Examination Regulations for the Master’s Course

(MPO)

International Management & Information Systems (IMIS)

Faculty of Electrical Engineering
at the South Westphalia University of Applied Sciences

Campus Soest

14 March 2014
Preamble:
In accordance with Section 2 Paragraph 4 and Section 64 Paragraph 1 of the Law on the Universities of North-Rhine Westphalia (Higher Education Act – HG) of 31 October 2006 (GV.NRW.P. 474), as amended, 3 December 2013 (GV.NRW. P. 723), the following regulations have been accepted as statutes by Fachhochschule Südwestfalen/South Westphalia University of Applied Sciences.

This document is a translation and is for information purposes only. For any legal proceedings, only the German version has legal validity.

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I. GENERAL REGULATIONS

§ 1 Area of application

(1) These Master’s Examination Regulations (MPO) apply to the Master’s examination in the Master’s study course „International Management & Information Systems“ leading to the degree „Master of Arts“ at the South Westphalia University of Applied Sciences, Campus Soest, Faculty of Electrical Engineering.

(2) These examination regulations may be amended by study regulations for the Master’s course „International Management & Information Systems“, controlling the scope and structure of the study course, taking into account technical and didactical developments as well as requirements of practice.

§ 2 Aims of study; Purpose of examination; Academic degree

(1) The Master’s examination constitutes the qualifying degree in the Master’s course of „International Management & Information Systems“.

(2) The study leading to the Master’s examination considering the general aims of study of Section 58 of the German University and College Act (§ 58 HG) should convey an application-orientated education to the students, on a practical and scientific basis. The aim of the Master’s course is to deepen and expand the competencies acquired in the undergraduate courses in the fields of economics or business informatics. The graduates of the Master’s course „International Management & Information Systems“ should be qualified for leadership tasks in a globalized economy, in which the intelligent use of IT-systems is a critical success factor. Thus, the required content and methods of the professional and working world, as well as the necessary interdisciplinary competencies (key qualifications) are to be conveyed.

(3) The Master’s examination shall determine whether the student has acquired the specialized knowledge necessary for academic activity and is able to work independently and successfully on the basis of scientific knowledge and methods.

(4) Upon passing the final examination, students are conferred with the academic degree „Master of Arts“ (M.A.)

§ 3 Prerequisites

(1) The qualification for the study is proven by:

a) the successful completion of a minimum 7-semester Bachelor course or a Diploma study course in the fields of economics or business informatics or a related study course with at least an accumulative grade point average of “good” or the equivalent ECTS grade of “A” or “B” or

b) the successful completion of a six-semester Bachelor course in the fields of economics or business informatics or a related study course with at least an accumulative grade point average of “good” or the equivalent ECTS grade of “A” or “B” and a supplementary qualification stipulated by the examination board of the Master’s program. The chair of the examination board determines the modules to be taken as a supplementary qualification on the basis of the bachelor’s degree presented which shall amount to 30 ECTS credit points and need to be successfully completed by the students within one year after his/her start of the Master’s degree program. If this requirement is not met
with the stipulated period, the student’s enrolment in the study course will be revoked.

c) good knowledge of the English language in speech and writing.

(2) Proof of English language qualification is considered effected, if

a) the knowledge of the English language can be proven through a TOEFL Test (of at least paper based: 575 points; computer based: 232 points; internet based: 90-91 points), IELTS band 6.5, a comparable language test or proof a completed English-language study course leading to a degree.

b) In all other cases, proof is to be provided in accordance with § 4.

§ 4 Admission procedures

(1) The application must be submitted to the university in writing by 15 November for the summer semester of the following year and by 15 May for the winter semester of the same year along with:

a) The certificate of having successfully completed the diploma or Bachelor’s examination,

b) certificate of a language test according to § 3 Para. 2,

c) the statement, whether a Master’s examination in the same field of studies was permanently not passed.

(2) In cases where the aptitude of the English language cannot be proven according to § 3 Para 2, the applicant will be invited to an oral and written examination to verify his/her aptitude for the course. The written invitation to this examination is sent to the applicant at least one week prior to the examination date. The examination is conducted and evaluated by English instructors who are engaged in the study course. The examiner is directly appointed by the chair of the examination board. The duration of the examination is up to 120 minutes.

(3) The result of the oral and written examination is communicated to the applicant in writing. In case of a rejection, the decision is to be explained and furnished to the applicant with legal advice to appeal. In case of a rejection, a new application is possible at a later date. A third application is excluded.

§ 5 Beginning, duration, structure and scope of study course

(1) The course may be started at the beginning of the summer semester and as of 2016/2017 also at the beginning of the winter semester. The curriculum is arranged so that the degree can be completed within the regular duration. The examination procedures are to be designed in such a way that the statutory periods of maternity and parental leave are possible. Down time for the care of a spouse, a registered partner under the Civil Partnership Act or first-degree relative or in-law will be respected, if they are in need of care. For students suffering from a chronic illness or a disability in accordance with § 2 Para. 1 of the SGB IX (German Social Code Vol. IX), the examination board will, upon request of the student, determine the conditions of the examination as regulated by the Examination Regulations in due consideration of the handicap and individual circumstances.

(2) The regular duration of the study program is three semesters. The entire workload covers a total volume of 42 semester weekly hours of study (SWH) and 90 ECTS credit points. The modules are listed in Annex 1 und 2. Students receive 16 ECTS credit points for the Master’s Thesis and 4 ECTS credit points for the colloquium.

(3) All classes and examinations will be conducted in English.
§ 6 Form and organization of the offered course

(1) The curriculum will be taught in class lectures and supplementary learning materials in the first semester and through self-study materials (learning modules, E-lectures, course books, textbooks, literature, etc.) in the second semester.

(2) The second semester is arranged with a mobility window as „External Option“ and allows the transfer of credits earned abroad or as part of an internship during the semester (Module „Practical Experience“). Students who make use of the „External Option“ are actively supported by the Course Director in the form of consultation and contact facilitation.

§ 7 Examination board

(1) An examination board is to be formed to organize the examinations and deal with the tasks for which it is responsible by virtue of these Examination Regulations; the responsibility of the Dean remains unaffected according to Section 27 Para. 1 sent. 2 of the German Universities and Collage Act (§ 27 Abs. 1 Satz 2 HG). The examination board consists of:

   a) four members of the professoriate and also

   b) a member of the academic staff (lecturers or academic staff) according to Section 11 Para. 1 no. 2 German Universities and Collage Act (§ 11 Abs. 1 Nr. 2 HG) and

   c) a member of the student body.

   The members of the examination board shall be elected by the faculty council of the Faculty of Electrical Engineering according to different categories. The chair and deputy chair will be elected of the Professoriate. The other members elected by the faculty council shall have surrogates who will also be elected by the faculty council. The term of service for those members who are employees of the University shall be four years. The term for student members will be one year. Members may be re-elected. If one of the members leaves the University, there will be a new election.

(2) The examination board shall ensure that the provisions of the Examination Regulations are met and ensure the correct procedure of the examination. It is primarily responsible for appeals against decisions made in the examination process. It regularly reports the development of examinations and periods of study to the faculty council and makes suggestions concerning duration, scope and structure of the course as well as amendments to the study and examination regulations.

(3) The examination board may transfer all further, precisely designated tasks that go beyond the cases regulated in these examination regulations to its chair with the exception of decisions about appeals.

(4) The examination board shall constitute a quorum, if the chair or deputy chair and two other members of the professoriate and at least one other voting member are present. Decisions are concluded by simple majority vote. In case of a tie, the vote of the chair shall be decisive, or in his/her absence the vote of his/her deputy. The student member in the examination board does not participate in the academic decisions, particularly in the validation or other assessment of study and examination results or in the appointment of examiners and assessors. Student members of the examination board shall not participate in the consultation and resolutions on matters which concern the determination of examination questions of their own examination.

(5) The members of the examination board have the right to attend examinations, with exception of the student members, who are scheduled to have their own examination on the same day.
(6) The members of the examination board and their deputies are sworn to secrecy. If they are not employed in the public sector, they are committed to confidentiality by the chair of the examination board.

(7) Incriminating decisions of the examination board are to be handed to the concerned student immediately in written form with reasons provided. The student has the right to be heard beforehand. Section 2 Para. 3 no. 3 of the Administrative Procedures Act for the state of North-Rhine Westphalia remains unaffected, in particular the exception of the duty of hearing and justification for assessment of scientific and artistic nature.

§ 8 Examiners and assessors

(1) The examination board shall appoint the examiners and assessors. Only persons, who have at least the corresponding Master's degree or an equivalent degree (at least a university diploma) or have obtained a comparable qualification, may be appointed. Examiners must have exerted teaching on their own authority in the subject in question, unless compelling reasons justify an exception. If more than one examiner is to be appointed, at least one of the examiners should have taught in the subject being examined. The examiners perform the examinations independently and on their own authority.

(2) The chair of the examination board shall ensure that the candidates are informed of the names of the examiners no later than two weeks before the start of the examination. An announcement posted on the notice board or on the internet page of the faculty of the Electrical Power Engineering is sufficient.

(3) The candidate may make suggestions regarding the supervision of the Master’s Thesis. The examination board shall ensure that all pursuant obligations are evenly distributed among the examiners. Further provisions concerning the Master’s Thesis and the Colloquium are regulated in part III.

(4) Examiners and assessors are sworn to secrecy. If they are not employed in the public sector, they are committed to confidentiality by the chair of the examination board.

§ 9 Consideration of periods of study and examination results

(1) The following achievements and results will be credited in the Master’s study course „International Management & Information Systems“ ex officio:

   a) equivalent studies and examinations which were successfully completed in the same course of study at universities within the scope of the German constitution;

   b) equivalent study and examination results that have been obtained from courses at other universities, as well as in Master’s courses at state or state-approved vocational colleges within the scope of the German constitution.

This applies to the crediting of compulsory and elective modules. Accreditation of ancillary modules is excluded.

(2) Study and examination results from the Bachelor’s course, whose completion is a prerequisite for the enrolment into the Master’s course, will not be credited.

(3) Equivalency, referred to in Para. 1 and 2 exists, unless there are substantial differences between the performances achieved and the performances to be replaced, in terms of skills acquisition. The university has to justify the refusal of crediting and to provide the justifying facts.
Equivalent studies and examinations, which were performed outside of the scope of the German constitution, can be recognized onto the study and examination of the Master's course “International Management & Information Systems” via application. This applies to the recognition of compulsory and elective modules. Consideration of ancillary modules is excluded. The examination board stipulates the necessary conditions.

For study performances, which have been rendered at postgraduate studies or studies and examinations performed in a state-approved distance-learning course, the provisions above apply accordingly. In the determination of equivalency, joint decisions of the Conference of Education Ministers and the German Rectors' Conference (Hochschulrektorenkonferenz) are to be considered.

Agreements on the recognition of study courses and examinations in terms of the „learning agreements“ of the European Credit Transfer System are binding.

For study performances, which have been rendered at postgraduate studies or studies and examinations performed in a state-approved distance-learning course, the provisions above apply accordingly. In the determination of equivalency, joint decisions of the Conference of Education Ministers and the German Rectors' Conference (Hochschulrektorenkonferenz) are to be considered.

Agreements on the recognition of study courses and examinations in terms of the „learning agreements“ of the European Credit Transfer System are binding.

The examination board decides over the recognition according to the respective paragraphs 1 to 7, in case of doubt, after hearing the examiners of the subject in question.

The provisions of Para. 1 and 2 apply accordingly to the assessment within the placement examination pursuant to the Regulation of Entrance Examination and Placement for the Study Courses at South Westphalia University of Applied Sciences. Further details about the type, form and scope of the placement examination are stipulated by the Regulation of Entrance Examination and Placement for the Study Courses at South Westphalia University of Applied Sciences.

§ 10 Assessment of examination results, ECTS (credit points)

Examination results are assessed differentially with grades. The individual examination results shall be awarded by the responsible examiner.

If several examiners are involved in an exam, they jointly grade the overall examination result, unless other provisions below are relevant. If the examiners do not agree on a grade, the final grade shall be composed of the arithmetic mean of the individual grades.

For the assessment of the examination results, the following grades are given:

1.0; 1.3 = Very good = Outstanding work;
1.7; 2.0; 2.3 = Good = Performance substantially above average requirements;
2.7; 3.0; 3.3 = Fair = Performance meets the average requirements;
3.7; 4.0 = Satisfactory = Performance which, despite shortcomings, meets the average requirements;
§ 11 Retaking examinations

(1) Module examinations that have been failed or declared failed may be retaken twice. Repeat examinations must be taken at the next possible examination date. In case of a failed module examination, in the form of a written assignment or project work, a new written assignment or project work must be submitted.

(2) The Master’s Thesis and the Colloquium may be repeated only once if failed.

(3) A module examination assessed with at least a “Satisfactory” grade may not be retaken

(4) If a module examination or the Master’s Thesis has been permanently failed, then the Master’s examination is permanently failed.

§ 12 Compensation

Once within the duration of the studies, a student may replace an elective module that has already been determined by request for admission to the examination, even if the examination in this module has been failed once or even permanently. For this, a written request must be submitted to the examination board.

§ 13 Non-attendance, withdrawal, cheating and infringement of regulations

(1) An examination is considered “failed” (5.0) under the following circumstances: non-attendance on the examination date without cogent reason, withdrawal from the examination without cogent reason or not demonstrating a measurable performance once the examination has started.

(2) The cogent reasons for withdrawal after the deadline or the non-attendance of an examination must be reported to the examination board immediately (within 3 working days of the examination) in writing and made credible. In case of illness, the candidate shall provide a medical certificate showing the physical incapability to participate that was issued at the latest on the date of the examination. If the reasons are accepted by the examination board, the examination is regarded as “not taken”.

5.0 = Fail = Performance that does not meet the requirements due to significant deficiencies.

(4) For every examination result that was passed with at least a „Satisfactory“ grade, ECTS credit points are awarded in accordance to Annex 1 and 2.

(5) When composing grades out of individual grades, only the first digit after the decimal point is taken into account; all further digits are dropped without rounding.

The grade assessment is as follows:

Up to 1.5 = Very good
1.6 to 2.5 = Good
2.6 to 3.5 = Fair
3.6 to 4.0 = Satisfactory
above 4.0 = Fail
(3) If the candidate tries to influence the result of his/her examination by cheating or using unauthorized aids, the examination will – depending on the severity of the infringement – be assessed with a “fail” (5.0). A candidate who disturbs the orderly procedure of the examination can be excluded from the continuation of the examination by the responsible examiner or assessor, in which case the examination will be assessed with a „fail“ (5.0). The reasons for the exclusion have to be recorded. If the candidate is excluded from the continuation of the examination he or she can demand verification of this decision by the examination board. This also applies to cheating and use of unauthorized aids.

II. MODULE EXAMINATION AND STUDY PERFORMANCE

§ 14 Aim, scope and form of examination

(1) A module examination (ME) is a course-related examination in an individual module, in accordance with the examination regulations, usually in the form of an examination paper (§ 17), a written multiple choice examination (§ 18), an oral examination (§ 19), a home assignment or project work (§ 20) or a combined form of examinations (§ 21).

(2) The aim of the module examinations is to determine whether the students have mastered the content and methods in the major contexts of the examination subjects and are able to apply the gained knowledge and skills independently.

(3) During the first four weeks of the semester, the examination board, in agreement with the examiners, determines the form and date of the individual module examinations as well as the completion time in case of written exams uniformly and binding for all candidates. This will be announced on the notice board or on the website of the faculty of Electrical Engineering.

(4) Results of a module examination may be substituted by an equivalent result of a placement examination in accordance with the Code concerning the grading of study courses at South Westphalia University of Applied Sciences (Ordnung zur Regelung der Einstufungsprüfung für die Studiengänge der Fachhochschule Südwestfalen).

(5) A module examination is deemed to have been passed, when it has been assessed with at least a „Satisfactory” grade.

§ 15 Admission to the module examinations

(1) The application for admission to the module examinations is generally submitted by means of the online method. Following deadlines must be met:

a) In case of module examinations in form of examination papers (§ 17), a written multiple choice examination (§ 18) or an oral examination (§ 19), the deadlines are determined by the examination board.

b) In case of module examinations in form of a home assignment or project work (§ 20) or a combined form of the examinations above (§ 21), the deadline is four weeks after the start of courses in the semester.

(2) Applications for permission to take part in a module examination must, on demand, include the following documents unless they have been submitted earlier:

a) A statement about prior attempts to take the module examination,
b) A statement about prior attempts to take a Master’s examination in the same study course,

c) For oral examinations, a statement whether the candidate wishes to exclude an audience from his/her oral examination.

(3) The application for admission to a module examination is binding. As a general rule, it can be withdrawn through the official online procedure without stating reasons and without being counted as an attempt as long as the following time limits are adhered to:

a) For a module examination in form of an examination paper (§ 17), a written multiple choice examination (§ 18) or an oral examination (§ 19), one week prior to the examination date.

b) For a module examination in form of a home assignment or project work (§ 20) or a combination of examinations (§ 21), this period expires two weeks after the deadline for the application to register. Alternatively, a new topic may be requested once.

(4) If a candidate applies for admission to a module examination in an elective module for the first time and fails to withdraw within the period prescribed, the module is determined an elective module by binding choice. If the student’s quota of elective modules has been exhausted, the registered module is classified as an ancillary module.

(5) Admission to the module examination may only be granted to those who are enrolled at the South Westphalia University of Applied Sciences or hold the status of a visiting student. For admission to the module examinations, the respective study performances in the module have to be rendered.

(6) Admission is to be denied if

a) The conditions referred to in paragraph 5 are not met or

b) The documents are incomplete and not complemented by the date set by the examination board or

c) the candidate has permanently failed an examination in the Master’s study course „International Management & Information Systems“ or has permanently failed a corresponding Master’s course within the scope of the German constitution.

(7) The examination board shall decide on the admission to examinations.

§ 16 Conduct of module examinations

(1) The time periods for the module examination in the form of examination papers (§ 17), a written multiple choice examination (§ 18) or an oral examination (§ 19) shall be determined by the examination board and be announced at the beginning of the semester or at the end of the previous semester.

(2) The examination date will be announced well in advance, at least two weeks prior to the examination.

(3) Upon request of the examiner or supervising person, the candidate has to prove his/her identity by submitting an official photo identification card.

(4) If a candidate can make it credible by providing a medical certificate that he/she is unable to undergo the examination in the scheduled form, in whole or in part, due to a chronic illness or disability according to Section 2 Para. 1 Code of Social law vol. IX (§ 3 Abs. 1 SGB), the chair of the examination board may permit the provision of an equivalent examination performance within an extended time or in a different form; the same applies to study achievements. In such decisions, the representative of people with disabilities has to be involved.

(5) The candidate shall be notified no later than six weeks after the examination about the assess-
§ 17 Examination papers

(1) Examination papers are written examinations that are being monitored.

(2) In an examination paper the students should, in a limited period of time with the approved means, demonstrate that they recognize the interrelationships of the subjects and are able to analyse specific questions within this overall context and solve problems. Furthermore the examination paper shall ascertain whether the candidates have the necessary knowledge in the specific area.

(3) The examiners decide upon the permission of auxiliary material to be used in the examination paper. A list of approved aids shall be announced along with the examination date.

(4) The duration of written examinations is between 60 and 120 minutes.

(5) The tasks in the written examination will usually be specified by one examiner. In justified cases, especially when several subjects are assessed jointly in a single examination, the tasks may be specified by more than one examiner. In this case, the examiners determine the weighting of the individual parts prior to the examination. Regardless of the parts and their weighting, all examiners assess the entire examination paper. Notwithstanding this, the examination board can determine due to the specialization of a subject area that the examiners only assess the part of the examination that corresponds to their area of expertise.

(6) Examination papers of module examinations in credit-assessed study courses are usually assessed by only one examiner. Examinations which are decisive for the continuation of the studies (third attempt) are generally assessed by two examiners. If the two assessments of the examination paper differ, the grade will be calculated by the arithmetic mean of the individual scores. In case of Para. 5 sent. 5 the assessment of each of the examiners shall be taken into account according to the previously determined weighting.

§ 18 Written multiple choice examinations

(1) Written examinations can entirely or partially be carried out as multiple choice examinations. Here, the candidates have to solve written questions under supervision by indicating the appropriate answers out of a catalogue of given answers. The multiple choice examinations are used in appropriate modules at the request of the examiner and with approval of the examination board.

(2) The examination questions must be based upon the relevant knowledge and skills taught in the module and provide reliable examination results.

(3) The determination of the exam questions, the answer options provided (examination tasks) and assessment modalities is made by two examiners before the examination. Response options, which are recognized as correct answers of the exam question should be recorded in writing.

(4) The assessment of the written examination must include the following information:

   a) the number of asked questions and the number of correctly answered questions by the candidate,

   b) the number of incorrectly answered questions,

   c) in the case of multiple answer possibilities for an examination question, the number of correct answers given by the candidate and the number of omitted or incorrect answers within the examination task,

   d) the minimum required number of correct answers and in the case of passing the exam
e) the percentage by which the number of correct answers exceeds the minimum requirements
f) the candidates’ grade.

(5) If the situation should arise that one or more examination questions or answers should turn out to be false or incorrect after the examination, then the examination questions shall be considered void and not provided. The number of examination tasks is reduced accordingly. The reduced number of tasks is to be considered. The reduction of examination tasks is not to be to the detriment of the candidate.

(6) The sample solution and the marking scheme must be completed at the beginning of the examination.

(7) For written multiple choice examinations, § 17 Para. 1, 2, 3 and 4 apply accordingly.

§ 19 Oral examinations

(1) For oral examinations, § 17 Para. 2 applies accordingly.

(2) Within the framework of the oral examination, individual tasks may to a reasonable extent comprise a written task, as long as the nature of the oral examination is maintained. Furthermore, the topics mentioned and circumscribed by the candidate can be examined; the candidates shall be given the opportunity to express themselves coherently. The oral examination lasts at least 30 minutes but no longer than 45 minutes per candidate.

(3) Oral examinations are usually assessed by an examiner and a competent assessor (§ 8 Para. 1) or by more than one examiner (council examination) as a group examination or as individual examination. All examiners and assessors shall be heard before the final grade is determined.

(4) The main topic and results of the examination, especially those decisive for the assessment of the grade, shall be recorded in minutes. Following the examination, the candidate shall be informed immediately and individually about the result.

(5) Students who are scheduled to take the same examination at a later period are allowed to spectate in accordance with the specific room conditions and the candidate’s approval. The admission does not, however, include the consultation and notification of the examination results.

§ 20 Home assignments and project work

(1) Home assignments or project works are written assignments of usually 4 to 6 pages per ECTS credit point. They are generated within the context and accompany the course, whereby a regular and active participation is obligatory. Furthermore, they shall be supplemented by a presentation of a maximum length of 45 minutes.

In addition to the hard copy, a copy shall be submitted in electronic form, so that texts and quotes can be extracted. The data medium and the format will be determined by the examiner.

(2) For written home assignments § 17 Para. 2, 5 and 6 apply accordingly.

(3) The examiner decides upon type, length, time frame and form of the written assignment in accordance with Par. 1.

(4) The written assignment may also be approved to be performed as a group assignment, if the gradable examination performance contributed by each of the students is clearly distinguishable and measureable due to the specification of sections, pages or other unique criteria al-
following a clear distinction and meets the requirements according to paragraph 1 for every candidate.

(5) The written assignment shall be submitted to the examiner within the allocated period. The deadline is to be announced by notice and usually to be made known to the chair of the examination board after the fixing date, at the latest, however, two weeks before the announced deadline. Upon submitting the written assignment, the students have to declare in writing that their work – or in the event of group work, their individual contribution – was written by themselves and that no sources other than those specified were used and that any cited sources and resources used are appropriately referenced. The submission date of the written assignment has to be placed on record. If the written assignment is sent through postal service the time of posting shall be authoritative. If the written assignment is not submitted in due time, it shall be assessed as „failed“ (5.0).

§ 21 Combined form of examinations

(1) In specific cases, a suitable module examination can be taken as written assignment (§ 20) and additionally an examination paper (§ 17), a written multiple choice examination (§ 18) or an oral examination (§ 19).

(2) § 17 to § 20 shall apply accordingly.

(3) A written assignment may be the prerequisite for admission to the relevant examination paper of oral examination.

(4) The weighting of the individual examination elements is to be announced by the examiner within four weeks after the start of the semester by announcement on the notice board or on the website of the faculty of Electrical Engineering. A failed partial performance leads to the failure of the entire combination examination.

§ 22 Coursework requirements

(1) In modules which are completed with a module examination in the form of a written assignment, a written multiple choice examination, a home assignment or project work or an oral examination, coursework requirements may be stipulated in the individual modules. These may be in particular: regular attendance, home assignments or project work, internships, practical exercises, E-Learning activities, oral performance exams, presentations or reports. Regular attendance can only be intended mandatorily were the course objective cannot be achieved without the active participation of the student. Where the type of coursework is not defined in the examination regulation or the module description, the instructor will inform the students at the beginning of the course. After timely revision, the coursework must be assessed with „passed“ or „not passed“. Prerequisites for the participation in the module examination is the successful completion of all required coursework in this module.

(2) For the submission of coursework by candidates with a chronic illness or disability according to Section 2 Para. 1 Code of Social law vol. IX (§ 3 Abs. 1 SGB), the regulation § 16 Para. 4 shall apply.
III. STUDIES

§ 23 Scope and completion of studies

(1) The three semester study course comprises:
   a) The modules offered during the three regular semesters,
   b) the Master’s Thesis,
   c) the Colloquium.

(2) The study modules with their preliminary examinations are listed in Annexes 1 and 2.

(3) One ECTS credit point is the equivalent of a work load of 30 hours.

§ 24 Practical project

(1) In the second semester of the Master’s study course „International Management & Information Systems“, students can complete a practical project (module „Practical Experience“) as an elective, worth 12 ECTS credit points. The practice-based project is aimed at introducing the students directly to occupational activities through practical work in companies or other institutions. The practical project is directed by the university and is integrated into the studies. It usually takes 12 weeks based on a part-time arrangement.

(2) An application has to be submitted for the admission to the practical project. Admission to the practical project requires that at least 25 ECTS credit points have been earned in the Master’s study course „International Management & Information Systems“. In addition, the application must list timeframe, company or institution, the topic and the supervising professor of the Faculty of Electrical Engineering at the South Westphalia University of Applied Sciences. The examination board decides on admission to the practical project. This application can only be withdrawn by written notice to the examination board with concurrence reasons, as long as the practical project has not yet begun.

(3) The practical project will be approved, if
   a) the company or institution issues a certification letter about the participation to the student,
   b) the practical activities of the student meet the purpose of the practical project and the student completed his/ her work assigned to the satisfaction of the company or institution; the assessment of the company or institution is to be considered; and
   c) a final report on the tasks, execution and results of the practical project has been submitted and accepted no later than six weeks after the end of the same. In general, the final report shall comprise 20 pages.

(4) For the successful completion of the practical project, 12 ECTS credit points are awarded.

(5) Students, whose practical projects have not been recognized, may repeat this only once.
§ 25 Scope and contents of the Master’s Thesis

(1) The Master’s Thesis is an examination. It shall demonstrate that the candidate has the ability to deal with a management and/or IT-related task, independently within a specified time, by applying the academic and professional methods acquired and placing them in interdisciplinary coherencies. The Master’s Thesis is either an independent study or considers a known topic under new aspects. The text length of the Master’s Thesis shall generally be about 50 pages.

(2) The specification of a Master’s Thesis topic as well as its supervision may be, according to § 8 Para. 1, undertaken by members of the following groups:

   a) Professors of the Faculty of Electrical Engineering.

   b) Honorary professors, adjunct professors and lecturers of the Faculty of Electrical Engineering, if a suitable topic for a thesis has been specified. This requires the approval of the examination board.

   The Master’s Thesis may be conducted at an institution outside of the university, if it can be supervised appropriately. This requires the approval of the examination board. The candidate has the right, to make suggestions for the topic of the thesis.

(3) Upon request, the chair of the examination board ensures that the candidate receives a topic for the thesis.

(4) The Master’s Thesis may also be approved to be performed as a group assignment, if the examination performance contributed by each of the students is clearly distinguishable and measureable due to the specification of sections, pages or other unique criteria allowing a clear distinction and meets the requirements according to paragraph 1 for every candidate.

§ 26 Admission to the Master’s Thesis

(1) Admission to the Master’s Thesis may only be granted to those who

   a) are enrolled in the Master’s study course „International Management & Information Systems“ at the South Westphalia University of Applied Sciences or hold the status of visiting student according § 52 Para. 2 Higher Education Act (§ 52 Abs. 2 HG) and

   b) have obtained a minimum of 48 ECTS credit points in the module examinations of the compulsory and elective modules in accordance with Annex 1 and 2.

(2) Application for the admission to the Master's Thesis must be submitted to the examination board in writing. Unless submitted earlier, the following documents must be included in the application:

   a) the evidence of meeting the admission requirements set in Para. 1, specifying any study or examination achievements which have not yet been completed;

   b) a statement about prior attempts to complete a Master’s Thesis and a declaration on previous attempts of the Master’s examination in the Master’s study course „International Management & Information Systems“.

   The application shall contain suggestions, naming supervisors and examiners. The suggestions require the nominees’ approval.

(3) The application for admission may be withdrawn in writing, without being counted towards the number of possible examination results, before the announcement of the decision on the application.
(4) The chair of the examination board shall decide on the admission. In cases of doubt, the examination board will render the decision. The permission shall be denied if:

a) the requirements specified in Para. 1 are not met,
b) the documents submitted are incomplete or
c) the candidate has lost her/his right to take the examination in the Master’s study course “International Management & Information Systems” or an equivalent study course within the scope of the German constitution by permanently failing or missing the repetition period of such an examination.

§ 27 Conduct and assessment of the Master’s Thesis

(1) The assignment of the topic for the Master’s Thesis and the definition of the timeframe is done by the examination board. The assignment date is the day on which the candidate is informed of the topic and the name of the supervisor. This date is to be recorded.

(2) The processing time (the period of time from the assignment until the submission of the Master’s Thesis) is 16 weeks. The topic and task must be such that it can be completed in the specified time period. An extension of the processing time, by up to four weeks, may be granted once by the examination board, if the candidate submits a justified request before the deadline. The supervisor of the Master’s Thesis is to be heard on the application.

(3) Once, and only in the first four weeks of the processing time, the topic of the Master’s Thesis may be returned by the candidate without stating reasons. In the event of a repetition of a failed Master’s Thesis, the topic may only be exercised, if it was not done in the first attempt.

(4) In the case of an chronic illness or a disability of the candidate according to § 2 Para. 1 SGB IX, § 16 Para. 4 shall be applied accordingly.

(5) The Master’s Thesis shall be composed in English. Two copies of the Thesis have to be submitted to the chair of the examination board via the Student Services Office or any other appointed location in due time. Additionally, one copy of the thesis has to be submitted in electronic form. The data medium and the format are stipulated by the supervisor.

Upon submitting the Master’s Thesis, the students have to declare in writing that their work – or in the event of group work their individual contribution – was written by themselves and that no sources other than those specified were used and that any cited sources and resources used are appropriately referenced. The submission date of the Master’s Thesis has to be placed on record. If the thesis is sent through postal service, the time of posting shall be authoritative. If the written assignment is not submitted in due time, it shall be assessed as „failed“ (5.0).

(6) The Master’s Thesis shall be assessed by two examiners who are appointed by the examination board. Among them will be the supervisor and another professor of the Faculty of Electrical Engineering of the South Westphalia University of Applied Sciences authorized as an examiner according to § 8 Para. 1.

In the event that the two examiners do not agree on a grade for the Master’s Thesis and if the difference of both individual grades is less than 2.0, the grade shall be calculated by the arithmetic mean of the individual scores. If the difference is 2.0 or higher, the examination board shall appoint a third examiner. In this case the grade will be calculated by the arithmetic mean of the two highest out of the three individual scores. The Master’s Thesis may only be assessed as “Satisfactory” or better if at least two individual grades are “Satisfactory” or better. All assessments shall be justified in writing.

The student shall be informed about the assessment of the Master’s Thesis no later than six weeks after its submission.

(7) For passing the Master’s Thesis, 16 ECTS credit points are awarded.
§ 28 Colloquium

(1) The colloquium supplements the Master’s Thesis and shall be assessed individually. It is designed to show the candidate’s ability to orally and independently present the results of the Master’s Thesis, its academic basis and interdisciplinary as well as its practical significance. The methodology used in the Master’s Thesis will also be subject of discussion.

(2) Admission to the colloquium may only be granted to those who
   a) are enrolled at the South Westphalia University of Applied Sciences or hold the status of a visiting student in accordance with § 52 Para. 2 Higher Education Act (§ 52 Abs. 2 HG),
   b) have obtained a minimum of 70 ECTS credit points in the module examinations of the compulsory and elective modules in accordance to Annex 1 and 2,
   c) have obtained 16 ECTS credit points in the Master's Thesis.

(3) Applications for admission to the colloquium must be submitted to the examination board in writing. Applications must include evidence of meeting the requirements listed in paragraph 2, unless they have previously been submitted to the examination board. Furthermore, a statement about prior attempts to take similar examinations and whether an audience is to be excluded shall be enclosed. The admission to the colloquium may be applied for simultaneously to the Master’s Thesis (§ 26 Para. 2). In this case admission to the colloquium shall be granted as soon as the examination board has been provided with the required evidence and documents. Section 26 Para. 4 shall accordingly apply to the admission or denial to the colloquium.

(4) The colloquium is carried out as oral examination (§ 19) with a duration of at least 30 minutes but not longer than 45 minutes and shall be jointly conducted and assessed by the examiners of the Master’s Thesis. In the case of § 27 Para. 6 sent. 5, the colloquium shall be conducted by those examiners whose individual grades were used as a basis for the overall Master’s Thesis grade. The regulations applicable for the oral examinations shall also apply to the colloquium.

(5) With the approval of the supervisor, the colloquium may be performed via video conference. The prerequisites for the video conference shall be determined by the examination board.

(6) For passing the colloquium, 4 ECTS credit points are awarded.

IV. RESULT OF MASTER’S EXAMINATION; ANCILLARY MODULES

§ 29 Result of the Master's examination

(1) The Master’s examination is passed if the following ECTS credit points have been acquired:
   a) 70 ECTS credit points in the compulsory and elective modules according to Annex 1 and 2,
   b) 16 ECTS credit points in the Master’s Thesis,
   c) 4 ECTS credit points in the Colloquium.

(2) The Master’s examination is permanently failed if one of the examination results pursuant to Para. 1 has conclusively been awarded a “fail” or has been assessed as “not satisfactory”. The possibility of compensation according to § 12 remains unaffected.

A notification over the “not satisfactory” result in the Master’s examination is issued, which is to include instructions about applicable legal remedies. Upon request of the candidate and after his/ her de-registration, the examination board shall issue a certificate stating the study
and examination results achieved with their grades as well as those necessary for the completion of the Master’s examination.

The certificate must record the fact that the Master’s examination has been permanently failed.

(3) Candidates who leave the university without a final degree may, upon request, obtain a certificate confirming the entire study and examination achievements.

§ 30 Calculation of the final grade and Master’s Degree certificate

(1) The final grade of the Master’s examination is to be calculated from the arithmetic mean of the credit-assessed individual scores for the module examinations, the Master’s Thesis and the colloquium according to § 10 Para. 5 pursuant to these examination regulations. For the final grade, only the first digit after the decimal point shall be taken into account in setting the overall score and recorded on the certificate. In the event of a final grade being assessed equal or better than 1.3, deviating from § 10 Para. 5, the final grade “passed with distinction” shall be awarded. Grades of ancillary modules in accordance with § 31 Para. 1 are not taken into account.

(2) A certificate confirming the passed Master’s examination is to be issued immediately. The certificate has to contain information on all the required modules, including their grades as well as the topic and grade of the Master’s Thesis, the grade of the colloquium and the final grade of the Master’s examination. Each grade shall be followed by the decimal digits in brackets. The final grade shall be defined, in accordance with the „Framework guidelines for the introduction of credit points systems and the modularisation of study courses“ of the Standing Conference of Education Ministers relative score, by the following ECTS grading scale:

Level A the best 10 %
Level B the next 25 %
Level C the next 30 %
Level D the next 25 %
Level E the next 10 %.

At the request of the candidate, the ancillary modules in accordance with § 31 and their scores will be included on the certificate. Furthermore, the Master’s study course „International Management & Information Systems“ is to be indicated. The Master’s certificate shall be issued bilingually in German and in English.

(3) The Master’s certificate is to be signed by the chair of the examination board. It shall be furnished with the official stamp from the examination board of the Master’s study course „International Management & Information Systems“ at the South Westphalia University of Applied Sciences and bears the date of the colloquium.

(4) Along with the certificate, the candidate will also be awarded a Master’s Degree Certificate (Masterurkunde) with the date of the certificate. The degree certificate will certify the conferral of the Master’s degree „Master of Arts (M.A.)“. The Master’s Degree certificate will be issued bilingually in German and English. It is to be signed by the dean and the chair of the examination board and sealed with the stamp of the South Westphalia University of Applied Sciences.

(5) Along with the certificate, a Diploma Supplement shall be issued.
§ 31 Ancillary modules

(1) Students may enrol for module examinations in more than those prescribed in these examination regulations (ancillary modules). Upon request of the candidate, the results of these examinations are included in the Master’s certificate in accordance with Section 30 Para. 2 sent. 5.

(2) If more than the prescribed elective modules from the catalogue were selected and completed with the respective module examinations, these also count towards examinations for ancillary modules.

V. FINAL PROVISIONS

§ 32 Access to the examination files

Immediately after the assessment of an examination, the candidate shall, upon request, be granted inspection of his/her examination documents. Time and place of the inspection will be determined by the examiners.

§ 33 Invalidity of examinations

(1) If a candidate cheated during an examination, and this fact does not become public until after conferment of the degree or the issuance of a certificate according to Section 29 Para. 2 sent. 4, the examination board may subsequently correct the grades for these examinations in which cheating was involved. It may also declare the Master’s examination partly or completely failed.

(2) If it turns out that the requirements for admission to an examination were not met without any intention to cheat on the candidate’s part, and this fact does not become public until after conferment of the degree or issuance of a certificate according to Section 29 Para. 2 sent. 4, this default will be deemed to have been remedied by the candidate’s passing of the examination. Should the candidate have fraudulently and intentionally gained admission, the examination board shall decide on the legal consequences in accordance with the Administrative Procedure Act of North Rhine Westphalia.

(3) An incorrect examination certificate or an incorrect certificate according to Section 29 Para. 2 sent. 4 is to be revoked. If applicable, a new and corrected certificate is to be issued.

(4) Decisions pursuant to Para. 1 and Para. 2 sent. 2, expire after five years following the date of conferment of the degree or issuance of a certificate according to Section 29 Para. 2 sent. 3.
§ 34 Coming into effect and publication

These regulations shall take effect on the day following its publication. They are published in the bulletin of South Westphalia University of Applied Sciences – public announcement of South Westphalia University of Applied Sciences.

These regulations will be enacted, after review by the president’s office of the University of Applied Sciences South Westphalia based on the decision of the faculty council Electrical Engineering from the 19 January 2014.

Iserlohn, the 14 March 2014

The President
of the South Westphalia University of Applied Sciences in Iserlohn

Professor Dr. Claus Schuster

Annexes:
Annex 1: Compulsory modules
Annex 2: Elective modules
## Annex 1: Compulsory modules

<table>
<thead>
<tr>
<th>Module</th>
<th>Coursework requirements</th>
<th>ECTS-Points</th>
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<tbody>
<tr>
<td>Business Marketing Management</td>
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<tr>
<td>Corporate Entrepreneurship &amp; Innovation</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>Journal Club</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>Business Intelligence</td>
<td></td>
<td>5</td>
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<tr>
<td>E-Business</td>
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<td>Information Management</td>
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<tr>
<td>Finance &amp; Accounting</td>
<td>X</td>
<td>7</td>
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<tr>
<td>Enterprise Resource Planning</td>
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<td>6</td>
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<tr>
<td>Virtual / Intercultural Communication</td>
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<td>5</td>
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<tr>
<td>Current Communication Issues</td>
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<tr>
<td>Research Methods</td>
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Annex 2: Elective modules

Elective modules amounting to 12 ECTS-Points have to be chosen.

<table>
<thead>
<tr>
<th>Elective module</th>
<th>Coursework requirements</th>
<th>ECTS-Points</th>
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<tbody>
<tr>
<td>Advanced International Economics</td>
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<tr>
<td>Product and Process Management</td>
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<td>6</td>
</tr>
<tr>
<td>International Studies I: Global Business</td>
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<td>IS Project</td>
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<td>6</td>
</tr>
<tr>
<td>International Studies II: Information Systems</td>
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<td>6</td>
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<tr>
<td>Practical Experience</td>
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<td>12</td>
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