



Hochschule **RheinMain**

## OFFICIAL ANNOUNCEMENTS

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2023 Special Provisions for Examination  
Regulations for the Master's Degree  
Program in International Management of  
the Faculty of Wiesbaden Business  
School at RheinMain University of  
Applied Sciences

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## Announcement

Pursuant to Art. 1 of the bylaws of RheinMain University of Applied Sciences concerning the announcement of its bylaws dated June 4, 2013 (StAnz. dated July 29, 2013, p. 929) the 2023 Examination Regulations of the Master's Degree Program International Management at the Faculty of Wiesbaden Business School of the RheinMain University of Applied Sciences are published herewith.

Wiesbaden, July 31, 2023

Prof. Dr. Eva Waller

President of RheinMain University of Applied Sciences

## General Provisions for Examination Regulations for Master's Degree Programs at RheinMain University of Applied Sciences 2017

### Preamble

Pursuant to Art. 36 (2) para. 1 sentence 2 of the Hessian Higher Education Act (HHG) dated December 14, 2009 (GVBl. I S. 666), last amended by Art. 1 of the law dated November 30, 2015 (GVBl. I S. 510), the Senate of RheinMain University of Applied Sciences, after hearing the student body based on the resolution of January 10, 2017, passes the following General Provisions for Examination Regulations for Master's Degree Programs (ABPO-Master), which were approved by the President's Council on January 24, 2017 in accordance with Art. 37 (5) HHG. They include the binding regulations for examinations of all faculties and degree programs at RheinMain University of Applied Sciences. They are part of the respective examination regulations and are supplemented by the regulations for the specific degree programs which the faculties themselves define in the Special Provisions.

The General Provisions for Examination Regulations comply with the requirements of the Common Structural Guidelines for the Accreditation of Bachelor's and Master's Degree Programs of the Federal States of Germany of October 10, 2003, in the amended version dated February 4, 2010, and the Structural Guidelines of the State of Hesse as supplementary guidelines to the »Common Structural Guidelines for the

## 2023 Special Provisions for Examination Regulations for the Master's Degree Program International Management of the Faculty of Wiesbaden Business School at RheinMain University of Applied Sciences

### Preamble

Pursuant to Art. 50 para. 1 sentence 1 of the Hessian Higher Education Act (HessHG) in the version of December 14, 2021 (GVBl. I p. 931), last amended by Art. 2 of the law dated April 1, 2022 (GVBl. p. 184), the Faculty Council of the Faculty of Wiesbaden Business School of RheinMain University of Applied Sciences passed the above examination regulations on June 13, 2023.

They comply with the General Provisions for Examination Regulations for Master's Degree Programs (ABPO-Master) of RheinMain University of Applied Sciences dated January 24, 2017, published in the Official Announcements No. 475, in the version dated July 14, 2020 published in the Official Announcements No. 682, and were adopted in the 207th meeting of the Senate of RheinMain University of Applied Sciences on July 11, 2023 and approved by the President's Council on July 18, 2023 in accordance with Art. 43 para. 5 HessHG.

Accreditation of Bachelor's and Master's Degree Programs of the Federal States« dated May 26, 2010.

Insofar as there are discrepancies between the General and the Special Provisions for Examination Regulations, the General Provisions for Examination Regulations shall generally take precedence, unless the General Provisions contradict the Common Structural Guidelines for the Accreditation of Bachelor's and Master's Degree Programs of the Federal States of Germany. In this case, the Special Provisions shall take precedence insofar as they comply with the Common Structural Guidelines for the Accreditation of Bachelor's and Master's Degree Programs of the Federal States of Germany.

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# 1 Admission requirements

For Master's degree programs, the Special Provisions shall specify whether the degree program is consecutive or a continuing education program. The admission requirements for each degree program are regulated by separate statutes.

The degree program is a consecutive degree program. The admission requirements are regulated in the regulations governing admission of the degree program as amended from time to time.

## 2 General

### 2.1 Credit points, duration and organization of the degree program, modules

#### 2.1.1 Credit points

(1) Credit points are a quantitative indicator of the student's total workload. They cover instruction itself, the time required for preparation and follow-up (i.e. class time and private study), examinations and preparation for examinations, including final and other papers, and internships.

(2) Each module is assigned credit points in the Special Provisions of the degree programs. For the purpose of determining grades, the corresponding credit points or information on the weighting must be assigned to each graded course component (Prüfungsleistung) and each repeatable graded course component (Studienleistung). The basis is the European Credit Transfer System.

(3) A module must be worth at least 5 credit points.

(4) The master thesis must be worth no less than 15 and no more than 30 credit points. If a thesis defense is planned, it must not exceed the number of credit points allocated to the master's thesis.

(1) One credit point stands for an average student workload of 30 hours.

## 2.1.2 Standard period of study

(1) The standard period of study is based on the number of credit points awarded to the degree program. A full-time degree program allocates 60 credit points per academic year (two semesters).

(2) Degree programs with fewer than 60 credit points per year are part-time degree programs. Part-time degree programs may include, in particular, part-time degree programs parallel to a career, or various kinds of cooperative degree programs. In this case, the period of study must be adjusted according to the number of credit points allocated.

(3) The Special Provisions must specify the credit points awarded per academic year, the standard period of study, and the type of degree program (full-time, part-time, or type of part-time degree program).

(3) The standard period of study is 2 semesters with a total of 60 credit points. 60 credit points are awarded per academic year. The degree program is a full-time degree program.

(4) For consecutive degree programs that build on the bachelor's degree, the total standard period of study is ten semesters. Shorter and longer standard periods of study are possible in exceptional cases, if the curriculum is organized accordingly. Insofar as the current structural guidelines stipulate other regulations, these shall have precedence.

## 2.1.3 Compulsory periods of study abroad

The faculties may include compulsory periods of study abroad in the curriculum. If this is the case, detailed regulations are to be set out in the Special Provisions.

## 2.1.4 Modules

(1) The degree programs have a modular structure. Modules comprise units of study that are self-contained in terms of subject matter and time and are assigned credit points. They can be composed of various teaching and learning formats. A module can comprise the content of a single semester or of an academic year. A module is completed when all the related course certificates have been successfully attained. Course certificates are graded course components and repeatable graded course components.

(2) For each module, a detailed module description with the specific learning content and learning objectives is prepared by the faculty and summarized in a module handbook. This is kept in the faculty, is publicly available to all members of the faculty and can be viewed by the students. The module description is based on the applicable requirements for accreditation.

(3) A compulsory module is a module that must be completed as part of the degree program. Required elective modules are modules, a specified number of which must be selected from a catalog of offerings. The catalog of required elective modules may be updated continuously and must be made public within the faculty at the beginning of each semester. It can also be compiled from the entire range of courses offered by the University. Elective modules are voluntary optional electives that do not count towards the credit points required for graduation.

(4) Required elective courses are courses within a compulsory module, a specified number of which must be selected from a catalog of offerings. The offerings contained in this catalog can also be compiled from the entire range of courses offered by the University. The catalog of required elective courses may be updated continuously and made public within the faculty at the beginning of each semester.

## 2.1.5 Internships

(1) The master's curriculum may include an internship module, which may also be completed abroad. This involves a research-based internship regulated and supervised by the University. The internship module comprises an internship to be completed at a placement site as well as, if applicable, accompanying classes and the preparation and presentation of a report. Further details can be found in the "Internship" annex of the Special Provisions. In particular, the annex contains regulations regarding the duration, the credit points awarded, the participation or registration requirements, the requirements with regard to the internship contract, the content, the requirements for the successful completion of the module as well as liability and insurance within the framework of the internship. Students are responsible for finding an appropriate internship post; there is no obligation on the part of the University to provide them with a post.

(2) Cooperative and part-time degree programs may include regular practical phases or individual weekdays to be spent at the placement site which are assigned credit points. If necessary, further details can be regulated in a corresponding annex. The module descriptions must make it clear which competences are acquired in the practical phases and the workload involved.

(3) In cooperative and part-time degree programs, the supervised internship can be replaced in whole or in part by other, equivalent internships or by equivalent practical projects. In exceptional cases, especially if there are not enough placement sites available, this is also possible in the other degree programs.

(4) The Special Provisions shall include regulations on the recognition of research-based professional activities.

(5) Decisions pursuant to sections 3 and 4 shall be made by the Examination Board on the basis of its own expertise. These shall not involve a schematic comparison, but rather consider and assess the case as a whole.

(6) Neither the State of Hesse nor RheinMain University of Applied Sciences shall be liable for any damages incurred during internships.

## 2.1.6 Degree program objective

(1) The Master's degree program leads to a second, advanced university degree that qualifies students to take on executive scientific or artistic professional activities, to carry them out by applying scientific findings and methods in a professional manner appropriate to the situation and involving making well-reflected decisions and assuming responsibility.

Upon graduation, students will have acquired

- comprehensive, detailed, and specialized knowledge and critical understanding based on the latest state of knowledge in a scientific subject
- a critical understanding of the most important theories, principles and methods of the subject, as well as the ability

- specialized professional or conceptual skills for solving strategic problems in a scientific subject.
- the ability to apply their knowledge, understanding and problem solving skills to new and unfamiliar situations that are more broadly related to their discipline or multidisciplinary in nature.
- the ability to make scientifically sound decisions, even on the basis of incomplete or limited information, while taking social, scientific, and ethical findings into consideration in order to evaluate the application of their knowledge and the impact of their decisions.
- the ability to develop and apply new ideas or procedures and evaluate them in light of various criteria.
- the ability to exchange information, ideas, problems and solutions with experts and non-experts on a scientific level and to assume senior responsibility in a team.

(2) The master's degree also serves as a qualification for a doctorate.

(3) Further details on the degree program objective are specified in the Special Provisions.

(3) Professional competencies  
Interdisciplinarity and strategy:  
Graduates are able to perform complex and interdisciplinary management tasks with a strategic perspective and independently develop appropriate solutions.

International competencies:  
Graduates are able to develop potential solutions in companies that act globally. They can incorporate both the specific challenges and opportunities of international markets into their decision-making.

Sustainability and digitalization:

Graduates are able to critically assess the challenges of a world undergoing sustainable and digital transformation. They can adapt their dynamic solutions to the continuously changing conditions.

#### Methodological competencies

##### Scientific research and writing:

Graduates are able to provide comprehensive approaches to novel or research-oriented tasks based on the most recent research findings and applying scientific methods.

##### Complex analysis and communication:

Graduates are able to determine relevant data sources, select the appropriate data analysis method, fully understand the results and draw correct conclusion from them for their decisions.

##### English proficiency:

Graduates have excellent command of the English language, including proper business terms; they are able to confidently resolve conflicts and present their results in fluent English.

#### Social competencies

##### Intercultural competencies

Graduates can reflect and reconcile differing international debate cultures, perspectives and specific specialist communication, recognize potential for conflicts and facilitate communication.

##### Team development and communication:

Graduates are able to lead interdisciplinary and intercultural teams in projects and tasks in a responsible manner, taking into

account the group dynamics and their own leadership personality, and advocate the results.

Presentation:

Graduates are able to describe, develop and present complex issues and specialist topics situationally and to identify and resolve in a way that addresses the target group and considers interdisciplinary and intercultural aspects.

Personal competencies

Responsible conduct:

Graduates have an understanding of responsible conduct and use it as a basis to reflect their own behavior and consider the consequences of their decisions.

Time management and self-management:

Graduates are able to set their own goals, apply the most important time management techniques and critically reflect on their own (work) behavior.

Initiative and creativity:

Given a task, graduates take initiative and find creative solutions for complex issues.

## 2.1.7 Specialization and study areas

(1) Degree programs may provide opportunities for specialization in individual subject areas during the course of the degree program. This can be designated as a specialization or as a study area, depending on how extensive the specialization is to be.

Further details shall be regulated in the Special Provisions.

(2) A specialization is an orientation within the degree program that can be selected by the student and that allows for moderate specialization or more in-depth exploration of specific topics in the further course of study, without resulting in significant differences in the academic profile.

(3) A study area is a special orientation of the degree program, which is chosen by the students after the first joint stage of studies. It enables students to develop a specific academic profile and a specialized orientation of their degree in the further course of their studies.

The modules specific to the study area, including the thesis module, must comprise a total of at least 90 credit points. The study area is prominently featured in the graduation documents.

The Special Provisions shall specify whether the choice of a study area is optional or mandatory for students, when the choice is to be made, and whether a study area, once chosen, can be changed.

## 2.2 Master's examination and academic degree

### 2.2.1 Master's examination

(1) The master's examination consists of all modules required for the degree program, including the master's thesis module. All modules must be successfully completed.

(2) The master's examination serves to determine whether the student is able to apply his or her knowledge to his or her job or profession and to elaborate and further develop solutions to problems and the reasoning behind them in his or her field of

specialization. In addition, it is designed to demonstrate whether the student is able to

- collect, evaluate and interpret relevant information, especially in his or her field of study,
- derive scientifically sound judgments from this information, take social, scientific and ethical findings into account and independently design further learning processes.
- to carry out research-oriented or application-oriented projects largely independently.

## 2.2.2 Master's degree

Upon passing the master's examination, the University awards the student with the master's degree in accordance with the accreditation of the degree program and, if applicable, in accordance with the system accreditation of the University.

Upon successful completion of the master's examination, the university awards the academic degree "Master of Arts".

## 2.3 Recognition of course certificates

(1) The recognition of (repeatable) graded course components, degrees and skills acquired outside the university is subject to the regulations of the statutes of RheinMain University of Applied Sciences on the recognition of degrees, (repeatable) graded course components and skills acquired outside the university – recognition statutes – in their respective valid versions.

(2) In the event of a change of degree program, failed attempts will not be transferred to the new degree program. This does not apply in cases where a student withdraws from a degree program and then later re-enrolls in the same degree program at RheinMain University of Applied Sciences. In the event of a change in the examination regulations of the degree program, the Examination Board will decide whether the failed attempts will be transferred.

## 2.4 Internationalization

RheinMain University of Applied Sciences has defined a catalog of internationalization measures that is binding for all degree programs. In the Special Provisions, the internationalization measure selected for the degree program must be named and regulated.

As part of the internationalization measures of the RheinMain University of Applied Sciences, all courses and credits are offered exclusively in English. In addition, the master's degree program enables students to obtain a double degree in cooperation with a partner university abroad, see section 12.

# 3 Examinations

## 3.1 Examination boards

### 3.1.1 Responsibility

The Examination Boards of the faculties are responsible for organizing and conducting examinations in the individual degree programs. The responsibility of the Dean's Office for the organization of the degree programs and examinations (Art. 45 para. 1 of the Hessian Higher Education Act, HHG) remains unaffected.

### 3.1.2 Tasks

(1) The Examination Boards are responsible in particular for the following tasks:

1. Appointing examiners and observers for oral examinations (examination committee). For all other types of examinations, the last person to have held the corresponding course is automatically appointed as the examiner. In justified exceptional cases, the examination board may appoint a different examiner
2. Appointment of the second examiners
3. Setting and announcing the registration deadlines for the course certificates
4. Setting dates for graded course components and repeatable graded course components and their announcement by the Head of the Examination Board; for (repeatable) graded course components whose associated courses are offered every semester, examination dates are to be offered on a semester-by-semester basis; for (repeatable) graded course components whose courses are not

offered every semester, examination dates are to be offered every semester, with the Examination Board deciding on justified exceptions.

5. Announcement of the types of examinations pursuant to section 4.1 (7)
6. Decision on admittance to examinations
7. Setting deadlines for the evaluation of (repeatable) graded course components by the examiners
8. Monitoring compliance with the examination regulations
9. Recognition of achievements completed outside the degree program
10. Decisions on the rejection of examiners on grounds of suspected partiality
11. Granting special examination conditions for students with disabilities or serious illnesses

(2) The Examination Board shall state the reasons for any rejection notification in writing and provide information on the right of appeal.

The student shall have the right to be heard prior to the decision.

### 3.1.3 Organization regulations

Regulations for the organization of the Examination Board can be found in a separate statute of RheinMain University of Applied Sciences on the organization of the examinations, which is published in the University's Official Announcements.

## 3.2 Examination committees

(1) For the purpose of conducting the oral examinations, the Examination Board shall form examination committees.

(2) In the case of examinations in several subjects, the examination committees shall consist of the corresponding number of examiners (collegial examination), otherwise of one examiner and at least one qualified observer.

(3) The observer has neither the right to evaluate nor the right to ask questions. He or she only has the right to observe the course of the examination. His or her presence is intended to ensure that the examination procedure is conducted properly. He or she may be entrusted with the task of documenting the examination.

(4) The Head of the Examination Board shall announce the members of the examination committees no later than one week before the start of the examinations, publicly at least for the respective degree program, by means of a written notice on the notice board of the respective degree program or an electronic notice on the website of the respective faculty or via the RheinMain University of Applied Sciences portal under the respective degree program. The members of the examination committee can also be announced with a shorter notice period in justified cases. Observers can generally be appointed at a later date. The data protection regulations must be observed.

## 3.3 Announcement of the examination dates

Examination dates must be announced at least two weeks before the start of the examinations, publicly at least for the

respective degree program, by means of a written notice on the notice board of the respective degree program or an electronic notice on the website of the respective faculty or via the RheinMain University of Applied Sciences portal under the respective degree program. The students must inform themselves in good time via the specific internet address. In justified cases, the exact time of an examination may be announced at shorter notice, but no later than two days before the start of the examination.

### 3.4 Authorization to conduct examinations

The respective valid versions of the relevant regulations of the Hessian Higher Education Act apply.

## 4 Module examinations, graded course components, repeatable graded course components, and their evaluation

### 4.1 Graded course components and repeatable graded course components

(1) Module examinations can be taken in the form of graded course components and repeatable graded course components.

As a rule, graded course components are result-oriented examination formats that take place at the end of a course unit (i.e., as a rule, of a module). Students are allowed a maximum of three attempts to successfully pass a graded course component.

Repeatable graded course components are usually process-oriented examination formats that take place during the semester and test, document, and provide feedback on learning progress. Repeatable graded course components are often ungraded and the number of attempts is not limited.

(2) A module usually concludes with a module examination, which is usually defined as a graded course component. The module examination may also include a repeatable graded course component.

In justified exceptional cases, more than two graded course components or repeatable graded course components may be included in the same module. In both cases, the examination is a composite module examination at the course level. Graded course components can also be

made up of several partial graded course components, the results of which must, however, be offset against each other (combined module examinations).

They may not be divided into separate partial graded course components which each need to be passed.

If composite module examinations, or combined module examinations are planned, this must be stated in the curriculum.

Students who are absent from a partial graded course component in combined module examinations with a valid excuse, have the choice, provided that no alternative date can be agreed upon between the students and the examiners, of either withdrawing from the entire graded course component without a failed attempt or having the missed examination or partial graded course component included in the calculation with a grade of 5.0 or zero points. The student must notify the Examination Board in writing of the choice prior to the start of the next partial graded course component, but no later than seven days after the missed partial graded course component. The choice made is binding. In the event of a withdrawal, all partial graded course components must be taken again on the next date.

If the choice is not made within the specified time, the entire examination will be considered as not taken without a failed attempt.

(3) As a rule, graded course components are to be taken at the end of the corresponding course. Graded course components can also be taken during the semester if this makes sense from a didactic point of view.

Graded course components may have to be completed during the semester. Detailed parameters are announced by the examiner publicly by means of a written notice on the notice board of the respective degree program or an electronic notice on the website of the

In the case of repeatable graded course components, the Special Provisions must specify the conditions under which the examinations are to be completed in the course of the semester, in particular what the requirements are for passing the repeatable graded course components and, if applicable, how the grade is to be calculated.

(4) Within a module, there may be preconditions for completing certain graded course components, provided that this can be justified from a didactic point of view.

(5) Compulsory attendance by students as a prerequisite for successful completion of a module is generally not required. In particularly justified cases, the Special Provisions may stipulate the active participation of students and define this in more detail. This can also be implemented in the form of compulsory attendance. Particularly justified cases are courses with a very high practical component (e.g. laboratory work). Even in these exceptional cases, no more than 1/3 of the total credit points awarded for the degree program may be subject to compulsory attendance.

(6) The descriptions of the modules, the (repeatable) graded course components and the courses, their credit points and the semester to which they are assigned are regulated in the Annex "Curriculum".

(7) The Special Provisions regulate the possible examination types, the number and possible types of (repeatable) graded course components as well as their possible combinations. It should be noted that, as a rule, no more than three possible types of examination should be planned per examination and, as a rule, only a maximum of two types of examination should be combined with one another. The exact

respective faculty or via the RheinMain University of Applied Sciences website under the respective degree program.

(7) The number and possible types and combinations of (repeatable) graded course components can be found in the annex Curriculum. In the case of combined graded components, the weighting of the components will be determined by the examiner at the beginning of the semester and announced publicly in the faculty by means of a written notice on the notice

types of examinations or combinations of types of examinations are determined at the beginning of the semester by the Examination Board in consultation with the lecturer. The Examination Board is ultimately responsible to announce these publicly at least for the respective degree program, by means of a written notice on the notice board of the respective degree program or an electronic notice on the website of the respective faculty or via the RheinMain University of Applied Sciences portal under the respective degree program.

(8) The Special Provisions specify the times allotted for the preparation of written examination papers and the duration of oral examinations. Time intervals may also be specified, whereby the exact duration of the examination is determined by the examiner at the beginning of the class. Written examinations shall have a duration of at least 60 minutes.

(9) The Special Provisions regulate the requirements for admittance to the (repeatable) graded course components, including the master's thesis module (see also the possibility of an academic progress policy pursuant to section 5.1 (4)). If the Special Provisions stipulate a certain academic progress per semester, the Examination Board may, upon application, grant exceptions to the progress policy for students who, through no fault of their own, have been prevented from complying due to a change of degree program or university, a semester abroad, or a proven disability or serious illness, so that they may continue

board of the respective degree program or an electronic notice on the website of the respective faculty or via the RheinMain University of Applied Sciences website under the respective degree program.

(8) Written examinations shall last between 60 and 120 minutes. The duration of oral examinations and other oral course certificates is between 15 and 30 minutes per examinee. The time allotted for completion of written papers is at least one week. The exact time allotted for completion of each written or oral certificate is announced by the examiner at the beginning of the class in coordination with the examination board by means of a written notice on the notice board of the degree program or on the faculty's website under the degree program or via the university portal.

with their studies within a reasonable time frame.

## 4.2 Types of examination for (repeatable) graded course components

### 4.2.1 Types of examination

(1) Examinations are usually held in the following forms:

- Oral examinations
- Expert discussions
- Written examinations
- Term papers/written assignments
- Presentations
- Practical or artistic work
- On-screen tests
- Foreign language examinations
- Graded assignments
- Revision tests
- Portfolio examinations

The aforementioned course certificates can - if possible - also be submitted in a suitable digital form.

(2) Other types of examination may be regulated and defined in the Special Provisions.

### 4.2.2 Oral examinations

(1) An oral examination is an oral discussion on specific questions from the respective subject area.

(2) Oral examinations are taken individually or as group examinations with a maximum of five students. In the case of examination committees, the grade is calculated from the arithmetic mean of the individual grades. Section 4.5 applies accordingly.

(3) A record must be made of the oral examination. This contains the times of the beginning and end of the examination, the persons present, the main points of the examination and the results of the examination. The result of the examination is to be announced to the student in a timely manner following the examination and noted in the record of the examination.

(4) Students of the same degree program at RheinMain University of Applied Sciences may be admitted as listeners to the oral examinations if the student agrees and sufficient space is available. The members of the Examination Board have the right to participate in the oral examinations as listeners. Students participating within the same examination period are not permitted as listeners, unless the type of examination is a thesis defense in which several students are involved. This also applies to the student members of the Examination Board. Listeners are excluded from the discussion and announcement of the examination results.

### 4.2.3 Expert discussions

The expert discussion is an oral discussion that may include project-specific content (e.g. software, documentation, experiments). It is always related to a concrete project that has been worked upon within a course. In the expert discussion, the development and results of the project are presented and discussed.

Section 4.2.2 (2) applies accordingly.

### 4.2.4 Written examinations

A written examination is examination paper, usually to be written on the premises of the

University, under supervision, independently and exclusively with the use of the approved resources.

#### 4.2.5 Term papers/Written assignments

A term paper or a written assignment is a written, scientific paper on a topic specified by the respective examiner. The resources used in the preparation of the paper must be stated. The term paper or the written assignment is to be written by the student him- or herself in compliance with the formal criteria specified in each case and within the specified time limit. In addition, it may be stipulated that the main findings and contents of the paper are to be presented and explained orally during class. If this is the case, this is to be regulated in the Special Provisions.

If the form of examination is a term paper or a written assignment, it may be required that, in addition to the written component, the results of this work are to be presented in an oral presentation during the course. Detailed conditions will be determined by the examiner at the beginning of the semester and announced publicly in the faculty by means of a written notice on the notice board of the respective degree program or an electronic notice on the website of the respective faculty or via the RheinMain University of Applied Sciences website under the respective degree program. The length of written assignments should be 1 to 5 pages per credit point (in case of group work 1 to 5 pages per student). The details will be determined by the examiner at the beginning of the semester.

#### 4.2.6 Presentations

A presentation is a speech to be held without reading from a prepared manuscript on a topic specified by the examiner, which has been prepared on a scientific basis by the student him- or herself. The presentation may also be accompanied by visual or other media or similar.

#### 4.2.7 Practical/artistic work

In practical or artistic work, the student carries out specified practical or artistic tasks on his/her own within the given parameters. The organizational parameters

are announced in consultation with the Head of the Examination Board, publicly at least for the respective degree program, by means of a written notice on the notice board of the respective degree program or an electronic notice on the website of the respective faculty or via the RheinMain University of Applied Sciences portal under the respective degree program.

#### 4.2.8 On-screen tests

An on-screen test is a type of examination in which a practical activity is carried out with the aid of software. In addition, a small section of the examination can be conducted in written form.

#### 4.2.9 Foreign language examinations

The foreign language examination is based on a standardized internationally recognized test procedure and tests for a specific level of proficiency in the relevant foreign language.

#### 4.2.10 Revision tests

Revision tests are short, written tests that are carried out during the semester as part of the course and in which the previous subject matter of the corresponding course is repeated or reviewed. Revision tests do not exceed 30 minutes.

#### 4.2.11 Portfolio examinations

Portfolios are compilations of physical or digital documents in which learning processes and achievements of a module are documented and reflected upon. As a rule, in addition to important contents of a

module, they contain work results and presentations or working papers on specific topics, which are collected, compiled and reflected on independently by the students. The portfolio examination can also take the form of a learning journal.

#### 4.2.12 Graded assignments

Graded assignments are short, written assignments completed during the semester as after-class homework, completed off-campus and submitted for grading. In the assignment, the subject matter of the corresponding course is applied or prepared for the following class.

#### 4.2.13 Group assignments

The Special Provisions may stipulate that the examination be conducted as a group assignment. In the case of group assignments, it must be possible to clearly differentiate and evaluate the performance of each individual student.

The examiner in question may stipulate that the examination be conducted as group work. Group work can be provided by a maximum of 5 students. For master's theses, section 4.4.5 applies.

### 4.3 Compensation for disadvantages for students due to a disability or serious illness

(1) The Examination Board may, upon written request, grant students an extension of the time allotted for completion of examinations, allow them to use appropriate aids, or permit them to take examinations in a different form (compensation for disadvantages), if the student can provide evidence in writing that he or she is unable to complete all or part of the examination in the time allotted or in

the designated form due to a disability or serious illness. The same applies if students are unable to take the examination within the designated completion period or in the designated form due to pregnancy. The application must be received by the Examination Board by the end of the registration period for the examinations concerned.

(2) If it is foreseeable that the disability or the serious illness will last longer than one semester, the Examination Board can also, upon application, grant compensation for disadvantages for a longer period of time or even permanently. The application must be received by the Examination Board by the end of the registration period for the examinations in which the compensation for disadvantages is to be granted for the first time.

(3) A doctor's certificate or, in cases of doubt, a certificate issued by a medical officer may be required to substantiate the claim. The costs of the above-mentioned certificates will not be reimbursed.

## 4.4 Master's thesis

### 4.4.1 Definition

The master's thesis module includes the graded course component master's thesis and - where applicable - the graded course component master's thesis defense.

### 4.4.2 Objective

The master's thesis module is intended to show that the student is able to work independently on a problem from a subject area in his or her degree program using

scientific or artistic methods within a specified period of time.

### 4.4.3 Supervision of the master's thesis

The master's thesis can be assigned and supervised by any professor of the degree program/department (examiner). Professors of other degree programs/departments and other persons authorized to conduct examinations may also do so upon application to and approval by the Examination Board. If the examiner is not a member of the degree program/department, the second examiner must be a member of the degree program/department.

### 4.4.4 Assigning, returning, and submitting the master's thesis

(1) The Head of the Examination Board shall ensure that the student is assigned the topic of the thesis, the examiner and the second examiner in good time for the set date; the student shall be informed of these. In addition to the written work, the master's thesis may also include practical elements. The period of time allotted for the completion of the thesis begins with the announcement of the topic.

(2) The date on which the topic of the thesis is assigned, the topic of the thesis, the time allotted to complete the thesis, the name of the student, the name of the examiner, and the name of the second examiner must be documented.

(3) The topic can only be returned once and only within the first third of the time allotted for completing the thesis, otherwise the master's thesis is considered failed. If the master's thesis is returned or repeated, the student is required to register

again and may only return the thesis if he or she has not yet made use of this option.

(4) The master's thesis must be submitted to the office specified in the Special Provisions by the due date; the time and date of submission must be recorded on file. The faculties may include supplementary regulations in the Special Provisions. If the master's thesis is not submitted within the deadline, it is deemed to have received the grade "fail".

(4) The submission deadline for the master's thesis ends on the same day of the week as the topic was issued at 00:00. To meet the deadline, the master's thesis must be uploaded in electronic form in PDF format on the portal of the university.

#### 4.4.5 Form of the master's thesis

(1) The Special Provisions may stipulate that the master's thesis may also be completed in the form of a group assignment with a maximum of five students. In this case, it must be possible to clearly differentiate and evaluate the performance of each individual student based on a clear indication of sections, page numbers or other objective criteria, in order to enable the contribution of each student, which must fulfill the requirement pursuant to section 4.4.2, to be assessed.

(1) Completing the master's thesis as group work is not allowed.

(2) The Special Provisions lay down the form and language in which the master's thesis must be submitted. In particular, they may stipulate that the thesis must be submitted in digital form in addition to any other form of submission. Checking for plagiarism by electronic means is permissible.

(2) The master's thesis must be written in English and submitted in electronic form in pdf format. To submit the master's thesis, you must upload the pdf file on the portal of the university. The master's thesis can be written in English upon request, with the agreement of the respective instructor and the respective co-examiner.

(3) Upon submission of the master's thesis, the student must confirm in writing that he or she has written the thesis - or, in the case of a group assignment, his or her section of the thesis, marked accordingly - on his or her own and that he or she has not used any sources or aids other than those indicated.

#### 4.4.6 Time allotted for completion of the master's thesis

(1) The Special Provisions stipulate the time allotted for completing the master's thesis. This shall be - in accordance with the credit points assigned to it - at least twelve weeks.

(2) In the case of theses completed at an institution outside the University or in the case of experimental/empirical work, the Examination Board may, in agreement with the examiner and the second examiner, extend the time period for completion, without effect on the allocated workload, by a maximum of three months.

(3) The topic of the thesis must be of such a nature that it can be completed within the respective time allotted for its completion.

(1) The time allotted for completion of the master's thesis is 14 weeks.

#### 4.4.7 Master's thesis defense

(1) The Special Provisions may stipulate that a master's thesis defense is required.

(2) A master's thesis defense is an examination in the form of an expert discussion on the subject of the master's thesis. The duration is determined by the faculty in the Special Provisions, but may not be less than 15 minutes per student. The examiner and the second examiner are authorized to conduct the master's thesis defense.

(3) The time at which the master's thesis defense begins and ends, the persons participating, the main contents and the results of the master's thesis defense must be documented.

(4) As a rule, the master's thesis defense is open to all members of the University. This

(1) A master's thesis defense is required.

(2) The topic of the master's thesis defense is the subject of the master's thesis. The master's thesis defense takes 15 minutes per student consisting of a 5-minute presentation and a 10-minute expert discussion.

does not apply to the discussion and announcement of the examination result.

(5) In the event that the master's thesis was completed in the form of a group assignment, the master's thesis defense can also be conducted as a group examination, whereby the requirements of section 4.4.5 (1) also apply accordingly. The examination schedule must be announced at least two weeks before the examination date.

#### 4.4.8 Evaluation of the master's thesis

(1) Master's theses should be evaluated by the examiner and the second examiner within two months after submission of the thesis.

(2) The examiner and the second examiner shall prepare an evaluation of the result of the master's thesis stating the reasons for the evaluation in writing. Section 4.5 (1-3) applies accordingly.

### 4.5 Evaluation of the graded course components, calculation of the module grade, and calculation of the overall grade

(1) For the evaluation of a (repeatable) graded course component, including the master's thesis and the master's thesis defense, the grades in Table A are awarded.

(2) When determining the grade, only the first decimal place after the decimal point is included; all other places are deleted without rounding.

(3) Table A also applies if a (repeatable) graded course component is evaluated by more than one examiner. In this case, the

If both assessments differ by more than one grade or if only one of the two grades is "not sufficient (5.0)", a 3rd examiner is

arithmetic mean of the individual grades awarded will be calculated and assigned to the grades according to Table B. If the examiners come to different conclusions, the Special Provisions may stipulate that a third examiner be called in and regulate the calculation of grades in this case.

called in. If a 3rd examiner is consulted and 2 grades are at least "sufficient (4.0)", the examination is passed with a grade of at least "sufficient (4.0)". If 2 of the examiners give a grade of 5.0, the examination is failed regardless of the arithmetic mean. Otherwise, the grade is calculated from the arithmetic mean of the individual grades.

(4) In justified cases, the modules can also be evaluated as "passed", with no examination being taken, and remain ungraded. In this case, the result is not taken into account when calculating the overall grade.

(5) If a module examination consists of both graded course components and repeatable graded course components, the module grade is calculated from the weighted arithmetic mean of the grades of the individual graded course components and the repeatable graded course components, whereby the student must have passed each individual (repeatable) graded course component. The weighting is specified in the Special Provisions.

(6) The overall grade of the master's examination is calculated from the weighted arithmetic mean of the grades of all graded modules including the master's thesis module. Graded modules that are not to be included in the overall grade can be excluded. The weighting of the modules as well as any modules that are excluded from the overall grade calculation are specified in the Special Provisions. Only those modules are included that are required to achieve the total number of credit points of the degree program.

(7) When calculating the grade of a module examination consisting of several (repeatable) graded course components and when calculating the overall grade of the master's examination, only the first decimal place after the decimal point is included in the result; all other places are deleted without rounding. No further rounding of the grades listed in Table A takes place. The grade corresponds to the grades in words listed in Table C.

(5) The module grade is calculated as the arithmetic mean of the grades of the relevant graded course components and, if applicable, repeatable graded course components, weighted according to credit points.

(6) All the graded modules with their respective credit points and weighting flow into the overall grade of the master's examination.

(8) In addition to the overall grade, the Diploma Supplement includes a grading table according to the current version of the European Commission's ECTS User's Guide, which shows the statistical distribution of the final grades of the students of the respective degree program who have successfully completed their studies within the last six semesters. The group size for the calculation of the statistical distribution includes at least 30 students. If this group size is not reached within six semesters, the period must be extended semester by semester until the required group size is reached. A grading table will be included in the Diploma Supplement for the first time when the requirements described above are met.

## 4.6 Evaluation of the grades or results

(1) The grades or results for each (repeatable) graded course component shall be evaluated without delay by the respective examiners within the time frame of the schedule set by the Examination Board in accordance with Section 3.1.2 (1) No. 7.

(2) The master's examination is deemed to have been passed if all the module examinations of the master's degree program, including the master's thesis module, have been evaluated with at least the grade "sufficient".

## 4.7 Announcement of results

(1) The results of all course certificates will be announced without delay. The grades are announced via the electronic examination system of RheinMain University of Applied Sciences, or alternatively by means of written notification or a notice on the notice board of the respective degree program in pseudonymous form. The announcement is to be recorded on file.

(2) In the event of a final failure, written notification will be issued with instructions on the right of appeal.

(3) The data subjects' legitimate interests and the general provisions of data protection law must be observed in each case.

## 5 Admittance to examinations

### 5.1 Registration, required documents and student participation

(1) The faculties specify in the Special Provisions in which semester of their studies the students are required to register for the (repeatable) graded course components.

(1) Registration for (repeatable) graded course components should take place in the semester in which the student has taken the course(s) related to the examination. Admission is in general to be denied if the student does not adhere to the registration deadlines.

(2) The registration deadlines for taking graded course components and, if applicable, repeatable graded course components are announced at the latest from the start of lectures each semester, publicly at least for the respective degree program, by means of a written notice on the notice board of the respective degree program or an electronic notice on the website of the respective faculty or via the RheinMain University of Applied Sciences portal under the respective degree program. The students must inform themselves in good time via the specific internet address.

(3) Registration is carried out via RheinMain University of Applied Sciences' electronic registration system, or alternatively in writing to the Head of the Examination Board.

(4) Examination requirements are to be designed in such a way that they promote expeditious study progress by defining requirements at a minimum of three points over the course of study that specify the number of semesters the student must have completed and/or a certain minimum number of credit points achieved (semester-by-semester academic progress policy, cf. section 4.1 (9)). The Special Provisions may

also stipulate automatic, mandatory registration.

(5) Only students enrolled at RheinMain University of Applied Sciences at the time of the respective examination are entitled to participate in examinations.

## 5.2 Admittance

### 5.2.1 Decision on admittance

(1) After registration, the electronic registration system checks the admittance requirements for the respective examinations. If these are fulfilled, admittance is granted via RheinMain University of Applied Sciences' electronic registration system, or alternatively in writing by the Head of the Examination Board. Once the student has been admitted, the registration is binding. Withdrawal from the examination after binding registration is only possible under the provisions of section 6.2.

(2) Admittance to the master's thesis module is granted by the Examination Board.

### 5.2.2 Refusal of admittance

Admittance to a module or a (repeatable) graded course component shall be refused if the student

1. has not registered in due form or time in accordance with section 5.1,
2. does not fulfil the respective requirements for registration.

If the master's thesis is not passed, admittance to the master's thesis defense is retroactively revoked.

### 5.2.3 Exceptions for international students

For students from partner universities abroad who are only enrolled for a limited period of time as part of a student exchange program, the responsible Examination Board may allow exceptions to the provisions under sections 5.1 and 5.2.

# 6 Failed attempt, absence, withdrawal, and deception

## 6.1 Failed attempt

(1) A (repeatable) graded course component is deemed to have been failed if it has not been evaluated as at least "sufficient".

(2) The individual performances submitted in a group assignment shall also result in a failed attempt if they do not meet the requirements pursuant to Section 4.2.13 (2) and Section 4.4.5 (1)

## 6.2 Absence, withdrawal, and extension of deadlines

(1) A graded course component is deemed to have been graded as a "fail" if the student fails to attend an examination for reasons for which he or she is responsible after binding registration without having declared his or her withdrawal in due time or if the period set by the Examination Board for retaking examinations has expired. The same applies if a deadline for submission is missed.

(2) Withdrawal from a (repeatable) graded course component that has already been started will result in the grade "fail", unless the withdrawal is due to reasons beyond the student's control. The (repeatable) graded course component is considered to have started when the task or assignment has been issued to the student.

(3) A withdrawal without providing reasons must be declared no later than seven days before the examination date. The Special Provisions may also stipulate that withdrawal without giving reasons is possible within a

(3) The examination date as defined in 6.2 (3) ABPO is the date on which the assignment is issued. If a student has registered for a module examination for the first time, they can withdraw

period of less than seven days before the examination date.

If the degree program stipulates that students' registration for retakes is automatic and mandatory, a withdrawal without providing reasons is only possible from the first attempt.

If the Special Provisions do not stipulate automatic, mandatory registration pursuant to Section 5.1 (4), a regulation may also be in place that withdrawal without providing reasons is possible from both the first attempt and the retakes.

(4) If it is not or no longer possible to withdraw without providing reasons in accordance with 6.2 (3) and if the student fails to attend the examination, withdraws from the examination, or misses deadlines set for the examination, he or she must immediately notify the Examination Board in writing of the reasons asserted, stating the examination in question, and provide evidence thereof.

(5) In the case of illness of the student or of a child under his/her care, proof of the reasons must be provided in the form of a doctor's certificate. To ensure that the Examination Board can correctly assess the student's inability to take the examination in question, this must include the nature of the impairment of his/her performance. In justified cases of doubt, the Examination Board may also require the student to submit a certificate issued by a medical officer, or an official certificate. Likewise, the Special Provisions may stipulate that a certificate issued by a medical officer must be submitted in the event of an extension of the time allowed for completion of the master's thesis or other written work in excess of a period also stipulated in the Special Provisions.

In the event of illness of another close relative in need of care, the student must prove both

from registration via the university's examination portal up until 7 days before the examination date (12 pm) without giving reasons. However, section 4.4.4 (3) applies to the master's thesis.

the need for care and that he or she has assumed responsibility for this care by means of an official certificate. The costs for any such required certificates will not be reimbursed.

(6) The Examination Board shall decide whether these are reasons for which the student is responsible and whether the examination in question shall be deemed to have been failed. If the student is not responsible for the reasons, the examination is deemed not to have been taken, and a new opportunity to take the examination or an extension is granted by the Examination Board. The Special Provisions may stipulate a maximum extension.

(6) After the topic has been assigned, the time allotted for completion may be extended by the examination board by a maximum of 25% of the time originally allotted for completion upon written request for reasons for which the student is not responsible. In the case of acute serious illnesses, the examination board may grant an extension beyond this upon request.

(7) Details on regulations regarding exam participation during maternity leave can be obtained from the faculties.

(8) Likewise, periods of parental leave in accordance with applicable law are to be recognized upon submission of proof. The student must notify the Examination Board in writing of the period of time in which he or she wishes to take parental leave, enclosing the necessary evidence, no later than four weeks before the date from which he or she wishes to take parental leave. The Examination Board shall notify the student of the outcome and the newly set examination dates without delay. The time allotted for the completion of the master's thesis cannot be interrupted by parental leave. The topic of the thesis shall be considered as not assigned. After the end of the parental leave, the student shall receive a new topic.

## 6.3 Deception and breaches of regulations

(1) If the student attempts to manipulate the result of his or her (repeatable) graded course component by means of deception, the use of inadmissible resources or the appropriation of

a third party's intellectual achievement (plagiarism), the (repeatable) graded course component will be graded as a "fail".

The same applies if the student has inadmissible resources with him or her after the examination paper has been handed out and does not prove that he or she did not come into possession of these resources either intentionally or negligently.

(2) If a student attempts to obtain the right to participate in a (repeatable) graded course component by fraud, by presenting falsified documents (in particular registration confirmations), this will be considered an attempt to deceive. The (repeatable) graded course component in question will not be evaluated. The decision in this regard shall be made by the Examination Board after hearing the person concerned. The further procedure is regulated in section 9.

(3) Cell phones, smart phones or other electronic devices, unless they are expressly permitted, are only allowed in the examination room when they are switched off and out of reach, and must be handed over to the invigilator on request. Cell phones, smart phones or other electronic devices, unless they are expressly permitted, are only allowed in the examination room when they are switched off and out of reach, and must be handed over to the invigilator on request. Bringing these inadmissible aids into the examination room in such a way that contravenes sentence 1 of this section will be considered an attempt to deceive. The (repeatable) graded course component in question will be graded as a "fail".

(4) A student who disrupts the orderly conduct of the examination - despite being requested by the invigilator to refrain from doing so - may be excluded from continuing the examination by the invigilator; in the event of exclusion, the examination in question will be graded as a

“fail”. In the event that a student is excluded from continuing to take an examination, he or she may request that this decision be reviewed by the Examination Board. The further procedure is regulated in section 9.

(5) In the event of multiple or serious attempts to deceive, the student may be disenrolled. The decision in this regard is made by the Examination Board after hearing the person concerned. The further procedure is regulated in section 9. An attempt to deceive is considered to be serious if the student deceives with regard to the person performing the achievement by having the achievement performed by a person other than him/herself or by attempting to do so.

(5) Attempts to deceive are considered to be multiple if a student has attempted to deceive at least twice as defined in paragraphs 1 to 3. An attempt to deceive is considered to be serious if a student tries to influence the result of the written assignment or the bachelor's or master's thesis by not referencing major parts of other works as quotes.

Depending on the severity of the case, a period of up to two years shall be specified upon disenrollment, within which renewed enrollment at the University is excluded.

The Special Provisions may stipulate further sanctions for the cases described in sections 1 to 4 above.

(6) If the student has committed deception during the examination and this only becomes known after the final documents (degree certificate, graded certificate, etc.) have been issued, the Examination Board may retroactively correct the grades for the (repeatable) graded course components during which the student committed deception and declare the examination "failed".

(7) The final documents (degree certificate, graded certificate etc.) obtained by means of deception shall be retracted and, if necessary, reissued. A decision pursuant to section 6 is excluded after a period of five years from the date of the certificate.

# 7 Retaking (repeatable) graded course components

## 7.1 Inadmissibility of retaking passed (repeatable) graded course components

(Repeatable) graded course components that have been passed may not be retaken.

## 7.2 Retakes

(1) A graded course component that has not been passed can be retaken twice. Repeatable graded course components that have not been passed can be retaken as often as required.

(2) For required elective modules, the Special Provisions can specify whether or under which circumstances the choice of module can be revoked after a graded course component has been failed for the first time. This option can be exercised only once. The Special Provisions also regulate how attempts are counted in the event of a change of module.

For required elective courses, the Special Provisions may specify whether and under which circumstances the choice of course may be revoked. Students are entitled to a maximum of three attempts in a required elective course, regardless of whether they revoke the choice or not. A change is not possible if the module or course has already been successfully completed.

(3) A written graded course component that can no longer be retaken must be evaluated by two examiners. Section 4.5 applies with regard to the evaluation of the achievement and the calculation of the grade.

(4) The master's thesis and - where applicable - the master's thesis defense may not be retaken a second time.

(5) In examinations which are taken only in the form of written examinations, the Special Provisions may stipulate that the final retake of the examination is to take place in the form of an oral examination or that students may choose between a written examination or an oral examination.

### 7.3 Time limits

(1) Retakes for failed graded course components must be taken at the next possible date.

(2) The possibility to retake repeatable graded course components is not subject to specific time limits, unless special time limits have to be observed due to the associated graded course component.

(3) For retaking the master's thesis, section 4.4.4 (3) applies.

## 7.4 Consequences of final failure

If it is no longer possible to retake a graded course component that would have been required in order to pass a module, this leads to a final failure with the consequence of disenrollment (Art. 59 (2) No. 6 HHG).

Upon application and upon presentation of the relevant evidence and the certificate of disenrollment, the student will receive written confirmation from the Examination Board listing the (repeatable) graded course components and the grades achieved as well as the (repeatable) graded course components not completed for the module in question, and which clearly states that the student has failed the examination with final effect.

## 7.5 Disenrollment pursuant to Art. 59 (4) HHG

Students who fail to pass any of the course certificates stipulated in an examination regulation within four semesters of their studies may be disenrolled. The decision is made by the Examination Board according to its best judgment. The student shall have the right to be heard prior to the decision. After the hearing, the Examination Board can also reach a written agreement with the student concerned in which an appropriate number of achievements required in the coming semester are specified in binding form. This agreement may also stipulate that disenrollment may be imposed in the event of non-compliance. Renewed enrollment in the same degree program is to be excluded for a period of two years.

## 8 Post-exam review/Access to files

(1) The Examination Board must ensure that students are granted access to examination files within a reasonable time frame after grades have been announced. If this is not the case, students may apply to the faculty for access to the files within two months of the grades being announced. This access must be granted to them immediately after submission of the application.

(2) The right to inspect files in accordance with the German Administrative Procedures Act (Verwaltungsverfahrensgesetz) shall remain unaffected by the above.

## 9 Appeal

(1) Appeals as defined by the Administrative Court Procedures Code (Art. 68 ff. Verwaltungsgerichtsordnung, VwGO) against the examination procedure and against examination decisions must be lodged with the Examination Board within one month of announcement, provided instructions on the right of appeal have been issued, otherwise within one year of announcement. The time limit is also met by filing the appeal with the President..

(2) If the Examination Board does not grant the redress sought by the appeal, it shall forward the case, together with the student's complete file, to the President for further processing – stating the facts of the case, the reasons for rejection of the appeal, and a proposal for the further procedure.

(3) The President shall issue the ruling on the appeal. If the appeal is rejected, the reasons for the rejection shall be stated in the ruling. It shall be accompanied by instructions on the right of appeal.

(4) Students must continue to re-register during pending cases under investigation and must pay the semester fees due for the respective semester.

(5) If the student has been notified of the final failure of a graded course component and this notification is not yet legally definitive, the Examination Board may conditionally grant admittance to further examinations and to the master thesis module until the final outcome of the case.

As a rule, no retake should be granted for the module that has been finally failed. The student must be informed that any

achievements obtained during the pending case will be retroactively revoked if the redress sought by the appeal is not granted. Upon application, the Examination Board may issue written confirmation of achievements obtained during the pending case. Section 7.4 shall apply mutatis mutandis in this regard.

If the appeal is directed against the evaluation of a graded course component not completed in the last attempt, the Examination Board may, upon written application by the student, grant exemption from participation in the corresponding retakes of the examination under dispute. The application must be submitted at the latest by the end of the registration period for the examination in question.

Different time limits may be regulated in the Special Provisions.

# 10 Graduation documents

## 10.1 Degree certificate

### 10.1.1 Graded master's degree certificate

(1) A graded degree certificate will be issued without delay, if possible within four weeks, documenting the successful completion of the master's examination, and containing the grades of all modules that are included in the overall grade calculation. The topic of the master's thesis is stated.

(2) The graded certificate bears the date of the day on which the last examination was taken or the master's thesis was submitted.

(3) The graded degree certificate contains the overall grade. This is calculated pursuant to section 4.5 (6). After the grade in words, the grade as per section 4.5 (7), Table C, is given in brackets.

### 10.1.2 Signature and seal of the faculty

The graded certificate documenting successful completion of the master's examination is signed by the respective Head of the Examination Board and the Dean responsible and bears the seal of the faculty.

## 10.2 Certificate confirming the award of the academic degree

(1) In addition to the graded master's degree certificate, the student receives a degree certificate bearing the date of the graded

degree certificate. This confirms the award of the master's degree in accordance with the accreditation of the degree program and, if applicable, in accordance with the system accreditation of the University.

(2) The certificate confirming the award of the academic degree is signed by the President of the University and the Dean responsible and bears the seal of the University.

## 10.3 Diploma Supplement

The University provides a template for the Diploma Supplement in the currently valid version according to the "Diploma Supplement Model" of the European Union. The contents of the Diploma Supplement specific to the degree program shall be specified in German and English in the Special Provisions. The Diploma Supplement is signed by the Dean and the Head of the Examination Board and is only valid in conjunction with the original graded degree certificate.

See Annex Diploma Supplement.

## 10.4 Transcript of Records

The faculty issues a Transcript of Records in English, which bears the seal of the faculty and is only valid in conjunction with the original graded degree certificate. The Transcript of Records lists all successfully completed modules with their (repeatable) graded course components. In addition, it also includes the credit points awarded, the duration of the module and the grades.

# 11 Language regulations

(1) Courses, graded course components and repeatable graded course components in the compulsory modules catalog may be offered in English if these, together with the relevant course certificates, are also simultaneously, or at least within a period of time corresponding to the curriculum, offered in German. In justified cases, the Special Provisions may stipulate different regulations with regard to courses offered exclusively in English or with regard to other foreign languages.

(2) In required elective courses and elective modules, courses and course certificates can be offered in a foreign language. The respective language of instruction and examination is regulated in the module handbook.

(3) It must always be ensured that, also in the event of retakes, the examination conditions remain uniform and that, even if there is a change in the language of the course, the retakes are offered in the same language as the respective original examination.

(1) Due to the international orientation of the degree program the courses and graded components are only offered in English.

## 12 Cooperative projects

If RheinMain University of Applied Sciences cooperates with other universities, for example by operating a joint degree program or exchanging individual modules, the specific organizational aspects, in particular the curriculum to be completed by the students and the procedure for enrollment and final failure or disenrollment, will be regulated in a special cooperation agreement, without prejudice to the other provisions of the statutes applicable to the degree program.

Insofar as students take course certificates at other universities on the basis of a corresponding cooperation agreement, the respective examination regulations of the other university shall apply. If an examination cannot be retaken at the other university, the degree program at RheinMain University of Applied Sciences is also deemed to have been failed with final effect. Further details are regulated by the respective cooperation agreements and the statutes for the implementation of double degree programs in the degree program International Management (M.A.).

## 13 Discontinuation of degree programs

If a degree program is discontinued, students are given the opportunity to complete their studies within the standard period of study in accordance with Art. 15 HHG. This does not apply if students can reasonably be expected to continue their studies in a comparable degree program at another university in Hesse due to geographical proximity or for other reasons. The Faculty Council shall decide during which period of time courses and examinations will continue to be offered.

## 14 Effective date

These General Provisions for Examination Regulations of Master's Degree Programs of RheinMain University of Applied Sciences in Wiesbaden and Rüsselsheim are effective as of January 24, 2017 with their publication in RheinMain University of Applied Sciences Official Announcements. The faculties' currently valid examination regulations – parts B – (Special Provisions) shall be replaced by examination regulations (Special Provisions) related to these General Provisions for Examination Regulations whenever changes are made, but at the latest at the time of re-accreditation. The General Provisions for Examination Regulations of Master's Degree Programs dated August 20, 2012, in the version published in Official Announcement No. 223 of April 16, 2013 shall continue to apply until new Special Provisions become effective.

For all degree programs subject to an exemption pursuant to Art. 12 (2) clause 2 of the HHG at the time these General Provisions become effective, as well as for degree programs that are in an ongoing accreditation process at the time these General Provisions become effective, the necessary changes resulting from the accreditation process can still be made within the framework of the General Provisions for Examination Regulations of August 20, 2012, in the version published in Official Announcement No. 223 of April 16, 2013.

These special provisions take effect with the publication in the Official Announcements of the RheinMain University of Applied Sciences as of October 1, 2023.

The provisions of these examination regulations shall apply to all students of the master's degree program as of the effective date. For students who commenced their master's degree program before these examination regulations took effect, the transitional regulations published in the annex Transitional Regulations applies as an amendment to the previous examination regulations (AM No. 756).

Wiesbaden, January 24, 2017

Wiesbaden, July 31, 2023

on behalf of the President  
Prof. Dr. Christiane Jost

Prof. Dr. Christiane Jost  
Vice-President of RheinMain University  
of Applied Sciences

Prof. Dr. Till Dannewald  
Dean of the Faculty of Wiesbaden  
Business School

# 15 Annexes

## International Management (M.A.), PO 2023

The modules are sorted according to the study order.

Modules and courses	CP	CH	Suggested semester	Course types	Achievement type	Examination types	fR
<b>Set-up International Activities</b>	13	10	1.		PL	AH u. RPr o. Por u. RPr o. K u. RPr	
Advanced Economic Country Analysis	3	2	1.	SU			
Global Marketing Management	3	3	1.	SU			
International Investments	3	2	1.	SU			
Market Entry Case Study	4	3	1.	SU			
<b>Operate International Activities</b>	9	7	1.		PL	AH u. mP o. mP u. Por o. AH u. K	
Business Simulation	3	2	1.	SU			
Global Supply Chain Management	3	2	1.	SU			
International Accounting and Taxation	3	3	1.	SU			
<b>Master's Thesis</b>	16	1	1. - 2.				
Master's Thesis	15	0	1. - 2.	MA	PL	AH	
Thesis Defense	1	1	1. - 2.	S	PL	FG	
<b>Optimize International Activities</b>	14	10	2.		PL	AH u. RPr o. Por u. RPr o. K u. RPr	
Capital Structure	3	2	2.	SU			
Operational Improvement	4	3	2.	SU			
Optimization Case Study	3	2	2.	SU			
Strategic and Sustainable Transformations	4	3	2.	SU			
<b>Support International Activities</b>	8	6	2.		PL	Por u. RPr o. AH u. RPr o. AH u. Por	
Global Leadership and Cross Cultural Management	5	4	2.	SU			
Managerial Economics for International Markets	3	2	2.	SU			

### Common abbreviations:

**CP:** Credit points according to ECTS, **CH:** Contact hours, **PL:** Graded course component, **SL:** Repeatable graded course component, **MET:** participated with success, ~: dependent of selection,

**fR:** formal requirements ("Ja": look at examination regulations details)

### Course types:

**SU:** Seminaristischer Unterricht, **MA:** Master-Arbeit, **S:** Seminar

### Examination types:

**AH:** Ausarbeitung / Hausarbeit, **FG:** Fachgespräch, **K:** Klausur, **Por:** Portfolioprüfungen, **RPr:** Referat / Präsentation, **mP:** mündliche Prüfung

Diploma Supplement for the degree program  
**Master of Arts in International Management**  
 Contents of the Diploma Supplement specific to the degree program

No.	German	English
2.1	Bezeichnung der Qualifikation <i>Master of Arts (M.A.)</i>	Name of qualification <i>Master of Arts (M.A.)</i>
2.2	Hauptstudienfach oder -fächer <i>International Management</i>	Main field(s) of study <i>International Management</i>
2.4	Einrichtung, die den Studiengang durchgeführt hat <i>Fachbereich Wiesbaden Business School</i>	Institution administering studies <i>Wiesbaden Business School</i>
2.5	Im Unterricht / in den Prüfungen verwendete Sprachen <i>Englisch</i>	Language(s) of instruction / examination <i>English</i>
3.1	Ebene der Qualifikation <i>Niveau 7 DQR/EQR, Stufe 2 HQR</i>	Level of the qualification <i>Level 7 DQR/EQF, Level 2 HQR</i>
3.2	Offizielle Dauer des Studiums (Regelstudienzeit) in Leistungspunkten und / oder Jahren <i>60 Credit-Points, 1 Jahr</i>	Official duration of programme in credits and / or years <i>60 credit-points, 1 year</i>
3.3	Zugangsvoraussetzungen <i>Bachelor-Abschluss im selben oder ähnlichen Bereich</i>	Access requirement(s) <i>Bachelor's degree in the same or comparable field</i>
4.1	Studienform <i>Vollzeit</i>	Mode of study <i>full-time</i>
4.2	<p>Lernergebnisse des Studiengangs  <b>Fachkompetenzen</b></p> <p><b>Funktionsübergreifende und strategische Kompetenz</b></p> <p><i>Die Absolventinnen und Absolventen können komplexe und interdisziplinäre Managementaufgaben mit einer strategischen Perspektive eigenverantwortlich bearbeiten und passende Lösungsansätze selbstständig entwickeln.</i></p> <p><b>Internationale Kompetenz</b></p> <p><i>Die Absolventinnen und Absolventen können Lösungsansätze in einem global agierenden Unternehmen entwickeln. Sie sind in der Lage sowohl die spezifischen Herausforderungen internationaler Tätigkeit als auch die Chancen internationaler Märkte in ihre Entscheidungsfindung einzubeziehen.</i></p> <p><b>Nachhaltigkeit und Digitalisierung</b></p> <p><i>Die Absolventinnen und Absolventen können die Herausforderungen in einer Welt, die sich in nachhaltiger und digitaler Transformation befindet, kritisch einordnen. Sie sind in der Lage, diese sich ständig verändernden Rahmenbedingungen in dynamischen Lösungsansätzen zu berücksichtigen.</i></p> <p><b>Methodenkompetenzen</b></p> <p><b>Wissenschaftliche Arbeitsweise</b></p> <p><i>Die Absolventinnen und Absolventen sind in der Lage ganzheitliche Lösungsansätze für neuartige- oder forschungsorientierte Aufgaben auf Basis neuester Forschungserkenntnisse und nach wissenschaftlichen Prinzipien zu erarbeiten.</i></p>	<p>Programme learning outcomes  <b>Professional competencies</b></p> <p><b>Interdisciplinarity and strategy</b></p> <p><i>Graduates are able to perform complex and interdisciplinary management tasks with a strategic perspective and independently develop appropriate solutions.</i></p> <p><b>International competencies</b></p> <p><i>Graduates are able to develop potential solutions in companies that act globally. They can incorporate both the specific challenges and opportunities of international markets into their decision-making.</i></p> <p><b>Sustainability and digitalization</b></p> <p><i>Graduates are able to critically assess the challenges of a world undergoing sustainable and digital transformation. They can adapt their dynamic solutions to the continuously changing conditions.</i></p> <p><b>Methodological competencies</b></p> <p><b>Scientific research and writing</b></p> <p><i>Graduates are able to provide comprehensive approaches to novel or research-oriented tasks based on the most recent research findings and applying scientific methods.</i></p>

	<p><b>Fähigkeit zu komplexen Analysen und Kommunikation</b></p> <p>Die Absolventinnen und Absolventen sind in der Lage relevante Datenquellen zu identifizieren, für komplexe Datenanalysen die richtige Methode auszuwählen, die Ergebnisse vollumfänglich zu verstehen und die richtigen Schlussfolgerungen für ihre Entscheidungen abzuleiten.</p> <p><b>Verhandlungssicheres Wirtschaftsendgisch</b></p> <p>Die Absolventinnen und Absolventen können komplexe Sachverhalte unter Verwendung der korrekten Fachbegriffe sicher auf Englisch kommunizieren, Konfliktsituationen mit sicherem Englisch meistern und ihre Arbeitsergebnisse in verhandlungssicherem Englisch präsentieren.</p> <p><b>Sozialkompetenzen</b></p> <p><b>Interkulturelle Kompetenz</b></p> <p>Die Absolventinnen und Absolventen können unterschiedliche internationale Diskussionskulturen, Perspektiven und spezifische Fachkommunikationen reflektieren und analysieren, Konfliktpotenziale ableiten und diese moderieren.</p> <p><b>Teamentwicklung &amp; Kommunikation</b></p> <p>Die Absolventinnen und Absolventen können in interdisziplinären und interkulturellen Teams komplexe Aufgabenstellungen und Projekte verantwortlich und unter Reflexion der Gruppendynamik und der eigenen Führungspersönlichkeit wertschätzend leiten und die Arbeitsergebnisse vertreten.</p> <p><b>Präsentation</b></p> <p>Die Absolventinnen und Absolventen können komplexe Sachverhalte und Fachthemen zielgruppenorientiert und unter Beachtung der Interdisziplinarität sowie interkultureller Aspekte situationsgerecht weiterentwickeln, darstellen und verhandlungssicher präsentieren.</p> <p><b>Selbstkompetenzen</b></p> <p><b>Verantwortungsvolles Handeln</b></p> <p>Die Absolventinnen und Absolventen entwickeln ein Bewusstsein für verantwortungsvolles Handeln und sind in der Lage ihr eigenes Verhalten vor diesem Hintergrund zu reflektieren sowie die Folgen ihrer Entscheidungen diesbezüglich einzuschätzen.</p> <p><b>Zeit- und Selbstmanagement</b></p> <p>Die Absolventinnen und Absolventen sind in der Lage, sich selbst Ziele zu setzen, die wichtigsten Techniken des Arbeits- und Zeitmanagements anzuwenden und das eigene (Arbeits-)verhalten kritisch zu reflektieren.</p> <p><b>Eigeninitiative und Kreativität</b></p> <p>Die Absolventinnen und Absolventen entwickeln in den ihnen übertragenen Aufgaben ein hohes Maß an Eigeninitiative und sind in der Lage komplexe Fragestellungen kreativ zu lösen.</p>	<p><b>Complex analysis and communication</b></p> <p>Graduates are able to determine relevant data sources, select the appropriate data analysis method, fully understand the results and draw correct conclusion from them for their decisions.</p> <p><b>English proficiency</b></p> <p>Graduates have excellent command of the English language, including proper business terms; they are able to confidently resolve conflicts and present their results in fluent English.</p> <p><b>Social competencies</b></p> <p><b>Intercultural competencies</b></p> <p>Graduates can reflect and reconcile differing international debate cultures, perspectives and specific specialist communication, recognize potential for conflicts and facilitate communication.</p> <p><b>Team development and communication</b></p> <p>Graduates are able to lead interdisciplinary and intercultural teams in projects and tasks in a responsible manner, taking into account the group dynamics and their own leadership personality, and advocate the results.</p> <p><b>Presentation</b></p> <p>Graduates are able to describe, develop and present complex issues and specialist topics situationally and to identify and resolve in a way that addresses the target group and considers interdisciplinary and intercultural aspects.</p> <p><b>Personal competencies</b></p> <p><b>Responsible conduct</b></p> <p>Graduates have an understanding of responsible conduct and use it as a basis to reflect their own behavior and consider the consequences of their decisions.</p> <p><b>Time management and self-management</b></p> <p>Graduates are able to set their own goals, apply the most important time management techniques and critically reflect on their own (work) behavior.</p> <p><b>Initiative and creativity</b></p> <p>Given a task, graduates take initiative and find creative solutions for complex issues.</p>
4.3	Einzelheiten zum Studiengang Siehe Transcript of Records und Master-Zeugnis für die Bewertung und das Thema der Abschlussarbeit	Programme details See Transcript of Records and Master's certificate for individual results and topic of thesis
5.1	Zugang zu weiterführenden Studien Qualifiziert zur Promotion, sofern ein Nachweis von insgesamt 300 CP aus dem Bachelor- und dem Masterstudium erbracht wird	Access to further study Qualifies for admission to PhD-programmes provided documentation of a total of 300 credit points from the Bachelor's and Master's degree programmes is submitted

5.2	Zugang zu reglementierten Berufen -	Access to a regulated profession -
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Table A: Evaluation of (repeatable) graded course components

Grade	Grade in words	Definition
1.0 1.3	very good	an outstanding achievement
1.7 2.0 2.3	good	an achievement that significantly exceeds the average requirements
2.7 3.0 3.3	satisfactory	an achievement that satisfies average requirements
3.7 4.0	sufficient	an achievement that, despite its deficiencies, still satisfies the requirements
5.0	fail	an achievement that no longer satisfies the requirements due to considerable deficiencies

Table B: Calculation of the grade of a (repeatable) graded course component by several examiners in the event of different evaluation results

Arithmetic mean	Grade		
1.0	1.0	very good	an outstanding achievement
1.1	1.0		
1.2	1.3		
1.3	1.3		
1.4	1.3		
1.5	1.3		
1.6	1.7	good	an achievement that significantly exceeds the average requirements
1.7	1.7		
1.8	1.7		
1.9	2.0		
2.0	2.0		
2.1	2.0		
2.2	2.3		
2.3	2.3		
2.4	2.3		
2.5	2.3		
2.6	2.7	satisfactory	an achievement that satisfies average requirements
2.7	2.7		
2.8	2.7		
2.9	3.0		
3.0	3.0		
3.1	3.0		
3.2	3.3		
3.3	3.3		
3.4	3.3		
3.5	3.3		
3.6	3.7	sufficient	an achievement that, despite its deficiencies, still satisfies the requirements
3.7	3.7		
3.8	3.7		
3.9	4.0		
4.0	4.0		
4.1	5.0	fail	an achievement that no longer satisfies the requirements due to considerable deficiencies
4.2	5.0		
4.3	5.0		
4.4	5.0		
4.5	5.0		
4.6	5.0		
4.7	5.0		
4.8	5.0		
4.9	5.0		
5.0	5.0		

Table C: Module grades and overall grades

Grade	Grade in words	Definition
1.0 1.1 1.2 1.3 1.4 1.5	very good	an outstanding achievement
1.6 1.7 1.8 1.9 2.0 2.1 2.2 2.3 2.4 2.5	gut	an achievement that significantly exceeds the average requirements
2.6 2.7 2.8 2.9 3.0 3.1 3.2 3.3 3.4 3.5	satisfactory	an achievement that satisfies average requirements
3.6 3.7 3.8 3.9 4.0	sufficient	an achievement that, despite its deficiencies, still satisfies the requirements