

These general examination regulations have been worded carefully to be up to date; however, errors cannot be completely excluded. The official German text available at the Examinations Office is the version that is legally binding.

Note: For students who started their studies before the latest amendment came into effect: please also note the previous amendments with their transitory provisions.

**General examination regulations for the consecutive
Master's degree programmes of the School of Business
and Economics at the Faculty of Business, Economics,
and Law at Friedrich-Alexander-Universität Erlangen-
Nürnberg – MPOWIWI –
Dated 16 July 2009**

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18 January 2010
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Based on Section 13 (1)(2), Section 43 (5)(2), Section 61 (2)(1) of the Bavarian Higher Education Act (Bayerisches Hochschulgesetz, BayHSchG) in conjunction with Section 34 QualV (Qualification Regulations for Studies at Public Universities in Bavaria), Friedrich-Alexander-Universität Erlangen-Nürnberg enacts the following examination regulations:

Table of Contents:

Section 1	Scope, purpose of the Master's examination	2
Section 2	Academic degrees	2
Section 3	Part-time degree programme	2
Section 4	Master's degree programmes, examinations, standard duration	3
Section 5	ECTS credits	3
Section 6	Modularisation, course credit certificates	3
Section 7	Examination deadlines, failure to observe deadlines	4
Section 8	Examinations Committee	4
Section 9	Examiners, exclusion due to personal involvement, obligation to confidentiality	5
Section 10	Announcement of examination type, examination dates and examiners; registration, withdrawal	6
Section 11	Admissions Committees for Master's degree programmes	6
Section 12	Accreditation of study periods, modules, coursework and examination achievements	7
Section 13	Breach of regulations, fraud	7
Section 14	Revocation of degrees	8
Section 15	Faults in the examination process	8

Section 15a	Compulsory attendance.....	8
Section 16	Types of examinations.....	9
Section 17	Written examinations.....	9
Section 18	Oral examinations.....	10
Section 18a	Electronic examinations.....	11
Section 19	Evaluation of examinations, grade scale, final grade.....	11
Section 20	Invalidity of examinations.....	12
Section 21	Inspection of examination records.....	12
Section 22	Report, diploma supplement, transcript of records, certificate.....	13
Section 23	Notification on failed examinations.....	13
Section 24	Adjustments to examination arrangements.....	13
Section 25	Resit examinations, changing modules, change of elective area.....	14
Section 26	Qualification for Master's degree programmes.....	14
Section 27	Admission to examinations.....	15
Section 28	Master's examination.....	15
Section 29	Master's thesis.....	15
Section 30	Additional modules.....	17
Section 31	Legal validity, transitory provisions.....	17

Section 1 Scope, purpose of the Master's examination

(1) ¹These examination regulations govern the examinations in the consecutive Master's degree programmes of the School of Business and Economics at the Faculty of Business, Economics, and Law resulting in the degree 'Master of Science'.

²They are supplemented by the respective **degree programme and examination regulations**.

(2) ¹The Master of Science is a degree that qualifies the student for further research as well as professional work. ²The Master's examination serves to determine whether the students

- have acquired in-depth knowledge of the basics and the fundamental research findings in the subjects of their Master's degree programme,
- are capable of working independently according to scientific methods and
- are prepared for professional practice.

Section 2 Academic degrees

(1) The student is conferred the degree Master of Science (abbreviated MSc) after passing the Master's examination.

(2) The academic degree may also be used with the addition '(FAU Erlangen-Nürnberg)'.

Section 3 Part-time degree programme

¹The Master's degree programme may also be completed in the form of a part-time programme if provisions to that effect are included in the relevant degree programme and examination regulations. ²Further details are set out in the relevant degree programme and examination regulations.

Section 4 Master's degree programmes, examinations, standard duration

(1) ¹The consecutive Master's degree programmes build on the contents of the Bachelor's programmes; they are more research-orientated. ²Master's degree programmes have a duration of three semesters plus the time for working on the Master's thesis; the standard duration for the programmes is four semesters. ³The total standard duration for consecutive Bachelor's and Master's degree programmes is ten semesters.

(2) ¹The number of ECTS credits required to successfully complete the Master's degree programmes is 120 ECTS credits. ²The number of weekly hours of courses/lectures in the individual Master's degree programmes is between 50 and 63 semester hours.

(3) ¹The Master's degree programmes are concluded with the Master's examination. ²It consists of examinations in all modules including the Master's thesis module which must be taken during the lecture period or directly after the module. ³Modules offered as part of the Bachelor's degree programme may not usually be included in the Master's examination due to the required subject-specific increase in expertise; the Examinations Committee may grant exceptions.

(4) ¹Master's degree programmes usually may only be started in the winter semester. ²The examination regulations for individual subjects can deviate from this and stipulate that a programme begins in the summer semester.

Section 5 ECTS credits

(1) ¹The degree programme and examinations are based on the European Credit Transfer and Accumulation System (ECTS). ²30 ECTS credits are estimated per semester. ³One ECTS credit corresponds to 30 hours of work.

(2) ¹ECTS credits serve as a system to categorise, calculate and confirm the amount of work a student has invested. ²They are a quantitative indicator of a student's workload.

Section 6 Modularisation, course credit certificates

(1) ¹The degree programme consists of modules for which students are awarded ECTS credits. ²One module is a chronologically connected and self-contained teaching and learning unit the contents of which can be tested in an examination.

(2) ¹The modules shall be completed with a module examination. ²This examination shall as a rule consist of one examination achievement or one coursework achievement. ³In exceptional cases, this examination can also consist of several parts (portfolio examination) if the subject warrants it. ⁴ECTS credits shall only be given for successful participation in modules that can be determined in an individual, separately identifiable performance in a module examination. ⁵Module examinations are conducted during the lecture period or following the last lecture or seminar of a module.

(3) ¹Examination achievements and course achievements measure the student's success. ²Examination achievements are graded. ³In the case of course

achievements, the assessment may be limited to the successful participation in or passing/failing the module.

Section 7 Examination deadlines, failure to observe deadlines

(1) ¹Examinations shall be sat in such a timely manner as to allow the student to obtain 120 ECTS credits by the scheduled deadline. ²The deadline shall be the last semester of the respective standard duration of the degree programme. ³The deadline according to Sentence 2 may be exceeded by two semesters for the Master's examination (extended deadline). ⁴An examination shall be considered to have been sat and failed for good if 120 ECTS credits were not obtained from the modules of the Master's degree programme within the extended deadline, unless the reasons for this are beyond the student's control.

(2) The deadline set forth in Paragraph 1 shall be extended by claiming the periods of protection according to Sections 3, 4, 6 and 8 of the Maternity Protection Act (Mutterschutzgesetz – MuSchG) in the version published on 20 June 2002 (BGBl I S 2318 [German Federal Law Gazette I p. 2318]) as amended from time to time and according to the periods set forth in the Parental Allowance and Parental Leave Act (Bundeselterngeld- und Elternzeitgesetz – BEEG) of 5 December 2006 (BGBl I S. 2748 [German Federal Law Gazette I p. 2748]) as amended from time to time.

(3) ¹The reasons according to Paragraphs 1 and 2 shall be explained in writing and shown credibly to the Examinations Committee without delay. ²If the reasons are acknowledged, the examination shall be sat at the soonest possible time; already available examination and course achievements shall be accredited. ³In case of an incapability to sit the examination occurring before or during the examination, the examiner shall be notified immediately; in cases where the student is unable to sit an examination due to illness, a certificate from an official medical examiner may be required.

Section 8 Examinations Committee

(1) ¹An Examinations Committee shall organise and carry out the examinations. ²The Examinations Committee shall have three members that are professors; they shall be chosen by the Faculty Council based on the suggestions of the School of Business and Economics. ³The Faculty Council shall elect one of the members as the chairperson and shall select alternative representatives. ⁴The term of office of the members shall be two years. ⁵Re-election shall be permitted.

(2) The chairperson may transfer tasks within their responsibility to a member of the Examinations Committee.

(3) ¹The Examinations Committee shall be tasked with carrying out the examination procedures, especially the planning and organisation of the examinations. ²Its duties include ensuring that the provisions of these examination regulations are observed. ³With the exception of the examinations themselves and their evaluation, all decisions shall be taken by the Examinations Committee. ⁴It shall send out the examination notifications in particular, after having verified the examination achievements and their legitimacy. ⁵It shall regularly report to the School Council on the development of the examinations and the duration of studies and, where applicable, provide input on amendments to the examination regulations. ⁶The

members of the Examinations Committee shall have the right to be present during the examinations.

(4) ¹The Examinations Committee shall have a quorum when all members are summoned observing a notice period of at least one week and the majority of members is present and eligible to vote. ²Decisions shall be taken with the majority of votes cast in meetings. ³Abstentions, ballot votes and delegation of votes shall not be permitted. ⁴In case of a tie of votes, the vote of the chairperson shall be decisive.

(5) ¹The chairperson shall call the meetings of the Examinations Committee. ²She or he shall be entitled to take decisions that cannot be delayed by herself or himself on the Examinations Committee's behalf. ³The Examinations Committee shall be informed of such cases without delay. ⁴Furthermore, unless these examination regulations state otherwise, the Examinations Committee shall have the right to revocably charge the chairperson with carrying out individual tasks.

(6) ¹Official notifications in matters pertaining to examinations that may result in the infringement upon a person's rights shall be made in writing; reasons shall be given and information on legal remedies available to the person shall be included. ²Students shall be given the opportunity to make a statement before negative decisions are finalised. ³The Examinations Committee shall have the right to rule that grade notifications may be sent out in electronic form to the individual students. ⁴The president shall issue the notification of objection in questions of examination legislation following consultation with the Examinations Committee and after hearing the examiners.

Section 9 Examiners, exclusion due to personal involvement, obligation to confidentiality

(1) ¹The Examinations Committee shall appoint the examiners. ²All persons eligible to administer examinations according to the Bavarian Higher Education Act (BayHSchG), the Bavarian Law on Academic Personnel of Higher Education Institutions (BayHSchPG) and the Bavarian Higher Education Examiners Act (BayHSchPrüferV) shall be eligible for appointment.

(2) A change of examiners shortly before the start of an examination shall be permissible on urgent grounds.

(3) ¹Persons who have completed the degree programme in question or a degree programme related to it shall be eligible for appointment as observers. ²Observers shall be research associates (*wissenschaftliche Mitarbeiter*) as their primary occupation.

(4) Exclusion from the deliberation and voting process of the Examinations Committee as well as from the positions of examiner and observer due to personal involvement shall be governed by Section 41 (2) BayHSchG.

(5) The obligation to confidentiality of the Examinations Committee and other persons involved in matters pertaining to examinations shall be governed by Section 18 (3) BayHSchG.

Section 10 Announcement of examination type, examination dates and examiners; registration, withdrawal

(1) ¹At the latest one week before the beginning of the semester, the type and scope of the examinations shall be published in a publicly accessible Module Handbook.

²The dates of the examinations and the examiners shall be announced by the Examinations Office in time and according to local practice.

(2) ¹The students shall register for the individual module examinations after the start of the lecture period. ²The registration dates and formalities shall be announced by the Examinations Committee according to local practice four weeks prior.

(3) The deadlines set forth in Sections 7 and 25 notwithstanding, withdrawal from written and oral examinations that students have registered for according to Paragraph 2 (1) shall be permitted without stating reasons up until the end of the third workday before the examination date by way of de-registration. The days between and including Mondays and Fridays shall be considered as workdays.

(4) ¹An examination achievement shall be graded as 'nicht ausreichend' (unsatisfactory; 5.0) if the student withdraws from the examination later than three workdays before the examination without good reasons. ²The reasons for withdrawal or tardiness shall be explained in writing and shown credibly to the Examinations Committee without delay. ³If the Examinations Committee accepts the reasons, a new date shall be appointed. ⁴In cases where the student is unable to sit an examination due to illness, the Examinations Committee may demand that the student submit a certificate from an official medical examiner (vertrauensärztliches Attest). ⁵In case of withdrawal from an examination due to illness after the examination has started, the student must submit a certificate from an official medical examiner to the Examinations Committee without delay.

Section 11 Admissions Committees for Master's degree programmes

(1) The evaluation of the qualification and admission requirements for a Master's degree programme shall be the responsibility of admissions committees appointed for every Master's degree programme.

(2) ¹The admissions committees shall consist of at least one professor as the chairperson, another university lecturer, and another authorised examiner from the school in question. The Faculty Council of the Faculty of Business, Economics, and Law appoints the members according to the suggestions from the School of Business and Economics for a period of two years and organises representation; reappointment is permitted.

(3) ¹The Admissions Committee shall have a quorum when all members are summoned observing a notice period of at least one week and the majority of members is present and eligible to vote. ²Decisions shall be taken with the majority of votes cast in meetings. ³Abstentions, ballot votes and delegation of votes shall not be permitted. ⁴In case of a tie of votes, the vote of the chairperson shall be decisive.

⁵The chairperson shall call the meetings of the Admissions Committee.

Section 12 Accreditation of study periods, modules, coursework and examination achievements

(1) ¹Study periods, modules, coursework and examination achievements achieved in the same degree programme or a related degree programme identical in its basic study period at this or at another university or equivalent university or higher education institution in the Federal Republic of Germany, achieved through successful participation in a distance study programme as part of a degree programme at a public or state-approved university in the Federal Republic of Germany, or in degree programmes at foreign universities shall be accredited with regard to continuation of studies, the sitting of examinations, or enrolment in a new degree programme, unless there are significant differences in the skills acquired.

²The same shall apply to study periods, coursework and examination achievements achieved at a public or state-approved university in Bavaria in the course of other study programmes within the meaning of Section 56 (6)(1) and (2) BayHSchG, in special study programmes within the meaning of Section 47 (3)(1) BayHSchG, or at the Virtual University of Bavaria.

(2) ¹Skills acquired in the course of successfully completed vocational training, courses of secondary education or other specific courses within the meaning of Section 56 (6)(3) BayHSchG, or any other vocational practice may be accredited if they are equivalent to skills acquired through university studies. ²Skills acquired outside the university sector shall replace no more than half of the required skills of which students must provide proof.

(3) ¹Students who apply for accreditation shall submit the necessary documents to the chairperson of the Examinations Committee before the registration period for the examination to be waived. ²If the conditions set forth in Paragraphs 1 to 3 are met, the student shall have a legal claim to accreditation. ³The decision shall rest with the chairperson of the Examinations Committee after consultation with the department representative appointed by the department in question; the decision shall be issued in writing.

(4) ¹The grades achieved in approved modules, examinations and coursework shall be transferred if they were awarded according to Section 19. ²If the grading system applied in the examinations sat at the university or equivalent institution of higher education and accredited by FAU Erlangen-Nürnberg is not identical to the grading system set forth in Section 19, the grades achieved at other universities shall usually be converted according to the following formula:

$$x = 1 + 3 (N_{\max} - N_d) / (N_{\max} - N_{\min}) \text{ with}$$

x = converted grade

N_{max} = best grade attainable

N_{min} = lowest grade for passing

N_d = grade attained.

³Only one decimal place is shown for the grades thus calculated. ⁴If a conversion of the grades is not possible, the name of the university and the annotation 'pass' shall be included in the certificate; grades shall not be rendered or converted.

Section 13 Breach of regulations, fraud

(1) ¹In case of an attempt to commit fraud or to influence the result of an examination through the use of unauthorised materials, the examination in question shall be graded as 'unsatisfactory' (5.0). ²Persons who disturb the orderly examination

process may be excluded from continuing the examination by the authorised examiner or the supervising person; in this case the examination achievement in question shall be considered to be 'unsatisfactory' (5.0). ³Sentences 1 and 2 shall apply to course achievements accordingly.

(2) The decision on exclusion from further participation in the examination shall rest with the Examinations Committee.

Section 14 Revocation of degrees

The revocation of degrees shall be governed by Section 69 BayHSchG.

Section 15 Faults in the examination process

(1) Should it turn out that the examination process was faulty in a manner that influenced the result of the examination, it shall be ordered upon a student's request that a certain student or all students shall resit the examination or parts of the same.

(2) Faults in the examination process shall be reported to the chairperson of the Examinations Committee or the examiner without delay.

(3) Six months after completion of the examination, resit examinations may no longer be ordered ex officio as stipulated in Paragraph 1.

Section 15a Compulsory attendance

(1) ¹For lectures, which are marked accordingly in the respective module description, in which the qualification goal can only be achieved by regular attendance, compulsory attendance can be made a requirement for admission to the module examination or for obtaining the course achievement. ²If attendance of the individual student is required for all participants to obtain the subject-specific skills or if the individual student obtaining such skills depends on the attendance of the other participants or subject-specific skills can only be obtained by being present at a particular place, it is permissible to introduce an obligation to attend.

(2) ¹Attendance is considered regular attendance if no more than 15% of the lectures of any given course have been missed. ²If between 15% and 30% of the lectures have been missed, the lecturer can offer the student the option to obtain a skills-orientated substitute achievement fulfilling the requirement of regular attendance. If no such substitute achievements are offered or the substitute achievements offered are not obtained by the student, attendance is not considered to have been regular. ³If more than 30% of all lectures have been missed, the course must be taken again. ⁴Any decimal places behind the comma in the total number of lectures missed shall be rounded for the benefit of the student.

(3) ¹Paragraph 2 notwithstanding, in the context of excursions, placements and block seminars, attendance is only considered to have been regular if all teaching units have been attended. ²Appropriate skills-orientated substitute achievements fulfilling the requirement of regular attendance shall be offered in the case of credibly shown periods of absence due to reasons beyond the student's control of up to and including 15% of all lectures. If more than 15% of all lectures have been missed, the course must be taken again. ⁴Any decimal places behind the comma in the total number of lectures missed shall be rounded for the benefit of the student.

(4) Attendance is checked in the individual lectures by means of an attendance list in which students must enter their name and signature, or in a comparable manner.

Section 16 Types of examinations

(1) ¹The following types of examinations shall be recognised as module examinations in a Master's degree programme:

1. Written examination
 - a. *Klausur* (written examination)
 - b. *Hausarbeit* (paper)
 - c. *Seminararbeit* (term paper)
2. Oral examination
3. Special forms, in particular:
 - a. *Projektarbeit* /-bericht (project thesis/report)
 - b. *Praktikumsbericht* (placement report)
 - c. *Thesenpapier* (handout)
 - d. *Protokoll* (report)
 - e. *Kurztest* (short test)
 - f. *Referat* (presentation)
 - g. *Präsentation/Präsentationspapier* (presentation/presentation paper)
 - h. *Diskussionspapier* (discussion paper)
 - i. *Moderation* (workshop)
 - j. *Lehrprobe* (teaching assessment)
 - k. *Fallstudie* (case study)
 - l. *Diskussionsbeteiligung/Mitarbeit* (participation in discussions/lessons)
 - m. *Portfolioprüfung* (portfolio examination)
 - n. *Elektronische Prüfung* (electronic examination)
 - o. *Antwort-Wahl-Verfahren* (multiple choice examination)

²The portfolio examination in Sentence 1 (m.) comprises achievements which are dependent on one another (partial achievements) for a specific task that is graded with a pass or fail or a numerical grade, calculated from the arithmetic average which may be weighted; for more information see the Module Handbook. The type and scope of the examination will be announced in the Section 10 (1)(1) of the Module Handbook.

(2) For modules imported from other faculties, the type of examination and the number of partial achievements contributing to the final grade shall be governed by the examination regulations of the exporting faculty.

Section 17 Written examinations

(1) In written examinations (*Klausur*, *Hausarbeit* or *Seminararbeit*) students are required to prove that they are capable of identifying a problem within a limited period and with limited materials, using the conventional methods employed in their field, and to find a solution to this problem.

(2) ¹The duration of *Klausur* examinations shall be either 60, 90, or 120 minutes. ²The *Klausur* examinations can be split into a maximum of three individual examinations (mid-term examination). ³The degree programme and examination regulations may stipulate that an examination be conducted in a foreign language. ⁴Written examinations shall generally be evaluated by an examiner. ⁵If a written examination is graded as 'nicht ausreichend' (unsatisfactory), it shall be presented to a second examiner for evaluation. ⁶In case of differing evaluations, the mean of the

two grades shall be calculated according to Section 19 (4)(2). ⁷For modules imported from other faculties, the duration of the examination shall be governed by the examination regulations of the exporting faculty.

(3) ¹*Klausuren* may take the form of multiple-choice examinations (single or multiple choice), either in full or in part. ²It must be specified during the design of the examination questions which of the answers shall be accepted as correct. ³If the question does not allow multiple answers, multiple answers shall be inadmissible and disregarded. ⁴Before the evaluation of the examination results, at least two of the authors of the examination shall assess whether the examination questions allow for reliable examination results. ⁵Should they determine that individual examination questions are faulty, these shall not be taken into account in the evaluation of the examination result; the number of examination questions shall be considered to have been reduced. ⁶This reduction of the number of examination questions may not result in disadvantages for any of the examinees. ⁷No minus points may be awarded outside of individual examination questions.

(4) ¹Examinations according to Paragraph 1 (1) are considered to have been passed if 1. the examinee answered at least 50% of all examination questions correctly or has an overall score of at least 50%, or 2. if the examinee answered at least 40% of the examination questions correctly or has an overall score of at least 40% and the number of questions answered correctly or points scored by the examinee is no more than 17% below the average examination achievements of all examinees who sat the respective examination for the first time. ²If Sentence 1 (2) is applied, the Dean of Studies shall be notified.

(5) In case of written examinations that are not entirely composed of multiple choice questions, Paragraphs 3 and 4 shall only apply for this part.

(6) Section 19 (2) shall apply to grading.

Section 18 Oral examinations

(1) ¹In oral examinations students are required to prove that they grasp the context of their subject and can handle specific questions in this context. ²Oral examinations shall be conducted, unless otherwise stated, in the presence of an observer appointed by the examiner. ³The duration of the oral examination is approximately between 15 and 30 minutes; Section 17 (2)(3) shall apply accordingly.

(2) ¹In oral examinations every examiner shall determine the grade according to Section 19 in the presence of several authorised examiners ²In case of differing evaluations, the mean of the two grades shall be calculated according to Section 19 (4)(2).

(3) ¹Minutes shall be recorded for oral examinations; they shall include the following: time, date and duration of the examination; subject and result of the examination; the names of the examiners, the observer and the student; and any special occurrences. ²The minutes shall be signed by the authorised examiner and the observer. ³The minutes shall contain information on the subjects tested in the examination; it shall not be necessary to record the questions asked in the examination or the answers given. ⁴The minutes shall be kept in the examination records for a minimum of two years.

(4) ¹Students planning to undergo the same examination during a subsequent examination period shall be permitted to be present as hearers during oral examinations within the bounds of feasibility with regard to the examination's location; hearers shall be excluded at the examinee's request. ²This permission shall not extend to the deliberation process and the announcement of the examination result.

Section 18a Electronic examinations

Examinations may be administered in electronic form. ²Electronic examinations (e-examinations) are examinations which are administered and evaluated via computer-aided or digital media. ³The authenticity and integrity of the examination results shall be verified. ⁴Automatically calculated evaluations of examination achievements shall be verified by one examiner at the request of the examinee or two examiners in case of a failed examination.

Section 19 Evaluation of examinations, grade scale, final grade

(1) ¹The evaluation of individual examinations shall be expressed by the examiners with the following ratings and grades:

sehr gut (very good)	= (1.0 or 1.3)	an outstanding achievement;
gut (good)	= (1.7 or 2.0 or 2.3)	an achievement that exceeds the requirements considerably;
befriedigend (satisfactory)	= (2.7 or 3.0 or 3.3)	an achievement that fulfils average requirements;
ausreichend (sufficient)	= (3.7 or 4.0)	an achievement that fulfils the requirements despite flaws;
nicht ausreichend (unsatisfactory)	= (4.3 or 4.7 or 5.0)	an achievement that no longer fulfils requirements due to considerable flaws.

²An examination (Section 6 (2)) has been passed if it has received at least the grade 'ausreichend' (sufficient). ³For ungraded examinations (Section 6 (3)(3)) the rating shall be 'pass' or 'fail', or 'successfully completed' or 'not successfully completed'. ⁴A module examination is passed when all partial achievements have been passed. ⁵If an examination has several examiners or several partial achievements within the meaning of Section 6 (2)(3), the total grade is calculated from the weighted average of the individual grades. ⁶One decimal place shall be shown in the calculation of the grade; further decimal places shall be omitted without being rounded.

(2) ¹Multiple choice examinations shall be graded as follows: ²Students who answer the required minimum of examination questions according to Section 17 (4)(1) correctly shall receive at least the grade 'sehr gut' (very good) if at least 80 percent of the remaining questions were answered correctly, at least 'gut' (good) if at least 50 percent but less than 80 percent of the remaining questions were answered correctly, at least 'befriedigend' (satisfactory) if at least 20 percent but less than 50 percent of the remaining questions were answered correctly, at least 'ausreichend' (sufficient) if 0 or less than 20 percent of the remaining questions were answered correctly. ³The grades can be increased or decreased by increments of 0.3 according to the percentage; the grade 0.7 shall not be awarded. ⁴Students who do not achieve the required minimum shall receive the grade 5.0. ⁵Sentence 3 notwithstanding, the grades 4.3 and 4.7 may be awarded in cases in which examinations according to Section 17 (5) partly take the form of a multiple choice examination.

(3) ¹The final grade of the Master's examination is:

at an average of up to 1.50 = sehr gut (very good)

at an average between 1.50 and 2.50 = gut (good)

at an average between 2.50 and 3.50 = befriedigend (satisfactory)

at an average between 3.50 and 4.00 = ausreichend (sufficient)

²Students who pass the Master's examination with a final grade between 1.00 and 1.25 shall receive the overall assessment 'mit Auszeichnung bestanden' (passed with distinction).

(4) ¹The module grades shall go into the final grade of the Master's examination with the ECTS credit weighting set forth for the respective modules in the degree and programme examination regulations. ²Two decimal places shall be shown in the final grade; further decimal points shall be omitted without being rounded.

(5) ¹The module grades shall be calculated from the average of the individual grades achieved in the examinations within the meaning of Section 6 (2)(3); if only one examination is held, it shall form the module grade. ²Unless otherwise stated, the individual grades shall go into the module grade with the respective ECTS credit weighting applied to them. ³One decimal place shall be shown in the calculation of the grade; further decimal places shall be omitted without being rounded. ⁴If no graded examination is conducted, the module is rated as 'bestanden' (pass) or 'nicht bestanden' (fail), or 'erfolgreich teilgenommen' (successfully completed). ⁵Paragraph 3 (1) shall apply accordingly.

Section 20 Invalidity of examinations

(1) If fraudulent methods were used during the examination and if this only becomes known after the certificate has been awarded, the Examinations Committee may correct the grade after the fact and declare the examination as having been failed in part or in full.

(2) If the requirements for admission to the examination were not fulfilled while no fraudulent acts were committed wilfully and if this fact only became known after the certificate has been awarded, these circumstances shall be considered remedied by the passing of the examination.

(3) Students shall be given the opportunity to make a statement before a decision is taken.

(4) ¹The incorrect certificate shall be withdrawn; a new certificate shall be issued if applicable. ²A decision according to Paragraph 1 and Paragraph 2 shall be excluded after a period of five years starting with the certificate's date of issue.

Section 21 Inspection of examination records

(1) After the completion of the individual examination procedures, students shall on request be entitled to inspect their written examination papers, the corresponding reviews by the examiners, and the examination minutes.

(2) ¹The request shall be submitted to the chairperson of the Examinations Committee within one month of the notification of grades. ²Students prevented from observing this deadline without any fault of their own shall be granted restitutio in integrum according to Section 32 of the Bavarian Administrative Procedures Act

(BayVwVfG) as amended from time to time. ³The chairperson of the Examinations Committee shall determine the time and date of the inspection.

Section 22 Report, diploma supplement, transcript of records, certificate

(1) Students who have successfully completed a degree programme shall receive a report, a transcript of records, a diploma supplement and a degree certificate, if possible within four weeks.

(2) ¹The report shall contain the modules and module grades, the title and grade of the thesis, if applicable, the grade achieved in the final oral examination and the final grade of the Master's examination. ²On the student's request the duration of their studies shall be included in the report. ³The transcript of records shall list all modules attended including module grades and partial grades; the report and the transcript of records may be combined into one document. ⁴The transcript of records and the diploma supplement shall be issued in English and German. ⁵Further details on the diploma supplement, in particular regarding its content, shall be determined by the Examinations Committee. ⁶Information not yet available to the Examinations Office must be submitted together with the required proof by the time of the degree programme's completion at the latest; otherwise this information may no longer be taken into consideration for the documents listed in Paragraph 1.

Section 23 Notification on failed examinations

Upon request and submission of the required certificates as well as the de-registration certificate, students who have failed the Master's examination for good shall receive a written confirmation showing that the examination was failed, which grades were achieved in the individual module examinations and which examination achievements are still missing.

Section 24 Adjustments to examination arrangements

(1) ¹The examination procedure shall be adjusted to take into account the nature and extent of a student's disability. ²Students with a doctor's certificate showing credibly that they are either in part or fully incapable of sitting the examination in the intended manner due to long-term or permanent physical disabilities shall be entitled to have the permission of the chairperson of the Examinations Committee to carry out equivalent coursework or examinations in a different form.

(2) Adjustments to examination arrangements may be made for pregnant students, if the student submits an application to the Examination Committee responsible within four weeks before the examination date. This application shall be accompanied by a medical certificate confirming that the student will be at least 30 weeks pregnant by the examination date.

(3) ¹Decisions according to Paragraphs 1 and 2 shall only be made upon written request by the chairperson of the Examinations Committee. ²Applications for adjustments to examination arrangements shall be made to the Examinations Committee at the latest four weeks before registration for the examination.

Section 25 Resit examinations, changing modules, change of elective area

(1) ¹Every failed examination may be resat twice. ²The resit examination shall be limited to the failed examination or course achievement. ³The next resit examination shall have been sat at the latest at the end of the semester following the examination semester. ⁴The resit period shall not be interrupted by de-registration or leave. ⁵Students who have failed an examination shall be deemed as having registered for the next resit examination. ⁶If a student misses the resit examination or the resit deadline is not observed, the examination shall be deemed to have been failed unless the Examinations Committee grants the student a respite due to special reasons beyond the student's control. ⁷The provisions regarding maternity protection and parental leave (Section 7 (2)) shall apply.

(2) ¹Voluntarily resitting a passed examination of the same module shall not be permitted. ²Instead of already started elective modules, other modules offered as an alternative may be completed (change of modules). ³A change of modules has occurred when a student has registered for at least one examination of a module and then chooses a different optional module. ⁴Module changes shall be permitted within a scope of 15 ECTS credits. ⁵The change of an elective module shall be permitted up until the first attempt at the final examination or partial achievement of the previously chosen module. ⁶The change of an elective module shall also be permitted after the first attempt but before the second attempt at the final examination or partial achievement of the previously chosen module if the entire elective module is completed with exactly one examination. ⁷The change shall be stated to the Examinations Office in writing. ⁸The examination achievements obtained thus far in the discarded module shall not go into the final grade; they may, however, be included in the transcript of records at the student's request. ⁹The change of a module shall not be deemed as a reason beyond the student's control within the meaning of Section 7 (1).

(3) Subject to the special provisions in the degree programme and examination regulations, students may choose in which order they complete the modules.

Section 26 Qualification for Master's degree programmes

(1) Qualification for a Master's degree programme shall be proved through:

1. an undergraduate degree that is subject-specific or subject-related with regard to the Master's degree programme in question from a university or an equivalent degree which is not significantly different from the qualification profile; the subject-specific and subject-related degrees within the meaning of Clause 1 are governed by the degree programme and examination regulations of the Master's degree programmes.
2. passing the qualification assessment according to the Appendix.

(2) ¹The degrees according to Paragraph 1 (1)(1) must not be significantly different from the degree obtained with the subject-related Bachelor's examination according to the Examination Regulations for the Bachelor's degree programmes of the School of Business and Economics of the University of Erlangen-Nürnberg – BPOWiWi dated 1 August 2006 as last amended with regard to the qualification profile obtained in the respective degree programme. ²If there are significant differences which can be substituted, the Admissions Committee may grant admission under the condition that proof of further achievements worth up to a maximum of 20 ECTS credits and to

be determined by the Admissions Committee be submitted within one year of taking up studies for a Master's degree. ³Section 61 (4) and Section 63 BayHSchG shall apply to the assessment of equivalence of German and foreign degrees.

(3) Applicants within the meaning of Paragraph 1 shall belong to the best 50% of their class or shall have completed the degree programme in question with a final grade of at least 2.50 (= good).

(4) ¹In deviation from Paragraph 1 (1) applicants enrolled in a Bachelor's degree programme with a standard duration of six semesters may, in justified, exceptional cases and upon request, be admitted to a Master's degree programme if they have achieved at least 135 ECTS credits; the minimum limit for Bachelor's degree programmes with a standard duration of seven semesters is 162 ECTS credits, and the minimum limit for Bachelor's degree programmes with a standard duration of eight semesters is 189 ECTS credits. ²Proof of the successfully completed Bachelor's degree shall be submitted within a certain period to be determined by the Admissions Committee, at the latest within one year of beginning the degree programme; completing the Bachelor's degree programme is a prerequisite for formally starting the Master's degree. ³Admission to the Master's degree programme shall be granted with reservations.

Section 27 Admission to examinations

¹Students enrolled in a Master's degree programme shall be deemed as admitted to the Master's examination and the module examinations of which the Master's examination consists, unless admission is to be refused. ²If there are elective options for the modules to be completed for the Master's examination, the students shall only be admitted to the modules they choose by registering for the examination. ³Admission shall be refused if:

1. conditions are not met or certificates are not submitted at all or not in due time as stipulated in the degree programme and examination regulations,
2. the *Diplom* or Master's examination in the subject-related degree programme has been failed for good; the degree programme examination regulations govern which degree programmes are deemed as comparable with regard to contents, or
3. de-registration of the student resulting in the revocation of the student's right to sit the examination is effected.

Section 28 Master's examination

(1) ¹The Master's examination shall consist of the required module examinations including the Master's thesis module. ²The degree programme and examination regulations may stipulate that the Master's thesis is to be complemented by an oral final examination module. ³The Master's examination has been passed if all required module examinations and the Master's thesis module including the oral final examination module, where applicable, have been passed.

(2) The subject, type, and scope of the Master's examination shall be determined in the degree programme and examination regulations.

Section 29 Master's thesis

(1) ¹The Master's thesis is supposed to show that the student is capable of dealing with a problem from their field independently and with scientific methods within a set

period. ²The Master's thesis is stipulated to be worth between 20 and 30 ECTS credits according to the degree programme and examination regulations; it may not to any significant degree be identical to a previously submitted *Diplom*, Bachelor's, or Master's thesis.

(2) ¹The subject and the date of its allocation shall be confirmed by the supervisor and presented to the Examinations Committee. ²Should a student, despite a genuine effort to that end, not be allocated a subject, the chairperson of the Examinations Committee shall, in consultation with a representative of the student's department, allocate a subject and a supervisor to the student.

(3) ¹The lecturers working in the respective degree programme of the School of Business and Economics as their main occupation shall be entitled to allocate subjects for and supervise Master's theses. ²The Examinations Committee shall have the right to grant and regulate exceptions.

(4) ¹The time between the selection of a subject and the submission of the Master's thesis shall not exceed six months; the scope of the subject must be such that it can be dealt with within this period. ²The Examinations Committee shall have the right to extend the period for the Master's thesis by a maximum of two months upon receiving a justified request. ³If a student submits a doctor's certificate proving that they are incapable of working on the Master's thesis, the period for thesis work shall be held in abeyance.

(5) ¹The subject may only be returned once with good reason and with the approval of the chairperson of the Examinations Committee within the first third of the period for thesis work. ²Otherwise the Master's thesis shall be graded 'nicht ausreichend' (unsatisfactory; 5.0) when the subject is returned; it shall be regarded as rejected.

(6) ¹The Master's thesis shall be written in German or, with the approval of the supervisor, in English. ²The degree programme and examination regulations may allow further languages insofar as at least two examiners of the degree programme, of which one must be the supervisor of the Master's thesis, agree to this. ³The Master's thesis shall include a declaration by the student confirming that the thesis is an original work, that no other sources or materials than the ones listed were used and that the Master's thesis has not been submitted to a different examination authority before. ⁴The student must be enrolled at the University of Erlangen-Nürnberg during the period of thesis work. ⁵The Master's thesis shall be submitted in two copies as well as in machine-readable, electronic form to the Examinations Office; the time of submission shall be recorded in writing. ⁶If the Master's thesis is not submitted in time, it shall be graded 'unsatisfactory' (5.0); it shall be regarded as rejected.

(7) ¹The Master's thesis is usually graded by the supervisor; Section 17 (2)(4) to (6) shall apply accordingly. ²The chairperson of the Examinations Committee shall work towards the Master's thesis being graded within two months.

(8) ¹The Master's thesis shall be accepted if it receives at least the grade 'ausreichend' (sufficient). ²It shall be rejected if it receives the grade 'nicht ausreichend' (unsatisfactory).

(9) ¹If the Master's thesis is rejected or if it is regarded as rejected, it may be repeated once; a second repetition shall not be permitted. ²The student shall ensure that they receive a new subject for the repetition of the Master's thesis within the semester following the announcement of the rejection; otherwise the Master's thesis shall be regarded as having been failed for good; Paragraph 2 (2) shall apply accordingly. ³Paragraphs 1–8 shall apply accordingly for the repetition of the Master's thesis; returning the subject shall not be permitted. ⁴The chairperson of the Examinations Committee may, if this is not impossible according to the reviews and with the student's approval, permit the student to submit a revised version of the first attempt of the Master's thesis as a second attempt within six months of the announcement of its rejection; in the case of revision, Paragraphs 1–8 shall apply accordingly.

(10) Provisions that deviate from Paragraph 1–9 may be agreed upon within the framework of dual degree agreements or degree programme co-operations.

Section 30 Additional modules

¹Non-curricular additional modules are modules that are attended and completed within the examination periods within Section 7 in addition to successfully completed modules. ²If a student completes additional modules, they shall decide which of the modules shall go into the calculation of the final grade. ³The choice shall be presented to the Examinations Office when all results are on hand. ⁴The choice shall thus become binding. ⁵If no choice is made and if there are different modules from which to choose, the Examinations Office shall use the module with the better grade for the calculation. ⁶Additional modules shall not go into the final grade; they may, however, be included in the transcript of records at the student's request. ⁷A request to that effect shall be submitted to the Examinations Office when all results are on hand.

Section 31 Legal validity, transitory provisions

¹These examination regulations shall come into effect the day after their publication. ²It shall apply to students starting a degree programme from the winter semester 2009/10 onwards.

Appendix

Qualification assessment for Master's degree programmes of the School of Business and Economics at the Faculty of Business, Economics, and Law at Friedrich-Alexander-Universität Erlangen-Nürnberg

1. Purpose of the assessment

¹The purpose of the assessment is to evaluate the qualifications of applicants for the respective Master's degree programme on the basis of:

 - 1.1 their educational background, especially their achievements in previously attended degree programmes;
 - 1.2 inasmuch as necessary, their technical and methodical knowledge and their motivation to enter into Master's studies. ²The goal of the assessment is to determine whether the applicants fulfil the higher requirements of the more research-orientated Master's studies and whether they will be capable of working independently and according to scientific methods.
2. Process to assess qualification
 - 2.1 ¹The qualification assessment process shall be carried out as necessary, but at least once per year for the relevant Master's degree programme before the beginning of the winter semester. ²Insofar as individual degree programme and examination regulations stipulate that a degree programme begins or may begin with the summer semester, a further qualification assessment process shall be conducted for the relevant Master's degree programme before the beginning of the summer semester.
 - 2.2 The applications for admission to the assessment process shall be submitted to the University's Admissions Office by 31 May of each year for the following winter semester and, insofar as the degree programme and examination regulations state that a degree programme begins in the summer semester, by 31 January for the following summer semester (cut-off period).
 - 2.3 The application shall contain:
 - 2.3.1 a curriculum vitae and the diploma qualifying the applicant for university admission
 - 2.3.2 a certificate proving that the applicant holds a university degree according to Section 26 (1)(1) (report, transcript of records, diploma supplement or comparable documents) or a transcript of records in the case set forth in Section 26 (4).
 - 2.3.3 further subject-related certificates as listed in the relevant degree programme and examination regulations.
3. Commission for qualification assessment
 - 3.1 In accordance with Section 11, the qualification assessment shall be the responsibility of the Admissions Committee of the Master's degree programme in question.
 - 3.2 The Admissions Committee may transfer the task of coordinating and carrying out the process to individual members unless otherwise stated.
4. Admission to the qualification assessment process
 - 4.1 Admission to the qualification assessment process shall be subject to the timely and complete submission of the documents listed in No. 2.3.

- 4.2 The qualification assessment process shall be carried out with those applicants who fulfil the requirements according to the provisions in No. 5.
- 4.3 Applicants who are rejected shall receive a rejection notification including reasons and information on legal remedies available.
5. The qualification assessment process
 - 5.1 First stage of the qualification assessment process
 - 5.1.1 ¹The relevant admissions committee shall determine according to the application documents whether an applicant is qualified to enter into a Master's degree programme according to No. 1. ²In the first stage of this process, the documents are viewed by the Admissions Committee and rated in their entirety according to the criteria set forth in the relevant degree programme and examination regulations.
 - 5.1.2 ¹The Admissions Committee may allocate a total of 100 points. ²The overall score is reached by adding the points scored for the individual weighted criteria.
 - 5.1.3 Applicants who have scored 70 points shall receive a notification of having passed the qualification process; ineligible applicants with less than 50 points shall receive a rejection notification including reasons and information on legal remedies available.
 - 5.2 Second stage of the qualification assessment process
 - 5.2.1 ¹The qualification of the remaining applicants whose scores lie between 69 and 50 points shall be assessed according to a process set forth in the relevant degree programme and examination regulations. ²A maximum of 20 points may be allocated in the second stage.
 - 5.2.2 ¹If a qualification assessment interview is held, the date shall be announced at least one week in advance. ²The date set for this interview shall be observed by the applicant. ³If an applicant should be unable to attend the qualification assessment interview due to reasons beyond their control, a second date may be set upon justified request up until two weeks before the start of the lecture period. ⁴The qualification assessment interview shall be held individually for each applicant. ⁵In justified, exceptional cases and with the applicant's approval, it may also be conducted via video phone. ⁶The qualification assessment interview shall be conducted by at least one member of the Admissions Committee in the presence of an observer; Section 18 (1)(2) shall apply accordingly. ⁷Insofar as the qualification assessment interview is conducted by several members of the Admissions Committee, each member shall allocate a maximum of 20 points to the results of the qualification assessment interview; the **degree programme and examination regulations** may stipulate a lower number of points. ⁸The final point score of the qualification assessment interview is the arithmetic average of the individual ratings according to Sentence 7, with positions after the decimal point resulting from the calculation being rounded up.
 - 5.2.3 ¹An applicant's overall score shall be calculated from the sum of the scores according to No. 5.1.2 and 5.2.1. ²Applicants who have scored 70 or more points are classified as qualified. ³Admission may be subject to reservations.
 - 5.2.4 ¹Applicants shall be notified of the result of the assessment process in writing. ²A rejection notification shall include reasons and information on the legal remedies available.
 - 5.3 Applicants shall bear the costs of the qualification assessment process themselves.

- 5.4 The notification of having passed the qualification process shall be valid for admission to the relevant Master's degree programme for the next two dates.
6. Minutes
¹Documentation shall be produced on the type and schedule of the qualification assessment process in the first two stages, showing the date, duration and place of the assessment, the names of the Admissions Committee members, the names of the applicant, the decision of the Committee members and the overall score. ²The main reasons for the decision shall be apparent from the documentation.
7. Withdrawal
¹Until such time as it has been decided whether an applicant has passed the qualification assessment process, the applicant may withdraw without stating reasons. ²Withdrawal shall be declared to the Admissions Committee in writing.
8. Adjustments to examination arrangements
¹The qualification assessment process shall be adjusted to take into account the nature and extent of a student's disability. ²Students with a doctor's certificate showing credibly that they are either in part or fully incapable of sitting the examination in the intended manner due to long-term or permanent physical disabilities shall be entitled to have the permission of the chairperson of the Admissions Committee to offset this disadvantage by a corresponding extension of their working time or by the examination process being structured differently.
9. Repetition
Applicants who did not qualify for admission to a Master's degree programme may apply for repetition of the qualification assessment process once.