



# Rules for master studies in Business

Revised version, effective as of August 14, 2020

## 1 Scope and terminology

### 1.1 Scope of the rules

These rules apply to graduate studies offered by RUDBA in the following fields: Accounting and Auditing, Business Management, Corporate Finance, Human Resource Management and Organizational Psychology, Information Management, Innovation Management, Marketing, and Tourism and Hospitality Management. These rules do not apply to MBA, doctoral or PhD studies.

These rules complement RU's General rules on study and assessment and the General rules on Master's Programmes at RU.

### 1.2 Terminology

The graduate studies according to these rules are studies that correspond to Cycle 2.1 or Cycle 2.2 of the National Qualification Framework for higher education in Iceland.

In this document the following abbreviations will be used:

- RU: Reykjavik University
- RUDBA: Reykjavik University's Department of Business Administration
- RUSB: Reykjavik University's School of Business (RUSB was replaced by RUDBA on March 1, 2019)
- MSc: Master of Science

### 1.3 Documents referred to in these rules:

- RU's General rules on study and assessment. [Available here.](#)
- General rules on Master's Programmes at RU. [Available here.](#)
- RU Code of Conduct. [Available here.](#)
- RUDBA Master's Thesis Guide.
- The National Qualification Framework for higher education in Iceland. [Available here.](#)

## 2 Graduate degree types

RUDBA offers the two graduate degree types *Master of Science* and *qualification at master level* within a given field of study. In Accounting and Auditing RUDBA offers a *qualification at master level*.

### 2.1 Master of Science (MSc)

An MSc degree corresponds to Cycle 2.2 of the National Qualification Framework for higher education in Iceland. Correspondingly, students who have completed a 120 ECTS-credit graduate study programme that includes a 30 ECTS-credit research project or a 90 ECTS-credit graduate study programme that includes a 30 ECTS-credit research project acquire an



MSc degree in their selected field (*MSc in [selected field]*). Students who have completed a qualification at master level at RUDBA can apply for adding a research project leading to an MSc degree (according to section 10.3 of these rules).

## 2.2 Qualification at master level

A qualification at master level corresponds to Cycle 2.1 of the National Qualification Framework for higher education in Iceland. Correspondingly, students completing a 120 ECTS-credit graduate study programme *without* a 30 ECTS-credit research project or a 90 ECTS-credit graduate study programme *without* a 30 ECTS-credit research project acquire a qualification at master level in their selected field (*Master of [selected field]*).

## 3 Admission

For admission to graduate studies, students are required to have a 180 ECTS-credit bachelor's degree according to Cycle 1.2 of the National Qualification Framework for higher education in Iceland or an equivalent degree. The general requirement is a degree in business administration, economics or similar fields from an accredited university. Students with other degrees can apply and their applications will be evaluated. Additional admission requirements are provided on RU's website for each field of graduate study specifically.

## 4 Programme structure, duration of studies and changes in curriculum

### 4.1 Programme structure and duration.

The structure for each graduate study programme is defined on the RU website. Students need to complete ECTS credits according to the defined program structure.

Standard and default enrolment is to a full-time study (30 ECTS credits per semester). Students can adjust their registration to a part-time study.

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

	<b>Duration of full-time study</b>	<b>Maximum duration of study</b>
Master of "a particular field" (90 ECTS credits)	3 terms	6 terms
Master of "a particular field" (120 ECTS credits)	4 terms	8 terms
MSc in "a particular field" (90 ECTS credits)	3 terms	6 terms
MSc in "a particular field" (120 ECTS credits)	4 terms	8 terms
Research project (30 ECTS credits) after graduation with a qualification at master level	1 term	2 terms

Details about the start and end of each term, i.e. about the start and end of the fall term, spring term and summer term, are displayed in the academic calendar on the RU website.



## **4.2 Changes in the curriculum**

RUDBA's programmes and curriculum can be subject to changes in order to develop and improve content or structure. Significant changes will be communicated to students in advance.

## **5 Study progress**

### **5.1 Responsibility of students**

Graduate students are responsible for their own studies and progression. Students should seek advice from the programme administrator if they have not completed their studies within the maximum duration of study as defined in paragraph 4.1.

### **5.2 Study Progress Requirement**

Students can take each course two times and take the course assessments offered each time. A course is defined as taken if the student is still registered for the course after the deadline for deregistering from the course has passed. If students do not pass a course the second time they take it (see paragraph 7.1), they are deregistered from the programme. They will then need to apply for re-enrolment. Students repeating a course must complete all required work and assessments according to the course description and syllabus. Previous work and assessments cannot be re-evaluated.

### **5.3 Study leaves**

Students can apply for a leave of one term at a time and can at most take a leave of two terms in total. Accompanying an application for study leave should be a plan for study progress following the study leave. Students apply for leave from studies to the programme administrator.

In exceptional cases, such as long-term illness or pregnancy and childbirth, the program council can allow a student to extend a study leave to a third term. The third term of the study leave can only be granted if the total study leave is taken in three subsequent terms (example: fall term 2018, spring term 2019 and summer term 2019). When applying for a third term of study leave the student needs to explain in detail why an exception from the maximum of two terms should be considered.

If study leaves extend beyond what these rules allow, students need to apply for re-enrolment.

### **5.4 Failure to complete on time**

Students failing to complete their studies within the maximum duration of study as defined in paragraph 4.1 can apply for re-enrolment. Study leaves are *excluded* from estimated duration of study.

### **5.5 Re-enrolment**

When students apply for re-enrolment RUDBA reserves the right to decline. If a student's request for re-enrolment is approved, the student will only retain credits for previous courses with a grade of 7.0 or higher. The same applies to students who have left their studies and choose to start again. Students will be re-enrolled to the latest programme structure. Applications for re-enrolment need to be in writing (email) and should be sent to the programme administrator.



## **6 Class attendance and active participation in class**

Students are expected to attend and actively participate in all classes. Attendance sheets may be distributed in class. Absence may result in a reduced grade for participation. Absence of 50% or more of the classroom hours can result in a failing grade for the course, if defined in the course information at the beginning of a given term.

A student who does not attend an assessment component held during classroom hours, will commonly not be able to retake the assessment component if it accounts for 20% or less of the total grade in the course.

## **7 Grading**

### **7.1 Passing grades**

To pass a course and to receive the corresponding ECTS credits, the student's final grade in the course must not be lower than 6.0. If a course includes a final assessment, such as a final exam, or a final project as one of the assessment components, the student must also get a grade of at least 6.0 on the final assessment or final project to complete the course and receive ECTS credits.

To pass a research project and to receive the corresponding ECTS credits, the grade for the research project must not be lower than 6.0.

### **7.2 Submission 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 5.3 and 5.4 of RU's General rules on study and assessment apply.

## **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's General rules on study and assessment and the RU Code of Conduct. Failure to do this may result in disciplinary action according to paragraph 11 (see also the RU's "General rules on study and assessment", paragraph 7.3).



## **9 Courses and Credits**

### **9.1 Registration**

Registration and deregistration in courses are each student's responsibility. Registration and deregistration have 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 stated deregistration period in RU academic calendar, has to be sent to the program administrator before the end of first day of teaching of the specific modular course. (A modular course is a course where teaching hours are consecutive for at least one day.)

A student cannot register for courses with overlapping classroom sessions according to the time schedule.

A full-time study consists of 30 ECTS credits per term. Based on an application to the programme administrator, the student can exceptionally be permitted to register for a maximum of 7.5 ECTS credits per term in excess of full-time studies.

### **9.2 Prerequisites**

Many graduate courses have prerequisites. Detailed information can be found in the course catalogue.

### **9.3 Credit Transfer**

Students can apply for credit transfer, if they have previously completed courses at a graduate level comparable to courses offered in the graduate study they are undertaking. The minimum grade for a course required for transfer is generally 7.0, or the equivalent. Transferable courses should have been completed within the past nine years. It is possible to transfer individual courses up to 50% of the ECTS credits necessary for a graduate degree (excluding internships and research project) from any uncompleted graduate programme given course equivalence. It is possible to transfer up to 30 ECTS credits from individual courses from any completed graduate programme given course equivalence.

Students must apply in writing to the programme administrator for credit transfer. Detailed information can be found on RU website regarding evaluation of previous studies.

Previous work experience cannot be transferred to ECTS credits.

### **9.4 Graduation with two RUDBA graduate degrees**

If a student wishes to graduate with two RUDBA graduate degrees, the following exception from paragraph 9.3 applies.

ECTS credits that a student accomplishes in his or her graduate study in a selected field at RUDBA (excluding internships and research project) can be evaluated into a graduate study in another field at RUDBA, given course equivalence. If the student applies for this evaluation before graduating with the degree in their originally selected field, a maximum of 60 ECTS credits can be evaluated for the second degree given course equivalence; ECTS credits for internships and research project cannot be evaluated. If the student applies for the evaluation after having graduated in their originally selected field, paragraph 9.3 applies. Evaluation of credits into a third graduate study at RUDBA is not possible.



## **9.5 Exchange studies and internships**

Students can attend part of their studies abroad (exchange studies) at one of RU's partner universities (see <https://en.ru.is/international/partnerinstitutions/>). Study plans and selection of courses shall be submitted to the programme administrator and approved by the programme director before the end of the term preceding the studies abroad.

Given course equivalence, up to 30 ECTS credits from the exchange studies can be evaluated into graduate studies at RUDBA. Students must have completed 30 ECTS credits of RUDBA graduate-level courses before starting their exchange studies. For further information about the application process see RU's website.

Students can include and receive credits for an internship. The number of ECTS credits for the internship is determined based on the workload associated with the internship and can be either 7.5 or 15 ECTS credits. In cases of an internship abroad, the student can be allowed to take a 30 ECTS-credit internship. Students must have completed 30 ECTS credits of graduate courses at RUDBA before starting an internship. For further information about internships, see RU's website.

## **10 Research project**

### **10.1 Master's thesis as research project**

The 30 ECTS-credit research project as part of the requirements to achieve an MSc degree needs to be completed in the form of a master's thesis.

### **10.2 Enrolment and prerequisite**

A master's student can enrol in the thesis writing process when she or he has completed coursework of at least 45 ECTS credits including a master-level research methodology course. In the term preceding the thesis work the student has to enrol in the course *Research Proposal* and prepare a research proposal for the master thesis. To enrol in the research proposal course the student must have completed at least 30 ECTS credits.

### **10.3 Opportunities for students with qualification at master level to complete an MSc degree**

RUDBA offers a possibility of re-enrolment to students that have already completed their 90 – 120 ECTS-credit qualification at master level at RUDBA in a particular field and wish to acquire an MSc degree in this particular field by doing a 30 ECTS-credit research project. This re-enrolment is subject to finishing a graduate-level research methodology course of at least 7.5 ECTS credits. Students wishing to do so have to apply to the programme administrator within two years from the day of graduation with a qualification at master level from RUDBA. When students admitted under these conditions are awarded their MSc degree they must hand in their previous qualification at master level diploma.

### **10.4 Master's 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 RU in addition to these special rules concerning the Master's programmes in Business within RUDBA. For issues not covered in these special rules, the general rules of RU, such as the RU Code of Conduct and RU's General rules on study and assessment, 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 Department Chair of RUDBA.

## **12 Responsibility for rules**

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

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