

Examination Regulations of the Faculty of Economics and Business Administration for the Study Programme ‘Economics’ Seeking the Degree ‘Master of Science’

English translation from the German. The translation is for information only, legally binding is only the German original published in Verkündungsblatt N° 3/2010, pp. 118.

Pursuant to § 3 (1) in conjunction with § 34 (3), sentence 1 of the Thuringian Higher Education Act (*Thüringer Hochschulgesetz, ThürHG*) of 21 December 2006 (published in the journal of legal notices of the federal state Thuringia, *GVBl.* p. 601, in German), last amended through Art. 15 of the *ThürHG* on 20 March 2009 (*GVBl.* p. 238), the Friedrich Schiller University Jena issues the following Examination Regulations. The Council of the Faculty of Economics and Business Administration has adopted the Regulations on 16 December 2009; the Senate of the Friedrich Schiller University Jena has approved the Regulations on 16 February 2010. The Rector has authorized the Regulations on 17 February 2010.

Preamble

By successfully passing the Master examinations, students show that they have solid knowledge in their chosen area of specialization and have learned to independently apply complex economic methods. In addition, they prove that they can critically evaluate scientific data, that they have been enabled to think and act interdisciplinarily, and to analyse complex questions also across disciplines, to interpret findings correctly, and to find solutions.

§ 1

Examinations in the Masters Programme

- (1) The examinations in the Masters programme ‘Economics’ lead to a second academic degree in economic sciences that qualifies graduates to work in their profession.
- (2) The examinations consist of
 1. examinations as part of compulsory as well as required elective modules (module examinations), and
 2. the Master thesis.

§ 2

Degree

Upon successful completion of the Masters examinations, the Friedrich Schiller University Jena awards graduates the academic degree ‘Master of Science’ (abbreviation: M. Sc.) in economics.

§ 3

Standard Duration of Study

(1) The standard duration of study is two academic years, during which a total of 120 credit points (ECTS) has to be earned. Per year of study, a total of 60 ECTS has to be earned. For every one credit point, a workload of a total of 30 hours of in-class and independent studying is assumed. The overall workload for all assessed and non-assessed coursework, including examinations, shall not exceed 1800 hours per year of study, including times spent studying during lecture-free periods.

(2) The range of courses offered and the study plan are organised in a way that students are able to attend all compulsory courses and write their Master thesis within the standard duration of study.

(3) The following times are not counted as part of the standard duration of study as specified in (1) if a duly justified request for leave of absence has been submitted and granted:

- maternity and parental leave;
- military and alternative service;
- times when a student was unable to continue his/her studies due to serious illness if a medical certificate is provided;
- a study-related stay abroad;
- times during which a student was an elected member of a body prescribed by law or a statutory body of the university.
- times needed for internships.

Detailed stipulations can be found in the Matriculation Regulations (*Immatrikulationsordnung*) of the Friedrich Schiller University Jena. Requests for leave of absence must be addressed to the Student Service Centre (*Studierenden-Service-Zentrum*). The Examinations Committee is competent to decide on matters of recognition and in cases of special hardship.

(4) For part-time students, time periods and deadlines are twice as long as stipulated in the present regulations.

§ 4

Structure of the Study Programme

(1) The study programme is composed of modules. Each module may comprise different forms of instruction and learning, including but not limited to lectures, seminars, practical exercises, and independent study periods as well as examinations. Each module is a learning and examination unit, the results (grades) of which will be documented on the Grade Certificate. One single module usually lasts one semester.

(2) The study programme is divided into three parts:

- Basics (at least 45 ECTS)
- Area of specialization (at least 48 ECTS)
- Master thesis (24 ECTS)

(3) More detailed information on the objectives of the study programme, the division into the parts 'Basics' and 'Area of specialization' as well as credit points for each module can be found in the Study Regulations and the module descriptions.

§ 5

Study Regulations, Module Catalogue, Module Descriptions, Subject-Specific Academic Advisory Service

(1) Based on the present Examination Regulations, Study Regulations are issued which establish the objectives, content and structure of the study programme.

(2) Based on these Study Regulations, a module catalogue is adopted which comprises module descriptions and a recommended study plan. Modifications to the module catalogue, particularly modifications to the module descriptions, need to be adopted by the Faculty Council and made public at least electronically in good time before the beginning of the respective module.

(3) Module descriptions provide information about the content and the qualification objectives of the respective module, the prerequisites for participation, the requirements for earning credit points, the different forms of learning and working, as well as the type of performance assessment and their respective weight for the final grade of the module. In addition, the module descriptions provide information on how often the module is offered, about the required amount of work, and the duration.

(4) The recommended study plan provides information about a mandatory or advisable sequence of the modules to be taken.

(5) An individual subject-specific academic advisory service is offered by special academic advisors at the Faculty of Economics and Business Administration. They advise on subject-related questions so that students can organise their studies in a target-oriented way geared towards finishing the study programme with the desired degree and within the standard time of study. More details can be found in the Study Regulations.

§ 6

Examinations Committee

(1) To perform the tasks stipulated in these Examination Regulations, an Examinations Committee is set up from among the members of the Faculty of Economics and Business Administration. The Committee comprises four representatives from among the professors, two representatives from among other academic staff, and one student. The Chairperson of the Examinations Committee, the Vice Chairperson as well as the other members of the committee and their proxies are appointed by the Faculty Council. Normally, the term of office of the members of the Examinations Committee is three years, that of the student member normally one year. The reappointment of individual members is possible.

(2) The Examinations Committee has a quorum when the majority of its members including the Chairperson or the Vice Chairperson are present. Decisions of the Examinations Committee are taken with the majority of the votes cast. In the event of a tie, the Chairperson has the deciding

vote. The student member does not participate in the assessment or recognition process of coursework and/or examinations.

(3) Meetings of the Examinations Committee are not public.

(4) The members of the Examinations Committee are subject to official secrecy. If a member is not a public employee, he/she is sworn to secrecy by the Chairperson of the Examinations Committee.

(5) The Examinations Committee ensures the respect of all stipulations of the Examination Regulations as well as the proper execution of examinations. In particular, it is competent to decide upon objections filed against decisions taken in the examinations process.

(6) The Examinations Committee reports to the Faculty Council regarding the development of examination results and the duration of study, and proposes changes to the Study and Examination Regulations. Once a year, it evaluates the study plan and proposes modifications where appropriate to adapt it to new requirements from academic life and professional experience.

(7) The members of the Examinations Committee have the right to attend examinations and to inspect the examination files.

(8) The Examinations Committee may delegate the handling of regular tasks to the Chairperson.

§ 7

Person Responsible for a Module, Examiners and Assessors

(1) The Examinations Committee appoints a person responsible for each module, and where necessary additional examiners and assessors. Only members and staff of the Friedrich Schiller University Jena or – in exceptional cases – another university who are or have been authorized to teach independently in the respective study programme as professor, lecturer, or *Privatdozent* (s.o. who has attained his/her *Habilitation*, the German post-doctoral degree/qualification making an individual eligible to take up a professorship, and who has obtained the formal permission to teach independently), or who have a temporary teaching appointment can be appointed as the person responsible for a module or examiner. As assessor can only be appointed a person who has at least a qualification equal to that which is to be established with the examination.

(2) The Examinations Committee usually delegates the task of preparing and carrying out the examination in a specific module to the person responsible for the respective module. Module examinations may be conducted by the person responsible for the module or by an examiner appointed by the Examinations Committee. Objections are to be filed with the Examinations Committee.

(3) The Chairperson of the Examinations Committee ensures that the candidates are informed of the names of examiners in due time.

(4) Examiners and assessors are subject to official secrecy.

§ 8

Recognition of Times of Study, Assessed and Non-Assessed Coursework, Examinations

(1) Times of study, assessed and non-assessed coursework as well as examinations in economics and other study programmes are recognized and credited if they are equivalent to what is required for this study programme. Equivalence is to be ascertained if times of study, assessed and non-assessed coursework, and examinations are in essence comparable in content, scope and requirements to those required for the present study programme. When times of study, assessed and non-assessed coursework and examinations which were produced and achieved outside the scope of application of the German Higher Education Framework Act (*Hochschulrahmengesetz*) are to be recognized, stipulations of the equivalence agreements (*Äquivalenzvereinbarungen*) approved by the Conference of Ministers for Cultural Affairs (*Kultusministerkonferenz*) and the German Rectors' Conference (*Hochschulrektorenkonferenz*, HRK) as well as agreements within the framework of university partnerships are to be respected.

(2) If equivalence according to (1) is ascertained, assessed and non-assessed coursework and examinations achieved abroad are also to be recognized and credited if they were achieved during an approved leave of absence and if the reason for this leave of absence was a study-related stay abroad according to § 17 (2), n° 2-3 Matriculation Regulations (*Immatrikulationsordnung*) of the Friedrich Schiller University Jena.

(3) If assessed and non-assessed coursework and examinations are recognized and credited, grades are to be carried over if the grading systems are comparable, and must be included in the calculation of the final overall grade. If the grading systems are not comparable, the note 'passed' is recorded. It is authorized to mark the recognition of coursework or examinations on the Grade Certificate.

(4) If the conditions stipulated in (1) to (3) are met, the concerned student has the legal right to have his/her coursework or examination recognized. Students must provide the necessary documentation and proof.

§ 9

Module Examinations

(1) Each module is concluded with a module examination. A module examination may consist of several components. Subject of the examinations is the subject matter of the respective module, including the basic skills required for dealing with the subject matter. If the student passes the examination, he/she is awarded the credit points specified in the module description.

(2) Students have to register for the module examination not later than six weeks after the beginning of the lecture period. Before the end of these six weeks, students may cancel their registration without giving reasons. After the end of the six weeks, registration is binding. The right to withdraw from an examination in accordance with § 15 remains unaffected.

(3) Upon compulsory registration for the module examination, shall be admitted to take the examination students who

1. are enrolled for the Masters programme 'Economics' at the Friedrich Schiller University;

2. can prove to meet the admission requirements for the module according to the module descriptions;
3. have submitted the necessary documentation in full and on time to the person responsible for a module or at a location named by this person;
4. have not definitely failed the examination in question or a comparable examination in the same study programme; and
5. who have not already passed the respective examination.

(4) The person responsible for the respective module decides on the admission to a module examination. A special notification is only issued if a student is not admitted to take the examination. The concerned student is informed about this decision by means customary at the university at least two weeks before the examination date.

(5) Module examinations may be written tests, a paper to be written at home, a presentation, an oral examination or other course-related work that can be assessed according to the same standards, or a combination of the above. Multiple choice questions are permitted for written examinations. Where appropriate, the use of electronic media and electronic documentation may be allowed in examinations. Where appropriate, it may also be permitted to do assessed coursework as a group. The contribution of each member of the group to be understood as assessed coursework must, however, be clearly identifiable as individual work and must be assessable. A group must generally not comprise more than three students.

(6) The type of examination for each module is specified in the module descriptions and made public at the same time as the announcement of the module.

(7) Oral examinations are to be held by a panel of at least two examiners (*Kollegialprüfung*) or one examiner together with one assessor who is also an expert in the respective field. Oral examinations may be held as group examinations or individually. The main topics and results of the oral examination are recorded in minutes. The result of the examination is to be announced to the candidate at the end of the oral examination.

(8) Generally, written examinations are assessed by one examiner. The grade and how it was decided is documented in an appropriate form. In case of a justified objection, the Examinations Committee arranges a second assessment of the written examination. Different terms, however, apply to the assessment of the Master thesis; the assessment of the Master thesis is stipulated in § 10 of these Examination Regulations.

(9) If the module examination comprises more than one partial examination for different subject matters to be tested, the module examination is considered as passed only once all partial examinations have successfully been completed. Exceptions from this rule are to be specified in the module descriptions.

(10) In all modules, grades are given for assessed coursework.

§ 10 Master Thesis

- (1) By writing a Master thesis, the candidate proves that he/she is able to independently work on a problem in his/her field of study within a given time frame and with scientific methods, and to present it according to recognized academic standards. Subject and problem definition are to be formulated in a way that the candidate is able to meet the given deadline without exceeding the estimated workload for a Master thesis of 720 hours.
- (2) The allocation of a subject for the Master thesis must be requested by the candidate. The subject is allocated and supervised by an examiner appointed by the Examinations Committee pursuant to § 7 (1). The candidate is given the opportunity to propose subjects for his/her Master thesis.
- (3) Stipulations for the admission to write a Master thesis are specified in § 11 of these Examination Regulations.
- (4) The time frame to work on a Master thesis is 4 months. The date of the allocation of a subject is put on record. Subject and problem definition for the Master thesis are to be formulated in a way that the candidate is able to do the assigned work within the given time frame. Upon justified request, the deadline may in exceptional cases be extended by one month.
- (5) The Master thesis must be submitted in three copies to the Examinations Office of the Faculty of Economics and Business Administration within the prescribed time frame.
- (6) Normally, the Master thesis is evaluated and graded by two examiners. The first examiner is the one who assigned the subject of the Master thesis. Exceptions from this rule may be possible if a second examiner of the respective area of expertise is not available or if the appointment of a second examiner would delay the examination process unreasonably. The exception is not authorized in cases where the Master thesis was graded as 'insufficient' (*nicht ausreichend*, according to the German grading system).
- (7) Each examiner evaluates the Master thesis pursuant to § 13 (1) and gives written reasons for his/her evaluation. The final grade of the Master thesis is the arithmetic average of the two evaluations if the difference of the two is less than 2.0 grades (according to the German grading system). If the difference of the two grades given by the two examiners is higher than 2.0 (according to the German grading system), a third expert opinion is sought. In this case, the Examinations Committee decides on the final grade upon consultation of the three expert opinions.
- (8) In the event that one examiner's evaluation of the Master thesis is 'insufficient' and the other examiner's evaluation is the grade 4.0 (according to the German grading system) or better, a third examiner gives his/her expert opinion. The final grade is decided upon by the Examinations Committee on the basis of the three expert opinions.
- (9) When submitting his/her Master thesis, the candidate confirms in writing that he/she has written the thesis on his/her own, that no other sources or resources than those indicated were used, and that direct and indirect citations and ideas from somebody else are marked as such.

(10) If a Master thesis is not submitted within the time frame prescribed, it is considered as 'failed' in accordance with § 15 (1).

(11) Retaking the Master thesis is possible only once.

§ 11

Registration for the Master Thesis

(1) Admitted to register for the Master thesis are students of the Masters programme in Economics who

1. are enrolled at the Friedrich Schiller University Jena for the Masters programme 'Economics' at least in their third semester, and
2. can prove to have earned at least 60 credit points according to the Study Regulations.

(2) The Master thesis is to be announced and registered with the Examinations Office. At the time of registration, the candidate signs a declaration that he/she has not yet failed or definitely failed a Master thesis in the Masters programme 'Economics', that he/she has not lost his/her right to take an examination because he/she failed to re-register within the time frame for re-taking the Master thesis, and that he/she is not involved in any other examination process for another Masters programme in economics.

(3) The Examinations Committee or its Chairperson decides on admission or non-admission to register a Master thesis.

§ 12

Examination Dates and Deadlines for Examinations

(1) The results of the module examinations are to be announced within 4 weeks of the last assessed coursework or examination of the module. After the announcement of the examination results, students must be given the opportunity to look at their graded examination papers.

(2) The required 120 credit points pursuant to § 6 of the Study Regulations must have been earned by the end of the fifth semester. All module examinations that have not been taken at this point are considered as failed for the first time. At the end of the sixth semester, all module examinations that have not been taken are considered as definitely failed.

(3) Duly justified requests for the recognition of a case of hardship have to be addressed to the Examinations Committee.

§ 13

Grading of Examinations and Coursework, Generating Grades

(1) Grades for individual assessed coursework or examinations are decided upon by the responsible examiners. For the assessment of coursework and examinations, the following grades shall be used:

1 = very good (<i>sehr gut</i>)	=	outstanding performance
2 = good (<i>gut</i>)	=	performance considerably above average performance
3 = satisfactory (<i>befriedigend</i>)	=	performance meeting the average requirements for passing
4 = sufficient (<i>ausreichend</i>)	=	performance that despite its shortcomings meets the basic requirements
5 = failed (<i>nicht bestanden</i>)	=	performance that does not meet the basic requirements due to considerable shortcomings

(2) For further differentiation of assessed coursework and examinations, the addition or subtraction of 0.3 from the grades is permitted; the following grades, however, are not permitted: 0.7; 4.3; 4.7; 5.3.

(3) A module examination is passed if it was given the grade 4.0 or better. If a module examination is composed of several partial examinations, the final grade will be the average of all partial examinations. The weighting of the different partial examinations is permitted and must be determined in the module descriptions.

(4) The degree 'Master of Science' is awarded if pursuant to the Study Regulations, modules adding up to at least 96 credit points and the Master thesis (24 credit points) have successfully been passed. The overall final grade is the weighted average of all final grades of module examinations and the Master thesis; the grade of the Master thesis weighs 25%, the average of all grades of module examinations weighted according to credit points earned weighs 75%. To calculate this weighted average of all module examinations, the best single grades that together amount to 84 credit points, including mandatorily the seminars, are to be taken into consideration.

The overall final grade according to the German grading system shall be:

With an average of up to 1.5	very good (<i>sehr gut</i>)
With an average of 1.6 up to 2.5	good (<i>gut</i>)
With an average of 2.6 up to 3.5	satisfactory (<i>befriedigend</i>)
With an average of 3.6 up to 4.0	sufficient (<i>ausreichend</i>)

(5) If the study programme is completed within the standard duration of study of 4 semesters, the total amount of credit points required in (4) above are reduced to 78 instead of 84 ECTS.

(6) For the calculation of the module grades and the overall final grade, only the first decimal is relevant, all further digits are dropped without rounding.

(7) In addition to the overall final grade according to the German grading system, the relative grade according to the ECTS scale is recorded (decision of the Conference of Ministers for Cultural Affairs of 22 October 2004):

ECTS grades:

- A The top 10 %
- B The following 25 %
- C The following 30 %
- D The following 25 %
- E The following 10 %

Unsuccessful students receive the following grades:

- FX Failed – improvements are necessary for the assessed coursework or examination to be accepted.
- F Failed – considerable improvement is necessary.

§ 14

Re-Taking a Module Examination

(1) A module examination that was not passed or is considered as not passed, may be re-taken once. This re-taking of the examination must in principle take place within one year. Failed attempts in other study programmes and/or at other universities (cf. § 8 (1)) are counted as failed attempts.

(2) A second re-taking of a module examination may be permitted in certain cases of special hardship. The Examinations Committee will have the authority to decide upon formal request.

(3) If a candidate cannot provide the required assessed coursework or examination in the chosen field pursuant to § 4 (2), the Examinations Committee may decide upon formal request to alternatively count other modules. An area of specialisation is in this case not mentioned on the Grade Certificate.

(4) If a module requires several pieces of assessed work or examinations but the module description includes no stipulations with regard to this, a student must in case of failing the module examination, only re-take the failed elements.

(5) Re-taking a module examination that was successfully passed is not possible.

(6) If a candidate has definitely failed an examination or if an examination is considered to be definitely failed, the Chairperson of the Examinations Committee informs the candidate in writing.

(7) If a piece of assessed coursework or an examination that is a compulsory requirement for the continuation of the study programme at the Faculty of Economics and Business Administration is graded as 'not sufficient' in the second attempt, the grading must be confirmed by a second examiner. In case of differing evaluations of the two examiners, the Examinations Committee will decide.

§ 15

Non-appearance, Withdrawal, Deception, Infringements of Regulations

(1) Examinations are graded as ‘not sufficient’ (grade 5.0 according to the German grading system) if a candidate fails to appear at the examination date without good reason or if he/she withdraws from an examination without good reason after having been admitted to take the module examination. The same applies when written papers are not submitted by the set deadline.

(2) The reasons justifying withdrawal or non-appearance are to be reported to the person responsible for the module or the Examinations Committee immediately and in writing, and proof has to be provided. In case of illness or an accident of the candidate or a child for whom the candidate is mainly the sole caregiver, a medical certificate or upon request of the Examinations Committee a medical certificate from the public health officer (*Amtsarzt*) has to be provided which attests the candidate’s inability to take the examination in question. If the reasons are accepted, a new examination date is scheduled. Examination results that are already available will be taken into account.

(3) If a candidate tries to influence the result of his/her assessed coursework or examination by deception or the use of non-authorized aids or resources, the entire module examination will be graded as ‘not sufficient’ (grade 5.0 according to the German grading system). A candidate who disturbs or interferes with the orderly conduct of an examination may be excluded from continuing the examination by the respective examiner or the supervisor on duty. The entire module examination will in this case be graded as ‘not sufficient’ (grade 5.0 according to the German grading system). The same applies in case of deception in the writing of a term paper or the Master thesis. Suitable systems for plagiarism analysis may be used for verification.

(4) Within four weeks of the announcement of examination results, the candidate may ask for a decision according to (1) and (2) to be reviewed by the Examinations Committee.

§ 16

Grade Certificate

(1) Upon successful completion of the Masters programme ‘Economics’, a Grade Certificate is issued. It includes the title of the successfully completed modules, the corresponding credit points as well as the grades of the compulsory and required elective modules. In addition and upon formal request of the candidate, modules that were not taken into account for the calculation of the overall final grade may be stated. In addition to the German grades, graduates receive a relative evaluation according to the ECTS scale (cf. § 13 (7)). The Grade Certificate bears the date of the last successfully completed examination or assessed coursework. It is signed by the Dean and the Chairperson of the Examinations Committee or his/her deputy.

(2) Together with the Grade Certificate, a Diploma Supplement in German and English is issued based on the diploma supplement template developed jointly by the European Union, the Council of Europe and UNESCO.

(3) If a candidate leaves the university or changes his/her study programme, he/she may, upon formal request, be issued a Transcript of Records to document the successfully completed examinations and assessed coursework as well as their evaluation.

§ 17

Academic Degree and Degree Certificate

(1) Together with the Grade Certificate, the graduate receives a Degree Certificate with the same date as the Grade Certificate. It certifies that the graduate is awarded the academic degree 'Master of Science' and that this degree was obtained in the study programme 'Economics'.

(2) The Degree Certificate is signed by the Dean of the Faculty (*Dekan*) and the Chairperson of the Examinations Committee, and bears the seal of the Friedrich Schiller University Jena.

§ 18

Invalid Examinations

(1) If a candidate's fraudulent conduct during an examination becomes known only after the delivery of the Grade Certificate, the Examinations Committee may correct the assessment for the corresponding examinations with retrospective effect and declare all or part of the examination as failed.

(2) If admission requirements for an examination were not met without the candidate intending to deceive, and this fact becomes known only after the delivery of the Grade Certificate, the passed examination remedies this shortcoming. If a candidate has gained admission by intentionally deceitful means, the Examinations Committee decides on legal consequences.

(3) The candidate in question is given the opportunity to be heard prior to any decision.

(4) The incorrect Grade Certificate is revoked and a revised version issued where applicable. Together with the revoked Grade Certificate, also the Degree Certificate is revoked if the examination is declared to be failed due to fraudulent conduct. A decision pursuant to (1) and (2), sentence 2 above must be taken within 5 years after the date of issue of the Grade Certificate. After this time, it is no longer permitted.

§ 19

Appeal Procedure

(1) Negative decisions and other onerous administrative decisions that were taken pursuant to these Examination Regulations are to be communicated in writing, reasons must be given, and legal remedies indicated. Within one month of receiving such notification, the concerned student or graduate may file an objection with the Examinations Committee.

(2) The Examinations Committee decides on the objection upon consultation with the examiners.

(3) If the objection is against a decision made by the examiners pursuant to (1) above, the Examinations Committee transfers the objection to the respective examiners for review. If the examiners change their earlier decision as per request, the Examinations Committee rectifies the decision. Otherwise, the Examinations Committee reviews the decision, and thereupon issues the final decision on the objection.

(4) The decision on the objections is to be taken at the earliest possible date. If the objection is not granted, the notice must give reasons and include information on legal remedies. The notice on the objection is to be delivered to the appellant.

§ 20 **Equal Opportunity Clause**

All titles and functions in (the German version of) these Regulations equally refer to men and women.

§ 21 **Coming into Effect**

These Examination Regulations come into effect on the first day of the month following their announcement in the journal of legal notices of the Friedrich Schiller University (*Verkündungsblatt der Friedrich Schiller Universität*).

Jena, 17 February 2010

Prof. Dr Klaus Dicke
Rector of the Friedrich Schiller University Jena