

**Examination Regulation
for the
Master's Degree Programme**

in International Management

at the Hochschule für Technik und Wirtschaft Dresden
University of Applied Sciences

Dated

18th September 2018

Pursuant to § 34 Para. 1 of the Law on Institutions of Higher Education in the Free State of Saxony (Sächsisches Hochschulfreiheitsgesetz (law on autonomy in the institutions of higher education)) in the version of the notice dated 15th January 2013 (SächsGVBl. (Saxon Gazette of Laws and Ordinances) Pg. 3)), last amended by the law of 15th October 2017 (SächsGVBl. Pg. 546), the Dresden University of Applied Sciences, hereinafter referred to as the HTW Dresden, has adopted this examination regulation as a statute.

This is a translation for information purposes.
Only the German wording of the study and examination
regulations of 18th September 2018 is legally binding.

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Appendix: Examination plan

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§ 1

Scope

- (1) The examination regulation specifies the principles for examinations of the Master's degree programme in International Management at the HTW Dresden. It is supplemented by the study regulation of the Master's degree programme International Management and the enrolment regulation of the HTW Dresden.
- (2) This examination regulation applies to all examinations for students of the Master's degree programme in International Management, irrespective of the faculty of the examiner.

§ 2

Standard period of study

The standard period of study for the Master's degree programme is 3 semesters for a full-time study programme. The study programme can also be completed as a part-time study programme. The standard period of study is specified by the regulation on part-time study programmes of the HTW Dresden.

§ 3

Omitted

§ 4

Examination structure

- (1) The Master's examination consists of module examinations in accordance with the examination plan, including the master's thesis and its defence. A module examination takes place at the end of each module. Module examinations consist of one or more examinations in one module. Module examinations are taken simultaneously during the study programme, i.e., no later than in the examination stage following the module lectures.
- (2) In addition to the modules included in the Master's degree programme in International Management, students can also take other module examinations or special examinations at the HTW Dresden or at other universities. No additional modules may be taken after completing the module examinations of the Master's examination.
- (3) The oral and written module examinations are conducted in examination stages following the lecture period. Alternative examinations are usually taken during the lecture period. Additional examination dates can be set for the last week before and the first week after the start of lectures of each semester. Dates outside these time frames can be set in exceptional cases as decided by examiners with the approval of the Examination Board. Time frames as per § 6 Para. 4 must be observed.
- (4) The maximum number of examinations per semester may not exceed twelve. This does not include re-examinations.
- (5) During an examination stage, students can take a maximum of one examination per module and, therefore, a maximum of six examinations per semester according to the examination plan (Appendix). If one written or oral examination is taken in the examination stage in a module, a maximum of one alternative examination may be taken in this semester.

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§ 5

Free attempt

- (1) If module examinations of the Master's examination are offered to students of higher subject-specific semesters, they may be taken upon submission of an application by the student to the Examination Office before the start of the subject-specific semester included in the examination plan, provided that the admission requirements are met. In this case, if a student fails a module examination, the examination is considered as not taken. Examinations passed with a minimum grade of "average" (4.0) can be considered as taken in a new examination procedure.
- (2) The application for a module examination, which is passed in a free attempt, must be submitted to the Examination Office no later than two weeks before the examination date.
- (3) After the student has submitted the application to the Examination Office, then, in the cases of Para. 1 Sentence 1, a passed module examination or examination can be repeated once for grade improvement on the next regular examination date as per the examination plan. The better grade will be regarded as valid.

§ 6

Examination deadlines

- (1) The examination plan in the Appendix specifies the nature, structure and period of the module examinations to be passed and of the examinations included in them. The dates of the module examinations are set so that the Master's examination, as well as the Master's thesis, can be completed within the standard period of study. Module examinations should be taken by the end of the semester specified in the study regulation (study schedule). Dates for oral and written examinations are offered at least once per semester for compulsory modules. Exceptions must be confirmed by the Examination Board. If examination dates for oral and written examinations occur outside the examination stages, non-attendance of the examination shall not be considered as a missed deadline according to Para. 2 and a grade 5 cannot be given due to non-attendance. In the last week before the respective examination stage, alternative examinations may be taken only in exceptional cases (e.g., laboratory internships).
- (2) If the module examinations of the Master's examination are not taken within four semesters after completing the standard period of study, they will be considered as failed. Failed module examinations can be repeated once within one year. At the end of this period, they will be considered as failed. Admission for a second re-examination is possible only upon request at the next possible examination date. Another re-examination is not allowed.
- (3) A missed deadline, for which the student is not responsible, shall not be included in the calculation of leaves of absence and deadlines in the examination procedure. The period of study resulting from exceeding the deadline according to Sentence 1 is not included in the standard period of study. This also applies to maternity protection periods and parental leave.
- (4) Examination dates, the day and place of oral examinations and the day, time and place of written examinations have to be announced at least one month in advance in a manner that is customary at the respective place (usually on the website of the HTW Dresden by the Examination Office). For oral examinations, the examiner must announce the time no later than two weeks in advance. For a student, only one examination must be scheduled on one day as a rule according to the study schedule. If the examination date is announced in the semester break, the one-month time limit commences with the start of the lecture period.
- (5) The special regulations as laid down in § 14 shall apply for the Master's thesis.

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§ 7

General admission requirements

- (1) Admissions to module examinations of the Master's examination are granted to students who
 1. have enrolled for the Master's degree programme International Management at the HTW Dresden and
 2. have completed the preliminary examinations for modules as laid down in the examination plan (Appendix) and fulfil other admission requirements.
- (2) Admission to module examinations of the Master's examination shall be denied if
 1. the requirements set out in Para. 1 are not met or the student is not enrolled or
 2. the student has not definitively passed an examination required for the completion of the Master's degree programme in International Management.

§ 8

Admission procedure

- (1) Students of the Master's degree programme in International Management at the HTW Dresden are automatically enrolled for the module examinations included in the examination plan (Appendix). They are granted admission if they meet the general admission requirements as set out in § 7. The Examination Office compiles examination lists of all registered students and contains a note about admission. The granting or refusal of admission, also due to non-completion of preliminary examinations, is announced by the examiner before the examination. The same applies to the module examinations in elective modules for which students have enrolled. At the time of the preliminary examination, the examiner informs students about when and how the assessment will be announced.
- (2) Students, who have to complete or repeat an examination, are automatically enrolled for the next examination date set for the relevant module, taking into account § 4 Para. 3, provided that the general admission requirements as set out in § 7 are met. The granting or refusal of admission, also due to non-completion of preliminary examinations, is announced by the examiner before the examination. The same applies to the module examinations in elective modules for which students have enrolled. At the time of the preliminary examination, the examiner informs students about when and how the assessment will be announced.
- (3) Students can submit a written application for de-registration from an examination to the Examination Office. The de-registration application must be submitted to the Examination Office no later than one week before the examination date. The de-registration for alternative examinations, except the oral and written performance checks, takes place no later than one week prior to the allocation of topics, which is announced in accordance with § 12 Para. 3 Sentence 2. In case of de-registration for the first re-examination, the annual deadline as set out in § 6 Para. 2 Sentence 2 must be observed. De-registration for the second re-examination is not possible.
- (4) Students can take exams during their leave of absence from studies at the HTW Dresden. Students who wish to take an examination during a leave of absence must submit a corresponding written application to the Examination Office no later than two weeks before the examination date.
- (5) Students who wish to take examinations in an additional module must inform the examiner at least one week before the examination date, at the latest before the end of the last module examination according to the examination plan (Appendix).
- (6) An informal request for admission to the second re-examination must be made to the examiner at the beginning of the examination. The application is deemed to have been submitted if a student sits for the examination.

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- (7) Female students are not allowed to sit for examinations during protection periods before and after childbirth within the sense of § 3 of the Maternity Protection Act in the respective valid version. Female students can apply for admission to the examination in writing to the Examination Office one week before the examination date at the latest. According to § 15 Para. 1 of the Maternity Protection Act, female students are obliged to inform the university about pregnancy and the anticipated delivery date as soon as pregnancy becomes known. This must be reported to the Examination Office/Student Secretariat of the HTW Dresden. The maternity record should be furnished.
- (8) The regulation of § 24 Para. 2 applies in the case of examinations at partner universities abroad.

§ 9

Examinations and preliminary examinations

- (1) Module examinations of the Master's examination are conducted as follows:
 1. oral examinations in accordance with § 10 and/or
 2. written examinations in accordance with § 11 and/or
 3. alternative examinations in accordance with § 12.A Master's thesis in accordance with § 14 must be written and defended as part of the Master's examination.
- (2) The number, nature and structure of module examinations and examinations included in them are specified in the examination plan (Appendix). The topics are derived from the corresponding module descriptions. The examiner can limit the examination topics to the main areas of specialist focus. Usually, examinations are to be held in German. Exceptions are indicated in the examination plan (Appendix). Examinations in a foreign language module are held in the corresponding language.
- (3) If a student demonstrates that he/she is unable to take, in part or full, the examinations in the prescribed form due to prolonged or permanent physical disability or a chronic illness, or due to pregnancy-related restrictions or during the maternity protection period or parental leave, the Examination Board should compensate for these disadvantages and allow him/her to take the examination within an extended period of time or in an equivalent manner. Suitable measures for compensation of disadvantages include, for example, extensions, processing breaks, use of other media, use of other examination rooms within the university, or a different examination date. If these measures are unsuitable in individual cases, it is also possible to change the duration, nature or form of the examination. Submission of a medical certificate or an official medical certificate may be required for this. A corresponding restriction must be notified to the Examination Board no later than three weeks before the examination date or later immediately after it has become known.
- (4) If a student demonstrates that he/she is unable to take examinations in the prescribed manner due to caring for his or her own children until the age of fourteen or caring for a close family member, the Examinations Board will, at the request of the student, grant permission for the examinations to be taken in an equivalent manner, using among other things, a different type of examination. A corresponding application must be submitted to the Examination Board no later than three weeks before the examination date or later immediately after the issue has become known. Children, parents, grandparents, spouses and life partners are considered as close family members. The Examination Board and the responsible examiner decide, according to their best judgement, about how the examination is to be taken.
- (5) Preliminary examinations are course achievements that are assessed by the examiner and not individual course achievements of the student. Passing them is a prerequisite for admission to the respective module examinations. However, they have no influence

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on the module grade. They can be repeated as often as required. The number, nature and structure of the examinations are specified in the examination plan (Appendix). § 12 para. 1 applies accordingly to the structure of the preliminary examinations. The topics are derived from the corresponding module descriptions. Paragraphs 2 to 4 apply accordingly.

§ 10

Oral examinations

- (1) In an oral examination, the student is required to prove that he/she recognises the contexts of the subject of the examination and is able to classify special questions in these contexts by answering individual questions. Furthermore, an oral examination is intended to determine whether the student possesses relevant basic knowledge.
- (2) Oral examinations can be held as individual or group examinations. The examination duration is at least 15 minutes and not more than 60 minutes for each student.
- (3) During an oral examination, written tasks may also be given to a reasonable extent, as long as this does not undermine the oral nature of the examination.
- (4) Oral examinations are to be taken by several examiners, one of whom presides over the examination, or by one examiner in the presence of a competent assessor. The examiner takes the opinion of the assessor before deciding on a grade. If the examination result is a prerequisite for the continuation of the study programme, the examination is usually to be taken by at least two examiners.
- (5) The main topics and results of an oral examination must be recorded in an examination report that is signed by the examiners and the assessor. The result of an oral examination must be announced to the student immediately after he/she concludes the examination.
- (6) Students who have to sit for the same examination on a later examination date but not in the same examination stage can submit an application to the examiner to be admitted as observers in the examination if there is sufficient room, provided that the examination candidate agrees. Such admission does not extend to consultation and announcement of the examination results.

§ 11

Written examinations

- (1) In a written examination, the student is required to prove that he/she can identify a problem and find solutions for it within a limited time, with approved resources, and using the standard methods of his/her degree programme. Students can be given topics to choose from.
- (2) Written examinations are supervised examinations in which an appropriate number of tasks are to be solved in writing using limited resources.
- (3) The duration of written examinations may not be less than 90 minutes and should not exceed 240 minutes.
- (4) As a rule, the assessment procedure may not exceed four weeks.
- (5) Written examinations that students are required to pass for the continuation of their study programmes are usually to be assessed by two examiners. The grade is the arithmetic mean of the individual evaluations. § 15 Para. 3 Sentence 3 applies accordingly.

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§ 12

Alternative examinations

- (1) Alternative examinations include:
 1. Presentation (independent oral presentation of theoretical and/or experimental results using suitable audio-visual media in front of an audience, followed by a technical discussion, if necessary),
 2. Project (interdisciplinary practical and/or written work, in which theoretical knowledge forms the basis for the practical and/or experimental solution of a self-contained task. At the time of topic assignment, a processing time of three to six weeks can be agreed upon based on the scope of the topic. An oral presentation of up to 30 minutes can form a component of the research work),
 3. Research work (independent and brief handling of a single assignment within the scope of the module-specific subject area, carried out during the course or as a home-work assignment),
 4. Research paper (independent written work with unlimited resources, which summarises, evaluates and discusses the theoretical and/or experimental knowledge of a sub-field that has been completed. At the time of topic assignment, a processing time of three to six weeks can be agreed upon based on the scope of the topic. An oral presentation of up to 30 minutes can form a component of the research paper.)
 5. Oral performance check (as opposed to the more complex oral examination lectures and/or answering of questions on smaller content-limited learning units individually or in groups with a duration of 10 to 30 minutes),
 6. Written performance check (as opposed to the more complex written questions, mostly of smaller content-limited learning units with a duration of a maximum of 90 minutes)
 7. Business game (simulation in which entrepreneurial decisions are made)
 8. Portfolio (documentation and reflection of the personal learning path based on the qualification objectives of a module. The result is designed as a workbook. It can also include a presentation. The processing time is eight to ten weeks.)
- (2) § 10 Para. 4 and § 11 Para. 4 apply accordingly.
- (3) The concrete structure of alternative examinations and the period in which they are to be taken are announced by the examiner at the beginning of the course. In the case of alternative examinations which require students to handle a previously assigned topic the date of the official allocation of topics will also be announced. It may not occur before the third week of lectures. For follow-up and re-examinations without a course, the dates are announced four weeks before the start of the alternative examination in accordance with Sentence 1.

§ 13

Master's examination

The Master's examination is the professional qualification of the Master's degree programme in International Management. The purpose of the Master's examination is to determine whether the student has achieved the qualification objectives of the degree programme and whether he/she possesses the skills to apply scientific methods and knowledge, as well as the necessary in-depth specialist knowledge, required for transition into professional practice. § 4 Para. 1 applies.

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§ 14

Master's thesis

- (1) The Master's thesis is the final assessment of the Master's degree programme. It should demonstrate that the student is capable of independently working on a problem within the scope of the Master's degree programme in International Management in a practice-oriented manner using scientific methods within a given deadline.
- (2) The Master's thesis can be supervised by any professor and other persons authorised to conduct examinations in accordance with the Saxon law on autonomy in the institutions of higher education, provided they are working at the HTW Dresden in a field relevant to the Master's degree programme in International Management. Students can name their topics of interest.
- (3) The Master's thesis of the degree programme International Management should be written in English or, in consultation with the supervisor, in German. It may also be completed in the form of group work if the individual student's contribution, which is to be assessed as an examination, is to be clearly distinguished and assessed based on the specification of sections, page numbers or other objective criteria that allow a clear demarcation.
- (4) The assignment and submission date of the Master's thesis must be fixed so that the assessment procedure can be completed within the standard period of study.
- (5) At the request of the student, the topic of the Master's thesis is assigned by the chairperson of the Examination Board or an Examination Board member appointed by him/her. The topic and date of assignment are to be recorded. A prerequisite for the assignment of a topic for the Master's thesis is the successful completion of course achievements, i.e., 30 ECTS credits, in accordance with the study schedule, and the successful completion of the module "W944 Academic Research Skills". The Examination Office should announce whether the admission requirements for the Master's thesis are met or not.
- (6) A topic that has been assigned can be returned only once, and only within four weeks of its allocation. Returning the topic when writing a Master's thesis for a second time is allowed only if it has not been previously used. If the topic is returned, a new topic must be requested no later than four weeks after the first topic has been returned.
- (7) The Master's thesis should be completed within 20 weeks. The topic, task and scope should be limited by the supervisor in such a way that the deadline given for completing the thesis can be observed. If it is not possible to complete the Master's thesis within the specified period of time for unforeseeable reasons that are beyond the control of the student, then an extension of a maximum of two months may be granted upon submission of a written application to the Examination Board, usually after consultation with the supervisor of the Master's thesis.
- (8) The Master's thesis should be submitted in time as a PDF document and as a bound printed version in two identical copies to the secretariat of the Faculty of Business Administration. The submission date must be recorded and an acknowledgement of submission must be handed over to the student.
- (9) At the time of submitting the Master's thesis, the student must assure in writing that the thesis has been written independently and that no sources other than those specified were used. If the thesis has been written as group work, then the student's contribution in the thesis should be specified.
- (10) The Master's thesis should be graded on the basis of assessments that are usually to be made by two examiners. One of the examiners should have supervised the Master's thesis at the university. The grade of the Master's thesis is the arithmetic mean of the evaluations of the assessments. As a rule, the assessment procedure may not exceed four weeks. If one or both assessments grade the Master's thesis as less than "average" (4.0), the student does not pass the Master's thesis. The assessments, as well as the grade of the Master's thesis, should be notified to the student on request at the latest before the defence.

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- (11) If a student does not pass the Master's thesis, then the chairperson of the Examination Board sends a written notice to the student about this, informing him/her of the right to appeal and providing information on whether and, if so, to what extent and within what deadline the Master's thesis can be repeated. If the Master's thesis is not passed because it was not completed within the standard period of study, this notice is sent by the Examination Office. The student can make a second attempt to complete the Master's thesis within one year of the announcement of the grade after submitting an application to the Examination Board. If the student still does not pass, an application for admission to the third attempt at completing the Master's thesis can be submitted to the Examination Board no later than within two months of the announcement of the grade of the second attempt.
- (12) A Master's thesis that is given a minimum grade of "sufficient" (4.0) in both assessments must usually be publicly defended in the faculty in front of a Board of Examiners. The Examination Board announces admission to the defence. The date of defence should occur within six weeks, but no later than within twelve weeks, of submission. This applies only if all module examinations as specified in the study schedule have been passed within these periods (with the exception of the Master's thesis). If the last module examination to be passed as per the study schedule is passed only after the expiration of these periods, then the defence should take place within four weeks of the announcement of the grade of this module examination. The defence is an oral presentation of the essential contents of the Master's thesis, where students can use all resources that are usually used for lectures. Following the presentation, there is a discussion in which the student has to answer questions about his/her Master's thesis. The duration of the defence should not be less than 30 minutes and should not exceed 60 minutes. The overall grade of the defence is an equal combination of individual grades for the presentation and the discussion. If the defence is graded as "not adequate" (5), it can be repeated once within one year. The re-attempt of the defence should take place within four weeks from the announcement of the failure of the first defence. If the defence is graded as "not adequate" (5) again, it can be repeated for one last time upon submission of an application. The application must be submitted to the Examination Board within two weeks of the announcement of the grade of this defence. The last defence attempt should take place within four weeks from the submission of application. If the defence is once again graded as "not adequate" (5), then the Master's thesis is definitively considered as not passed.
- (13) The overall grade of the Master's thesis (see § 15 Para. 3 Sentences 5 and 6) is a combination of the weighted average grade of the Master's thesis and the overall grade of the defence. The grade of the Master's thesis with weight 3 and the overall grade of the defence with weight 1 are taken into account in the evaluation.

§ 15

Assessment of examinations and grading

- (1) Grades for individual examinations are determined by the respective examiners. The following grades should be used:
- | | | |
|------------------|---|--|
| 1 = very good | = | an excellent performance; |
| 2 = good | = | a performance that markedly exceeds average requirements; |
| 3 = satisfactory | = | a performance that meets average requirements; |
| 4 = average | = | a performance that meets the requirements but shows shortcomings; |
| 5 = not adequate | = | a performance that no longer satisfies requirements due to its significant shortcomings. |

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For a differentiated assessment of examinations, individual grades can be increased or decreased by 0.3 to intermediate values. Grades such as 0.7; 4.3; 4.7 and 5.3 are therefore excluded. The assessment benchmark is determined by the examiner, whereby an examination, in which 50% of the required performance is delivered, must always be regarded as passed.

- (2) In the exceptional cases set out in the examination plan, examinations are assessed but not graded. Here, the assessments “passed” or “failed” are to be given by the examiner. Ungraded examinations and module examinations are not taken into consideration in the subsequent grade calculation.
- (3) If a module examination consists of a single examination, the grade awarded for this examination is also the module grade. If a module examination consists of several examinations, the module grade is calculated as the weighted average of the individual examinations according to the examination plan (Appendix). Only the first decimal place after the decimal point is taken into account. All other places are ignored.

Module grades are as follows:

For an average of up to and including 1.5	=	very good
For an average of 1.6 up to and including 2.5	=	good
For an average of 2.6 up to and including 3.5	=	satisfactory
For an average of 3.6 up to and including 4.0	=	average
For an average of more than 4.1	=	not adequate.

The grading procedure for overall grades is similar. An overall grade is a grade made up of several individual grades or one overall grade and one individual grade. An overall grade for the Master's thesis and the defence is awarded in accordance with § 14 Para. 12 and for the Master's examination in accordance with § 16.

- (4) Examiners should notify the examination grades (specified with one decimal place after the decimal point) to the Examination Office within one week after the result has been determined.
- (5) Immediately after receipt of the examination report, the Examination Office should announce the examination results on the online grade portal of the HTW Dresden. The announcement date should be recorded.

§ 16

Assessment of the Master's examination

- (1) The overall grade of the Master's examination is a combination of the module grade average, which is not rounded off and which is weighted according to the ECTS credits as per the study regulation, and the overall grade of the Master's thesis. The overall grade of the Master's examination is calculated using the following algorithm:
Overall grade = (2 module grades + 1 overall grade of the Master's thesis) / 3
- (2) The overall grade of the Master's examination is specified with one decimal place after the decimal point. All other places are deleted without rounding.

§ 17

Non-attendance, withdrawal, cheating, infringement of regulations

- (1) An examination is graded as “not adequate” (5) if the student does not appear for it on a date that is applicable to him/her or does not appear on the date of defence of the Master's thesis without good reason, or if he/she withdraws, without good reason, from the examination after the examination or the defence of the Master's thesis has commenced. The same applies if a written or alternative examination or the Master's thesis is not completed within the specified time.

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- (2) The reasons provided for withdrawal or non-attendance must be immediately reported to the Examination Office in writing, and substantiated. A medical certificate should be submitted if illness of the student is the reason for withdrawal or non-attendance. In addition, the submission of an official medical certificate may be required in exceptional cases. In matters concerning the compliance with deadlines for re-examinations, the reasons for non-attendance of examinations and the adherence to deadlines required for examination work, the illness of a child to be cared for by the student alone is also considered in the same light as the illness of the student. The Examination Board decides on whether to accept the reasons after preparation by the Examination Office. A new date is scheduled if the reasons are accepted. The examination results that are already available should be considered in this case.
- (3) If the student attempts to influence his/her examination result by cheating or by using means that are not allowed, the respective examination is graded as “not adequate” (5). A student who interferes with the proper process of the examination may be excluded from completing the examination by the respective examiner or supervisor, usually after a warning has been given. In this case, the respective examination is graded as “not adequate” (5). In serious cases, the Examination Board may exclude the student from sitting for further examinations.
- (4) Within 14 days of the announcement of the examination result, the student can submit a written application to the Examination Board to review the decisions under Para. 3 Sentences 1 and 2. Negative decisions should be communicated to the student in writing without delay. They should be justified and should contain an instruction about the right to appeal.

§ 18

Passing and failing

- (1) A module examination is considered as passed if the module grade is at least “adequate” (4.0). In the justified exceptional cases indicated in the examination plan (Appendix), the passing of the module examination additionally depends on the passing of individual examinations. The ECTS credits assigned to the module in the study regulation (study schedule) are acquired when the module examination is passed.
- (2) Omitted
- (3) The Master’s examination is considered as passed if all module examinations of the Master’s examination are passed and the Master’s thesis, including the defence, has a minimum grade of “adequate” (4.0).
- (4) The Master's examination is considered as definitively failed if
 1. the deadline for a module examination of the Master’s examination according to § 6 Para. 2 has been missed for reasons that the student is responsible for,
 2. a second attempt to complete a module examination required for completing the degree programme has not been passed, or
 3. a second attempt to complete a module examination required for completing the degree programme was not applied for in due time in accordance with § 8 Para. 6 or § 14 Para. 11.
- (5) If the student has definitively failed the Master’s examination, this must be notified to him/her in writing by the Examination Office along with the instruction about the right to appeal in accordance with § 28 Para. 1.
- (6) If a student has definitively failed a module examination, he/she can still sit for other module examinations, as long as the definitive failure of the Master’s examination is not final and absolute.

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§ 19

Repeating module examinations

- (1) Taking a re-examination for a passed module examination or individual failed examinations of a passed module examination is not permitted, except in cases according to § 5 Para. 3.
- (2) Failed module examinations may be repeated once within one year after the first examination attempt. The period begins with the announcement of the first failure result. These module examinations will be considered as once again failed upon expiry of this period. Admission for a second re-examination is possible only upon request at the next possible examination date. After expiry of the period, the module examination is considered as definitively failed. Another re-examination is not allowed.
- (3) If a failed module examination consists of several examinations, all examinations that have not received a minimum grade of "adequate" (4.0) must be repeated. Examinations that have received a minimum grade of "adequate" (4.0) may not be repeated.
- (4) First re-examination attempts of oral and written examinations are usually to be taken in the examination stage following the failed module examination, but no later than in the second examination stage following the failed module examination.

§ 20

Examination Board

- (1) The Faculty Board has to appoint an Examination Board for the faculty of Business Administration. This comprises three professors, one employee and one student. The chairperson and his/her deputy are professors. The tenure is usually three years for members and one year for students. Members of the Examination Board are allowed to be re-appointed.
- (2) The Examination Board has the quorum if, in addition to the chairperson or his/her deputy and one more professor, at least one other voting member is present. The Examination Board shall decide with simple majority.
- (3) It may delegate the performance of its duties for all regular cases and individual tasks to the chairperson. The latter consults the responsible technical representatives in the event of any specialist questions.
- (4) Members of the Examination Board can be present for examinations. They are subject to official secrecy. If they are not in the public service, they are to be sworn to secrecy by the chairperson.

§ 21

Responsibilities

- (1) The Examination Board is especially responsible for:
 1. organising the Master's examination of the Master's degree programme in International Management,
 2. adhering to the scope and nature of the examination in accordance with the examination regulation of the Master's study programme in International Management,
 3. appointing examiners, assessors and the Board of Examiners for the assessment of the Master's thesis,
 4. decisions about
 - a) granting credits for course achievements and examinations, study periods, as well as for qualifications acquired outside the study programme, usually

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- with the cooperation of the professor responsible for the module as set out in § 23,
- b) the allocation of topics and deadline extensions and the applications for the second re-examination of the Master's thesis as set out in § 14,
 - c) the admission to defend the Master's thesis as set out in § 14 Para. 12,
 - d) non-attendance, withdrawal, cheating, infringement of regulations as set out in § 17,
 - e) the declaration of invalidity of the Master's examination as set out in § 26 Para. 1,
 - f) the confiscation of certificates, documents and diploma supplements as set out in § 26 Para. 3,
 - g) appeals as set out in § 28,
 - h) exceptions to the examination regulation in exceptional cases,
- 5. the reporting on the development of actual processing times for the Master's thesis, as well as suggestions for reforming the study and examination regulations,
 - 6. the certification of the qualification document as set out in § 48 Para. 1 Sentence 1 No. 2 of the BAföG (Federal Training Assistance Act).
- (2) The Examination Office is responsible for issuing certificates, documents and certifications as set out in § 25.
 - (3) The decision about the passing and failing of examinations is made by the examiner(s) in accordance with the provisions of § 14 Para. 10, § 15 Para. 1 and § 18.

§ 22

Examiners, assessors, Board of Examiners

- (1) Only members and employees of the HTW Dresden or other universities, who have the authority to independently teach the examination subject in question, may be appointed as examiners. Insofar as this is appropriate for the subject matter of the examination, persons who have the authority to independently teach only one sub-field of the examination subject can also be appointed as examiners. In special, exceptional cases, teachers for special tasks, as well as persons with experience in professional practice and training, may also be appointed as examiners, provided that this is appropriate according to the nature of the university examination.
- (2) Only those individuals, who have themselves obtained at least the qualification that is to be determined by the examination or an equivalent qualification, may be appointed as examiners.
- (3) Boards of Examiners are made up of at least one examiner and one competent assessor who maintains the protocol.
- (4) Unless there are compelling reasons to override the appointment as examiner or chairperson of the Board of Examiners, the appointment applies both to the examination that is conducted as per the schedule in the examination plan (first examination) as well as to the follow-up and re-examinations resulting from the first examination. It should be documented in writing.
- (5) The names of the examiners should be communicated to students in due time, at the latest with the announcement of the examination date.
- (6) Examiners and assessors are subject to official secrecy in accordance with § 20 Para. 4 Sentences 2 and 3.
- (7) § 1 of the SächsVwVfZG (law on regulation of the administrative procedure and the law on service in administrative procedures for the Free State of Saxony) and §§ 20, 21 of

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the VwVfG (Administrative Procedure Act) are applicable in matters related to the partiality of examiners.

§ 23

Granting of credits for study periods, course achievements and examinations, as well as for qualifications acquired outside the university

- (1) Credits for course achievements and examinations that have been completed at a university are granted upon application, unless there are significant differences in the acquired competencies. Refusal to grant credits must be justified in writing. The Examination Board decides about granting credits and determining equivalence.
- (2) Credits for study periods, course achievements and examinations are granted without an equivalence assessment if they have been completed in the same degree programme at a university in the Federal Republic of Germany. The decision is made by the Examination Board.
- (3) Credits for qualifications obtained outside of university studies are granted upon application if they are equivalent. They are considered as equivalent if they essentially match the content, scope and requirements of the components of the Master's degree programme in International Management at the HTW Dresden. This is not a schematic comparison, but an overall consideration and overall assessment. When credits are granted for study periods, course achievements and examinations completed outside the Federal Republic of Germany, the equivalence agreements approved by the Kultusministerkonferenz (Conference of Ministers of Education) and the German Rectors' Conference must be taken into account in the framework of university partnerships. Qualifications acquired outside of university studies can replace at most 50% of the study programme. The decision is made by the Examination Board.
- (4) Omitted.
- (5) Credits for course achievements and examinations are granted by the Examination Board. The study regulation (study schedule) is applied when awarding ECTS credits for recognised course achievements and examinations.
- (6) If credits for course achievements and examinations or qualifications acquired outside of university studies are granted in accordance with Para. 1-3, credits will be granted ex officio for the corresponding study periods. The decision is made by the Examination Board. In the cases of Paragraphs 1 and 2, grades shall be adopted if the grading systems are comparable. The grades should be included in the calculation of the overall grade. A "passed" note is added in the event of incomparable grading systems.
- (7) The student must submit the documents required for the granting of credits, especially proofs that describe subject-specific contents (module descriptions).
- (8) Applications pursuant to Para. 1 for granting credits for course achievements, examinations and study periods must be submitted to the Examination Board in writing no later than four weeks before the first date of the examination for which the student is enrolled, and no later than by the examination date of alternative examinations.
- (9) When a student resumes studies after a leave of absence, the course achievements and examinations completed by then continue to be valid. The same applies to continuing or restarting studies at the HTW Dresden in the same degree programme.

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§ 24

Provisions for examinations taken abroad

- (1) “Learning Agreements” (binding stipulations regarding modules to be passed at the partner university) must be concluded by way of preparation for the granting of credits for examinations taken abroad.
- (2) The provisions of the applicable examination regulation for the respective degree programme of the respective partner university are decisive when it comes to the admission, deadlines, nature, scope and modalities of examinations taken at partner universities abroad.
- (3) Prerequisite for granting of credits is the existence of appropriate proof, which usually describes the subject-specific contents (module descriptions) in German or English, and states the number of semester hours per week and the ECTS credits and grades obtained. A “passed” note is added in the event of incomparable grading systems.

§ 25

Certificates, Master's degree certificate, certifications

- (1) Upon successful completion of the Master's examination, a certificate stating the Master's degree programme in International Management is issued immediately. The certificate indicates the module grades, including their descriptions in words, along with the allocated ECTS credits, the topic of the Master's thesis, and its overall grade, including its description in words, as well as the overall grade and the overall evaluation of the Master's examination as set out in Para. 2. It indicates the standard period of study as well as the actual duration of the study programme (upon application to the Examination Office, which must be submitted no later than by the day of the last examination). Examinations taken at other universities in the Federal Republic of Germany and abroad must be marked as such. Grades should be indicated with one decimal place after the decimal point as set out in § 15 Para. 3. The certificate is signed by the Dean of the Faculty of Business Administration and the chairperson of the Examination Board, and has the seal of the university stamped on it.
- (2) The overall evaluation is the description in words of the overall grade of the Master's examination as set out in § 15 Para. 3. The overall evaluation “excellent” is awarded for outstanding performance. The prerequisite for this is that the overall grade of the Master's thesis is “very good” and that no module examination is graded lower than “good”, and that the overall grade of the Master's examination is at least 1.2 or higher.
- (3) In addition to the certificate for the Master's examination, a Master's degree certificate is also issued with the same date for the awarding of the corresponding Master's degree. The document is signed by the Rector of the university and the Dean of the Faculty of Business Administration, and has the seal of the university stamped on it. The document and the certificate are both provided along with their English translations.
- (4) The degree

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is awarded upon passing the Master's examination. This certificate entitles students to use their university degree as their title.

- (5) A “Diploma Supplement” is issued for graduates according to the “Diploma Supplement Model” of the European Union/Council of Europe/UNESCO. The text as agreed between the Conference of Ministers of Education and the German Rectors' Conference should be used in the respective valid version to represent the national education system.
- (6) Upon submission of an application to the Examination Office, examination results of additional modules are also indicated in the certificate and marked as such, but they are

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not taken into account when calculating the overall grade. The application must be submitted to the Examination Office by the day of the last examination.

- (7) The certificate and document bear the date of the day on which the last examination was taken.
- (8) If a student has not passed the Master's examination, a certificate which lists all examinations taken by the student and their grades, and which indicates that the student has not passed the Master's examination, is issued to the student.
- (9) In addition to the certificate, the ECTS Grading Table is listed on a separate certificate in accordance with the ECTS User Guide.

§ 26

Invalidity of the Master's examination

- (1) If the prerequisites for taking a module examination were not met without the student intending to cheat, and if this fact comes to light only after the certificate has been handed over, then this shortcoming is remedied by the student passing the module examination. If the student has attempted to sit for the module examination by intentionally deceitful means, then the module examination can be graded as "not adequate" and the Master's examination can be declared as failed.
- (2) If the student has cheated during an examination, and this fact comes to light only after the certificate has been handed over, the grade of the module examination can be corrected as set out in Para. 3. If necessary, the module examination can be graded as "not adequate" and the Master's examination can be declared as failed. The same applies to the Master's thesis.
- (3) The incorrect certificate must be withdrawn by the Examination Board and, if necessary, a new one should be issued. The Master's degree certificate and the Diploma Supplement must also be withdrawn along with the certificate if the Master's examination has been declared as failed due to cheating on the part of the student.
- (4) The student is given the opportunity to make a statement before a decision is made.
- (5) Decisions as set out in Para. 1 Sentence 2 and Para. 2 are excluded after a period of five years from the date of the certificate.

§ 27

Viewing of examination files

Within one year from the completion of an examination or the Master's thesis and the announcement of the corresponding grade, the student is entitled, upon submitting a corresponding application to the examiner, to view the examination paper and the related assessments of examiners and examination protocols and to consult the examiner. The place and time of viewing are determined by the examiner. In principle, the student cannot make copies or take photographs of the examination files.

§ 28

Appeal procedure

- (1) Decisions according to this regulation, which can adversely affect the rights of a student, should be communicated to the student immediately in writing by the authority that has made these decisions. They must also be justified and an instruction about the right to appeal in accordance with § 58 Para. 1 of the VwGO (Code of Administrative Court Procedure) must also be provided. This does not apply to the announcement of examination

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results, except if a student fails the Master's thesis and the defence of the Master's thesis.

- (2) Appeals against decisions under this regulation must be lodged with the Examination Board. § 70 of the VwGO also applies. It states that the appeal must be lodged in writing or for recording within one month of the announcement of the administrative act. The Examination Board issues the ruling on the appeal.
- (3) If an appeal is lodged against an assessment decision of an examiner, the Examination Board reviews the decision only to check whether
 1. the examination procedure was carried out properly and/or
 2. the examiner made the assessment based on incorrect facts and/or
 3. generally valid assessment principles were observed and/or
 4. the examiner was guided by irrelevant considerations.The same applies if an appeal is lodged against the decisions of several examiners.
- (4) A final decision on the appeal must be taken within a reasonable period, but no later than after three months. If the appeal is not remedied, the ruling on the appeal must be substantiated and an instruction about the right to appeal must also be provided.

§ 29

Omitted

§ 30

Coming into effect

This examination regulation applies to students who are going to take up studies in the Master's degree programme in International Management from the summer semester of 2019 at the HTW Dresden.

It takes effect on 19.09.2018 and will be published.

Issued based on the decision of the Faculty Board of the Faculty of Business Administration on 26.06.2018 and the approval of the rectorate of the HTW Dresden on 18.09.2018.

Dresden, 18.09.2018

signed Prof. Dr.-Ing. habil. Roland Stenzel
Rector