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**Examination Regulations
for the Degree Programme International Business and Economics (Bachelor of Arts)
at the Faculty of Business and Economics at the Schmalkalden University of Applied
Sciences**

**from 15 August 2014,
last amended on 5 January 2022**

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**§ 1
Scope of application**

These Examination Regulations in accordance with § 49 ThürHG apply to the International Business and Economics degree programme leading to the degree "Bachelor of Arts (B.A.)" at the Faculty of Business and Economics at the Schmalkalden University of Applied Sciences.

**§ 2
Standard period of study and scope of performance**

- (1) The standard period of study is six semesters, one of which must be spent at a foreign partner university.
 - (2) Periods of leave of absence in accordance with § 8 of the Enrolment Regulations of the Schmalkalden University of Applied Sciences are not taken into account when calculating the standard period of study, nor are periods of maternity leave, parental leave and care leave.
 - (3) 180 ECTS credit points must be earned.
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§ 2a

Protection periods under the Maternity Protection Act, parental leave and care leave

The claim of the protection periods under the Maternity Protection Act, the claim of parental leave under the Parental Allowance and Parental Leave Act and the claim of care leave under the Care Leave Act are permitted by the Examination Board upon application. The necessary evidence must be enclosed with the application.

§ 3

Examination structure

- (1) The Bachelor's examination consists of examinations and the Bachelor's thesis.
- (2) Examination performances are taken during the course of study.
- (3) Examination performances are individual specific examination procedures (written examinations). An examination performance is assessed and graded in accordance with § 6 (1). In elective courses, up to one third of the grade for an examination performance may depend on coursework; further details are specified in the module description.
- (4) The topic of the Bachelor's thesis may only be issued (§ 16 (3)) if a preliminary examination performance has been passed. This is a graded seminar paper with a four-week completion period. It is completed in connection with an elective course. For the purposes of grading, a preliminary examination performance is treated as an examination performance (§ 6).

§ 4

Admission requirements

Only students who are enrolled in the International Business and Economics (Bachelor of Arts) degree programme and who have registered for an examination at the Central Examination Office within the two-week registration period announced on the notice board will be admitted to this examination. Cancellation is possible up to the third working day before the scheduled examination date. It must be notified to the Central Examination Office.

§ 5

Examination performances

- (1) Examination performances must be taken in written form. They may not be predominantly based on the multiple-choice method. In elective courses, up to one third of the grade for an examination performance may depend on coursework (e.g. written mid-term exams, presentations, project work); further details are specified in the module description.
 - (2) Examination performances must be taken in German or English; the language is specified in the respective module description. Examinations in other languages may be permitted by the Examination Board in exceptional cases.
 - (3) If the candidate can credibly demonstrate that he or she is unable to take examination performances in the intended form in whole or in part due to a longer lasting or permanent physical disability or illness, the candidate shall be permitted to take the examination performances within an extended time or to take equivalent examination performances in another form. A medical certificate may be required for this purpose. The same applies to preliminary examination performances.
 - (4) In the examination performances, the candidates should demonstrate that they are able to solve problems and work on topics using standard methods of the subject area within a limited time and with limited resources. It should also be assessed whether the candidates have a broad basic knowledge.
 - (5) In the case of the last repeat examination, examination performances must be assessed by two examiners. The grade is calculated from the arithmetic mean of the individual assessments.
 - (6) The duration of the examination performances is 60 minutes.
 - (7) For examination performances that are to be taken in electronic form or in electronic communication, the Statutes Governing Interdisciplinary Provisions for Examination Procedures in Electronic Form or in Electronic Communication at the Schmalkalden University of Applied Sciences (Online Examination Statutes) apply.
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§ 6

Assessment of examination performances and grading

- (1) The grades for the individual examination performances are determined by the respective examiners. The following grades are to be used for the assessment of examination performances:

1 = very good	= excellent performance
2 = good	= a performance that is significantly above the average requirements
3 = satisfactory	= a performance that meets average requirements
4 = sufficient	= a performance that still fulfils the requirements despite its deficiencies
5 = not sufficient	= a performance that no more meets the requirements due to significant deficiencies

Individual grades can be increased or decreased by 0.3 to intermediate values in order to differentiate the assessment of an examination performance; the grades 0.7; 4.3; 4.7 and 5.3 are excluded.

- (2) The overall grade (§ 20) is calculated from the average of the grades of the individual examinations. Only the first decimal place after the decimal point is considered; all other decimal places are cancelled without rounding. The overall grade is as follows:

with an average up to and including 1.5	= very good
with an average of 1.6 up to and including 2.5	= good
with an average of 2.6 up to and including 3.5	= satisfactory
with an average of 3.6 up to and including 4.0	= sufficient.

§ 7

Default, withdrawal, deception, breach of rules

- (1) The examination performance is graded as "not sufficient" (5.0) if the candidate misses a binding examination date without good reason or if he or she withdraws from an examination that he or she has started without good reason. The same applies if an examination is not completed within the specified time limit. Once the examination tasks have been issued, the candidate may not withdraw from the examination.
- (2) The reason given for the withdrawal or the default must be reported to the Faculty's Examination Board without delay in writing and substantiated. In the event of illness of a candidate, a child to be cared for by the candidate or a relative in need of care, the candidate must submit a medical certificate without delay.
- (3) If the candidate attempts to influence the result of their examination performance or preliminary examination performance by cheating or using unauthorised aids, the performance in question will be graded as "not sufficient" (5.0). A candidate who disrupts the proper course of the examination may be excluded from continuing the examination or preliminary examination by the respective examiner or supervisor; in this case, the performance will be graded as "not sufficient" (5.0).
- (4) Within the first two months of the following semester, the candidate may request that the decisions under para. 3 be reviewed by the Faculty Examination Board. Decisions must be communicated to the candidate in writing without delay. If the decision is unfavourable to the candidate, it must be justified and include information on the legal remedies available.

§ 8

Passing and failing

- (1) An examination is passed if the grade is at least "sufficient" (4.0). The candidate receives the corresponding ECTS credit points for each examination passed.
- (2) The Bachelor's examination is passed if the preliminary examination performance has been passed, 170 ECTS credits have been earned and the Bachelor's thesis has been graded at least "sufficient" (4.0).
- (3) The Bachelor's examination is definitely failed once an examination in the compulsory area has been irrevocably failed.
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- (4) Examination results must be graded no later than two weeks after the start of the lecture period of the following semester and announced in compliance with data protection regulations. Candidates who fail an examination will be informed accordingly. They must also be informed whether and, if so, to what extent and within what period the examination can be repeated.
- (5) If the candidate has not passed the Bachelor's examination, he or she will, upon request and upon presentation of the relevant evidence and the certificate of exmatriculation, be issued with a certificate stating the examinations taken and their grades as well as the missing examinations, and indicating that the Bachelor's examination has not been passed.

§ 9

Repetition of examination performances

- (1) Failed examination performances in the compulsory area may be repeated twice. It is not permitted to repeat an examination performance that has been passed. Failed attempts at other universities in the Federal Republic of Germany shall be taken into account.
- (2) A failed examination performance in the compulsory area can be repeated at the earliest during the examination dates of the following semester. An examination in the compulsory area is irrevocably failed if an examination performance has been graded "not sufficient" (5.0) three times.

§ 10

Recognition of periods of study, academic achievements, examination performances and knowledge and skills acquired outside the university

- (1) Periods of study, academic achievements and examination performances as well as practical semesters completed at another domestic or foreign state or state-recognised higher education institution and state or state-recognised vocational academies or in other degree programmes at the Schmalkalden University of Applied Sciences will be recognised upon application, provided that the university cannot demonstrate evidence of any significant differences in the skills acquired (learning outcomes) with regard to the applicant. The responsible Examination Board decides on the recognition.
- (3) If academic achievements and examination performances are recognised, the ECTS credit points and the grades - insofar as the grading systems are comparable - are to be adopted and included in the calculation of the overall grade. In the case of incomparable grading systems, the note "passed" is included. It is permitted to indicate the credit transfer in the certificate.
- (4) The recognition of knowledge and skills acquired outside of universities is governed by the Schmalkalden University of Applied Sciences' Regulations on the Recognition of Knowledge and Skills Acquired Outside of Higher Education Institutions.
- (5) If the requirements of paragraphs 1 to 3 are met, there is a legal entitlement to credit transfer. The recognition of periods of study, academic achievements and examination performances as well as practical semesters shall take place upon application. The student must submit the documents required for recognition.

§ 11

Examination Board of the Faculty

- (1) The Examination Board of the Faculty is responsible for the organisation of Bachelor's examinations and other tasks arising from these Examination Regulations. It consists of five professors and two student members of the Faculty of Business and Economics. The term of office for professors is three years, that of the student members one year.
 - (2) The members of the Examination Board are appointed by the Faculty of Business and Economics. The Examination Board of the Faculty elects a chairperson and deputy chairperson from among its professors. As a rule, the chairperson shall conduct the affairs of the Examination Board.
 - (3) The Examination Board of the Faculty ensures that the provisions of these Examination Regulations are adhered to. It shall regularly report to the Faculty on the development of examination results and the distribution of subject and overall grades. The report shall be made available by the Faculty in an appropriate manner. The Faculty Examination Board makes suggestions for the reform of study regulations, curricula and examination regulations.
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- (4) The members of the examination board have the right to be present during examination performances.
- (5) The members of the Examination Board and their deputies are bound to official secrecy. Unless they are in public service, they must be sworn to secrecy by the chairperson.

§ 12 Examiners

- (1) Only professors and other persons authorised to examine in accordance with § 54 (2) ThürHG shall be appointed as examiners who - unless compelling reasons require otherwise - have independently and autonomously taught at a university in the subject area to which the examination relates.
- (2) The names of the examiners shall be announced to the candidate in good time.
- (3) § 11 (5) applies correspondingly to the examiners.

§ 13 Responsibilities

- (1) The examiners decide whether the candidate has passed or failed (§ 8).
- (2) The Examination Board of the Faculty decides
1. on the consequences of violations of examination rules (§ 7),
 2. on the recognition of examination performances (§ 10),
 3. on the appointment of examiners (§ 12) and
 4. on applications for an extension of the processing time for the Bachelor's thesis (§ 16 (5)).
- (3) Unless otherwise specified in these Examination Regulations, the Examination Board of the Faculty shall decide on questions relating to the Examination Regulations.

§ 14 Purpose and organisation of the Bachelor's examination

- (1) The Bachelor's examination assesses whether the candidate has an overview of the subject area, is able to apply scientific methods and findings and has acquired the thorough specialist knowledge required for the transition to professional practice.
- (2) The examinations of the Bachelor's examination are taken during the degree programme following the respective courses.

§ 15 Type and scope of the Bachelor's examination

- (1) The following 12 examinations must be successfully completed as compulsory courses, for each of which 5 ECTS credits are awarded:

Mathematics
Statistics
Soft skills

Marketing
Finance and Investment
Intercultural Management

Principles of Economics
Microeconomics
Macroeconomics

Financial Accounting
Cost Accounting

Digital Business

- (2) In addition, students must successfully complete examinations in elective courses that correspond to a total of at least 110 ECTS credit points. The catalogue of elective courses includes up to three elective courses in the following areas, for each of which 5 ECTS credit points are awarded:

Procurement and Production
Entrepreneurship and Innovation Management
Corporate and Behavioural Finance
Public Finance
Health Economics and Environmental Economics
International Economic Relations
Management Accounting and Management Control
Marketing
Human Resource Management and Organisation
Legal, Behavioural and Strategic Economics
Taxes and Balance Sheets
Tourism Industry
Transport Policy and Regional Policy

- (4) At least 135 of the ECTS credit points to be earned in compulsory courses and elective courses must be earned in English.
- (5) At least 25 of the ECTS credit points to be acquired in elective courses must be earned during a semester at a foreign partner university. Upon application, the Examination Board may also recognise elective courses completed in other languages. A learning agreement to be signed by the Schmalkalden University of Applied Sciences and the host partner university must specify which elective courses are to be completed at the partner university.
- (6) In addition, further compulsory elective subjects from specialised areas of functional business administration, institutional business administration, quantitative methods, information management, theory of economics, politics of economics, business law, business psychology or business philosophy may be offered in accordance with the Study Regulations.
- (7) The examinations cover the content of the courses assigned to the examination subjects in accordance with the Study Regulations.

§ 16

Issuing and processing time of the Bachelor's thesis

- (1) The Bachelor's thesis should demonstrate that the candidate is able to work independently on a problem using scientific methods within a specified period of time.
- (2) The Bachelor's thesis is issued and supervised by a professor. If this professor is not a member of the Faculty of Business and Economics, the permission of the chairperson of the Faculty's Examination Board is required.
- (3) The Bachelor's thesis must be written in English.
- (4) The Bachelor's thesis is issued by the Faculty's Examination Board. The topic and date must be documented. The candidate may express topic requests. The Bachelor's thesis can only be issued once the candidate has successfully passed all 12 examinations in the compulsory area and has earned at least 80 ECTS credit points in the elective area. § 3 (4) remains unaffected.
- (5) The Bachelor's thesis may also be completed in the form of a group thesis if the contribution of the individual candidate to be assessed as an examination performance is clearly distinguishable and assessable on the basis of the specification of sections, page numbers or other objective criteria that enable a clear differentiation and fulfils the requirements according to paragraph 1.
- (6) The processing time for the Bachelor's thesis is eight weeks. The topic, assignment and scope of the Bachelor's thesis must be limited by the supervisor in such a way that the deadline for completing the Bachelor's thesis can be met. At the candidate's request, the processing time may be extended by a maximum of four weeks for reasons for which the candidate is not responsible. If the Bachelor's thesis is not submitted on time for reasons for which the candidate is responsible, it shall be graded as "not sufficient".
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§ 17

Submission, grading and repetition of the Bachelor's thesis

- (1) The Bachelor's thesis must be submitted to the supervisor on time in bound form and in a suitable electronic form; the submission date must be documented. Upon submission, the candidate must declare in writing that he or she has written his or her thesis - in the case of a group thesis, his or her appropriately marked part of the thesis - independently and has not used any sources or aids other than those specified.
- (2) The assessment and grading are carried out by the supervising professor and another examiner. The grading results from the arithmetic mean of the two grades. The grading must be completed no later than three months after submission.
- (3) The Bachelor's thesis can only be repeated once if the grade is lower than "sufficient" (4.0) or if it is not submitted on time.
- (4) The candidate receives 10 ECTS credit points for the Bachelor's thesis.

§ 18

Additional subjects

- (1) The candidate may take an examination in more than the prescribed elective courses (additional subjects). The result of the examinations in the additional subjects is not taken into account when determining the overall grade.
- (2) Candidates may take examinations in additional subjects as long as they have no more than 185 ECTS credit points from examinations.
- (3) The additional subjects can be named by the candidate to the Central Examination Office. If they are not explicitly named, the elective courses with the best grades will be included in the overall grade. In the event of equal grades, the chronological order of the examinations is decisive. The remaining elective courses are regarded as additional subjects.
- (4) The first elective course with which the candidate exceeds 170 ECTS credit points is not considered an additional subject, but is fully included in the overall grade.

§ 19

Calculation of the overall grade and certificate

- (1) The overall grade is calculated as the sum of the individual grades weighted with the respective number of ECTS credit points in relation to the total number of ECTS credit points achieved
 - a) of the examinations at the Schmalkalden University of Applied Sciences,
 - b) of the examinations taken at partner universities abroad and
 - c) of the Bachelor's thesisRounding is carried out in accordance with § 6 (2) sentence 2.
- (2) The candidate shall receive a certificate for passing the Bachelor's examination. The certificate shall include the subject grades, the topic of the Bachelor's thesis and its grade as well as the overall grade. All grades are given in words and in brackets as decimals with one decimal place. At the candidate's request, the result of the examinations in the additional subjects (§ 18) and the duration of study required to complete the Bachelor's examination are included in the certificate.
- (3) The certificate bears the date of the day on which the last examination was successfully completed. It is signed by the Dean of the Faculty and the Chairperson of the Faculty's Examination Board.

§ 20

Bachelor's degree, Bachelor's document and Diploma Supplement

- (1) If the Bachelor's examination is passed, the degree of "Bachelor of Arts (B.A.)" is awarded.
 - (2) At the same time as the certificate, the candidate receives the Bachelor's document with the date of the certificate. The award of the Bachelor's degree is certified therein. The Bachelor's document is signed by the President and bears the seal of the Schmalkalden University of Applied Sciences.
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- (3) The university issues a Diploma Supplement (DS) in accordance with the "Diploma Supplement Model" of the European Union/UNESCO. The text agreed between the Standing Conference of the Ministers of Education and Cultural Affairs and the German Rectors' Conference in its currently valid version is to be used to represent the national education system (DS section 8).

§ 21

Invalidity of the Bachelor's examination

- (1) If the candidate has cheated in an examination performance and this fact only becomes known after the certificate has been issued, the grade of the examination can be corrected in accordance with § 7 (3). If necessary, the examination may be declared "not sufficient" and the Bachelor's examination may be declared failed.
- (2) If the requirements for taking an examination performance were not met without the candidate intending to deceive about this, and this fact only becomes known after the certificate has been issued, this deficiency shall be remedied by passing the examination performance. If the candidate has deliberately and wrongfully obtained permission to take the examination performance, the examination performance may be declared "not sufficient" and the Bachelor's examination may be declared failed.
- (3) The candidate shall be given the opportunity to be heard before a decision is made.
- (4) The incorrect certificate shall be withdrawn and, if necessary, a new one issued.

§ 22

Access to the examination file

Within one year of completion of the examination procedure, the candidate shall, upon request, be granted access to his or her written examination papers within a reasonable period of time.

§ 24

Equality clause

Status and function designations according to these regulations apply to all genders.

§ 24

Entry into force

This amendment to the Examination Regulations shall enter into force on the first day of the month following its publication in the Schmalkalden University of Applied Sciences' official gazette. It shall apply for the first time to students commencing their studies in the first semester of the Bachelor's degree programme in International Business and Economics in the winter semester 2022/23.
