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# **Ordinance on the Executive Master of Business Administration (Executive MBA) Continuing Education Program at the Faculty of Business, Economics and Informatics of the University of Zurich**

(Dated 2 June 2021)

The Faculty Assembly has resolved the following:

## **I. Basic Principles**

### **§ 1. Object**

This Ordinance governs the delivery and organization of the Executive MBA continuing education program at the Faculty of Business, Economics and Informatics of the University of Zurich (Program). The Executive Committee issues rules governing the details.

### **§ 2. Governing Body and Title Conferred**

<sup>1</sup> Responsibility for the Program rests with the Faculty of Business, Economics and Informatics. The Program is delivered by Executive Education at the Faculty of Business, Economics and Informatics (Business Administration) in accordance with the Rules of Procedure for Executive Education at the Faculty of Business, Economics and Informatics of the University of Zurich (RP Executive Education) dated 9 December 2020.

<sup>2</sup> The Faculty of Business, Economics and Informatics confers the title of “Executive MBA” (EMBA UZH) upon successful completion of the Program.

### **§ 3. Program Objectives**

<sup>1</sup> The Program is a university-level continuing education program pursued in parallel with professional activities. Its aim is to convey the qualifications and skills required for overall business management. The Program is aimed at managers wishing to acquire an in-depth knowledge of all aspects of business management for their current or future role.

<sup>2</sup> The Program combines academic research and teaching with professional practice while fostering specialist, methodological and interpersonal skills.

#### § 4. Admission to the Program

<sup>1</sup> Admission is conditional upon a university degree and several years of management experience. In exceptional cases, individuals with comparable qualifications and several years of management experience may be admitted on the strength of their application documents. The Executive Committee may also make admission conditional upon a successful interview

<sup>2</sup> Participants who are to be admitted on the basis of comparable qualifications must prove in a written entrance examination that they have the fundamental capabilities required to pursue the Program. No ECTS credits are earned from the entrance examination.

<sup>3</sup> A maximum of 50 participants are admitted per Program. Participants matriculate (register) at the Faculty of Business, Economics and Informatics.

<sup>4</sup> Individual modules or parts of modules may be opened up to other specialists. Attendance at individual modules does not culminate in a degree.

<sup>5</sup> There is no general entitlement to be admitted to the Program.

## II. Organization

#### § 5. Faculty of Business, Economics and Informatics

The Faculty of Business, Economics and Informatics oversees the Program. The Program is subject to the general quality requirements stipulated by the University of Zurich.

#### § 6. Bodies, Committees and Roles

(Governing) bodies, committees and roles are governed by the RP Executive Education dated 9 December 2020.

#### § 7. Teaching Staff

<sup>1</sup> The teaching staff consists of instructors from the University of Zurich and other higher education institutions, as well as further specialists. The core elements of the Program will be taught primarily by instructors from the University of Zurich. The teaching staff is selected to ensure that the subject matter taught is related to research at the University of Zurich.

<sup>2</sup> The teaching staff is remunerated separately for services rendered.

<sup>3</sup> Instructors at the University of Zurich are neither entitled nor obliged to teach under the Program.

### **III. Modules and ECTS Credits**

#### **§ 8. Modules**

The subject matter is structured thematically and chronologically into modules that are held in German and English. The content and goals of the modules are described in the Program prospectus. The Executive Committee may decide to deliver parts of the Program at universities in Switzerland or abroad.

#### **§ 9. European Credit Transfer System**

<sup>1</sup> Academic achievement is assessed in accordance with the European Credit Transfer System (ECTS). ECTS credits are awarded, in whole numbers, for passed modules. One ECTS credit is equivalent to 30 hours of work.

<sup>2</sup> Participants must pass a predefined assessment to be awarded ECTS credits. No ECTS credits are awarded for simply attending a module.

<sup>3</sup> The number of ECTS credits assigned to a module is always awarded in its entirety; partial credit is not awarded.

<sup>4</sup> On request, the Executive Committee may decide to transfer a maximum of 16 ECTS credits to the EMBA from an equivalent program at a university in Switzerland or abroad.

<sup>5</sup> Only ECTS credits will be transferred, not grades.

### **IV. Assessments**

#### **§ 10. Official Assessments**

<sup>1</sup> A module is deemed passed when the associated assessment has been completed successfully. An assessment may be:

- a. An oral or written examination on the content of a module
- b. A presentation as part of a module
- c. Written work as part of a module
- d. Case studies

<sup>2</sup> The type of assessment in each case is decided by the Program Manager in consultation with the instructors responsible.

<sup>3</sup> Written work must be submitted electronically. The work may be reviewed using appropriate plagiarism detection software.

<sup>4</sup> As a rule, assessments are graded by the instructors who have held the corresponding courses.

<sup>5</sup> Failed assessments may be retaken once, no later than twelve months after the participant has been notified in writing of that failed assignment.

<sup>6</sup> Passed assessments cannot be retaken.

#### § 11. Inability to Attend, Incomplete Assessment, Unexcused Absence

<sup>1</sup> The Program Manager must be notified of any compelling, unforeseeable or unavoidable event occurring prior to an assessment that prevents the participant taking that assessment.

<sup>2</sup> If such an event occurs directly prior to or during an assessment, the participant must report it to the Program Manager, the person responsible for the assessment or the proctor.

<sup>3</sup> In principle it is not possible retrospectively to claim grounds for being unable to do an assessment that relate to an assessment that has already been completed.

#### § 12. Procedures in Case of Inability to Attend, Incomplete Assessment, Unexcused Absence

<sup>1</sup> In all cases, a written request stating the reasons for canceling an assessment must be submitted to the Program Manager no later than five working days after the assessment date/deadline, accompanied by the corresponding confirmations (e.g. a doctor's note).

<sup>2</sup> In the case of assessments that take place over a longer period of time (especially theses), an extension request may be submitted prior to the deadline for the assessment.

<sup>3</sup> The Program Manager decides whether to authorize the request. In case of doubt, they may bring in a physician of their choice. If the request is denied, the assessment is deemed failed.

<sup>4</sup> The assessment is deemed failed if a participant is absent unexcused from an assessment, or if they do not submit their request before the deadline.

### § 13. Evaluation of Academic Achievement

<sup>1</sup> Assessments are generally awarded grades. Ungraded assessments are marked Pass or Fail.

<sup>2</sup> Grades for assessments are given on a scale of one to six. The highest grade is six, the lowest one. Only half-grades are permitted. Grades lower than four are failing grades.

<sup>3</sup> The degree is awarded a weighted overall grade. Graded modules are included in the weighted overall grade in accordance with the weighting of their ECTS credits. The weighted overall grade is calculated exactly, with the results rounded to the nearest decimal.

<sup>4</sup> To calculate the overall grade, at least 50% of the ECTS credits must come from graded modules.

### § 14. Academic Misconduct

<sup>1</sup> Academic misconduct is constituted by fraudulent or dishonest action. This particularly includes bringing or using unauthorized aids, unauthorized communication with third parties, and the submission of plagiarized work or a written examination/paper that has not been completed independently by the participant submitting it.

<sup>2</sup> In cases of academic misconduct as defined in subparagraph 1, the Executive Committee will rule an assessment as failed and declare any issued transcript of records null and void. Degrees already conferred will be revoked by the Faculty of Business, Economics and Informatics. All documents and diplomas issued after the act of academic misconduct must be returned.

<sup>3</sup> In such cases, the Executive Committee decides on whether to initiate disciplinary proceedings.

## V. Title

### § 15. Executive MBA (EMBA UZH)

<sup>1</sup> The Program comprises 70 to 110 days of instruction over the course of three semesters as a rule.

<sup>2</sup> The EMBA UZH title is awarded if at least 80 ECTS credits have been earned, the final thesis has been passed, and fees have been paid in full.

<sup>3</sup> Participants who are not awarded the EMBA UZH title receive a confirmation of their academic achievement.

### § 16. Final Thesis

<sup>1</sup> Participants must write a final thesis worth 15 ECTS credits.

<sup>2</sup> The final thesis generally consists of an academic treatment of a topic in the business and economics field.

<sup>3</sup> As a rule, the final thesis is completed in a group of up to three participants. Each member of the group receives the same grade.

<sup>4</sup> The final thesis is either approved or deemed unsatisfactory; in the latter case, the thesis may be revised once within a maximum of one month. If the thesis is again deemed to be unsatisfactory, it is definitively rejected.

<sup>5</sup> The final thesis must be submitted additionally in electronic form. It may be reviewed using appropriate plagiarism detection software.

<sup>6</sup> The final thesis is generally supervised and graded by an instructor.

## **VI. Funding**

### § 17. Fees

<sup>1</sup> The Program must be run at cost. To ensure at-cost operations, the Executive Committee establishes a minimum number of participants.

<sup>2</sup> The costs must be met by the participants, including those taking part in individual modules or part-modules, as well as by any third-party funding.

<sup>3</sup> The Executive Committee determines the fees. These are between CHF 65,000 and CHF 100,000.

<sup>4</sup> The Executive Committee determines the fees for attending individual modules or part-modules within the Program.

<sup>5</sup> Fees may be fully or partially waived on application to the Executive Committee.

<sup>6</sup> Participants are not entitled to a reduction in fees if a partial dispensation has been approved owing to a transfer of credits from an equivalent program at a university in Switzerland or abroad.

<sup>7</sup> The fees essentially cover all of the fees for the program. They do not include the teaching materials supplied during the Program, or the participants' accommodation, travel, or meals costs.

<sup>8</sup> Accounting is governed by the Finance Regulations of the University of Zurich dated 16 November 2009 and the Framework Ordinance for Continuing Education at the University of Zurich dated 24 August 2020, as well as the corresponding implementation provisions.

## § 18. Withdrawal Prior to the Start of the Program and Early Termination

<sup>1</sup> Participants may withdraw from the Program or from individual modules or part-modules at no cost before the application deadline.

<sup>2</sup> Withdrawals after the application deadline are generally subject to the payment of all program fees. If a substitute can be found for the person who has withdrawn, only a processing fee of CHF 300 (for withdrawal from the program) or CHF 50 (for withdrawal from individual modules or part-modules) is owed.

<sup>3</sup> If a participant is excluded from the Program, breaks off their studies, or decides of their own volition not to participate in the Program at all, they are generally not entitled to have their fees refunded.

<sup>4</sup> Cases of hardship are decided by the Executive Committee.

## **VII. Legal Recourse**

### § 19. Legal Recourse

<sup>1</sup> New assessment results entered in a transcript of records, and all other legal orders, are subject to appeal to the Executive Committee. The appeal must be made in writing within 30 days of receipt of the transcript of records or the legal order, stating the petition and grounds. This appeal decision is subject to further appeal.

<sup>2</sup> The Appeals Commission of the Higher Education Institutions of the Canton of Zurich is competent to rule on such appeals.

## **VIII. Transitional and Final Provisions**

### § 20. Repeal of Previous Legislation

The Ordinance on the Executive Master of Business Administration (Executive MBA) Continuing Education Degree Program at the Faculty of Business, Economics and Informatics of the University of Zurich, dated 23 May 2016, is repealed effective 1 August 2023.

§ 21. Transitional Provisions

<sup>1</sup>The present Ordinance applies to all participants who begin the Program on or after 1 August 2021.

<sup>2</sup> The Ordinance on the Executive Master of Business Administration (Executive MBA) Continuing Education Degree Program at the Faculty of Business, Economics and Informatics of the University of Zurich, dated 23 May 2016, continues to apply to all participants who began their studies prior to 1 August 2021. The present Ordinance applies to these participants also from 1 August 2023 onwards.

§ 22. Entry into Force

This ordinance enters into force on 1 August 2021, following its authorization by the Extended Executive Board of the University<sup>1</sup>.

<sup>1</sup> Authorized by the Extended Executive Board of the University on 13 July 2021.