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# General Study Regulations

Master of Science in Economics, Business and Data Analytics  
University Institute of Distance Learning, Switzerland (UniDistance Suisse)  
(Gr-MEco)

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of \*\*.\*\*.2023

## The Foundation Council

- given the federal law on the promotion of universities and the coordination of institutions of higher learning in Switzerland on 30 September 2011;
- given the law on university education and research of 2 February 2001;
- given the regulations on the application of the law on university education and research of 27 March 2002;
- given the ordinance on university education and research of 5 June 2002;
- given article 21 of the statutes of the UniDistance Foundation Switzerland of 3 September 2020;

*adopts the following:*

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## **I. General dispositions**

### **Art. 1 Object**

These regulations govern the Master of Science in Economics, Business and Data Analytics (henceforth: MEco) programme offered in English by UniDistance Suisse.

### **Art. 2 Distance learning**

<sup>1</sup> The programme can be completed entirely at a distance and includes synchronous and asynchronous learning activities. Activities involving physical presence may be organised as part of the programme, with alternatives offered to students who cannot participate (Art. 9).

### **Art. 3 Definitions**

The following definitions apply:

- a. Foundation Council, Executive Board, Rector, Vice-Rector for Teaching, Dean, Programme Director, see Organisation Regulations (OrgR).
- b. Faculty manager: the person who assists the Programme Director in his/her field. He/she acts as a link between the study programme, the faculty, and the organisation.
- c. Lecturer: the person charged with the design and implementation of a module. The lecturer assumes scientific and pedagogical responsibility for the module. He/she personally leads the class sessions, fosters academic and social interactions between the students and with the teaching team, and supports students throughout the module. The lecturer is also responsible for the assessment.
- d. Assistant: the person who supports the lecturer in the supervision of the module. He/she works according to the directives of the lecturer.
- e. Student: a person who is enrolled in a study programme.
- f. Student Services: The service that supports the students and the study programme for all administrative questions.
- g. Module: a study plan on a particular subject lasting a semester.

## **I. Admission and fees**

### **Art. 4**

<sup>1</sup> Written and oral proficiency in English is essential for admission to the MEco (C1 level). The requirement for English proficiency applies to all candidates. The Programme Director may require candidates to take a language test.

<sup>2</sup> Holders of the Bachelor's degree in Economics or Economics and Management from UniDistance Suisse have unconditional access to the MEco. See Appendix 9, para. 1 for a transitional solution for specific cases.

<sup>3</sup> Holders of a Bachelor's degree in Economics and/or Business from a Swiss university or equivalent academic institution shall be admitted to the MEco at UniDistance Suisse, subject to the conditions set out in Appendix 9, para. 2.

<sup>4</sup> Holders of a Bachelor's degree in Economics and/or Business from a foreign university or equivalent academic institution recognised or accredited in their country of origin shall be admitted under the conditions set out in Appendix 9, para. 3.

<sup>5</sup> Holders of a Bachelor's degree in Economics and/or Business from a Swiss or foreign University of applied sciences shall be admitted under the conditions set out in Appendix 9, para. 4.

<sup>6</sup> Holders of a Bachelor's degree in a discipline other than Economics and/or Business, awarded by a Swiss university, who have at least 60 ECTS in economics, business, and quantitative methods, shall be admitted under the conditions set out in Appendix 9 para. 5.

<sup>7</sup> Fees payable by students are listed in Appendix 10 (Art. 4 fees regulations of 17.05.2018).

<sup>8</sup> In all other aspects, the provisions of the admission regulations for UniDistance Bachelor's programme (RgA) of 17.05.2018 shall apply by analogy.

## **II. Studies**

### **A Structure of the studies**

#### **Art. 5 Start and duration**

<sup>1</sup> Students can start the programme in the autumn or spring semester. Some modules are offered only every other semester (see Appendix 2).

<sup>2</sup> The typical duration of studies for the MEco is 5 semesters, although it can vary between a minimum of 3 semesters to a maximum of 10 semesters.

<sup>3</sup> The duration of studies may be shortened if an equivalence is granted (Art. 16). The duration of studies may also be shortened based on Appendix 5 to these regulations.

<sup>4</sup> A student who does not obtain a Master's degree within the maximum duration of studies is exmatriculated, except in the case of an exemption granted by the Programme Director.

#### **Art. 6 ECTS Credits**

<sup>1</sup> The study achievements obtained are calculated according to the European Credit Transfer System (hereafter ECTS). One ECTS credit corresponds to 25-30 hours of work.

<sup>2</sup> The number of ECTS credits corresponding to each module is defined in Appendix 1 to these regulations.

<sup>3</sup> The ECTS credits earned shall, in principle, remain valid for five years after the end of the course. Exceptionally, the Programme Director may extend the validity period of ECTS credits in specific and motivated cases.

#### **Art. 7 Course of study and organisation**

<sup>1</sup> The Master's Programme consists of 90 ECTS credits.

<sup>2</sup> It consists of compulsory modules, elective modules and the Master's thesis. Details are provided in Appendix 1 to these regulations. Possibility to obtain a specialisation is defined in Appendix 1.

<sup>3</sup> The timetable of module delivery is given in Appendix 2.

#### **Art. 8 Enrolment in the modules**

<sup>1</sup> Enrolment in the modules is set out in Appendix 4 to these regulations.

#### **Art. 9 High level of student support**

<sup>1</sup> The teaching teams ensure regular interactions with the students, throughout the semester, via online discussions, online classes, office hours, feedback, and other formats.

<sup>2</sup> Complementing the asynchronous teaching materials, synchronous online classes take place regularly throughout the semester to ensure a high level of student support. The typical format consists of 4 to 5 classes of 2-3 hours each, although this may be adapted, depending on the learning objectives and pedagogical approach. Weekly exercises, additional workshops, and more individual support may also be scheduled and must be announced by the teaching team at the latest at the beginning of the respective semester.

<sup>3</sup> The teaching teams also foster student to student interactions through community building, group work, peer review or other social and academic interactions.

## B Assessments

### Art. 10 Assessment methods

<sup>1</sup> The lecturer determines the content, form, and weight of the different assessments and informs the students at the latest at the beginning of the respective semester.

<sup>2</sup> All modules include a combination of graded continuous and end-of-semester assessments. Details are set out in Appendix 3.

### Art. 11 Master's thesis

<sup>1</sup> The terms and conditions of the Master's thesis are set out in Appendix 6 of these regulations.

<sup>2</sup> Details on the form, scope and grading procedures for the Master's thesis are set out in Appendix 6 to these regulations.

### Art. 12 Attribution of grades

<sup>1</sup> Assessments are graded from 1 to 6, with 6 being the highest grade and 1 the lowest. A grade of 4 or higher indicates sufficient performance. The meaning of the grades is the following:

|            |              |
|------------|--------------|
| 6.0 - 5.75 | Excellent    |
| 5.5 - 5.25 | Very good    |
| 5.0 - 4.75 | Good         |
| 4.5 - 4.25 | Satisfactory |
| 4.0        | Adequate     |

<sup>2</sup> Failed assessments are graded on the following scale: 3.75; 3.5; 3.25; 3.0; 2.75; 2.5; 2.25; 2.0; 1.75; 1.5; 1.25; 1.0.

<sup>3</sup> All the compulsory modules must be completed with a grade of at least 4.0

<sup>4</sup> A student who has not obtained a sufficient grade in one elective module may keep a grade lower than 4 but equal to or higher than 3 for a maximum of 7 ECTS out of the 90 ECTS, as long as it can be compensated by the grades acquired in the other elective modules (Appendix 1).

<sup>5</sup> The final grade for the MEco is rounded to the nearest hundredth.

### Art. 13 Repetition of modules

<sup>1</sup> If a student fails a module, the module must be retaken at the earliest possible date. In the case of elective modules, the student has the option to switch to a different module. The grade in the failed module is then dropped and does not appear on the transcript. Exceptions may be considered by the Programme Director.

<sup>2</sup> The assessment of a module can be taken at most three times. If a candidate fails the third time, the grade for the module is considered final.

<sup>3</sup> The result of the most recent attempt is entered in the transcript.

<sup>4</sup> Modules with a grade of 4 or above may not be repeated.

### Art. 14 Failure to attend or hand-in graded assessments

<sup>1</sup> A student who fails to attend or hand-in a graded assessment without a valid excuse, quits a synchronous assessment, or fails to provide usable results for the end-of-semester assessment, receives a grade of 1.0.

<sup>2</sup> A student who is unable to take a synchronous end-of-semester assessment due to force majeure must inform Student Services, in writing, before the scheduled end-of-semester assessment date, explaining the reason and providing the necessary evidence. The Programme Director decides before the end-of-semester assessment date whether an excuse for good cause is justified. If so, the student is not considered to have failed the assessment and must sit the next scheduled session.

<sup>3</sup> A student who is unable to excuse his/her absence for compelling reasons until after the end-of-semester synchronous assessment date will be subject to para. 2. On presentation of a medical certificate to the Student Services at the latest 5 days after the end-of-semester assessment, the assessment will not be considered a failure.

<sup>4</sup> A student who takes an end-of-semester synchronous assessment may not, afterwards, claim that he/she was unable to take it even for important reasons.

<sup>5</sup> A student who feels ill during the synchronous end-of-semester assessment must inform the examiners and go to a doctor immediately. On presentation of a medical certificate to the Student Services at the latest 5 days after the end-of-semester assessment, the assessment will not be considered a failure.

## **Art. 15 Cheating**

<sup>1</sup> Anyone who attempts to influence an assessment grade by cheating, in particular by using unauthorized means, will receive a grade of 1.0.

<sup>2</sup> Plagiarism constitutes cheating.

<sup>3</sup> If the cheating becomes known only after the results of the assessment have been published, the Programme Director will cancel the grade obtained and replace it with a grade of 1.0. If the cheating becomes known only after the diploma has been awarded, the decision to cancel the grade is taken by the Foundation Council.

<sup>4</sup> The right is reserved to pursue further disciplinary measures or actions.

## **Art. 16 Procedures regarding the evaluation of the assessments**

<sup>1</sup> A student has the right to access the evaluation file of an assessment according to the conditions and instructions set out in Appendix 7.

<sup>2</sup> The procedure regarding actions against the evaluation of an assessment is set out in Appendix 8.

## **C Granting of equivalence**

### **Art. 17**

<sup>1</sup> Any person who has already completed a course of study that would allow him or her to be exempted from taking a module must submit a duly documented request at the time of registration.

<sup>2</sup> Equivalence for previous university education may be obtained within a programme, provided that the grades are no more than five years old (at the date of starting the MEco programme), that the student was awarded a grade equivalent to 4/6 or above and that the module has not already been used to obtain a Master's degree (double use is prohibited). The corresponding grade is included in the transcript.

<sup>3</sup> The Master's thesis cannot be the subject of an equivalence.

<sup>4</sup> At least 60 of the 90 credits required for the Master's degree must be acquired in modules included in the UniDistance Suisse study plan.

<sup>5</sup> The Programme Director decides on the granting of equivalences.

## **D Successful completion of the Master**

### **Art. 18**

<sup>1</sup> The Master's programme is considered to have been successfully completed when the student has obtained 90 ECTS credits and the following conditions are met:

1. final grades of all compulsory modules are at least 4.0;
2. the weighted grade average over all elective modules is at least 4.0 (art. 12, para. 5),
3. no final elective module grade is lower than 3.0;
4. at most one final grade for an elective module is lower than 4.0,

5. the grade for the Master's thesis is at least 4.0.

<sup>2</sup> A student who successfully completes the Master's programme obtains the corresponding diploma. He/she receives the title of Master of Science in Economics, Business and Data Analytics. The granting of grades also implies the granting of ECTS credits.

## **E Leave of absence**

### **Art. 19**

<sup>1</sup> A request for leave of absence may be submitted at the end of each semester.

<sup>2</sup> A student on leave may not benefit from any study offer and may not carry out any assignment related to studies.

<sup>3</sup> The student who is granted leave of absence must pay the corresponding fees in accordance with the regulations on study fees.

## **F Exmatriculation**

### **Art. 20**

<sup>1</sup> Any student who requests exmatriculation will be exmatriculated.

<sup>2</sup> All students will be automatically exmatriculated upon successfully completing their studies.

<sup>3</sup> The Executive Board will exmatriculate a student who:

1. has exceeded the maximum duration of studies (Art. 5, para. 4);
2. has not obtained a grade of at least 4.0 in a compulsory module;
3. has obtained a final elective module grade of less than 3.0 (Art. 17, para. 4);
4. has not obtained a weighted grade average over all elective modules of at least 4.0 (Art. 17, para 1);
5. has not obtained a grade of at least 4 for the Master's thesis (Art. 17, para 3).

<sup>4</sup> Additionally, the Executive Board can exmatriculate a student who:

1. disrupts the programme of study by acting improperly towards the institution's teaching or administrative staff or other students;
2. has been found guilty of cheating (Art. 15).

<sup>5</sup> Failure to pay the fees stipulated in the UniDistance Suisse fee regulations of 17 May 2018 shall result in the student's exclusion from the studies and exmatriculation.

## **G Cases of hardship**

### **Art. 21**

<sup>1</sup> In exceptional cases, the Dean may deviate from the present regulations.



### III. Legal remedies

#### Art. 22 Bodies

<sup>1</sup> The Student Services, the Dean, the Programme Director, the Executive Board, and the appeals commission are the bodies responsible for decisions on these regulations.

#### Art. 23 Appeals

<sup>1</sup> Decisions made by the Student Services, the Programme Director, and the Dean may be appealed in writing to the Executive Board within 30 days.

<sup>2</sup> Decisions on appeals made by the executive board may be appealed to the appeals commission within 30 days of receipt of the decision.

<sup>3</sup> Decisions taken by the appeals commission may be appealed to the State Council of the canton of Valais by lodging a complaint within 30 days in accordance with the provisions of the Law on administrative procedure and jurisdiction of 6 October 1976.

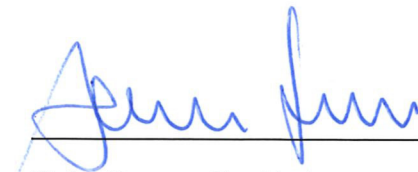
### IV. Final provisions

#### Art. 24 Entry into force

<sup>1</sup> These regulations come into effect on 1 January 2023.

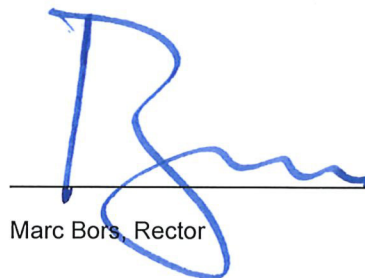
<sup>2</sup> These regulations must be approved by the Department of Economy and Education (DEF) of the Canton of Valais after prior consultation with the Council for University Education and Research (CoFRU) of the Canton of Valais.

Adopted by the Foundation Council of UniDistance Suisse  
on 16 march 2023



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Stefan Bumann, President



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Marc Bors, Rector

Approved by the Department of Economy and Education of the Canton of Valais on \*\*.\*\*.2023

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Christophe Darbellay, Head of the Department of the Economy and Education