

**Examination Regulations**  
**Executive MBA-Program “Management and Marketing**  
**for Central and Eastern Europe”**  
**European University Viadrina at the Collegium**  
**Polonicum<sup>1</sup>**

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**I. General Information**

**§ 1**  
**Principles of Equal Rights**

All persons and functional relations in these regulations are valid for both men and women in all respects.

## **§ 2**

### **Purpose of the Graduation Examination**

The graduation examination forms the end result of the post-graduate study of "Management and Marketing in Central and Eastern Europe". In the graduation exam the students should prove that they have reached the study aims established in §3 of the study regulations. Further particulars of the graduation examination are established in §§ 12-15.

## **§ 3**

### **Academic Diploma of "Master of Business Administration (MBA)"**

After the completion of the graduation examination, the academic degree "Master of Business Administration (MBA)" with the adjunct "Management and Marketing in Central and Eastern Europe" will be bestowed upon the student of the postgraduate study.

## **§ 4**

### **Duration and Structure of Study**

- (1) The regular study period lasts 4 semesters.
- (2) The study is divided into two study periods. The first study period encompasses the first three semesters in which the modules and international project studies are emphasized. The second study period encompasses the fourth semester in which the master's thesis and colloquium (oral examination) are completed.
- (3) The content of the study is described in §§ 7-10 of these examination regulations.

## **§ 5**

### **Examination Board**

- (1) An examination board with tasks allocated by these examination regulations is to be established for the organization of the examinations. This examination board consists of the following:
  - the MBA professor from the Collegium Polonicum
  - a professor of the Economics Faculty from the European University Viadrina
  - the MBA Project Coordinator
  - a representative of the MBA student body
- (2) The members and alternative members of the examination board will be appointed upon proposal of the Economics Faculty of the European University Viadrina in coordination with the appropriate committee of the Collegium Polonicum. The review board appoints one professor as chairperson and one as vice-chairperson.
- (3) The examination board ensures that the appointments of the examination regulations are followed. It also updates the economics faculty on the development of the examinations, gives suggestions for the reform of the study and examination orders, and discloses the distribution

of grades. It decides the appropriation of the study and examination achievement as well as the admission to the examinations.

(4) The members of the examination board have the right to participate in the examinations.

(5) The members of the examination board and their deputies are subject to official secrecy. As long as they are not working in the public sector, they are to be obligated to secrecy by the chairperson.

## **§ 6**

### **Examiners, Assessors, and Projects Supervisors**

(1) The chairperson of the examination board appoints the examiners of each program module, the international projects studies and the graduation examination. Professors and university lecturers with qualification to teach at a professional level at the European University Viadrina, at the Adam Mickiewicz University in Poznan, at the Collegium Polonicum, or at one of the partner universities of the MBA program, who are involved in teaching within the postgraduate MBA program, can be appointed as examiners or assessors.

(2) The examiners, assessors and project supervisors must comply with § 5 (5).

(3) Two examiners will evaluate the written examination performance.

(4) The assessment of the international project studies will be completed by the "Studienleiter" of the postgraduate MBA program and the responsible project supervisor. The project supervisor may be one of the academic teachers explicated under (1) or a representative of the firm that was involved in the international project study.

(5) The evaluation of the master's thesis is completed by the "Studienleiter" as well as by the responsible professor according to § 13 (2). Should the responsible professor not be available, the examination board will appoint another assessor.

(6) In oral examinations, the presence of one examiner and one co-examiner, who records the course of the examination in a protocol, is always necessary. Co-examiners must be members of the academic staff of the European University Viadrina, the Adam Mickiewicz University in Poznan, the Collegium Polonicum or of one of the partner universities within the MBA program and must have completed a master's or an equivalent degree in the same specialization.

(7) The chairperson of the examination board may make an exception to (3) - (5), if there otherwise would be an unacceptable delay in the assessment of the examination. In this case, for the examiners and co-examiners the necessary general knowledge must be guaranteed.

## **§ 7**

### **Assessment of Examination Achievement**

(1) The grades for each examination achievement are declared by the respective examiners. Valid grades for the assessment of the examination achievement are the following:

1 = excellent = extraordinary performance

- 2 = good = above average performance
- 3 = satisfactory = average performance
- 4 = sufficient = acceptable, but below average performance
- 5 = insufficient = unacceptable performance.

(2) To differentiate the examination achievement, interval grades, which raise or lower the grade by 0.3, will be given. The grades 0.7; 4.3; 4.7 and 5.3 are not possible.

(3) If an overall achievement is to be assessed as the combination of singular achievements or singular assessments, the grade of the overall performance is as follows:

- an average up to 1.5 = extraordinary performance
- an average of 1.5 to 2.5 = good
- an average of 2.5 to 3.5 = satisfactory
- an average of 3.5 to 4.0 = sufficient
- an average over 4.0 = insufficient.

In grade certificates additionally the grade of each singular achievement is reported, rounded to the first decimal.

## § 8

### Default, Resignation, Fallacy and Preach of Regulations

(1) If the candidate misses the exam without a valid excuse, or if he leaves before finishing the exam without a valid excuse, the exam is given the grade of 5.0 and the student fails. The same applies if a written exam is not completed within the given exam time.

(2) Reasons for an exam resignation or default must be directly and credibly reported in writing to the examination board. In the case of illness, a medical doctor's excuse must be presented. If the examination board accepts the excuse, the candidate can make arrangements with the examiner for a new exam date.

(3) In general, examinations can be retaken. More specifically, retaking examinations within the first part of the study is explicated in § 10 (6) and § 11 (5). Retaking the final examination is explicated in § 14 (4).

(4) If the candidate attempts to influence his exam grade by cheating or using additional forbidden material, then the candidate will be given the grade of 5.0, thereby failing. A candidate disturbing the proper sequence of the exam can be removed from the exam by the respective examiner or the attending supervisor, in which case, the corresponding examination will be given a grade of 5.0, thereby failing.

## II. Examinations in the First Study Period

### § 9

#### Examinations in the First Study Period

(1) The examinations in the first study period consist of the examinations for the modules (compare § 10) and of the international project studies (compare § 11). These examinations are conducted parallel to the course of studies.

(2) The first study period is completed successfully when

- at least 9 examinations for the modules have been passed
- both international project studies have been successfully completed.

## **§ 10**

### **Examinations: the Modules**

(1) The examinations correspond to the mandatory modules (MM) and the optional modules (OM) as listed in § 8 of the study regulations:

- Strategic Management and Controlling in International Corporations (MM)
- Economic and Legal Conditions for Business in Central and Eastern Europe (OM)
- Financial Management and Accounting (MM)
- Organization and Human Resource Management (MM)
- Marketing (MM)
- Information Management for the International Corporation (MM)
- Language/Culture I (OM)
- Language/Culture II (OM)
- Intercultural Communication (MM)
- International Project Management (MM)

The examination board may adjust the exact names of the modules to current requirements. This does not, though, invalidate those module grades acquired in the past.

(2) In each module a certificate of achievement must be acquired. This certificate can be acquired in the following ways:

- a. by means of a (two hour) examination
- b. by means of a written home assignment or a written home assignment in connection with an oral presentation.
- c. by means of a combination of an oral examination and a written assignment.

(3) The module lecturer in agreement with the examination board fixes the criteria for the examination according to (2).

(4) The certificate of achievement for a module contains the name of the module and a compilation of all single results within the module necessary for the overall grade, as well as the overall grade according to the scale in § 7.

(5) Immediately following a module one of the examination possibilities according to (2) is offered. The examination is successfully accomplished when at least a sufficient grade (4.0 or better) has been achieved.

(6) If the examination receives a failing grade (5.0), the examination must be retaken. When the second attempt also receives a failing grade (5.0), the module is counted as not passed. A third attempt is not possible.

## **§ 11**

### **Examinations: the International Project Studies**

- (1) In the first study period, two international project studies are assigned parallel to the studies.
- (2) The evaluation of the project study consists of the graded written project report and the presentation of the project results based upon the written report. Each project study is to be evaluated by two examiners. Both parts of the project study (written and oral presentation) are combined in equal parts to render the total grade according to the scheme specified in § 7.
- (3) The international project study is completed successfully when the overall grade is at least sufficient (4.0). The successful completion of the project study will be documented by means of a certificate of achievement. The certificate shows the name of the project study, a compilation of all single results as well as the overall grade.
- (4) If the international project study receives an insufficient grade (5.0), a new project study must be completed, with the approval of the "Studienleiter". If the second attempt also receives an insufficient grade, the international project study is considered failed. A third attempt is not possible.

### **III. Examinations in the Second Study Period (Master's Thesis and Colloquium)**

## **§ 12**

### **Registration and Admission for the Master's Thesis**

- (1) The registration for the master's thesis takes place at the end of the third semester. The application for admission is submitted in written form to the chairperson of the examination board.
- (2) Only those students who have successfully completed the first study period according to § 9 may be admitted for the master's thesis.

## **§ 13**

### **Kind, Performance and Deadlines for the Master's Thesis**

- (1) In order to acquire the MBA diploma each student must complete, within a set timeframe, a master's thesis with scientific writing methods, in which he has successfully discussed a topic covered in the curriculum specifically related to Middle and East Europe.
- (2) The topic of the master's thesis can be approved and supervised by each professor within the postgraduate MBA program from the European University Viadrina, the Adam Mickiewicz University in Poznan or from other partner universities of the MBA program in coordination with the "Studienleiter".
- (3) The master's thesis is to be completed within three months. In exceptions, which the candidate must give good reasons for, this timeframe can be extended by one month. The length of the thesis should not exceed 40 pages.

(4) Generally, the text of the master's thesis is written in English. Exceptions must explicitly be approved by the "Studienleiter" and the supervising teacher.

(5) Two copies of the master's thesis are to be handed in to the "Studienleiter" on time. The text must be typed or printed. The beginning date as well as the date of delivery of the master's thesis is to be recorded. At the time of delivery the candidate must ensure that he composed the thesis independently and the resources and references used are clearly documented.

(6) If the master's thesis does not meet the deadline, it is considered failed.

## **§ 14**

### **Assessment of the Master's Thesis and Colloquium**

(1) The master's thesis is assessed by two experts within two months of delivery. The assessment follows the guidelines in § 7. The grade is calculated as the average of both experts' grades. One of the experts supervises the assessment. If the supervisor is not appropriate, the examination board will appoint another to replace him.

(2) After the delivery of the master's thesis, an open colloquium takes place, in which the supervising expert, the "Studienleiter" are present. The candidate must present the results of his research in a larger context and defend any critique against it. The length of the colloquium is at least 30 minutes and at most 60 minutes.

(3) The colloquium grade is worth one fourth of the overall grade of the graduation examination.

(4) A failing master's thesis (overall grade greater than 4,0) can be rewritten once. If the graduation examination is also failed, because the colloquium was also insufficient, then the colloquium must also be repeated. If after the second attempt the student receives a failing grade again, the written master's thesis may be repeated.

## **§ 15**

### **Passing the Graduation Examination**

The graduation examination is passed when the master's thesis and the corresponding colloquium have been completed with at least sufficient success.

## **IV. Credit Point System in the European Credit-Point Transfer System (ECTS)**

(1) The modules, which have been awarded certificates of achievement, will be given six credit points each.

(2) The international project studies, which have been awarded at least sufficient grades, will be given twelve credit points each.

(3) The passed master's thesis and corresponding colloquium will be awarded 36 credit points.

## **V. Closing Stipulations**

### **§ 16 Grade Report**

- (1) A grade report of the student's comprehensive achievement will be prepared and signed by the chairperson of the examination board.
- (2) The grade report contains a list, as well as the individual grades, of the completed modules, the subjects of the international project studies and its grades, and the subject and grade of the graduation examination as well as the overall grade.
- (3) The overall grade is calculated by the average of the single weighted grades of the modules, the double weighted grades for the international project studies, and the triple weighted grade of the graduation examination.
- (4) The grade report is dated with the day on which the last examination was taken.

### **§ 17 Certificate of Successful Completion of the Academic Diploma "Master's of Business Administration"**

- (1) Parallel with the grade report, the graduate will receive a certificate with the date of the grade report. In this certificate he is granted the academic title "Master of Business Administration (MBA)" with the emphasis on "Management and Marketing in Central and Eastern Europe".
- (2) The certificate is signed by the president and by the dean of the economics faculty of the European University Viadrina, as well as by the Chairperson of the examination board. It also carries the seal of the European University Viadrina.
- (3) The certificate will be in English and in German.

### **§ 18 Annulment of the Graduation Examination**

- (1) If it is discovered after the presentation of the diploma that the candidate has cheated on the examinations, the examination board subsequently can accordingly correct the grades of those examinations, on which the candidate cheated, and can declare the examination as partially or totally "failed".
- (2) If pre-requisites for the admission to an exam have not been fulfilled, without the student's intention to deceive, and if this fact is revealed after issuing the certificate, then this default is corrected by declaring the exam as passed. If the candidate has unjustly obtained the admission, the examination board will decide the case.
- (3) The determination of an invalid result according to (1) and (2) can be investigated only up to a year after the invalid result according to (1) and (2) has been disclosed to the responsible committee. During this time the master's thesis, the expertise and the examination protocol are to be deposited by the examination board. The examination board will decide in the case



of an exception. The candidate must be given the opportunity to be heard in advance of a decision.

(4) The incorrect grade report has to be drawn in and, if necessary, a new one has to be issued. In addition to the incorrect grade report, the certificate of the degree of "Master of Business Administration" is to be drawn in, if the examination was declared "failed" due to deception.

## **§ 19**

### **Access to Examination Files**

Within a year after graduation access, to the written examinations, expertise related to the examinations, and the examination files is granted to the candidate within an appropriate period of time upon request.

## **§ 20**

### **Students with Disabilities**

In arranging the program as well as the examinations, the attempt is made to comply with the individual or specific demands of students with disabilities.

## **§ 21**

### **Commencement**

These examination regulations are become valid on the day after their publishing in the official announcements of the European University Viadrina.

<sup>1</sup>Bei der nachstehenden Textfassung handelt es sich um eine Übersetzung der Prüfungsordnung für den Studiengang "Master of Business Administration" vom 21.10.1998. Rechtlich verbindlich ist ausschließlich die deutschsprachige Version, die in den "Amtlichen Bekanntmachungen" vom 9. Juli 1999 veröffentlicht wurde.

**Only the German language version of this Examination ordinance is valid for all official and legal purposes. The English language version is provided merely as a guide.**