

**Student Regulations
Haute école de gestion de Genève
concerning HES-SO Bachelor degree programs in the Faculty :
School of Management**

The HES-SO – University of Applied Sciences and Arts Western Switzerland - Geneva board of directors,

in regard to the federal law on Universities of applied sciences and arts (LHES) of the 6th of October 1995 (status as of the 1st of January 2013) ;

in regard to the intercantonal convention on the University of Applied Sciences and Arts Western Switzerland of the 26th of May 2011 ;

in regard to the regulations on admissions to HES-SO Bachelor degree programs of the 15th of December 2015 ;

in regard to the regulations on admissions to Bachelor degree programs in Business Administration, Tourism, Business Information Systems, Information Studies, Economic Law and International Business Management in the HES-SO School of Management of the 12th of July 2016 ;

in regard to framework directives relating to core programs (Bachelor's and Master's) in the HES-SO of the 1st of September 2011 ;

in regard to the regulations for HES-SO core programs (Bachelor's and Master's) of the 15th of September 2014 and degree program regulations ;

in regard to the legislation on public education of the 17th of September 2015 ;

in regard to the cantonal legislation on the University of Applied Sciences and Arts Western Switzerland - Geneva of the 29th of August 2013 ;

in regard to the organizational regulations for the HES-SO (RO) Genève of the 10th of December 2013 ;

in regard to the regulations on complaints and recourse procedures in study relations (RRR) of the 25th of March 2014 ;

in regard to the directive : HES-SO University of Applied Sciences and Arts Western Switzerland – Geneva, unimpeded, of the 26th of April 2016 ;

shall decide :

Introduction

The present regulations supplement and specify the intercantonal Convention on the University of Applied Sciences and Arts Western Switzerland of the 26th of May, the HES-SO regulations and directives, the legislation on the University of Applied Sciences and Arts Western Switzerland - Geneva of the 29th of August 2013, the organizational regulations of the 10th of December 2013 and the regulation on complaints and recourse procedures in study relations (RRR) of the 25th of March 2014.

For the purpose of this regulation, any designation of a person, status or function is valid equally for a man or a woman.

Chapter 1 General provisions

Art. 1 Titles

The School of Management (hereinafter E&S) prepares students to obtain the following protected titles :

Bachelor of Science HES (BSc) in Business Administration,
Bachelor of Science HES (BSc) in Business Information Systems,
Bachelor of Science HES (BSc) in Information Studies,
Bachelor of Science HES (BSc) in International Business Management.

Art. 2 Admission

¹ The E&S faculty degree programs are available to candidates who meet the admission requirements set out by federal, intercantonal and cantonal legislations.

² Special admissions will be treated in accordance with the current HES-SO legislation.

Art. 3 Obtaining a Bachelor's degree and credits

To obtain one of the titles described in Article 1, a student must acquire a minimum of 180 ECTS (European Credit Transfer System) credits. This includes the bachelor thesis.

Chapter 2 Organization and duration of studies

Art. 4 Format of studies

¹ Depending on the degree program, studies can be undertaken full time, part-time or in employment. The format of the studies is indicated in the student registration.

² Studies are organized in a modular format. In principle, a module is a structured combination of teaching and learning units (course units) to reach defined pedagogical objectives.

³ In principle, the module duration is one semester.

⁴ Course units have different structures (lectures, frontal and participative classes, distance learning, tutorials, seminars, workshops, etc.). The format of the course unit is specified in each module description.

Art. 5 *Study plan*

¹ Every academic year, a study plan is drawn up for each degree program. The study plan specifies the number and nature of the modules and course units, and the credits attributed to each module.

² The study plan is organized by semester of studies.

³ A bachelor thesis concludes the program and is an integral part of the studies.

Art. 6 *Academic year*

¹ In general, the academic year begins in accordance with the current regulations at the HES-SO and consists of two 16-week semesters. It is completed with periods dedicated to company internships, language stays, block courses or other pedagogical activities associated with modular training programs.

² The time necessary for module evaluations is included either in the two regular semesters, or in the block courses for work study. The remedial exams may be organized outside of the semester of studies.

Art. 7 *Holidays*

Holiday periods and periods of leave are set and communicated annually.

Art. 8 *Duration of studies*

¹ The minimum duration of studies, bachelor thesis included and starting from the student's matriculation in a degree program, is 6 semesters for full time studies, and 8 semesters in employment and part time studies respectively.

² The maximum duration of studies, bachelor thesis included, cannot exceed 10 semesters for full time students and 12 semesters for students in employment and part-time students dated from the student's registration to the degree program.

³ These deadlines may be extended when there is an interruption of studies in accordance with Article 14 of the present regulations.

⁴ Exemptions from the maximum duration of studies are decided by the board of directors, which assesses the reasons given in the student's written request.

Art. 9 *Registration to modules - Obligations*

¹ Unless a special waiver is granted by the board of directors at the beginning of each semester of studies, the student is registered for the set of mandatory modules available to him and that are necessary for pursuing his studies.

² The student has the responsibility of registering for the elective modules presented in the study plan within the deadlines set by each department.

³ It is the student's obligation to attend the examinations for his or her registered modules.

⁴ Prerequisites may be set for certain modules.

Art. 10 *Module description*

¹ Each module is the subject of a description entitled « fiche module » (module sheet). This description details the number of credits attributed to the module, the module objectives, composition, content, methods of assessment and validation, any potential factor changes and prerequisites when applicable.

² The module description has regulatory value.

³ The module description is available to students at the start of the relevant module at the latest.

Art. 11 *Language of instruction*

¹ Within the E&S faculty's various degree programs at the Geneva School of Business Administration (HEG), as a general rule the languages of instruction are French and/or German and/or English.

Chapter 3 Rights and obligations relating to the progress of studies

Art. 12 *Attendance and absences (art. 80 RO)*

¹ Module attendance and participation in any activity included in the study plan is mandatory for all students.

² Absences for health reasons must be excused with a medical certificate from the 3rd day, students who fail to comply may otherwise face a penalty.

³ A medical certificate is valid for 30 days maximum.

⁴ Other absences lasting more than 3 days must be justified with a valid reason and, as soon as possible, be subject to an absence request with supporting documents for / in support of their request, or face a penalty.

⁵ In particular, illness, maternity or paternity leave, accidents, justified by a medical certificate, and the death of a first- or second-degree relative, military or civil service are considered valid grounds.

⁶ Specific provisions apply for host institutions.

⁷ Absences without justification or lateness are liable to penalties including definitive dismissal.

Art. 13 *Exemptions, equivalencies and exchanges, mobility*

¹ A student displaying prior knowledge or skills corresponding or equivalent to those taught in a module may, following the assessment of a written request, be eligible for a course exemption or equivalency.

² The exemption implies the possibility of following none or only part of a module, however attendance to module evaluations remains obligatory.

³ Requests for equivalencies must be handed in with the request for admission and are processed only upon admission. The equivalency results in the module validation (no grading) and awarding the corresponding credits.

⁴ Credits obtained in an exchange program are recognized by the board of directors on condition that the student participated in this exchange program with the school's prior agreement.

⁵ Subject to specific provisions, a minimum of 120 credits of the 180 required for the completion of a UAS Bachelor's program must be acquired through modules registered in the UAS schools' study plan.

Art. 14 *Leave (art. 81 RO)*

¹ Students who wish to interrupt their studies with the intention of later resuming them must submit a written request for leave to the head of department during the first 4 weeks of the semester at the latest. Special circumstances will be considered. The school board of directors will adjudicate on each case.

² The school board of directors can grant leave for a period of one semester or one year.

³ A granted leave is renewable. The total cumulative duration of leave cannot exceed two years.

⁴ ***Intercantonal provisions apply.***

Art. 15 *Discontinuation of studies (art. 82 RO)*

¹ Any student who abandons his studies will be exmatriculated.

² Depending on the timing of the student's decision, there are two possible outcomes :

- a) if the withdrawal is communicated to the school board of directors during the 4 first weeks of the semester at the latest, the semester is not counted in the duration of studies ;
- b) if the withdrawal is communicated after the 4 first weeks of the semester, the semester is accounted for and the student obtains the mark 1.0 in the semester exams.

³ Any student who does not register to courses or exams before the set deadline despite a formal notice being sent to the last known address shall be deemed to have abandoned his studies.

⁴ Special circumstances will be considered.

Art. 16 *Disciplinary sanctions (art. 86 RO)*

¹ Any student who does not comply with the regulations and the school, the host institution or external partners' directives or guidelines, whose unjustified absence has continued or who disrupts school life or the normal course of the teaching process with his behaviour is liable to the following disciplinary sanctions :

- a) a warning, issued by the head of department ;
- b) a temporary exclusion decided by the school board of directors ;

c) the exclusion from a degree program, and the faculty if the faculty directives stipulate this measure, delivered by the school board of directors upon notice by the faculty advisors.

² If applicable, the program may be suspended with immediate effect on an individual basis.

³ A sanction must be motivated and communicated in writing.

Chapter 4 Evaluation of knowledge and skills

Art. 17 Method of evaluation and validation

¹The methods for module evaluations, notably the form (exam, continuous assessment, seminar work, etc.), are specified in the module description documents.

² A module is validated and the student receives the corresponding credits provided all validation requirements are fulfilled. For each module in the study plan, these requirements are stated in the module description documents.

³ Unless otherwise expressly stated, exams take place without materials and outside assistance.

Art. 18 Grading scale for evaluations

¹ Evaluations of acquired knowledge and skills are denoted by grades, in principle rounded to the nearest tenth.

² The grading scale ranges from 1.0 (very poor, non-attendance or non-submission) to 6.0 (excellent).

Art. 19 Module acquisition

¹ Credits are acquired providing the validation of a module is assessed as at least sufficient (4.0 grade minimum).

² A transcript including the results and credits acquired is made available to students at the end of each semester.

³ The specific modules completed by students are detailed in the diploma supplement.

Art. 20 Module acquisition by remediation

Information Studies and Business Information Systems degree programs

¹ The student who obtains a grade between 3.5 and 3.9 for a module will be asked to sit a remediation exam that would allow him, if successful, to obtain a grade of 4.0 and acquire the corresponding credits. A single remediation exam is permitted per module.

² A student can voluntarily decline the remediation exam, which renders a module repetition obligatory.

International Business Management degree program

³ A student who obtains a grade between 3.5 and 3.9 for a module will be asked to sit a remediation exam. If successful, the grade of 4.0 will be indicated on the transcript, without a mention of remediation.

⁴ A student cannot voluntarily decline the remediation exam.

⁵ There is no remediation in a repetition of module.

Business Administration degree program

⁶ A student who obtains a grade between 3.5 and 3.9 for a module will be asked to sit a remediation exam. In this instance, the student transcript reports the effective grades (from 1.0 to 6.0) with a mention of remediation.

⁷ A student cannot voluntarily decline the remediation exam.

⁸ There is no remediation in a repetition of module.

Art. 21 *Repetition of module*

¹ A student who does not meet the conditions for obtaining the credits must repeat the module as soon as it is offered once more. In the case of an elective module, the student can either repeat it or choose another module approved by the school board of directors. Cases of modification to the study plan will be considered.

² Each module can be repeated only once. Modules abandoned will be regarded as a fail. Special circumstances will be considered.

Art. 22 *Impediment or interruption of evaluations*

¹ Examinations and other forms of evaluation are mandatory. Any unjustified absence to an evaluation and any work submitted after set deadlines will result in a grade of 1.0. A student unable to hand in work within set deadlines or attending an evaluation for a valid reason must immediately (48 hours maximum) alert the school, with supporting documentation. Special cases will be considered (art. 80 RO).

² A student with health problems who chooses to attend an evaluation is doing so at his own risk. In principle, he cannot obtain an annulment for the examination attended for health reasons.

³ In the event of an absence from an examination for a valid reason, the student is required to repeat the examination.

⁴ In the event of an absence from an evaluation other than an examination, it is the student's responsibility to contact the professor concerned in order to determine if and when a replacement assessment will take place.

⁵ Examinations and remediation exams take place when the examination is next offered.

⁶ Replacement continuous assessments must take place before the end of the semester according to the terms set by the professor. In the event that a student does not have continuous assessment grades for a module with no examination for valid reasons, the module is not validated and is considered as pending. It is the student's obligation to attend the continuous assessments for the module the next time the module is offered by the HEG.

Art. 23 *Valid reasons (art. 80 al.5 RO)*

Valid reasons include illness, pregnancy, maternity and paternity leave, accidents, justified by medical certificate, the death of a first- or second-degree relative and military or civil service.

Art. 24 *Fraud or plagiarism (art. 87 RO)*

¹ Plagiarism is regarded as a serious offence.

² Plagiarism or fraud (participating in or attempted) can lead to, depending on the gravity of the offence, the non-acquisition of the corresponding ECTS credits, exmatriculation, the refusal to issue the diploma or its cancellation and the individual may also be subject to disciplinary sanctions set in art. 86 RO.

³ Erroneous, incomplete or inaccurate information in an admissions file and any incomplete or falsified document may lead to non-admission of the candidate file and refusal of a new file, exmatriculation, refusal to issue the diploma or its cancellation.

Art. 25 *Right to be heard and access to files (art. 84 RO)*

¹ Any candidate or student has a right to be heard before any decision is reached against him. Decisions relating to examinations or evaluation of work and knowledge are exempt from this article.

² Any candidate or student has the right to consult the documents in his file forming the basis for a decision.

Chapter 5 Information Studies degree program**Art. 26 *Internship***

¹ One eight-week internship is mandatory. It generally takes place at the beginning of the 5th semester for full-time students and at the beginning of the 7th semester for part-time students.

² Internship guidelines set out the procedures for organizing the internship.

Chapter 6 *Complaints and appeals***Art. 27 *Complaints and appeals***

Complaint and appeal procedures are subject to the regulation on complaint and appeal procedures in study relations of the 25th of March 2014.

Chapter 7 Final and transitory provisions**Art. 28 *Transitory provisions***

The student regulations of the Haute école de gestion of the 15th September 2016 is repealed.

These regulations come into force on the 18th September 2017.