

The following document is an English translation of the original and binding German language version of the document «Studien- und Prüfungsordnung für den Dual-Degree-Masterstudiengang “Master of Arts in Politikwissenschaft”»

No. 542p

Study and examination regulations for the dual master’s degree programme ‘Master of Arts in Political Sciences’

Dated 27 June 2018 (status 1. August 2018)

The University Council of the University of Lucerne,

having regard to section 16 paragraph 1g of the ‘Universitätsgesetz’ (University Act), dated 17 January 2000¹, at the senate’s request,

enacts:

1. General provisions

Section 1 *Study programmes and scope of application*

¹ The Faculty of Humanities and Social Sciences (hereinafter ‘KSF’) of the University of Lucerne, in conjunction with Carleton University in Ottawa and based on the cooperation agreement ‘Dual Master’s Degree Agreement for the Master of Arts in Political Science Between Carleton University (Ottawa, Canada) and Universität Luzern (Lucerne, Switzerland)’ (hereinafter ‘cooperation agreement’) is offering the English-language dual master’s degree programme ‘Master of Arts in Political Sciences’ (hereinafter ‘dual degree’). The two universities participating in the dual degree shall hereinafter be described as the ‘partner universities’.

² Dual degree students can complete the corresponding classes at both partner universities.

³ In accordance with the cooperation agreement (article 1), dual degree students register with either the University of Lucerne or Carleton University. The university at which they are registered is hereinafter referred to as their ‘home university’.

¹ SRL no. [539](#)

^{*} See tables with change notices at the end of the decree.

⁴ Unless otherwise stated below, the provisions of these study regulations apply solely to students who have chosen the University of Lucerne as their home university.

Section 2 *Legal reference*

¹ Both partner universities' regulations, as named in the cooperation agreement, apply for dual degree students.

² Unless the dual degree study regulations and the guidelines for the dual degree contain any specific provisions to the contrary, students whose home university is the University of Lucerne are correspondingly subject to the currently valid study and examination regulations for bachelor's and master's degrees at the Faculty of Humanities and Social Sciences at the University of Lucerne 'Studien und Prüfungsordnung für die Bachelor- und Masterstufe der Kultur- und Sozialwissenschaftlichen Fakultät'².

³ In the event of conflict between the provisions of the partner universities, the procedures and responsibilities set down in the cooperation agreement shall apply.

Section 3 *Degree awarded*

¹ Upon completion of the dual degree, the partner universities award the following two titles:

- a. 'Master of Arts in Political Science' (Carleton University),
- b. 'Master of Arts (MA) in Politikwissenschaft der Universität Luzern'.

2. Institutions

Section 4 *Joint steering committee for the partner universities*

¹ The partner universities form a joint steering committee with two representatives from each of the partner universities participating in the dual degree.

² In accordance with article 7 of the cooperation agreement, the joint steering committee rules on matters relating to the dual degree that are not already governed by the cooperation agreement and that affect both partner universities.

Section 5 *The faculty*

¹ The faculty issues the guidelines for the dual degree's study and examination regulations. These are specified in these study and examination regulations.

² SRL No. [542a](#)

3. Admission and study requirements

Section 6 *Admission*

1 Admission to the dual degree is in accordance with the University of Lucerne's currently valid admission regulations and article 6 of the cooperation agreement, under which both universities accept admission to the home university.

2 The University of Lucerne's admission criteria are specified in the guidelines on the dual degree.

Section 7 *Study places*

1 The University of Lucerne may limit the number of study places awarded. The details can be found in the guidelines.

4. Study structure

Section 8 *Beginning of studies*

1 The study programme may be started in any autumn semester.

Section 9 *Study duration, structure, scope and language*

1 The dual degree consists of 120 ECTS and has a standard study period of four semesters. The study duration is correspondingly lengthened for part-time studies.

2 Study achievements at the University of Lucerne are calculated using the European Credit Transfer and Accumulation System (ECTS). Conversion of Canadian credits into ECTS and ECTS into Canadian credits is completed in accordance with article 2 of the cooperation agreement.

3 The programme is offered in English. In exceptional cases, courses held in other languages may be accredited towards the dual degree.

Section 10 *Study proportions*

1 The courses to be completed at the partner universities are governed by article 2 of the cooperation agreement.

5. Study achievements, credits and examinations

Section 11 *Acquiring and accrediting credits*

1 Credits are acquired based on the study achievements completed.

Section 12 *Academic records*

1 Students receive a transcript of academic record for each study achievement successfully completed.

2 Transcripts of academic records display the title of the course or written assignment, the number of credits awarded, and the results of any examinations or written assignment..

Section 13 *Assessments*

1 Examinations, graded courses and written work are awarded grades from 6 to 1 in whole or half marks. For graded courses, an overall grade is awarded for the study achievements completed.

2 The individual grades are evaluated as follows:

6	excellent
5.5	very good
5	good
4.5	satisfactory
4	sufficient
3	insufficient
2	poor
1	very poor

3 Ungraded courses will be graded with the phrases 'passed' or 'not passed'.

Section 14 *Examination language, extension of examination duration*

1 The examination language is generally English.

2 The examiner may permit another examination language upon request. An application to this end must be submitted in writing at least four weeks before the examination.

3 Upon request, the examination committee may extend the duration of lecture examinations if valid reasons are given. The details can be found in the relevant fact sheet.

Section 15 *Passing, failing and repeating classes*

1 Lecture examinations or seminars that have already been passed cannot be repeated.

2 If a lecture examination is failed, the candidate must attend a repeat examination (second attempt) on the next available date. There is no entitlement to an immediate repeat examination.

If the second attempt is also given a grade lower than 4, the lecture is deemed not to be passed. The same lecture can be repeated if it is re-offered at a later date and there has been no exclusion from studies as stated in section 16. If it is not offered, it can be replaced with an equivalent lecture, i.e. as stated in the relevant guidelines.

3 Seminars that have not been passed may be repeated if they are re-offered at a later date. If they are not offered, they can be replaced with an equivalent seminar, i.e. as stated in the relevant guidelines.

Section 16 *Exclusion from studies*

1 The number of credits for study achievements that are not passed upon a repeat attempt or are deemed not to be passed due to circumstances set out in section 15 may not exceed a total of seven. If this occurs, it shall result in definitive exclusion from the relevant study track or study programme.

2 Other reasons for exclusion from studies are given in section 19.

Section 17 *Impropriety in examinations*

1 During examinations, the following, in particular, is not permitted:

- a. Bringing or using any aids other than those permitted
- b. Accepting outside help
- c. Exchanging information with other people
- d. Disturbing the peace in the room

2 Impropriety shall result in the examination being deemed failed.

Section 18 *Written assignments*

1 Any written assignment that is deemed not passed may be revised and resubmitted within six months. If the revised version is also deemed not passed, the work is ultimately rejected.

Section 19 *Plagiarism and ghostwriting*

1 If part of a study achievement is not independently completed or if intellectual work by other people is not or not sufficiently identified, this element shall ultimately be deemed as failed.

² In the event of repeated impropriety or serious infringement, the candidate will ultimately be excluded from the relevant study track or study programme.

³ If the deception only comes to light after the studies have been completed, the grade awarded may be withdrawn.

6. Master's procedure and graduation

Section 20 *Master's procedure*

¹ The master's procedure is implemented in accordance with article 3 of the cooperation agreement.

² The master's thesis is assessed by an examiner from the University of Lucerne and an examiner from Carleton University. The home university's examiner serves as first reviewer.

³ Authorised examining professors and lecturers of the faculty holding a habilitation or equivalent degree are permitted to be University of Lucerne examiners. Carleton University examiners are governed by Carleton University's own regulations.

Section 21 *Calculation of final grade*

¹ The final grade for the University of Lucerne degree is made up as follows:

1. Three graded political science master's seminar papers from the University of Lucerne: 3/20,
2. Three graded political science master's seminar papers from Carleton University: 3/20,
3. Master's thesis (10x weighting): 10/20,
4. Oral defence of master's thesis (4x weighting): 4/20.

Section 22 *Diploma and diploma supplement*

¹ The diploma confirms successful completion of the dual degree. The diploma is awarded in accordance with article 4 of the cooperation agreement. The diploma notes that the study programme completed is a dual master's degree programme, and gives the name of the study programme, the degree awarded, the title of the master's thesis, both partner universities and the overall grade achieved.

² A diploma supplement is issued alongside the diploma, providing detailed information on the studies completed.

³ The diploma is signed by the dean of the KSF.

7. Final provisions

Section 23 *Fees*

- ¹ In accordance with article 1 of the cooperation agreement, students of the dual degree pay tuition fees to their home university only.
- ² The fees for studies, examinations, diplomas, degree transcripts and certificates for students whose home university is the University of Lucerne are in accordance with the ‘Schulgeldverordnung’ (tuition fee regulations)³.

Section 24 *Legal remedies*

- ¹ In accordance with the provisions of the ‘Universitätsgesetz’ (University Act)⁴ and the ‘Gesetz über die Verwaltungsrechtspflege’ (Administrative Law Act)⁵, administrative appeals against decisions based on these study and examination regulations may be filed with the Department of Education.
- ² The appeal period is 30 days.

³ SRL no. [544](#)

⁴ SRL no. [539](#)

⁵ SRL no. [40](#)

Table of changes – by paragraph

Element	Decision date	Entering into force	Change	Reference G
Decree	27.06.2018	Not specified	First version	

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