

Witten/Herdecke University

STUDY AND EXAMINATION REGULATIONS

**Strategy & Organization**

MASTER OF SCIENCE

Faculty of Management and Economics

As at 28 November 2017

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The original German version is legally binding.**

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## PART I: General provisions

### § 1 Objective and purpose

- (1) The degree programme in “Strategy & Organization” concluding with the Master of Science conveys competences that enable graduates to assume responsibility in social and professional life. With due regard to the requirements and changes in the professional field, the programme conveys subject expertise, skills and methods from the fields of economics, as well as the key qualifications required for academic work and communication, critical analysis of scientific findings and responsible professional performance. By focussing on strategy and organization, students acquire a comprehensive understanding of entrepreneurial processes, as well as a holistic perspective on enterprises. Acquisition of subject-related knowledge and personal growth are considered as of equal importance.
- (2) The Faculty of Management and Economics encourages students to make full use of the scope of academic freedom offered at Witten/Herdecke University and to assume responsibility for their own curricular organisation. Faculty members undertake to follow the Principles of Responsible Management Education.
- (3) The Master examination concludes the vocational qualification acquired with the Master programme in Strategy & Organization at the Faculty of Management and Economics.
- (4) Studium fundamentale is an integral part of all full-time degree programmes at Witten/Herdecke University. In the context of these Study and Examination Regulations, students are free to choose from courses and tutorials in the fields of reflective, communicative and artistic-creative competence. In seminars and tutorials they get theoretical and practical insights into disciplines and areas outside their chosen discipline. In this manner they learn about academic, communicative and artistic procedures, methods and ways of thought and conduct that place subject-specific studies in a wider context and support individual growth.

### § 2 Academic degree

The Faculty of Management and Economics at Witten/Herdecke University awards the academic degree of a Master of Science (M.Sc.) to candidates who have completed all examinations required in the “Strategy & Organization” Master programme.

### § 3 General admission requirements

- (1) Only those applicants may register for the programme who
  - a) either have acquired a Bachelor of Science (B.Sc.) in Economics, Business, Management or closely related disciplines qualifying for entry to a profession, with a minimum of 180 credits (ECTS) or a standard period of study of at least six semesters;
  - b) or have acquired a Bachelor of Arts (B.A.) in Economics, Business, Management or closely related disciplines qualifying for entry to a profession, with a minimum of 180 credits (ECTS) and a standard period of study of at least six semesters, as well as 30 credits (ECTS) in methodology (in particular: mathematics, statistics, law, quantitative/qualitative methods, microeconomics and macroeconomics);
  - c) or have acquired a Bachelor's degree with a minimum of 90 credits (ECTS) in Economics, Business, Management or closely related disciplines, including 30 credits (ECTS) in methodology (in particular: mathematics, statistics, law, quantitative/qualitative methods, microeconomics and macroeconomics);
  - d) and in addition provide proof of a sound command of English; and
  - e) have been offered a place in the programme based on admission procedures currently applicable in the Faculty of Management and Economics.
- (2) The Bachelor programme "Philosophy, Politics and Economics (B.A.)" at Witten/Herdecke University is regarded as Bachelor's degree in the meaning of subsection 1 (c).
- (3) In exceptional cases the Faculty may permit applicants to start their studies prior to completing admission requirements in accordance with subsection 1. Registration expires if proof of compliance with the admission requirements is not provided within six months after the date of registration.
- (4) The same regulations apply to German nationals and to nationals of the EU or EAA member states. They also apply to foreign applicants with a higher education entrance qualification acquired in Germany or at a German school abroad (foreign students with a German education). The Lisbon Convention applies (convention on recognition of qualifications concerning higher education in the European region, 16 May 2007/pursuant to agreement of 11 April 1997).
- (5) Candidates who have definitely failed an examination required according to the examination regulations for a Master programme in Economics, Business or Management or for a Master programme at an Economics, Business or Management Faculty of a university within the area where the German Basic Law applies cannot be admitted to this Master programme.

#### **§ 4 Admission procedures**

- (1) Places on the programme are allocated on the basis of admission procedures which comprise a pre-admission and an admission seminar.
- (2) The examination board at the Faculty of Management and Economics, Witten/Herdecke University, sets up the formal details and standards for the conduct of the admission procedures, as well as guidelines for the admission committee, to be applied in their currently valid version. Standards and guidelines are approved by the Faculty Council. Admission requirements in the currently valid version are attached to these regulations.
- (3) The Vice Dean for Teaching at the Faculty of Management and Economics, Witten/Herdecke University, appoints the members of the admission committee for the admission seminars and assigns them to the respective seminar.
- (4) The members of the admission committee decide independently and in accordance with the principle of discretionary decision whether they allocate a place to study.
- (5) The admission committee may determine that an allocated place must be taken within a stipulated period or otherwise will expire. The committee may allocate a place subject to conditions. These conditions must be met either prior to registration or in the course of studies within a reasonable period of time.

#### **§ 5 Admission**

Applicants are admitted to this degree programme via successful registration.

## PART II: Curricular organisation

### § 6 Start of studies

As a rule, the degree programme starts in the winter semester.

### § 7 Language of instruction

In this programme at the Faculty of Management and Economics, Witten/Herdecke University, English is in general the language of instruction in the compulsory modules, while English and German are the languages of instruction in the elective modules.

### § 8 Course guidance

The Faculty of Management and Economics undertakes to create the conditions required for a smooth progress of studies and for this purpose provides appropriate support to students in the organisation of their studies. Examples of such support are a mentoring system for the entire duration of programmes, and general course guidance provided by the student dean's office and in the form of subject-specific individual student consultation.

### § 9 Standard period of studies and workload

- (1) The standard period of studies for the Master in Strategy & Organization (120 ECTS credits) is four semesters.
- (2) The Master programme in Strategy & Organization comprises a total of 120 ECTS credits. Courses must be organised in such a way that it is possible to complete the programme in two years (standard period of studies) with an average workload of 900 hours per semester, i.e. 3,600 hours for the entire duration of four semesters. The Master programme comprises compulsory modules covering a total of 45 credits, compulsory elective modules with 50 credits and elective modules with 25 credits.

### § 10 Modules

- (1) Modules are independent teaching and learning units that are complete in themselves both time- and content-wise, cover testable areas of knowledge and carry a defined number of credits. In general, all parts of a module are offered within one semester. Modules conclude with an exam.
- (2) The Faculty of Management and Economics at Witten/Herdecke University provides a module manual for this degree programme. The module manual in the currently valid version forms part of the Study and Examination Regulations. It covers content, objectives and scope of all modules and contains details of teaching and learning formats as well as admission requirements.
- (3) Credits from the modules listed below must be accumulated for the Master examination (credits in brackets):

Compulsory modules (45):

- Witten Master Kick-Off Project (5)
- Basic modules: Strategy and Organization (10)
- Master Thesis (30)

Compulsory elective modules (50):

- Module group: Methodology (15)
- Module group: Studium fundamentale (15)
- Module group: “Strategy” (10)
- Module group: “Organization” (10)

Elective modules (25):

- Groups of elective modules according to module manual

- (4) In general, students are free in choice of elective modules from the currently valid module manual.

### **§ 11 Specialisations**

- (1) A specialisation (Major) may be obtained in the course of the programme as an option either in the field of Strategy or Organization. Specialisations comprise thematically related modules and are clearly specified by the module manual.
- (2) Successful completion of a specialisation in Strategy or Organization requires a minimum of 25 credits acquired from the pertinent compulsory elective and elective module groups.
- (3) After successful completion of a specialisation, students receive a certificate upon request. The certificate indicates the modules completed and grades acquired.
- (4) The Faculty Council is authorised to introduce additional specialisations (Majors). It is also authorised to modify or discontinue specialisations introduced in addition to Strategy and Organization. The module manual clearly specifies the currently offered specialisations. If a specialisation is modified or discontinued, affected students must be given the opportunity to complete the specialisation in its original version within a reasonable period of time, as a rule two years.

## PART III: Examination board and examiners

### § 12 Examination board

- (1) The Faculty of Management and Economics forms a joint examination board for all full-time degree programmes offered at the Faculty. This body is in charge of all matters related to these Study and Examination Regulations.
- (2) The examination board has five members: the Vice Dean for Teaching, two elected professors, one research assistant and one student.
- (3) The Faculty Council elects the members of the examination board. Members are elected for two years and may be re-elected. The examination board elects a chairperson from among its members.
- (4) The examination board passes bylaws, to be approved by the Faculty Council. It has a quorum if at least three members are present and professors have the majority vote among the members present. Decisions are taken with a simple majority. In case of a tie vote, the majority of professors shall be decisive; in case of a tie vote among professors, the chairperson shall have the decisive vote.
- (5) The student member of the examination board has no voting rights in the assessment, recognition or crediting of the study and examination performance of fellow students, as well as in the appointment of examiners. In matters stipulated in sentence 1, the student member may be excluded from consultation and participation if the student in question has objected to the participation of the student representative. Student representatives must be excluded from the discussion of and decision on examination assignments.
- (6) The examination board ensures adherence to the Study and Examination Regulations and correct organisation and implementation of examinations. The board is in particular responsible for the ascertainment and registration of module grades, the grade for the Master Thesis and the final grade, and thereby the final examination result. Examiners' autonomous decisions remain unaffected.
- (7) Members of the examination board are entitled to be present at examinations in justified individual cases.
- (8) The chairperson convenes the examination board for regular meetings at least twice per semester. The chairperson arranges for proper documentation of all decisions, and for minutes to be taken. The Dean receives a copy of the minutes.
- (9) Meetings are not open to the public. The chairperson obliges the members of the examination board, their appointed proxies and the examiners to maintain confidentiality. The chairperson announces decisions or consultation results. Decisions and announcements must be filed.



- (10) The examination board may delegate the handling of standard cases to the chairperson. The chairperson shall decide on urgent cases. Urgency decisions must be confirmed by the examination board.
- (11) The chairperson reports to the Faculty Council on a regular basis once per year. The examination board makes suggestions for a review of examination regulations, the module manual and course schedules, and presents statistics on module grades and final grades.

### **§ 13 Examiners and assessors**

- (1) The examination board appoints examiners and assessors. It may delegate their appointment to the chairperson.
- (2) University lecturers and experts from professional training and practice – as far as required or pertinent for the purposes of the examination – are authorised to hold university examinations. Persons assessing examination performance must hold at least the qualification to be determined in this examination, or an equivalent qualification.
- (3) Full-time professors of Witten/Herdecke University and holders of postdoctoral lecturing qualifications may be appointed as examiners if they meet the requirements stipulated in subsection 2. Extraordinary professors, honorary professors, visiting professors, research assistants and external contract lecturers may be appointed as examiners for the courses they give.
- (4) As a rule, individuals mentioned in subsections 2 and 3 automatically qualify as examiners on the basis of their employment by Witten/Herdecke University. The examination board may appoint other persons as examiners in justifiable individual instances. The same applies to persons mentioned in subsection 3 for examinations referring to other than their own courses.

Individuals appointed as assessors for oral examinations must be qualified experts. Appointment by the examination board serves as confirmation of the required expertise.

- (5) Examiners are independent in their examination-related activities.

## PART IV: Examination formats and modalities

### § 14 Examination system

- (1) The Master programme is based on the European Credit Transfer System (ECTS) and is ECTS compatible.
- (2) One credit in the meaning of these Examination Regulations corresponds to one ECTS credit. Credits are awarded if the candidate passes a graded examination concluding a module, or concludes the Master Thesis with a grade of “sufficient” (4.0) or better. In addition, credit points are awarded if the candidate passes ungraded modules (“pass”). One credit corresponds to an average workload of 30 hours.
- (3) The examination office keeps a record of credits for each candidate admitted to the Strategy & Organization Master programme. Organisational circumstances permitting, candidates may request to check their personal credits via the campus online system and ask for a print-out any time.

### § 15 Examinations

- (1) Only students registered at Witten/Herdecke University for the Strategy & Organization programme, or entitled on the basis of other UW/H study and examination regulations, may be permitted to the pertinent examinations.
- (2) Each module concludes with an examination.
- (3) The examiner informs students of the examination modalities in good time before the registration period for the course ends.
- (4) Examiners may subject students’ participation in examinations to providing further course work in the context of the module. This further course work may comprise reports, presentations, exercises, mock examinations, or the like.
- (5) Examiners award grades for module examinations. The respective lecturers of the module act as examiners. In justifiable individual instances, the examination board may appoint other examiners instead.
- (6) The last possible repeat examinations of compulsory modules are held by two university teachers. The first examiner has to be a university teacher employed by Witten/Herdecke University.
- (7) The Master examination comprises module examinations for compulsory modules, compulsory elective modules, elective modules and the Master Thesis.
- (8) Students are to be informed of their grades within eight weeks after the respective module examination. Announcement via the campus online system is sufficient.

- (9) All module examinations are taken in the course of studies.
- (10) Examinations must take place shortly after the conclusion of the course and in the same semester as the course.
- (11) Each module examination is offered at least once per year.

### **§ 16 Examination formats**

- (1) The following examination formats are used in the degree programme:
  - a) Written examination formats (e.g., written examination, seminar paper, written elaboration; see subsections 2, 3 and 4)
  - b) Oral examination formats (e.g., oral examination, presentation, report; see subsections 5, 6 and 7).
- (2) In written examinations, candidates are expected to demonstrate their ability to elaborate on an assignment within a given time frame and with given technical aids and, employing the methods pertaining to the subject in question, find possible solutions. Duration: from 60 minutes (minimum) to 180 minutes (maximum).
- (3) In a written elaboration or seminar paper, candidates are expected to demonstrate their ability to elaborate on a given topic from a subject matter they are acquainted with within a given time frame.
- (4) The scope of a written elaboration or seminar paper depends on the number of credits to be acquired. In general, the written elaboration or seminar paper shall comprise three pages (4,500 characters) for each credit to be acquired.
- (5) In oral examination formats, candidates are expected to demonstrate that they have a grasp of the subject matter and can locate specific questions into context. This examination also serves to determine a candidate's basis of subject knowledge. Listeners are permitted, provided none of the candidates objects. Oral examinations are carried out as individual or group examinations with up to three candidates.
- (6) Oral examination formats have a duration of between 30 (minimum) and 60 (maximum) minutes per candidate. The main topics and the result of the examination are recorded in the form of minutes. Candidates are to be notified of examination results subsequent to the examination.
- (7) In order to ensure the traceability of oral examination formats, oral examinations always have to be held by several examiners or by one examiner in the presence of a knowledgeable assessor.
- (8) Each oral examination is recorded in the form of minutes, signed by all examiners or the examiner and assessor and filed in the examinations office.

- (9) A combination of examination formats is permissible. Length and duration have to be considered adequately.

### **§ 17 Examination registration and cancellation**

- (1) The examination board decides on details governing registration for and cancellation of examinations. The respectively valid procedure is announced via notice board and on the Internet. Registration and cancellation deadlines for examinations are specified by the examination board and announced via the campus online system.
- (2) Students may cancel examinations no later than 24 hours before the examination starts.

### **§ 18 Nonappearance, deception**

- (1) An examination counts as failed, i.e. “unsatisfactory” (5.0), if a candidate fails to appear for an examination without a valid reason or, after commencing the examination, does not conclude it without a valid reason. The same applies if a written examination is not concluded within the stipulated time.
- (2) If a candidate is unable to attend a module examination due to acute illness or due to the acute illness of a family member the candidate is caring for, or the candidate has to break off the examination for these reasons, the reasons given for nonappearance must be indicated and substantiated to the examination board in writing and without delay. A medical certificate must be submitted. If there is any other valid reason outside the candidate’s control, the candidate has to notify the examination board likewise without delay and to provide proof thereof.
- (3) The examination board shall decide on acceptance or rejection of reasons promptly, at the latest within one month after submission of same in writing. A candidate will be informed of rejection in writing. In case the reasons put forward by the candidate are accepted, the registration for the module examination shall be deemed not to have taken place.
- (4) If candidates try to influence their performance by deception, i.e. the use of inadmissible means, or violation of the rules of good scientific practice, the supervisor has to record the attempt at deception, collect the inadmissible means after completion of the examination and hand them over to the examiner or student dean office. If candidates commit an administrative offence, e.g. by making noise, the supervisor may exclude candidates from attendance. In these cases the examination performance is rated as “unsatisfactory/fail” (5.0). The respective examiner or supervisor identifies and records the administrative offence.
- (5) If a module examination comprises several submodule examinations and the act of deception as defined in subsection 4 occurs in a submodule examination, then the entire module examination is rated as “unsatisfactory/fail” (5.0). The candidate may request that the examination board revises decisions as defined in

subsection 4, sentences 1 and 2. For this purpose, the candidate must submit reasons in writing to the examination office within seven working days after the decision has been taken. The examination board decides on the request within a period of six weeks and notifies the candidate of the decision without delay.

### **§ 19 Repeat examination**

- (1) If the grade achieved in a module examination is less than “sufficient” (4.0), the candidate may
  - a) repeat the examination once, or
  - b) request a second repeat examination for compulsory modules – except for the Master Thesis.
  - c) If the candidate does not pass the second repeat examination for the compulsory module, or this examination is not rated as passed, he or she may apply to the examination board for a supplementary oral examination for which the board will appoint two examiners. The candidate will receive no better grade than 4.0 (“sufficient”) for a successfully passed supplementary oral examination.
- (2) If a candidate deregisters in case of subsection 1 (c) no later than one day before the scheduled oral examination date, the application for the oral supplementary examination date is also deemed as cancelled on time.

### **§ 20 Transfer of credits, admission to advanced semesters**

- (1) Credits for study periods, course work and examinations from an identical degree programme at other universities within the area in which the German Basic Law applies are transferred ex officio without verification of equivalence. Credits from other degree programmes are transferred ex officio after verification of equivalence pursuant to § 20 (2).
- (2) Credits for study periods, course work and examinations from universities outside the above-mentioned area are transferred upon request, provided equivalence can be demonstrated. The same applies to credits acquired in a different degree programme in the above-mentioned area. Equivalence must be confirmed if study periods, course work and examinations are essentially consistent with the corresponding programme at the admitting university as to content, scope and requirements. Equivalence agreements approved by the Standing Conference of the Ministers of Education and Cultural Affairs and the German Rectors’ Conference on the basis of the Lisbon Convention as well as partnership agreements between universities are to be taken into account in the equivalence verification of credits acquired outside Germany. In case of doubt, equivalence may be checked with the Central Office for Foreign Education (Zentralstelle für ausländisches Bildungswesen).

- (3) Candidates transferring from other universities to Witten/Herdecke University and to a different degree programme, or transferring from other universities to an identical degree programme, have to apply for the transfer of credits before registration and placement. Candidates can only be placed after credits have been transferred. Candidates are placed in the appropriate subject-specific semester if their records show 30 credits per semester after transfer of the recognised credits.
- (4) The examination board decides on transfer of credits and is obliged to consult experts prior to confirming equivalence.
- (5) In case of transfer of credits from universities within and outside the area in which the German Basic Law applies, grades awarded in a comparable grading system are to be transferred, or converted where applicable, and integrated within the final grade. Grades are converted according to the “Modified Bavarian Formula”. Credits acquired in a disparate grading system or other academic achievements acquired abroad are to be recorded as “successfully passed”, and transfer of these credits is to be indicated in the certificate.
- (6) Students who meet requirements from subsections 1 to 4 are legally entitled to a transfer of credits; an examination result can be credited only once to the Master of Science governed by these Examination Regulations. Students must present documentation required for transfer of credits, specifically of course content and examination requirements, number of attempted tests, and results. The examination board shall decide on transfer of credits within six weeks upon receipt of all required documents.

### **§ 21 Master Thesis**

- (1) In the Master Thesis candidates are expected to demonstrate their ability to solve a scientific problem from their specific field of study autonomously by applying scientific methods within a given time frame.
- (2) Upon a candidate’s request the examination board assigns an examiner (supervisor) to this candidate in good time. Candidates may make suggestions for a Master Thesis topic. If an examiner from among the persons mentioned in § 13 (3), sentence 1, agrees to supervise the Master Thesis, the examination board shall assign this topic and this supervisor to the candidate in question.
- (3) Master Theses must be registered with the examinations office, and the date noted. Prior to registration, candidates must complete all compulsory modules – except for the Master Thesis – and acquire 60 credits in total.
- (4) In general, the scope of the Master Thesis shall comprise 75 pages.
- (5) The time frame for the Master Thesis is 25 weeks. The examination board may extend the period twice (maximum) by up to four weeks in justified individual cases, upon a candidate’s request and with the examiner’s consent. The earliest possible date for submission of the Master Thesis is ten weeks after registration.

- (6) Upon submission of the Master Thesis, candidates must confirm in writing that they have compiled the thesis autonomously and not used other than the indicated sources or aids. The thesis must not have been submitted in part or in total in the context of another examination.
- (7) The Master Thesis must be submitted to the examination office in three bound copies plus an electronic version on a suitable data medium such as CD or DVD within the time allowed (date of postmark for submission by mail). The date of submission must be placed on record. A Master Thesis not submitted on time is rated as “fail”.
- (8) The Master Thesis shall be assessed by the supervisor and a second examiner within 10 weeks. Research assistants holding at least a Master’s degree may be appointed as second examiners. The first examiner has to be a university teacher employed by Witten/Herdecke University.
- (9) If a Master Thesis is graded or rated as “fail”, the candidate may repeat it once. Further repetitions are not permitted. A repetition must be registered in the semester following the announcement at the latest.
- (10) Academic achievement not acquired at Witten/Herdecke University cannot be acknowledged as Master Thesis.

## **§ 22 Grading of examination performance, calculation of grades**

- (1) Examiners award grades for examination performance. The following grades are applicable:

- 1 = very good, i.e. an excellent performance;
- 2 = good, i.e. a performance considerably above average requirements;
- 3 = satisfactory, i.e. a performance meeting average requirements;
- 4 = sufficient, i.e. a performance still meeting requirements despite some shortcomings;
- 5 = unsatisfactory, i.e. a performance not meeting requirements due to considerable shortcomings.

Further differentiation is permitted by adding 0.3 to, or subtracting 0.3 from, the grades “very good” to “sufficient”. The following grades are not permitted: 0.7; 4.3; 4.7; 5.3.

- (2) The final grade for the Master examination is calculated from the weighted average of successfully passed modules and the Master Thesis. Their weight is determined by the ratio of credits assigned.

In averaging grades, only the first decimal is of relevance, all further digits are dropped without rounding.

The final grade as the weighted average of all grades is:

- for an average of up to 1.5 = very good;
- for an average between 1.6 and 2.5 = good;
- for an average between 2.6 and 3.5 = satisfactory;
- for an average between 3.6 and 4.0 = sufficient/pass;
- for an average between 4.1 and 5.0 = unsatisfactory/fail.

### **§ 23 Access to examination records, right to object**

- (1) After individual examinations, students may request access to their written examination records (seminar papers, written examinations and minutes of oral examinations). The request must be submitted in writing to the examiner within one month of the announcement of the examination result.
- (2) Students may object to the examination decision by submitting a written justification within one month of accessing the examination records. The objection has to be addressed to the examination board of the Faculty of Management and Economics.

### **§ 24 Compensation for disadvantaged (disabled and chronically ill) candidates**

- (1) If candidates furnish evidence in the form of a medical certificate that, due to chronic illness or disability within the meaning of § 2 (1) German Social Code IX, they are unable to render examination performance in part or in total in the stipulated form or within the deadlines stipulated herein, the chairperson of the examination board or his/her representative permits to extend the deadlines relevant for examinations or to perform an equivalent examination in an appropriate form. The same applies to the accumulation of credits.
- (2) Students may be requested to supply proof of a chronic disease or disability, e.g. in the form of a medical certificate or a disability card, if available.

### **§ 25 Protective regulations**

- (1) Candidates must inform the examination board in writing and well in advance of circumstances that may request protection under the Maternity Protection Act (Mutterschutzgesetz), Federal Parental Benefit and Parental Leave Act (Bundeselterngeld- und Elternzeitgesetz) or Caregiver Leave Act (Pflegezeitgesetz). The examination board will decide on appropriate steps.
- (2) The examination board may decide on compensation measures for foreign students upon request.



## PART V: Completion of degree programme

### § 26 Master Examination

- (1) A candidate has successfully passed the Master examination with 120 acquired credits from compulsory modules, compulsory elective modules, elective modules and the Master module.
- (2) A candidate has finally failed the Master examination as soon as
  - a) the module examination for a compulsory module has been graded as below “sufficient” (4.0) three times, and a requested supplementary oral examination has been rated as “fail”, or
  - b) the Master module has been graded or rated as below “sufficient” (4.0) for the second time.
- (3) The chairperson of the examination board will inform candidates in writing who have definitely failed the Master examination.
- (4) Candidates who have definitely failed the Master examination may request a confirmation of those parts of the examination that have been successfully passed.

### § 27 Master Grade Sheet, Certificate and Diploma Supplement

- (1) Candidates who have successfully passed the Master examination receive a Master Grade Sheet.
- (2) The grade sheet contains a list of modules for which credits have been acquired, including the respective grades and the final grade for the Master examination. The grade sheet also gives the topic of, and the grade awarded for, the Master Thesis.
- (3) The grade sheet is issued with the date of the last examination and signed by the chairperson of the examination board.
- (4) The grade sheet is accompanied by a Diploma Supplement.
- (5) Graduates receive, in addition to the grade sheet, the Master Certificate with the date of the grade sheet as the official document confirming the award of the Master's degree in accordance with § 2.
- (6) The Master Certificate carries the signatures of the Dean of the Faculty of Management and Economics and the chairperson of the examination board, as well as the seal of Witten/Herdecke University.
- (7) In addition, candidates receive a Master Certificate and a Master Grade Sheet in English, with details as stipulated in subsection 2.

- (8) The English translation of the Master Grade Sheet and Master Certificate states international grades as well as German national grades pursuant to § 22 as follows:

<b>Grade (international)</b>	<b>Grade (national)</b>
Very Good	1.0 – 1.5
Good	1.6 – 2.5
Satisfactory	2.6 – 3.5
Sufficient	3.6 – 4.0
Fail	4.1 or worse

Legally not binding translation

## PART VI: Final provisions

### **§ 28 Invalid Master examination and withdrawal of Master's degree**

- (1) If a candidate's fraudulent conduct during examination becomes known only after issuance of the grade sheet, the examination board may correct the assessment of the corresponding examination with retrospective effect and declare all or part of the examination failed.
- (2) If admission requirements for an examination were not met without the candidate intending to cheat, and this fact becomes known only after issuance of the grade sheet, the passed examination will remedy this shortcoming. If a candidate has gained admission by intentionally deceitful means, the examination board will decide on legal consequences.
- (3) The candidate in question will be heard prior to any decision.
- (4) The incorrect grade sheet is to be revoked and a revised grade sheet to be issued where applicable. The deadline for decisions according to subsections 1 and 2, sentence 2, is five years after the issuing date of the grade sheet. The same applies in case of a successfully passed Master examination.
- (5) If the Master examination in total has been declared as not passed, the Master's degree must be withdrawn and the Master Certificate revoked. The examination board will decide on withdrawal.

### **§ 29 Access to examination records**

Candidates may request access to examination records, i.e. their own written tests pursuant to PART V, as well as examiners' comments and minutes, up to one year after conclusion of the examination procedures. The chairperson of the examination board determines the date and place of such access or may authorise the examiners to do so.

### **§ 30 Entry into force**

- (1) These Examination Regulations for the Master programme “Strategy & Organization (M.Sc.)” at the Faculty of Management and Economics, Witten/Herdecke University, enter into force on 1 October 2018.
- (2) Passed by the Faculty Council of the Faculty of Management and Economics on 24 October 2017. Issued on the basis of the Senate’s decision dated 7 November 2017.
- (3) With these Study and Examination Regulations entering into force, the examination regulations of the expiring Master programme “Management (M.A.)” of the Faculty of Management and Economics, Witten/Herdecke University, of 6 July 2011 will cease to have effect. Students registered for the Master of Arts in Management programme at Witten/Herdecke University in the summer semester of 2018 may graduate according to the examination regulations of 23 April 2013 up to and including 30 September 2022.
- (4) Students may irrevocably state to the examination board in writing that they intend to change over to these Study and Examination Regulations.

Witten, July 02, 2018

The President, Witten/Herdecke University

**Translated into English in July 2018.**

**The original German version is legally binding.**