

**SUPPLEMENT TO THE GENERAL EDUCATION AND
EXAMINATION REGULATIONS**

**EhB-School of Business and Management
2025-2026**

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1. Supplement to the general rules on education (ED)

ED - Article 1. Bachelor final work (final projects, final papers, internship case study), internships, seminars and projects

Internships

In accordance with ED-article 60 students must act respectfully and responsibly towards external partners.

If the study program's management decides to impose a sanction on a student in relation to a course that is organized or assessed in collaboration with an external partner, the head of the program must promptly inform the student and ombuds in writing of this sanction. The ombuds must also receive a substantiated report in order to establish whether the decision concerns the code of conduct.

Article 1. intermediate prerequisites: Enrollment within one academic year in the associate's degree program in marketing and communication support

Successful completion of the course "Work placement I" is a prerequisite for admission to the course "work placement II". A score of 10 out of 20 or higher represents successful completion.

2. Supplement to the general rules on legal position (LP)

Article 1. Notification of absences (LP Art. 135§4)

All absences must be reported immediately and no later than the date of the absence itself using the "My absences" module in the online student office iBamaflex. The absence must be substantiated through a certificate (medical certificate, obituary, certificate issued by a representative of an official authority, public transport or the like). It must be uploaded through the module "My absences" no later than two working days after the examination.

The written justification must give a detailed description of the situation or context of force majeure and include medical or other attestations to substantiate it.

The following medical certificates will not be accepted as adequate:

- a "dixit note" (a medical certificate containing only the patient's claim);
- an incomplete medical certificate;
- a medical certificate containing contradictions;
- a forged medical certificate.

The director will decide whether to accept the situation of force majeure to justify the absence.

3. Supplement to the general rules on examinations (EX)

Article 2. Early Graduation (EX Art. 67)

Students who intend to graduate early, must submit a written application thereto before 30 November, addressed to the Examination Office. Upon review of the application, the director of the School will decide whether the request can be approved. Once approved, the student can no longer renounce his/her registration to graduate early. The second examination opportunity always takes place during the second examination session, unless a deviation is granted in accordance with Article 68 of the general regulations on examinations.

Article 3. Exam schedule (EX Art. 70)

If examinations for students in an individualized study track are scheduled during their internship, they must take the exam at the scheduled time and inform the internship supervisor in a timely fashion of their absence due to exams. After the exam, students can obtain a written statement from the examination office for the internship organization.

Article 4. Examination protocol (EX Art. 73)

Students must remain in the exam room for at least 15 minutes after the exam has started. Students who arrive late can no longer participate in a written exam if they arrive after another student has

already left the exam room. This will be registered with an absent code on their detailed report card. Students who miss an exam and have no legitimate reason for their absence, will automatically be referred to the next examination session. There is no extension of examination time if a student starts an exam late.

Unless the examiner states otherwise, mobile telephones and other digital carriers are prohibited during exams (they can neither be in the person's possession nor within their reach). If in doubt, the examiner is allowed to carry out a check. Any discovery of such devices will be treated as an irregularity which can lead to an examination disciplinary decision.

Article 5. Students' obligations in case of absence during examinations (EX Art. 74)

Students must notify the exam office through examen.mm@ehb.b of any absences at exams.

Reporting absences

All absences must be reported immediately and no later than the date of the absence itself using the "My absences" module in the digital student office iBamaflex. The absence must be legitimized by means of a certificate (medical certificate, obituary, certificate issued by a representative of an official authority, public transport or the like). It must be uploaded through the module "My absences" no later than two working days after the examination.

The written justification must give a detailed description of the situation or context of force majeure and include medical or other attestations to substantiate it.

The following medical certificates will not be accepted as adequate:

- a "dixit note" (a medical certificate containing only the patient's claim);
- an incomplete medical certificate;
- a medical certificate containing contradictions;
- a forged medical certificate.

The chair of the examination board decides whether to accept the situation of force majeure to justify the absence.

An absence due to force majeure which occurs at the time of make up exams does not entitle the student to an additional make up moment.