

# EXAM REGULATION

## EXTRACT OF THE STATUTE OF THE LAUDER BUSINESS SCHOOL

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## General Provisions

§1. (1) These provisions of study law contain both the corresponding provisions of the Universities of Applied Sciences Act (“FHG”) (see §§ 11 - 21 FHG, as amended and completed) as well as the amendments resolved by the Council of the University of Applied Sciences (see § 10 (3) no. 10 FHG, as amended and completed).

(2) Students from international partner universities are subject to the examination regulations in the currently valid published version.

(3) The Lauder Business School shall store and process data exclusively in accordance with the provisions of the General Data Protection Regulation (GDPR) of the European Union, as amended and completed.

## Examination Regulation

### Merit Assessment, Testing Procedures

§2. (1) The Lauder Business School’s assessment of merit in the UAS Bachelor Program in “International Business Administration”, UAS Master programs in “Strategic Finance and Business Administration” and “International Management and Leadership” as well as the “Continuing Higher Education Program with Master’s Degree MBA” and the “Continuing Higher Education Program with Master’s Degree Executive MBA (EMBA)” is structured so that all examinations take place within the prescribed framework of the respective courses. In this manner the degree conferral is ensured within the prescribed timeframe.

(2) The examiner shall verify the identity of the students in an appropriate manner. Students are obliged to identify themselves with a student ID or with an official photo ID.

(3) The use of special software to monitor compliance with the examination rules (e.g. Proctorio) is mandatory for examinations within an online MBA/EMBA Continuing Higher Education Program and students are required to prove their identity with their student ID or an official photo ID. With the exception of the (digital) commission MBA/EMBA Master examination, the examinations shall be conducted as written online examinations (e.g. multiple choice, assignments or single choice).

(4) Students will be informed about examination regulations, time limits, and dates by means of e-mail announcements and publication on the LBS Intranet (Community) and on the bulletin board in the main hall.

(5) A sufficient number of dates for examinations and resits shall be offered within the Bachelor- and Master programs each semester and academic year, so that the continuation of the studies is possible without losing a semester. The examination dates shall be announced in good time. Examinations shall be held, as a minimum, at the end of each semester and at the beginning of each semester. The dates for resits shall take into account the scope and level of difficulty of the examination (see §13 (3) FHG, as amended and completed). For the regulations relating Bachelor and Master examinations please refer to cf. § 15.

(6) On principle, students of an online MBA/EMBA Continuing Higher Education Program can take exams at any time during the current semester and are not bound to set exam dates. Access to the learning materials and the right to take exams is granted at the beginning of a new semester or after the current semester has been completed. An online MBA/EMBA Continuing Higher Education Program at the LBS can therefore be completed in a minimum period of 21 months.

### Spectrum of Merit Assessment

§3. (1). The Spectrum of Merit Assessment ranges from courses with comprehensive final examinations to courses with an inherent examination character (merit assessment comprises a combination of partial requirements, e.g.

presentations, projects, homework, etc.). The type of merit assessment is to be set in the syllabus of the respective course, which must lay out not only objectives for, but also the methodological and didactic features of the course. With the exception of the commission Bachelor/Master exam and the final exam for online MBA/EMBA Continuing Higher Education Programs, all examinations are individual testing.

### Determination of Success in Studies

§4. (1) The determination of success in studies follows the examination guidelines as stated on the syllabus of the respective course, as it is determined by the lecturer that is responsible for the course. Individual examination achievement is assessed with grades, as prescribed by the Austrian grading system:

<b>1 / Excellent</b>	<b>100-91% of possible points</b>
<b>2 / Good</b>	<b>90-81% of possible points</b>
<b>3 / Satisfactory</b>	80-71% of possible points
<b>4 / Sufficient</b>	70-60% of possible points
<b>5 / Insufficient</b>	less than 60% of possible points

All grades are mathematically rounded to full integers.

- (2) An examination is considered “successfully completed” when a grade of “sufficient” or higher is given. A course with inherent examination character is considered “successfully completed” when the combined total of all partial requirements (as stated in the syllabus) meets at least 60%.
- (3) Should a course be taught by multiple lecturers (multiple components, substantively differentiated), the comprehensive grade comprises the individual grades from the respective components (distribution pursuant to the course syllabus). The course is considered “successfully completed” when each component receives a grade of “successfully completed”.
- (4) The curriculum may also contain courses for which grade-based assessment is neither required nor possible (e.g. courses on character-building), but which can be allotted ECTS credits. Such courses will be graded with “participated” (“p”) and “insufficient” (“5”), respectively.
- (5) Students have the right to a different examination method if a disability is certified and proven by an Austrian public health officer, which makes it impossible to take the examination in the prescribed way and the contents and requirements of the examination are not negatively affected by a different method.
- (6) The successful completion of the Professional Practical Training Semester (UAS Bachelor program) is based on the achievement of all mandatory and specified partial requirements.

### Deadlines for Scoring Examinations

§5. (1) Results of written examinations and grade assessment in courses with inherent examination character must be entered in the LBS Intranet (Community) and/or notified in writing to the Academic Coordinator, respectively, immediately, but no later than within ten workdays, by the lecturer after the performance(s) to be assessed has/have been rendered. Saturdays, Sundays and public and Jewish holidays shall not be considered as workdays. In justified exceptional cases, the notification may be delayed. Students must be informed thereof. Students will be notified of their final grades either by the Academic Coordinator or via the LBS Intranet (Community), respectively.

(2) The result of oral examinations is to be given to the students immediately after the exam. Once the grades are announced, students may review the written examinations and other written work in the Academic Coordinator's office. Students shall be permitted to have inspection of the assessment documents and the examination records, provided that they make such requests within six months of the announcement of examination results. Students shall be entitled to make photocopies of these documents. Closed questions, in particular single/multiple choice questions, including their answers, shall be excluded from the right to make photocopies (see §13 (6) FHG, as amended and completed).

(3) A failure to appear for an examination on a predetermined examination date within a Bachelor or Master program will result in the loss of this opportunity to positively complete the respective course see § 13 (5) FHG idgF). For students of online MBA/EMBA Continuing Higher Education programs, this regulation applies to oral examinations such as the (digital) commission MBA/EMBA Master examination before a committee.

(4) Should the student of a Bachelor or Master program fail to comply with the attendance regulations (attendance regulations are specified in the LBS *Academic Policies* which can be found on the LBS Intranet (Community)) and course merit will thus not be ascertainable, the course is to be graded as "insufficient". Such a breach of the attendance regulations will result in the loss of this opportunity to positively complete the respective course.

(5) Successful completion of all courses for which a student is registered in an academic term will be confirmed in writing (Transcript of Records) with the student once the term ends.

### Retake Examinations

#### Retake Examinations within Bachelor- and Master Programs

§6. (1) A missed or not successfully completed course's final examination may be retaken twice (once as a retake and once as a commission examination (second retake)). The examiner for a retake examination is the lecturer of the respective course. Should the course lecturer be unable to conduct the examination, the director of studies (or in case of oral second retake examinations please refer to cf. § 6 (3)) the chair of the examination commission) will appoint an expert substitute.

(2) The first retake examination in a course with inherent examination character follows the examination modalities (i.e. either written or oral) outlined in the syllabus and substitutes 100% of the courses grade and therefore covers the material of the whole semester. The results of written examinations must be submitted by the lecturer to the Academic Coordinator no later than 5 workdays and Bachelor Theses no later than 10 workdays, respectively, after the examination took place.

(3) The second retake examination, i.e. the commission examination, can be held orally or in writing, or both in writing and orally (in this case, the respective partial performances each count for 50% of the overall grade). The form of the (second retake) is determined in advance by the lecturer of the respective course and the director of the study program. In the case of oral commission examinations, the committee shall consist of at least three persons (one chairperson and two examiners). Each member of the examination committee must be present during the entire duration of the examination; this obligation can, if required, also be fulfilled by the use of electronic media.

(4) As a rule, retake examinations (both first and 2<sup>nd</sup> (commission) retake examinations) in foreign languages contain oral and written components, counting 50% of the total grade each.

(5) If a commission retake examination has been assessed as “insufficient”, there is a one-time possibility to repeat the whole academic year. The director of the study program shall be informed of the repetition within a month following the announcement of the examination result(s) and he/she determines the examinations and courses to be taken as part of the repetition of the study year. The student may participate in courses and take examinations in the study year which is to be repeated. Failed examinations and courses shall be retaken in any case, while passed examinations and courses shall only be retaken upon the program director’s decision (see § 18 (4) FHG, as amended and completed).

(6) Students who were excluded from a study program due to a negative assessment of the last permissible repetition of an examination are excluded from a renewed admission to the same study program.

### Retake Examinations within online MBA/EMBA Continuing Higher Education Programs

(7) A missed or not successfully completed course’s final examination may be retaken twice (once as a retake and once as a commission examination (second retake)). Dates for course examinations and for second retake (commission) examinations are to be chosen by the students themselves; course examinations can be taken at any time within the respective semester.

(8) All course examinations and retake examinations within the online MBA/EMBA Continuing Higher Education program are (digital) written examinations (e.g. multiple choice, single choice, assignment, and other types of examination format). The first retake examination in a course with inherent examination character follows the examination modalities outlined in the syllabus and substitutes 100% of the courses grade and therefore covers the material of the whole semester. The results of (digital) written (retake) examinations must be submitted by the lecturer to the Academic Coordinator no later than 5 workdays after the examination date.

(9) If a commission retake examination has been assessed as “insufficient”, there is a one-time possibility to repeat the whole academic year. The director of the Continuing Higher Education program shall be informed of the repetition within a month following the announcement of the examination result(s) and he/she will determine the examinations and courses to be taken as part of the repetition of the study year. The Continuing Higher Education student may participate in courses and take examinations in the study year which is to be repeated. Failed examinations and courses shall be retaken in any case, while passed examinations and courses shall only be retaken upon the Continuing Higher Education program director’s decision (see § 18 (4) FHG, as amended and completed).

The student may participate in courses and take examinations in the study year which is to be repeated. Failed examinations and courses shall be retaken in any case, while passed examinations and courses shall only be retaken upon the Continuing Higher Education Program director’s decision (see § 18 (4) FHG, as amended and completed).

### Dates and Deadlines for Retake Examinations

#### Dates and Deadlines for Retake Examinations within Bachelor- and Master Programs

§7. (1) Dates and deadlines for retake examinations will be made available to the students at least two weeks before the examination date. The following rules apply:

- The first retake examination is to be taken within the first four weeks of the following semester.
- The possibly required 2<sup>nd</sup> retake (commission) examination is to be scheduled within four to six weeks following the first retake exam.

Exceptions to these rules are possible at the sole discretion of the director of studies.

(2) 2<sup>nd</sup> (commission) retakes in the semester immediately preceding the Professional Practical Training Semester (PPT) will be held earliest two weeks and latest one week before the commission Bachelor exam. Exceptions to these rules are possible in well-founded cases at the sole discretion of the director of studies.

### Dates and Deadlines for Retake Examinations within Online MBA/EMBA Continuing Higher Education Programs

(3) All course examinations and (commission) retake examinations within the framework of an online MBA/EMBA Continuing Higher Education program are (digital) written examinations and the dates can be freely chosen by the Continuing Higher Education students themselves.

(4) The (digital) commission MBA/EMBA Master examination and all retake Master examinations within the online MBA/EMBA Continuing Higher Education Program are intended as oral online examinations (e.g. Zoom) and are arranged individually between the Continuing Higher Education program's director and the Continuing Higher Education student.

### Proceedings of Examinations

§8. (1) The proceedings of oral examinations within Bachelor- and Master programs as well as online MBA/EMBA Continuing Higher Education programs are to be recorded by the examiner in writing. The protocol form will be prepared by the Academic Coordinator and must contain the following details:

- Name of the course
- Date, time, and duration of examination
- Examiner's name
- Student's name
- All examination questions (including supplementary questions)
- Grade basis/grounds for assessment of merit
- Possible special occurrences

(2) The chairperson of the oral examination committee of 2<sup>nd</sup> retake (commission) examinations must keep a written record of the exam. The protocol is prepared by the Academic Coordinator and must contain:

- Name of the course
- Date, time, and duration of examination
- Names of all members of the examination committee
- Student's name
- All examination questions (including supplementary questions)
- the grade and grounds for a negative examination result
- Possible special occurrences

(3) All oral 2<sup>nd</sup> retake (commission) examinations (Bachelor and Master) and final examinations (Bachelor- and Master programs as well as online MBA/EMBA Continuing Higher Education programs) shall be recorded and archived as audio protocols.

(4) The examination protocol of the oral 2<sup>nd</sup> retake examination within Bachelor- and Master programs as well as online MBA/EMBA Continuing Higher Education programs must be signed by all examiners and the chairperson of the examination committee. An electronic signature is considered sufficient. All documents will be archived along with all examination materials for at least one year following the release of the examination results.

- (5) Oral examinations are open for public attendance. The number of auditors is limited to the available audience space.
- (6) Both, oral and written examinations may be conducted digitally by the respective lecturer by agreement with the director of the study program.
- (7) On principle, oral and written examinations within online MBA/EMBA Continuing Higher Education programs are conducted digitally.
- (8) Students shall have the right to take the examination in a different format (e.g. digital), if they submit proof of a disability (in the sense of § 13 (2) FHG) that makes it impossible to take the examination in the prescribed format and if the different format does not impact subject contents and requirements of the examination (see § 13 (2) FHG, as amended and completed).

### Validity and Invalidity of Examinations

§ 9. (1) Examinations, papers and all other forms of merit can be announced as invalid if there is suspicion and/or proof that a student used unauthorized assistance during an exam, if the student is proven not to have followed the course lecturer's prescribed guidelines or the student committed academic malpractice (as specified in the LBS Academic Malpractice Policies). In any of these cases, the student may immediately be expelled from the exam.

(2) The validity/invalidity of examinations is decided by the lecturer in consultation with the director of studies resp. the director of Continuing Higher Education programs. A grade of "5" on the grade sheet stands for "insufficient" and will result in the loss of this opportunity to positively complete the respective course. The guidelines for examination retakes and for failed examinations also apply to invalid examinations.

### Failure to Take Examinations

#### Failure to Take Examinations within Bachelor- and Master Programs

§10. (1) Any failure to take an examination for courses of a final character without sufficient justification leads to the loss of the opportunity to take the examination. This applies accordingly to submission- or presentation dates/deadlines.

- (2) In order to avoid the loss of the opportunity to take an examination, applicants must apply to the director of the study program if there is a sufficient justification for the failure to take the exam.
- (3) The following are considered sufficient reasons for not taking an examination, although the final decision is always at the discretion of the director the study program: serious illness or accident of the candidate or death, serious illness or care of relatives in the first degree (parents, siblings, children) as well as of close relatives (spouses or life partners), the necessary care of children under the age of 12 living in the same household as well pregnancy, or birth of an own child during the period of legal maternity protection for mothers or within four weeks after the birth of their own child for fathers if they live in the same household with the child and the mother. The same applies, analogously, to same-sex partnerships and adoption. The occurrence of any such circumstances must be substantiated or proven without delay. If an examination is prematurely terminated, this must be noted in the examination protocol. If a sufficient reason for the premature termination is substantiated, this examination shall not be counted towards the total number of retakes. The decision shall be within the sole discretion of the director of the study program. If an examination date is missed due to one of the above-mentioned qualified reasons, the next attempt at the next possible examination date counts as the current attempt (e.g. second attempt as first attempt, third attempt as second attempt). If necessary, an additional third (commission) attempt will be organized in this case. No further alternative examination dates will be offered.



### Failure to Take Examinations within Online MBA/EMBA Continuing Higher Education Programs

- (4) Any failure to attend an agreed oral, digital examination date (e.g. Zoom) for courses with a final character or for the (digital) commission MBA/EMBA Master examination or retake of the (digital) commission MBA/EMBA Master examination without sufficient justification will result in the loss of an opportunity to take the examination. This applies, likewise, to submission- or presentation dates.
- (5) In order to avoid the loss of the opportunity to take an examination, applicants must apply to the director of the Continuing Higher Education program if there is a sufficient justification for the failure to take the exam.
- (6) The following are considered sufficient reasons for not taking an examination, although the final decision is always at the discretion of the director of the online MBA/EMBA Continuing Higher Education program: serious illness or accident of the candidate or death, serious illness or care of relatives in the first degree (parents, siblings, children) as well as of close relatives (spouses or life partners), the necessary care of children under the age of 12 living in the same household as well pregnancy, or birth of an own child during the period of legal maternity protection for mothers or within four weeks after the birth of their own child for fathers if they live in the same household with the child and the mother. The same applies, analogously, to same-sex partnerships and adoption. The occurrence of any such circumstances must be substantiated or proven without delay - in particular by submitting appropriate original documents. If an examination is prematurely terminated, this must be noted in the examination protocol. If a sufficient reason for the premature termination is substantiated, this examination shall not be counted towards the total number of retakes. The decision shall be within the sole discretion of the director of the Continuing Higher Education program. If an examination date is missed due to one of the above-mentioned qualified reasons, the next attempt at the next possible examination date counts as the current attempt (e.g. second attempt as first attempt, third attempt as second attempt). If necessary, an additional third (commission) attempt will be organized in this case. No further alternative examination dates will be offered.

### Legal Guidelines for Examinations

- §11. (1) Appeals against the results of an examination are not admissible.
- (2) If the manner in which an examination resulting in a negative assessment was conducted exhibits defects according to § 21 FHG, as amended and completed, the student has the right to submit a written petition (plausibly documenting the breach of guidelines) to the director of studies resp. the director of the online MBA/EMBA Continuing Higher Education program for grade cancellation within two weeks from the release of the examination results. If the examination was held by the director of the study program studies resp. the director of the online MBA/EMBA Continuing Higher Education program, the complaint shall be lodged with the LBS council. The student has the right to continue to take courses until a decision on the complaint has been made. Examinations that are annulled shall not be counted towards the permissible number of resits.
  - (3) If an assessment is annulled, all attending examiners shall be informed about the annulment.
  - (4) Supporting documentation for merit assessment (e.g. corrected/scored versions of written examinations, written examinations, and reports, or feedback on seminar papers and assignments) must be archived for at least six months following the publishing of the grades.
  - (5) Examination protocols are to be archived for at least one year following the publishing of the grades.

(6) The following examination data shall be preserved in a suitable form for at least 80 years:

- the titles of examinations or the topics of scientific theses or artistic submissions,
- the number of ECTS credits awarded,
- the grade,
- the names of the examiners or the assessors
- the date of the examination of the results, as well as
- the name and the matriculation number of the student.

## Transcript of Records

§ 12. (1) At the end of each semester a transcript of records containing all individual course grades for the previous semester will be issued. The formal specifications for a transcript of records are as follows:

- Name and identification number of the degree program resp. online MBA/EMBA Continuing Higher Education program
- Semester for which the transcript is being issued
- Student's first and last name
- Student's identification number and date of birth
- Course title and code
- Grade and ECTS credits for the course
- Date, institutional seal and signature of the director of studies resp. the director of the online MBA/EMBA Continuing Higher Education program

(2) Certificates are stored in the electronic student file for students to download.

(3) In addition, grades for individual courses and ECTS credits will be recorded in transcripts, which are accessible either by self administration or by download from the LBS Intranet (Community). The courses attended and the examinations passed are attested to the students in writing in any case when leaving the university of applied sciences study program, either due to successful finishing of the studies resp. Continuing Higher Education program or dropout.

(4) Transcripts of records are strictly issued in the language of instruction of the UAS program resp. the Continuing Higher Education program.

## Interruption of Studies

§13. (1) An interruption of studies can be applied for from the director of the study program resp. the director of the online MBA/EMBA Continuing Higher Education program. The reasons for the interruption and the intended continuation of studies must be proven or substantiated. The decision on the application must take into consideration any compelling personal, health or professional reasons (see § 14 FHG, as amended and completed).

(2) In any case, the completion of military or civilian service, pregnancy and the care of children under the age of 12 living in the same household constitute sufficient grounds for the interruption of studies. Any other circumstances or events of a comparable significance shall also be considered as sufficient reasons for an interruption of studies. This includes, for example, long-term illness or family reasons.

(3) No examinations may be taken during the interruption and no Bachelor or Master Theses resp. the MBA/EMBA Master Thesis may be assessed. Internships completed during the period of the interruption cannot be counted towards the successful completion of studies.

- (4) Students may apply for a minimum interruption term of one semester and a maximum interruption term of two semesters. During this period, any admission to studies remains valid and all service facilities of the Lauder Business School can be used. The corresponding payments (tuition fee, program fee, fees to the Austrian student union) are to be paid in full.
- (5) The decision whether to approve the interruption of studies lies within the sole discretion of the director of the study program resp. the director of the online MBA/EMBA Continuing Higher Education program. Appeals against a negative decision on the interruption of an academic year can be raised with council of the University of Applied Sciences within eight weeks of notification of the negative result.
- (6) The application for interruption or repetition includes the determination that the student is subject to any possible change of the study plan or any discontinuation of the studies resp. Continuing Higher Education programs and that he or she cannot derive any legal claim to the continuation of his or her education in the originally agreed form. The Lauder Business School does not guarantee that the student can continue his or her studies immediately after the interruption.

## Theses and Commission Examinations

### Bachelor Thesis and Commission Bachelor Examination

§14. (1) The Bachelor program “International Business Administration” comprises of one Bachelor Thesis. This paper should be relevant to the degree program and should demonstrate the student’s ability to independently treat a topic relevant to his/her career or education while adhering to academic standards and methods (cf. *LBS Scientific Standards*, available for download on the LBS Intranet (Community)). The paper should be substantive and completed in a timely manner (deadlines to be announced on the LBS Intranet).

- (2) The Bachelor Thesis must be written in the fifth semester. The mandatory timeframe for the Bachelor Thesis must be adhered to (the exact dates will be announced on the LBS Intranet (Community) and the LBS Academic Policies at the beginning of the respective semester). The deadline for merit assessment is 10 workdays.
- (3) The general regulations for merit assessment and retake examinations apply also for the Bachelor Thesis.
- (4) The requirements to be admitted to the commission Bachelor examination are:
  - a positive assessment of the Bachelor Thesis
  - a positive grade in all courses of the 5th semester and
  - a successful (positive) completion of the Professional Practical Training Semester.
- (5) The Bachelor Examination is a commission examination in front of an expert examination committee of at least 3 people and can also take place digitally if necessary (e.g. Zoom). The entire examination committee is present for the entire duration of the (virtual, if necessary) examination and reaches a decision by collegial resolution. The Chairperson of the examination committee must keep a written and/or audio protocol of the exam.
- (6) The commission Bachelor examination is a comprehensive exam, i.e. an oral examination with the following parts:
  - a) a discussion of the Bachelor Theses
  - b) and its cross-links to the relevant courses of the program’s curriculum

(7) The evaluation of the commission Bachelor examination adheres to the following criteria for merit assessment:

<b>Insufficient</b>	not passing the examination (one or more components of the exam)
<b>Pass</b>	minimum passing grade in all examination components
<b>Pass with merit</b>	average grade $\leq 1.5$
<b>Pass with distinction</b>	average grade $\leq 1.25$

(8) An “insufficient” or not graded commission Bachelor examination may be retaken twice.

(9) Failing to appear at the scheduled time for an examination without acknowledged written grounds will result in the loss of this opportunity to positively complete the respective commission Bachelor Examination. The decision on the suitability of grounds for failing to appear rests solely with the director of studies.

(10) The student must be informed regarding the criteria for assessment in advance and the results of the commission Bachelor examination following the completion of the exam.

### Master Thesis and Commission Master Examination

§ 15. (1) The approval of the Thesis is a prerequisite to participate in the commission Master Examination.

(2) In the course of the Master Thesis, the student must independently devise and answer a research question, which addresses either a conceptual issue relevant on an institutional level or a topic relevant to business. The student should thus demonstrate that he/she is capable of carrying out tasks relevant to the chosen career or field within the degree program as well as of reflecting on contemporary research and of addressing practical concerns within the relevant academic field.

(3) A group of students may collaborate on a project. However, arising from the project each collaborator has to hand in an individual Master Thesis comprising an individual part of at least 85% and a common part of maximum 15%, which has to be in compliance with all stated requirements in the sense of § 19 (1) FGH, as amended and completed.

(4) The timeframe for topic approval and scope of work are to be structured in a way that the course of study can be completed at the earliest possible date of the Master exam.

(5) The Master Thesis must be composed in English. If the Thesis is commissioned by a partner firm, the director of studies may agree on a language other than English, given that the Thesis can be assessed and the commission Master Examination can be held in accordance with this examination regulation.

(6) Professors and part-time lecturers in the Master program are available for Master Thesis supervision during the Thesis-writing process. Final approval of the topic follows a consultation with the director of studies and his/her approval.

(7) The Master Thesis Policies and Master Thesis Roadmap describe the processes, responsibilities regarding selection of supervisors, topic selection, writing and submission of proposals and Master Theses as well as their approval. The Master Thesis Policies in their relevant version are available for download in the LBS Academic Policies on the LBS Intranet (Community).

(8) The dates and deadlines detailed in the *Master Thesis Roadmap* published on the LBS Intranet are compulsory for all degree candidates. The *Master Thesis Roadmap* published at the beginning of the third semester contains all relevant regulations, dates and deadlines regarding the Master Thesis and commission Master Examinations. On principle Master Theses have to be submitted to the Academic Coordinator at least 60 days prior to the first day of the commission Master examination.

(9) Master Thesis supervisors must submit their decision regarding approval or non-approval of the Thesis latest on a set deadline within four weeks following the Thesis submission deadline.

(10) The evaluation of the Master Thesis is to be performed by the supervising lecturer and an independent reviewer using a Master Thesis evaluation template. The approval of the Master Thesis shall be published by mail and on the LBS intranet (Community). An unapproved (negatively assessed) Thesis can be revised and resubmitted for re-evaluation only once and that within an established timeframe (before the second date of the commission Master examination). In such a case, a change of topic is not permitted.

(11) In case the work is unapproved for a second time a new topic has to be chosen by the student. The student is also free to select another Master Thesis supervisor in this case. This work needs to be handed in for evaluation at the proximate submission date.

(12) If the Master Thesis has not been submitted by the student until the respective deadline, this opportunity to hand in the work will be lost. Each student has maximum three opportunities to hand in a Master Thesis.

(13) Before submission of the Master Thesis, the candidate is authorized, by filling in a written form (cf. Master Thesis Policies), to restrict access to third parties for a maximum of five years.

(14) The commission Master examination, which completes the course of study at the University of Applied Sciences, is a comprehensive exam. It is comprised of a Master Thesis and an oral commission exam. The approval of the Thesis is a prerequisite to participate in the commission Master examination. The dates for the commission Master exams will be announced in the Master Thesis Roadmap published on the LBS Intranet (Community).

(15) Authorization to proceed with the commission part of the Master examination is contingent on fulfilment of all prerequisites described in the curriculum, on passing all courses described in the curriculum, and on the writing and approval of the Master Thesis.

(16) Students must be notified in due time of their authorization to proceed with the commission part of the Master examination and the dates/schedule of the commission Master examination by mail and on the LBS Intranet (Community).

(17) The commission Master examination takes place in front of an expert examination committee of a minimum of three people. The entire committee is present for the entire duration of the examination and reaches a decision by collegial resolution.

(18) The commission Master examination consists of the following parts:

- a) presentation of the Master Thesis,
- b) defense of the Thesis and an examination discussion, which explores intersections between the Thesis and relevant subjects from the curriculum and
- c) an examination discussion about other relevant topics of the degree program.

(19) The evaluation of the commission Master exam as a comprehensive examination comprises the grade of the Master Thesis and the grade of the commission examination and adheres to the following criteria for merit assessment:

- Insufficient: not passing the examination (one or more components of the exam)
- Pass: minimum passing grade in all examination components
- Pass with merit: average grade  $\leq 1.5$
- Pass with distinction: average grade  $\leq 1.25$

(20) An “insufficient” or not graded commission Master examination may be retaken twice.

(21) Failing to appear at the scheduled time for an examination without acknowledged written grounds will result in the loss of this opportunity to positively complete the respective commission Master examination. The decision on the suitability of grounds for failing to appear rests solely with the director of studies.

(22) The student must be informed regarding the criteria for assessment in advance and the results of the commission Master examination following the completion of the exam.

(23) This examination regulation in its actual version applies also to students of international partner universities.

### MBA/EMBA Master Thesis and (Digital) Commission MBA/EMBA Master Examination

(24) The approval of the MBA/EMBA Thesis is a prerequisite to participation in the commission MBA/EMBA Examination.

(25) In the course of the MBA/EMBA Master Thesis, the student must independently devise and answer a research question, which addresses either a conceptual issue relevant on an institutional level, or a topic relevant to business. The student should thus demonstrate that he/she is capable of carrying out tasks relevant to the chosen career or field within the Continuing Higher Education program as well as of reflecting on contemporary research and of addressing practical concerns within the relevant academic field.

(26) A group of students may collaborate on a project. However, arising from the project each collaborator has to hand in an individual MBA/EMBA Master Thesis comprising an individual part of at least 85% and a common part of maximum 15%, which has to be in compliance with all stated requirements in the sense of § 19 (1) FGH, as amended and completed.

(27) The timeframe for topic approval and scope of work are to be structured in a way that the online MBA/EMBA Continuing Higher Education program can be completed at the earliest possible date of the MB/EMBA Master exam.

(28) The MBA/EMBA Master Thesis must be composed in English. If the thesis is commissioned by a partner firm, the director of the online MBA/EMBA Continuing Higher Education program may agree on a language other than English, given that the thesis can be assessed and the (digital) commission MBA/EMBA Master examination can be held in accordance with this examination regulation.

(29) Professors, full-time lecturers resp. a selection of part-time lecturers from the online MBA/EMBA Continuing Higher Education program are available for academic supervision during the preparation of the MBA/EMBA Master Thesis. The students choose a subject area, with the final decision on the topic being made by the director of the online MBA/EMBA Continuing Higher Education program. The students are assigned an appropriate supervisor with whom a date for submitting the MBA/EMBA Master Thesis is agreed.

- (30) The MBA/EMBA Master Thesis Policies and MBA/EMBA Master Thesis Roadmap describe the processes, responsibilities regarding assignment of supervisors, topic selection, writing and submission of proposals and Master Theses as well as their approval. The MBA/EMBA Master Thesis Policies and MBA/EMBA Master Thesis Roadmap in their relevant version are available for download in the LBS Academic Policies on the LBS Intranet (Community).
- (31) MBA/EMBA Master Thesis supervisors must submit their decision regarding approval or non-approval of the Thesis latest on a set deadline within four weeks following the thesis submission deadline.
- (32) The MBA/EMBA Master Thesis is assessed by the lecturer using a MBA/EMBA Master Thesis evaluation template. The approval of the MBA/EMBA Master Thesis shall be published by mail and on the LBS intranet (Community). An unapproved (negatively assessed) thesis can be revised and resubmitted for re-evaluation only once and that within an established timeframe (before the second date of the (digital) commission MBA/EMBA Master examination). In such a case, a change of topic is not permitted.
- (33) In case the work is unapproved for a second time (insufficient), the student must choose a new topic following a change of the assigned supervisor. A new date for the assessment shall be agreed with the new supervisor.
- (34) If the MBA/EMBA Master Thesis has not been submitted by the student for assessment on the date agreed with the supervisor, this opportunity to hand in the work will be lost. Each student has maximum of three opportunities to hand in the MBA/EMBA Master Thesis.
- (35) Before submission of the MBA/EMBA Master Thesis, the candidate is authorized, by filling in a written form (cf. Master Thesis Policies), to restrict access to third parties for a maximum of five years.
- (36) The (digital) commission MBA/EMBA Master examination, which completes the MBA/ENBA Continuing Higher Education program, is a comprehensive exam. It is comprised of a MBA/EMBA Master Thesis and a final (digital) commission examination. The approval of the MBA/EMBA Master Thesis is a prerequisite to participate in the (digital) commission MBA/EMBA Master examination. The dates for the (digital) commission MBA/EMBA Master exams are agreed individually with each student and communicated in writing (digitally).
- (37) Authorization to proceed with the commission part of the (digital) commission MBA/EMBA Master examination is contingent on fulfilment of all prerequisites described in the curriculum, on passing all courses described in the curriculum, and on the writing and approval of the MBA/EMBA Master Thesis.
- (38) Students must be notified in due time of their authorization to proceed with the commission part of the Master examination and the dates/schedule of the (digital) commission MBA/EMBA Master examination by mail.
- (39) The (digital) commission MBA/EMBA Master examination takes place digitally (e.g. Zoom) in front of an expert examination committee of a minimum of three people. The entire committee is (virtually) present for the entire duration of the examination and reaches a decision by collegial resolution.
- (40) The (digital) commission MBA/EMBA Master examination consists of the following parts:
- a) presentation of the MBA/EMBA Master Thesis,
  - b) defense of the Thesis and an examination discussion, which explores intersections between the Thesis and relevant subjects from the curriculum and
  - c) an examination discussion about other relevant topics of the Continuing Higher Education program.

(41) The evaluation of the (digital) commission MBA/EMBA Master exam as a comprehensive examination comprises the grade of the MBA/EMBA Master Thesis and the grade of the (digital) MBA/EMBA commission examination and adheres to the following criteria for merit assessment:

- Insufficient: not passing the examination (one or more components of the exam)
- Pass: minimum passing grade in all examination components
- Pass with merit: average grade  $\leq 1.5$
- Pass with distinction: average grade  $\leq 1.25$

(42) An “insufficient” or not graded (digital) commission MBA/EMBA Master examination may be retaken twice.

(43) Failing to appear at the scheduled time for a (digital) commission MBA/EMBA Master examination without acknowledged written grounds will result in the loss of this opportunity to positively complete the respective (digital) commission MBA/EMBA Master examination. The decision on the suitability of grounds for failing to appear rests solely with the director of the Continuing Higher Education program.

(44) The Continuing Higher Education student must be informed regarding the criteria for assessments in advance and the results of the (digital) commission MBA/EMBA Master examination following the completion of the exam.

## Delay in the Length of Studies

### Delay in the Length of Studies within Bachelor- and Master Programs

§ 16. (1) Due to the organizational structure of the degree program of the University of Applied Sciences and its curricular structure, examinations and final papers within Bachelor- and Master programs must be taken or submitted by the deadlines stipulated for the degree program. This includes reasons such as withdrawal at the student's own request, exclusion from the studies due to a violation of the LBS house rules and/or legal provisions or exclusion from the studies due to a failed 2<sup>nd</sup> retake examination or commission examination resp. final examination.

- Examinations in courses and final papers: No later than 1 semester after the first possible examination- or submission date
- Bachelor/Master final examinations: No later than 3 semesters after the first possible examination date

(2) If the standard period of studies (Bachelor: 6 semesters and Master: 4 semesters) is exceeded, the students are obliged to make the corresponding payments (tuition fee, student union fee, accident insurance) in full.

(3) If these deadlines expire without success, the student shall automatically be terminated from the study program.

### Delay in the Length of Studies within Online MBA/EMBA Continuing Higher Education Programs

(4) Students are obliged to pay the full program fee even when quitting the Continuing Higher Education program prematurely. This includes reasons such as quitting at the Continuing Higher Education student's own request, being excluded from the program due to a violation of the LBS house rules and/or legal provisions, or being excluded from the program due to failing a second retake examination or a (digital) commission MBA/EMBA Master examination.



### Recognition of Proven Knowledge, Qualifications and Competences

§ 17 (1) With regard to the recognition of proven knowledge, the principle of course-related recognition or module-related recognition applies to the Bachelor and Master programs as well as to the online MBA/EMBA Continuing Higher Education programs. The equivalence of the acquired knowledge with the requirement profile in terms of content and scope of the courses or modules to be waived at LBS must be determined by the relevant director of studies resp. director of Continuing Higher Education program upon application by the student. If equivalence is determined, successfully completed examinations must be recognized by the relevant director of studies resp. director of Continuing Higher Education program. A knowledge check is not provided for in these cases (see Section 12 (1) FHG as amended).

(2) Specific knowledge or experience from professional practice, qualifications and skills must be considered in relation to the recognition of courses, modules or the professional internship. The equivalence of the acquired experience, qualifications and skills with the requirements profile in terms of content and scope of the courses or modules to be waived at LBS is determined upon written application by the student to the relevant director of studies resp. director of Continuing Higher Education program (cf. section 12 (2) FHG as amended).

(3) Specific knowledge or experience within and outside of professional practice, qualifications and skills are considered in relation to the recognition of courses, modules or the professional internship (see § 12 (2) and (4) FHG as amended). For recognition of specific knowledge or experience within and outside of professional practice, qualifications and skills, a written application from the student to the relevant director of studies resp. director of Continuing Higher Education program is required, which includes at least the following evidence:

- Information about the company in which the qualifications and skills as well as specific knowledge or experience were acquired within and outside of professional practice (e.g. certificates and/or certificates with corresponding transcripts/data copies, excerpt from the commercial register, trade register excerpt, official confirmations, etc.)
- Evidence of the acquisition of the qualifications and skills as well as specific knowledge or experience within and outside of professional practice (e.g. social security certificates, certificates of service, job descriptions including the company/institution's stamp, etc.)
- Information about the qualifications and skills as well as specific knowledge or experience within and outside of professional practice (transcripts/data copies of course content/module content, certificates of service with comprehensive job descriptions, other/additional job certificates such as job descriptions, etc.)

(4) The validation of qualifications and competencies as well as specific knowledge or experience within and outside of professional practice is established by the relevant director of studies resp. director of Continuing Higher Education program by comparing the contents of the courses and/or internships to which the recognition refers. Each validation is established individually and includes, in particular, a review of the

- completeness, correctness and appropriateness of the evidence submitted and the
- fulfillment of the prerequisites resp. achievement of the requirements for recognition of the respective internships, courses and/or modules at LBS.

(5) The applicant will be informed about the result of the validation in writing within 10 workdays of receipt of the written application. If the submitted evidence is not correct, appropriate or complete for successful validation, the applicant will be informed in writing and the validation period of 10 workdays will start over once the additional/missing submissions are received. If necessary, a personal/virtual meeting (e.g. via Zoom), which will be requested in writing by LBS, may be required additionally to clarify individual questions.

(6) LBS can recognize completed examinations in accordance with § 78 (1) no. 2 b and c Universities Act 2002 – UG as amended and completed, up to a maximum of 60 ECTS as well as professional or non-professional qualifications up to a maximum of 60 ECTS. These recognitions are permissible up to a maximum of 90 ECTS credits in total (see § 12 (3) FHG as amended and completed).

**This document is a convenience translation of the „Studienrechtliche Bestimmungen und Prüfungsordnung der Lauder Business School“ which constitutes an integral part of the Statute of the Lauder Business School. Any and all disputes arising from or in connection with the examination regulation will resort to the „Studienrechtliche Bestimmungen und Prüfungsordnung der Lauder Business School“ in the last valid version as amended and completed, in German language.**