which the major study program is being completed.

² All other areas are regulated by the regulations of the faculty that offers the module or minor study program in question.

§ 4 Degree programs offered

¹ The Faculty offers the following Bachelor's degree programs comprising 180 ECTS credits:

- Bachelor of Arts UZH in Business and Economics
- Bachelor of Science UZH in Informatics

² The Faculty offers minor study programs at Bachelor's level comprising 30 or 60 ECTS credits to students from other faculties.



³ The Faculty offers the following Master's degree programs comprising 120 ECTS credits:

- Master of Arts UZH in Business and Economics
- Master of Science UZH in Informatics

⁴ The Faculty offers minor study programs at Master's level comprising 30 ECTS credits to students from other faculties.

§ 5 Academic titles

¹ On successful completion of a Bachelor's degree program, the Faculty awards either 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 On successful completion of a Master's degree program, the Faculty awards either 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)

The titles are abbreviated as follows:

- | | |
|---|---------|
| – Bachelor of Arts UZH in Wirtschaftswissenschaften | BA UZH |
| – Bachelor of Science UZH in Informatik | BSc UZH |
| – Master of Arts UZH in Wirtschaftswissenschaften | MA UZH |
| – Master of Science UZH in Informatik | MSc UZH |

B. General Information on Studies

§ 6 Structure of the degree program

¹ A degree program consists of two study programs (major/minor study programs) or of a major study program and a liberal arts option.

² A study program is a subunit of a degree program. It is defined by the curricular structure, the program goals, the academic level and the number of ECTS credits required and culminates in a study program degree.

³ The liberal arts option is a subunit of a degree program that is open from a curricular point of view and defined by the number of ECTS credits required and that does not culminate in a study program degree.

§ 7 Standard curricula



¹ The program regulation specifies for each study program the terms and conditions that students must meet in order to complete it successfully. Standard curricula are published in an appropriate format.

² The standard curriculum envisages full-time students earning at least 30 ECTS credits per semester.

§ 8 Admission

Admission to the degree programs is regulated by the ordinance on admission to studies at the University of Zurich (VZS) dated 27 August 2018.

§ 9 Students with disabilities

¹ If a student has a medically certified disability or chronic illness, the Disability Office of UZH assesses the level of consequence for study-relevant activities and may propose compensating adaptations. In case of doubt, the Disability Office may consult an independent examining doctor.

² The examination delegate may approve petitions submitted by the student for compensating adaptations for each individual semester.

³ Retrospective approval of measures is not possible.

§ 10 Language

¹ As a rule, courses at Bachelor's level are delivered in German or English. Individual courses may be delivered in any of Switzerland's other official languages.

² As a rule, courses at Master's level are held in English. Individual courses may be held in German or any of Switzerland's other official languages.

³ As a rule, assessments are conducted in the language in which the modules in question have been taught.

⁴ Students may be expected to have certain language skills for individual modules.

§ 11 Copyright on students' papers

¹ In principle, students own the copyright to their papers.

² Upon submission of a paper to UZH, the student transfers the copyright to the University, in so far as this is necessary for administrative tasks such as the detection of plagiarized work or archiving the paper.

³ It is incumbent upon the student to inform the supervising faculty member if their paper is going to be published.

⁴ The faculty member may impose conditions on the publication.

§ 12 Plagiarism checks

Student papers may be checked for plagiarism using appropriate software. Suitable service providers from Switzerland and abroad may be commissioned to carry out this task.



§ 13 Duration of studies and fees

¹ In the first 12 semesters of the Bachelor's and Master's degree programs, tuition fees as set out in the Ordinance Governing Tuition and Fees at the University of Zurich dated 5 March 2012 must be paid. Semesters are counted from the first semester after matriculation at UZH.

² If a student exceeds the duration of studies as set out in para. 1 and has not had an extension approved as set out in § 14, tuition fees double in accordance with the Ordinance Governing Tuition and Fees at the University of Zurich.

³ At the end of the 11th semester after matriculation, the transcript of records received by the student will be accompanied by an order to submit an immediate proposal for an individual study plan to the examination delegate.

§ 14 Submitting an extension request

¹ Where sufficient reason exists, students may submit a request to the examination delegate to extend their period of study for which the single tuition fee is to be paid by two semesters. Students must justify the extension and requests must be submitted within 30 days of receipt of the transcript of records.

² As a rule, the examination delegate makes a decision on the request within 30 days. Corroborating documentation or reports may be requested.

³ If no request has been made or the request has been refused by the examination delegate, double tuition fees must be paid in accordance with the Ordinance Governing Tuition and Fees at the University of Zurich.

⁴ Multiple requests for extension may be submitted.

§ 15 Information obligations

¹ All study-related information is published in an appropriate format and is binding.

² Students are obligated to stay informed about all study-related issues, particularly the decrees and deadlines which apply to them.

Section 2: Modules and ECTS Credits

§ 16 Modules

¹ A module is a self-contained unit of learning in terms of content and duration, which comprises one or more courses and may extend over a maximum of two semesters.

² Completing a module may be subject to certain conditions.

³ Participant numbers may be restricted and/or limited to a particular target group.

§ 17 Module-related information in the course catalogue



The modules and all related study-relevant information are published in the online course catalogue.

§ 18 Types of modules

The programs distinguish between the following module types:

- a. Compulsory modules: modules that all students in a study program must complete according to the program regulations;
- b. Core elective modules: modules of which students must select a given number from a given area according to the program regulations;
- c. Elective modules: modules that students are free to select from a defined area according to the program regulations.

§ 19 Module coordinators

The study program director designates a module coordinator for each module. Module coordinators are responsible for the content and organization of the modules, including assessments.

§ 20 Booking and dropping modules

¹ Students must book every module they wish to take within the timeframe. Booking a module automatically includes registration for the assessment.

² Once booked, a module can only be dropped within the timeframe published.

§ 21 ECTS credits

¹ Course loads are measured according to the European Credit Transfer and Accumulation System (ECTS). One ECTS credit corresponds to an expected average student workload of 30 hours.

² Each module comprises a (whole) number of ECTS credits which corresponds to the average workload required to successfully complete the module.

³ In order for ECTS credits to be awarded, students must explicitly pass an assessment. ECTS credits may not be awarded purely for attendance.

⁴ The number of ECTS credits must be earned in full; it is not possible to award ECTS credits on a pro-rata basis.

Section 3: Assessments, Irrevocable Exclusion and Ban from Studies

A. Assessments

§ 22 Types of assessments

¹ Assessments include, in particular:



- oral, written and/or practical examinations, which may also be conducted electronically;
- papers;
- presentations;
- documented active participation in courses;
- documented practical work;
- holding tutorials;
- coursework as part of an eLearning course.

§ 23 Organization and modalities of assessments

¹ The modalities of completing a particular assessment are the same for all students. The program regulations may make special provisions for certain categories of students.

² Assessment in the form of an oral examination requires the presence of a co-examiner who holds at least a Master's degree. A protocol must be taken.

§ 24 Inability to attend, cancelation, unexcused failure to attend

¹ 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.

² If a reason of this nature arises immediately before or during the assessment, the proctor must be informed immediately and the student must see a doctor.

³ It is not possible to claim inability to attend an assessment retrospectively for an assessment that has already been completed.

§ 25 Procedures in cases of inability to attend, cancelation, unexcused failure to attend

¹ In all cases, a written drop petition to cancel the assessment concerned must be submitted to the examination delegate no later than five working days after the assessment date, along with the appropriate corroborations (e.g., a medical certificate).

² In cases where the assessment extends over a longer period (papers in particular), an extension petition may be made prior to the submission deadline.

³ 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.

⁴ In case of doubt, the examination delegate may consult an independent examining doctor.

⁵ If a student does not attend an assessment without cancelation or if the deadline for submitting a drop petition is missed, the assessment is considered to have been failed.

§ 26 Evaluation of assessments

¹ Assessments are graded or evaluated on a "pass" or "fail" basis.

² Grades are awarded on a scale from 6 to 1, where 6 is the best grade and 1 is the worst. Grades are awarded in half-grade increments, though awarding of quarter grades is also permitted.



³ The assessment is considered to have been passed if a grade of at least 4 has been awarded.

§ 27 General provisions with regard to the repetition of modules

¹ Depending on the module, either the entire module or just the assessment can be repeated. The modalities of repeating modules are set out in the program regulations, in particular the circumstances in which the entire module must be repeated.

² Students who wish to repeat a module or assessment must make a binding booking.

³ A module that has already been passed or one that has been definitively failed may not be repeated or taken again, even as part of a different study program.

⁴ There is no automatic entitlement to immediately repeat a module.

§ 28 Repetition of compulsory modules

¹ Failed compulsory modules may be repeated once. Substitution is not permitted.

² Once all possibilities to repeat a compulsory module have been exhausted, it is considered to have been definitively failed. This will lead to an irrevocable exclusion from studies in accordance with § 33 and a ban from studies in accordance with § 34.

§ 29 Repetition of core elective and elective modules

¹ A failed core elective or elective module may be repeated once, provided the module is still being offered.

² Substitutions are possible within the study area defined in the program regulations.

§ 30 Misconduct

¹ Misconduct is the undertaking of fraudulent or dishonest activity. This includes students bringing in or using unauthorized aids, communicating with third parties without permission, submitting plagiarized work or submitting an examination or a paper they have not written themselves.

² If misconduct as set out in para. 1 has been committed, the Faculty Board declares the assessment to have been failed and the transcript of records as null and void. Any titles awarded are revoked by the Faculty Board and all documents issued on the basis of the misconduct are withdrawn.

³ The Faculty Board decides whether disciplinary proceedings will be invoked.

⁴ The Faculty Board may put in place advance measures to prevent misconduct.

§ 31 Access to examination papers

In order to maintain secrecy with regard to examination questions, the distribution of examination papers may be restricted or refused, the making of copies or transcripts may be forbidden and time allowed for inspection may be restricted.



§ 32 Transcript of records

¹ At the conclusion of each semester, all passed and failed modules are documented in a transcript of records. Coursework that was not completed at UZH is marked as such.

² The transcript of records is issued in German. An English translation is also provided.

B. Irrevocable Exclusion and Ban from Studies

§ 33 Irrevocable exclusion

¹ Students who have definitively failed a compulsory module according to § 28, will be issued an irrevocable order of exclusion from the study program in question by the examination delegate, on behalf of the Faculty.

² If the coursework for the assessment level has not been completed within two years of commencing a program of studies, the examination delegate, on behalf of the Faculty, will order the student to be definitively excluded from the study program in question.

§ 34 Ban from studies

¹ Irrevocable exclusion from a study program according to § 33 para. 1 incurs a ban from all study levels for the study program concerned and all study programs at UZH deemed by the Faculty to be similar.

² Irrevocable exclusion in accordance with § 33 para. 2 incurs

- a. a ban from all study levels of the study program in question and from all major and minor study programs in the same academic field of study (Business and Economics or Informatics), as well as
- b. a ban from all study programs offered by the Faculty in the other academic field of study (Business and Economics or Informatics) at the same level.

Section 4: Degree Programs

A. Bachelor's Degree Programs

§ 35 Program goals

Bachelor's degree programs provide a basic knowledge of the subject area and teach methodological and scientific thinking.

§ 36 Structure of Bachelor's degree programs

¹ Bachelor's degree programs comprise 180 ECTS credits. For full-time studies, this corresponds to a standard period of study of six semesters.² Study programs with the following workloads and in the following combinations can be selected within a Bachelor's degree program:

- Major study program comprising 150 ECTS credits with a minor study program comprising 30 ECTS credits;



- Major study program comprising 150 ECTS credits with a liberal arts option comprising 30 ECTS credits;
- Major study program comprising 120 ECTS credits with a minor study program comprising 60 ECTS credits.

³The program regulations set out the study programs offered and the possible study program combinations.

⁴ Bachelor's degree programs are divided into an assessment level (60 ECTS credits, two semesters) and a subsequent advanced level (120 ECTS credits, four semesters).

§ 37 Assessment level

¹ The assessment level comprises 60 ECTS credits earned from the major study program. For full-time students the standard period of study is two semesters.

² Students who have not completed the coursework required for the assessment level within two years of commencing studies will be considered to have failed the assessment level and will be irrevocably excluded from studies in accordance with § 33.

§ 38 Completing modules from the advanced level in advance

Assessment-level students who have earned 45 ECTS credits may complete advanced-level modules from the major or minor study programs or from the liberal arts option in advance. Work on the Bachelor's thesis may not commence until the advanced level.

§ 39 Bachelor's thesis

¹ As part of the Bachelor's degree program, a Bachelor's thesis must be written in the major study program. The thesis subject must be in one of the academic fields of study of the Faculty. The Bachelor's thesis earns 18 ECTS credits. It is considered a compulsory module and is graded.

² The Bachelor's thesis must be written in German or English. The program regulations may provide for exceptions.

³ A failed Bachelor's thesis may be repeated as per the conditions set out in §§ 27 ff.

⁴ The program regulations set out the details, in particular the modalities, supervision and evaluation of the Bachelor's thesis.

⁵ Group work is not permitted.

§ 40 Completing Master's modules in advance

Bachelor's students who have earned at least 120 ECTS credits may complete Master's modules comprising a total of 30 ECTS credits in advance. Work on the Master's thesis may not commence until the Master's degree program.

B. Master's Degree Programs



§ 41 Program goals

Master's degree programs equip students with in-depth knowledge of the subject area and the ability to independently perform scientific and practical tasks.

§ 42 Consecutive and specialized Master's study programs

¹ Study programs at Master's level are either consecutive or specialized. The respective regulations set out in the VZS apply.

² The program regulations set out the specific conditions for admission.

§ 43 Structure of Master's degree programs

¹ Master's degree programs comprise 120 ECTS credits. For full-time studies, this corresponds to a standard period of study of four semesters.

² Study programs with the following workloads and in the following combinations can be selected within the Master's degree program:

- Major study program comprising 90 ECTS credits with a minor study program comprising 30 ECTS credits;
- Major study program comprising 90 ECTS credits with a liberal arts option comprising 30 ECTS credits.

The program regulations set out the study programs offered and the possible study program combinations.

³ Fast-track study programs are regulated by the Faculty's ordinances on obtaining a doctoral degree.

§ 44 Master's thesis

¹ As part of the Master's degree program, a Master's thesis must be written in the major study program. The thesis subject must be in one of the academic fields of study of the Faculty. The Master's thesis earns 30 ECTS credits. It is considered a compulsory module and is graded.

² The Master's thesis must be written in German or English. The program regulations may provide for exceptions.

³ A failed Master's thesis may be repeated as per the conditions set out in §§27 ff.

⁴ The program regulations set out the details, in particular the modalities, supervision and evaluation of the Master's thesis.

⁵ Group work is not permitted.

C. Recognition and Crediting of Coursework Towards a Degree

§ 45 General provisions with regard to recognition and crediting of coursework towards a degree

¹ Recognition certifies that the coursework listed in the transcript of records has been completed.



² Crediting coursework towards a degree certifies that recognized coursework counts towards the credits required in order to complete a particular study program. This happens, at the latest, following registration for graduation, when coursework is recorded in the Academic Record.

³ It is incumbent on the student to provide the documentation required for crediting coursework towards a degree.

§ 46 Recognition of coursework

¹ Coursework that has been completed at UZH and for which ECTS credits have been earned is automatically recognized.

² Coursework that was not completed at UZH is recognized if:

- a. it is equivalent to coursework at UZH;
- b. it has not already been credited towards a degree;
- c. it is not the Bachelor's or Master's thesis.

³ The examination delegate decides whether coursework should be recognized.

§ 47 Crediting towards the degree

¹ Recognized coursework can be credited towards the degree if:

- a. it counts towards a study program as set out in the program regulations;
- b. it is equivalent to coursework in accordance with lit. a.

² Coursework that cannot be credited towards the degree may be recognized.

³ Before completing external coursework, a credit-transfer agreement must be reached, unless such an agreement has already been reached with the university in question or unless general credit-transfer tables exist.

⁴ The examination delegate decides whether coursework should be credited towards the degree.

§ 48 Crediting identical or similar modules towards the degree

Modules or coursework with identical or similar content may not be credited towards the degree more than once. The examination delegate decides whether coursework is similar.

§ 49 Surplus modules

¹ Surplus modules are not credited towards the Bachelor's or Master's degree. They are, however, listed in the Academic Record as coursework not credited towards the degree.

² Surplus modules are modules for which ECTS credits have been earned that are not required to obtain a degree in the study program in question as per its program regulations.

³ Modules completed are credited towards the degree in ascending chronological order.

⁴ In cases where students have completed more modules than can be credited towards the degree as per para. 3 in a particular semester, they may select the modules that should be credited towards their degree.



D. Degree

§ 50 Registration for graduation

¹ Students must submit their registration for a Bachelor's or Master's degree to the Dean's Office. The Dean's Office assesses whether students have fulfilled all requirements for the degree.

² Students may not register for their degree before the semester at the end of which all requirements as set out in the framework ordinance and program regulations are met.

§ 51 Conferral of a Bachelor's degree

¹ The Bachelor's degree is conferred by the Faculty once 180 ECTS credits have been earned in accordance with the framework ordinance and the program regulations. At least half of the ECTS credits required for the major study program must be earned at the Faculty of Business, Economics and Informatics of UZH.

² The degree is conferred by issuing the signed diploma.

§ 52 Conferral of a Master's degree

¹ The Master's degree is conferred by the Faculty once 120 ECTS credits have been earned in accordance with the framework ordinance and the program regulations. At least half of the ECTS credits required for the major study program must be earned at the Faculty of Business, Economics and Informatics of UZH.

² The degree is conferred by issuing the signed diploma.

§ 53 Validation

The Faculty validates the degrees. It may delegate validation to the Faculty Board.

§ 54 Weighted overall grade and classification

¹ The degree is assigned a weighted overall grade. Graded modules are weighted according to their number of ECTS credits in the calculation of the respective study program grades. The study program grades are weighted according to their fixed ECTS credit values in the calculation of the weighted overall grade. Both the study program grades and the weighted overall grade are calculated as unrounded point values.

² Study program grades and the weighted overall grade are calculated exactly, with the result rounded to one decimal place.

³ Grades are awarded on a scale from 6 to 1, where 6 is the best grade and 1 is the worst. A grade of 4 or higher is sufficient to obtain a degree.

⁴ The following classifications are awarded for particularly high achievements on the basis of the weighted overall grade:

- a. 5.5 or higher: summa cum laude;
- b. 5.0 or higher: magna cum laude.



E. Final Records

§ 55 Final records

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

§ 56 Diploma

¹ The Diploma carries the seals of the University and the Faculty and is signed by the President of UZH and the Dean of the Faculty.

² The Diploma contains the weighted overall grade and, where applicable, the study program grades and the classification awarded.

³ The Diploma is issued in German. An English translation is also provided.

§ 57 Diploma Supplement

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

§ 58 Academic Record

¹ The Academic Record contains all coursework credited towards the degree and all coursework that has been recognized but not credited towards the degree, with the relevant evaluation of the academic achievement; it also contains the grade and title of the Bachelor's or Master's thesis. Coursework that has not been completed at UZH is identified as such.

² The Academic Record is issued in German. An English translation is provided.

Section 5: Legal Protection

§ 59 Legal protection

¹ Transcripts of records, as described in § 32 para. 1, are subject to appeal to the examination delegate with regard to newly evaluated coursework from the preceding semester. Such appeals and appeals against any other dispositions must be submitted in writing to the examination delegate within 30 days of receiving the transcript of records or notification of the disposition in question and reasons must be given. Appeals decisions are subject to objection.

² Decisions on appeals can be referred to the Appeals Commission of the Higher Education Institutions of the Canton of Zurich.

Section 6: Transitional Regulations

§ 60 Transitional regulations



¹ This framework ordinance applies to all students who begin their studies in the 2022 fall semester or later.

² The following principles apply to students who have commenced their Bachelor's or Master's degree programs at the Faculty of Business, Economics and Informatics before this framework ordinance coming into effect and who have not been irrevocably excluded from studies:

- a. All students are subject to this framework ordinance as of the 2022 fall semester and will be transferred to study programs that are subject to this framework ordinance.
- b. Subject to § 47, all coursework that has already been completed and can be credited towards the degree will be transferred. Binding information on whether the coursework can be credited towards the degree is published in the online course catalogue.
- c. Failed attempts at the advanced level of the Bachelor's program and at Master's level made prior to the 2022 fall semester are expunged. Calculations regarding the permitted number of repetitions of a module according to §§ 27-29 at the advanced level of the Bachelor's program and at Master's level will be reckoned from the 2022 fall semester. This means that regardless of any failed attempts made prior to the 2022 fall semester, any modules at the advanced level of the Bachelor's program and at Master's level that have not yet been passed may be completed twice from the 2022 fall semester onwards (one first attempt and one possibility to repeat).
- d. Failed attempts at the assessment level made prior to the 2022 fall semester remain on the record. The repetition regulations set out in §§ 27 ff. apply from the 2022 fall semester onwards. Any assessment-level module which has been failed prior to the 2022 fall semester may be repeated once within the period of assessment. The assessment period is not interrupted by this framework ordinance coming into effect.
- e. Admission or readmission to a study program that is being discontinued will not be possible from the 2022 fall semester onwards. Study programs that are being discontinued will be closed by the end of the 2024 spring semester. There is no automatic guarantee that all modules of the program that is being discontinued will remain available until the 2024 spring semester. Modules that are no longer available may be substituted by modules with an equivalent content as per the published substitution rules. After the 2024 spring semester it will no longer be possible to earn a degree in any of the study programs that are being discontinued. The deadlines are not affected by a leave of absence.

³ Detailed information on the transitional regulations, in particular with regard to the possible module substitutions, will be made available to students in a general format.