



# Rules for master studies in Business

## 1. Master studies in Business within the School of Business

**1.1. Scope of the rules.** These rules apply to all studies at the master's level within the School of Business, with the exception of the MBA programme and the MSc in Psychology.

### 1.2. Documents referred to in these rules:

- RU's General Rules of Study and Examinations. [Available here.](#)
- General rules on Master's Programmes at Reykjavik University. [Available here.](#)
- RU Code of Conduct. [Available here.](#)
- School of Business Master's Thesis Guide.
- The Bologna framework on higher education.

## 2. Examination degree

### 2.1. Thesis based degrees

Students completing a 120 ECTS-credit master's degree or a 90 ECTS-credit master's degree that includes a 30 ECTS-credit thesis will acquire an MSc degree in business and, if applicable, their selected field. Students that have completed a course based degree can apply for adding a master's thesis leading to an MSc degree (according to section 10.3 of these rules).

### 2.2. Course based degrees

Students completing a 120 or 90 ECTS-credit master's degree based on coursework will acquire a Post graduate Degree in their selected field.

## 3. Admission

For admission to master's programmes, students are required to have a bachelor level degree or higher. The general requirement is a degree in business administration, economics or similar fields from an accredited university but students with other degrees may apply. Detailed information about admission requirements for each master's programme can be found on the RU website.

## 4. Duration of Studies

**4.1. Duration.** Master level studies at RU School of Business are organized in accordance with the framework for higher education issued by the Ministry of Education, Science and Culture.

Students must earn at least 50% of the total required credits at RU, internship and master thesis are not included. Exceptions may be made in case of signed dual degree agreements with other universities.

Students can apply to enrol on a full time or a part time basis.

One ECTS credit normally consists of 25–30 hours student workload. The duration of the studies is planned as follows.



	<b>Study time – full time</b>	<b>Maximum study time</b>
Master in "a particular field" (90 ECTS credits)	3 semesters	6 semesters
Master in "a particular field" (120 ECTS credits)	4 semesters	8 semesters
MSc degree (90 ECTS credits)	3 semesters	6 semesters
MSc degree (120 ECTS credits)	4 semesters	8 semesters
MSc thesis (30 ECTS credits) after graduation with a full 90 or 120 ECTS-credit Master's degree	1 semester	2 semesters

**4.2. Changes in the curriculum.** The university cannot ensure an unchanged curriculum during the study period as the programmes and the curriculum can be subjected to changes in order to improve its content or structure. Such changes will be communicated to students in advance.

## 5 Study progress

**5.1. Responsibility of students.** Master's students are responsible for their own studies and for their study plan. Students should seek advice from the Programme Administrator if they take longer than stipulated to complete the programme or if they do not follow the programme structure.

**5.2 Study Progress Requirement.** Students can take each course two times and take the exams offered each time. A course is defined as taken if the student is still registered for the course after the deadline for de-registering from the course has passed. If students do not pass a course the second time they take it (see paragraph 7.1), they are de-registered from the programme. They then need to apply for re-enrolment (see paragraph 5.5). Students repeating a course must do all required work according to course outline and cannot have previous work re-evaluated.

**5.3. Study leaves.** Students can apply for a leave of one semester at a time and can at most take a leave of two semesters (one academic year) in total. Accompanying application should be a plan for study progress following the study leave. Students can apply for a leave from studies to the Programme Administrator. If study leaves extend beyond what these rules allow, students need to re-enrol (see paragraph 5.5), subject to the approval by the school.

**5.4. Failure to complete on time.** Students failing to complete their studies within the maximum allowed time must apply for re-enrolment (see paragraph 5.5). Study leaves do not count as study time (see 5.3).

**5.5. Re-enrolment.** When students apply for re-enrolment the School of Business reserves the right to decline. If students' request for re-enrolment is approved, they only retain those courses for which their grade was 7.0 or higher. The same applies to students who have left their studies and choose to start again. If the curriculum has been changed, students will be re-enrolled to the newest program structure. Applications for re-enrolment shall be in writing and shall be sent to the Programme Administrator.

## 6. Class attendance

Students are expected to attend all classes and attendance sheets may be distributed in class. Absence may result in a reduced grade for participation as well as an extra assignment to fulfil



the requirements of the course. Absence of more than 50% of contact hours may result in a student failing a course.

## 7. Grading

**7.1. Passing grades.** A student's final grade in each course and master thesis must not be lower than 6.0. Students must get at least 6.0 on the final examination to pass a course and to receive the ECTS credits for the course.

**7.2. Submissions of assignments.** Students must submit assignments in accordance with rules set by the instructor for each course. Students are responsible for submitting assignments. Submission deadlines are generally not extended. An instructor is allowed to lower the grade or assign a grade of zero for students who submit assignments late.

**7.3. A student's right to appeal a grade.** Paragraphs 5.4 and 5.5 of RU's General Rules of Study and Examinations apply. In courses without written or oral final examination or with other single parts of assessment, which account for at least 30% of the final grade, a similar approach shall be applied.

## 8. Integrity and General Conduct

Students are expected to conform to high standards of professionalism when it comes to ethics and honesty. Professional ethical behaviour is expected when it comes to assignments, exams, class preparations and communications with fellow students as well as professors and staff.

As a sign of professionalism and respect towards fellow students, professors and guest lecturers, students are expected to be punctual and leaving classes during lectures should be avoided. Mobile phones should be turned off during class sessions. Laptops are allowed in sessions but professors can decide that students do not use laptops in class. Students should also refrain from food consumption in classes.

Students are expected to adhere to RU General Rules for Study and Examination and the RU Code of Conduct. Failure to do this may result in disciplinary action according to paragraph 11 (see also the General Rules for Study and Examination, paragraph 7.3).

## 9. Courses and Credits

**9.1. Registration.** Registration and deregistration in courses is each student's responsibility. Registration and deregistration has to be conducted within the time frames specified by the university, see RU's academic calendar on RU website. Deregistration from modular courses taught after the end of the specified deregistration period in RU academic calendar, should be sent to the Program Administrator before the end of the first teaching day in that specific modular course. (A modular course is a course where teaching hours are consecutive for at least one day.)

A full time study consists of 30 ECTS credits per semester. Based on an application to the Programme Administrator, the student can exceptionally be permitted to register for a maximum of one course per semester in excess of full-time studies (30 ECTS credits).

**9.2. Prerequisites.** Many master's level courses have a prerequisites. Detailed information can be found in the course catalogue.

**9.3. Credit Transfer.** If students have completed courses at a master's level which are comparable to courses offered in the Master programme they are undertaking, they can apply



for credit transfer. The minimum grade for a course required for transfer is generally 7.0 or the equivalent. Courses should have been completed within the past seven years. It is possible to transfer individual courses to up to 50% of the ECTS credits necessary for a Master's degree (excluding internships and master's thesis) from any unfinished master's degree given course comparability. It is possible to transfer up to 30 ECTS credits from individual courses from any finished master's degree programme given course comparability. Students must apply in writing to the Programme Administrator for credit transfer. Detailed information can be found in RU website regarding evaluation of previous studies.

Work experience cannot be counted towards ECTS credits.

**9.4. Exchange studies and internships abroad.** Masters students can attend part of their studies at an international university within RU's network. Study plans and selection of courses shall be submitted to Programme Administrator and approved by the programme director. Students must have completed 45 ECTS credits of RU courses before starting exchange studies. However students can apply for exchange studies as soon as they have finished 22.5 ECTS credits. For further information about the application process see RU website.

Masters students can take part of their studies as an internship. Students must have completed 45 ECTS credits of RU courses before starting an internship. However students can apply for an internship as soon as they have finished 22.5 ECTS credits. For further information about the internship see RU website.

## 10. Master's Thesis.

**10.1. The Master of Science (MSc) Degree.** According to the Bologna framework governing higher education across countries and institutions, a Master of Science (MSc) degree can only be awarded if a student completes a thesis worth at least 30 ECTS credits. To be awarded an MSc degree a 30 ECTS-credit Master's Thesis is compulsory.

**10.2. Enrolment and prerequisite.** A Master's student can enrol in the thesis writing process when he/she has completed coursework of at least 45 ECTS credits including a master level methodology course. In the semester preceding the thesis work the student has to enrol in a Research Proposal course, to enrol in such a course the student must have completed at least 30 ECTS credits.

**10.3. Opportunities for students with master's level degrees to complete an MSc degree.** RUSB offers a possibility of re-enrolment to students that have already completed their 90 – 120 ECTS-credit Masters level degree in a particular field and wish to acquire an MSc degree by doing a 30 ECTS-credit master thesis. This re-enrolment is subject to finishing a methodology course. Students wishing to do so have to apply to the Programme Administrator within two years from the day of graduation with a master's level degree from RU. When students admitted under these conditions are awarded their MSc degree they must hand in their previous Masters diploma.

**10.4. The Master Thesis Guide.** All thesis work shall be performed in accordance with the Master's Thesis Guide.

## 11. Breaches of rules

Students are obligated to follow the general rules of Reykjavík University in addition to these special rules concerning the Master's programmes in Business within School of Business. For issues not covered in these special rules, the general rules of Reykjavík University, such as the RU Code of Conduct and RU's Rules of Study and Examinations, apply. Violations of rules can result in disciplinary actions such as the lowering of a grade, a reprimand, or suspension



or dismissal from RU, following the decision of the Programme Council and the Dean of the RU School of Business.

## **12. Responsibility for rules**

These rules are set by the Program Council for Master Studies in Business and are subject to change.

Approved by the RUSB Program Council – August 9, 2016

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