

**Course and Exam Regulations**  
**HfWU**  
**Nuertingen-Geislingen University**  
**General Provisions for Master Programs**  
**Date: 29 January 2013**

**last updated in the 13th amendment of 17 June 2020**

**Legal Basis**

Based on section 8 (6) in conjunction with section 30 (1) and section 32 (6) of the State Higher Education Act in Baden-Wuerttemberg ("Landeshochschulgesetz" - LHG) dated 01 January 2005 (Law Gazette (GBl.) p. 1), last amended on 01 April 2014 (Law Gazette (GBl. 2014, p. 99), the Senate of Hochschule fuer Wirtschaft und Umwelt Nuertingen-Geislingen agreed on the following Course and Exam Regulations for Master Programs on 08 June 2020, last amended on 09 July 2014, 03 November 2014, 02 February 2015, 22 July 2015, 02 November 2015, 19 July 2016, 19 April 2017, 12 July 2017, 07 February 2018, 12 July 2018, 13 February 2019 and on 16 April 2019.

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## **Addenda**

Automotive and Mobility Management  
Controlling  
Real Estate Management  
International Finance  
International Management  
Art Therapy  
Sustainable Agricultural and Food Management  
Sustainable Urban and Regional Development  
Organizational Design  
Process Management  
Sustainable Mobilities  
Leadership  
LL.M. Restructuring and Insolvency Management

## Part 1 – Academic Affairs

### Section 1 Scope

- (1) These Course and Exam Regulations are valid for the following Master programs:

Faculty of Business Administration and International Finance (FBF)

Controlling  
International Finance  
Organizational Design

Faculty of Agriculture, Economics and Management (FAVM)

International Management  
Sustainable Agricultural and Food Management  
Process Management

Faculty of Environment, Design, Therapy (FUGT)

Art Therapy  
Sustainable Urban and Regional Development

Faculty of Business and Law (FWR)

Automotive and Mobility Management  
Real Estate Management  
Leadership  
LL.M. Restructuring and Insolvency Management  
Sustainable Mobilities

- (2) Official titles and functional titles in these Course and Exam Regulations shall include both the masculine and the feminine gender, section 11 (7) of the Law for Universities in Baden-Wuerttemberg (Landeshochschulgesetz - LHG) shall apply.

### Section 2 Standard Duration of Program, Program Structure

- (1) As outlined in the Addendum, the standard duration of the programs is three semesters of study or, in the case of the Master Program in Process Management, four semesters of study. This comprises the theory semesters and the examinations including the Master's thesis, as outlined in detail in the Addendum, and a study semester abroad, if applicable.
- (2) The program is divided up into modules and concludes with the Master's examination.
- (3) The total amount of modules required for successful completion of the program and the required module exams are outlined in the Addendum. According to the regulations outlined in the Addendum, a cross-curricular HfWU module listed in the "Cross-curricular modules at HfWU" table in the appendix may be chosen to replace a module from the regular program.
- (4) If pre-agreed by the faculty, the types of modules and their sequence as outlined in the Addendum may under compelling circumstances in individual cases be altered for one semester. A change in the type of examination is only acceptable if the exam still meets with the subject's requirements of an exam and if a fair examination process which affords equal opportunities can be safeguarded. The new type of examination must be suitable for assessing that the students have acquired the competencies they were supposed to. Any changes will be communicated to the students well in advance and through the usual channels. Those students who have already been accepted for the exam when the change in examination type is announced can apply to withdraw from the exam.
- (5) The language used for teaching and in examinations is normally German. If classes are held in English, however, the students will be informed about this at the beginning of the lecture period and it will be noted in the module catalog. Modules which are always taught in English are marked with an "E". The decision on whether a class is held in German or in English is taken by the Program Director in agreement with the lecturers concerned. The examination is usually set in the language of instruction. Repeat examinations will be set in the language in which the class is held during the repeat semester.
- (6) Lectures and examinations are usually carried out in the university's premises (face-to-face teaching/face-to-face examinations). If, however, lectures and/or parts of an examination are to be carried out

online, via video conference for example, the students will be informed about this at the start of the lecture period and it will be noted in the module catalog. The decision on whether a class is held online or face-to-face is taken by the Program Director in agreement with the lecturers concerned. If this is the case, the Dean's office must be informed about the extent and scope of online teaching. If parts of lectures or examinations are to be permanently carried out online, this must be included in the Addenda of the relevant Course and Exam Regulations. More details on online examinations are stipulated in sections 9 and 10. Only those software solutions provided or supported by the university may be used for online teaching and/or online examinations. Meetings, individual support and feedback are always allowed online if so agreed between the lecturer and the student.

### Section 3 Semester Leave of Absence

- (1) Upon application, the Examination Committee of the respective faculty can grant students leave of absence for a semester in accordance with section 61 LHG for the following reasons:
  1. The student wants to attend a university or a language school abroad
  2. Due to illness, the student is prevented from attending classes for most of the semester or unable to complete the coursework required
  3. Due to the expected birth of a baby and subsequently looking after it, the student is unable to regularly complete the coursework required
  4. The student wants to take part in the "Bundesfreiwilligendienst" (Federal Volunteer Service).
  5. The student has to serve a prison sentence
  6. The student wants to do practical work which is related to the goal of the degree program
  7. For other important reasons, especially to do with on-going family commitments

Leave of absence is not counted towards the standard duration of the program. Applications for leave of absence must be submitted to the Examination Committee before the commencement of the lecture period. In exceptional circumstances ("hardship cases"), an application for academic leave of absence may be handed in at a later date. It has to be submitted to the Central Examination Committee via the secretary's office of the respective faculty.

- (2) As a rule, academic leave of absence should not exceed two semesters. During their leave of absence, students cannot take part in the self-government bodies of the university. They are not entitled to attend classes or use the university's facilities, with the exception of the university's Information center facilities. They may take up to a maximum of two repeat or make-up examinations which are not part of a class. Students who are on leave of absence in accordance with paragraph 1 (1) are entitled to do coursework and take examinations at the university abroad.
- (3) As a rule, students who are on leave of absence in accordance with no. 3 shall not be granted leave for more than six semesters. Students on leave in accordance with no. 3 are allowed to attend classes, to register for the assessment of coursework and module examinations and use the university's facilities. Academic leave of absence in accordance with no. 3 is neither counted towards the standard duration of the program nor towards leave of absence according to paragraph 2.

## Part II – Examinations

### Section 4 General Admission Requirements for Examinations

- (1) Only students who are enrolled in a Master's program at the university are entitled to take the Master's examination.

Students enrolled in the Faculty of Business Administration and International Finance (FBF) or Environment, Design, Therapy (FUGT) have to take the module examinations outlined in the Addendum during or at the end of the semester when they take the module. In the Faculty of Agriculture, Economics and Management (FAVM) or Business and Law (FWR) the students must register themselves online for the examinations in FlexNow. The following expiration dates apply in the respective semesters: 20 November for the winter semester and 10 May for the summer semester. These deadlines may be extended and/or added to by the faculty's Examination Committees.

- (2) Admission to an examination must be denied if
  1. the requirements stipulated in paragraph 1 are not met or

- 2 if the right to take an exam has been lost in accordance with section 32 (1) phrase 2 in conjunction with section 17 SPO (Course and Exam Regulations) or in accordance with section 32 (5) LHG (Law for Universities in Baden-Wuerttemberg) in conjunction with section 6 SPO (Course and Exam Regulations).

### **Section 5 Loss of Right to Take Exams, Deadlines**

- (1) The module examinations leading to the Master's examination shall have been taken before the end of the semester stipulated in the Addendum. Students may apply to their respective Examination Committee if they wish to take any module examinations in advance of the set deadlines.
- (2) Students will be informed in a timely manner via the web-based student portal HfWU neo (networking-e-learning-organizing) and the online examination management system FlexNow about the type and amount of module examinations they have to take and the dates when they have to take them as well as about the dates by which their Masters's thesis must have been allocated and handed in.
- (3) Students lose the right to take exams in their program if the module examinations for the Master's examination have not been taken within three semesters after the deadline set in paragraph 1, unless the student cannot be held responsible for the missed deadline. (Section 32 (5) LHG). If it has been agreed that the program may be done part-time, the deadline will be extended accordingly.
- (4) When setting the examination deadlines, the Examination Committee will ensure that in the cases concerned, maternity leave according to the Maternity Protection Act and parental leave according to the Federal Education Benefit Act will be allowed for.
- (5) Students who are suffering from long-term illnesses or disabilities or from permanent physical disabilities which do not, however, make them unfit for study but who are not in a position to regularly attend classes and do the required coursework shall be entitled to take some of the module examinations even after the deadline has expired. The same applies for the completion of the required coursework. The extension period must not exceed three years. The student shall be responsible for supplying relevant evidence, especially medical certificates. In certain cases, Nuertingen-Geislingen University may insist upon a medical cert by a designated doctor or by a medical officer. In the event of a change in circumstances, the student is obliged to notify this immediately.

### **Section 6 Modularization, Credit Point System**

- (1) In the Addendum, all regulations concerning the modules and their main focus are described. A module can be defined as containing a complete summary of a subject area. It is a self-contained unit within boundaries as defined by time and subject, which can be tested and for which credit points can be awarded.
- (1) The students' coursework and examinations are assessed using a credit point system in accordance with the European Credit Transfer System (ECTS). The respective credit points (credits) for a module can only be awarded if the module is passed.
- (2) The students' overall workload (contact hours and self-study) normally amounts to 60 credits per academic year, i.e. generally 30 credits per semester. One credit is equivalent to 25 hours.

### **Section 7 Exam Structure**

The Master's examination is made up of module examinations.

A module examination can consist of several different assessments as defined by section 8 (1). The Addendum contains the regulations concerning the module examinations for the Master's examination and individual assessments including their weighting for the module grade.

There may be pre-examination requirements to be admitted to the module examinations. Pre-examination requirements are graded with a pass or a fail.

Module examinations are usually course-related and set as part of a class and linked to the topic of this class (in-course module examinations).

## Section 8 Graded Assessments

- (1) There are several types of graded assessments:

### Written Assessments

Written exam	K
E-exam	eK
Written / drawn work	S

### Oral Assessments

Oral exam	M
Presentation	R

### Research Paper

StA

The Addendum contains information on the assessments required. Written assessments containing multiple-choice tests are only permissible within the framework of the university's multiple-choice regulations. Subjects with a psychological focus can be tested using multiple-choice questions.

- (2) It is outlined in the Addendum whether assessments take place during the lecture period of the semester or outside of it.
- (3) If students can provide evidence that due to a physical disability they cannot complete the assessments completely or in part in the way required, the Chairperson of the Examination Committee will either agree to an extended deadline or accept a different type of assessment equivalent to the one requested. The student might have to supply a medical certificate in this case.
- (4) It might be stipulated in the Addendum of the Course and Exam Regulations that assessments have to be done in English.

## Section 9 Written Assessments

- (1) Written exam

Students need to show in the exam that they have the required expert knowledge and that they are able to work on topics and solve problems within a limited amount of time with limited materials using the accepted methods of their subject area. Written exams may contain a selection of topics the students can choose from.

A written exam must take at least 45 minutes and no more than 240 minutes. Individual details are outlined in the Addendum. Written exams usually take place during the examination period at the end of the semester during which classes were held. Grading should be completed within three weeks after this examination period.

If under exceptional circumstances a written exam is postponed, the students must be informed immediately and well in advance, i.e. at least eight weeks before the exam date, through the usual channels. Those students who have already been accepted for the exam when the change in examination date is announced can apply to withdraw from the exam.

- (2) E-exam

An e-exam is an examination which is set, taken and graded with the aid of a computer (with the exception of open questions). E-exams are permissible if they are suitable proof that examinees have a good grasp of the content and the methods taught in the module and that they can apply the knowledge and skills learned. If necessary, it can be complemented with other types of exams. The taking of an e-exam may be recorded in order to safeguard the legal compliance of the examination.

An e-exam has to be supervised by a person who is competent in the subject area (minute keeper). The minutes of the exam have to be recorded in writing, contain at the very least the names of the minute keeper and the examinees, the beginning and end of the exam and any noteworthy occurrence during it. It has to be ensured that the electronic data can be unequivocally and permanently linked to each respective examinee. According to the regulations in section 22 of the Course and Exam Regulations

(SPO), candidates must be given the opportunity to later view the computer-aided examinations and any results they have achieved. The questions set including sample answers, the grading system, the individual exam results and the minutes have to be archived in compliance with legal requirements.

### (3) Written / drawn work

In written or drawn work students must prove that they are capable of researching, evaluating and connecting the information necessary to solve the task or the problem at hand in an effective way. They must demonstrate that they understand what is required from a scientific paper and the principles of academic research and writing.

On-time submission of any written/drawn work can also be done digitally in a secure and separate section in NEO. Students must be informed in an appropriate way at the start of the lectures about how they must submit their work.

## Section 10 Oral Assessments

### (1) Oral exam

In the oral exam students must prove that they have acquired a broad expert knowledge and that they understand the overall context of the subject that is under examination and that they can identify how specific problems fit into this context.

Oral exams are assessed by two examiners (examination by a panel) or by one examiner in the presence of an independent observer (section 20) either in the form of a group exam or an individual exam.

An oral exam can last between 10 to 30 minutes per examinee. Individual details are outlined in the Addendum.

The main points and results of the oral exam must be recorded in the minutes. Following the oral exam, the examinee shall be directly informed about the result.

Students who will have to take the same type of oral exam later on can be admitted to the exam as listeners if there is enough room, unless the examinee objects to this. They are, however, not allowed to be present when the exam result is discussed and announced.

In individual cases and if applied for beforehand, the faculty's Examination Committee may, in exceptional circumstances, approve an online oral exam, for example via a video conference, if the examinee explicitly approves. Phrases 1 to 7 apply accordingly. If the examination is terminated or severely hindered for technical reasons that the student is not responsible for, the examiners will decide upon consultation with the Chair of the Examination Committee if, depending on how far it had progressed, the examination needs to be repeated or if it was sufficient to assess the student's performance. If the examination lasted less than three quarters of the scheduled examination time, as a general rule the examination must be repeated. In group assessment situations, this also applies if only one member of the group is experiencing technical problems or has to terminate the exam for technical reasons. If the examination needs to be repeated, the online exam is deemed "not taken". It is possible to repeat the examination in an online format.

### (2) Presentation

The students must prove during the presentation that they can solve a particular problem in the subject area which is being examined and demonstrate that they can communicate this with the support of media in a way that suits their audience.

The basis on which the presentation was assessed must be recorded in writing.

Presentations can also be carried out by a team consisting of several students. In order to allow assessment of the individual contributions, each part must be clearly delineated.

In exceptional circumstances, the faculty's Examination Committee may approve for a whole lecture series that the examination type "presentation" can be done online. If the examination is terminated or severely hindered for technical reasons that the examinee is not responsible for, the lecturer will decide upon consultation with the Chair of the Examination Committee if, depending on how far it had progressed, the presentation needs to be repeated or if it was sufficient to assess the student's performance. If the presentation lasted less than three quarters of the scheduled examination time, as a general rule it needs to be repeated. In group assessment situations, this also applies if only one member of the group is experiencing technical problems or has to terminate the presentation for technical reasons.

If the presentation needs to be repeated, the exam is deemed "not taken". It is possible to repeat it in an online format.

### Section 11 Research Papers

- (1) In a paper, students need to prove that they can solve complex multidisciplinary problems within their field of study.
- (2) A paper can consist of a written / drawn / creative composition as well as a presentation.
- (3) Papers can also be produced by a team consisting of several students. In order to allow assessment of the individual contributions, each part must be clearly delineated.
- (4) Presenting the results to a university public in the presence of at least two examiners (examination by a panel) can also be an integral part of a paper. The presentation itself can be a part of the assessment.
- (5) The essential features and results of the project as well as the fundamental ideas on which grading is based need to be suitably recorded. In the case of a presentation, the grade achieved is usually communicated to the examinee right away. If, for subject-specific reasons, this is not possible, the grading process should be completed within a maximum of three weeks after the examination period.
- (6) The time allowed for composing the paper depends on the problem set, this rarely exceeds the duration of the module, however. Individual details are outlined in the Addendum.

### Section 12 Additional Modules

Students can take other module examinations in addition to the required modules. There is no automatic entitlement to do this, however, even if the modules are offered in an online mode. The grades in these modules will not be included in the overall grade. An individual certificate is issued for each additional module.

### Section 13 Grading of the Module Examinations

- (1) Grading of the module examinations is based on the points awarded by the examiners. The module coordinator tells the individual examiners the maximum amount of points they can award for their part of the module examination. Weighting of the recommended 100-points-system is outlined in the Addendum to the Course and Exam Regulations and the module catalog. The grades for module examinations are determined by the module coordinator in consultation with the examiners involved on the basis of the overall amount of points awarded by the examiners. The following grades are to be used for grading:

1	=	very good ("sehr gut")	=	an excellent result
2	=	good ("gut")	=	a result which is considerably above average
3	=	satisfactory ("befriedigend")	=	an average result
4	=	pass ("ausreichend")	=	a sufficient result despite some shortcomings
5	=	fail ("nicht ausreichend")	=	an insufficient result containing many shortcomings

To allow for more differentiated grading, individual grades can be raised or lowered by 0.3 to fractional grades; the following grades are not allowed, however: 0.7, 4.3, 4.7 and 5.3.

- (2) The overall grade for papers, oral exams and Master's theses which have been marked by two examiners is calculated by averaging the grades awarded by the examiners. Module grades are as follows:

With an average grade of up to 1.5	=	very good
With an average grade of 1.6 up to and including 2.5	=	good
With an average grade of 2.6 up to and including 3.5	=	satisfactory
With an average grade of 3.6 up to and including 4.0	=	pass
With an average grade from 4.1 on	=	fail

- (3) The overall grade (section 24) is calculated from the average of the module grades – which have been weighted according to the regulations in the Addendum. Outstanding results (overall grade (section 30) of 1.3 or better) are awarded the overall grade "pass with distinction" ("mit Auszeichnung bestanden").



The overall grade (section 24) is also included in the ECTS grading scale. Here, students are classified according to statistical factors. Students who have passed the exam are classed as follows:

A	the top 10%
B	the next 25%
C	the next 30 %
D	the next 25 %
E	the next 10 %

Alternatively, the percentage of graduates with the overall grades of very good, good, satisfactory and pass is noted.

- (4) When calculating the average, only the first decimal after the decimal point is taken into account, all further decimals are deleted without rounding up or down.
- (5) Details on the awarding of ECTS credits in a module are stipulated in the Addendum.

### **Section 14 Absence, Withdrawal, Cheating, Breach of Regulations**

- (1) A module examination shall be graded with a “fail” (“nicht ausreichend”, 5.0) if the examinee misses an exam without a valid reason or if he/she withdraws from the exam without a valid reason after having registered for it. The same applies if a written assessment has not been handed in before the deadline. A valid reason for missing an exam or withdrawing from it could for example be if the examinee is unable to take the exam due to illness or due to family commitments such as a sick child that the examinee has to look after.
- (2) Any withdrawal from an exam must be notified immediately. The reason for missing or withdrawing from an exam must be notified to the Chairperson of the Examination Committee immediately in writing. Evidence must be provided. In the case of an illness, a medical certificate needs to be handed in. In certain cases, the university may insist upon a medical certificate by a doctor designated by them or by a medical specialist. If the reason given has been accepted as valid, a new date will be set and the previous attempt does not count.

The faculty's Examination Committee decides on the deadlines before which examinees can withdraw themselves from an examination without any consequences and publishes these at the beginning of the semester. Withdrawal from module examinations by the students is only permissible if no other examination or part examination in the module has been attempted yet.

- (3) If examinees attempt to influence the result of their assessment through cheating or the use of unauthorized materials, the module examination is graded with a “fail” (“nicht ausreichend”, 5.0). Even the carrying of unauthorized materials with you is classed as an attempt at cheating. If an examinee interrupts the orderly conduct of an exam, he/she can be excluded from continuing the exam by the examiner or proctor. In this case, the module examination is graded with a “fail” (“nicht ausreichend”, 5.0). In extreme cases, the Examination Committee may exclude the examinee from all further module examinations. The exam paper may be checked for text passages or other sources which have been copied and not referenced with the use of suitable plagiarism detection software.
- (4) Before any negative decision according to paragraph 3 phrase 1 or 3 is taken, the person concerned will be given the opportunity to make a statement. Incriminating decisions will be communicated to the person concerned immediately and in writing stating the relevant reasons and information on the right to appeal.

### **Section 15 Passing or Failing**

- (1) A module examination has been passed if the module grade awarded is at least a “pass” (“ausreichend”, 4.0).
- (2) The Master's examination has been passed if all related module examinations have been passed.
- (3) If a module examination was not passed, the examinee will be notified. The examinee must also be informed if and to what extent the module exam must be retaken and before what date.
- (4) If the Master's examination has been failed with no option to retake, the student can apply for written confirmation that states which module examinations he/she passed and with which grades as well as

module exams he/she did not attempt or did not pass. It must also clearly state that the Master's examination has not been passed.

- (5) Students are informed about their grades in the online examination management system FlexNow on the university's intranet.

### **Section 16 Retaking and Making up Examinations**

- (1) Each failed module examination may be retaken once. Upon application, however, module examinations can be retaken a second time if on average the student has achieved at least half of the required credits in the previous semesters and if he/she did not attempt to cheat during the first and second attempt at the exam. The oral final exam and the Master's thesis may each only be repeated once. Students may not repeat a module examination they have passed. Failed attempts at other Universities of Applied Sciences in the Federal Republic of Germany are also taken into account.
- (2) In the Faculty of Business Administration and International Finance (FBF) and the Faculty of Environment, Design, Therapy (FUGT), retake or make-up examinations must be taken during the examination period of the following semester. In the Faculty of Agriculture, Economics and Management (FAVM) and the Faculty of Business and Law (FWR) the students must register themselves online in FlexNow for the retake or make-up examinations. If the deadline for the retake examination is missed, students lose the right to take exams. A second retake examination is excluded in this case.
- (3) During academic leave of absence, students are normally allowed to retake or make-up a maximum of two failed module exams.

### **Section 17 Recognition of Coursework and Examinations as well as Preliminary and Interim Examinations; Recognition of Skills and Competencies Acquired Outside of the Higher Education System**

#### **(1) Recognition of Coursework and Examinations for Module Examinations**

Students can apply to receive recognition for coursework and exams as well as degrees that have been completed in other programs of study at a public or an officially recognized institution of higher education or at a Cooperative State University (Berufsakademie) in the Federal Republic of Germany or at a foreign public or officially recognized higher education institution, provided that the competencies acquired are not significantly different from those they are to substitute. The purpose of this recognition is to allow the students to continue their studies, to take exams or to take up another program of study.

Students cannot apply to get recognition for module examinations which have already been successfully completed at HfWU.

If students change to another degree program at Nuertingen-Geislingen University, completed module examinations as well as failed examinations in classes which are the same in both the old and the new program will be recognized after an official interview. Failed attempts at other Universities of Applied Sciences in the Federal Republic of Germany are also taken into account.

- (2) **Skills and Competencies Which Have Been Acquired Outside of the Higher Education System** are recognized if the format and level of skills and competencies are equivalent to those of the module examinations they are to substitute. Equivalence is usually tested through an oral placement test. The regulations outlined here in these statutes also apply for the oral placement test. The Addendum of the Course and Exam Regulations may stipulate that, as part of existing cooperation agreements with higher education institutions according to section 31 LHG, an automatic recognition process may apply. A maximum of 50 per cent of the degree program can be substituted by skills and competencies acquired outside of the higher education system.

An application for any recognition can be submitted during the admissions procedure at the earliest and within three months after the date of enrollment at HfWU at the latest. If the coursework or the examinations were completed during a semester abroad, an application for recognition must be submitted within three months after the day the student returns to HfWU. If the student has already registered for the examination in a module, an application for recognition is no longer possible. If registration is compulsory, an application is no longer possible after the beginning of the examination period in which the student registered for an exam in that particular module for the first time.

- (3) Applicants are responsible for providing any necessary documentation to support their application. Proof that an application does not meet the requirements for recognition as per paragraph 1 is the responsibility of the university. Rejections or partial rejections will be justified in writing with information on the right to appeal. Recognition of coursework and examinations completed during the degree program at foreign institutions of higher education will be decided by the Examination Committee of the applicant's faculty unless stipulated otherwise in the Addendum.
- (4) If agreements or treaties between the Federal Republic of Germany and other countries on equivalence in the higher education sector (equivalency agreements) exist and favor students from abroad in deviation from paragraphs 1 to 5, the regulations in the equivalency agreements shall take precedence.
- (5) If coursework and examinations are recognized and the grading systems are similar, the grades are transferred according to the Addendum of the Course and Exam Regulations and included in the calculation of the final grade. If the grading systems are not comparable or the completed coursework or examinations have not been graded, the coursework or examination will be rated as "passed" ("bestanden") but not count towards the final grade. Recognized coursework and examinations will be indicated in the Transcript of Records.

### **Section 18 Examination Committee**

- (1) The Examination Committee of the faculty to which the Master program belongs shall be responsible for the organization of Master's examinations and for other duties (paragraph 6) that have been assigned in the Course and Exam Regulations. Each Examination Committee normally consists of a maximum of five members. As a rule, the members' terms of office are four years.
- (2) The Chairperson of the Committee, his/her deputy as well as the other members and their deputies shall be appointed by the faculty to which the degree program belongs; they must be professors at that faculty or professors at another faculty who regularly lecture in the degree program. If the faculty has an internship office, the head of the internship office by virtue of his/her position is a member of the Examination Committee. Other professors, lecturers or teaching staff with special responsibilities can act in an advisory capacity. In general, the Chairperson manages the affairs of the Examination Committee.
- (3) The Examination Committee must ensure that the provisions of the Course and Exam Regulations are adhered to. The Examination Committee also advises on reforms of the curriculum and the Course and Exam Regulations. The Examination Committee may assign some of the duties they are responsible for to the Chairperson.
- (4) Members of the Examination Committee are entitled to sit in on examinations.
- (5) The members of the Examination Committee and their deputies are bound by an obligation of confidentiality. Unless they are public servants, they must be bound to confidentiality by the Chairperson.
- (6) The Examination Committee is responsible for decisions on the following issues:
  1. the consequences of breaches of the exam regulations (section 14)
  2. appointing the examiners and observers (section 19)
  3. approving withdrawals and recognizing medical certificates (section 14 (2))
  4. approving a semester leave of absence which has been applied for within the deadline (section 3)
  5. recognizing previous study periods, coursework and examinations (section 17)
  6. setting the deadlines for students for the registration for and withdrawal from examinations
  7. approving examinations held in online formats
  8. other duties outlined in the Course and Exam Regulations
- (7) In order to support the Examination Committees, a Central Examination Office was established.
- (8) The university appointed a Central Examination Committee. The Central Examination Committee consists of the Vice-Rector ("Prorektor") who acts as Chairperson, the Chairpersons of the Examination Committees and the Head of the Central Examination Office. The Central Examination Committee is in charge of coordinating the consistent application of the Course and Exam Regulations at the university.

### **Section 19 Examiners and Observers**

- (1) As a rule, only professors can act as examiners in examinations which are not an integral part of a class in the study program. If no professors are available, lecturers and teaching staff with special responsibilities can be appointed to act as examiners. Only someone with relevant work experience or experience in training who holds at least the qualification which is being tested in the exam or equivalent qualifications can also be appointed as an examiner.
- (2) The names of the examiners shall be published at least 14 calendar days before the examination date.
- (3) Only someone who holds at least the qualification which is being tested in the exam or equivalent qualifications can be appointed as an observer.
- (4) Section 18 (5) also applies to examiners and observers.
- (5) In the case of online oral examinations, all examiners concerned must agree to this type of examination.

### **Section 20 Appeals**

The Vice-Rector for Academic Affairs ("Prorektor fuer Lehre") decides on appeals (section 8 (2) phrase 3, LHG).

### **Section 21 Viewing of the Examination Records**

Within one year of taking the module examination, examinees may, upon application, view their written examination as well as reviews on it and the examination minutes in an approved format; section 29 of the Administrative Procedure Act of Baden-Wuerttemberg (Landesverwaltungsverfahrensgesetz) is not affected by this.

## **Part III – Master’s Examination**

### **Section 22 Purpose and Procedure of the Master’s Examination**

- (1) Through the Master’s examination, the students should be able to prove that, on the basis of the competencies acquired in their degree program, they can independently develop new questions and ideas in their chosen subject even in an unfamiliar professional context. In addition to this, they need to be able to deal with complex problems and assess incomplete information and communicate correctly in both professional and non-professional contexts. They also need to prove that they are conscious of how to act in a socially and ethically responsible way. Having learned how to independently accumulate knowledge and competencies during the program, the students will be able to continue studying in a largely autonomous manner.
- (2) The module examinations that the Master’s examination consists of usually take place in-course (section 8) during the examination period of the respective semester.
- (3) The Addendum contains information on the type and amount of compulsory and elective modules the students need to complete.
- (4) The content of the modules as outlined in the Addendum will be tested in the module examinations,

### **Section 23 Master’s Thesis**

- (1) In their Master’s thesis the authors need to show that they can research a problem from their area of study within a set time frame without outside help and in accordance with accepted scientific or artistic methods. It can also be presented in the form of group work if the individual students’ contributions which need to be assessed can be clearly delineated through paragraphs, page numbers or other objective criteria and a clear distinction between them exists in order to enable them to be assessed and fulfill the requirements in phrase 1. The thesis needs to contain confirmation in writing that the paper - or in a group work the marked section of the paper - is entirely the student’s own work and was composed using only those sources and materials listed.

- (2) Allocation of a topic for the Master's thesis can be applied for during the second semester at the earliest and three months after having passed all module exams at the latest. The topic is allocated by a professor, who will also supervise it, via the Examination Committee. If the student has been granted leave of absence after having passed all module examinations, the 3 month period starts after the semester of leave is finished. Students can suggest topics. If there are no professors available for supervising the thesis, lecturers who teach at the university or, in exceptional cases, persons with relevant work experience and experience in training who themselves hold at least a Master's degree in that program or equivalent qualifications may be approved by the Examination Committee to allocate the topic and supervise the Master's thesis. The topic and the time of allocation must be recorded and kept on file. It must then be communicated to the students via the online examination management system FlexNow.
- (3) The time allowed for composing the Master's thesis is four months. If necessary, to ensure equal exam conditions or for reasons outside the examinee's control, the time allowed for composing the Master's theses can be extended to a maximum period of six months. In exceptional cases it can be interrupted. The Examination Committee decides on any extension or interruption on the basis of the supervisor's statement. The problem that is to be researched and the scope of the Master's thesis must be defined by the supervisor in such a way that the time allocated for writing should be sufficient.
- (4) The Master's thesis must be handed in to the relevant faculty in written form before the deadline; the time and date when it was handed in must be recorded and kept on file.
- (5) A Master's thesis is usually graded by two professors who act as examiners. One of the examiners shall be the supervisor according to paragraph 2. The assessment period should not exceed four weeks.
- (6) If the Master's thesis is graded as a "fail" ("nicht ausreichend"), it can be retaken once. A second retake is not allowed. Within two months after having been informed of failing the Master's thesis, the student must apply in writing to the Chairperson of the Examination Committee to have a new topic allocated. If this deadline is missed, the student loses the right to take exams, unless the reason for missing the deadline can be proven to be outside the student's control.

## **Section 24 The Overall Grade and the Transcript**

- (1) The calculation of the overall grade is outlined in the Addendum. Unless stipulated otherwise in the Addendum, it is calculated by taking the average of the module grades which have been weighted with credits.
- (2) Outstanding results (overall grade of 1.3 or better) are awarded the overall grade "pass with distinction" ("mit Auszeichnung bestanden").
- (3) A bilingual transcript in German and English is issued to students who have successfully passed the Master's examination. The transcript shall contain the module grades, the topic of the Master's thesis and the grade awarded for it as well as the overall grade. Grades are to be supplemented with the decimal value according to section 13 (4) in brackets. If applicable, the study area and the focus of the program may be included in the transcript. The result of examinations in additional modules (section 12) shall be stated on separate certificates.
- (4) In addition, a Diploma Supplement (DS) according to the European Diploma Supplement Model (European Union/European Council/UNESCO) is issued. The text agreed between the Standing Conference of the Ministers of Education ("Kultusministerkonferenz") and the German Rectors' Conference ("Hochschulrektorenkonferenz") in its currently valid version is to be included in the section on the national educational system (DS paragraph 8).
- (5) The final date on the transcript is the date when the last module examination was completed. It will be issued as quickly as possible. It will be signed by the Chairperson of the Examination Committee and stamped with the university seal.

## **Section 25 Master's Degree and Master's Certificate**

- (1) After successful completion of the Master's examination the university awards the following degrees:
  1. In the Master Programs 'International Finance', 'Process Management', 'Leadership', 'Real Estate Management', 'Sustainable Agricultural and Food Management' and 'Sustainable Mobilities': the Master's Degree Master of Science M.Sc.

2. In the Master Programs 'International Management': the Master's Degree Master of Business Administration MBA
  3. In the Master Program 'Restructuring and Insolvency Management': the Master's Degree Master of Laws – LL.M.
  4. In the Master Programs 'Automotive Management', 'Controlling', 'Art Therapy' and 'Organizational Design': the Master's Degree Master of Arts M.A.
  5. In the Master Program 'Sustainable Urban and Regional Development': the Master's Degree Master of Engineering M.Eng.
- (2) The Master's Certificate will be issued in German, the date on it will be the date when the transcript is issued. It certifies that a Master's Degree has been awarded. In addition, students receive an English translation of the certificate. The Master's Certificate will be signed by the Rector and stamped with the university seal. The Rector may delegate signature to the Dean or the Chairperson of the Examination Committee of a faculty.

### **Section 26 Invalid Master's Examinations**

- (1) If the examinee has been found to have cheated in an assessment and this only comes to light after the transcript has been handed out, the grade of the module examination may be amended according to section 13 (4). This can mean that the module examination is graded as a "fail" ("nicht ausreichend", 5.0) and that the overall Master's examination will be deemed to have been failed. The same applies for the Master's thesis.
- (2) If the requirements for taking part in any module examinations were not met accidentally with no attempt to cheat on the student's part, and if this only comes to light after the transcript has been awarded, this deficit is null and void if the module examination was passed. If the student gained admission to the module examination by deliberate wrongful actions, the module examination may be graded as a "fail" ("nicht ausreichend", 5.0) and the overall Master's examination will also be regarded as failed.
- (3) Before a decision is taken, the student will be given the opportunity to make a statement. Section 14 (4) applies accordingly.
- (4) The incorrect transcript must be handed back and, if applicable, a new one is to be issued. The Master's Certificate must also be handed back together with the incorrect transcript if the Master's examination has been graded with a "fail" due to cheating. A decision according to paragraph 1 and paragraph 2 phrase 2 is only possible within five years from the date on the transcript.

## **Part V – Commencement, Interim Regulations**

### **Section 27 Commencement, Interim Regulations**

- (1) These Course and Exam Regulations will come into effect for all students from 01 March 2013 on.
- (2) The Addenda to the Course and Exam Regulations will be adjusted accordingly before the beginning of the winter semester 2013/14.
- (3) The amendment of the Course and Exam Regulations of 09 July 2014 will come into effect from 01 March 2014 on.
- (4) The amendment of the Course and Exam Regulations of 03 November 2014 will come into effect from 01 September 2014 on.
- (5) The amendment of the Course and Exam Regulations of 02 February 2015 will come into effect from 01 March 2015 on.
- (6) The amendment of the Course and Exam Regulations of 22 July 2015 will come into effect from 01 September 2015 on.
- (7) The amendment of the Course and Exam Regulations of 02 November 2015 will come into effect from 01 September 2015 on.
- (8) The amendment of the Course and Exam Regulations of 13 July 2016 will come into effect from 01 September 2016 on.
- (9) The amendment of the Course and Exam Regulations of 13 April 2017 will come into effect from 01 March 2017 on.
- (10) The amendment of the Course and Exam Regulations of 12 July 2017 will come into effect from 01 September 2017 on.

- (11)The amendment of the Course and Exam Regulations of 07 February 2018 will come into effect from 01 March 2018 on.
- (12)The amendment of the Course and Exam Regulations of 12 July 2018 will come into effect from 01 September 2018 on.
- (13)The amendment of the Course and Exam Regulations of 13 February 2019 will come into effect from 01 March 2019 on.
- (14)The amendment of the Course and Exam Regulations of 16 April 2019 will come into effect from 01 March 2019 on.
- (15)The amendment of the Course and Exam Regulations of 17 June 2020 will come into effect from 01 March 2020 on.

## Appendix

Interdisciplinary HfWU Modules						
Module Number	Module Name	Credits	SWS ("Semesterwochenstunden", Weekly Contact Hours)	Module Examination (Abbreviations cf. Section 8)	GM	Comments
900-007	Social Innovation	8	6	StA		usually during the summer semester
900-002	Landscape, Democracy and the European Union	6	4	StA		
900-008	Startup Lessons	6	4	StA		
900-004	Digital Transformation	8	6	StA		
900-005	Philosophy, Ethics, Sustainability	8	6	R		
900-009	Innovation for Sustainability	6	4	StA		