

# **Examination Regulations for the Major of International Business Administration with the degrees of Bachelor and Master at the European University Viadrina<sup>1</sup>**

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## **Content**

### **I. General Guidelines**

- § 1 Principle of Equality
- § 2 Objective of the Bachelor's Degree examination
- § 3 Objective of the Master's Degree examination
- § 4 Academic Degrees
- § 5 Duration and Structure of the Programme
- § 6 Programme Officer and the Examination Board
- § 7 Examiners and Assessors
- § 8 Grading of the Exams
- § 9 Default, Rescission, Fallacy, Breach of Regulations
- § 10 Recognition of Coursework Duration, Coursework and Examinations
- § 11 No Retaking of previously passed Exams

### **II. Intermediate Examination**

- § 12 Objective of the Intermediate Examination
- § 13 Admission Requirements and Admissions Procedure
- § 14 Scope and Structure of the Intermediate Examination
- § 15 Passing, Retaking and Grading of the Intermediate Examination
- § 16 Transcript of the Intermediate Examination

### **III. Bachelor's Degree**

- § 17 Switching from other majors in the Faculty of Business Administration at the European University Viadrina over to a Bachelor's degree in International Business Administration
- § 18 Scope of the Bachelor's main studies
- § 19 Composition of the Bachelor's Degree Examination
- § 20 Recognition of coursework obtained abroad for the Bachelor's degree
- § 21 Passing the Bachelor's Degree Examination
- § 22 Grade Report
- § 23 Certificate of successful completion of the academic Degree "Bachelor of International Business"

### **IV. Master's Degree**

- § 24 Admission requirements for the degree "Master's Degree of International Business Administration"
- § 25 Scope of the Master's Degree main studies
- § 26 Composition of the Master's Degree examination
- § 27 Recognition of coursework obtained abroad for the Master's Degree
- § 28 Master's Degree Thesis
- § 29 Approval and Registration of the Master's Degree Thesis
- § 30 Time period and evaluation of the Master's Degree Thesis
- § 31 Passing the Master of International Business Administration Examination
- § 32 Grade Report

§ 33 Certificate of successful completion of the academic degree "Master of International Business Administration"

§ 34 Annulment of the intermediate examination of the Bachelor's and the Master's Degrees

§ 35 Access to exam files

§ 36 Concerning studies for disabled students

§ 37 Commencement

## **I. General Guidelines**

### **§ 1**

#### **Principle of Equality**

All matters concerning persons or functions in these articles of association equally apply to both men and women.

### **§ 2**

#### **Objective of the Bachelor examination**

The bachelor examination forms the first career qualifying degree in the framework of the major International Business Administration. The candidate should demonstrate in the exam that he/she possesses a fundamental knowledge that surveys the contexts of the subject matter as well as the international dimension of business while recognizing its cultural relevance. The bachelor degree is not an entitlement to a doctorate.

### **§ 3**

#### **Objective of the Master examination**

The master examination forms the Master's degree in the framework of the programme in International Business Administration. The candidate should demonstrate in the exam that he/she possesses a profound knowledge that surveys the contexts of the subject matter as well as the international dimension of business while recognizing its cultural relevance. The candidate should be capable of independently processing problems utilizing the methods learned in the coursework offered in the programme. The Master's thesis should have the candidate demonstrate his/her ability to independently apply acquired scholastic instruments to practical problems.

### **§ 4**

#### **Academic Degrees**

(1) After successful completion of the Bachelor's examination, graduates of the major "International Business Administration" are awarded the academic degree "Bachelor of International Business Administration" (abbreviated BBA).

(2) After successful completion of the Master's examination, graduates of the Master's programme in International Business Administration are awarded the academic degree "Master of International Business Administration" (abbreviated MBA).

### **§ 5**

#### **Duration and Structure of the Programme**

(1) The normal duration for the programme lasts

- three years for the Bachelor's degree
- an additional two years for the Master's degree including the completion of the Master's thesis and the final examination

(2) The major in International Business Administration consists of core studies ("Grundstudium"), a Bachelor's and a Master's Degree. The core studies of the Bachelor's and the Master's Degrees are all completed upon successfully passing the respective exams. The core studies are primarily conducted in English. Courses in the third year of the Bachelor's and Master's degree can be taught in German or English.

(3) Successfully passing the intermediate examination is a pre-requisite for obtaining the Bachelor's Degree at the European University Viadrina.

(4) Successfully completing the Bachelor's is a pre-requisite for obtaining the Master's degree.

(5) The Bachelor's Degree, including the core studies, involves a maximum of 110 contact hours. For the Master's Degree, the maximum number of contact hours is 60.

(6) The successful progression of the students in the programme is measured by obtaining Credit Points.

## **§ 6**

### **Programme Officer and the Examination Board**

(1) The programme officer is responsible for the organization of the International Business Administration programme as well as the assigned tasks stated in these examination and programme regulations. The programme officer is appointed by the examination board from the doctoral or qualified to teach at a professorial level members of the Faculty of Business Administration and Economics. The deputy is appointed by the examination board from the doctoral or qualified to teach at a professorial level members of the Faculty of Business Administration and Economics and / or from the additional scholastic members of staff at the European University in accordance with § 12 subparagraph 3 BbgHG or from the contract-teachers with a university degree. General knowledge in the context of business administration of the programme officer and his deputy must be guaranteed.

(2) The examination board for the major "International Business Administration" is responsible for the organization of the examinations and the tasks stipulated in these examination regulations. The examination board is formed by three professors belonging to the Business Administration Faculty, an academic assistant, as well as a student representative. The programme officer and, accordingly, his deputy have a chair and vote in all examination board tasks concerning the major International Business Administration.

(3) The members of the examination board, as well as their deputies, are appointed by the faculty council for two years. The programme officer of the major International Business Administration is a designated member of the examination board. Student members can hold office for one year. The examination board appoints one of the professors as well as his deputies as board chairman. The examination board can delegate regulation decisions to the board chairman.

(4) The examination board sees that the execution of the examination regulations are upheld. The board regularly reports to the faculty about exam developments and coursework duration. It gives suggestions about coursework and examination modifications as well as publishing the distribution of course grades and coursework duration. The examination board particularly decides on the recognition of previously passed coursework and exams as well as admitting students to the exams. Determining dates of the exams is a further duty of the examination board.

(5) The examination board also has the right to participate in exam inspection, as decided by the examination board

(6) The members of the examination board, their deputies, the programme officer and his deputy are subject to official secrecy. As far as they are not public-sector workers, they are bound by the board chairman to secrecy.

## **§ 7**

### **Examiners and Assessors**

(1) The examination board appoints the examiners and assessors. The board can confer the appointment to the board chairman. Professors and university lecturers with qualification to teach at professorial level who are members of the Faculty of Business Administration and Economics are not required to be appointed as an examiner for those subjects taught by them. Lecturers involved in the major International Business Administration will be appointed as examiners for their respective courses. Examiners can also be appointed from other members of the academic personal of the European University as well as lecturers possessing a university degree in accordance to § 12 subparagraph 3 BbgHG.

(2) For examiners and assessors, § 6 subparagraph 5 applies accordingly.

(3) Written exams in the framework of the intermediate examination leading to Bachelor's and Master's examination are normally graded by at least two examiners.

(4) The participation of an examiner and assessor in an oral examination abiding to the exam progression in a protocol, is a pre-requisite. Assessors must belong to the academic personal of the European University. They must also possess at least a diploma degree or its equivalent as well as being knowledgeable in the subject matter, and preferably have a degree in business administration or economics.

## **§ 8**

### **Grading of the Exams**

(1) The grades for the individual exams are given by the respective examiners. The following grades are to be applied in grading exams:

1	= very good	= an outstanding performance
2	= good	= a performance substantially better than the average requirements
3	= satisfactory	= a performance corresponding to average requirements
4	= sufficient	= a performance sufficing the requirements despite its deficiencies
5	= fail	= a performance not sufficing due to substantial deficiencies

(2) To differentiate grading, the exams can be distinguished by interval grades, which raise or lower the individual grade by 0,3. The grades 0,7; 4,3; 4,7; and 5,3 are excluded thereby.

(3) Should the intermediate examination for the Bachelor or Master's Degree(s) be graded as an overall performance average of individual and comprehensive exams, the grades for the overall performance average are as follows:

An average of 1,5	=	very good
An average of over 1,5 to 2,5	=	good
An average of over 2,5 to 3,5	=	satisfactory
An average of over 3,5 to 4,0	=	sufficient
An average of over 4,0	=	failing.

In forming the grades the first decimal place behind the comma is taken into consideration; all other decimal places are discarded without rounding.

(4) The following grades correspond to the grading scale of the ECTS-System as found in § 8 subparagraph 3. A document giving information about the following grading conversion system is enclosed with coursework obtained in International Business Administration.

<b>Grades</b>	<b>Remarks</b>	<b>ECTS</b>
1,0 and 1,3	Excellent: outstanding performance with only minor errors	<b>A</b>
1,7 and 2,0	Very Good: above average standard but with some errors	<b>B</b>
2,3 and 2,7	Good: generally sound work with a number of notable errors	<b>C</b>
3,0 and 3,3	Satisfactory: fair but with significant shortcomings	<b>D</b>
3,7 and 4,0	Sufficient: performance meets minimum criteria	<b>E</b>
5,0	Fail: considerable further work is required	<b>Fx/Fail</b>

## **§ 9**

### **Default, Rescission, Fallacy, Breach of Regulations**

(1) An exam is failed if the candidate does not appear for the exam without a valid excuse, or if he/she leaves before finishing the exam without a valid excuse. The same applies if a written exam is not completed within the given exam time.

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

(3) If the candidate attempts to influence his exam grade by cheating or using additional forbidden material, then the candidate will be given a grade 5. A candidate disturbing the proper sequence of the exam can be excluded from the exam by the respective examiner or the attending supervisor. In this case, the pertinent exam will be given a grade 5 (fail). In serious cases, the examination board can forbid the candidate from taking further exams in this major.

(4) The candidate can demand that the examination board review exams and that the decisions of the examination board be directly communicated to the candidate in writing.

## **§ 10**

### **Recognition of Coursework Duration, Coursework and Examinations**

(1) Coursework duration, coursework and exams obtained in the same major at other higher-education institutions with doctoral programmes in the scope of the "Hochschulrahmengesetz" will be recognized.

(2) Coursework duration in other majors as well as obtained courses and exams will be recognized as long as an equivalent course of studies involving the same subject matter can be demonstrated. The equivalency of coursework duration and courses at foreign universities is normally approved with equivalency recommendations. However, in case of doubt about the equivalency, the department for foreign education in the permanent secretary of the cultural ministry conference ("Zentralstelle für ausländisches Bildungswesen im ständigen Sekretariat der Kultusministerkonferenz") may hear the case.

(3) The examination board decides on the recognition of coursework duration, passed courses and exams.

(4) Coursework obtained by students registered at the European University can only be recognized upon consent of the examination board in agreement with the subject deputy.

## **§ 11**

### **No Retaking of previously passed Exams**

(1) An exam successfully passed at the European University Viadrina cannot be retaken.

(2) An intermediate diploma, diploma, Bachelor or Master's degree in a business academic field (particularly Economics, Business Administration, or International Business Administration) obtained at an higher education institution with the right to grant a doctoral degree within the framework of the "Hochschulrahmengesetz" or which is recognized by the European University Viadrina cannot be retaken for credit at the European-University Viadrina.

(3) The above statement does not apply to Double and Triple Degree Programmes with foreign universities.

## **II. Intermediate Examination**

### **§ 12**

#### **Objective of the Intermediate Examination**

The candidate should demonstrate in the intermediate examination that he/she

1. possesses the basic competency to finish his/her studies within the normal coursework duration,
2. has obtained the necessary knowledge in the core studies to successfully continue his/her studies.

### **§ 13**

#### **Admission Requirements and Admissions Procedure**

(1) Admission to exams within framework of the intermediate examination will only be allowed to those, who

1. are matriculated at the European-University Viadrina,
2. have been registered at least one semester at the European-University Viadrina,
3. possess a higher education entrance qualification (Abitur), or a subject-restricted higher education entrance qualification, or a legally certified equivalent thereof,
4. have not lost their right to take the exam by exceeding the allotted period of time, and
5. have not conclusively passed an intermediate examination, a preliminary diploma examination or a diploma examination in a related major.

(2) The application for admission to the intermediate examination should be made in the Examination Department in writing. To be enclosed with the application are:

1. record of the admission requirements as stated in § 13 subparagraph 1 number 1, and a
2. statement that all pre-requisites have been met as stated in § 13 subparagraph 1 number 4.

(3) Admission cannot take place if

1. the pre-requisites are not met as stated in § 13 subparagraph 1, or
2. the documents are not complete, or
3. § 11 subparagraph 1 or 2 are to be applied.

### **§ 14**

#### **Scope and Structure of the Intermediate Examination**

(1) The intermediate examination is executed as an accompaniment of one's studies. The complete examination ("Gesamtprüfung") is therefore divided into examinations of the following courses:

<b>Course</b>	<b>Credit Points</b>
1. Mathematics	7

2. International Business Law	7
3. Statistics I	7
4. Statistics II	7
5. Accounting I	7
6. Accounting II	7
7. Business Informatics I and II	7
8. Electronic Commerce and WWW Basics	7
9. Introduction to Business Administration	5
10. Production	7
11. Marketing (Introduction)	7
12. Investment and Finance (Introduction)	7
13. Economics (Micro- and Macroeconomic Theory)	7
14. International Economics (Introduction)	7
15. Completion of the General Language Education ("Allgemeinsprachliche Ausbildung": 1 <sup>st</sup> Foreign Language or German as a Foreign Language, respectively)	24
16. One course in Cultural Science	7

(2) Normally, the exams lasts two hours and are conducted in English language. In cases of exception, the examinations can be oral or last up to four hours. Provided that a means of assistance is available the possibility of information techniques can be utilized. Respectively, two of the named examinations as stated in § 14 subparagraph 1 can be combined into one four hour examination.

(3) In addition, an examination of general language training must be taken at the Language Centre of the European-University Viadrina, whereupon passing the respective general language exam, in an approved foreign language other than English is rewarded with a certificate in the respective language. For those who have not yet demonstrated their ability to study in German and must do so, successfully passing the "Deutsche Sprachprüfung für den Hochschulzugang ausländischer und staatenloser Studienbewerber" (DSH) (confer paragraph 4) is required. Furthermore, proof must be provided that a student successfully participated in a course within the framework of cultural studies.

(4) After completion of the second year of studies, foreign students who have not yet demonstrated their ability to study in the German language, must successfully pass the "Deutsche Sprachprüfung für den Hochschulzugang ausländischer und staatenloser Studienbewerber" (DSH), as long as the student is not exempt from the exam. Further examination conditions determine the organization of the "Deutsche Sprachprüfung für den Hochschulzugang ausländischer und staatenloser Studienbewerber" (DSH) at the European University Viadrina. In case an exam is failed, the examination board can, in substantiated exceptional cases, extend the time period one time by half a year, in which the exam can be

retaken. No disadvantages can be incurred by exercising the right of legally protected periods of the law protecting mothers-to-be and nursing mothers ("Mutterschutzgesetz") and of the paid leave for a new parent ("Erziehungsurlaub").

(5) The participation in examinations can be replaced by successfully completing equivalent exercises and assignments in offered labs in conjunction with the respective lectures. The necessary assignments and exercises must be announced by the professor or lecturer at the beginning of the semester.

(6) The individual exams of the intermediate examination are offered at the end of the semester as stated in § 14 subparagraph 1. Exams combined in adherence to § 14 subparagraph 4 are offered at the conclusion of the two courses.

(7) If the candidate provides a medical doctor's excuse confirming that the candidate was incapable of taking the exam partly or entirely due to serious illness or prolonged physical hindrance, then the chairman of the examination board can allow the student to retake equivalent exams in another form. This applies to coursework as well.

## **§ 15**

### **Passing, Retaking and Grading of the Intermediate Examination**

(1) The intermediate examination is completed if the candidate has passed every exam in adherence with § 14 by the end of the first month of the third year of studies. If not all the exams have been passed by the end of the given time period, then the intermediate exam has not been conclusively passed.

(2) The examination board can approve an extension of a half year in adherence to subparagraph 1. If a necessary exam is not offered within the extension semester, the time period extension can be granted to next possible date of the required exam. Such an approval can only be awarded if, in consultation with the Programme Officer, it is proven that the intermediate examination will be successfully completed within the extended time period.

(3) In cases of hardship, such as serious illness, the examination board can prolong the extended time period.

(4) No disadvantages can be incurred by exercising the right of legally protected periods of the law protecting mothers-to-be and nursing mothers ("Mutterschutzgesetz") and of the paid leave for a new parent ("Erziehungsurlaub").

(5) An exam with a fail can be retaken twice within the given time stipulated in subparagraph 1.

(6) A transcript of the intermediate examination gives individual grades as well as an average grade for the subjects International Business Law, Statistic, Business Administration and Economics. Furthermore, an endorsement is included with the transcript stating the successful completion of a course in cultural studies as well as a certification from the language centre of linguistic competency in a foreign language, and as the case may be that the student successfully passed the DSH.

(7) The individual course grades are computed by the average grade of individual examinations of the corresponding coursework. The final grade of the intermediate

examination is based on the average grade taken from the individual courses. All courses, except for Statistic (I and II) and International Law, are determined with a weight of two. The Courses Statistic (I and II) and International Law are determined with a weight of one.

## **§ 16**

### **Transcript of the Intermediate Examination**

(1) A transcript of the passed intermediate examination containing the individual grades for courses as well as the overall coursework average is to be immediately issued, if possible within four weeks. The transcript contains the date, on which the last course exam was taken, and is signed by the chairman of the examination board.

(2) The results of the individual exams are disclosed in locked notices at the department and in the examination office according to the requirements of the data protection. If an exam has not been passed for the second time, then the chairman of the examination board will issue a notice in writing to the candidate stating whether or not the exam can be retaken and, if necessary, in which scope and time period. The notice is forwarded with a statement of rights and obligations. An English translation is provided with the notice; legally binding is the German notice with a statement of rights and obligations.

(3) If the candidate has failed to pass the intermediate examination, then a written motion is issued including the accepted exams and their grades as well as the missing exams for the intermediate examination as being recognized that the intermediate examination was conclusively not passed. The attestation also includes an indication of the reason for the deficit of exam rights at the European University Viadrina, and whether or not the case were "exceeding the allotted time period" or the "inability to pass retaken exams".

## **III. Bachelor**

### **§ 17**

#### **Switching from other majors in the Faculty of Business Administration at the European University Viadrina to a Bachelor's degree in International Business Administration**

Students who

- have passed the "Diplomvorprüfung" in a programme of the Faculty of Business Administration and Economics, and
- have passed the Test of English as a Foreign Language (TOEFL) with at least 550 score points (paper-based test), or 213 score points, respectively (computer-based test), or the Cambridge Certificate of Proficiency in English or the "Abschluß der Allgemeinsprachlichen Ausbildung in Englisch" at the Language Centre.

can change over to the bachelor programme. A changeover on principle is only possible at the beginning of each academic year. Exceptional cases are decided upon by the Examination Board in collusion with the Programme Officer.

### **§ 18**

#### **Scope of the Bachelor's main studies**

(1) The main studies ("Hauptstudium") of International Business Administration in the Bachelor's Degree involves three subjects; every subject consists of two modules of three to five hours per week each. The chosen alternatives of the modules for the subjects General Business Administration Theory ("Allgemeine Betriebswirtschaftslehre") and International Management ("Internationales Management") and the chosen alternatives for the subject taken from the catalogue of selective subjects are determined in the notes of the Programme Regulations. With the announcement of a lecture in the course catalogue ("Kommentiertes Vorlesungsverzeichnis"), every lecturer notifies which modules can be recognized for this course. In case of several existing alternatives, the student can decide freely on the recognition. A double recognition is excluded.

(2) The subjects General Business Administration Theory and International Management are obligatory for all students of the International Business Administration Programme. Additionally, an obligatory required subject has to be chosen from the subjects Specific Business Administration Theories ("Spezielle Betriebswirtschaftslehren") or Specific Economic Theories ("Spezielle Volkswirtschaftslehren") or the subject International Business Law ("Internationales Recht der Wirtschaft") or a subject from the Faculty of Cultural Sciences with the focus on economy, culture and policy of a international region that is sufficiently represented at the European University Viadrina.

(3) Two modules each are to be chosen from the subjects listed in § 11 of the Study Regulations (Studienordnung). In the business administrative subjects, both modules have to be taken at the department of the Faculty of Business Administration and Economics of the European University Viadrina particularly in charge of this subject (=supervising department).

(4) The department particularly in charge of the respective subject decides about the assignment of a course to a module when announcing the course in the course catalogue ("Kommentiertes Vorlesungsverzeichnis"). Permissible assignments of modules to the subjects can be taken from the Study Regulations ("Studienordnung").

(5) The subjects Economy, Culture and Policy of a Region ("Wirtschaft, Kultur und Politik einer Region") are composed of modules, which provide the judicial and cultural framework of business administration acting in a cultural and business realm sufficiently represented at the European University. The selectable subjects can be gathered from the course catalogue ("Kommentiertes Vorlesungsverzeichnis").

(6) Further obligatory required subjects can be admitted by the Faculty Board if they are sufficiently represented at the European University Viadrina.

(7) In the framework of the main studies ("Hauptstudium") of the Bachelor's Degree, a study abroad is recommended within the International Business Administration Programme. The recognition of coursework obtained abroad conforms to § 20 subparagraph 1.

## **§ 19**

### **Composition of the Bachelor's Examination**

(1) The Bachelor's Degree examination consists of two academic exams that are taken as a gradual exam.

(2) An exam has to be taken in each of the two subject modules. This exam can be taken in various ways:

1. through various written exams in length of two hours or through (min. of 15 to max. of 30 minutes) oral exams.
2. through written papers and possibly additional oral presentations
3. through a combination of the alternatives listed under 1. and 2.

Provided that a means of assistance is available, the possibility of information techniques can be utilized.

The type of the exam has to be announced in the course catalogue ("Kommentiertes Vorlesungsverzeichnis") before the beginning of the course.

(3) In the case as stated in § 19 subparagraph 2, cipher 1 a "Prüfungsschein, in cipher 2 an "Eigenleistungsschein" is granted. In § 19 subparagraph 2, cipher 3 a "Prüfungsschein" or a "Eigenleistungsschein" is granted depending on which type of exam dominates. In this case, the decision of assignment to "Prüfungs-" or "Eigenleistungsschein" is decided by the lecturer.

(4) The exams can be held in the German or English language; the official exam language in the foreign language education is determined by the Language Center.

(5) Beyond the assignment of a particular module, the lecturer determines the criteria for the acquisition of a course certificate ("Schein") in the course announcement. Particularly, students will be notified about which type of course certificate ("Schein") ("Prüfungs-" or "Eigenleistungsschein") can be obtained through individual proofs of academic achievement ("Einzelleistungen") within the framework of the module and how the total grade of a module is composed of those individual proofs of academic achievement ("Einzelleistungen").

(6) The course certificate ("Schein") obtained in one module contains the name of the particular module as well as the explicit assignment to the two categories of course certificates according to § 19 Subparagraph 3, a summation of the individual proofs of academic achievement ("Einzelleistungen") relevant for the total grading within the framework of the module and the grade achieved in the module according to the specified scheme in § 8.

(7) In total, 6 exams have to be passed. Thereby, at least one is and at most 2 exams are to be obtained as "Eigenleistungscheine".

(8) For each module that is to be completed by a "Prüfungsschein", opportunities to take the exam are offered at the end of the semester, in which the particular courses for the module have been finished, as well as in the end of the following semester break or at the beginning of the following semester. The "Prüfungsschein" counts as passed if at least one of those two exams has been completed with a sufficient performance (grade 4.0 or less).

## **§ 20**

### **Recognition of coursework obtained abroad for the Bachelor's degree**

(1) After a previous agreement with the supervising department, modules of the obligatory elective subject can, in cases of exception, be completed at a foreign university with the right to grant a doctoral degree approved by the particular department. If a study abroad has already

been completed within the Bachelor's programme in the sense of § 7 subparagraph 2 of the Programme Regulations, the courses of at most 3 modules of the International Business Administration Program with the Master's Degree can be replaced by equivalent courses that have been completed at a foreign university with the right to grant a doctoral degree under its examination regulations. The equality and the assignment to the particular subjects is decided upon by the Examination Board in consultation with the particular department representatives.

(2) Only one course that has been completed at a foreign university can at most be recognized as equivalent to an "Eigenleistungsschein".

(3) Beyond that, according § 20 subparagraph 1 and 2, study and course results that have been obtained within the framework of an ECTS- programme or of a cooperation program between the Faculty of Business Administration and Economics and foreign universities can be recognized.

(4) The grades of course results that have been achieved at foreign universities with the right to grant a doctoral degree are converted according to § 8 of this Examination Regulations and are included in the average grade calculation.

(5) In the examination report, it is noted which of the listed results have been achieved at foreign universities.

(6) For recognition of course results obtained abroad, a written request is to be directed to the Examination Board. The required documents have to be enclosed with this request. In the case of integrated programmes, a simplified method can be determined by the Examination Board if a contractual agreement regarding the mutual recognition of coursework results between the European University Viadrina and the remaining involved universities with the right to grant a doctoral degree exists.

(7) Coursework results that have been achieved at a foreign university with the right to grant a doctoral degree in the course of the Bachelor's Degree program cannot be recognized for the Master's Degree.

## **§ 21**

### **Passing the Bachelor's Examination**

The exam for the Bachelor's Degree is passed if, by the end of the first month of the 4th academic year,

- the 6 individual proofs of academic achievement ("Einzelleistungen") have been successfully passed (grade 4.0 or less) according to § 18, and
- the students have achieved a insufficient result (grade larger than 4.0) in less than 6 attempts for the acquisition of "Prüfungs-" and "Eigenleistungsscheinen". Thereby, attempts taken in the second academic year are not recognized.

Additionally, the student to prove the acquisition of the certificate of English for Students of the Faculty of Business Administration and Economics ("Zertifikat Englisch für Wirtschaftswissenschaften"). Equivalent language course results that have not been obtained at the European University Viadrina can be recognized by the Language Centre.

(2) In reference to a written request, the Examination Board can grant an extension of the time period stated in § 21 subparagraph 1 sentence 1 up to half a year. Such approval can only be granted on basis of a justified prospect of a successful completion of the Bachelor's Degree after the extension.

(3) In particular cases of hardship ( e.g., serious illness), the Examination Board can grant a further extension on the basis of a written request.

(4) No disadvantages can be incurred by exercising the right of legally protected periods of the "Mutterschutzgesetz" (Law on Protection of Young Mothers) and of the "Erziehungsurlaub" (paid leave for a new parent).

## **§ 22 Grade Report**

(1) A report stating the acquisition of the Bachelor's Degree in International Business Administration signed by the head of the Examination Board about the total performance is issued.

(2) The report contains the grades achieved in the three subjects according to the grading scheme in § 8 as a result of the average calculation of the particular individual proofs of academic achievement ("Einzelleistungen"), the study duration in months needed until the completion of the final exam required for the Bachelor's Degree, as well as the total grade of the Bachelor's Degree.

(3) The total grade of the Bachelor's Degree is determined by the average of the 6 individual proofs of academic achievement ("Einzelleistungen").

(4) In case of extraordinary results, a total evaluation of "passed with honours" can be issued. The criterion indicates an average grade of 1,3 or better.

(5) The report carries the date of the day on which the last exam was completed.

(6) By request, candidates who have not passed the exam for the Bachelor's Degree receive a certification documenting the passed exams as well as the reasons for not obtaining the exam. A translation in English language has to be enclosed with the notification; legally valid is the notification in German language with a statement of rights.

## **§ 23 Certificate of successful completion of the academic degree "Bachelor of International Business"**

(1) Simultaneously with the report, the certificate of the acquisition of the Bachelor's Degree with the date of the certificate is handed over to the candidate. In it, the award of the academic degree Bachelor of International Business Administration is certified.

(2) The degree Bachelor of International Business Administration diploma is signed by the Dean of the Faculty of Business Administration and Economics and the head of the Examination Board and sealed with the University seal.

(3) The certificate is issued in German and English language.

## **IV. Master's Degree**

### **§ 24**

#### **Admission requirements for the degree "Master's Degree of International Business Administration"**

(1) Admission requirements are

- The successful completion of the intermediate examination ("Zwischenprüfung") by the students of the European University Viadrina
- as well as the successful completion of the Bachelor of International Business Studies with a total grade of 2,5 or better.

(2) Bachelor Degrees of other universities entitles one to admission if it demonstrates a total grade of 2,5 or better and if has been recognized as equal. (confer § 10)

(3) The evidence of the linguistic aptitude for the International Business Administration program is made through the successful passing of the Test of English as a Foreign Language (TOEFL) with a minimum score of 550 points (paper-based test) or 213 points (computer-based test), respectively, or the passing of the Cambridge Certificate of Proficiency in English or through the successful passing of an equivalent test as well as the successful passing of the "Deutsche Sprachprüfung für den Hochschulzugang ausländischer und staatenloser Studienbewerber" (DSH).

### **§ 25**

#### **Scope of the Master's Main Studies**

(1) The main studies ("Hauptstudium") of the International Business Administration programme for the Master's Degree is composed of four subjects; each subject consists of various modules with three to five hours per week each from which three have to be chosen. The elective alternatives of the modules for the four elective obligatory subjects are determined by the Examination Regulations accompanied by the Programme Regulations. With the announcement of a lecture in the course catalogue ("Kommentiertes Vorlesungsverzeichnis"), every lecturer notifies which modules can be recognized for this course. In case of several existing alternatives, the student can decide freely on the recognition. A double recognition is excluded.

(2) All students of the International Business Administration programme chose four different subjects from the optional required courses listed in § 13 of the Program Regulations. As first and second elective optional required courses, two different subjects have to be chosen from the subject catalogue in § 13 of the Programme Regulations. In every business administrative optional required course, two modules each have to be taken at the department of the Faculty of Business Administration and Economics of the European University Viadrina particularly in charge of this subject (=supervising department).

(3) The assignment of lectures to particular modules is decided bindingly by particular department representatives with the announcement of the lecture. The permitted assignments of modules to the particular subjects are issued in the Program Regulations.

(4) The module that has already been chosen during the Bachelor's Degree programme cannot be chosen in the Master's Degree program anymore.

(5) In its particular orientation, the subjects Economy, Culture and Policy of a Region ("Wirtschaft, Kultur und Politik einer Region") are composed of modules, which provide the judicial and cultural framework of business administrative acting in a cultural and business realm that is sufficiently represented at the European University. The selectable subjects can be gathered from the course catalogue ("Kommentiertes Vorlesungsverzeichnis").

(6) Further obligatory selective subjects can be admitted by the Faculty Board if they are sufficiently represented at the European University Viadrina. In this case, the additional subjects have to be announced appropriately.

(7) In the framework of the main studies ("Hauptstudium") of the Master's Degree, a half-year (=one semester) study in the field of International Business Administration abroad is obligatory. The recognition of coursework results achieved abroad conforms to § 27 subparagraph 1.

(8) For international students who have attained their certificate of aptitude for higher education in another language than German, studying at a university with the right to grant a doctoral degree and the qualification to teach at professorial level ("Habilitation") within the German realm or at a university approved by the Examination Board can be recognized as a study abroad. Courses at the foreign university are not to be dominantly lectured in the native language of the student. A study in the home country is not considered as a study abroad. Therefore, a study abroad in the sense of the Programme regulation and the accompanying Examination Regulations is a stay at a university with the right to grant a doctoral degree that is neither located in the student's home country nor are its lectures dominantly held in the student's native language. Every stay abroad has to be approved by the Program Officer beforehand.

(9) A study abroad replaced by a half-year internship relating to the programme can exceptionally be recognized as stay abroad as well. Before the beginning of the internship, the permission has to be issued by the Programme Officer who decides, whether an internship suits the Master's programme as a stay abroad. For international students who earned their certificate of aptitude for higher education in another language than German, an internship in the German speaking realm can be approved as well. An internship in the student's home country is not considered as a stay abroad.

## **§ 26**

### **Composition of the Master's Examination**

(1) The exam for the Master's Degree consists of two academic exams that are taken as gradual exam.

(2) In each of the three modules belonging to a subject, an exam has to be taken. This exam can be taken in several ways:

1. through (various) written exams of two hours length or through (min. 15 to max. 30 minutes) oral exams.
2. through written papers and possibly additional oral presentations
3. through a combination of the alternatives listed under 1. and 2.

Provided that a means of assistance should be available, the possibility of information techniques can be utilized.

The type of the exam has to be announced in the course catalogue ("Kommentiertes Vorlesungsverzeichnis") before the beginning of the course.

(3) In the case predicated in § 26 subparagraph 2, cipher 1, a "Prüfungsschein", in cipher 2 a "Eigenleistungsschein" is granted. In § 26 subparagraph 2, cipher 3, a "Prüfungsschein" or a "Eigenleistungsschein" is granted depending on which type of exam dominates. In this case, the decision of assignment to "Prüfungs-" or "Eigenleistungsschein" is made by the lecturer.

(4) The exams can be held in German or English; the official exam language in the foreign language education is determined by the Language Centre.

(5) Beyond the assignment of a particular module, the lecturer determines the criteria for the acquisition of a course certificate ("Schein") in the course announcement. Particularly, students are notified which type of course certificate ("Prüfungs-" or "Eigenleistungsschein") can be obtained through individual proofs of academic achievement ("Einzelleistung") within the framework of the module and how the total grade of a module is composed of those individual proofs of academic achievement ("Einzelleistungen").

(6) The course certificate ("Schein") obtained in one module contains the name of the particular module as well as the explicit assignment to the two course certificate ("Schein") categories according to § 26 subparagraph 3, a summation of the individual proofs of academic achievement ("Einzelleistungen") relevant to the total grading within the framework of the module and the grade achieved in the module according to the specified scheme in § 8.

(7) In total, 6 exams have to be passed in the Master's degree programme. Thereby, at least two, at most four exams, are to be obtained as "Eigenleistungsscheine".

(8) For each module that is to be completed by a "Prüfungsschein", opportunities to take the exam are offered at the end of the semester in which the particular courses for the module have been finished, as well as at the end of the following semester break or at the beginning of the following semester. The "Prüfungsschein" counts as passed if at least one of those two exams has been completed with a sufficient performance (grade 4,0 or less).

## **§ 27**

### **Recognition of coursework obtained abroad for the Master's degree**

(1) After an agreement with the particular department beforehand, exceptionally, all modules of an elective obligatory subject can be taken at a foreign university recognized by the particular department as well. The coursework results of at most 6 modules of the International Business Administration programme for the Master's Degree can be replaced by equivalent coursework obtained at a foreign university with the right to grant a doctoral degree under examination conditions. The Examination Board decides on the equivalency and the assignment of the particular courses in agreement with the particular department representatives. Since a study abroad is obligatory for the Master's Degree, the Examination Board can recognize coursework results of § 27 subparagraph 3 beyond the listed boundaries.

(2) In doing so, at most one coursework result obtained at a foreign university can be recognized as equivalent to an "Eigenleistungsschein".

(3) Beyond that, according to § 18 subparagraph 1 and 2, study and course results obtained within the framework of an ECTS- programme or of a cooperation program between the Faculty of Business Administration and Economics and foreign universities can be recognized.

(4) The grades of course results achieved at foreign universities with the right to grant a doctoral degree are converted according to § 8 of this Examination Regulations and are included in the grade average calculation.

(5) In the examination report, it is noted which of the listed results has been achieved at foreign universities.

(6) For the recognition of course results obtained abroad, a written request is to be directed to the Examination Board. The required documents have to be enclosed with this request. In the case of integrated programmes, a simplified method can be determined by the Examination Board if a contractual agreement about the mutual recognition of coursework results between the European University Viadrina and the remaining involved universities with the right to grant a doctoral degree exists.

(7) Coursework achieved at a foreign university with the right to grant a doctoral degree in the Bachelor's Degree programme cannot be recognized for the Master's Degree.

## **§ 28**

### **Master's Thesis**

(1) For the acquisition of the Master's Degree, every student has to prepare a Master's Thesis in order to demonstrate that she/he is capable to independently apply scientific methods, to mentally penetrate scientific literature, as well as to write a written paper that is sufficient for scientific requirements.

(2) In cases of exception, e.g. of extensive data material/collection, two students can work together on one Master's Thesis. However, the individual work of each student has to be clearly identifiable. At least one third of the thesis is exclusively assigned to each of the authors.

(3) The students on principle have the opportunity to choose a supervisor from the society of Professors, post doctoral lectures of the Faculty of Business Administration and Economics who determine the thesis' topic. Exceptions are possible due to exemption or to an overburden of particular members of the academic society. If a professor of the Faculty of Business Administration and Economics refuses to supervise a Master's Thesis of a candidate he will have to justify her/his decision to the Examination Committee. In case a candidate does not find a supervisor, the Examination Committee determines a supervisor for him. The topic of the Master's Thesis should demonstrate the international relation.

(4) By request, the Examination Committee can admit supervisors as assessors who belong to another faculty as well if their knowledge of business administrative interdependencies can be assured.

## **§ 29**

### **Approval and Registration of the Master's Thesis**

(1) Requirements for the awarding of a topic for the Master's Thesis include 6 exams passed by the student, of which 2 at least represent "Eigenleistungsscheine", as well as the candidate not being on leave.

(2) The candidate requests the admission of the Master's Thesis at the head of the Examination Committee. Evidences of the coursework results having to be achieved before the beginning of the Master's Thesis, as well as the agreement declaration stating the supervision of the Master's Thesis issued by the particular lecturer have to be enclosed with the request.

(3) After the admission to the Master's Thesis, in agreement with the candidate and a second assessor, the supervisor determines the Master's Thesis' topic. The second assessor has to be a member of the academic staff of the Faculty of Business Administration and Economics at the European University Viadrina or its partner universities in the framework of the International Business Administration program. Furthermore, the second assessor has to possess a business administrative degree, at least a diploma degree ("Diplomgrad") or a degree equivalent to the Master's Degree, respectively conforming to § 28 subparagraph 4. The supervisor informs the head of the Examination Committee about the Master's Thesis' topic along with the date of its determination. The topic will be issued by the head of the Examination Committee. The date of issue will be documented in the official files.

(4) The Master's Thesis is to be written in German or English. Exceptions are decided on by the Examination Committee by request of the candidate and in agreement with the supervisor and the second assessor. This particular inquiry has to be handed in along with the request on the admission of the Master's Thesis.

### **§ 30**

#### **Time period and evaluation of the Master's thesis**

(1) The preparation period for the Master's Thesis is 4 months. The preparation period starts after the issue of the task through the head of the Examination Committee. In agreement with the supervisor of the Master's Thesis, the head of the Examination Committee can extend the preparation period up to six months.

(2) In case of existing cogent reasons, the head of the Examination Committee can extend the preparation period by at most 6 weeks with regard to the previously determined time span by inquiry of the candidate. In so doing, he/ she has to gather the supervisor's statement about the case.

(3) In case of a candidate's illness, the head of the Examination Committee can extend the preparation period by inquiry of the candidate. A medical excuse which estimates the expected duration of the illness has to be enclosed with the inquiry. The determined extension of the preparation period has to comply with this.

(4) The Master's Thesis has to be handed in on time at the Examination Office in three bound copies. The text of the thesis has to be written either with a typewriter or a computer-processor in print. The date of the handing in has to be documented in the official files. At the time of handing in the Master's Thesis, the candidate has to certify in written form that she/he has independently written the work and that she/he has not utilized means other than the listed sources, means of assistance and aids.

(5) In case of omission of the determined time period, the head of the Examination Committee is graded with a "not sufficient" (5,0).

(6) If the Master's Thesis is handed in in time, it will be graded by the supervisor and the second assessor according to the scheme specified in § 8. The grade of the written part of the Master's Thesis (written grade) consists of the average of the grades of the two assessors. As soon as one assessor grades with 5,0, the head of the Examination Committee determines a third assessor. The Examination Committee decides on the written grade on basis of the three reports and after the rehearsal of the supervisor regarding the grade of the Master's Thesis. If the supervisor of the Master's Thesis is not available for the evaluation, then the Examination Committee appoints another first assessor knowledgeable in the subject matter.

(7) After handing in the Master's Thesis, the evaluation usually has to be done within four weeks. The result has to be immediately made known to the student in written form.

(8) In case of a insufficient grade of the Master's Thesis (grade worse than 4,0), a new topic can be issued under the same preparation period conditions.

(9) After the issue of a at least sufficient written grade for the Master's Thesis, a public colloquium is held with the participation of the candidate, the supervisor of the thesis, as well as an observer knowledgeable in the subject matter. In this colloquium the candidate has to present her/his thesis, to classify it in a wider context and to defend it against objections. The duration of the colloquium is half an hour. The grade achieved in the colloquium (colloquium's grade) determines the total grade of the Master's Thesis by a fifth. If the weighted average from the 4 times weighted written grade and the colloquium's grade is worse than 4,0, the Master's Thesis will be graded with a "not sufficient".

(10) If the candidate does not have a sufficient total grade only because of a insufficient colloquium grade, the colloquium will have to be repeated first. In the case of a insufficient grade after the second attempt, the written part of the Master's Thesis has to be retaken as well.

## **§ 31**

### **Passing the Master of International Business Administration Examination**

(1) The exam for the Master of International Business Administration is passed, if by the end of the first month of the 3<sup>rd</sup> academic year of the Master's Degree Programme,

- the 12 individual proofs of academic achievement ("Einzelleistungen") have successfully been passed (grade less or equal 4,0), and
- the students have obtained an insufficient grade (grade worse than 4,0) in less than 12 attempts to acquire "Prüfungs-" and "Eigenleistungsscheine" in the particular modules.

Additionally, the candidate has to acquire the Certificate "Fachsprache für Wirtschaftswissenschaftler" in a foreign language (not the English language). Equivalent language exams which have not been obtained at the European University can be recognized by the Language Center. Students who do not have proven their qualification for admission to higher education in German language have to acquire the Certificate "Fachsprache Deutsch für Wirtschaftswissenschaftler" (German for Students of Business Administration).

(2) Through a written inquiry request, the Examination Committee can admit an extension of the time period stated in § 31 subparagraph 1 sentence 1 up to half a year. Such an admission may only be granted if a reasonable expectation of a successful completion of the Master's thesis after the extension exists.

(3) In particular cases of hardship (such as serious illness), the Examination Committee can grant a further extension in reference to written request.

(4) No disadvantages can be incurred by exercising the right of legally protected periods of the "Mutterschutzgesetz" ( Law on Protection of Young Mothers) and of the "Erziehungsurlaub" (paid leave for a new parent).

## **§ 32 Grade Report**

(1) A report stating the acquisition of the Master's Degree in International Business Administration signed by the head of the Examination Board about the total performance is issued.

(2) The report contains the grades achieved in the four subjects according to the grading scheme in § 8 as result of the average calculation of the particular individual proofs of academic achievement ("Einzelleistungen"), the study duration in months needed until the completion of the final exam required for the Master's Degree, as well as the total grade of the Master's Degree.

(3) The total grade of the Master's Degree is determined by the average of the 12 individual proofs of academic achievement ("Einzelleistungen"), the weighting of 4 of the written grade of the Master's Thesis, as well as the colloquium grade.

(4) In cases of extraordinary results a total evaluation of " passed with honours" can be issued. The criterion indicates

- grade 1.0 in the Master's Thesis and
- an average grade of 1.3 or better.

(5) The report carries the date of the day on which the last exam was completed.

(6) By request, candidates who have not passed the exam for the Master's Degree can receive a certification documenting the passed exams, as well as the reasons for not obtaining the exam. A translation in English has to be enclosed; legally valid is the notification in German with a statement of rights.

## **§ 33 Certificate of successful completion of the academic degree "Master of International Business Administration"**

(1) Simultaneously with the report, the certificate of the academic degree Master of International Business Administration entitling one to the admission into doctoral programme with the date of the certificate is handed over to the candidate. In it, the award of the academic degree Master of International Business Administration is certified.

(2) The certificate of the acquisition of the degree Master of International Business Administration is signed by the Dean of the Faculty of Business Administration and Economics and the head of the Examination Board and sealed with the university seal.

(3) The certificate is issued in German and English.

### **§ 34**

#### **Annulment of the intermediate examination, the Bachelor's examination and the Master's examination**

(1) If the candidate cheats on an exam and the fact is revealed after issuing the certificate, then the Examination Committee can declare the exam, on which the candidate partly or significantly cheated as not passed or can correct the result appropriately.

(2) If the pre-requisites have not been fulfilled for the admission to an exam without the student's intention to deceive and if this fact is revealed after issuing the certificate, then this default is corrected by the passing of this exam. If the candidate has unjustly obtained the admission, then the Examination committee will decide on this case.

(3) Before a final decision is made a candidate is given the opportunity to defend his/ her case.

(4) The incorrect grade report has to be collected and if necessary, a new one has to be issued. Along with the incorrect grade report the certificate stating the acquisition of the degree Bachelor of International Business Administration or Master of International Business Administration has to be collected as well, if the exam has been declared as "not passed" due to deception. A decision according to § 33 subparagraph 1 and 2, sentence 2 is excluded after a time period of five years after the issue date of the grade report.

### **§ 35**

#### **Access to exam files**

(1) For each exam, a date of access has to be determined within three months for graded exams.

(2) Within one year after the completion of the examination process, access to the written exams, the testimonials related to the exams, and the examination records, are granted to the candidate within an appropriate period of time by request.

### **§ 36**

#### **Concerning studies for disabled students**

In arranging the programme as well as in its completion, the attempt is made to comply with the individual or specific demands of disabled students.

### **§ 37**

#### **Commencement**

This Examination regulations come into force after their publishing in the official announcements of the European University Viadrina ("Amtliche Bekanntmachungen der Europa-Universität Viadrina").

**<sup>1</sup>Bei der nachstehenden Textfassung handelt es sich um eine Übersetzung der Prüfungsordnung für den Studiengang "International Business Administration" vom 14.07.1999. Rechtlich verbindlich ist ausschließlich die deutschsprachige Version, die in den "Amtlichen Bekanntmachungen" vom 7. Januar 2000 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.**