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**Examination Regulations
for the degree programme International Business and Economics (Master of Arts)
at the Faculty of Business and Economics at Schmalkalden University of Applied Sciences**

**from August 15, 2014,
last amended on October 20, 2021**

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**§ 1
Scope of application**

These examination regulations according to § 49 ThürHG apply to the International Business and Economics degree programme leading to the degree "Master of Arts (M.A.)" at the Faculty of Business and Economics at Schmalkalden University of Applied Sciences.

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

- (1) The standard period of study is four semesters. It comprises three theoretical semesters, one of which can be spent abroad, and the Master's thesis (4th semester). § 15 (3) sentence 4 remains unaffected. 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.
 - (2) The degree is awarded when 120 ECTS credit points have been 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 Master's examination consists of examinations and the Master's thesis.
- (2) Examination performances are taken during the course of study.
- (3) Examination performances are individual specific examination procedures (written examinations). An examination is assessed and graded in accordance with § 6 (1). Up to one third of the grade for an examination performance may depend on coursework; further details are specified in the module description.

§ 4

Admission to examinations

Only students who are properly enrolled in the International Business and Economics (Master 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 the winter semester during the examination period specified by the Examination Board and in the summer semester during the examination period specified by the university.
- (2) Examination performances must be taken in written form. They may not be predominantly based on the multiple-choice method. 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.
- (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, candidates must demonstrate that they are able to solve theoretically demanding tasks and work on topics at a high level using recognised scientific methods within a limited time and with limited resources.
- (5) Examination performances must be taken in English.
- (6) 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.
- (7) The duration of the examination performances is 90 minutes in elective subjects in which at least 5 ECTS credit points are awarded. It is 60 minutes in elective subjects in which less than 5 ECTS credit points are awarded.

§ 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 (§ 18) 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 paragraph 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. For each failed examination, the candidate receives the malus points corresponding to the credit points. The malus points will not be cancelled if the candidate passes the examination in a later attempt.
- (2) The Master's examination is passed if, subject to the provisions in § 15 (1) and (3), at least 90 ECTS credit points have been earned by taking examinations at Schmalkalden University of Applied Sciences or by taking examinations at partner universities abroad and the Master's thesis (30 ECTS credit points) has been graded at least "sufficient" (4.0).
- (3) The Master's examination is definitively failed as soon as more than 28 malus points have been achieved without a total of at least 90 ECTS credit points having been achieved in examinations during the same examination period.
- (4) Examination performances 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 Master'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 Master's examination has not been passed.

§ 9

Repetition of examination performances

- (1) It is not permitted to repeat an examination performance that has been passed.
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- (2) Failed examination performances can be repeated as long as 28 malus points have not been exceeded.

§ 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.
- (2) 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.
- (3) 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.
- (4) 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 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.
- (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 § 48 (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.
- (1) § 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
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1. on the consequences of violations of examination rules (§ 7),
 2. on the appointment of examiners (§ 12),
 3. on the decision of whether ECTS credit points to be acquired at foreign partner universities can exceptionally be earned by taking an additional examination from the elective area at the Schmalkalden University of Applied Sciences (§ 15 (3)) and
 4. on applications for an extension of the processing time for the Master'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 Master's examination

- (1) The Master's examination assesses whether the candidates have mastered the interrelationships of their subject and have the ability to apply scientific methods and to develop findings independently.
- (2) The examinations of the Master's examination are taken during the degree programme following the respective courses.

§ 15

Type and scope of the Master's examination

- (1) As a rule, elective courses corresponding to 60 ECTS credit points, but at least 55 ECTS credit points, must be successfully completed at Schmalkalden University of Applied Sciences. The catalogue of elective courses includes elective courses in the following areas:
Accounting and Finance
Economics
Management
Philosophy
- (2) In addition, further elective courses from the areas mentioned in paragraph 1 may be offered in accordance with the Study Regulations.
- (3) In addition, examination performances equivalent to up to 35 ECTS credit points can be earned at foreign partner universities. The list of partner universities at which the examinations can be taken is determined by the Faculty Council. In a Learning Agreement to be signed by Schmalkalden University of Applied Sciences and the host partner university, it must be agreed which elective courses are to be completed at the partner university. Depending on the receiving foreign partner university, proof of a GMAT with a certain score may be required for nomination for a semester abroad.
- (4) 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 Master's thesis

- (1) The Master's thesis should demonstrate that the candidate is able to work independently and in a qualified manner on a challenging topic from the field of Business and Economics within a specified period of time using scientific methods.
 - (2) The Master'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 Master's thesis must be written in English.
 - (4) The Master's thesis is issued by the Faculty's Examination Board. The topic and date must be documented. The candidate may express topic requests. The Master's thesis can only be issued once the candidate has earned at least 60 ECTS credit points.
 - (5) The processing time for the Master's thesis is 22 weeks. The topic, assignment and scope of the Master's thesis must be limited by the supervisor in such a way that the deadline for completing the Master's thesis can be met. At the candidate's request, the processing time may be extended by a maximum of 11 weeks for reasons for which the candidate is not responsible. If the Master'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 Master's thesis

- (1) The Master's thesis must be submitted to the supervisor on time in bound form and in a suitable electronic form; the time of submission must be documented. Upon submission, the candidate must declare in writing that he or she has written his or her 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 Master's thesis can only be repeated once if the grade is worse than "sufficient" (4.0) or if it is not submitted on time.
- (4) The candidate receives 30 ECTS credit points for the Master's thesis.

§ 18

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 Schmalkalden University of Applied Sciences,
 - b) the examination performances taken at partner universities abroad and
 - c) the Master's thesisThe overall grade is rounded in accordance with § 6 (2) sentence 2.
- (2) The candidate shall receive a certificate for passing the Master's examination. The certificate shall include the subject grades, the topic of the Master'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.
- (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.

§ 19

Additional subjects

- (1) The candidate may take examinations 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 do not
 - have more than 110 ECTS credits from subject examinations or
 - have more than 28 malus points.
- (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 120 ECTS credit points is not considered an additional subject, but is fully included in the overall grade.

§ 20

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

- (1) If the Master's examination is passed, the academic degree of "Master of Arts (M.A.)" is awarded.
 - (2) At the same time as the certificate, the candidate receives the Master's document with the date of the certificate. The award of the Master's degree is certified therein. The Master's document is signed by the President and bears the seal of the University.
 - (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).
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§ 21
Invalidity of the Master'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 Master'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 Master'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
Double degree

Students pursuing a double degree may be required to take a GMAT according to the criteria of the partner university awarding the double degree.

§ 23
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.

§ 25
Entry into force

These 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 applies for the first time to students who begin their studies on the Master's degree programme in International Business and Economics in the first semester in the summer semester 2022.
