

Guide to Examinations

The following document is an English translation of the original and binding German language version of the document «Wegleitung zu den Prüfungen».

dated 22 October 2018 (version dated 21 October 2024)

The Faculty Assembly,

based on § 5 of the Study and Examination Regulations (StuPO; SRL no. 545a) of 24 January 2018 of the Faculty of Economics & Management of the University of Lucerne,

states:

§ 1 *Registration for examinations*

- ¹ Students are required to register for all examinations organised by the Faculty of Economics & Management. Students who have not registered will not be permitted to sit examinations.
- ² Late registrations will not be accepted. After submission, registrations for examinations will become binding after the registration deadline. Registrations may then only be withdrawn for urgent, unforeseeable and unavoidable reasons (cf. § 3).

§ 2 *Applications for extensions to the duration of examinations and special aids*

- ¹ Students who have completed their secondary education in a language other than German may apply for an extension to the duration of written examinations held in German. Extensions apply to the bachelor's programme only.
- ² Students who have completed their secondary or higher education in German are not entitled to an extension based on language.
- ³ The application must be submitted to the Examination Administration Office by the deadline for examination registration.
- ⁴ Students who apply in time, and obtain approval for an extension to the duration of the examination, must take the personal approval issued by the Examination Administration Office to each written examination and present it to the Supervisors.
- ⁵ Applications must be resubmitted for each examination session. Approved applications are valid for one semester at a time.
- ⁶ Students who completed their secondary education in a language other than the language of the examination may take a general language dictionary with them to written examinations without making any application in advance. Specialist or electronic dictionaries are not permitted.
- ⁷ Students with handicaps or chronic illnesses may apply to sit examinations in conditions which compensate for this disadvantage. The aim is to ensure an equal chance for such students by allowing them to sit examinations, or take other tests, under conditions adapted to their individual needs. Please see the "Richtlinien für die Gewährung eines Nachteilsausgleichs" (Guidelines for Granting Disadvantage Compensation).

§ 3 *Non-attendance at examinations*

- ¹ If the candidate does not attend the examination or does not complete the examination without a valid reason, the examination shall be considered failed or awarded a grade 1.
- ² Withdrawal from an examination after expiry of the deadline for exam registration is only possible for urgent, unforeseen and unavoidable reasons. Such reasons include illness or accident, the birth of a child, the death of a close relative and serious disruption to traffic (evidence required).
- ³ The Examination Administration Office must in all cases be informed of the withdrawal from the examination by email before the start of the examination. Withdrawal is not otherwise possible.
- ⁴ Original documents are also required to withdraw from examinations. Illness or accident are evidenced by a certificate attesting inability to take the examination (medical certificate), the birth of a child by a birth certificate, death of a close relative by a death certificate or obituary and serious disruption to traffic by confirmation from the transport company.
- ⁵ An original or scan/copy of all documents must be physically submitted to the Examination Administration Office on the day of the examination. If a scan or copy of a document is submitted, the original must reach the Examination Administration Office no later than five (5) working days after the respective examination date. Original documents are deemed to include physical medical certificates or electronic documents emailed directly to the Examination Administration Office by the doctor. For submissions by post, the submission date is determined by the postmark.
- ⁶ In exceptional cases, if it is not possible to submit the documents on the day of the examination, an application for delayed withdrawal may be submitted to the faculty's director of studies no later than five (5) working days after the respective examination date. The application must include justification for the delay and the original document. The director of studies rules on whether withdrawal will be granted.
- ⁷ Medical certificates must be issued by a doctor with a cantonal professional licence. They must show the date, stamp and doctor's original signature, as well as information about the starting point, duration and degree of incapacity for work. If the document is submitted via email by the doctor, an electronic signature will also be accepted.
- ⁸ Issuing and/or using medical certificates or other documents containing false or fraudulent information may have consequences under criminal law (cf. in particular Art. 251 and 318 of the Criminal Code). Certificates which appear to have been issued "as a favour" will be notified to the authorities. The Dean's Office reserves the right to seek the opinion of an independent medical examiner.
- ⁹ The provisions set out in sections 1 to 8 similarly apply to written assessments that are not submitted by the deadline, and to the failure to meet deadlines for other performance records.

§ 4 *Improper conduct*

- ¹ Improper conduct is deemed to be the points listed in section 36, paragraph 1 of the "Study and Examination Regulations of the Faculty of Economics & Management". Improper conduct will result in the examination being declared not passed (a fail or a mark of 1) and may lead to the temporary or permanent termination of enrolment.
- ² If an examination is being conducted digitally, the following conditions apply:
 - a. The technical requirements necessary for proper administration of the digital examination (e.g. software installation, a suitable and stable internet connection) must be set up and tested by students as early as possible, and definitely before the examination session begins.
 - b. The faculty reserves the right to check and monitor assessments using the technical resources designated by the faculty for this purpose.
- ³ The faculty is entitled, for the purposes of assessment and monitoring compliance with regulations, to process the personal data this requires and perform acts of use. Specifically, this includes copying written assessments

and permanently storing them in a database, as well as using them to review work by third parties or making them available for this purpose Tutorial for a course under the WF course offering.

§ 5 *Repetition of examinations*

- ¹ In case of a fail, students may re-sit examinations on condition that the study subjects are still offered, and provided that the upper limit for failed attempts as per the applicable Study and Examination Regulations has not been exceeded. Students cannot re-sit examinations which they have already passed.
- ² The modalities of repeating examinations under the economics and management programme are set out in § 30 of the "Study and Examination Regulations of the Faculty of Economics & Management.
- ³ As a rule, it is possible to repeat a failed examination one year later on the regular examination date, provided that the course continues to be part of the course offering. In exceptional cases, a resit examination can take place in the same semester. In this case, the student will be informed no later than one week before the resit date if he/she failed the exam. The student is automatically registered for this second attempt (resit examination) and must sit the examination. Students will also be automatically registered for the resit examination in the same semester if they were obliged to withdraw from the first attempt for valid reasons (see § 3). Students who do not take an examination for which they have registered, and who do not present a valid reason for this, may not attempt a resit examination in the same semester.

§ 6 *Inspection of examination papers*

- ¹ The faculty offers students an opportunity to inspect examination papers after each set of results is published. The room, date and deadline for registration will be published in the course catalogue.
- ² The opportunity to inspect examination papers is intended primarily for students who failed to obtain a satisfactory result.
- ³ For organisational purposes, students must register in advance.
- ⁴ Students who are unable to attend the regular inspection date for an important reason (e.g. illness, accident, military service), will be offered an additional date. Students who are unable to attend the event must submit an original document (see § 3, para. 4). Employment or holiday are not considered reasons for an alternative inspection date.
- ⁵ Corrections to content cannot be made during the inspection. Formal errors (addition of points or uncorrected questions/pages) must be notified to the academic chair in writing immediately after inspection.
- ⁶ Under certain circumstances, administrative proceedings may be brought against examination decisions. Please refer to the "Merkblatt über die Anfechtbarkeit von Prüfungsentscheiden der Universität Luzern" (Information Sheet on Appealing Against Examination Decisions by the University of Lucerne).

§ 7 *Entry into force*

This Guide shall come into force on 22 October 2018. It shall be published.

Lucerne, 22 October 2018

On behalf of the Faculty Assembly:

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Dean