

Student Handbook and Code of Conduct

Published by the Institute
of International Business Law,
UNIFR

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Code of conduct guidelines



DO

- Follow the Student Code of Conduct
- Embrace and respect diversity
- Maintain professionalism in communications
- Uphold integrity of the IBL
- Use online attendance responsibly
- Uphold honesty and integrity in the academics
- Regularly check UNIFR email for official communication
- Understand and adhere to plagiarism rules
- Acknowledge data security and privacy
- Protect the IBL intellectual property
- Follow “Netiquette” in online communication



DO NOT

- Violate the Student Code of Conduct
- Discriminate against others based on characteristics
- Use disrespectful or offensive language
- Compromise the integrity of the IBL
- Undermine openness for fruitful classroom discussion
- Engage in academic dishonesty
- Disseminate the IBL intellectual property
- Disregard official UNIFR communications

Preface

IBL Community Principles - Overview

The Institute for International Business Law (IBL) as part of the Fribourg University Law Faculty is committed to building a community based on fairness, respect for the rule of law, and the exploration of knowledge. In our community, trust, and mutual respect form the foundation, along with values such as freedom of expression, open inquiry, truth, excellence, and lifelong learning. As members of the UNIFR Law School community, including students, program participants, faculty, staff, and alumni, we wholeheartedly embrace these principles. This commitment includes respecting the rights, dignity, and individual differences of all community members. It also involves practicing honesty and integrity in both face-to-face and online interactions, while taking personal responsibility in our collective pursuit of these ideals.

Our student Handbook and Code of Conduct encapsulate these core principles, guiding us to cultivate a respectful

and inclusive community. We stand against all forms of discrimination and harassment, actively promote diversity, and stress the importance of politeness and constructive criticism in every interaction. Upholding a high standard of academic integrity is not just an expectation but a cornerstone of our values. Our commitment extends beyond the campus to care for the wider environment, and we encourage courageous reporting to maintain a supportive and accountable community.

To fulfill the IBL's mission of cultivating excellence, our classrooms must provide an environment where participants engage in free, open, and respectful discussions on complex, sensitive and consequential questions. Students express beliefs, explore perspectives, and engage in discussions, recognizing that mistakes are part of the law school learning process.



I. A. Jurisdiction

This set of rules and guidelines is relevant to every student at the IBL from admission until the completion of their degree, which includes any intervals between enrollment terms.

The IBL holds the right to amend the Student Handbook and Code of Conduct and its associated procedure as deemed necessary.

I. B. Duration of the course

IBL provides students with two program options: LL.M. and Certificate of Advanced Studies (CAS). The LL.M. Track offers options for Full-time (1-2 years) or Part-time (1-3 years) completion. For the CAS track, students can finish within one (1) to three (3) semesters.

If a student desires to extend their study period beyond the specified duration, they can do so by paying an additional fee based on the number of semesters. This flexibility supports students in adapting to personal circumstances or aligning with academic goals.

II. Attendance

1. In-Person Attendance Protocol

- a. Our preferred mode of attendance is in person, particularly for those residing in Fribourg.
- b. Classes commence at the scheduled time outlined in the official timetable.

2. Online Attendance

- a. Responsible Use: Students are encouraged to use online attendance prudently, ensuring that their virtual presence contributes positively to a respectful and enriching learning atmosphere.
- b. Camera Etiquette: For online classes, students are requested to activate their cameras at the start of each session to foster a sense of connection and engagement between the lecturer and participants.
- c. Recognizing online attendance as an IBL-provided privilege: While in-person attendance is preferred, students are reminded that circumstances like work commitments or remote residence may necessitate online participation. It is important to approach this opportunity responsibly.

III. A. Responsibilities of the student

As active members of the IBL, students play a key role in maintaining a vibrant academic environment. Embracing responsibilities ensures individual success and contributes to the overall vitality of the IBL community. These

commitments foster a culture of respect, collaboration, and excellence, enriching the educational journey for all. Now, let's explore each responsibility for clarity.

1. Email Communication

- a. Students must regularly access their UNIFR email account, recognizing it as the official channel for IBL communication.
- b. If any issues arise in accessing the UNIFR email account, contact IBL Students Affairs (iblstudentaffairs@unifr.ch) or the University IT department (support-student@unifr.ch) for prompt resolution.



2. Moodle Engagement

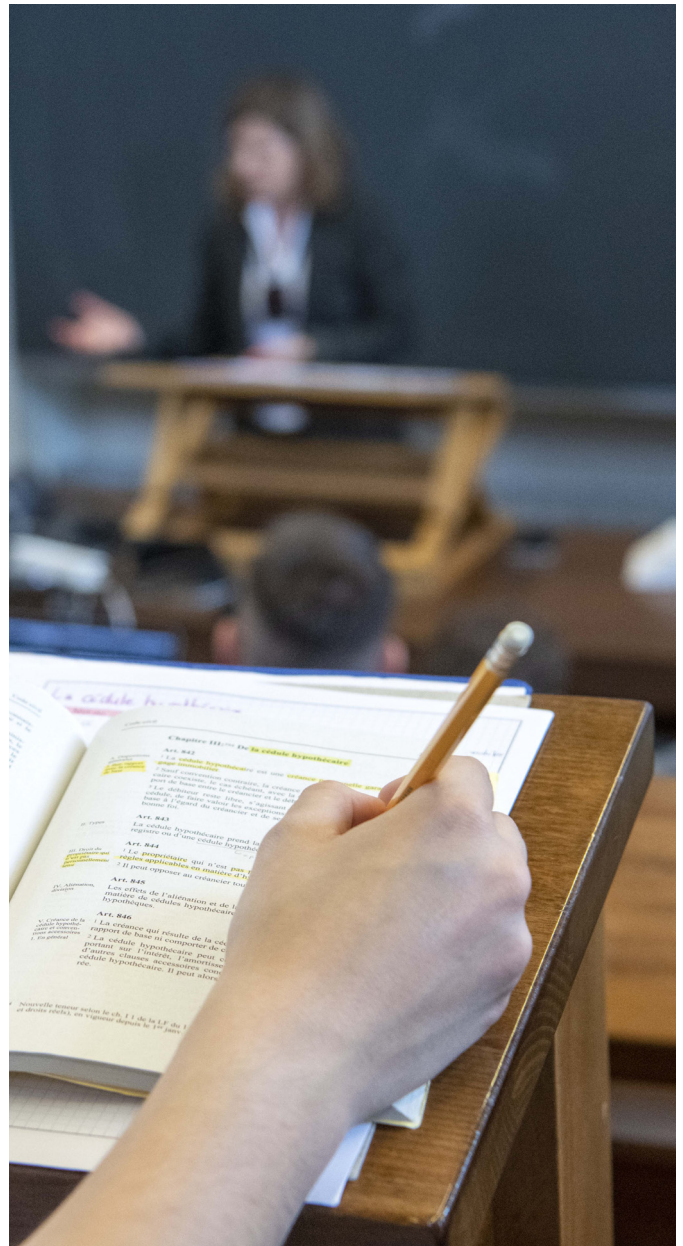
- a. Students are encouraged to rely on Moodle, the dedicated online teaching platform, as the central repository for all course-related information. Logging in exclusively with their Unifr email, given the firewall restrictions for non-Unifr email addresses.
- b. Regularly checking Moodle is essential, as information is consistently updated and available for download.
- c. Students are responsible for active engagement with Moodle. Here, they will find crucial resources, including the semester schedule, course registration, assignments/exams, lecture times/dates, Zoom recording links, and project guidelines.
- d. Access to the IBL's Moodle platform is available at: <https://moodle.unifr.ch/>.

3. Zoom recordings

- a. Wherever the lecturer permits, each lecture is recorded – links are posted under the course folder accordingly. In exceptional cases watching the recording would enable the student to take the exam, however, this must be reserved for emergencies such as illness, travel, or unavoidable circumstances. It is crucial to emphasize that the recording is intended to complement, not replace, the live lecture experience.
- b. Expanding on Section II (2)(c), students are required to acknowledge online presence and Zoom recordings as privileges provided by the IBL. It is their responsibility to utilize Zoom recordings within specified time frames to reinforce their understanding of the course content.
- c. Participants are strictly prohibited from sharing any course materials or recordings with unauthorized recipients, i.e. recipients who are not fellow students or faculty members.

4. Class Attendance

- a. Referencing Section II, students recognize the crucial responsibility of attending classes — whether in person or online — before becoming eligible for examinations. In exceptional cases where a student is unable to attend class, recordings are permitted for exam preparation purposes.
- b. Students cannot enroll in courses with overlapping schedules, demonstrating careful consideration in planning their respective academic calendars.
- c. Behavior in class and online must not disrupt the flow of the lecture, long monologues are to be avoided. Questions are welcomed but should be to the point. Behavior must be respectful at all times.



5. Exam Obligations

- a. If you are registered for a course you must attend and take the exam, otherwise, you will receive a failing grade and may have to pay a fee for any retake per course. Students must de-register at least one week before the course starts to prevent this from occurring.

If you are unable to attend or take the exam due to unforeseen circumstances e.g. sickness, please contact the Academic Director to arrange a solution.

- b. Collaboration with other students is not permitted unless set as a specific requirement by the professor. The exam must be taken completely independently, and shall not be reviewed or edited by other students or third parties prior to submission, nor can other students or third parties write your exam or parts of it except where clearly quoted and referenced.

6. Communication with the Professors

- a. Students must channel all academic queries, concerns, and discussion points through their UNIFR email account for a centralized and organized communication process.
- b. In cases where professors do not provide their email accounts, students should direct queries, questions, or concerns to the Executive and Academic Director (michelle.reed@unifr.ch) or the Student Affairs Team (iblstudentaffairs@unifr.ch).

7. Examination Submission

- a. Exams are typically scheduled within two to three weeks following the conclusion of each course. Various formats, such as take-home exams, essays, case studies, or quizzes, may be deployed.
- b. The exam schedule, accessible via Moodle, provides details for final submissions, which must be uploaded or completed within the specified deadline. Optional exams are clearly indicated, and for courses without exams, a Pass grade is granted based on attendance, as communicated.
- c. Emphasizing punctuality and adherence to academic timelines, students are required to submit all examinations by the specified deadline.
- d. Students encountering difficulties with timely exam submission can request approval for late submission by contacting the IBL Academic Director. Deadline extension requests must be submitted to the Academic Director at least one week in advance, and approval is subject to the discretion of both the Academic Director and the course professor. If you are unable to attend or take the exam due to unforeseen circumstances e.g. sickness, please contact the Academic Director to arrange a solution.
- e. Late submissions without an approved extension from the Academic Director will not be accepted.
- f. In case of receiving a failing grade, students are offered the opportunity to retake the exam, with a nominal fee of CHF 300 per attempt (limited to a maximum of 2 attempts). Retakes are not permitted for the sole purpose of grade improvement.

8. Financial Responsibility

- a. Students must exhibit financial responsibility by making timely payments of tuition fees as outlined in the agreed-upon payment schedule.
- b. In the event the student fails to meet the financial obligations, as set forth in the payment schedule, this may affect the student's ability to receive a certified diploma from the university until payment has been made in full.
- c. In exceptional circumstances requiring a rescheduling of the tuition payment schedule, it is mandatory for students to proactively contact the Executive and Academic Director for necessary arrangements.

▶ III. A. Responsibilities of the student

9. Completion of Internship, Thesis, and Management Project

Each CAS and LL.M track mandates the fulfillment of an internship (exclusive to LL.M), thesis, or management project, either during the studies or immediately thereafter. ECTS credits are awarded according to the Program Structure for the academic year.

The LL.M. Program requires a minimum of 60 ECTS credits. 40 ECTS dedicated to core modules, 10 for elective modules, and 10 ECTS for the final Master Thesis, Internship or Management project.

- a. Thesis: To graduate in February, submit the Master's Thesis/CAS final research work to the supervising Instructor and Director of Studies by the last weekday of November; for July graduation, the deadline is the last weekday of May. In exceptional circumstances, request a deadline extension from the Academic Director before the Master's Thesis deadlines. Submitting after the deadline without prior written authorization may result in a grade reduction determined by the instructor. Follow the Master Thesis Guidelines.
- b. Internship: Students must secure an internship position, either in Switzerland or abroad. The internship should entail a minimum of 6 weeks of full-time work or part-time equivalent. An Internship Agreement signed in advance by the employer, student, and the IBL Executive and Academic Director, is required. The organization must issue an Internship Report and Internship Evaluation Sheet to the IBL upon completion, received no later than three weeks before graduation. The LL.M. offers support and may suggest internship positions with partner institutions.
- c. Management Project: This project aims to cultivate in-depth knowledge, understanding, and skills aligned with the academic program. It demonstrates the ability to work and conduct independent research to achieve a clearly defined goal. The duration should be a minimum of 6 weeks, ensuring it does not unreasonably delay graduation. Active engagement with a designated member of the organization, ideally outside the normal reporting line, is crucial. This individual assumes a supervisory role, issuing an evaluation and grade upon completion. Before commencing a project, students are advised to seek guidance from the Academic Director. This ensures that the proposal aligns with academic standards and objectives while maintaining relevance to the study program.

10. Dress Code

Students are required to uphold a clean and presentable appearance upon entering the university premises and throughout class hours, including online. Attire with offensive language, symbols, or images should be avoided.

III. B. Communication etiquette

Beyond academic responsibilities, effective communication is vital for a thriving and inclusive university community. Upholding politeness, respect, and appropriate behavior enhances the learning environment. Students at IBL actively contribute to creating a respectful, inclusive, and intellectually stimulating community, enriching the overall university experience.

In IBL interactions, students must practice politeness, use inclusive language, and avoid perceived disrespect. Contribute positively, report inappropriate behavior, and show cultural sensitivity. When communicating with professors and administration, maintain professionalism, use formal channels, and respond promptly for efficient information flow.

IV. Prohibited conducts

This Student Handbook and Code of Conduct establishes the standards and procedures essential for maintaining a learning environment that aligns with IBL's core educational objectives. Prohibited conduct includes actions contrary to:

1. Academic and Personal Integrity Standards:

Upholding integrity is fundamental to the IBL community. This involves respecting open and honest intellectual exchange, as well as showing regard for IBL records and the Student Handbook and Code of Conduct itself. Violations include:

- Dishonesty/deception (e.g cheating).
- Plagiarism: copy/paste from an external source except where clearly quoted and referenced.
- Knowingly providing false or misleading information to the IBL administration, professors, fellow students or any other third parties.
- Forgery, alteration, or unauthorized use of IBL documents, records, student identification cards, or university services.
- Creation or distribution of false identification.
- Contempt of adjudicative proceedings, including impairing or interrupting due proceedings in the presence of any process created under this Code.
- Opposition to any form of direct or indirect discrimination or harassment, including sexual harassment.

2. Valuing Property and Shared IBL Resources:

Engaging in actions that compromise the respect for property and shared IBL resources is strictly prohibited.

3. Visa Applications

The University of Fribourg is maintaining a strong collaboration with the Service de la Population et des Migrants (SPoMi) in regard to visa applications, benefiting all applicants.

Students requiring a visa, resolving visa issues or responding to enquiries should collaborate with the SPoMi directly or

through a qualified immigration lawyer. To optimize the outcome for all parties involved, if applicants want to use the support of past or current students they should consult with the Executive & Academic Director before taking any action.

Refer to Section VIII. further regarding non-adherence.



V. Documentation



The Student Handbook and Code of Conduct's documentation section details procedures for IBL-provided documents. Adherence ensures transparency, efficiency, and policy compliance. These guidelines streamline administrative processes, maintain academic credential integrity, and offer flexibility to students. It's each student's responsibility to be aware of and adhere to these guidelines throughout their academic journey at IBL.

1. Attestations

- a. Utilize the IBL's provided attestation template at no extra cost by contacting iblstudentaffairs@unifr.ch or the Executive and Academic Director.
- b. Customized attestations are available upon request to individuals for an additional fee covering administrative processing and customization.

2. Certification of the Final Degree

- a. Receive a certified copy of the degree/diploma upon graduation, contingent on complete payment of university fees.
- b. Non-compliance with Section III A (8) will result in the non-certification of the degree/diploma. Certification, subject to an additional fee, is contingent upon complying with Section III A (8) and includes the verification and issuance process for official academic achievement certification.

3. Reporting a concern and non-retaliation

- a. Encourages individuals to report concerns without fear of retaliation.
- b. To report suspected violations of the Student Handbook and Code of Conduct contact the IBL directly via the Student Affairs team (iblstudentaffairs@unifr.ch) or the Executive and Academic Director; alternatively other designated authorities.
- c. The university commits to prompt and impartial resolution of all reports.
- d. Maintains confidentiality to protect identities, adhering to a zero-tolerance policy for retaliation.
- e. Thoroughly documents all claims and reports, ensuring appropriate follow-up actions for a safe environment.
- f. When violations against the code are reported, it is prohibited to retaliate in any way against the reporter or attempt to identify the reporter where anonymous.

4. Self Interests

The IBL and its students, lecturers and courses should never be promoted as a resource pool for personal or third-party interests, including financial interests and cannot be made available to third parties without the specific written agreement of the IBL administration.

VI. Graduation Requirements

Graduation ceremonies take place twice a year, during the spring semester in mid-February and in the fall semester at the beginning of July.

As part of our commitment to ensuring a seamless and memorable graduation experience for all students, we kindly request adherence to the following guidelines. To facilitate the necessary arrangements and preparations, we ask graduating students to provide the following information at least six weeks before their anticipated graduation date:

- Their written intent to graduate.
- Full Name (as per ID).
- Date of Birth.
- Anticipated Graduation Date.
- Diploma Track (e.g., LL.M.).
- University Email (unifr).
- Graduation is possible by attending in person or remotely, in the last case providing the mailing address for the degree delivery.
- Indicate the number of guests accompanying you.
- Confirmation of Tuition Payment: Please confirm that all tuition fees have been paid in full.

VII. Privacy and data security

Students at the Institute for International Business Law must follow data security and privacy requirements. Recognizing that the institution collects and processes personal data in accordance with laws, including GDPR, students are responsible for protecting provided information, including personal identification details and academic records. Any activities compromising the security or privacy of this data are strictly prohibited.

Furthermore, students must fully understand and adhere to the institution's data security policies and procedures,

conducting any use, disclosure, or dissemination of confidential information responsibly and in strict accordance with guidelines. For more information, visit the university website: <https://www.unifr.ch/home/en/legal.html>.

Non-compliance may result in disciplinary actions as per the Student Handbook and Code of Conduct. Active participation in the academic community contributes to maintaining a secure and private environment for all students.

VIII. Violation of the student code of conduct

The Code upholds academic integrity, personal responsibility, and respectful behavior. By enrolling, students commit to the Code, acknowledging potential consequences for violations. The university prioritizes a safe, respectful, and academically focused environment.

Students violating the Student Handbook and Code of Conduct at IBL face immediate disciplinary action. Serious misconduct may result in legal consequences under cantonal and Swiss laws. Educational measures may be implemented, with associated fees the responsibility of the student.

Publisher: University of Fribourg
Editorial office: Faculty of Law
Institute for International Business Law
Layout: Unicom Communication & Media
Fluide Communication
Distribution: Online
Issue Date and Version: V3.1 Final Draft – 3 May 2024
Photo: © Jean-Paul Guinnard