



Examination Regulations

Including the implementing rules of the Master's thesis

of the Master's Programme International Management
at SRH Hochschule Berlin – The International Management University

According to the decision of the senate's constitutional order
under § 17 of 1. February 2011

Overview	Page
Part I	
General Provision	3
§ 1 Application area	3
§ 2 Convention	3
§ 3 Languages	3
§ 4 Credit-System (European Credit Transfer System)	4
§ 5 Subject of Examination	4
§ 6 Exam requirements	4
Part II	
Exams	5
§ 7 Auditing Standard	5
§ 8 Examination Board	6
§ 9 Examination	6
§ 10 Overview of the curriculum and Exam requirements	7
§ 11 Master Thesis	8
§ 12 Credits, Grading of the modules and the overall evaluation	8
§ 13 Diploma, Transcript of Records, Diploma Supplement	9
Part III	10
§ 14 Components of the Master Thesis	10
§ 15 Master's Thesis	10
§ 16 Master's oral examination	11
§ 17 Marks and Passing the Master Thesis	12
Part IV	
Closing Provisions	13
§ 18 Examination guarantee	13
§ 19 Coming into Force	13

Part I

General Provision

§ 1 Application area

- (1) This examination regulation regulates the exams of the Master's Study International Management at SRH University.
- (2) The head of the course is concerned with the organisation of the exams. Rights and duties of the examination board are unaffected.
- (3) Consider that all people or groups being referred to in this examination regulation include women and men.

§ 2 Convention

- (1) According to this regulation, modules are thematically and temporally coordinated and self-contained subjects. The modules are assigned with 5 Credits to 20 Credits. Modules are accomplished through an exam during a semester or another corresponding unit of time.
- (2) Study period refers to the amount of study time students must generally invest to acquire the targeted qualification and to produce the required work (workload).
- (3) Credits are awarded for successful completion of modules. They determine the module requirements in line with the study period normally required. Furthermore, they facilitate identification of the achieved level of study (Credit Accumulation) and transfer of achievements (Credit Transfer) in line with the ECTS. Pursuant to the general guidelines of the conference of German cultural ministers on credit systems and the modularization of courses, the SRH University awards 1 Credit for 30 hours. Students receiving credits for completed modules also receive a mark.
- (4) Contact between students and lecturers during seminars or other forms of study is defined as Contact Level. The Contact Level measures the amount of study time the students uses independently, in working groups or in contact with the lecturers. The Contact Level can have any value between 0 and 100. The value 0 represents self-study and the theoretical value 100 represents a study situation in which the study is completed by attending courses.
- (5) The Contact Level is an essential part of the curriculum. It is defined by the module's didactic concept, the media mix (particularly Internet-based external tutorials) and the nature of the module's goals. Contact Levels are set out in the course documentation and are subject to ongoing evaluation.
- (6) The degree is certified with a degree certificate, a diploma, an ECTS transcript and the Diploma Supplement, if all examination requirements are met. On the basis of the certificated university degree, the students will be awarded with the degree "Master of Arts" (MA).

§ 3 Languages

All modules in Master of International Management are offered in English. Therefore English skills are required e.g. TOEFL-Test level 550 (CBT 213, Internet based 79 – 80). Besides language skills will be deepened during the course relating to the terminology.

§ 4 Credit-System (European Credit Transfer System)

The awarding of the credits is compatible with the European Credit Transfer System (ECTS). Every year a manual according to the ECTS-rules is published. Students are allowed to transfer the ECTS-Credits compliant with the ECTS-rules.

§ 5 Subject of Examination

The regulations according to this par. 2 of this document apply to the subjects of examination. In each case the modules are completed with a graded exam. The Master Thesis shows the completion of the master course. All modules are assigned with credits which will be given when the module is passed successfully.

§ 6 Exam requirements

The general conditions of this examination regulation according to par. 2 apply to the exam requirements in the modules. In a given case, if necessary the examiner may specify the form and the evaluation of the general conditions and present it to the examining board so that they can approve it. The examining board decides whether written exams can be replaced by oral exams and that all in all there is an adequate variety of examinations.

An exam taken in a masters' module at the SRH University can also be continued or completed at a foreign partner university, which the student would like to attend. The examining board will take decisions on details according to this examination regulation.

Part II

Exams

§ 7 Auditing Standard

- (1) The course is structured in two academic years. The successful completion of an academic year is given, when the student completes the modules with at least sufficient (C) and therefore gained credits. In case the module has not been passed the student normally can repeat the test within one year after the new academic year has started. This and possible exceptions are decided by the examining board.
- (2) Aim of the exams is to show that the candidate has achieved the aim of the module or of the masters' degree course; in those exams the candidate shall show exemplarily that he or she has acquired the skills and abilities of the course.
- (3) The exams are taken during the duration of study. Examiner and head of the course will decide on the exact time of examination. The student is obliged to take the exams. Exceptions will be considered by the examining board. The student is only allowed to take the exams of a compulsory attendance course, if he or she has not been absent more than 25 percent according to the contract level. If a student is not allowed to take the exam he or she is obliged to make up for the missing workloads. After that an admission to an exam can be granted by the examining board.
- (4) The examiner and the experienced assessor in the oral examination are appointed by the examining board. Normally the lecturer who has taught the module or parts of the module is the examiner at the same time. Provided the examiner is urgently prevented to evaluate the exam, the examining board will appoint another lecturer to present the field.
- (5) In case a module has not been passed it cannot be repeated more than two times. Exams are also referred to as "failed", if the candidate does not take the exam without good reason or if the candidate for example does not hand in his term paper on time. Without delay the student has to give reasons for missing in writing to the examining board. After that the examining board will decide on the approval and possible repetition. Whenever term papers have not been handed in on time the student has to give reasons as well which will be approved by the examining board.
- (6) An exam is graded "failed", if a candidate tries to influence his results in an exam by cheating or using a not permitted tool. An examiner or another supervising person can exclude a candidate who offends against this regulation from the exam; in that case the exam is "failed". If the deception of an exam comes to light within 5 years after the student has already received the certificate the examining board can afterwards correct the graduation and grade the concerning exam as "failed". However, the candidate has the

possibility to make a comment before the decision. The false exam result as well as the certificate has to be seized; possibly new documents have to be handed in.

- (7) The Master's Thesis consists of the Master Thesis itself and an oral defence which refers to the Thesis. The Master's Thesis can be done externally in a company, in an administration or another scientific institution at home or abroad, as long as the academic supervisory is given. Two lecturers (evaluator) appointed by the examining board will evaluate the Master's Thesis. For the Master's Thesis a run of 16 study weeks is give. The Master's Thesis as well as the oral defence are regarded as passed if the candidate achieves at least a "sufficient". Not passed Master Thesis can be repeated once. Details are regulated through the by-law of the Master Thesis (part III).

§ 8 Examination Board

- (1) The senate of the SRH University appoints an examining board for two years for every single degree course. The examining board consists of three lecturers and one student. In every degree course the head of the course is the chairman of the examining board and whereby his proxy has to be appointed by the group of full-time lecturers. The board is competent as long as three members who are entitled to vote are present. A majority of the lecturers is required. Decisions are taken with simple majority; in case of tie votes the vote of the chairman is determining.
- (2) Members of the board have the right to participate as auditors at exams to intensively inform themselves about the proven exams and about the observance of this regulation.
- (3) The examining board takes care that the regulations of this document are being observed as well as that all legal principles are kept. The SRH University reports regularly to the senate. Moreover the board takes care that the requirements of the exams are equal and that the aim of the course of study is being achieved and that course exemplarily corresponds to the conditions of study; required decisions are taken by the board. Besides, the board takes care that the exams are taken properly and that the examiners are appointed. The decision on time of study, exams and exams results and their allowance are also taken by the board.
- (4) The board is allowed to delegate work to the chairman. In unavoidable cases the chairman may decide alone. Of course he has to inform the board about that without delay. The authority of the board to take decisions is unaffected. Meetings of the examining board are not public and the members of the board are pledged to secrecy.

§ 9 Examination

Exams taken during the time of study have to be taken as follows:

1. Exam
2. Term paper
3. Minuted oral exam
4. Business plan
5. Open examinations

These forms of examinations shall exemplarily show that the student has achieved the aims of the module. With the approval of the lecturer the exams can also be taken in working groups (group examination). In each case the individual performance has to be visible and definable. If a candidate is prevented to take part in an examination at all or partly because of prolonged or permanent physical handicap the chairman of the examining board may permit the student to perform the examination in an extended run. Consider, that a medical attest may be demanded. This may also apply to examinations. In every examination the supervisory person has to take minutes, which states the beginning, the end and special occurrences.

- (1) The exam shall demonstrate, that the student can handle issues and outline solutions with the know methods and limited means in a limited period of time. Either the subject or questions related to the subject can be part the examination. Normally exams are taken within 120 minutes. The examiner is only allowed to a give aids and appliances that facilitate the calculations and do not influence the validity of the result. Aids of appliances are not allowed to be provided with additions or comments; their announcement beforehand should not allow conclusions regarding to the exam. In general exams are taken under the supervisory of a lecturer who takes minutes, which state the beginning, the end and special occurrences.
- (2) The term papers shall prove that the student is able to handle and analyse scholarly literature, to discuss empirical findings and to find solutions when it comes to practical tasks. The student and the examiner, both decide on the subject of the term paper, the student should have the choice between several subjects. The subject of the term paper should be related to the topics disused in class. Apart from that the topic should be treated and discussed on 10 to 15 typewritten in A format pages (3.000 to 4.500 words). As a matter of course the student has to do his paper term independently. The paper term has to carry the note that it was done independently and only with the listed literature. The grading of the term paper has to explained and provided with corrections.
- (3) The oral examination shall demonstrate, that the student has an overview of the learned topics and that the student is able to discuss the content and the relevance of the topic for the society and profession orally. In general oral examinations are individual examination and shall last 15 – 20 minutes. The individual examination is taken by the examiner and another proficient assessor. When deciding on the grade the assessor has an advisory function. Moreover the assessor takes minutes on the substantial points mentioned in the oral examination and the grade of the oral examination. The minute has to be signed by the assessor.
- (4) Business plan which is another form of examination shall demonstrate that the student has basic knowledge of business formations and that the student can express sustainable business concepts. The students are able to adopt the learned topics. Furthermore they have to outline a business plan for a given business concept on 10 to 15 A format pages.
- (5) The open examination allows exams, paper terms or oral exams (see 1 – 3) as well as an oral presentation (also group performance) with an additional summary in form of a research paper in writing of about 1500 to 2000 words. At the beginning of a module the examiner has to inform the examining board about the kind of examination. The student has to be informed about the form of examination at the beginning of the term.

§ 10 Overview of the curriculum and Exam requirements

Substantial for the chosen variant of the degree course is the entire Curriculum with its perspective exams.

Compendium of Modules: Entrepreneurship									
Module	Lecture Designation	Semester				Total	Lecture Type	Type of Examination	Final Score Weighting
		1.	2.	3.	4.				
Module-No.	Fundamentals					SRH 118 Weeks of Selfstudy/Credits-Points			
Conceptual Development									
		30	0	0	0				25,00%
1	Economics, Organisation and Management	5				2,8/60%/5	Lecture	Scientific Paper	4,17%
2	Law I	5				2,5/64%/5	Lecture	Written Examination	4,17%
3	Business Analysis	5				2,5/64%/5	Seminar	Oral Examination	4,17%
4	Marketing	5				2,5/64%/5	Lecture	Open Examination	4,17%
5	Entrepreneurial Skills I	5				2,0/70%/5	Seminar	Open Examination	4,17%
6	Applied Knowledge I - Ideas and Concept	5				2,0/70%/5	Working Groups	Business Plan	4,17%
Business Modelling									
		0	30	0	0				25,00%
7	Theory and Frameworks of Business Models		5			2,8/60%/5	Lecture	Written Examination	4,17%
8	Controlling and Governance		5			2,8/60%/5	Lecture	Written Examination	4,17%
9	Information Systems Management		5			2,5/64%/5	Seminar	Open Examination	4,17%
10	Law II		5			2,5/64%/5	Lecture	Written Examination	4,17%
11	Entrepreneurial Skills II		5			2,0/70%/5	Seminar	Open Examination	4,17%
12	Applied Knowledge II - Business Plan		5			2,0/70%/5	Working Groups	Business Plan	4,17%
Business Implementation									
		0	0	30	0				25,00%
13	Strategic Management			5		2,5/64%/5	Lecture	Written Examination	4,17%
14	Resource Management			5		2,5/64%/5	Seminar	Open Examination	4,17%
15	Global Strategic Management			5		2,5/64%/5	Lecture	Scientific Paper	4,17%
16	Law III			5		2,5/64%/5	Lecture	Written Examination	4,17%
17	Entrepreneurial Skills III			5		2,0/70%/5	Seminar	Open Examination	4,17%
18	Applied Knowledge III - Business Plan Evaluation and Finance			5		2,0/70%/5	Working Groups	Business Plan	4,17%
Master Thesis and Colloquium									
		0	0	0	30				25,00%
19	Applied Knowledge IV - Operative Management				5	2,0/70%/5	Working Groups	Open Examination	4,17%
20	Master Seminar				5	2,5/64%/5	Working Groups and Research	Open Examination	4,17%
21	Master Thesis				20	0,5/95%/20	Working groups and Research	Master Thesis	16,67%
									100,00%
Credit Points/Semester		30	30	30	30	120			
Total Hours/Semester		15	15	15	15	60			
Total Workload (WL)		750	750	750	750	3.000			
Annual WL-Hours		1.500		1.500		3.000			

§ 11 Master Thesis

The aim of the Master Thesis is to demonstrate the student's ability for independent scientific work in complex contexts and to solve practice-orientated problems in a multidisciplinary context and in consideration of scientific methods in one or more specialized fields. A practise related topic can also be carried out in cooperation with a company. Further details are laid down in the examination regulations. Details are regulated by the by-law of the master examination (Part III)

§ 12 Credits, Grading of the modules and the overall evaluation

(1) In the Master's degree course at SRH University Berlin, examinations within the scope of 120 credits are required. Prerequisite for obtaining the Master's Degree are examination results (previous studies, other degrees or relevant work experience, graduated top-up and ad-on modules) to the amount of 180 credits.

(2) The exams will be graded according to the German grading system. Moreover when giving the final grades according to the resolution of the ministry of education and cultural affairs an ECTS degree is given.

The following point system is valid:

With an average grade of up to and including 1,5	very good
With an average grade between 1,6 and 2,5 (both inclusive)	good
With an average grade between 2,6 and 3,5 (both inclusive)	satisfactory
With an average grade between 3,6 and 4,0 (both inclusive)	sufficient
With an average grade of 5,0	fail

0,7 and 4,3 are excluded from the grading system

ECTS – grading scale (relative grades):

The best 10 %	A
The next 25 %	B
The next 30 %	C
The next 25 %	D
The next 10 %	E

(3) Every successful attended module will be certified in the study documentation system STUDOS showing the grade according to the German grading system and the achieved ECTS.

(4) According to this regulation credits are given undivided, if the required workload was rendered and if the required grades of a module altogether are at least graded sufficient.

(5) The overall grade of the module Master's Thesis combines the thesis (80%) and the oral Master examination (20%).

(6) To ascertain the final grade of the Master's degree every grade of every single module is multiplied with its corresponding credit, then added and divided by the sum of its corresponding credits. The result is assigned with an ECTS between A and E according to paragraph 2.

(6) Determining the grade of a module, only the first digit after the decimal point is taken into account.

§ 13 Diploma, Transcript of Records, Diploma Supplement

(1) The students pass the Master Programme, if all required credits have been earned according to § 12.1. The Master's degree will be awarded according to § 2.6

(2) On the transcript of records the grades of each module and the overall evaluation is shown according to § 12.2, 6.

(3) A diploma that approves the Master's degree is handed out in English and will be signed from the president and the head of the study programme. Moreover the president and the chairman of the examining board signs the transcript of records. Both, diploma and transcript of modules are provided with a seal of the SRH University.

(4) Furthermore, the graduate receives a diploma supplement. Compliant with international standards, the diploma supplement shows the features of the university, of the degree course, of the credit system and grading system, of the modules, of the lecturer and of the academic achievements during the course in English.

Part III

§ 14 Components of the Master Thesis

(1) The Master examination aims to determine whether students have developed in-depth specialized knowledge over their course of studies and are capable of applying academic methods and knowledge in professional life. Oral examinations will be conducted by two examiners.

(2) The Master examination consists of:

- a) Master's thesis,
- b) Oral Master examination

(3) In principle, students enter into the Master phase after they successfully completed all modules. Exceptions are subject to approval by the examination board.

(4) Students who successfully completed the study programme will be awarded with an Master diploma, transcript of records and diploma supplement.

§ 15 Master's Thesis

(1) The Master's thesis shall demonstrate that students have acquired scientific knowledge and the ability to apply this knowledge. Furthermore, they shall be able to analyse relevant problems independently and in consideration of scientific methods in order to deal with practical consequences of professional activity. The processing time for the thesis includes a workload of 600 hours, this should not exceed a period of 16 weeks. Students are allotted 600 hours over a maximum of 22 weeks to work on their thesis. In exceptional cases, the student may submit a petition for an extension of a maximum of two weeks. Extensions are subject to approval by the examination board.

(2) Students have to submit their thesis proposals to the Student's Office in written. On behalf of the examination board, the chair of the examination board sets deadlines for the submission of the thesis proposal.

Proposals must contain the following:

- a) Proposed research topic
- b) Working hypothesis
- c) Rough outline
- d) Proposal for the first and second supervisor and corresponding letter of agreement

(3) The examination board must approve the thesis topic. The board is not bound by the students' proposal. The examination board appoints the first and second supervisor for the Master's thesis. The examination board may appoint external experts as supervisor, who are not part of the teaching staff at the SRH University at the time of assessment. The examination board may also appoint teaching staff from other universities as supervisors in exceptional cases. At least one of the supervisors, usually the first supervisor, must be a full-time member of the teaching staff at the SRH University.

(4) The examination board will notify the student of its decisions regarding thesis topic, supervisor and deadline. This may be done via Studos and notices. The date of issuance must be documented.

(5) Students must submit three printed and bound copies of the Master's thesis to the Student's Office. As a rule, it should comprise 70 - 90 DIN A4 pages with standard characters and paragraph formats (12 pt, 1.5 line spacing, 3 cm margin.) In addition, students must submit an electronic copy of their thesis, together with PDF documents and the internet sources used.

(6) The thesis must include an affidavit confirming that the thesis is the student's own work and that no other sources or quotes were used than those marked as such. The thesis must be submitted in due time and the exact time of submission must be documented. In case the thesis is not submitted personally, the postmark will be regarded as the date of submission. Theses not submitted by the specified deadline will be marked as "failed".

(7) Master's theses graded "good" or "very good" will be added to the library of the SRH University with regards for data protection concerning the contents of the thesis and if the student raises no objection.

(8) The first and second supervisors will evaluate and grade the Master's thesis in written. The grade awarded is the arithmetic mean of the individual evaluations. If the individual evaluations differ by more than two grades on the grading scale, the examination board will appoint a third examiner to evaluate the Master's thesis. However, the Master's thesis may only receive the grade "pass" or higher if the individual grades are "pass" or higher. Students may change their topic upon request and in consultation with the first examiner only once and within one week after issuance. This has no bearing on the specified deadline. In such cases, the topic is then considered as not allocated.

§ 16 Master's oral examination

(1) The oral examination is based on the Master's thesis. Students shall prove that they are able to independently discuss interdisciplinary, problem-related and practice-oriented issues on a scientific basis, and set out and justify their arguments. The oral examination implies a presentation in English including a slide set, handout and discussion.

(2) The Master oral examination is conducted as an individual examination. The examination generally lasts for 60 minutes per student.

(3) The first and second supervisor give the grade for the Master oral examination. The first examiner has the right to make recommendations. Students will receive their mark immediately after the examination.

(4) The subject, course and result of the Master oral examination must be recorded in minutes which have to be signed by all examiners involved and added to the examination files. As a rule, the second examiner should take the minutes. Differences of opinion should also be recorded.

(5) Guests can attend the Master oral examinations provided the student has no objections and the examiners feel it will not disturb the proceedings. This does not apply to the deliberation phase and the notification of results.

§ 17 Grades and Passing the Master Thesis

(1) In order to pass the module, the students must pass both examination sections (oral and written). If students fail the written section, they will not be permitted to sit the oral examination and will fail the entire module. If students fail the oral examination, they must take a one-time

oral resit test. If students fail the one-time resit test, they fail the entire module. Students may resit the module only once (cf. Section 5 Paragraph 1 of the General Examination Regulations).

(2) The thesis represents 80 percent and the oral examination 20 percent of the final grade. The Master examination is worth 20 credits, which is corresponding a overall workload of 600 study hours. To pass the Master examination, students must receive the grade "pass" or higher for all examination sections.

Part IV

Closing Provisions

§ 18 Examination guarantees

According to the standard at German universities, the SRH University offers examinations and the corresponding range of courses so that matriculated students can finish this study programme within the standard period of study

§ 19 Coming into Force

This examination regulation of the Master Programme International Management at SRH University Berlin is confirmed by the senate administration for education, science and research and comes into force on 20.08.2011 upon announcement in the newsletter of the SRH University Berlin.