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## **University of Hohenheim Examination Regulations for the Business Administration and Economics Master's Degree Programs**

**from 21 November 2018**

Based on Sec. 32(3), Sec. 36(1), Sec. 19(1) no. 9, and Sec. 60(2) of the State Higher Education Act (*Landeshochschulgesetz*, LHG) from 1 January 2005 (Law Gazette p. 1ff.) in the version of Article 1 of the Third Higher Education Law Amendment Act from 1 April 2014 (Law Gazette p. 99), last amended by Article 1 of the Act from 13 May 2018 (Law Gazette p. 85), the University of Hohenheim Senate passed the following Regulations on 7 November 2018.

The President approved the Regulations on 21 November 2018 according to Sec. 32(3) sentence 1 LHG.

### **1st Part: Joint Provisions for all Business Administration and Economics Master's Degree Programs**

#### **1.1 General Provisions**

##### **Section 1 Area of Applicability**

These examination regulations apply for the Business Administration and Economics Master's Degree Programs at the University of Hohenheim.

These include:

- the Master's program Management
- the Master's program Economics
- the Master's program International Business and Economics
- the Master's program Education for Business and Economics (state-certified teacher program)

##### **Section 2 Purpose of the Examinations**

The Master's examination is intended to determine whether the students have obtained in-depth subject knowledge, understand the context of the program content, and have the ability to apply scientific methods and insights in the disciplines studied.

##### **Section 3 Academic Degree**

After passing the Master's examination, the Faculty of Business, Economics and Social Sciences awards the academic degree "Master of Science" (abbreviated: M.Sc.).

##### **Section 4 Standard Period of Study, Program Structure, and Language of Instruction and Examination**

- (1) The standard period of study until completing the Master's examination is four subject-related semesters. This includes the time necessary for all examinations in the Master's program and writing the Master's thesis.
- (2) Each of the business administration and economics Master's programs builds consecutively upon a business administration and economics Bachelor's program or an equivalent or higher-level degree program. More details can be found in the admission regulations for the individual degree programs.
- (3) The languages of instruction and examination are German and/or English. More details can be found in the module descriptions.

##### **Section 5 Modules and Assessments in the Master's Programs**

- (1) All parts of the program are structured with modules. A module refers to courses that are coordinated in terms of content and time and typically correspond to a workload of 6 ECTS credits.
- (2) The Master's degree programs include compulsory, semi-elective, and elective modules as set down in the provisions specific to the respective degree program. In addition, students may complete additional modules or subjects. Additional modules or additional subjects are not

required for the successful completion of the Master's examination and are not included in the overall grade for the Master's examination.

- (3) Each module includes a module examination that is completed during studies and concludes the module with a grade.

### **Section 6 Structure of the Master's Programs**

The Master's programs are made up of the basic Master's period, the specialization or the free elective area, and the Master's thesis. The details are regulated in the specific degree program provisions.

### **Section 7 ECTS Credits and Module Structure**

- (1) All assessments are assigned a specific number of credits according to the European Credit Transfer System (ECTS, European credits, ECTS credits). The number of ECTS credits corresponds to the workload required for successful completion of the module.
- (2) The ECTS credits assigned to a module according to the examination regulations and the module catalog are only granted if the module examination is graded with at least "*sufficient*" (4.0) or "*passed*."
- (3) The ECTS credits reflect the quantitative importance of the assessment. Individual performance is evaluated with grades. Each grade is therefore to be weighted according to Sec. 23 using the ECTS credits to calculate overall grades such as the subject grades.
- (4) To successfully complete the Master's program, at least 120 ECTS credits must be obtained.
- (5) For all subjects, the module catalog describes the individual modules and the assessments that must be submitted. In particular, it specifies the mode of the module examination and what examination components are required.
- (6) If the examination regulations permit more than one possibility for obtaining ECTS credits for a module, the ECTS credits are to be obtained in the form stated in the module catalog.
- (7) Regardless of how the individual areas in a degree program are structured, the ECTS credits for a module and respective examination components can only be counted once.
- (8) If the degree program structure permits electives, then these electives may only be selected such that no module is used more than once. More details can be found in the provisions for the individual degree programs.

### **Section 8 Examination Committee**

- (1) Examination committees will be established to organize the examinations and other tasks assigned by these examination regulations. An examination committee may be responsible for one or more than one degree program.
- (2) Each examination committee consists of five members of the research staff primarily employed by the University, and three of these members must be employed as professors. The term of office is two years. Two student members also belong to the examination committee in an advisory function. Their term of office is one year. The chair, the members of the examination committee, and their deputies are appointed by the Faculty Council of the respective Faculty. Only professorial members may be appointed as chair and assistant chair. Reappointment is permitted.
- (3) The chair carries out the examination committee's daily business. The examination committee decides by a simple majority vote; if there is a tie, the chair casts the deciding vote. The examination committee has a quorum if at least two voting members including one professor are present in addition to the chair. Meetings of the examination committee are not open to the public.
- (4) The examination committee may delegate tasks for all standard cases to the chair. In urgent matters that cannot wait until the examination committee's next meeting, the chair makes a decision on behalf of the examination committee. The reasons for the urgent decision and the way in which it was decided are to be reported to the members of the examination committee at the latest during the next examination committee meeting.
- (5) The examination committee members have the right to sit in on examinations.
- (6) The members of the examination committee and their substitutes are obligated to respect official secrecy. If they are not public employees, the chair is to require them to maintain secrecy.

- (7) When the examination committee decides to reject a request, the affected people are to be informed immediately in writing with the reasons for the rejection. This notification must include a legal notice.
- (8) The Examinations Office aids the examination committee in fulfilling its tasks.
- (9) The Procedural Order for Committees and Commissions at the University of Hohenheim is applicable in its respectively valid version.

### **Section 9 Examiners and Observers**

- (1) Only professors, lecturers, private lecturers, tenure-track professors and contract lecturers are permitted to examine in addition to research associates who have the authority to examine according to Sec. 52(1) sentence 1, phrase 2 of the State Higher Education Act (*Landeshochschulgesetz*, LHG).
- (2) Only those people who have a degree that is at least equivalent to the degree for which the examination is taking place may be observers (*Beisitzende*) for the examination.
- (3) The examination dates and names of the examiners are to be announced by the Examinations Office in a timely manner. If the module examinations are organized by the faculties, the offices responsible for organizing them must pass on the information to the Examinations Office in a timely manner. There is no legal right to be assigned a certain examiner. The examiners are required to carry out the module examination within the set time periods if they are not prevented from doing so by good reasons.
- (4) Only professors, lecturers, private lecturers, tenure-track professors and contract lecturers are permitted to be examiners for the Master's thesis in addition to research associates who have the authority to examine according to Sec. 52(1) sentence 1, phrase 2 of the State Higher Education Act (*Landeshochschulgesetz*, LHG).
- (5) The first examiner for the Master's thesis is the supervisor according to Sec. 27(8) unless this person is prevented from being examiner for an important reason. In this case, the examination committee may appoint another examiner. Besides the first examiner, the Master's thesis is to be assessed by another person with the right to examine. In deviation from Sec. 9(4), in this case it is sufficient for the second examiner to have appropriate subject qualifications to evaluate the Master's thesis. The examination committee determines who the examiners will be. The supervisor has the right to make a suggestion for the second examiner. At least one of the examiners must belong to University of Hohenheim's Faculty of Business, Economics and Social Sciences.

### **Section 10 Recognition of Coursework and Examinations, Accreditation of Study Periods**

- (1) Coursework and examinations that were completed in another study program at the University of Hohenheim, at another state or state-recognized university or cooperative education university within Germany, or in degree programs at foreign state or state-recognized universities will be recognized insofar as competencies or degrees obtained are not significantly different to those which they are to replace.
- (2) When recognizing coursework and examinations, they are considered to not be significantly different as intended in Sec. 10(1)
  - for a compulsory module, if the competencies obtained are in line with at least 75% of the learning and qualification objectives for the compulsory module listed in the Hohenheim module catalog; if there is any doubt, the module supervisor can be consulted;
  - for a semi-elective module, if the competencies obtained are suitable for the selected specialization area;
  - for an elective module, if the competencies obtained correspond to the level of those in the respective Master's program.

For degree programs in a related subject, in deviation from Sec. 10(1) sentence 1 the examination committee may generally recognize the competencies obtained with coursework and examinations. The examination committee determines the criteria for general recognition.

- (3) Knowledge and skills obtained outside of the university system can be recognized if the requirements for university entrance valid at the time the work is to be recognized are fulfilled, if the

knowledge and skills are equivalent in terms of content and level to the coursework and examinations which they are to replace, and if the criteria for recognition have been reviewed during an accreditation process. When determining equivalency, an overall review and evaluation is to be made. In terms of content and requirements, the equivalency determination is oriented on the learning objectives and the competences to be taught in the module. Equivalency exists if the knowledge and skills obtained outside of the university system largely correspond to the content and requirements of the modules. Knowledge and skills obtained outside of the university system may only be recognized up to a maximum of 50 percent of the credits in a degree program. A subject-area placement test is permitted. The responsible examination committee decides on the necessity and structure of the placement test.

- (4) Recognition of coursework and examinations is done upon written request. The person submitting the request is responsible for providing the required information on the work that is to be recognized. The examination committee decides on recognition of coursework and examinations. In cases of doubt, the examination committee can consult with module supervisors for related modules. The burden of proof that a request does not fulfill the requirements for recognition lies with the examination committee.
- (5) Recognition for coursework and examinations completed at another university may only be requested at the same time as admission or directly after being admitted, at the latest within three months after the start of the semester for which admission is granted. If the Examinations Office does not receive the request together with the necessary documentation on time, the right to recognition is lost.
- (6) If coursework and examinations are recognized, the grades are to be included according to these examination regulations insofar as the grading systems are comparable and used for calculating the module grades and overall grade. If the grading systems are not comparable, the grade "passed" is noted. For the recognized coursework and examinations, the ECTS credits of the Hohenheim coursework and examinations are used that the recognized coursework and examinations is replacing. These ECTS credits are included in calculating the overall grade according to the provisions of these examination regulations. Recognized coursework and examinations are marked as such in the transcript of records.

Study periods are counted if the recognized coursework and examinations are assigned the appropriate number of ECTS credits. Typically, a semester can be counted if at least 30 ECTS credits have been recognized. Participation in recognized distance-learning units is counted toward study periods in the same manner as an on-campus study program. The examination committee shall decide on recognition. Counting study periods according to Sec. 19 of the Ordinance on Higher Education Selection Process (*Hochschulvergabeverordnung*) in the respectively valid version remains unaffected by this.

- (7) The Federal Republic of Germany's agreements with other states on university equivalency (equivalency agreements) and any agreements in the context of university partnerships must be observed.

### **Section 11 Simplified Recognition of Coursework and Examinations**

- (1) For coursework and examinations completed at a foreign partner university with which the university has an exchange program, the individual review according to Sec. 10 may be waived.
- (2) Recognition of module examinations completed abroad can also be requested before starting to study abroad after an advising session on the topic.
- (3) To transfer grades from individual foreign universities, the responsible examination committee may set a calculation table in advance in agreement with the Dean of Studies.

### **Section 12 Double Degree Program**

- (1) For double degree programs, the cooperation agreements between the University of Hohenheim's Faculty of Business, Economics and Social Sciences and the foreign partner university apply in deviation from the provisions in these examination regulations in Sec. 12(2-6).
- (2) Students who are enrolled in the degree programs named in one of the cooperation agreements spend one academic year in Hohenheim and one at the partner university, completed coursework and examinations totaling at least 60 ECTS credits at each of the universities according to the examination regulations valid at the respective university. The coursework and examinations completed at the foreign university according to the valid module catalog are com-

pletely recognized in Hohenheim. They enable students to obtain degrees from both universities (double degree) with the condition that the coursework and examinations completed abroad total at least 60 ECTS credits.

- (3) A committee comprised according to the cooperation agreements is established to implement the respective double degree program, create coordinated curricula, and select students and also recommends which academic year should be studied at which university. After a positive statement from the Commission for Study Affairs, the curricula enter into force with the Faculty.
- (4) The Master's transcript of records is issued with the coursework actually completed. The coursework and examinations completed abroad are included in the transcript of records with the modules' original names.
- (5) In addition to Sec. 27(1), the agreements regulate the languages in which the Master's thesis may be written.
- (6) For similar agreements that include an integrated stay abroad and recognition of coursework and examinations up to 60 ECTS credits but do not enable students to obtain two degrees, Sec. 11 on the simplified procedure for recognizing coursework and examinations applies.

### **Section 13 Final Deadline for the Master's Examination**

By the end of the standard period of study of four semesters, the student is to have successfully completed all module examinations in the degree program including the Master's thesis. Students who have not passed the Master's examination by the end of the last examination period of the seventh subject-related semester lose their right of admission to an examination unless they are not responsible for the reason the deadline was missed. In particular, the protective periods according to Sec. 35 are considered reasons for which they are not responsible. The responsible examination committee decides on any extensions upon the student's request.

## **1.2 General Provisions on Module Examinations and Grading**

### **Section 14 Module Examinations**

- (1) The module examinations are to be taken in the semester set down in the module catalog.
- (2) Module examinations are made up of one or more examinations according to Sec. 15 and/or one or more coursework assignments according to Sec. 16. The make-up of the module examinations, the form of examination, and the weighting of the individual examinations and coursework as well as their chronological order are set by the Faculty upon the suggestion of the module supervisor and published in the module catalog before the start of the respective semester.
- (3) The specific degree program provisions may include provisions that limit the number of modules with ungraded module examinations in the respective degree program.
- (4) For module examinations that are offered by the other University of Hohenheim faculties, in regard to
  - the form, composition, and duration of the module examination,
  - the admission requirements, and
  - the date and time of the examination,
 the provisions of the Faculty offering the module examination apply. Sentence 1 applies accordingly to module examinations that are taken at other universities in the context of cooperation degree programs with the University of Hohenheim. This includes module examinations that are in the University of Hohenheim's degree program curriculum but are offered as course imports by another university.

### **Section 15 Completing the Module with Examinations**

- (1) Examinations may be written according to Sec. 19 or oral according to Sec. 20. They are graded according to Sec. 22. Repeating the coursework follows the provisions in Sec. 25.
- (2) Examinations typically take place during the examination periods. In each semester, there are two examination periods: the first takes place immediately following the lecture period, the second at the end of the lecture-free period. The examination periods and the dates for the examinations are set by the examination committees in agreement with the Examinations Office. The Examinations Office notifies students of the examination periods and dates.

### **Section 16 Completing the Module with Coursework**

- (1) Coursework can be a module examination, be one component of a module examination, or be an admission requirement for a module examination. This must be noted accordingly in the module catalog. Failed coursework may be repeated an unlimited number of times. Repeating the coursework follows the provisions in Sec. 25.
- (2) Coursework that is the module examination or one component of a module examination may be written according to Sec. 19 or oral according to Sec. 20 and is to be graded according to Sec. 22.

### **Section 17 Registration for Module Examinations**

- (1) Students register for module examinations.
- (2) Students usually have to register online for the examinations within the registration period set by the examination committees in agreement with the Examinations Office; in exceptional cases registration can be done in writing with the Examinations Office. It must be stated during registration whether the examination will be taken during the first or second examination period. If a module examination is made up of more than one component, registration for the module examination is done before the first examination component. If the student takes part in an examination without properly registering, the examination is invalid.
- (3) When students register for an examination for the first time, they may cancel their registration from that examination without giving any reason. It is only possible to cancel registration for all of the examinations in a module examination. Cancellation must be done in writing with the Examinations Office at the latest seven calendar days before the examination date. The date on which the Examinations Office receives the cancellation of registration is what determines whether the deadline has been met. If a module examination is made up of more than one examination component, then the earliest examination component determines the deadline for cancelling registration. It is not possible to re-register for the examination. Withdrawing after seven days before the examination or withdrawing when repeating a module examination is only possible under the conditions described in Sec. 33.
- (4) After deregistration or withdrawal, the Examinations Office automatically bindingly registers the student for the next possible examination date.
- (5) The module supervisor is generally responsible for organizing the coursework. The student registers with the Examinations Office.
- (6) When registering for the module examination, depending on the structure of the program, one of the following must be bindingly declared
  - in the specialization, the specialization area or
  - the elective area.
- (7) When registering for the module examination, students must also bindingly declare whether it is a module for the specialization subject or the free elective area.
- (8) It is possible to change this decision retroactively a total of two times. The change can be made to the specialization, the specialization subject, the elective area, or individual modules; for the Master's program Education for Business and Economics, however, it is not possible to change the focus. The change is made with a written declaration to the Examinations Office. When a change is made, the modules that are no longer needed are listed in the additional modules account with the respective information (e.g. not passed, non-attendance, etc.).

### **Section 18 Admission to Module Examinations**

- (1) Only those students who fulfill the following requirements may be admitted module examinations:
  - a) Are enrolled at the University of Hohenheim in the respective Master's program,
  - b) Have not lost their right of admission to an examination in the respective Master's program or a related degree program,
  - c) Have not failed that module examination with no option to re-take it,
  - d) Registered within the specified time, and
  - e) Fulfill any requirements as stated in Sec. 18(2) and Sec. 16 that are required for admission to the module examination according to the module catalog.
- (2) If the student must participate in the course to achieve the learning objective (e.g. for excursions and seminars), then admission to the module examination can be made dependent on attendance of the respective course. If attendance is compulsory, this must be stated in the module catalog.
- (3) Admission is to be denied if the requirements set down in Sec. 18(1) let. a) to d) are not fulfilled at the time of registration or if the documents are not complete and are not submitted by the

end of the registration period.

- (4) If the requirements in Sec. 18(1) letters a) to d) are fulfilled, each student or the Examinations Office (in exceptional cases) registers for the examination in the Examinations Office's online system. The student is then considered to be admitted to the examination. The module supervisor reviews the admission requirements according to Sec. 18(1) letter e) at the latest immediately before the examination date. If proof is not provided within the specified time, admission to the module examination is revoked. If the student still takes the module examination, it is invalid.
- (5) Admission must be revoked if the requirements according to Sec. 18(1) do not exist at the time of the module examination.
- (6) Admission to examinations is done by the Examinations Office on behalf of the examination committee. Admission to coursework is done by the Examinations Office on behalf of the examination committee.

### **Section 19 Written Module Examinations, Examinations with Multiple-Choice Questions**

- (1) In the written module examinations, those being examined are to show that they are able to recognize the content of the area being examined, analyze this content, and apply it to specific questions within a limited amount of time with limited aids.
- (2) Written module examinations include written exams, seminars, term papers or similar work, project reports, laboratory reports, and other written work.
- (3) The duration of the written exams should usually be at least 60 minutes and a maximum of 120 minutes if the degree program provisions do not specify otherwise. The duration of the written exam must be set down in the module catalog.
- (4) Seminars, project reports, or lab reports can be done in the form of group work if the individuals' work can be clearly delineated and graded.
- (5) For seminar papers, students must submit an electronic version in addition to the written paper. When submitting the paper, the students must declare in writing that the standards of good scientific practice were upheld, that the paper was written independently, and that no sources or aids were used other than those listed and that passages used word-for-word or paraphrased are marked as such. In addition, they must declare that the electronic document they submitted is without exception identical to the printed version in content and wording and that they are aware that the electronic version can be checked for plagiarism using plagiarism software. For other written module examinations, the examiner may require an electronic version to be submitted together with a declaration according to Sec. 19(5) sentences 2 and 3. If an untrue declaration is submitted, the module examination is evaluated with "*unsatisfactory*" (5.0).
- (6) Written module examinations are created and graded by an examiner. The grading process should take no longer than six weeks. The results must be published online by the Examinations Office at the latest 10 calendar days before the re-take examination. If the results are not announced by this deadline, then an additional examination date must be offered for the re-take examination that is at least 10 calendar days after the announcement of the examination results.
- (7) Up to 50% of written module examinations can be made up of multiple-choice questions. The regulations in Sec. 19(8-11) apply for written examinations with multiple-choice questions.
- (8) The examination tasks, questions, answer choices, points, and any weighting factors for the individual examination tasks are set by the responsible examiner. The examination results do not need to be evaluated by the examiner. The examination tasks must be drawn from the competences taught in the module and enable reliable examination results.
- (9) For each question, three or four choices are given of which only one is correct. For answering a question, the allotted points are awarded if only the correct answer is selected. Points are not deducted for incorrect answers.
- (10) Written examinations with multiple-choice questions are passed if the absolute or relative threshold for passing has been reached or exceeded. The absolute threshold for passing is reached if the person being examined has obtained at least 54% of the possible points. If the average number of points achieved by all students in the written exam is less than 60% of the possible points, the relative threshold for passing is calculated as follows: First, the average number of points obtained by students participating in that examination is calculated. 10% of this average point value is to be calculated and deducted. The resulting number of points is the relative threshold for passing. The range between the number of points that can be achieved and the minimum number of points for passing the examination is divided linearly across the individual grades according to Sec. 22(1).
- (11) Before determining the examination results, the multiple-choice questions are to be checked

by the examiner using the results to ensure that they did not include errors. Examination tasks that included errors may not be included in the calculation of the total number of points. However, if a correct answer was given for questions containing errors, points are granted. If the portion of points for multiple-choice tasks that included errors is more than 20 percent of the total number of points in the examination, the students must be given an opportunity to re-take the examination. The examination committee determines the details of the re-take examination.

### Section 20 Oral Module Examinations

- (1) In the oral module examinations, those being examined are to show that they are able to recognize the content of the area being examined, analyze this content, and apply it to specific questions.
- (2) Oral module examinations are examination discussions.
- (3) Oral module examinations are typically completed as group or individual examinations by an examiner in the presence of an observer. For group examinations, the individual performance must be able to be clearly delineated and graded.
- (4) Oral module examinations can be carried out as collaborative examinations. This must be set down in the module catalog. For collaborative examinations, the grade is set by the examiners in a final discussion.
- (5) The duration of the oral exams is at least 20 minutes and a maximum of 45 minutes per person being examined. The duration of other forms of oral exams is set down in the module catalog before the start of the semester.
- (6) The key subjects and results of the module examinations are set down in minutes.
- (7) The result of the examination discussion should be given to the student following the oral examination.
- (8) Depending on the space in the room, for oral exams an audience of University members may be permitted unless the person being examined objects. Those who will be taking the same examination in the same examination period may be prohibited from being allowed to observe the exam. However, the audience may not listen to the consultation about the grade or the announcement of the grade to the person being examined.

### Section 21 Assessments with Multiple Parts

- (1) Assessments with multiple parts (*Teilleistungen*) are carried out in a standard examination procedure, and a standard evaluation is conducted as part of the module examination.
- (2) The assessments are weighted according to the specifications in the module catalog.
- (3) When determining the grades for final assessments, work completed alongside the course (especially presentations and seminar papers) can be considered. The maximum amount for this is 50%. Details are regulated in the module catalog.
- (4) There are no provisions for separate exam components that can be completed independently of one another in different semesters (*Teilprüfungen*).

### Section 22 Assessment

- (1) Module examinations or graded coursework and examinations are evaluated by an examiner using the following grades:

Grade Value (German System)	Grade in Words	Definition
1.0 / 1.3	sehr gut very good	excellent work
1.7 / 2.0 / 2.3	good good	work that is considerably above the average requirements
2.7 / 3.0 / 3.3	befriedigend satisfactory	work that corresponds to the average requirements
3.7 / 4.0	ausreichend pass	work that fulfills the minimum requirements despite faults
5.0	nicht ausreichend fail	work that does not fulfill the minimum requirements due to serious faults

- (2) Ungraded module examinations, coursework, or examinations are assessed with “pass” or “fail” by the examiner.



### Section 23 Calculating and Weighting the Module Grades

- (1) If a module examination is made up of more than one coursework assignment and/or examination, then the module grade is calculated as the weighted average of the grades.
- (2) For this calculation, the weighting factors stated in the module catalog are used. The result is rounded mathematically to one decimal place. Results worse than 4.0 are always rounded down to 5.0 ("fail"). The module grade is then calculated using the following table:

Calculated Grade	Module Grade
1.1 or better	1.0 "sehr gut" / "very good"
1.2 - 1.5	1.3 "sehr gut" / "very good"
1.6 - 1.8	1.7 "gut" / "good"
1.9 - 2.1	2.0 "gut" / "good"
2.2 - 2.5	2.3 "gut" / "good"
2.6 - 2.8	2.7 "befriedigend" / "satisfactory"
2.9 - 3.1	3.0 "befriedigend" / "satisfactory"
3.2 - 3.5	3.3 "befriedigend" / "satisfactory"
3.6 - 3.8	3.7 "ausreichend" / "pass"
3.9 - 4.0	4.0 "ausreichend" / "pass"
4.1 and lower	5.0 "nicht ausreichend" / "fail"

### Section 24 Passing / Failing

- (1) A module examination, coursework, or an examination is passed if it is graded with at least 4.0 or "pass."
- (2) A module examination, coursework, or an examination is not passed if it does not receive at least 4.0 or "pass".
- (3) A module examination, coursework, or an examination is not passed in the final attempt if there are no further possibilities for re-taking it.

### Section 25 Repeating

- (1) Passed module examinations, coursework, or examinations cannot be repeated.
- (2) Examinations that are evaluated with "fail" (5.0) or are considered to have been failed may be re-taken once. In a maximum of three modules, students may re-take the exam a second time.
- (3) The examination must be re-taken on the next possible date. Students who fail an examination are automatically registered for the re-take examination on the next possible date by the Examinations Office. If the deadline for a final re-take attempt is missed, the right of admission to an examination is lost unless the student is not at fault for the reason the deadline was missed. It is only possible to re-take the examination during the examination periods in the semester in which the module is offered.

### Section 26 Losing the Right of Admission to an Examination

- (1) The right of admission to an examination is lost if
  - a) the second attempt at the module "Master's Thesis" is failed or considered to have been failed,
  - b) a module examination is failed in the final attempt,
  - c) an examination deadline according to these examination regulations is missed unless the student is not responsible for the reason the deadline was missed.
- (2) Students who have lost their right of admission to an examination are exmatriculated according to Sec. 62(3) no. 3 of the State Higher Education Act (LHG). They receive separate written notifications of the loss of the right of admission to an examination and their exmatriculation, both of which include information on rights to appeal. Upon request, the student is issued a written certification that includes the completed module examinations with grades and shows that the right of admission to an examination was lost.

### **1.3 Provisions for the Master's Thesis**

#### **Section 27 Purpose and Assignment of the Master's Thesis**

- (1) The module "Master's Thesis" is a written examination that is meant to show that the candidates are capable of independently working on a problem in an area of the selected degree program including related disciplines using scientific methods.
- (2) Only students who have already obtained 48 ECTS credits in their Master's program and fulfill the requirement according to Sec. 18(1) may be admitted to the Master's thesis.
- (3) The number of ECTS credits set down in the specific degree program provisions are awarded for a Master's thesis that is graded with at least the grade "pass."
- (4) The topic of the Master's thesis must be taken from a topic area permitted for the degree program. The permissible topic areas are set down in the specific degree program provisions. The student is to be given the opportunity to make suggestions for the topic.
- (5) The topic may not have already been assigned to the student at the University of Hohenheim or another university to be worked on as a Master's thesis or comparable paper.
- (6) With a justified request, the examination committee may also permit a topic to be chosen from another area. The requirement is that the topic is in line with the contents of the study program and that sufficient supervision is ensured.
- (7) It is not possible to return the topic assigned. However, candidates can declare in writing to the examination committee that they will not submit a Master's thesis on the assigned topic and at the same time request a topic to repeat the thesis. This means that the first attempt at the Master's thesis is considered to have been failed; the regulations in Sec. 29(7) apply for repeating the thesis. A declaration according to Sec. 27(7) sentence 2 may only be submitted after half of the time for working on the thesis is over.
- (8) Only professors, lecturers, private lecturers, tenure-track professors, and contract lecturers are permitted to supervise the Master's thesis in addition to research associates who have the authority to examine according to Sec. 52(1) sentence 6, phrase 2 of the State Higher Education Act (*Landeshochschulgesetz*, LHG). They must cover one of the thesis topic areas in the relevant degree program or be a member of the department. Supervisors who do not fulfill these requirements and/or are from institutions outside of the University of Hohenheim may be permitted as supervisors by the examination committee upon a request with reasons. If students cannot find a supervisor for the Master's thesis on their own, upon request the examination committee determines a supervisor and arranges for the topic to be assigned.
- (9) With the agreement of the supervisor, the person being examined submits a request to the Examinations Office that the thesis be assigned. The person being examined must notify the Examinations Office of the thesis topic and date it was set so that these are recorded.
- (10) The Master's thesis can be written in German or English. The examination committee may authorize writing in another language if a reasoned request is made if the examiner submits written agreement.
- (11) The Master's thesis can also be permitted in the form of group work as long as the individual contributions that are to be assessed can be clearly defined and assessed based on sections, page numbers, or other objective criteria and as long as the requirements in Sec. 27(1) are fulfilled.
- (12) When the topic is assigned, the student must submit a written declaration that the topic has not have already been assigned to the student at the University of Hohenheim or another scientific university to be worked on as a Master's thesis or comparable paper. A paper used as another examination may not be assigned as the Master's thesis.

#### **Section 28 Time for Working on the Master's Thesis**

- (1) The time for working on the Master's thesis is three months for Master's theses for which 18 ECTS credits are given and 4 months for Master's theses for which 24 ECTS credits are given according to the specific degree program provisions, and the time for working on the thesis starts on the date it is assigned according to Sec. 27(9). The time for working on the Master's thesis can be increased to up to six months if, when the thesis is assigned, it is already clear that there will be interruptions in the time available for working on the thesis due to reasons

related to the topic or process and the set 18 or 24 ECTS-credit workload cannot be concentrated within the standard three-month or four-month period. With the request, the student is to include documentation of the reasons for the delay and its duration. The supervisor's confirmation is to be included. The topic, task, and scope of the Master's thesis are to be limited by the supervisor such that the work can be done in the set time period.

- (2) If the student becomes ill or if there are extenuating circumstances, the responsible examination committee may extend the deadline proportionately to the duration of the illness or the time in which the student could not work on the thesis up to a maximum of 50 percent of the time assigned to work on the thesis or, in particular for long illnesses or issues, may permit the student to withdraw from the thesis according to Sec. 33. Reasons for an extension of the deadline must be reported to the examination committee immediately with documentation. In the case of illness, a medical certificate is required; in cases of doubt, the examination committee may require that the medical certificate be issued by a doctor the committee selects.
- (3) If the thesis is not submitted by the deadline, the thesis will be evaluated with the grade "fail" (5.0) unless the person being examined is not responsible for the reason the deadline was missed.

### **Section 29 Submitting, Grading, and Repeating the Master's Thesis**

- (1) Two copies of the Master's thesis must be submitted to the Examinations Office by the deadline with permanent binding (no ring binders). In addition, an identical copy of the Master's thesis must be submitted to the Examinations Office on an electronic storage medium (CD/DVD/USB drive) for purposes of review. The date of submission must be recorded by the Examinations Office.
- (2) When submitting the Master's thesis, the students must declare in writing that the standards of good scientific practice were upheld, that the paper was written independently, and that no sources or aids were used other than those listed and that passages used word-for-word or paraphrased are marked as such. In addition, they must declare that the electronic version of the Master's thesis they submitted is without exception identical to the printed version in content and wording and that they are aware that the electronic version can be checked for plagiarism using plagiarism software. If an untrue declaration is submitted, the Master's thesis is evaluated with "fail" (5.0).
- (3) If the thesis is not submitted by the deadline with the correct formalities, the thesis will be evaluated with "fail" (5.0) unless the person being examined is not responsible for the reason the deadline was missed.
- (4) The Master's thesis should be graded by both supervisors as soon as possible but no later than three months after submission according to Sec. 22(1). The chair of the examination committee works to ensure that the deadline is not missed. The Examinations Office informs the person being examined of the grade.
- (5) The grade of the Master's thesis is the mathematical average of the individual grades from the two examiners according to Sec. 23 as long as both examiners gave at least a grade of "pass" (4.0). If the two examiners both grade the Master's thesis with the grade "fail" (5.0), then the Master's thesis is failed.
- (6) If there is a difference of more than one grade or if only one examiner grades the thesis with "fail" (5.0), then the Master's thesis is to be graded by a third person appointed by the examination committee from among those persons with the right to examine. The responsible examination committee then sets the grade according to Sec. 22(1) in the context of evaluating the submitted assessments.
- (7) A Master's thesis that is graded with "fail" (5.0) or is considered to have been failed may be repeated one time with a new topic. It is not possible to repeat the thesis a second time. The Master's thesis must be registered to be repeated at the latest six weeks after the results of the first attempt are announced. If the deadline is missed, the right of admission to an examination is lost unless the student is not at fault for the reason the deadline was missed.
- (8) The Master's thesis is passed if it has been assessed with at least the grade "pass" (4.0).

## **1.5 Master's Examination, Master's Transcript of Records, and Master's Degree Certificate**

### **Section 30 Passing and Overall Grade of Master's Examination**

- (1) The Master's examination has been passed when all module examinations in the degree program including the Master's thesis have been passed with at least the grade 4.0 or "pass," when the required professional modules have been successfully completed, and if at least 120 ECTS credits have been obtained.
- (2) The overall grade for the Master's examination is calculated with the weighted average of all module grades according to the specific degree program provisions including the Master's thesis grade; ungraded module examinations are not considered when calculating the overall grade for the Master's examination. The module grades and grade of the Master's thesis are weighted according to the credits assigned to them. When calculating the overall grade of the Master's examination, only the first decimal place is considered. All other decimal places are ignored without rounding. Any additional modules or additional subjects completed are not considered when calculating the overall grade for the Master's examination.
- (3) If the number of ECTS credits obtained in the compulsory, semi-elective, and elective modules exceeds the required 120 ECTS credits, the overall grade is calculated using the module grades from all of the compulsory, semi-elective, and elective modules completed until the end of studies.
- (4) The overall grade of the Master's examination is assigned according to the following table:

Grade Value (German System)	Grade in Words
1.0 - 1.5	sehr gut /very good
1.6 - 2.5	gut / good
2.6 - 3.5	befriedigend / satisfactory
3.6 - 4.0	ausreichend / pass

### **Section 31 Master's Transcript of Records**

- (1) After the Master's examination has been passed and all required documentation has been submitted, then immediately, whenever possible within four weeks after passing the final module examination, a degree certificate is issued.
- (2) The Master's transcript of records includes the ECTS credits and the module, subject, and discipline grades according to Sec. 31(3), the topic of the Master's thesis and grade, and the overall grade, each also with the number and one digit after the decimal place. In addition, the Master's transcript of records includes the degree program and the selected specialization, specialization subjects, specialization areas, free elective area, and the first examiner for each of these according to the specific degree program provisions. The Master's transcript of records also includes an English translation.
- (3) The grades in the transcript of records are given as follows: For an average of

1.1 or better	as	"sehr gut (1,0)"
1.2 to 1.5	as	"sehr gut (1,3)"
1.6 to 1.8	as	"gut (1,7)"
1.9 to 2.1	as	"gut (2,0)"
2.2 to 2.5	as	"gut (2,3)"
2.6 to 2.8	as	"befriedigend (2,7)"
2.9 to 3.1	as	"befriedigend (3,0)"
3.2 to 3.5	as	"befriedigend (3,3)"
3.6 to 3.8	as	"ausreichend (3,7)"
3.9 to 4.0	as	"ausreichend (4,0)"

- (4) Students who completed a module examination in more than the required or selected modules can request that the results are listed in the transcript of records without them being calculated into the overall grade. The specific degree program provisions can limit the type and number of additional modules listed. Upon request, the duration of time needed can also be included in the transcript of records.
- (5) An ECTS Grading Table (as described in the ECTS Users' Guide from 2009) is included with the transcript that shows the statistical distribution of the overall grades in the form of a standard table. The basis for calculating the ECTS Grading Table is all overall grades for the passed Master's examination in all degree programs in these examination regulations within the two academic years before the transcript was issued.
- (6) The transcript of records is to be signed by the chair of the examination committee or the assistant chair. The transcript includes the date of the last module examination (for recognized work the date of recognition, for the Master's thesis the date on which the thesis was submitted).
- (7) Upon request, a temporary certificate of the result of the Master's examination is to be issued immediately.

### **Section 32 Master's Degree Certificate and Awarding the Master's Degree**

- (1) After passing the Master's examination, the Faculty of Business, Economics and Social Sciences awards the academic degree "Master of Science" (abbreviated: M.Sc.). A degree certificate attesting this is issued in German and English. The Master's degree certificate includes the date of the transcript of records and is issued together with the transcript of records. In the Master's degree certificate, the degree program and if applicable the chosen specialization is to be included according to the specific degree program provisions. The Master's degree certificate is signed by the Dean of the Faculty and the chair or deputy chair of the examination committee or and includes the University of Hohenheim's seal.
- (2) When the Master's degree certificate is issued, the person has obtained the right to carry the title.
- (3) In addition, a diploma supplement in English is issued. The diploma supplement is to be signed by the chair or deputy chair of the examination committee. It has the same date as the Master's degree certificate.

## **1.6 Particular Provisions**

### **Section 33 Unexcused Absence, Withdrawal, Cheating, Disturbing Examination Procedures, Complaints about Problems**

- (1) An examination is evaluated with "fail" (5.0) if the person to be examined misses a binding examination date without a valid reason, if the person misses the deadline for repeating the examination according to Sec. 25, or if the person withdraws from the examination after starting it without a valid reason. The same applies if a written examination is not completed by the set deadline.
- (2) The reason claimed for the absence or withdrawal must immediately (for missed examinations at the latest 7 days after the examination) be reported to the responsible examination committee with proof. If the person to be examined or a child under the age of 12 for which the person must care or a close relative for which the person provides care is ill, a medical certificate is required; in cases of doubt, the examination committee may require that the medical certificate be issued by a doctor the committee selects. The medical certificate must be obtained immediately, typically on the day of the examination.
- (3) If the reason is recognized as valid, the affected examination is considered not to have been taken and is to be taken on the next possible examination date. The Examinations Office will automatically register the student for the next possible examination date.
- (4) If the person being examined attempts to influence the results of their coursework or examination including the Master's thesis by cheating or using prohibited aids, then the affected coursework assignment, examination, or Master's thesis is evaluated with "fail" (5.0) after hearing the student. Cheating also includes copying content from the internet or other works or publications word-for-word without citing the source and marking it as a citation (plagiarism).

- (5) Students who disturb proper examination procedures can be excluded from continuing the coursework or examination by the examiner or exam supervisor; in this case, the affected coursework assignment or examination is evaluated with "fail" (5.0).
- (6) In serious or repeated cases of Sec. 33(4 and 5), the responsible examination committee can exclude the student from completing any more coursework and examinations in the affected degree program. In addition, Sec. 62(3) sentence 1 no. 4 of the State Higher Education Act (LHG) applies.
- (7) Within a period of one month, the student can request the decisions made by the examination committee according to Sec. 33(4 and 5) be reviewed. If the examination committee decides against the student, the student must be informed immediately in writing. The decisions are to be justified and information on rights to appeal must be included.
- (8) The person being examined must immediately complain about external disturbances and other interruptions in the examination process.

### **Section 34 Invalidity of Master's Examination after Issuing Transcript of Records**

- (1) If the person being examined cheated in a module examination or the Master's thesis, and if this fact is not discovered until after the transcript of records has been issued, then the grades of the module examinations or Master's thesis in which the student cheated can be corrected. The examiner decides on this after hearing the student. If appropriate, the module examination or Master's thesis can be declared to have the grade "fail" (5.0) and the Master's examination can be declared to have been failed. In this case, the examination committee makes a decision.
- (2) If the requirements for admission to an examination or Master's thesis were not fulfilled without the person being examined intentionally deceiving about this fact, and if this is not discovered until after the transcript of records is issued, having passed the examination remedies this problem. If the student intentionally deceived to gain admission to the examination, the module examination or the Master's thesis can be declared to have the grade "fail" (5.0) and the Master's examination can be declared to have been failed. The examiner decides on this after hearing the student.
- (3) The incorrect transcript of records is to be recalled and, if appropriate, a new transcript of records is to be issued. Together with the incorrect transcript of records, the Master's degree certificate and the diploma supplement are also to be recalled if the Master's examination is declared to have been failed due to cheating.
- (4) A decision based on Sec. 30(1) and Sec. 30(2) sentence 2 is not possible after 5 years from the date the transcript of records was issued.
- (5) The process for revoking the academic degree follows the respective legal provisions.

### **Section 35 Protective Periods, Extension of a Deadline**

- (1) The protective periods in the Act on Protecting Mothers at Work, during Vocational Training, and during Studies (Maternity Protection Act (*Mutterschutzgesetz*), MuSchG) from 23 May 2017 (Federal Law Gazette I, p. 1228) in the respectively valid version will be considered and it will be ensured that the students can exercise their respective declaration and revocation rights. Maternity leave periods interrupt all deadlines and periods of time in these examination regulations.
- (2) The same applies to requests for recognition of periods of parental leave according to Sec. 15(1-3) of the Federal Act on Parental Allowance and Parental Leave (*Bundeselterngehalt- und Elternzeitgesetz*, BEEG) in the respectively valid version. At the latest four weeks before the time when the student wants to start parental leave, she/he must notify the examination committee in writing of the period for which parental leave will be taken and include the necessary documentation. The Examinations Office must review whether the legal requirements are fulfilled that would require an employer to grant parental leave and will inform the student of the results of the review and, if applicable, the new examination times immediately. The time for working on a Master's thesis cannot be interrupted by parental leave. Instead, upon request the student is permitted to withdraw according to Sec. 33. The topic is considered not to have been assigned. After the end of the parental leave, the student receives a new topic for the Master's thesis.
- (3) For students who can provide documentation that they care for children as described under Sec. 25(5) Federal Student Financing Act (BAföG) or relatives as described under Sec. 7(3) of

the Home Care Leave Act (*Pflegezeitgesetz*), upon the student's request the examination committee will determine the times for working on assessments, deadlines, and other dates under consideration of the times the student must be absent for caring for these people and under consideration of the individual circumstances.

- (4) Activity as an elected member of legally required committees or University or Student Services committees required by the statutes for at least one year can be considered for up to one academic year when calculating the deadlines for examinations; the decision on this is made by the President upon the suggestion of the responsible examination committee. Sec. 35(4) sentence 1 applies accordingly for activities in committees of the student body. The time for working on a Master's thesis cannot be interrupted by this kind of work. The provisions in Sec. 35(1) sentences 6 and 7 apply *mutatis mutandis*.

### **Section 36 Disadvantage Compensation for Students with a Disability or Chronic Illness**

If a student submits a medical certificate stating that he/she is not able to complete coursework and examinations in part or in whole in the prescribed time or form because of a chronic illness or disability, upon the student's request an appropriate disadvantage compensation will be granted to ensure the student has equal opportunities. The responsible examination committee will decide on the request. In particular, extensions of examination deadlines, extensions of periods to take an examination, permission to use appropriate aids, or taking examinations in a different form may be considered as measures for disadvantage compensation.

### **Section 37 Right of Inspection**

The departments typically provide for one date to inspect the examinations, examination minutes for oral exams, and evaluations for the Master's thesis within an appropriate period of time after notification of grades. The examiner determines the location and time of the inspection. Sec. 29 of the State Administrative Procedures Act (*Landesverwaltungsverfahrensgesetz*) remains unaffected by this.

## **2nd Part: Specific Provisions for the Business Administration and Economics Master's Degree Programs**

### **2.1 Provisions for the Master's Program "Management"**

#### **Section 38 Admission to Master's Program "Management"**

- (1) For the Master's Program "Management" there are separate admission regulations.
- (2) During the course of admission, the admission committee assigns the students in the Master's program "Management" into one of the following admission categories:
- admission category M1: Standard admission category,
  - admission category M2: Students who will take only English-language courses and for whom special regulations can be set down in the module catalog,
  - admission category M3: Students who did not have a business administration specialization in their previous education and for whom the module catalog ensures a successive qualification in business administration based on their entrance level.
- (3) If the following does not explicitly regulate otherwise, the provisions apply to all admission categories equally. In particular, all provisions not specially marked apply to students in the standard category M1.

#### **Section 39 Structure of the Master's Program "Management"**

- (1) The Master's program "Management" is divided into three parts:
- the basic Master's period with a total of 18 ECTS credits,
  - the specialization with a total of 78 ECTS credits,
  - and the Master's thesis with a total of 24 ECTS credits.
- (2) The basic Master's period includes the modules
- Applied Quantitative Methods (6 ECTS credits),

- Multivariate Data Analysis (6 ECTS credits), and
- Modelling and Decision Making (6 ECTS credits).

(3) The specialization includes

- the specialization area (42 ECTS credits),
- two specialization seminars that are part of the specialization area (12 ECTS credits), and
- the free elective area (24 ECTS credits).

#### **Section 40 Specializations in the Master's Program "Management"**

(1) In the specialization period of the Master's program "Management," there are five possible specializations:

- Finance,
- Accounting, Controlling & Taxation,
- Information Systems, Operations & Supply Chain Management,
- Marketing & Management,
- Health Care & Public Management.

One of these specializations is to be chosen for the Master's program. The student must report the selection of the specialization when registering for the first examination for the selected specialization with the Examinations Office. Later changes to the specialization follow the provisions in Sec. 17(8). When choosing the specialization, the corresponding specialization area is also set.

- (2) For each of the specialization areas, two specialization seminars according to Sec. 39(3) must be chosen. The grades received in the seminars are included when calculating the grade for the specialization area; this means that the grade for each specialization area includes coursework and examinations totaling 54 ECTS credits. In the notification of successfully completed coursework for a seminar module to the Examinations Office, it must be clear which specialization area the seminar work is to be counted toward.
- (3) In the free elective area, all modules can be chosen that are offered by the Faculty of Business, Economics and Social Sciences in its Master's programs at the University of Hohenheim. Modules that cannot be chosen include modules in the basic Master's areas, modules that were already chosen in a specialization area, and specialization seminars. A Master's portfolio module may be chosen once. The selection of modules can be made dependent on attendance or other requirements that are to be specified in the module catalog. The person responsible for the respective department, or in cases of doubt the Dean of Studies, decides on this.
- (4) In deviation from Sec. 40(3), for Master's students in the admission category M3 for those with a business qualification, four modules from the area "Betriebswirtschaftslehre der Masterqualifikation" must be chosen. The module catalog in this area includes modules totaling at least 24 ECTS credits and specifies the coursework and examinations to be done.

#### **Section 41 Additional Modules**

As long as it is not prohibited for capacity reasons, students can complete additional modules from the modules offered in the Master's programs by the Faculty of Business, Economics and Social Sciences or other Master's programs at the University of Hohenheim. These additional modules are listed in the transcript of records upon request but are not used to calculate the overall grade for the Master's examination.

#### **Section 42 Module Examinations in the Basic Period of the Master's Program "Management"**

The basic Master's period includes 18 ECTS credits that are to be obtained with written examinations lasting at least 60 and at most 120 minutes.

#### **Section 43 Module Examinations in the Specialization for the Master's Program "Management"**

- (1) Each specialization area totals 54 ECTS credits and is made up of the two corresponding specialization seminars (coursework) and an additional seven modules, each 6 ECTS credits. At least one of these additional seven modules is to be completed with an examination.



- (2) The free elective area includes at least 24 ECTS credits. The modules in the free elective area are to be completed with coursework or examinations as set down in the module catalog.
- (3) Further details are specified in the module catalog.

#### **Section 44 Master's Thesis in the Master's Program "Management"**

For the topic of the Master's thesis, the following thesis areas may be chosen:

- modules in the basic Master's period,
- the selected specialization, and
- the chosen modules in the free elective area.

#### **Section 45 Master's Transcript of Records and Master's Degree Certificate in the Master's Program "Management"**

- (1) In the transcript of records according to Sec. 31 and in the Master's degree certificate according to Sec. 32, the completed degree program is designated as follows depending on the specialization:
- "Master-Studiengang Management mit dem Schwerpunkt Finance"
  - "Master-Studiengang Management mit dem Schwerpunkt Accounting, Controlling & Taxation"
  - "Master-Studiengang Management mit dem Schwerpunkt Information Systems, Operations & Supply Chain Management"
  - "Master-Studiengang Management mit dem Schwerpunkt Marketing and Management" or
  - „Master-Studiengang Management mit dem Schwerpunkt Health Care & Public Management.“
- (2) In the transcript of records, besides the information according to Sec. 31, the area and module grades
- for modules in the basic Master's period,
  - for the specialization area with its name under the category "Chosen Specialization Area"
  - for the chosen modules in the free elective area will be listed.

## **2.2 Provisions for the Master's Program "Economics"**

#### **Section 46 Admission to Master's Program "Economics"**

For the Master's Program "Economics" there are separate admission regulations.

#### **Section 47 Structure of the Master's Program "Economics"**

- (1) The Master's program "Economics" is divided into three parts:
- the basic compulsory period with a total of 30 ECTS credits,
  - the elective period with a total of at least 66 ECTS credits,
  - and the Master's thesis with a total of 24 ECTS credits.
- (2) The basic compulsory period is made up of five modules with a total of 30 ECTS credits distributed unequally across the modules.
- (3) The elective period includes
- a free elective area with a total of at least 54 ECTS credits,
  - elective area seminars with a total of 12 ECTS credits that are made up of two seminar modules with 6 ECTS credits each.

#### **Section 48 Basic Compulsory Period of the Master's Program "Economics"**

The basic compulsory period in the Master's program "Economics" includes the modules

- "Optimization in Economic Theory" (6 ECTS credits),
- "Introductory Econometrics" (9 ECTS credits),

- "Advanced Macroeconomics" (6 ECTS credits),
- "Advanced Microeconomics" (6 ECTS credits), and
- "Economic History" (3 ECTS credits).

#### **Section 49 Elective Period of the Master's Program "Economics"**

- (1) In the elective period, all modules with 6 ECTS credits can be chosen that are offered by the Faculty of Business, Economics and Social Sciences in its Master's programs according to the module catalog at the University of Hohenheim. A maximum of one additional seminar module may be chosen if capacity limits do not prevent this. A maximum of two modules may be chosen from the business administration or social scientific areas. One of these two modules can be replaced by a Master's portfolio module. Modules that cannot be chosen include the modules in the basic compulsory areas.
- (2) The selection of modules can be made dependent on attendance or other requirements that are to be specified in the module catalog and the module descriptions. The person responsible for the respective department, or in cases of doubt the examination committee, decides on this.

#### **Section 50 Additional Modules**

As long as it is not prohibited for capacity reasons, students can complete additional modules from the modules offered in the Master's programs by the Faculty of Business, Economics and Social Sciences or other Master's programs at the University of Hohenheim. These additional modules are listed in the transcript of records upon request but are not used to calculate the overall grade for the Master's examination.

#### **Section 51 Module Examinations in the Basic Compulsory Period of the Master's Program "Economics"**

The modules in the basic compulsory period are to be completed with written examinations lasting at least 60 and at most 120 minutes. Further details are specified in the module catalog.

#### **Section 52 Module Examinations in the Elective Period of the Master's Program "Economics"**

The modules in the free elective area are to be completed with coursework or examinations as set down in the module catalog.

#### **Section 53 Master's Thesis in the Master's Program "Economics"**

- (1) For the topic of the Master's thesis, the following thesis areas may be chosen:
  - modules in the basic compulsory period,
  - the modules in the Economics elective area according to the module catalog.
- (2) The Master's thesis can only be based on modules in the business administration or social science elective areas in exceptional cases with justification. The examination committee decides on this.

#### **Section 54 Master's Transcript of Records and Master's Degree Certificate in the Master's Program "Economics"**

- (1) In the transcript of records according to Sec. 31 and in the Master's degree certificate according to Sec. 32, the completed degree program is designated as "Master-Studiengang Economics".
- (2) In the transcript of records, besides the information according to Sec. 31, the subject and module grades are shown for:
  - "Optimization in Economic Theory,"
  - "Introductory Econometrics,"
  - "Advanced Macroeconomics,"
  - "Advanced Microeconomics,"
  - "Economic History."

- (3) In addition, the module grades for the selected modules in the elective period are listed. If five modules totaling at least 30 ECTS credits, of which at least one is a seminar module (6 ECTS credits), are chosen in the elective area and the topic of the Master's thesis is chosen from the specialization "Inequality and Economic Policy," then this specialization title will be listed on the transcript of records. The modules that are part of the specialization are listed in the module catalog.

### **2.3 Provisions for the Master's Program "International Business and Economics"**

#### **Section 55 Admission to Master's Program "International Business and Economics"**

For the Master's Program "International Business and Economics" there are separate admission regulations.

#### **Section 56 Structure of the Master's Program "International Business and Economics"**

(1) The Master's program "International Business and Economics" is divided into three parts:

- the basic Master's period with a total of 18 ECTS credits,
- the specialization Master's period with a total of 84 ECTS credits,
- and the Master's thesis with a total of 18 ECTS credits.

(2) The basic Master's period includes the modules

- Introduction to Economics (6 ECTS credits),
- Mathematics for Business Economics (6 ECTS credits), and
- Theory of the Firm and Corporate Governance (6 ECTS credits).

(3) The specialization period includes

- two specialization subjects each totaling 30 ECTS credits; each subject is made up of a corresponding specialization seminar (seminar module) with 6 credits and an additional four modules, each 6 ECTS credits
- and modules from the free elective area totaling 24 ECTS credits

#### **Section 57 Specialization Area of the Master's Program "International Business and Economics"**

(1) Two compulsory specialization subjects are part of the specialization area of the Master's Program "International Business and Economics":

- "International Management"
- "International Economics".

(2) For each of the specialization subjects, a specialization seminar according to Sec. 56(3) must be chosen. The grade received in the seminar is included when calculating the grade for the specialization subject; this means that the grade for each specialization subject includes coursework and examinations totaling 30 ECTS credits (= 5 modules, each 6 ECTS credits).

(3) In the free elective area, all modules can be chosen that are offered by the Faculty of Business, Economics and Social Sciences in its Master's programs at the University of Hohenheim. Modules that cannot be chosen include modules in the basic areas and modules that were already chosen in a compulsory specialization subject. A maximum of one additional seminar module may be chosen if capacity limits do not prevent this. A Master's portfolio module may be chosen once. The selection of modules can be made dependent on attendance or other requirements that are to be specified in the module catalog. The person responsible for the respective department, or in cases of doubt the examination committee, decides on this.

#### **Section 58 Additional Modules**

As long as it is not prohibited for capacity reasons, students can complete additional modules from the modules offered in the Master's programs by the Faculty of Business, Economics and Social Sciences or other Master's programs at the University of Hohenheim. These additional modules are listed in the transcript of records upon request but are not used to calculate the overall grade for the Master's examination.

### **Section 59 Module Examinations in the Basic Master's Period of the Master's Program "International Business and Economics"**

The ECTS credits for the modules in the basic compulsory period are to be obtained with written examinations lasting at least 60 and at most 120 minutes.

### **Section 60 Module Examinations in the Specialization Period of the Master's Program "International Business and Economics"**

- (1) Each specialization subject totals 30 ECTS credits and is made up of a corresponding specialization seminar (coursework) and an additional four modules, each 6 ECTS credits. At least one of these additional four modules is to be completed with an examination.
- (2) The free elective area includes at least 24 ECTS credits. The modules in the free elective area are to be completed with coursework or examinations as set down in the module catalog.
- (3) Further details are specified in the module catalog.

### **Section 61 Master's Thesis in the Master's Program "International Business and Economics"**

For the topic of the Master's thesis, the following thesis areas may be chosen:

- modules in the basic Master's period,
- the chosen specialization subjects,
- the chosen modules in the free elective area.

### **Section 62 Master's Transcript of Records and Master's Degree Certificate in the Master's Program "International Business and Economics"**

(1) In the transcript of records according to Sec. 31 and in the Master's degree certificate according to Sec. 32, the completed degree program is designated as "Master-Studiengang International Business and Economics."

- (2) In the transcript of records, the subject and module grades
  - for modules in the basic Master's period,
  - for the two compulsory specialization subjects "International Management" and "International Economics" under the category "Specialization Subjects,"
  - and for the chosen modules in the free elective area will be listed.

### **2.4 Provisions for the Master's Program "Education for Business and Economics (state-certified teacher program)"**

#### **Section 63 Elective Areas in the Master's Program for Education for Business and Economics (state-certified teacher program)**

(1) In the Master's program for Education for Business and Economics (state-certified teacher program), the following elective areas can be chosen:

- the elective area for a business orientation with the area Human Resource Management,
- the elective area for a school orientation in one of the subjects listed in Sec. 63(2).

(2) In the elective area with a school focus, one of the following areas must be chosen:

- Accounting,
- History and Political Science,
- Information Systems,

- Catholic Theology,
  - Protestant Theology,
  - Mathematics,
  - English,
  - German, or
  - Sports.
- (3) An area can only be chosen for which admission has been granted according to the University of Hohenheim's admission regulations for the Master's program for Education for Business and Economics (state-certified teacher program) based on the student's previous qualifications. It is not permitted to change this area during the Master's program.

**Section 64 Admission to the Master's Program for Education for Business and Economics (state-certified teacher program)**

(1) For the Master's Program "Master's program for Education for Business and Economics (state-certified teacher program)" there are separate admission regulations.

(2) During the admission process, the admission committee assigns the students to one of the following admission categories:

a) Admission categories in the elective area for a business orientation:

- admission category B1: Students with a business and economics education degree; the required business and economic science qualifications have been achieved (at least 136 ECTS credits in business and economic science including at least 70 ECTS credits in business administration and at least 48 ECTS credits in economics) as well as business and economics education qualifications (approximately 24 ECTS credits in pedagogy and 6 ECTS credits in practical school studies),
- admission category B2: Students without a business and economics education degree or with a business and economics education degree who do not fulfill the requirements for admission in the admission category B1; the required business and economic science qualifications have been achieved (at least 58 ECTS credits in business administration, at least 48 ECTS credits in economics, and at least 18 ECTS in law / information science) as well as the business and economics education qualification (approximately 24 ECTS credits in pedagogy and 6 ECTS credits in practical school studies),
- admission category B3: Students with a business and economics education degree who do not fulfill the ECTS credits requirements for the admission category B2 as long as the deviation from the ECTS requirements for the admission category B2 does not exceed a maximum of 24 ECTS credits. Admission is granted conditionally, which is why the missing credits must be made up by the end of the second subject-related semester. The admission committee determines which credits must be made up, and this information is included in the admission letter. If proof of the credits that must be made up has not been submitted by the end of the second subject-related semester of the Master's program, admission to the degree program is revoked. In regard to the credits that must be made up and proven, the provisions in the University of Hohenheim's examination regulations for business administration and economics Bachelor's programs apply with the following exception: At the beginning of their studies, students in the admission category B3 are automatically registered by the Examinations Office for the first possible date for the examinations for the credits they must make up.

b) Admission categories in the elective area for a school orientation:

- admission category Z1: Students with a business and economics education degree; the required business and economic science qualifications (approximately 100 ECTS credits in business and economic science), the required qualifications for the selected area (approximately 36 ECTS credits), and the required qualifications in business and economics education (approximately 24 ECTS credits in pedagogy and 6 ECTS credits in practical school studies) have been achieved,
- admission category Z2: Students without a business and economics education degree or with a business and economics education degree who do not fulfill the requirements for admission in the admission category Z1; the required business and economic science qualifications have been achieved (approximately 100 ECTS credits in business administration) and the required qualifications in the chosen area have been achieved (approximately 24

- ECTS credits) as well as the business and economics education qualification (approximately 24 ECTS credits in pedagogy and 6 ECTS credits in practical school studies),
- admission category Z3: Students with a business and economics education degree who do not fulfill the ECTS requirements for the admission category Z2 as long as the deviation from the ECTS requirements for the admission category Z2 does not exceed a maximum of 24 ECTS credits. Admission is granted conditionally, which is why the missing credits must be made up by the end of the second subject-related semester. The admission committee determines which credits must be made up, and this information is included in the admission letter. If proof of the credits that must be made up has not been submitted by the end of the second subject-related semester of the Master's program, admission to the degree program is revoked. In regard to the credits that must be made up and proven, the provisions in the University of Hohenheim's examination regulations for business administration and economics Bachelor's programs apply with the following exception: At the beginning of their studies, students in the admission category Z3 are automatically registered by the Examinations Office for the first possible date for the examinations for the credits they must make up.
- (3) Changing to the regulations of another admission category is only possible by changing the admission category. A change must be requested with the admission committee and can only be approved if the respective previous qualifications have been fulfilled. It is only possible to change admission categories if the request is submitted at the latest at the start of the deadline for exam registration in the semester of admission.

**Section 65 Structure of the Master's Program "Education for Business and Economics (state-certified teacher program)"**

(1) The Master's program "Education for Business and Economics (state-certified teacher program)" is divided into four parts:

- the basic Master's period with a total of 18 ECTS credits,
- the educational science area with a total of 48 ECTS credits,
- an elective area with a total of 36 ECTS credits,
- and the Master's thesis with a total of 18 ECTS credits.

(2) The basic Master's period includes the following modules, three of which must be chosen:

- Applied Quantitative Methods (6 ECTS credits),
- Multivariate Data Analysis (6 ECTS credits),
- Modelling and Decision Making (6 ECTS credits).
- Theory of the Firm and Corporate Governance (6 ECTS credits).

(3) The educational science area is made up of the modules:

- Didaktik (6 ECTS credits)
- Berufserziehung (6 ECTS credits)
- Wirtschaftspädagogik (6 ECTS credits)
- Berufswahl (6 ECTS credits)
- Erziehungswissenschaftliche Theorien (6 ECTS credits)
- Specialization seminar Pädagogik/Didaktik (6 ECTS credits)
- Practical School Training module 1 (6 ECTS credits)
- Practical School Training module 2 (6 ECTS credits)

**Section 66 Elective Area of the Master's Program "Education for Business and Economics (state-certified teacher program)"**

- (1) The elective area is divided into a school orientation and a business orientation. One of the two orientations must be chosen.
- (2) The elective area for a business orientation is made up of the area "Human Resource Management."

- (3) In the elective area with a school focus, one of the following areas must be chosen according to the student's previous qualification:
- Accounting,
  - Information Systems,
  - History and Political Science,
  - Catholic Theology,
  - Protestant Theology,
  - German,
  - English,
  - Mathematics, or
  - Sports.
- (4) The module "Berufswahl" (6 ECTS credits) in the educational science area can be replaced in some areas of the free elective area for a school orientation by a subject didactic module (for 6 ECTS credits) in the selected area. The respective provision is set down in the module catalog.
- (5) In the elective area for a school orientation, the module catalog for areas that are imported by the University of Stuttgart or neighboring faculties can include deviations from the regular module structure (for example: module scope 6 ECTS credits).

#### **Section 67 Additional Modules**

As long as it is not prohibited for capacity reasons, students can complete additional modules from the modules offered in the Master's programs by the Faculty of Business, Economics and Social Sciences or other Master's programs at the University of Hohenheim. These additional modules are listed in the transcript of records upon request but are not used to calculate the overall grade for the Master's examination.

#### **Section 68 Module Examinations in Basic Master's Period**

The ECTS credits for the modules in the basic Master's period are to be obtained with written examinations lasting at least 60 and at most 120 minutes.

#### **Section 69 Module Examinations in the Area "Educational Science"**

- (1) At least one module from the area "Educational Science" must be completed with an examination.
- (2) The two practical school training modules are completed with "passed" as soon as documentation is received.
- (3) Further details are specified in the module catalog.

#### **Section 70 Module Examinations in the Elective Area**

- (1) At least one module from the elective area must be completed with an examination.
- (2) Further details are specified in the module catalog.

#### **Section 71 Master's Thesis in the Master's Program for "Education for Business and Economics (state-certified teacher program)"**

- (1) The topic of the Master's thesis is to be chosen from the elective area, the area "educational science," or one of the chosen modules from the basic Master's period. If the topic of the Master's thesis is chosen from one of the subjects from the elective area for school orientation according to Sec. 67(3), then a pedagogical approach to the topic must be ensured. This does not apply to the areas Catholic and Protestant Theology.
- (2) Supervisors for the Master's thesis can be in particular the professors supervising the Master's program for Education for Business and Economics and additional areas listed as well as others whom the examination committee grants the right to examine. In deviation from Sec. 9, it is possible for neither examiner to be from Hohenheim.

- (3) In the case of the admission category B3, the topic of the Master's thesis is to be chosen from a business area in deviation from Sec. 71(1).

**Section 72 Master's Transcript of Records and Master's Degree Certificate in the Master's Program "Education for Business and Economics (state-certified teacher program)"**

In the transcript of records according to Sec. 31 and in the Master's degree certificate according to Sec. 32, the completed degree program is designated as follows depending on the elective area:

- "Master-Studiengang für das wirtschaftswissenschaftliche Lehramt mit betrieblicher Ausrichtung"
- or "Master-Studiengang für das wirtschaftswissenschaftliche Lehramt mit schulischer Ausrichtung in ... (name of the area from Sec. 67(3))"

In the transcript of records, grades for the following are included:

- the modules in the basic compulsory period,
- the area "Erziehungswissenschaft,"
- (if the elective area for a business orientation is chosen:) the area Human Resource Management with its designation and modules,
- (if the elective area for a school orientation is chosen:) the chosen with its designation and additional information according to Sec. 31.

**3rd Part: Closing Provisions**

**Section 73 Entry into Force**

- (1) These examination regulations shall enter into force on the day after they have been published in the University of Hohenheim's Official Communications.
- (2) These examination regulations apply to students who started their studies as of 1 October 2019.

Stuttgart, 21 November 2018

signed

Professor Dr. Stephan Dabbert

- President -