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Examination Regulations for the Master's in International Management Programme at the Faculty of Management, Economics and Social Sciences at the University of Cologne

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Pursuant to Sections 2 (4) and 64 of the Higher Education Institution Act of the Federal State of North Rhine-Westphalia (“Hochschulgesetz”, abbreviated to “HG”) as amended by the Higher Education Future Act (“Hochschulzukunftsgesetz”) of 16 September 2014 (North Rhine-Westphalian law gazette, p. 547), the Faculty of Management, Economics and Social Sciences has enacted the following regulations:

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The structure of the programme can be seen in its module catalogue32

Section 1 Scope

¹These Examination Regulations cover programme details, the examination procedure and the degree awarded for the International Management programme at the University of Cologne. ²The module contents and requirements, and the fields of study are set out in the annexes. ³The annex forms part of these Examination Regulations.

Section 2 Objective of the programme

¹This master's programme prepares students for a management career in the public or private sector. ²It is designed to enable students to be flexible in the skill set they choose to acquire by providing them with a wide range of options. ³Before commencing their studies or during term breaks, students are recommended to undertake internships independently of their courses to supplement the content of the programme and gain first-hand experience of practice significant to their chosen programme; when planning internships, exam candidates must bear in mind the scheduling of any examinations of relevance to themselves. ⁴Other potential career opportunities include research and academic teaching ⁵Students will acquire the necessary expertise to be able to consider questions and problems in the above-mentioned areas of employment and fields from a theoretical angle, and to develop and implement strategies and solutions that meet individual and collective requirements using a methodical, rational approach. ⁶The programme provides students with the capability and encourages them to keep abreast of research findings and professional practice by independently continuing their professional development. ****

Section 3 Degree awarded

¹Students who successfully complete the programme are awarded the academic title of "Master of Science, M.Sc.". ²As a prerequisite for inclusion in the classification, credit points must have been awarded for this or another comparable programme at the University of Cologne.

**** Students shall acquire the necessary knowledge and skills to be able to work in accordance with good scientific practice and to act responsibly in scientific work, as described in the University of Cologne Regulations on Safeguarding Good Scientific Practice and Handling Scientific Misconduct (Official Notices of the University of Cologne (Amtliche Mitteilungen der Universität zu Köln) 24/2011) in the respectively amended version.

Section 4 Programme commencement, standard period of study, organisation of the programme

(1) Admission to the programme shall be governed by separate regulations.

(2) ¹The programme can only be begun in the fall term. ²The standard period of study is four terms.

(3) ¹The Faculty of Management, Economics and Social Sciences (hereinafter referred to as “the Faculty”) shall organise the programme in such a way that it can be completed within the standard period of study. ²The Faculty shall provide appropriate assistance to students to help them organise their studies; this shall include providing programme-specific advisory services and evaluating and assuring teaching quality.

(4) ¹A curriculum overview shall be drawn up and made accessible in an appropriate form. ²This curriculum overview does not form part of the Examination Regulations.

(5) The programme shall be delivered in English.

Section 5 Total credit points and programme structure

(1) Students must earn 120 credit points, as described in Section 7, during the programme.

(2) ¹The programme comprises at least 13 modules as described in Section 6. ²The programmes are each divided into core, advanced, supplementary and specialisation modules. ³The provisions concerning the total credit points for and structure of the programme are set out in Section 28.

(3) The programmes shall be conducted in accordance with the respective provisions set out in the annexes to these Examination Regulations.

(4) ¹The provisions for modules offered by a different faculty at the University of Cologne may differ from those set out in Section 6(6) sentence 3 to 6, Section 22(9) sentence 4, Section 23(1) and (2) and Section 26(3) of these regulations. ²In such cases, the provisions stipulated by the faculty offering the modules shall apply.

Section 6 Modules

(1) The programme is modular in structure.

(2) ¹Modularisation is a process whereby subject matter is grouped into discrete, consecutive units of related topics, which carry credit points (CPs). ²The module content is designed to be able to be delivered within one term or one academic year as a rule. ³Where there are special grounds to do so, a module can also be designed to run for more than two terms.

(3) ¹Modules usually carry 6, 9, 12, 15 or 18 credit points. ²Modules worth six credit points can usually be completed within one term; the other modules usually take a maximum of two terms to complete.

(4) The following types of module exist:

- a) Core modules, which are designed to deliver basic knowledge
- b) Advanced modules, which build on the modules specified in a) and are designed to enable the student to develop more advanced knowledge and skills
- c) Specialisation modules, designed to enable the student to specialise in a certain area
- d) Supplementary modules, which can be taken at any time during the programme

(5) Modules can be offered as compulsory or elective modules:

- a) Students *must* take the compulsory modules; these modules are marked "Pflichtmodul" in the annexes,
- b) Students must choose elective modules from a list and are required to study them as per the provisions set out in the annexes.

(6) ¹Provisions concerning the individual modules and the end-of-module examinations are set out in the annexes. ²In particular, they cover the:

- a) module code,
- b) module title,
- c) conditions of participation in the module,
- d) module start date,
- e) module availability (which term),
- f) module duration in terms,
- g) teaching formats for the module and compulsory participation,
- h) examination requirements,
- i) type and duration of the end-of-module examination, any examination components and the rules concerning the pass mark and resits,
- j) language of examination,
- k) limits on attempts,
- l) indication of whether the module is compulsory or elective,
- m) credit points attainable for the module,
- n) prerequisites for awarding credit points,

o) in the case of elective modules: credit points the module contributes to the overall credit points available for the elective in question,

p) weighting of the module mark in relation to the overall mark.

³If a module and its examinations are not offered during the next semester, another examination date must be offered during the current or next semester. ⁴The registration deadlines of this date must allow students who did not pass the examination on the first date to register for the second date. ⁵The second date must be chosen promptly in accordance with sentence 4, at latest during the next semester. ⁶Sentences 3 to 5 only apply to modules associated with examinations conducted in accordance with Sections 12 (3) (a) and (b).

(7) ¹Modules usually finish with one examination. ²In the case of modules carrying 6 credit points, the end-of-module examination consists of one component. ³The end-of-module examination for modules carrying 9 credit points can consist of two components. ⁴In the case of modules carrying 12, 15 or 18 credit points, the end-of-module examination can consist of a maximum of three examination components. ⁵The provisions applicable in each case are set out in the annex.

(8) If an end-of-module examination consists of several examination components, they are usually different types or forms of examination as described in Section 12 (2) to (6).

(9) ¹Prerequisites may be defined for participation in a module or module element. ²The prerequisites are specified in the annex.

Section 7 Credit point system and general criteria concerning the awarding of credit points

(1) ¹Students receive credit points ("CPs" or "LP" in German) as evidence of successful participation in modules. ²Credit points are calculated based on the anticipated student workload for the module and are a quantitative indicator of the total workload for the programme. ³They include both the time spent in class and on preparing for and following up classes (i.e. for contact hours and self-study), revision for examinations, examinations themselves, including the thesis and final examination (of the course) as well as study time and, where appropriate, practical components. ⁴Credit points are equivalent to the credits awarded in the European Credit Transfer and Accumulation System. ⁵One credit point corresponds to an average workload of around 30 hours. ⁶As a rule, students are required to earn 60 credit points per year of study.

(2) ¹Credit points are awarded when the students can show that they have completed all of the course work and passed all of the examinations required for the module in question. ²Section 48 (5) of the Higher Education Institution Act of the Federal State of North Rhine-Westphalia shall apply in respect of accumulation of credit points during academic leave. ³Notwithstanding Section 48 (5) of the HG Act, course work conducted and examinations taken on non-completed modules can be shown on the transcript of records.

(3) The same lecture course may not award credit points multiple times for different modules in a programme or different areas of study.

Section 8 Extracurricular Offers

(1) ¹In parallel to the modules of his/her programme, each student may complete other lecture courses and examinations as part of the Studium Integrale programme offered by the University of Cologne. ²After successfully or unsuccessfully completing a lecture course or examination on a definitive basis, this lecture course or examination cannot be repeated as part of the student's original programme. ³Students completing bachelor's programmes shall be given priority for lecture courses with capacity limitations.

(2) ¹Any extracurricular achievements shall not be recognised in the overall mark or the marks awarded for specific areas of study; the limitations on the number of examination attempts defined by sentence 2 of Section 20 (1) do not apply. ²The examination results shall be documented in the transcript of records, including the results of any lecture courses or examinations that the student did not attend or did not successfully complete.

Section 9 Course formats

(1) The courses are usually delivered in one of the following formats:

a) Lecture ("Vorlesung"): A coherent session in which basic and specialist knowledge and methods are presented and taught to students, usually in classes that take place at regular intervals throughout the term.

b) Seminar: Discourse on fundamental or more advanced issues.

c) Exercise ("Übung"): Course that accompanies lectures or seminars. Involves discussion of tasks and independent work to gain a more advanced understanding of course content or work on exercises/experiments with the aim of acquiring and consolidating knowledge.

d) Practical component ("Praktikum"): Students acquire and consolidate knowledge by performing practical tasks or experiments. Practical components can be conducted within the University (e.g. lab practicals) or outside (e.g. field practicals, internships or teaching placements).

e) Field trip ("Exkursion"): Class conducted outside the University to enable students to see how aspects of the subject matter they have covered work in real life, to grasp relevant factors/structures based on observation and to practise applying the knowledge they have acquired and/or draw conclusions.

f) Language course: Course in which students acquire and/or deepen knowledge of a foreign language.

g) Project: Actions-based, independent work on a complex task or problem in consecutive phases (planning, execution, presentation of results), usually within a specified period.

h) Tutorial ("Tutorium"): Usually accompanies basic courses. Students practise techniques and develop a more advanced understanding of basic knowledge in

small groups; the complex content of the main course is explained to them or practical examples are used to illustrate theoretical aspects.

(2) The course formats described in (1) above can be offered in combined form.

(3) ¹If the number of participants on a course has to be limited due to the nature or purpose of the course or for other reasons related to research, artistic development projects, teaching, artistry or patient care, and if the number of applicants exceeds the capacity, the number of participants can be limited in accordance with Section 59 (2) of the Higher Education Institution Act of the Federal State of North Rhine-Westphalia ("HG"). ²Students who need to attend the course in question at that particular time in order to progress with their studies must be given priority. ³All other details shall be specified by the Faculty in separate regulations for each course concerned. ⁴As far as resources allow, it shall be ensured that students do not lose any time due to limits on participant numbers. ⁵In order to be admitted to examinations related to limited-participation courses, students must have attended the courses upon which the examinations are based.

(4) ¹Field trips, language courses, internships, practical activities, or other similar teaching arrangements may require regular attendance as a prerequisite. ²The requirements for regular attendance are set out in the annexes. ³Sections 17 (1) to (3) shall apply accordingly. ⁴Students are recommended to take part in their courses regularly, including preparations and follow-up work. ⁵Regular attendance is not met if the student is absent from more than one-third of lectures. ⁶If a candidate demonstrates that he/she is not responsible for his/her non-attendance, this constitutes compelling grounds to approve a retroactive withdrawal as per sentence 1 of Section 16 (3). ⁷In the event of a retroactive withdrawal, the examinations may only be completed when the lecture course is offered again. ⁸The provisions of Section 16 (3) regulating the withdrawal from examinations remain applicable.

Section 10 Academic advice, programme-specific advice, examination advice

(1) Legally binding information concerning examinations is supplied by the Chair of the Examination Board, his or her deputy, the manager of the relevant Examination Office or his or her deputy.

(2) ¹The University of Cologne has a Student Advisory and Counselling Centre ("Zentrale Studienberatung"), which provides general advice for students, particularly with regard to study options and programme requirements. ²There are also Faculty-wide advisory services for general academic advice. ³The *Beratungszentrum des Zentrums für LehrerInnenbildung* is also available to provide general academic advice on the teacher education programmes.

(3) ¹Programme-specific advice is provided during the designated times by the University's associated teaching staff involved in the teaching on the programme. ²The designated times shall be announced by means of notices in the institutes and on the internet. ³Students are recommended to take advantage of the one-to-one advice sessions.

(4) The students' union executive committee (Allgemeine Studierendenausschuss - AStA) and the Faculty's student council ("Fachschaft") offer advice on general questions concerning students' organisation of their studies.

(5) ¹For the special questions that international students have and for students preparing to study abroad, there are Faculty-wide advisory services in addition to the International Office (“Akademisches Auslandsamt”) of the University of Cologne. ²There is also a Faculty-wide advisory service for questions concerning credit transfers for examinations taken abroad.

(6) For students suffering personal difficulties due to their studies, the psychosocial counselling service provided by the Kölner Studentenwerk can be particularly helpful.

(7) Students with disability or chronic or mental illness can seek advice from the advisory service provided by the University’s administration (Office of specific student affairs) or the representative of students with disabilities or chronic illnesses.

Section 11 Credit transfers for examinations

(1) ¹Credit for examinations taken as part of programmes at other government-run or government-recognised higher education institutions, government-run or government-recognised universities of cooperative education (“Berufsakademien”), or government-run or government-recognised higher education institutions abroad shall be transferred in full upon application, provided there is no significant difference between the learning outcomes. ²This shall also apply to degrees awarded for programmes of the types defined in sentence 1. ³Credit transfers as per sentences 1 and 2 are intended to enable students to continue their studies, take examinations, or embark on a further programme. ⁴Any non-completed examinations are only recognised to the extent that any possibilities for repeating the examination under Section 20 (1) have not yet been fully exhausted.

(2) ¹On request, other knowledge and qualifications can be recognised on the basis of documentation provided by the student if said knowledge and qualifications are equivalent in terms of content and standard to the examinations that they are intended to substitute. ²In exceptional cases, pupils who are deemed but mutual agreement between their school and the university to be particularly gifted can be admitted to courses and examinations as young students in derogation of the Enrolment Regulations (“Einschreibungsordnung”). ³The credits they gain through their studies and examinations shall be transferred to a subsequent programme, if they so request.

(3) ¹Where credits are to be transferred, the marks shall be transferred and included in the overall mark, provided the marking systems are similar. ²Where they are not similar, the word “bestanden” (“pass”) will be shown on the transcript. ³Transferred credits may be marked as such on the transcript of records.

(4) Any requirements completed elsewhere cannot be recognised again if they have already been performed at the University of Cologne.

(5) ¹Students are responsible for presenting the documents required for the credit transfer process. ²Any applications for the recognition of a document must be made in writing. ³The Chair of the Examination Board decides whether credit will be transferred. ⁴As a general rule, representatives of the subject area in question should be consulted prior to the decision as to whether equivalence is proven. ⁵In general, a decision must be issued within three months, and the student must be immediately informed by updating the recognition status within the

campus management system; any rejection of the recognition of a document must be justified in writing. ⁶If a credit transfer application as per (1) above is turned down, the applicant may submit an appeal for the decision be reviewed by the Rectorate. ⁷The Rectorate shall then issue a recommendation as to how the department/institute responsible for deciding whether credit is to be transferred should proceed with the application.

(6) ¹Applications for credit transfers for examinations taken at a higher education institution outside the area to which the “Grundgesetz” applies prior to the student commencing studies at the Faculty of Management, Economics and Social Sciences at the University of Cologne must be filed when applying for admission to the examination procedure as per Section 15. ²Applications for credit transfers for examinations taken at a higher education institution outside the area to which the “Grundgesetz” applies during the student’s studies at the Faculty of Management, Economics and Social Sciences at the University of Cologne must be filed no later than three months after resuming studies at the Faculty of Management, Economics and Social Sciences. ³If the other higher education institution has not issued a transcript of records by this time, the deadline shall be extended to three months after the transcript of records is issued. ⁴Applications received after the deadline cannot be considered.

Section 12 Types of examination

(1) Modules usually finish with one examination, which is oriented towards the learning objectives and learning outcomes defined for the module.

(2) ¹Module examinations can be taken in written, oral, practical or combined form. ²The nature and duration of each type of examination are detailed in the annexes. ³Where there are significant reasons to do so, the Chair of the Examination Board can specify a different or additional type of examination if the examiner files a written request to this end.

(3) Written examinations usually take the following forms:

a) Written test (“Klausur”): A paper written under invigilation, in which the student must work on their own and independently on the tasks given, using only the permitted aids. A written test usually lasts at least 45 minutes and at most 180 minutes; the duration of each written test is given in the annexes. Written tests can also be conducted in electronic form or in whole or in part as multiple choice tests as per Section 13.

b) Term paper (“Hausarbeit”): A term paper is a piece of independent, written work on a predefined topic that was dealt with in the module concerned. Term papers must be submitted in hard copy and as a file on a readable data medium in a format specified by the examiner; in exceptional cases, if approved by the examiner, the submission may unfold electronically. Every term paper must be submitted together with the following written and signed declaration (in German): “Hiermit versichere ich, dass ich die vorliegende Arbeit selbstständig und ohne die Benutzung anderer als der angegebenen Hilfsmittel angefertigt habe. Alle Stellen, die wörtlich oder sinngemäß aus veröffentlichten und nicht veröffentlichten Schriften entnommen wurden, sind als solche kenntlich gemacht. Ich versichere, dass die eingereichte elektronische Fassung der eingereichten Druckfassung vollständig entspricht.”

(Translation: "I hereby declare that this term paper is my own work and that I have not used any sources other than those listed in the bibliography. Any content from published or unpublished works that has been quoted directly, indirectly, or paraphrased is indicated as such.") The last sentence of the declaration is omitted if the paper is submitted only in electronic form.

c) A practical component report ("Praktikumsbericht") is a written description and analysis of the tasks performed in a practical component conducted within or outside the university.

d) A portfolio is a collection of several tasks performed, in the broadest sense, which are assessed as one.

(4) Oral examinations usually take the following forms:

a) Oral examination ("mündliche Prüfung"): The purpose of an oral examination is for candidates to demonstrate that they have a thorough understanding of the subject area being examined and how the various issues are interlinked. Oral examinations are conducted by at least two examiners or one examiner with an expert observer present unless it is possible to ensure transparency by some other means. Oral examinations usually last no less than 20 and no more than 45 minutes per candidate. The length, the main points addressed, the person who addressed them and the result of the examination must be documented in an examination record. Students on the same programme can sit in on oral examinations on request provided the candidate does not object. The examiner decides whether to comply with such requests depending on whether there is enough space. Students who sit in on examinations are not permitted to be present during the discussion of the mark to be given and the announcement of the result.

b) Presentation ("Referat"): The purpose of a presentation is to present a predefined topic or set of facts in a limited amount of time. The examination takes the form of an oral presentation in class, supported by appropriate presentation tools.

c) Presentation ("Vortrag"): The student gives a presentation, in a limited amount of time and using appropriate presentation tools, on aspects of a subject area that they have worked on independently. The examination is usually conducted during class.

(5) The main practical forms of examination include setting up and conducting experiments plus examinations that result in a non-text deliverable.

(6) ¹The main forms of combined-type examinations include workplace-based assessments, simulations, Referat-type presentations with an essay, and papers with Vortrag-type presentations ²A project paper is defined as independent work on a given task or problem, usually in a group setting, comprising the planning, implementation, and documentation of results in a written, oral, or other format. ³Combined examinations may only comprise components that test the acquisition of different skills.

(7) ¹Where appropriate and as decided by the examiner, examinations can be conducted as group oral examinations if a clear distinction between and assessment of each group member's contribution is possible.

(8) ¹An electronic written test (“eKlausur”) is an examination taken on a computer using an examination program; the examination is created, conducted and evaluated in an ICT-aided process. ²Electronic written tests are permitted if they are able to prove whether the candidate is proficient in the main content and methods covered in the module and is able to apply the knowledge and skills acquired; if necessary, electronic tests can be supplemented by other types of examination. ³Candidates shall be given sufficient opportunity to familiarise themselves with the electronic examination system before the examination. ⁴Electronic written tests shall be carried out in the presence of a person with expertise in the examined subject, who shall keep a record of the examination. ⁵As a minimum, the record shall include the names of the record keeper and of the candidates, when the examination started and ended and any extraordinary incidents. ⁶It must be possible to trace clearly and permanently which electronic data belong to which candidate. ⁷Candidates shall be granted access to their e-paper and their results in accordance with Section 26. ⁸The questions, the sample solutions, the marking criteria, the individual candidates’ examination results and the examination record must be archived in accordance with the legal requirements. ⁹Data protection legislation requirements must be complied with.

(9) ¹Any disruptions to the examination process must be immediately reported to Chair of the Examination Board or the examiner. ²Disruptions can no longer be reported if more than three business days have elapsed since the date of completion of the examination.

Section 13 Multiple choice examinations

(1) ¹A multiple choice examination is an examination in which the minimum standard required of the candidate in the examination can only be achieved by marking or indicating the correct or incorrect answers. ²Multiple choice examinations or multiple choice examination questions are only permitted if they are able to prove whether the candidate is proficient in the main content and methods covered in the module and is able to apply the knowledge and skills acquired.

(2) ¹The examination questions must be worded in such a way as to be clear and unambiguous, non-contradictory, and able to determine whether the candidate possesses the examinable knowledge as per sentence 2 of (1), above. ²Variations of the same examination questions (and possible answers) are permitted. ³Points may not be deducted during the completion of an examination task.

(3) If the roles of examiner and exam-setter are performed by different individuals – due to how the exam-setting process of the relevant faculty or programme is concretely organised, i.e. the role of examiner is performed by some other party nominated by the examination regulations, then the following paragraphs (4) to (9) also apply.

(4) ¹The examiner chooses the subject matter to be covered in the examination, formulates the questions, specifies the possible answers and draws up the marking rules and criteria in accordance with (6) below. ²The pass criteria for the examination must be defined in advance. ³The examiner shall have the content and form of the questions reviewed by a second examiner prior to the examination.

(5) ¹The examiner can also create a pool of equivalent questions, from which different questions are given to each candidate. ²In this case, the questions are assigned on a random basis. ³It must be ensured that the examination questions are equivalent.

(6) ¹Candidates who attain at least 60% of the overall points attainable are deemed to have passed the examination. ²If the overall average of the points attained in an examination minus 12% of the overall mean is below 60% but higher than 50% of the total number of points possible, the pass threshold shall be calculated in accordance with this clause. ³Marking systems that merely define an absolute pass threshold are not permitted.

(7) ¹Examination performance must be marked as follows: if the minimum number of points required to pass the examination has been achieved, the mark is

excellent (“sehr gut”)	if at least 75%,
good (“gut”)	if at least 50 but less than 75%,
satisfactory (“befriedigend”)	if at least 25 but less than 50%,
sufficient (“ausreichend”)	if none or less than 25%

of the possible points above the minimum pass mark are attained. ²When calculating points, any half values shall be rounded in the candidate’s favour. ³If the candidate does not achieve the minimum number of points required to pass the examination, the mark is “fail” (“mangelhaft” (5,0)).

(8) ¹If the marking process reveals an unusual concentration of errors in the answers to specific questions, the examiner shall check the relevant questions immediately and before the examination results are announced to determine whether they fail to meet the requirements set out in (2), sentence 1 above. ²The questions must be analysed post hoc. ³Item difficulty and item discrimination indices, reliability and distractor analysis can be used to review the quality of the questions asked. ⁴If this check shows individual questions to be flawed, the answers to these questions must be re-marked or excluded when determining the examination result. ⁵The number of examination questions to be taken into account when calculating the examination result shall be reduced accordingly. ⁶The reduction in the number of examination questions must not be to the detriment of any candidates. ⁷If the number of points attainable for the examination questions that are to be eliminated is more than 20% of the total number of attainable points, the entire examination must be repeated. ⁸This shall also apply if only part of the examination is multiple choice.

(9) If only part of an examination is multiple choice, this Section (apart from (8), sentence 7 and 8 above) shall only apply to the multiple choice part.

Section 14 Language of examination

¹Examinations shall be conducted in English. ²The courses upon which the examinations are based are held in English.

Section 15 Registration for and admission to examinations

(1) ¹Admission to the examinations on a master's programme can only be granted to persons who are enrolled or admitted as cross-registered students on the programme at the University of Cologne or at a higher education institution with which the University of Cologne has a cooperation agreement permitting admission. ²Admission to a module examination shall be granted if the requirements of sentence 1 are fulfilled, if students have registered for the end-of-module examination in question by the deadline specified in (9) below and, where appropriate, meet the requirements of (7) below and give no grounds for a rejection of the type described in (8) below.

(2) Admission shall not be granted if

1. the examination candidate has definitively failed an examination in the chosen programme at a university which falls under the scope of the general regulations or has lost the right to complete the examination; this includes any programmes whose content is substantially equivalent to the earlier programme. Equivalency is decided by the Chair of the Examination Board, or
2. the results of examinations that the candidate has taken at another higher education institution in the area to which the Germany's Basic Law applies and that are relevant to the master's degree are still pending.

(3) If the candidate has already been admitted to the examination procedure on another programme run by the Faculty of Management, Economics and Social Sciences or on a component offered by the Faculty of Management, Economics and Social Sciences on a programme run by a different faculty at this university, they can only be admitted to the examination procedure when they have passed those examinations.

(4) Permission shall be revoked if the prerequisites defined in (1) cease to apply, if the permission to study established according to latest applicable version of the Regulations on the Determination of Suitability for the International Management Master Programme by the Faculty of Business and Economics is withdrawn or revoked, or if the grounds for refusal defined in (2) or (3) only enter into effect or become known after the student was admitted to the programme.

(5) Applications for admission must be made in writing and the following must be enclosed:

1. proof of compliance with the admission requirements set out in (1), sentence 1 above,
2. where appropriate, a certificate from any higher education institutions attended previously, detailing when the student started and finished their studies there and any examinations (passed and failed) they took,
3. a statement by the candidate concerning whether and when they failed an examination of the type described in (2) 1. above, whether they lost their right to be examined and whether examination results are still pending as described in (2) 2. and (3) above.

(6) ¹The Chair of the Examination Board shall decide whether candidates are to be admitted. ²In exceptional cases, the Chair of the Examination Board can grant admission provisionally on the condition that missing documents from other higher education institutions

be submitted later. ³If the candidate fails to submit the missing documents by the first examination for which they are registered, that examination shall be deemed not to have been taken.

(7) ¹Students may be asked to prove that they meet certain requirements before being admitted to an end-of-module examination. ²If these requirements relate to coursework, the coursework requirements are intended to ensure the acquisition of competencies and provide the teaching staff and students with an assessment of the students' learning progress. ³No mark is awarded for this coursework. ⁴If the required coursework requires the students to attend a course without a regular attendance prerequisite as per Section 9 (4) alternative coursework that does not require attendance should be accepted in justified special cases, provided that this alternative coursework facilitates the acquisition of competencies and measures learning outcomes in a manner equivalent to the original coursework. ⁵The required coursework usually takes the form of one of the following formats: electronic learning assessments, essays, exercises, assignments, short presentations, write-ups, written tests, research papers, and similar formats. ⁶The requirements for admission to the respective end-of-module examinations are set out in the annex.

(8) ¹Candidates shall not be admitted to an examination if the requirements set out in (1) and (7) above are not met, they have already passed the examination in the same or an equivalent module or if they failed to resit the examination before the specified deadline or if the passing of the examination is not possible regarding the regulations of the annexes; the acceptance of a message via the campus management system does not constitute a remedy for any missing prerequisites. ²In addition, students shall not be admitted to an end-of-module examination if one of the reasons for not granting admission given in (2) above applies. ³In addition, candidates who are on academic leave as defined in Section 48 (5) of the Higher Education Institution Act of the Federal State of North Rhine-Westphalia ("HG") shall not be admitted to examinations unless one of the exceptions described in Section 48 (5), sentences 4 and 5 of the "HG" applies.

(9) ¹Candidates must register for each end-of-module examination; they are not entitled to participate in an examination or have their performance marked if they have not registered. ²As a rule, they must register for end-of-module examinations by no later than six weeks before the examination date. ³Notwithstanding this provision, Section 20 (5) shall apply. ⁴Together with the message, the area of study (core and advanced, specialisation, supplementary) of the examination must be specified. ⁵If the area of study is divided into groups, the group must also be specified. ⁶If the area of study or the group of the examination is transferred under the conditions specified in Section 29, the examination is also transferred to the new area of study or group, provided that the examination can be completed as part of the latter. ⁷If not, any completed examinations are non-transferable.

(10) ¹The examination dates must be announced in an appropriate form when lectures commence for the term and no later than nine weeks before the examination dates. ²The examination periods for oral examinations must be announced when lectures commence for the term; the precise times of the examinations must be announced no later than a fortnight before the examinations. ³Students who have registered for an examination are entitled to take it during the examination period announced, except in cases of force majeure. ⁴Notwithstanding this provision, Section 20 (5) shall apply.

Section 16 De-registering, failure to attend and withdrawal from examinations

(1) ¹The Chair of the Examination Board shall announce the examination dates and times and the deadlines for de-registering from examinations no later than nine weeks before the respective examination dates in an appropriate form by means of a notice or on the internet. ²Candidates can usually de-register from an examination up to a fortnight before the examination date in question without having to state their reasons.

(2) ¹Examination candidates who, without valid reason, fail to participate in an examination for which a time and venue have been specified or who withdraw, without valid reason, from an examination after the examination has begun shall be awarded a “fail (5,0)” mark for that examination. ²The same applies where a candidate fails to achieve the minimum standard required in the examination within the specified time. ³Section 19 (1) shall apply mutatis mutandis.

(3) ¹If a candidate has valid reasons for not attending an examination or withdrawing from it after it has begun, the Chair of the Examination Board can decide not to award a “fail (5,0)” for the examination. ²The reasons given by the candidate for their withdrawal or failure to attend must be communicated immediately to the Chair of the Examination Board in a written document substantiating the claim. ³The same applies when a candidate fails to achieve the minimum standard required in the examination within the specified time. ⁴In the event of an illness, a medical certificate must be presented. ⁵In cases of doubt, the candidate can be required to present a certificate from an independent examining doctor, for which the University shall bear the cost. ⁶The same shall apply where proof of illness is given concerning a child for whom the candidate is responsible, a spouse for whom the candidate acts as a carer, a registered partner, a relative by direct-line descent or an immediate relative by marriage. ⁷All other matters shall be decided by the Examination Board.

Section 17 Special examination arrangements and protective provisions

(1) ¹The special needs of students with a disability or chronic illness must be catered for in such a way as to provide them with equal opportunities. ²Special examination arrangements shall be made for candidates who prove they are unable to take an examination in the intended form or of the intended length due to prolonged or constant illness or disability, and who submit a written request to the Chair of the Examination Board. ³They may be asked to present a certificate from a medical specialist. ⁴This shall also apply accordingly to deadlines and to compulsory attendance of courses and any required coursework.

(2) ¹Candidates can claim entitlement to the protection provided by Sections 3, 4, 6 and 8 of the Maternity Protection Act and the leave specified in the Federal Parental Allowance and Leave Act (“Bundeselterngeld- und Elternzeitgesetz”), as amended, on application. ²In these cases, candidates may take examinations despite being on academic leave.

(3) ¹Special needs arising when a spouse, registered partner, relative by direct-line descent or an immediate relative by marriage requires care must be taken into due consideration, especially with regard to deadlines, scheduling, examination dates and

compulsory course attendance. ²Applications for such arrangements must be filed as soon as the special needs arise.

(4) ¹Candidates must provide full reasons and suitable evidence to support applications of the type described in (1) to (3). ²Applications must be filed with the Chair of the Examination Board within a reasonable amount of time before the examination.

Section 18 Assessment of examinations

(1) ¹Examinations shall be marked with a grade or the words “pass” (“bestanden”) or “fail” (“nicht bestanden”) by the examiner. ²The following marks must be used:

1 = “sehr gut” (excellent): excellent performance

2 = “gut” (good): performance significantly higher than average requirements

3 = “befriedigend” (satisfactory): performance in line with average requirements

4 = “ausreichend” (sufficient): performance meets requirements despite some faults

5 = mangelhaft (fail): performance does not meet requirements due to major faults

³The marks can be increased or decreased by increments of 0,3 to provide a more diverse range. ⁴0.7, 4.3, 4.7 and 5.3 are not permitted. ⁵Candidates who receive a mark of “sufficient (4,0)” or better or a “pass” are deemed to have passed the examination.

(2) ¹Any end-of-programme examinations of the programme governed by these regulations, any repeated examinations involving the possibility of a definitive failure, and the master’s thesis shall be marked by two examiners appointed by the Chair of the Examination Board. ²If an examination is assessed by two examiners, the mark is calculated as the arithmetic mean of the two examiners’ marks. ³Where there are two examiners and their individual marks are more than 1,0 mark apart or only one of them gives a “fail (5,0)”, the Chair of the Examination Board shall appoint a third examiner. ⁴In this case, the mark shall be calculated as the arithmetic mean of the three examiners’ marks; a mark of “sufficient (4,0)” shall be given, irrespective of the arithmetic mean, if at least two of the examiners’ marks are “sufficient (4,0)” or better. ⁵If at least two of the examiners’ marks are “fail (5,0)”, the examination shall be marked “fail (5,0)” irrespective of the arithmetic mean.

(3) If an examination that can only be marked “pass” or “fail” is marked differently by two different examiners, a third examiner shall be appointed to decide the final mark.

(4) ¹In the case of combined examinations of the type described in Section 12(6), the examination performance shall be marked as a whole. ²The mark given shall be in accordance with (1) above.

(5) Where written, oral, practical or combined examination types are combined with one another, the examination shall be marked in accordance with the provisions set out in the annexes.

(6) ¹The marks for the core, advanced, supplementary and specialisation modules shall be calculated as the weighted arithmetic mean of the respective module marks in accordance with the weighting scheme shown in the annexes. ²Deviating from sentence 1, in annex 1: core and advanced module, the marks for the modules listed in the following annexes are calculated as the weighted arithmetic mean of the respective module mark groups; in this case the group marks are calculated as the weighted arithmetic mean of the respective module marks according to the weighting scheme shown in the annex. ³If certain examinations are not marked, the mark of the corresponding area of study or group considered in sentence 2 shall be calculated as the average of the marked examinations in this area of study; in this case, the weighting deviates from the weighting specified in the annexes. ⁴If all examinations are not marked, the mark of the corresponding area of study or group considered in sentence 2 shall not be calculated. Instead the area of study or group considered in sentence 2 shall be marked passed, provided that all prerequisites of the area of study or group were acquired in the case of sentence 2. ⁵If every end-of-module examination required to successfully complete an area of study has not yet been completed or passed, a provisional mark for this area of study shall be calculated as the arithmetic mean of all marked end-of-module examinations.

(7) ¹The overall mark for the degree shall be calculated as the weighted arithmetic mean of the marks for the various modules and the mark for the master thesis.

²The marks are weighted as follows to make up the overall mark:

- a) Mark for core and advanced modules: 48 of 114 CPs
- b) Mark for specialisation modules: 27 of 114 CPs
- c) Mark for supplementary modules: 24 of 114 CPs
- d) Mark for master thesis: 15 of 114 CPs.

³If credits are transferred as per Section 11(3), Sentence 2, in such a way that there is no mark for a particular subject section, said subject section shall not be included in the calculation of the overall mark; the total number of credit points to be accumulated shall be reduced accordingly

(8) ¹Marks shall be given to one decimal place and used in this form for any further calculations; any other decimal places shall be discarded without being rounded. ²On the transcript of records, the overall mark for the degree shall be given to one decimal place. ³Any further decimal places shall be discarded without being rounded.

(9) The marks based on arithmetic means are as follows:

1,0 to 1,5 = Excellent

1,6 to 2,5 = Good

2,6 to 3,5 = Satisfactory

3,6 to 4,0 = Sufficient

Marks of more than 4,0 correspond to a "fail".

(10) If all of the marks as described in (7) above are “excellent”, the overall mark given is “distinction” (“mit Auszeichnung”).

Section 19 Notification of examination results

(1) ¹As a rule, examination candidates shall be notified of the marks for their examinations within eight weeks by means of a public posting on the campus management system. ²Where examiners choose a different method of notification, their reasons for doing so must be documented. ³Candidates are deemed to have been notified of their marks a fortnight after the marks have been posted on the campus management system. ⁴In the case of oral examinations, candidates shall be notified of their mark immediately after the examination.

(2) Candidates who have failed an examination at the final attempt shall be informed by means of a formal written notification sent to the postal address stored in the campus management system; the written notification shall include information on how to appeal.

Section 20 Resits of end-of-module examinations

(1) ¹Students can resit end-of-module examinations they have failed. ²Notwithstanding the provisions set out in Section 21(13), the number of examination attempts per module shall be limited to three. ³More specific details are given in the annexes. ⁴In addition, students shall be granted a further two resit attempts in total for the master programme modules, for which the number of examination attempts is limited to three. ⁵Candidates who have accumulated at least 90 credit points shall be granted a further additional attempt. ⁶If a candidate fails an examination in the two additional attempts and the extra attempt described in sentence 5, they are deemed to have failed the entire programme at the final attempt „with the consequence of de-registration from the course of studies. ⁷The additional examination attempts in sentences 4 and 5 do not apply to repetitions of the master’s thesis.

(2) ¹If, for the third time, a candidate fails an end-of-module examination for which the maximum number of attempts is limited to three under sentence 2 of (1), the Chair of the Examination Board shall issue a written decision specifying whether additional attempts should be offered under sentences 4 and 5 of (1). ²If additional attempts are offered, the end-of-module examination must be successfully completed within two years of the receipt of this decision. ³If the end-of-module examination was not offered at least three times during this period, the deadline shall be extended by another year. ⁴If the candidate misses the deadline for reasons within his or her control, the end-of-module examination shall be deemed failed at the final attempt and the candidate shall be de-registered from the programme.

(3) Additional examination attempts can only be granted for a module examination if none of the first three attempts was failed due to cheating or an offence as described in Section 24.

(4) ¹Before retaking an examination for the first time as per (1), candidates are strongly advised to take advantage of the guidance opportunities available to them. ²To this end, the examination candidate shall receive a written invitation to seek advice, which also includes information about the advisory services that are available.

(5) ¹If an end-of-module examination consists of several components, the candidate must attain a pass (“bestanden”) or at least a “sufficient” (“ausreichend”, 4,0) mark in each of them. ²All end-of-module examination components marked “fail” (“mangelhaft”, (5,0) or “nicht bestanden”) must be retaken. ³(1) to (4) above shall apply accordingly to examination components.

(6) If so requested by the examiner, the Chair of the Examination Board can specify a different type of examination or examination format for the resits.

(7) Where there are good grounds to do so, the deadlines specified in Section 15 (9) and (10) can be disregarded for resits.

(8) The provisions concerning repetition of master theses are set out in Section 21 (13).

(9) Students cannot resit end-of-module examinations that they have already passed.

Section 21 Master thesis module

(1) The master thesis is a form of examination in which the candidate writes a paper independently to show that they are capable of conducting academic work on and reflecting on a specific problem related to the subject matter covered on the programme, using the necessary methods and within a specified period.

(2) ¹Students write their master thesis during the programme. ²To be allowed to register for the master thesis component, candidates must have been unconditionally admitted to the examination procedure as per Section 15.

(3) ¹15 CPs are awarded for the master thesis. ²The number of master thesis topics to be supervised by each examiner can be limited in order to ensure an even distribution of master theses among the subjects and examiners.

(4) ¹Group master theses can be permitted if a clear distinction between and assessment of each candidate’s contribution is possible. ²Objective criteria that make a clear distinction possible, such as sections, page numbers or topics, are used to indicate which student made which contribution. ³The total workload required of each group member must exceed the requirements for individual master theses to an appropriate extent. ⁴The difficulty and content of a group thesis must meet the same requirements as for theses undertaken individually and independently. ⁵The contribution made by each individual must meet the requirements for master theses.

(5) ¹The Chair of the Examination Board shall appoint an examiner as per Section 23 (3) to set the topic of the master’s thesis, as well as a second reviewer to provide a second opinion. ²The candidate is entitled to suggest an examiner. ³The Chair of the Examination Board shall inform the candidate in writing of the topic and the due date for the master thesis. ⁴The date on which the topic is assigned must be documented. ⁵In cases of particular hardship, the candidate can return the topic after receiving the notification by the Chair of the Examination Board according to sentence 3. ⁶The Chair of the Examination Board shall decide whether the

topic can be returned. ⁷The reasons given for claiming hardship must be communicated to the Chair of the Examination Board immediately in a written document substantiating the claim.

(6) ¹Students have a maximum of three months to write their master thesis, starting from the date on which the topic is announced. ²The issue date is the date of the examinee's signature on the application form submitted by the student. ³The content and scope of the thesis topic must be such that the student can complete the thesis within the specified period specified in sentence 1. ⁴In justified exceptional circumstances, this period may be extended by up to two months upon a written request addressed to the Chair of the Examination Board. ⁵In particular, the period should be extended if a candidate experiences a considerable and examination-relevant impairment of performance, which must be documented as per Section 16 or in the event of circumstances that significantly impair the candidate's ability to complete the examination, for which the candidate is not responsible, and which are directly related to the content of the master's thesis. ⁶The decision regarding whether exceptional circumstances are met shall be made by the Chair of the Examination Board. ⁷If sentence 5, the last half sentence is invoked, the Chair must request an opinion from the topic-setter before issuing a decision.

(7) The master thesis must be written in English.

(8) ¹Master theses shall comply with the rules on good scientific practice. ²They must not have been submitted in the same or similar form or in part for any other award. ³Candidates who violate this rule will be given a "fail (5,0)" mark for their thesis.

(9) ¹The master thesis must include a bibliography. ²It must also include the following signed declaration (in German): "Hiermit versichere ich an Eides Statt, dass ich die vorliegende Arbeit selbstständig und ohne die Benutzung anderer als der angegebenen Hilfsmittel angefertigt habe. Alle Stellen, die wörtlich oder sinngemäß aus veröffentlichten und nicht veröffentlichten Schriften entnommen wurden, sind als solche kenntlich gemacht. Die Arbeit ist in gleicher oder ähnlicher Form oder auszugsweise im Rahmen einer anderen Prüfung noch nicht vorgelegt worden. Ich versichere, dass die eingereichte elektronische Fassung der eingereichten Druckfassung vollständig entspricht". (Translation: "I hereby declare that this thesis is my own work and that I have not used any sources other than those listed in the bibliography. Content from published or unpublished works that has been quoted directly or indirectly or paraphrased is indicated as such. The thesis has not been submitted in the same or similar form or in part for any other academic award. The electronic version I have submitted is completely identical to the hard copy version submitted.") ³If a false declaration is made, the legal consequences described in Section 63 (5) of the Higher Education Institution Act of the Federal State of North Rhine-Westphalia ("HG") can apply.

(10) ¹Candidates must submit their master thesis at the relevant examination office on time; at least two copies must be submitted, one of which must be printed and bound and one in write-protected electronic format; the date of submission must be documented. ²Master theses that are not submitted on time shall be given a "fail (5,0)" mark.

(11) ¹As a rule, examination candidates shall be notified of the mark for their master thesis within eight weeks of the date on which they submitted it; this notification takes the form of a public posting on the campus management system. ²Where examiners choose a different method of notification their reasons for doing so must be documented. ³Candidates are

deemed to have been notified of their marks a fortnight after the marks have been posted on the campus management system.

(12) ¹Candidates who receive a “fail (5,0)” for their master thesis can repeat the thesis component once, with a new topic. ²They must register for the second attempt within six months of the result of the first attempt being announced. ³Candidates who fail to comply with this deadline are deemed to have failed the master degree at the final attempt unless they prove that the reasons for their failure to comply were beyond their control. ⁴The provisions of Section 17 shall remain unaffected. ⁵Second repeats of failed master thesis components and repeats of passed master thesis components are not permitted. ⁶If a candidate fails his/her first repetition of the master’s thesis, he/she shall definitively fail the programme.

(13) ¹Candidates who have failed the master thesis shall be informed by means of a formal written notification sent to the postal address stored in the campus management system. ²The written notification shall include information on how to appeal.

Section 22 Examination Board

(1) The Faculty shall establish an examination board, which will organise examinations and perform the tasks assigned by these Examination Regulations.

(2) The Examination Board shall be considered an authority as defined in the German Administrative Procedure Act (“Verwaltungsverfahrensgesetz”) and German administrative procedural law.

(3) The Examination Board shall consist of the following ten members, who shall have voting rights:

1. the chair, from among the core teaching staff (“Hochschullehrerinnen und Hochschullehrer”),
2. five further members from among the core teaching staff (“Hochschullehrerinnen und Hochschullehrer”),
3. one member from among the associated teaching staff (“akademische Mitarbeiterinnen und Mitarbeiter”),
4. one member from among the technical and administrative staff,
5. two members from among the student body.

(4) The Examination Board shall elect a deputy chair from among the members specified in (3) 2. above.

(5) ¹One substitute each shall be elected for the members specified in (3)2. to 5. above. ²The substitutes shall stand in for the members they represent when the latter are unavailable.

(6) The Chair can invite other persons, particularly substitute members, to the Examination Board meetings if this appears useful and if the majority of the voting members present are not opposed.

(7) ¹The members and their deputies as per (3) items 2 to 5 shall be elected in separate groups by the Faculty Council. ²The groups shall be entitled to make nominations. ³The members in the core teaching staff (“Hochschullehrerinnen und Hochschullehrer”) group, the associated teaching staff (“akademische Mitarbeiterinnen und Mitarbeiter”) and the other employees group shall be elected for three years, the members in the student group for one year. ⁴Re-election is permitted. ⁵Substitute members’ appointments shall end when the appointment of the member they represent ends. ⁶Should a member or a deputy as per (3) items 2 to 5 leave the board before the end of their appointment, a successor shall be elected for the remainder of their appointment.

(8) ¹The Examination Board shall be deemed to have a quorum if at least five members (at least four of whom must be core teaching staff (“Hochschullehrerinnen und Hochschullehrer”)) are present in addition to the Chair or his/her Deputy. ²In matters that directly concern teaching, apart from the assessment thereof, it must be ensured that the members in the core teaching staff group have at least half of the votes. ³If the Deputy leads a meeting because the Chair cannot attend, the Deputy has the right to participate as a voting member as per (3). ⁴The Examination Board shall take decisions by simple majority voting among those present. ⁵If the votes for and against are equal, the Chair’s vote shall decide. ⁶The Examination Board members from the “other employees” group shall only be entitled to vote on teaching matters if their role at the University permits them to vote; in particular, the role of an employee permits him/her to vote if he/she meets the examiner requirements defined by sentence 2 of Section 65 (1) of the University Regulations. ⁷The Chair, or in case of uncertainty the Rectorate, shall decide whether these requirements are met at the beginning of the term of each employee. ⁸Members of the group of students may only vote on teaching and scientific decisions, in particular any decisions in relation to the evaluation and recognition of examinations and objection proceedings for examinations, if they meet the examiner requirements defined by sentence 2 of Section 65 (1) of the University Regulations.

(9) ¹The Examination Board shall ensure that the provisions of these Regulations and the annexes are complied with. ²Unless otherwise specified in these Examination Regulations, the Examination Board shall decide what action is to be taken, in particular, with regard to objections to decisions taken in the examination process. ³The Examination Board shall report regularly to the Faculty, at least once a year, on developments regarding the master degrees and how long students take to complete the programmes; it shall present breakdowns of the overall marks and put forward proposals concerning possible amendments to these Examination Regulations. ⁴Without prejudice to the examiners’ powers, the Examination Board shall specify what aids are allowed to be used in examinations and will inform students accordingly by means of a notice.

(10) ¹The Examination Board meetings shall not be held in public. ²The members and their deputies shall be bound by a confidentiality obligation. ³Those of them who are not civil servants shall be sworn to secrecy by the Chair.

(11) ¹The members of the Examination Board and their deputies are entitled to attend examinations. ²They are not entitled to be present during the discussion of the mark to be awarded.

(12) ¹The Examination Board can use the services of the Examination Office of the Faculty of Management, Economics and Social Services to assist in the organisation of

examinations. ²The manager or deputy manager of the WiSo Examination Office shall be consulted at all of the Examination Board's meetings.

(13) ¹The Chair of the Examination Board, or the Deputy Chair if the Chair is unavailable, shall represent the Examination Board in legal and non-legal matters. ²The Chair shall convene the Board meetings, chair them, and implement any decisions taken at the meetings. ³The Examination Board can transfer responsibility for performing all of its ordinary duties to the Chair. ⁴In the event of time pressure, the Chair can conduct votes according to a silence procedure. ⁵The Chair may take any urgent decisions on behalf of the Examination Board; the Examination Board must be immediately informed and can reverse the decision if necessary; any rights granted to third parties shall remain unaffected. ⁶Decisions concerning objections must be reserved for the Examination Board. ⁷A transcript must be kept of every meeting of the Examination Board.

(14) The Chair of the Examination Board shall announce by means of a legally binding notice or other suitable means any directives, important dates and deadlines and any other information from the Examination Board that does not concern specific individuals only.

Section 23 Examiners, observers, electronic plagiarism checks

(1) ¹Examiners shall be appointed from among the University's core teaching staff ("Hochschullehrerinnen und Hochschullehrer") and the persons specified in Section 65 (1) of the Higher Education Institution Act of the Federal State of North Rhine-Westphalia ("HG"). ²Examinations can only be marked by persons who themselves have at least the qualification to which the examination leads or an equivalent qualification. ³Examiners who have left the service of the University of Cologne can be re-appointed as examiners for a period of one year from the end of the term in which they left the University. ⁴Only persons who have obtained a relevant degree of at least master standard or an equivalent qualification may be appointed as observers.

(2) ¹Any lecturer who is a member or habilitated member of the core teaching staff group ("Hochschullehrer und Hochschullehrerin") at the University of Cologne shall be automatically appointed as the examiner of his/her own lecture course. ²Other members of this group and employees of the University of Cologne from the group specified in Section 65 (1) of the University Regulations may also be appointed as examiners by the Chair of the Examination Board. ⁴The Chair shall appoint another examiner if the lecturer is not an examiner. ⁵Assessors are appointed by the Chair of the Examination Board. ⁶The appointment of examiners and assessors must be documented and recorded.

(3) ¹The Chair of the Examination Board shall appoint the examiners responsible for the master thesis module from among the professors, "außerplanmäßiger Professor" and "Honorarprofessor", junior professors and "Privatdozent" lecturers of the Faculty of Management, Economics and Social Sciences and from among other examiners who are members or associates of the Faculty and meet the requirements laid down in Section 65 (1) of the "HG". ²Examiners who have left the service of the University of Cologne can be reappointed as examiners for master theses for a period of one year from the end of the term in which they left the University. ³The Examination Board can extend this period on request if

there are good reasons to do so. ⁴It can ask the Chair to decide whether to extend. ⁵Teaching staff from a higher education institution with which the University of Cologne has a partnership agreement can be appointed as supervisors for master theses at the request of the University's teaching staff representing the subject in question if there is good reason to do so; in such cases, a member of the Faculty's teaching staff must be appointed as the second marker. ⁶Master thesis examiner appointments must be documented.

(4) The examiners shall specify the tools and aids permitted in the examinations that they conduct and shall inform the candidates accordingly in a suitable manner and in good time, no later than when the dates of the examinations are announced.

(5) ¹If so decided by the Examination Board in a resolution that is then announced, written examination papers can be checked electronically to determine whether they include any copied text that has not been marked as such. ²In these cases, the candidates must also submit their examination papers in electronic form and declare that the written and electronic versions are the same. ³The electronic checking described in sentence 1 includes the use of written examination papers for comparison with third parties' written examination papers if their content is related. ⁴The resolution described in sentence 1 must specify,

- a) which examinations can be checked electronically,
- b) whether the Examination Board should engage the services of an administrative assistant for this purpose and who should take on this role,
- c) the file format and the place and method of submission for the electronic version,
- d) the criteria for selecting the examinations to be checked and
- e) how long the electronic versions may be used.

⁵Notwithstanding a) above, electronic checking shall always be permitted if there are good grounds to suspect the candidate has cheated. ⁶Notwithstanding e) above, the period of use shall end no later than the point at which the archiving period for the examination file ends as per Section 26 (4). ⁷Any other use of the electronic version by examiners or the Examination Board is not permitted without the candidate's consent. ⁸The result of an electronic check may only be used as the basis of a decision to fail a student if it has been confirmed by the examiners responsible for the examination.

(6) ¹Examiners and observers shall not be influenced by third parties in their examination work. ²They shall be bound by a confidentiality obligation. ³Those of them who are not civil servants shall be sworn to secrecy by the Chair of the Examination Board.

Section 24 Cheating and offences

(1) If an examination candidate attempts to influence the marking of the examination to his/her own advantage, brings unauthorised means into the examination, or engages in scientific misconduct during the examination, the candidate shall be considered to have acted improperly.

(2) ¹The consequences of improper conduct as per (1) shall take the form of one of the following sanctions against the candidate:

- a) a warning;
- b) the candidate shall be required to retake the relevant examination;
- c) the examination in which the candidate engaged in improper conduct shall be declared “insufficient” or “failed”.

²In serious cases, or in the event of misconduct during the repetition of an examination, the Examination Board may exclude the candidate from any further examinations, abolishing the candidate’s right to complete the relevant examinations within his/her programme. ³In particular, improper conduct shall be deemed serious if any of the following cases arise from at least gross negligence:

- a) the reproduction of false data, or falsely reporting the ideas or findings of others (forgery),
- b) severe interference with the examination-related work or research activities of others (sabotage),
- c) the reproduction of the wording, ideas, or findings of others without proper attribution (plagiarism),
- d) the reproduction of the candidate’s own previously published wording, ideas, or findings without proper reference to the relevant publications (self-plagiarism).

⁴Unauthorised means may be seized as evidence by the examination supervisors after the end of the examination, which the candidate may finish without prejudice to (1).

(3) In the event of a reasonable suspicion of plagiarism, the Examination Board may perform additional verifications – including electronic verifications – without the permission of the candidate.

(4) Any improper conduct as per (1) shall result in the relevant coursework being deemed non-completed.

(5) ¹Individuals who disrupt examinations can be forbidden from continuing the examination by the examiners or invigilators; in such cases, the candidates shall be given a “fail (5,0)” mark for the examination. ²The reasons for the student being prohibited from continuing must be documented.

(6) ¹If a candidate attempts to influence the result of an examination when given access to their marked papers, the mark originally given by the examiner shall continue to apply. ²In addition, one of the repeat attempts specified in Section 19 (1), sentence 2 shall be cancelled. ³In extremely serious or repeated cases, the Examination Board can also declare the master degree to have been completely failed.

(7) ¹The candidate shall be granted the right to be heard prior to the decisions outlined in (1) to (6) above being made. ²The candidate shall be informed immediately in writing of the

decision and the reasons behind it; the written notification shall include information on how to appeal.

(8) ¹In addition, offences can be punished in accordance with Section 63 (5) of the Higher Education Institution Act of the Federal State of North Rhine-Westphalia ("HG"). ²It is also an offence to attempt to influence an examination result to another person's benefit.

Section 25 Invalid examinations, revocation of master degrees

(1) ¹If a candidate was admitted to an examination despite not meeting the requirements but was not guilty of deceit, and if this does not become unknown until after the final transcript of records has been presented, this error shall be deemed to have been corrected by the student's passing the examination. ²If the candidate gained admission to the examination wrongfully and intentionally, the relevant examination board shall decide what legal action is to be taken, taking into account the provisions of the Administrative Procedure Act of the Federal State of North Rhine-Westphalia ("Verwaltungsverfahrensgesetz des Landes Nordrhein-Westfalen" or "VwVfG NRW").

(2) If a candidate cheats in an examination and if this does not become known until after the final transcript of records has been presented to them, the Examination Board can revise the mark for the examination in which the candidate cheated and declare the examination to have been completely or partially failed.

(3) Master degrees can be revoked if it becomes apparent that they were obtained deceitfully or if key requirements for the awarding of master degrees were erroneously deemed to have been met.

(4) ¹Candidates must be given the opportunity to make a statement prior to the decisions described in (1) to (3) above being made. ²Responsibility for the decision lies with the Examination Board, which makes its decision taking into account the provisions of the Administrative Procedure Act of the Federal State of North Rhine-Westphalia ("Verwaltungsverfahrensgesetz des Landes Nordrhein-Westfalen" or "VwVfG NRW"). ³Once five years have passed since the date on the final transcript of records, decisions are no longer possible.

(5) ¹The incorrect final transcript of records and all incorrect attachments must be returned to the University and, where appropriate, new ones issued. ²If the student is deemed to have failed the entire programme, the Faculty shall revoke the student's degree and ask them to return their certificate.

Section 26 Examination file, access to files

(1) ¹The Examination Board shall keep an examination file for each candidate. ²In particular, the file shall document the candidate's examination attempts, their examination papers, the examiners' reports on said papers, the examination records, examination results, calculations of marks and copies of the final transcript of records and certificate.

(2) Candidates can enquire about their examination results at any time, provided the necessary arrangements can be made.

(3) ¹Once an examination result has been announced, each candidate or a person authorised by the candidate may, on written request, be granted access to their examination paper for the examination in question and to the report and corrections made by the examiners or, in the case of oral examinations, to the examination record. ²As part of this access, the candidate or their representative must have the opportunity to make copies or photographs of the documents; any model solutions may not be copied or photographed, since they are not part of the candidate's examination record. ³All other details regarding the access procedure, including a reasonable deadline for requesting access, shall be specified by the Examination Board. ⁴Once the deadline for requesting access has passed, access shall only be granted if the candidate can prove that their failure to comply with the deadline was due to reasons beyond their control. ⁵Candidates do not have any further rights of access.

(4) ¹The examination file shall, except for the regulations in sentence 2, be kept until the end of the fifth year following the completion of the student's studies and then offered to the archive responsible for such files by law; if the archive declines to accept the documents, they can be destroyed. ²Written examination documents shall be offered to the archive two years after the grade is announced unless currently subject to a legal dispute; their electronic versions are handled analogously; if the archive declines to accept the documents, they can be destroyed. ³The academic degrees awarded and a catalogue of the final transcripts of records and certificates presented may be recorded in a register until the end of the fiftieth year after the student finishes the programme; the second half of sentence 1 also applies.

Section 27 Completion of the programme and documents issued upon completion

(1) ¹The programme is deemed to have been successful completed when the candidate has passed all of the required examinations and gained the necessary credit points in accordance with Section 5. ²Candidates who pass the degree shall be issued with a final transcript of records. ³The final transcript of records shall be signed by the Chair of the Examination Board and shows the overall mark awarded for the master's degree, the marks awarded for each area of study, as well as the mark and title of the master's thesis, and the name of the topic-setter. ⁴Marks shall be stated in both words and numerals. ⁵The date on the transcript is the date on which the last examination was taken or the credit for an examination was transferred. ⁶If the master's thesis is the last examination component, the date on the transcript will be the date on which the thesis was submitted. ⁷An English copy of the final transcript of records shall also be issued. ⁸Only the German version shall be legally binding.

(2) ¹Students shall be presented with a master certificate along with the final transcript of records to certify that the degree specified in Section 3 has been awarded; the certificate shall bear the same date as the final transcript of records. ²The master certificate shall be signed by the Dean of the Faculty and the Chair of the Examination Board and marked with the Faculty's seal.

(3) ¹In addition to the final transcript of records and the master's degree certificate, successful students shall be presented with a diploma supplement in German and English,

with information about the subject matter covered by the completed programme and the academic and professional qualifications gained through the degree. ²The diploma supplement gives a description of the programme completed by the student. ³The transcript of records is a component of the diploma supplement. ⁴Candidates may request an overview of marks that illustrates the relative placement of their final mark within their programme. ⁵The parameters which determine this overview, including the reference group of each student, shall be determined by the Examination Board.

(4) ¹If a candidate has failed at the final attempt or dropped out of the programme or if he/she changes university, they can be issued a transcript of records on request, which shows the examinations taken, any additional academic work, their marks and credit points earned. ²This transcript must make it clear that the holder failed the programme.

Section 28 Credit points for and scope of the master degree

(1) In addition to the master thesis (15 CPs), the master degree includes:

1. the core and advanced section, carrying 54 CPs,
2. the specialisation section, carrying 27 CPs, and
3. the supplementary section, carrying 24 CPs.

(2) ¹In the core and advanced section as per (1) 1. above, candidates must earn 54 CPs. ²The detailed examination procedure is set out in the annexes. ³A student's selected module becomes definite once they have taken one examination in that module; their selected module remains valid even if they fail to participate in an examination as described in Section 16. ⁴Students who fail an examination once in a module may change module once by applying to the Chair of the WiSo Examination Office to do so. ⁵Candidates who fail an examination in a module twice can no longer change module. ⁶They are not allowed to change any other module either.

(3) ¹In the specialisation section as per (1) 2. above, candidates must earn 27 CPs. ²The detailed examination procedure is set out in the annexes.

(4) ¹In the supplementary section as per (1) 3. above, candidates must earn 24 CPs. ²The detailed examination procedure is set out in the annexes. ³Students select a subject by registering for a module in that subject; their selected subject remains valid even if they withdraw their registration before the specified deadline or, if approved, at a later stage. ⁴Students can change group, no more than once, by applying to the Chair of the WiSo Examination Board to do so. ⁵They cannot change group if they have failed an examination in a module in the group more than once or if they have failed more than one examination in the modules in the group or if they have registered for a third examination in the group; this shall apply even if they withdraw their registrations from all or some of the examinations by the specified deadline or are given permission to withdraw at a later date. ⁶They are not allowed to change any other groups either. ⁷A student's selected module becomes definite once they have taken one examination in that module; their selected module remains valid even if they fail to participate in an examination as described in Section 16(2). ⁸Students who fail a module examination once in the module in question may change elective module once, on request.

⁹Candidates who fail an examination in a module twice can no longer change module. ⁹They are not allowed to change any other module either. ¹⁰In the supplementary section, students can change no more than one module, by request. ¹¹They are not allowed to change any other module.

Section 29 Publication and entry into force

(1) These Regulations shall be published in the Official Notices (“Amtliche Mitteilungen”) of the University of Cologne.

(2) These Regulations shall enter into force on 1 October 2015.

Article II

The Examining Board shall ensure that credit points already earned in modules which change in nature or scope or are discontinued are used further for the completion of the programme.

Executed in accordance with the resolutions passed by the Faculty of Management, Economics and Social Sciences on 16 March 2015 and following a review of the legality of the document by the Rectorate on 18 August 2015.

Cologne, 16 September 2015

signed

Dean

of the Faculty of Management, Economics and Social Sciences

at the University of Cologne

University Professor Dr. Werner Mellis

The structure of the programme can be seen in its module catalogue.