

Revision of the examination regulations for the Master's programmes
Business Consulting (M.A.),
Tourism and Destination Management (M.A.),
Consumer Psychology and Market Research (M.Sc.)
and
FACT – Finance, Accounting, Controlling, Taxation & Law (M.A.)
of the Faculty of Business Studies at Harz University of Applied Sciences
from 14.10.2015

Pursuant to §§ 13 paragraph 1, 67 paragraph 3 no. 8, and 77 paragraph 2 no. 1 of the Higher Education Act of the State of Saxony-Anhalt (HSG LSA) in the version from its publication on 14/12/2010 (GVBl. LSA 2010 p. 600 et seq.), last amended by the Act from 24/06/2014 (GVBl. LSA 2014 pp. 350, 358), the Board of the Faculty of Business Studies and the Senate of Harz University of Applied Sciences, Wernigerode, have enacted the following examination regulations:

Readable version

This document is an update to the examination regulations
for the aforementioned Master's degree programmes in the Faculty of Business Studies at Harz University of Applied
Sciences.

The following legally binding update has been added: Bylaws from 15.01.2020 (official bulletin no. 1/2020)

The official, legally binding examination regulations for the aforementioned Master's degree programmes in the Faculty of
Business Studies at Harz University of Applied Sciences can be found in official bulletin no. 5/2015.

Please note: This translation is provided as a convenience. The original German version is the sole legally binding document.

Contents

I. General

- § 1 Purview and study requirements
- § 2 Purpose of exams and academic level
- § 3 Standard study time and scope
- § 4 Examinations and dates
- § 5 Board of Examiners
- § 6 Examiners
- § 7 Recognition and counting of study times, study and examination achievements, modules, ECTS credit points and extracurricular learning achievements
- § 8 Types of examination and study achievements
- § 9 Oral examinations
- § 10 Written examinations, other written assignments and projects
- § 11 Evaluation of examination achievements and grading
- § 12 Passing and failing examinations
- § 13 Retaking examinations
- § 14 Absence, withdrawal, deception, breach of regulations

II. Master's examination

- § 15 Admission requirements
- § 16 Admission processes
- § 17 Objective, scope and type of examination
- § 18 Master's degree examination
- § 19 Admission to the Master's degree examination
- § 20 Master's thesis
- § 21 Approval and evaluation of the Master's thesis
- § 22 Repeating the Master's thesis
- § 23 Colloquium
- § 24 Additional subjects
- § 25 Total result of the examination, certificate or transcript of records
- § 26 Master's certificate, diploma supplement

III. Closing provisions

- § 27 Invalidity of the Master's examination, revocation of Master title
- § 28 Access to the examination file
- § 29 Adverse decisions, objection procedures
- § 30 Public university announcements by the Board of Examiners
- § 31 Coming into effect

Gender-neutral pronouns and terms are used in this document when applicable.

I. General

§ 1 Purview and study requirements

- (1) The examination regulations govern the study of the Master's degree programmes Business Consulting (M.A.), Tourism and Destination Development (M.A.), Consumer Psychology and Market Research (M.Sc.) and FACT – Finance, Accounting, Controlling, Taxation & Law (M.A.) – each in the three-semester programme option and the four-semester, extended programme option – in the Faculty of Business Studies at Harz University of Applied Sciences.
- (2) Based on these examination regulations, the faculty shall draw up study regulations for the Master's degree programmes and their study variants. The study regulations govern the content and structure of the degree programmes, taking into account developments in the field and in higher education didactics, as well as the requirements of professional practice.
- (3) The faculty shall regulate the admission procedures and admission requirements for the Master's degree programmes in the admission regulations.

§ 2 Purpose of exams and academic level

- (1) The Master's degree builds upon the first professionally qualifying university degree and is a targeted advanced professional and research qualification in the respective field. The Master's programme prepares students for assuming particularly responsible and qualified positions in professional practice and for pursuing a possible doctoral degree.
- (2) The Master's examination is intended to determine whether the student has acquired, on the basis of advanced scientific knowledge and methods, the skills and qualifications required for independent work, has an overview of the interrelationships of the subject and has acquired the ability to work independently in a scientific manner and to apply subject-specific and scientific knowledge, including in interdisciplinary contexts.
- (3) Upon successful completion of the Master's examination in the Master's programmes Business Consulting (M.A.), Tourism and Destination Development (M.A.) and FACT – Finance, Accounting, Controlling, Taxation & Law (M.A.), Harz University of Applied Sciences awards the academic degree Master of Arts (M.A.). Upon successful completion of the Master's examination in the Master's programme Consumer Psychology and Market Research (M.Sc.), Harz University of Applied Sciences awards the academic degree Master of Science (M.Sc.).
- (4) In degree programmes with foreign partner universities, Harz University of Applied Sciences and the partner university may each issue a certificate in German and in the respective language of the partner university. The use of the foreign academic title is governed by the provisions of the Higher Education Act of Saxony-Anhalt (HSG LSA) in conjunction with the Ordinance on the Regulation of the Use of Foreign Academic Titles.

§ 3 Standard study time and scope

- (1) The standard period of study corresponds to the number of semesters specified in the respective study regulations.
- (2) The Master's programme is divided into modules. Modules are self-contained learning units, each defined by learning objectives as well as specific learning outcomes and competencies, and generally have a duration of one semester or one year.
- (3) Each module is assigned ECTS credit points. ECTS credit points describe the workload that students must undertake to successfully complete the module, i.e., to achieve the defined learning outcomes. This workload includes participation in lectures and seminars, preparation and follow-up work, exam preparation, the examination period itself, work placement and all other forms of independent study.
- (4) A module generally comprises five ECTS credit points or a multiple thereof and concludes with an examination. Upon completion of the module, the corresponding ECTS credit points are recorded and awarded. This requires that the module examination is graded at least "sufficient."
- (5) One credit point corresponds to a student workload of 25 to 30 hours.
- (6) The workload of one semester corresponds to 30 ECTS credit points. The study regulations govern the allocation of ECTS credit points to modules. They organise the course content in such a way that the degree programme can be completed within the standard period of study.

§ 4 Examinations and dates

- (1) The Master's examination consists of the module examinations listed in the overview of modules in the study regulations.
- (2) The Master's examination, including the Master's thesis, should generally be completed within the standard period of study specified in the study regulations.
- (3) Students register for examinations online at the university within the registration period specified in the semester schedule. Withdrawal from registered examinations is possible within the period specified in the semester schedule. In this case, registration for a later examination date must be resubmitted. The registration period is generally two weeks and ends three weeks before the start of the examinations.
- (4) The study regulations inform students about the type and number of required assessments as well as the deadlines on which they are generally due.
- (5) Written examinations are generally held on the dates publicly announced by the university. If examinations are scheduled differently, it must be ensured that they do not take place during the lecture-free period and that students are informed of the date when registering for the examination according to paragraph 3. The Master's colloquium is not tied to either the examination or lecture period.
- (6) Written and oral examinations, which can be taken independently of the courses offered, must be offered every semester.

- (7) Maternity leave and parental leave are not counted towards the standard period of study in accordance with the provisions of § 13 (3) HSG LSA. All deadlines and dates specified in these examination regulations are postponed in the case of maternity leave and parental leave to the full extent legally permitted by law. The student must notify the Admission and Registrar's Office in writing of any extension of these deadlines, including appropriate supporting documentation. Students on leave of absence due to family obligations may voluntarily complete examinations during their leave. These examinations may be retaken once each, in addition to the retake opportunities stipulated in § 13 paragraph 1, upon application by the student. Upon justified application and submission of suitable evidence, the examination board may grant compensation for disadvantages arising from family obligations.
- (8) Examinations during a leave of absence are permitted.
- (9) The standard language of examination is German. Examinations in language courses are exempt from this rule. If courses for units or modules are offered in English or French, English or French is permitted as the language of examination.

§ 5 Board of Examiners

- (1) The faculty shall establish a Board of Examiners for the organisation of examinations and for carrying out the tasks assigned by these examination regulations. The Board of Examiners shall consist of the Chair, the Vice Chair and five other members. The faculty may elect deputy members for all status groups. The Chair, the Vice Chair and three other members shall be appointed from the group of professors, one member from the group of academic staff pursuant to § 33 paragraph 1 nos. 2 and 3 HSG LSA, and one member from the student body. Professors shall hold an absolute majority of the votes. The term of office for members of the professorial and academic staff groups pursuant to § 33 paragraph 1 nos. 2 and 3 HSG LSA shall be three years, and the term of office for student members shall be one year.
- (2) The Board of Examiners shall ensure compliance with the provisions of these examination regulations. In particular, it shall be responsible for deciding on appeals against decisions made in examination procedures. The Board of Examiners regularly reports to the faculty on the development of examinations and study durations, as well as on the distribution of module and overall grades. The report must be made available to the university in an appropriate manner. The Board of Examiners makes suggestions for reforming the examination regulations, the admission regulations and the study regulations. The Board of Examiners may delegate the performance of its duties to the Chair for all routine matters; this does not apply to decisions on appeals and the report to the Faculty Board.
- (3) The Board of Examiners makes its decisions by a majority of the valid votes cast. Abstentions are considered as votes not cast. In the event of a tie, the Chair's vote is decisive. The Board of Examiners has a quorum when a majority of its members are present, including the Chair or Vice Chair and one other full-time faculty member. The meetings of the Board of Examiners are not open to the public.
- (4) The members of the Board of Examiners have the right to participate in the administration of examinations as observers.

- (5) The members of the Board of Examiners and their alternates are bound by official secrecy. If they are not public servants, they shall be sworn to secrecy by the Chair.

§ 6 Examiners

- (1) The Board of Examiners appoints the examiners. Only those who have passed at least the corresponding Master's examination or a comparable examination and, unless compelling reasons necessitate a deviation, have engaged in independent teaching in the subject area to which the examination relates, may be appointed as examiners. Depending on the purpose and nature of the examination, instructors for special tasks as well as individuals experienced in professional practice and training may also be appointed as examiners.
- (2) The examiners are independent in their examination activities. They determine the type of examination in accordance with the respective study regulations at the beginning of the respective semester, but no later than before the start of the registration period for examinations.
- (3) Students may suggest examiners for oral examinations and the Master's thesis. Such a suggestion does not constitute an entitlement. However, the student's suggestions should be considered where possible.
- (4) As a rule, examiners are the instructors of the module in which the examination is to be taken. In cases of deviation, the Board of Examiners ensures that the names of the examiners are known to the students upon registration or notification of the examination.
- (5) Written examinations, the passing of which is a prerequisite for continuing studies, are generally to be assessed by at least two examiners.
- (6) Written examinations and other written assignments are to be assessed by two examiners in the case of the final retake examination. Deviations from this are only permitted for compelling reasons. These reasons must be documented.
- (7) For the examinations listed in the study regulations, instructors who have conducted the corresponding courses are examiners without special appointment, provided they are authorised to conduct examinations according to paragraph 1, sentence 2 et seq. All examiners who meet the requirements of paragraph 1 are eligible to serve as second examiners. Instructors who have conducted the corresponding courses should preferably serve as second examiners.
- (8) § 5 paragraph 5 applies accordingly to the examiners.

§ 7 Recognition and counting of study times, study and examination achievements, modules, ECTS credit points and extracurricular learning achievements

- (1) Periods of study, modules and ECTS credit points within the same Master's programme at a higher education institution within the scope of the Framework Act for Higher Education are recognised without a formal assessment of equivalence.
- (2) Periods of study, modules, ECTS credit points and examination results in programmes not covered by paragraph 1 are recognised upon application in accordance with the Act of 16 May 2007 implementing the Convention of 11 April 1997 on the Recognition of Qualifications Concerning Higher Education in the

European Region, provided that no substantial differences are found. This assessment must be based on a comprehensive review and evaluation, not a schematic comparison. The applicant is obligated to provide sufficient documentation for the assessment (duty to provide information). Equivalence agreements approved by the Standing Conference of the Ministers of Education and Cultural Affairs and the German Rectors' Conference, as well as provisions within the framework of university partnerships, must be observed.

- (3) The equivalence of periods of study, modules and ECTS credit points from non-postgraduate programmes can only be determined with the approval of the admission board.
- (4) Paragraphs 1 and 2 apply accordingly to the recognition of study periods, modules and ECTS credit points in state-accredited distance learning programmes.
- (5) Learning outcomes acquired outside of higher education that are not covered by paragraphs 1, 2 and 4 will be recognised if their equivalence with the modules and units of the degree programme is established. A maximum of 50 % of the credit points of the degree programme can be recognised. Recognition of learning outcomes acquired outside of higher education can be granted individually or as a lump sum. Lump sum recognition will only take place if a cooperation agreement with the educational institution exists. In this case, recognition will be granted upon application without further review. In the case of individual recognition, the equivalence of certified learning outcomes will be assessed by means of an assessment test. The applicant is obligated to provide sufficient evidence and documentation for the assessment of equivalence. To assess the equivalence of non-certified learning outcomes, the applicant must submit a portfolio. The assessment always adheres to the equivalence guidelines formulated by the Standing Conference of the Ministers of Education and Cultural Affairs and the German Rectors' Conference. A module or unit for which the applicant has already completed an examination at Harz University of Applied Sciences cannot be retroactively credited.
- (6) The Board of Examiners grants recognition and credit transfers in accordance with paragraphs 1 to 5 upon application by the student. The student must submit the documents required for credit transfer. Before determining equivalence, the relevant subject representatives at Harz University of Applied Sciences must be consulted. The International Office may be consulted when determining the equivalence of credits earned abroad.
- (7) If modules and ECTS credit points are transferred, the grades are adopted, provided the grading systems are comparable. In the case of incomparable grading systems, no grade is transferred; instead, a "pass" is assigned. The learning outcomes recognized or credited in this way are not included in the calculation of the overall grade. The weightings specified in the respective study regulations for the examinations completed at Harz University of Applied Sciences will be adjusted so that they total 100 %.
- (8) If the requirements of paragraphs 1 and 2 are met, there is a legal entitlement to recognition. Recognition of periods of study, modules and ECTS credit points earned within the scope of the Higher Education Framework Act is granted *ex officio*. In the event of non-recognition, the decision must be justified in writing.

§ 8 Types of examination and study achievements

- (1) The following types of examination and study achievements, and combinations thereof, are possible in accordance with the study regulations:
 1. Oral examination (OE)
 2. Written examination (WE)
 3. Term paper (TP)
 4. Presentation (PR)
 5. Project work (PW)
 6. Master's thesis (MT)
 7. Colloquium (CO).

In appropriate cases, the solutions developed may be explained orally in a manner typical for professional practice. In such cases, a record of the examination performance must be prepared. Regular attendance may be required if the nature of the course so requires.

- (2) Students should be able to complete the examination performance in direct connection with the relevant module or course.
- (3) If a student credibly demonstrates that they are unable to complete their examination performance, in whole or in part, in the prescribed form due to a long-term or permanent disability, the student will be permitted to complete the examination performance within an extended processing time or to complete equivalent examination performance in another format. A medical certificate may be required for this. The same applies to coursework.
- (4) The examination questions are determined by the examiners. If the examiners cannot agree, the Board of Examiners determines the questions.

§ 9 Oral examinations

- (1) Oral examinations shall be conducted by two or more examiners or by one examiner in the presence of a qualified assessor. In the oral examinations, the student must demonstrate that they possess specific knowledge in the examination subject, recognise the interrelationships within the subject area and are able to place specific questions within this context.
- (2) The oral examination shall be conducted as an individual examination or as a group examination for up to five students simultaneously. A responsible examiner must be designated for each subject area. Before determining the grade in accordance with § 11, the examiner must consult with the other examiners or assessors.
- (3) The duration of the examination is generally 15 to 30 minutes per student. The minimum duration of 15 minutes must not be undercut.
- (4) The essential topics and results of the examination in each subject shall be recorded in a transcript. This transcript must be signed by the examiners and assessors. The result of the examination shall be communicated to the student immediately following the oral examination.
- (5) A presentation comprises both a written analysis of the problem, incorporating and evaluating relevant literature, and the visual and verbal presentation of the work, as well as the communication of its results in a lecture or presentation, and possibly

in a subsequent discussion. The assessment should take place immediately following the presentation. Presentations are regularly assessed by an examiner.

- (6) Oral examinations are open to the university community. In particular, students who intend to take the same examination in the near future, as well as other members of the university who demonstrate a legitimate interest, are to be admitted as observers at oral examinations, unless the student objects. Admission does not extend to the deliberation and announcement of the examination results.
- (7) Notwithstanding paragraph 3, § 23 applies accordingly to the colloquium following the Master's thesis.

§ 10 Written examinations, other written assignments and projects

- (1) In exams and/or other written assignments, students must demonstrate that, within a limited timeframe, with limited resources and under supervision, they can identify a problem using the content and methods of their subject and find ways to develop an independent solution. Written exams must not consist predominantly of multiple-choice questions.
- (2) A term paper is an independent written work on a subject-specific or interdisciplinary task.
- (3) A project work is the work, carried out alongside coursework, on a comprehensive subject-specific or interdisciplinary task within the framework of a course. The completion time is the duration of the course.
- (4) The assessment process for exams and other written assignments should not exceed four weeks.
- (5) The regulations of § 20 et seq. apply to the Master's thesis.

§ 11 Evaluation of examination achievements and grading

- (1) The modules are graded by the respective examiners. The following marks must be used:

1,0; 1,3	= very good	= outstanding achievement
1,7; 2,0; 2,3	= good	= considerably exceeds average requirements
2,7; 3,0; 3,3	= satisfactory	= meets average requirements
3,7; 4,0	= sufficient	= meets requirements despite errors
5,0	= insufficient	= fails to meet requirements due to significant errors
- (2) A module is passed if it is assessed as at least "sufficient". If the module is assessed by two examiners, it is passed if both examiners assess the performance as at least "sufficient". In this case, the module mark is calculated as the arithmetic mean of the individual marks assigned by the examiners. If the difference in the assessments of the two examiners is greater than 2,0, the Board of Examiners will appoint a third examiner to assess the module. In this case, the mark is calculated as the arithmetic mean of the two higher marks, provided that both higher marks are at least sufficient.

The mark is:

with an average up to 1,5	very good,
with an average from 1,6 to 2,5	good,
with an average from 2,6 to 3,5	satisfactory,
with an average from 3,6 to 4,0	sufficient,
with an average over 4,0	insufficient.

- (3) If a module examination consists of several sub-examinations, the module mark according to paragraph 1 is calculated as the average of the performance achieved in the individual module sub-examinations, based on the weighting specified in the study regulations. Sub-examinations may be graded from 1,0 (very good) to 4,0 (sufficient) with two decimal places. All further decimal places are omitted. Paragraph 2 applies accordingly to the calculation of the module mark. The module mark is 5,0 (insufficient) if a sub-examination is definitively failed.
- (4) An ECTS grading scale may be applied based on statistical considerations. Successful students will receive the following marks:
- A – the best 10 %,
 - B – the next 25 %,
 - C – the next 30 %,
 - D – the next 25 %,
 - E – the next 10 %.

The marks FX and F are issued to students who do not pass. FX means, “Not passed – improvements needed before achievements can be recognised,” and F means, “Not passed – considerable improvements needed.” The Board of Examiners decides whether failure rates are reported.

§ 12 Passing and failing examinations

- (1) The ECTS credit points for a module are earned when the module examination is passed with at least a passing mark (4,0). If a module examination consists of several sub-examinations, it is only passed if all the corresponding sub-examinations are graded with at least a passing mark or better, or, if no mark is awarded, if all sub-examinations are passed. Each examination component that has been started must be successfully completed.
- (2) If a student, for reasons attributable to them, exceeds the deadlines stipulated in the study regulations for the standard course of study by more than two semesters, or if they fail to take the examination for which they have registered for reasons attributable to them, this examination is considered taken and failed.
- (3) The right to take examinations in the respective degree programme expires if twice the standard period of study for that degree program is exceeded. § 4 paragraph 7 of these regulations applies.

§ 13 Retaking examinations

- (1) A module examination or module component examination that is failed or deemed failed may be retaken twice. Failed attempts in another degree programme or at another university will be credited. Retaking a passed examination is not permitted,

with the exception of the improvement attempt regulated in paragraph 4. Coursework (other assessments) may be retaken as often as desired.

- (2) At the student's request, a second written retake examination pursuant to § 8 paragraph 1 no. 2 of these examination regulations may be replaced once by an oral examination. No further requests are permitted.
- (3) Retake examinations must be taken within the examination period of the following semester, but no later than two semesters after completion of the failed examination.
- (4) At the student's request, a further attempt at an examination to improve the mark may be made within one year of passing the first examination. A request to retake a passed examination may be submitted for a maximum of two examinations within the standard period of study. The application is admissible provided that, at the time of application, all but a maximum of two required examinations have been passed.

§ 14 Absence, withdrawal, deception, breach of regulations

- (1) An examination will be marked "fail" (5,0) if the student, without valid reasons,
 - failed to appear for an examination,
 - withdrew from the examination after it had begun,
 - did not complete a written examination within the allotted time,
 - failed to retake an examination within the allotted time.
- (2) The reason given for the withdrawal or failure to appear must be reported to the Admission and Registrar's Office in writing without delay and substantiated. Deregistration and leave of absence are not valid reasons in themselves. In the case of illness, a medical certificate and, in cases of doubt, a certificate from a public health officer confirming the student's inability to take the examination must be submitted without delay. If the Board of Examiners accepts the reason, the examination must be retaken as part of the examination offerings of the following semester.
- (3) If the students attempts to cheat on the result of their examination, e.g., by using unauthorised aids to influence the examination, the examination in question will be marked as "fail" (5,0). This determination will be made by the respective examiner or invigilator and documented. A student who violates the examination regulations may be excluded from continuing the examination in question by the examiner or invigilator. In this case, the examination in question will be marked as "fail." Anyone who allows others to copy their work will also be considered cheating and will receive a "fail" mark on their own examination. The reasons for exclusion must be documented. In serious cases, the Board of Examiners may exclude the candidate from taking further examinations.
- (4) Dates for presentations, project work, and other assessments that are usually completed during the lecture period as part of courses will be set by the respective instructor. These assessments do not require prior registration according to § 4 (3).
- (5) If a student fails to meet the submission deadline for an examination due to reasons attributable to the student, the examination will be marked as "fail." Paragraph 2 sentences 1 to 4 apply accordingly.

- (6) If a student participates in an examination even though they are not admitted to it at that time, they will be treated in every respect as if they had not participated. This also applies if their examination has been marked.
- (7) Within 14 days, the student may request that decisions made pursuant to paragraph 3 sentences 1 to 3 be reviewed by the Board of Examiners. Adverse decisions must be communicated to the student immediately in writing, stating the reasons and including information on the right of appeal.

II. Master's examination

§ 15 Admission requirements

- (1) Only students enrolled in the degree programme at Harz University of Applied Sciences can be allowed to take examinations for the respective programme.
- (2) The student applies in writing to the Admission and Registrar's Office to gain admission to the examinations.

§ 16 Admission processes

- (1) The Board of Examiners decides on admission, or the Chair pursuant to § 5 paragraph 2 sentence 6.
- (2) Admission must be denied if
 1. the admission requirement specified in § 15 paragraph 1 is not met or
 2. the student has lost their entitlement to take the exam in the selected or a related programme or
 3. the student is already undergoing an examination in the same or a related programme at another university.

Otherwise, admission can only be denied if the student has lost their entitlement to take the exam due to failure to adhere to the deadline for repeating the exam (§ 13 paragraph 3, § 14 paragraph 2).

§ 17 Objective, scope and type of examination

- (1) The examination serves to determine whether the student has achieved the study goals specified in § 2.
- (2) The examinations are taken parallel to the studies.
- (3) The examination consists of achievements as per § 8 paragraph 1.
- (4) The composition of the Master's examination, the components of the modules and the calculation of the Master's examination mark can be found in the study regulations.

§ 18 Master's degree examination

- (1) The Master's degree examination consists of
 - the writing of a Master's thesis and
 - the Master's colloquium.

- (2) In degree programmes with foreign partner universities, the Board of Examiners may establish different regulations regarding the composition of the Master's degree examination if specific requirements of the respective partner university necessitate this.
- (3) The allocation of ECTS credit points is governed by the study regulations.

§ 19 Admission to the Master's degree examination

Admission to the Master's final examination requires completion of coursework totalling at least 30 ECTS credit points (three semesters of study) or 60 ECTS credit points (four semesters of study) as stipulated in the study regulations for the respective degree programme. In degree programmes with foreign partner universities, the Board of Examiners may set a different requirement if specific circumstances of the respective partner university necessitate this.

§ 20 Master's thesis

- (1) The Master's thesis is an examination component. It is intended to demonstrate that the student is capable of independently addressing a problem within their field of study on a scientific basis within the timeframe specified in paragraph 6. The topic and task of the Master's thesis must correspond to the examination objective (§ 2 paragraph 2).
- (2) The topic of the Master's thesis may be determined by any professor within the faculty. With the approval of the Board of Examiners, the topic may also be determined by a professor who is not a member of this faculty or by another examiner pursuant to § 6 paragraph 1. In these cases, the second examiner must be a full-time faculty member of the faculty.
- (3) The topic is determined by the primary examiner after consulting with the student. In degree programs with foreign partner universities, the respective representatives of these partner universities are also appointed. The student must be given the opportunity to suggest topics for the Master's thesis. Upon request, the Board of Examiners ensures that the student receives a topic in a timely manner and appoints the examiner. The topic is assigned by the Chair of the Board of Examiners: This task may be delegated to the Admission and Registrar's Office and must be documented. Upon assignment of the topic, the examiner who selected it (primary examiner) and the secondary examiner are appointed. During the preparation of the thesis, the student is supervised by the primary examiner.
- (4) Students have the right to propose examiners for their Master's thesis. The Board of Examiners makes the final decision regarding the appointment of the first and second examiners. In justified exceptional cases, students may reject the assigned examiners once within 14 days of the topic being assigned. The Board of Examiners decides on such written applications.
- (5) Students apply to the Admission and Registrar's Office for the assignment of their Master's thesis topic. The application must include the signatures of the first and second examiners as confirmation of their supervision. The topic should not be assigned if the requirements of § 19 are not met.

- (6) The completion time for the Master's thesis is three to six months. Further details are regulated by the study regulations. In individual cases and pending justified application, the Board of Examiners may extend the completion time by up to four weeks.
- (7) When submitting the Master's thesis, the student must declare in writing that they have written the thesis independently and have not used any sources or aids other than those indicated, and that they have clearly cited sources.

§ 21 Approval and evaluation of the Master's thesis

- (1) The Master's thesis must be submitted to the Admission and Registrar's Office in triplicate by the deadline, and, insofar as the nature of the assignment permits (particularly in the case of written papers), also in electronic form. The date of submission must be documented. If the Master's thesis is sent by mail, the date of the postmark applies. If the Master's thesis is not submitted by the deadline, it will be considered to have received a failing grade (5.0) in accordance with § 14 paragraph 1. If the Master's thesis is written in a foreign language or at a partner university, a German summary must be submitted along with the thesis.
- (2) The Master's thesis will be assessed in accordance with § 11 and the assessment must be justified in writing. The grade for the Master's thesis will be calculated as the arithmetic mean of the individual assessments of the two examiners, provided the difference does not exceed 2,0. If the difference is greater than 2,0, the Board of Examiners will appoint a third examiner to assess the Master's thesis. In this case, the mark for the Master's thesis is calculated as the arithmetic mean of the two highest grades. However, the Master's thesis can only be graded as "sufficient" or better if at least two marks are "sufficient" or better.
- (3) The assessment must be completed before the start of the colloquium.
- (4) The weighting of the written Master's thesis as a component of the overall grade for the Master's examination is regulated in the study regulations.
- (5) With the consent of the first and second examiners and the student, a copy of the Master's thesis may be made publicly available in the university library after the examination has been completed, unless the candidate expressly objects to this arrangement by submitting a written declaration to the Admissions and Registrar's Office no later than upon submission of the thesis.

§ 22 Repeating the Master's thesis

- (1) The Master's thesis can be repeated once with a new topic in the event of a mark of "insufficient". The completion time for the repeat attempt is the same as the period defined in § 20 paragraph 6.
- (2) Second repeat attempts are not permitted.
- (3) The new topic of the thesis is provided within a reasonable period of time, generally within one month and no later than within two months.
- (4) § 12 paragraph 2 applies accordingly.

§ 23 Colloquium

- (1) The colloquium is intended to address the most important findings of the Master's thesis. It includes a presentation of the main theses and content of the thesis. This presentation should not take place within the context of regular classes. The presentation is followed by a defence of the theses and content.
- (2) The colloquium consists of the primary examiner and a second examiner, who is an expert assessor.
- (3) The date of the colloquium is set by the Master's thesis examiners immediately after the thesis marks have been awarded, unless the faculty or university has established a uniform schedule.
- (4) The result of the colloquium is a weighted component of the overall mark for the master's examination, as stipulated in the study regulations.
- (5) The colloquium should last between 30 and 60 minutes and is generally open to the university community. It must not be shorter than 30 minutes.
- (6) The colloquium generally takes place in the semester in which the last examination is completed and should only be scheduled once all other modules of the course have been passed.
- (7) The provisions of § 13 apply to retaking the colloquium, with the exception of paragraphs 3 and 4. Retake examinations should generally take place within eight weeks of the failed colloquium. The dates are set by the Board of Examiners.

§ 24 Additional subjects

- (1) Students may take examinations in modules beyond those required (supplementary modules). If equivalence is established in accordance with § 7, supplementary modules may also be chosen from other degree programmes, provided the examiners and the Board of Examiners agree.
- (2) If the study regulations provide for elective modules and the result of an examination in a supplementary module is better than in an elective module, the supplementary module may, at the student's request, be used instead of the elective module in calculating the Master's mark. The results achieved in supplementary modules will be certified upon the student's request.
- (3) If a student registers for an examination in a supplementary module pursuant to § 4 paragraph 3, §§ 12 and 13 also apply to the supplementary module.

§ 25 Total result of the examination, certificate or transcript of records

- (1) The Master's examination is passed if all modules listed in the study regulations are each marked at least "sufficient".
- (2) The overall mark for the Master's examination is calculated according to the weighting of the modules in the study regulations.
- (3) The Master's examination is definitively failed if a module is marked "insufficient" or is considered to have been marked and no further opportunity to retake the module exists.

- (4) Students who have passed the Master's examination receive a certificate immediately. The certificate includes the individual subject marks, the topic and mark of the Master's thesis, the overall mark, and the ECTS credit points awarded in accordance with § 11 paragraph 4.
- (5) The certificate bears the date on which the last examination was completed. It must be signed by the Dean and the Chair of the Board of Examiners. The transcript of records additionally lists the ECTS credit points earned, is written in English and bears the date of its creation.

§ 26 Master's certificate, diploma supplement

- (1) A Master's degree certificate from Harz University of Applied Sciences can only be awarded to students who have passed the Master's thesis and the Master's colloquium in their chosen degree programme at Harz University of Applied Sciences and have also completed at least 30 ECTS credit points of coursework in their chosen degree programme at Harz University of Applied Sciences. The Board of Examiners decides on exceptions. In degree programmes with foreign partner universities, different regulations are permitted in accordance with § 18 paragraph 2.
- (2) The Master's degree certificate, dated the same as the transcript, is issued to the student at the same time as the transcript. It confirms the award of the Master's degree in accordance with § 2.
- (3) The Master's degree certificate is signed by the Dean of the faculty and the Chair of the respective Board of Examiners and bears the university seal.
- (4) Along with the Master's degree certificate and the transcript, the student receives a diploma supplement containing essential information about the content and profile of the degree programme.

III. Closing provisions

§ 27 Invalidity of the Master's examination, revocation of Master title

- (1) If a student cheats on an examination and this fact only becomes known after the certificate has been issued, the Board of Examiners may subsequently adjust the marks for the examination component in which the student cheated and declare the examination failed in whole or in part.
- (2) If the prerequisites for admission to an examination were not met, without the student intending to deceive, and this fact only becomes known after the certificate has been issued, this deficiency is remedied by passing the examination. If the student intentionally obtained admission unlawfully, the Board of Examiners shall decide on the legal consequences in accordance with the Administrative Procedure Act for the State of Saxony-Anhalt of 18 November 2005 (GVBl. LSA, p. 698 et seq.).
- (3) The student must be given the opportunity to discuss the matter with the Board of Examiners before a decision is made.
- (4) The incorrect examination certificate shall be confiscated and, if necessary, replaced with a new one.

- (5) If the examination is declared failed overall, the academic degree of Master shall be revoked and the Master's certificate confiscated.

§ 28 Access to the examination file

- (1) Upon request, students are granted access to their examination papers, examiners' comments, and examination records after the completion of each examination.
- (2) The request must be submitted to the Chair of the Board of Examiners no later than three months after the examination certificate has been issued. The Chair of the Board of Examiners will determine the time and place of access.

§ 29 Adverse decisions, objection procedures

- (1) An adverse administrative act issued under these examination regulations must be justified in writing, include information on legal remedies and be served in accordance with § 41 of the Administrative Procedure Act. An objection to the decision may be lodged with the Board of Examiners within one month of receipt of the notification, pursuant to § 68 et seq. of the Code of Administrative Court Procedure.
- (2) The Board of Examiners shall decide on the objection. If the objection is directed against an examiner's assessment, the Board of Examiners shall decide after review in accordance with paragraph 3.
- (3) If the appeal is directed against an examiner's assessment, the Board of Examiners shall forward the appeal to that examiner for review. If the examiner amends their assessment as requested, the Board of Examiners shall grant the appeal. Otherwise, the Board of Examiners shall review the decision to determine whether
 1. the examination procedure was not conducted properly,
 2. generally accepted assessment principles were not observed,
 3. the examiner was influenced by extraneous considerations,
 4. the examiner misconstrued the underlying facts,
 5. the examiner failed to observe the legal framework in the assessment,
 6. the candidate performed correctly or incorrectly.
 7. The same applies if the appeal is directed against the assessment of several examiners.
- (4) If the objection is not remedied, the President or Chancellor of the university shall issue a decision to the objector. This decision shall include information on legal remedies.

§ 30 Public university announcements by the Board of Examiners

The Board of Examiners may decide that decisions and other measures taken under these examination regulations, in particular admission to the examination, refusal of admission, registration and examination dates and deadlines, as well as examination results, be made publicly available within the university in an appropriate manner. Data protection regulations must be observed when doing so.

§ 31 Coming into effect

The examination regulations will come into effect upon their approval by the President of Harz University of Applied Sciences and their official publication within the university.

With the coming into effect of these examination regulations, the examination regulations for the degree programmes Business Consulting (M.A.), Tourism and Destination Development (M.A.) and Consumer Psychology and Market Research (M.Sc.) of the Faculty of Business Studies at Harz University of Applied Sciences, dated 15.04.2015, will be repealed.

Issued on the basis of the resolutions of the Board of the Faculty of Business Studies dated 14.10.2015, and the Senate of Harz University of Applied Sciences dated 04.11.2015.

Wernigerode, 15.12.2015

President of Harz University of Applied Sciences Wernigerode