

# **Rules and Regulations of the Faculty of Economics and Business Administration at the Johann Wolfgang Goethe University for the English language Master's degree programme "Management" leading to awarding of the degree "Master of Science" from 16 July 2014 in the version of 15 July 2015.**

## **Authorised by the Presidium at the meeting held on 28 July 2015**

On the basis of §§ 20, 44 Paragraph 1 No. 1 of the Hessian Act of Higher Education in the version from 14 December 2009, last altered by the law from 28 September 2014, the faculty council of the Faculty of Economics and Business Administration at Johann Wolfgang Goethe University in Frankfurt am Main made the resolution on 15 July 2015 to authorise the use of the following rules and regulations for the English language Master's degree programme Management. These rules and regulations were authorised by the Presidium of Johann Wolfgang Goethe University in accordance with § 37 Paragraph 5 of the Hessian Act of Higher Education on 28 July 2015. They are announced herewith.

## **Disclaimer**

The English translation of the Rules and Regulations for the Master's degree programme "Management" is an informal translation of the original German version and is not legally binding. In case of any inconsistency or conflict of interpretation in relation to or among original and the translation, the original shall always prevail.

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## **List of abbreviations:**

|         |  |
|---------|--|
| CP      | Credit Points  |
| ECTS    | European Credit Transfer System  |
| GVBl.   | Gesetz- und Verordnungsblatt für das Land Hessen (Official Gazette of Hessen)  |
| HHG     | Hessian Act of Higher Education in the version from 14.12.2009 (GVBl. 2009. p 666) last altered by Art. 11 of the law from 27 May 2013 (GVBl. I, p. 218)         |
| HImmaVO | Hessische Immatrikulationsverordnung (Hessian Enrolment Regulations) from 24 February 2010 (GVBl. 2010, p. 94), last altered on 23 April 2013 (GVBl. I, p. 192), |
| RO      | Framework Regulations for tiered and modular Degree Programmes offered by the Johann Wolfgang Goethe University Frankfurt am Main dated 30 April 2014.           |

## **Section I: General points**

### **§ 1 Scope of application of these rules and regulations**

These rules and regulations contain the degree programme specific regulations for the Master's degree programme "Management". It applies in combination with the framework regulations for tiered and modular degree programmes which are offered by Johann Wolfgang Goethe University from 30 April 2014, UniReport statutes and regulations from 11 July 2014 in the respective currently valid version, hereinafter referred to as the framework regulations (RO).

### **§ 2 Purpose of the Master's examination**

(1) The Master's degree studies finish with a further qualification for entry into a profession. The Master's examination serves to determine whether the student has achieved the goal of the Master's degree programme. The examinations occur cumulatively, that is the sum of the module examinations taken during the Master's degree programme Management, including the Master's thesis, constitute the Master's examination.

(2) The cumulative Master's examination is intended to establish whether the student has acquired sufficient specific knowledge in the examination areas and also has the ability to use basic scientific methods and knowledge, autonomously, as well as being prepared to enter into professional practice.

### **§ 3 Academic degree**

Upon successful completion of the course of studies and upon passing of the examinations, the Faculty of Economics and Business Administration awards the academic degree Master of Science, abbreviated as M.Sc.

### **§ 4 Standard period of study**

(1) The standard period of study for the Master's degree programme Management is four semesters. The Master's degree programme can be completed in a shorter period of time.

(2) If additional requirements were imposed of more than 7 CP up to a maximum of 37 CP in order to work towards equivalence of completion of studies for access to the Master's degree programme according to § 8 Abs. 3, the standard period of study is extended by one semester, and for additional requirements of more than 37 CP up to a maximum of 60 CP, by two semesters.

(3) The Master's degree programme Management is a consecutive Master's degree programme. For consecutive degree programmes the total standard period of study for full-time study is five years (10 semesters).

(4) As part of the Master's degree programme Business Administration it is necessary to achieve at least 120 credit points according to § 31 – hereinafter referred to as CP.

(5) The faculty provides a course of study on the basis of these rules and regulations and ensures that fixed suitable examination dates are set so the course can be completed within the standard period of study.

### **§ 5 Studying abroad**

(1) During the period of studying on the Master's degree programme, we recommend studying for at least one semester at a foreign university or planning an appropriate period outside of Germany. Connections which exist between the Johann Wolfgang Goethe University and foreign universities can be used, about which information is available in the Academic Advisory Service and in the International Office.

## **Section II: Objectives of the degree programme; beginning the degree programme and entrance requirements to take the Master's programme**

### **§ 6 Objectives of the degree programme**

(1) The Master's degree programme aims at mediation of analytical, quantitative, empirical and normative capabilities, knowledge and visions for a demanding carrier in leading positions. Graduates of the degree programme have acquired a detailed overview of business relationships. They can autonomously apply the scientific methods and knowledge they have acquired to practical problems and, through trained analytical thinking and judgement, transfer the acquired knowledge and generate possible solutions.

(2) The Master's degree programme is more research-oriented.

(3) Successful completion of the degree programme qualifies the graduate for excellent national and international research-oriented career opportunities in the widest range of industries such as banking, insurance, working at stock exchanges, telecommunications providers, business consultancy companies, auditing and tax advisor service companies, industrial companies, but also in the Civil Service.

### **§ 7 Beginning the studies**

The Master's degree programme can only be started during the winter semester.

### **§ 8 Prerequisites for admission to take the Master's degree programme**

(1) Applications for admission to the Master's degree programme Management should be submitted to the examination board or to an office specified by the President of Johann Wolfgang Goethe University. The examination board regulates details of the application process and decides on admission of the applicants. Paragraph 7 remains unaffected. In as far as the Master's degree programme is subject to an admission restriction, the provisions of the university selection statute in its currently valid version must be observed.

(2) A general eligibility requirement to take the Master's degree programme is

- a) verification of completion of a Bachelor degree programme in Bachelor Economics or Business Administration with a standard period of study of six semesters or
- b) verification of at least an equivalent degree from a German university or a German University of Applied Sciences in a related subject with a standard period of study of at least six semesters or
- c) verification of at least an equivalent foreign degree in the same or a related subject with a standard period of study of at least six semesters.

(3) In the cases of paragraphs 2 b) and c) the admission can occur subject to delivery of additional course performances and passing of module examinations until equivalence with the Bachelor degree programme Economics and Business Administration at Johann Wolfgang Goethe University with a scope of a maximum of 60 CP is awarded. The additional performances are not a component part of the Master's examination. In a case of imposed additional requirements the studies can be extended appropriately. The examination board, in a notification of admission, determines the time limit within which verification of fulfilment of the additional requirements must be delivered. If the additional requirements are not fulfilled as required the decision associated with them is to be revoked.

(4) In order to achieve a high professional and scientific level further criteria are applied to verify the special suitability:

- a) the quantitative part of the required completion of studies according to Paragraph 3 as well as
- b) a letter of recommendation from professors or other qualified advocates which should be submitted with the

application. The current example which is published on the faculty homepage should be used for this or the information requested in the sample should be provided and

c) the results of a qualified test result achieved from taking the Graduate Management Admission Test (GMAT) or the Graduate Record Examination Test (GRE).

(5) The specific requirements to determine special suitability as well as the procedure to determine aptitude are to be regulated in Appendix 1 of these rules and regulations. If there are no admission restrictions established for the degree programme, the admission requires a degree of special suitability calculated according to Appendix 1 of at least 4.0 points.

(6) One further eligibility requirement is demonstration of a command of English usually at the language level C 1, but at least B 2, of the "Common European Framework of Reference for Languages from the Council of Europe" from September 2000. The command of the language can, for example, be verified by TOEFL or IELTS. More details are determined by the examination board.

(7) If the final examination certificate for the Bachelor degree is not yet available at the date of applying for a Master's university place, the application can be supported instead based on a certificate of admission to study and on a certificate. This must be based to at least 80% on examination performances delivered for the CP needed for a Bachelor degree, must contain a provisional average grade which is calculated based on these examination performances according to the respective rules and regulations, and must have been issued by the office for creating certificates at the previous university. The provisional average grade is taken as the basis for the procedure when the final grade is not yet verified before completion of the process. Admission on the basis of the special certificate occurs with the provision that the Bachelor certificate will be submitted by the end of the first semester. If this verification is not produced on time, the admission expires and the enrolment is to be retracted.

(8) A Certificate of Transferable Credits according to §§ 29, 30 is to be submitted for enrolment in a higher subject-related semester on the basis of transferable credits. The application for transfer of credits, which were earned according to some different rule at Johann Wolfgang Goethe University or at another university before studies are begun according to these rules and regulations, should be submitted within the legally defined deadline together with the application to study at the university. Proof of all of the already earned credits should be attached to the application. Credits which are not fully derivable from this with evaluation result cannot be taken into account for the placement examination according to § 29 Paragraph 8 if an admission restriction exists for higher semesters.

(9) The examination board will decide about the existence of the eligibility requirements and, if necessary, the provisional admission according to Paragraph 7. The board may also appoint an admissions committee to carry out this task. Further regulations can be found in Appendix 1 Paragraph 1 Sentence 4 remains unaffected.

(10) If the eligibility requirements have been met, the student applying will be approved and admitted by the President of Johann Wolfgang Goethe University. In all other cases, the examination board or the admissions committee will issue a written notice of rejection with a section on legal remedies. Any additional requirements imposed according to Paragraph 3 can be issued either in the notification of admission or in a separate notification from the examination board or the admissions committee.

(11) The requirements for obtaining admission to the Master's examination are regulated in § 22. Accordingly, the student must submit a declaration upon applying for admission to sit a Master's examination concerning whether he or she had already finally failed an interim examination, an intermediate diploma examination, a Bachelor examination, a Master's examination, a diploma examination in Economics or Business Administration or in a comparable degree programme (a degree programme which was primarily focused on the subject) at a university or whether they are currently studying the respective subject or a comparable degree programme in an as yet not completed examination procedure at a university in or outside of Germany;

## Section III: Structure and organisation of the study course

### § 9 Structure of the study course, modularisation

- (1) The Master's degree programme Management is a "single-subject degree programme".
- (2) The Master's degree programme consists of a number of modules. A module is a teaching and learning unit restricted in terms of time and scope. It comprises a set of courses whose contents relate to each other including practical training phases, project work as well as private study time and is oriented on a defined learning goal. Modules can extend over one or two semesters.
- (3) The Master's degree programme Management contains compulsory modules which can be selected from a given catalogue of modules and the obligatory compulsory module, the Master's thesis. The compulsory modules consist of the module "Ethics" and modules which are assigned to one or more main areas of focus according to § 10, to another area or also to no area (free area).
- (4) The following programme structure is then obtained from assignment of the modules to the course phases, the degree of commitment the modules require and the workload on the student calculated according to § 13 in credit points (CP) for the Master's degree programme Management:

|  | <b>Compulsory (PF)/ Optional compulsory (WP)</b> | <b>Credit points (CP)</b> | <b>Explanation</b>   |
|--|--|---------------------------|--|
| <b>Area 1</b>  | <b>WP</b>  | <b>6</b>                  |  |
| Module Ethics  | WP   | 6                         |  |
| <b>Area 2</b>  | <b>WP</b>  | <b>90</b>                 |  |
| Modules from the main areas of focus (§ 10) or the other areas or from the free area | WP   | 6 each                    | 78 CP  |
| of which 2 modules are seminars (each earning 6 CP)                                  | WP   | 12                        | There must not be more than 2 modules completed successfully from this area. |
| <b>Module Master's thesis</b>  | <b>PF</b>  | <b>24</b>                 |  |
| <b>Total</b>   |  | <b>120</b>                |  |

- (5) The availability for selection of optional compulsory modules can be limited by a resolution of the faculty council in the case of a lack of capacity. The limitation should be announced to the students immediately by the Dean's Office. § 16 Paragraph 2 applies. Further optional compulsory modules can also be approved by a resolution of the faculty council without making any changes to these rules and regulations if they match in their scope and requirements the optional compulsory modules mentioned in these rules and regulations. § 12 Paragraph 4 is relevant here. § 16 Paragraph 2 should be noted.
- (6) The courses included in the modules differ in terms of their degree of commitment in compulsory and optional compulsory courses. Compulsory courses are clearly determined, as concerns the contents and form of the class, in the module description. Optional compulsory courses are courses which students should select within a module from a certain specialist field or concerning a certain subject area.

(7) The students have the option, within the Master's degree programme Management, to ask to be examined, according to what free places are available, for more optional compulsory modules than those which are prescribed in these rules and regulations (additional modules). The result of the examination will not be included when arriving at the final grade achieved in the Master's examination. § 44 Paragraph 1 and § 23 Paragraph 9 remain unaffected.

### **§ 10 Main areas of focus; prerequisite for inclusion in the certificate**

(1) The Master's degree programme offers the option to dedicate one's studies in a targeted manner according to choice to main areas of focus:

a) Finance

The main area of focus Finances imparts institutional knowledge and methodological expertise for working in the areas financial management, asset and portfolio management as well as risk management in banks, securities and the insurance area as well for any possible advanced research-oriented activity. The methods to be imparted have, on the one hand, a stringently scientific basis and, on the other hand, meet the requirements of the financial services branch.

b) Managerial Economics

The main area of focus Managerial Economics tackles the increasingly complex problems arising in operational management and their solution with the aid of economic models and theories. One central course content is investigation of the interaction of various market actors such as companies, consumers and employees and their individual goals which are influenced by criteria such as competition, regulation, insecurity as well as asymmetrical information. Therefore the main area of focus combines economic theories with business administration areas such as management, personnel, controlling as well as behaviour-oriented economic research and offers concrete recommendations for taking action for decision-makers in practice. The graduates with this main area of focus are in the position to hold higher management positions in industry, in the service industries area as well as in the Civil Service, which particularly require strategic thinking and analytical competencies.

(2) If optional compulsory modules with a scope of at least 36 CP as well as a module seminar of at least 6 CP from a main area of focus are completed successfully, then these will be listed in the certificate. Modules which are assigned to a number of main areas of focus can only be incorporated in one main area of focus (see also § 23 Paragraph 6). Successful completion of the modules "Capital Markets and Asset Pricing" and "Corporate Finance and Valuation" are obligatory for listing on the certificate of the area of focus "Finance".

### **§ 11 Use of modules**

(1) If modules of the Master's degree programme Management are from other degree programmes being offered ("import modules"), they are subject to the examination regulations of the exporting faculty (source regulation). They are listed in Appendix 2. Changes made by the examination board will be included in good time in the module manual (see also § 12) and placed on the degree programme related website (see also § 16 Paragraph 2) at <http://www.wiwi.uni-frankfurt.de>.

(2) Apart from that the regulations contained in § 12 of the Framework Regulations apply.



## **§ 12 Description of modules/module manual**

(1) Appendix 3 of the rules and regulations contains a module description produced in accordance with § 14 Paragraph 2 RO for every compulsory and optional compulsory module. The module descriptions are an integral part of these rules and regulations.

(2) The module descriptions are supplemented by a regularly updated module manual. This contains additional information in accordance with Paragraph 3 and, in particular, serves as a source of information for the students.

(3) In accordance with § 14 Paragraph 5 RO the module manual should contain at least the following contents:

- if necessary marking as an import module
- the cycle according to which the module is offered (for example annually or every semester)
- the workload on the student differentiated according to the time they must be present or in regular contact and the private study time in hours and credit points (CP)
- the duration of the module
- recommended prerequisites
- the course/examination language
- courses with teaching and learning methods as well as the semester periods per week and credit points
- the usability of the module
- the module officer
- where necessary, a time schedule for the module

(4) Changes in the module manual which do not affect the contents of the module descriptions made according to § 14 Paragraph 2 RO are, by a resolution of the faculty council, possible to make in good time before beginning the courses of a semester and are to be announced up to this date on the degree programme related website. They must not lead to any significant change in the curriculum. The university computer centre should be consulted about the changes in good time before passing of a resolution in the faculty board.

(5) Changes in the import modules can be made according to § 12 Paragraph 2 RO by the specific area offering them without any need to change these rules and regulations. They will be included in good time by the examination board in the module manual and announced on the degree course related website.

## **§ 13 Scope of the degree programme and modules; credit points (CP)**

(1) Every module is awarded credit points (CP) in the module description on the basis of the European Credit Transfer Systems (ECTS) while taking account of resolutions and recommendations from the Conference of Ministers for Cultural Affairs and the German Rectors' Conference. The CP allow transfer of a student's performance to other degree programmes offered by Johann Wolfgang Goethe University or another university, or vice versa.

(2) CP are a quantitative measure of the workload which the average student must fulfil to successfully complete the respective module for learning in class, participation on work placements outside the university or on excursions, preparation and post-processing of the lesson contents, preparation and composition of one's own contributions as well as examination performances. A CP represents a workload of 30 hours. One can expect a maximum of 1800 working hours per academic year as a regular workload. 30 CP represents the average workload of a semester.

(3) To be awarded the Master's degree Management, including the first qualification for entry into a profession, 300 CP are needed.

(4) The CP are only awarded for a fully and successfully completed module.

(5) A credit point account is set up in the examination office for every student and every student of the degree programme. In as far as this is possible from an organisational point of view, every student can obtain information about the status of his account at any time.

(6) The workload is checked as part of the evaluation according to § 12 Paragraph 1 and Paragraph 2 HHG as well as for re-accreditation for the degree programme and is adapted to the workload determined by the evaluation.

#### **§ 14 Teaching and learning methods; access to modules; courses with a limited number of participants**

(1) The courses in the Master's degree programme Management are given in the following forms:

a) Lecture: A coherent presentation and communication of basic and specialist knowledge as well as methodological knowledge in the form of a talk, possibly also combined with demonstrations or experiments. The lecturers develop and communicate teaching contents through inclusion of the students;

b) Exercises: Working with and deepening of understanding of subject matter as well as receiving training in the specialist methodology and communication of special skills through working through and discussing exemplary tasks

c) Seminar: Development of scientific insights or working on current problems through application of scientific methods, usually prepared by the students, contributions, mastering and practicing or obtaining deeper understanding of presentation and discussion techniques

(2) If, in accordance with the module description, access to the courses of a module is dependent upon successful completion of another module or if, in the module description, participation on an individual course requires a participation certificate or certificate of achievement for another course, then the eligibility will be checked by the examination office.

(3) The module description can stipulate that a binding registration can be required to participate on the module or particular courses of the module. An announcement will be made in good time on the degree programme specific website as to whether and by which means binding registration should occur.

(4) If it is to be expected that the number of students interested in a course will exceed the capacity of the course, the lecturer can perform a registration procedure. The requirement to register and the time limit set for registration are announced by means of an appropriate notification in suitable communication media used by the faculty. If the number of applying students exceeds the capacity of the course or if the course is overfilled and students cannot be referred to alternative courses, the Dean's Office will check on a request made by the lecturer concerning whether an additional course can be organised. If this is not possible on capacity grounds it is permitted, in order to ensure orderly running of the course, only to accept a limited number of the students who wish to participate. To do this the lecturer will undertake a suitable selection procedure according to guidelines issued by the Dean's Office. During development of the selection criteria one should ensure that the students who are to be given priority for admission to the course are those who have a particular interest in being accepted. One such interest exists when the student already had a claim to a place in a previous semester according to the course of study plan and could not obtain a place despite registration. If a student cannot attend the course after this and if he or she experiences a delay in their studies through this the time extends appropriately in which the course of studies must be completed.

#### **§ 15 Records of study (performance and attendance records)**

(1) During the degree programme study records (performance and attendance records) are foreseen and planned as verification of orderly study (pre-examination performances) or, together with the CP for the passing of the module examination, as a prerequisite for awarding the CP to be produced and earned from the module. The following regulations apply:

(2) If there is a regulation in the module description which states that there is a duty to regularly attend courses then this will be documented on the basis of attendance records or absence lists. The lecturer decides on the form the documentation should take. Recording/certification of regular attendance is not taken as a course performance in

accordance with Paragraph 5.

(3) Regular participation on a course is taken to be the case when the student was present at all individual courses scheduled by the lecturer throughout a given semester. It must still be confirmed if the student missed up to three individual courses for 15 scheduled dates or 20% of the course time in the case of less scheduled dates. If the permissible period of absence is exceeded for reasons which the student has no control over, such as illness, necessary support of a child living in one's own household or caring for a close relative (children, parents, grandparents, spouse, partner in a non-marital partnership) or involvement as a named or selected representative in the academic or student self-administration, the module officer will decide whether and in what way an equivalent performance is required and appropriate. The regulations concerning compensation for disadvantages contained in § 25 should be observed.

(4) Successful delivery of a study performance required for the course is documented by a performance record. The course performance is delivered successfully when it is assessed by the teacher in accordance with the module description as "passed" or was positively awarded a grade according to § 38 Paragraph 3. For group work the individual performance must be clearly delimitable and appraisable. The grades for the course performances are not added into the module grade or grade (overall) for the Master's examination.

(5) Course performances can, in particular, include

- written examinations
- written compositions or term papers
- presentations (with or without composition)
- technical discussions
- work reports, reports
- working through practice exercises
- tests
- literature reports or documentation

The form and the time limit within which the course performance should be delivered is made known to the students by the teachers at the beginning of the course. The criteria for awarding the performance record should not be altered during the current semester in a way which is disadvantageous to the students. The teacher can allow the students to improve a written piece of work within a time limit.

(6) Written work which is not to be produced under supervision should be produced by the students according to the rules of good scientific practice. The student must be able, upon submission of the work, to state in writing that they produced the work themselves and that all sources and aids used to complete the work are cited. A declaration should also be made that the work was not yet – even in part – used in another degree programme as a course or examination performance. § 27 applies appropriately. In order to check observance of the rules of good scientific practice the teachers are entitled to require that the students also submit written work which is not to be produced under supervision in a suitable electronic form. The examination board will decide upon more detailed regulations concerning this matter.

(7) Passed course performances cannot be repeated. Course performances which are not awarded a pass can be repeated as many times as necessary.

## **§ 16 Study course plan; information**

(1) The study course plan included as Appendix 4 provides students with some guidelines for target-oriented organisation of their studies. It takes account of content-related references between modules and organisational conditions of the degree programme being offered.

(2) The faculty sets up a website for the Master's degree programme on which general information and the regulations for the degree programme are presented in their respectively current form. One can also find the module manual

published there and the study course plan there and, if modules are imported and/or exported, the list of the currently imported and exported courses for the degree programme.

(3) The faculty establishes for Master's degree programme Management, on the basis of the module description and the study course plan, a commented upon directory of courses, with a description of the contents and organisation of the degree programme being offered. This should be updated for every semester and should appear in the last lecture week of the previous semester.

### **§ 17 Student counselling service; orientation event**

(1) The students have the option during the whole course of study to use the services of the departmental student counselling service for the Master's degree programme Management of the Faculty of Economics and Business Administration. The departmental student counselling service is run by persons commissioned by the Dean of Studies. By making use of the departmental student counselling service, students receive support, in particular concerning questions about study organisation, studying techniques and selection of courses. The departmental student counselling service should, in particular, be used:

- at the beginning of the first semester;
- when failing to pass examinations and when failing in attempts to obtain the required performance records;
- in case of difficulties experienced in individual courses;
- when changing degree programme or university.

(2) Apart from the departmental student counselling service, students also have access to the central student counselling service provided by Johann Wolfgang Goethe University. It provides information, as a general student counselling service, about course options, contents, the structure and requirements of a degree programme and gives advice in cases of course-related personal difficulties.

(3) An orientation event takes place before beginning the lecture period of each semester in which the students can begin their studies to which first-year students are invited by displaying a notice or in some other way. Information is provided during this event about the structure and the overall design of the degree programme and about special features of the specific semester. The students are given the opportunity to ask relevant questions, particularly those concerning organisation of their studies.

### **§ 18 Academic management and the module officer**

(1) The task of academic management of the Master's degree programme Management is performed by the Dean of Studies of the Faculty of Economics and Business Administration unless it is transferred, based upon her or his suggestion, to a member of the professors group, authorised to act as an examiner for the Master's degree programme, for the period of two years. The academic leader is the advisory member in the study commission and particularly has the following tasks:

- coordination of the courses and examinations involved in the degree programme in cooperation with the module officers, and possibly also with those from other faculties;
- creation and updating of examiner lists;
- evaluation of the degree programme and implementation of any required and developed quality assurance measures in cooperation with the study commission (see also § 6 Evaluation statutes for teaching and learning);
- if necessary, commissioning of module officers. Paragraph 2 remains unaffected.

(2) For every module the academic leadership for the degree programme nominates a module officer from the ranks of the teachers of the module. For interdisciplinary modules the module officer is nominated in cooperation with the Dean of Studies of the other faculty. The module officer must be a professor or a permanent scientific member of the

teaching unit. She or he is responsible for all consultations concerning the contents of the module and organisational tasks assigned to her or him from these rules and regulations, in particular for involvement in organisation of the module examination. The module officer is represented by the academic leadership for the degree programme.

## **Section IV: Organisation of examinations**

### **§ 19 Examination board; examination office**

- (1) The faculty board sets up an examination board for the Master's degree programme Management.
- (2) There are seven members on the examination board of which four are members of the group of the professorate plus one research assistant and two students.
- (3) The members of the examination board are selected along with a substitute based on a suggestion from the respective group from the faculty board for the Faculty of Economics and Business Administration. The period of office of the students is one year while that of the other members is two years. Re-election is permissible.
- (4) If matters arise which concern a member of the examination board, his membership will be suspended with reference to this matter and will be performed by his/her substitute. This does not apply concerning purely organisational issues.
- (5) The Dean of Studies is the chairperson of the examination board. The deputy chairperson is selected from the group of the professors on the board or their representatives. The chairperson conducts the business of the examination board. She or he sends out the invitations to the examination board meetings and is the chairperson for all proceedings and making of resolutions. At least one meeting of the examination board should normally take place in every semester. A meeting is to be called when at least two members of the examination board ask for one.
- (6) The examination board does not meet publically. It is empowered to make resolutions when at least one half of the members, including the chairperson or the deputy chairperson, are present and a majority of the professors vote in favour of the resolution. Agreement on the part of a majority present is required to pass resolutions. In the case of an equal number of votes for and against the chairperson has the casting vote. Resolutions made by the examination board must be minuted. In all other matters the procedure is according to the Rules of Procedure for the committees of Johann Wolfgang Goethe University.
- (7) The examination board can delegate individual tasks to its chairperson for sole execution and decision-taking. The members of the examination board and the examinee in question have power of veto over their decisions. The chairperson of the examination board can delegate performance of tasks to the examination office. This is the business office of the examination board. It handles the daily business arising under the direction of the examination board and their superiors.
- (8) The members of the examination board and their representatives are required to observe official secrecy. In as far as they are not in public office, the members are required by the chairperson to observe secrecy; they confirm their intention to do this with their signature which is placed on file.
- (9) The members of the examination board have the right to participate on oral examinations as a listener.
- (10) The examination board can announce decrees, establishment of fixed dates and other decisions, with legally binding effect, while taking account of data protection provisions, by displaying them on a board at the examination office or by using other appropriate measures according to § 41 of the Hessian Administrative Procedures Act.
- (11) Adverse decisions taken by the examination board or the chairperson of the examination board should be reported to the student concerned without delay, in writing, should be justified and should also make reference to legal remedies. The student concerned should be given the opportunity to make a statement before the decision is finally reached.

## § 20 Tasks of the examination board

(1) The examination board and the examination office are responsible for organisation and orderly running of examinations in the Master's degree programme Management. The examination board ensures that the provisions of these rules and regulations are observed and, in cases of doubt, decides on questions of interpretation of this set of regulations. It decides on all examinations matters which are not taken from the rules and regulations or statutes of another organ or committee or from the chairperson of the examination board.

(2) The examination board is usually fully responsible to fulfil the following tasks:

- decision concerning fulfilment of the prerequisites for access to a Master's degree programme including imposing of some additional requirements concerning catching up on delivery of course performances and examination performances from the Bachelor degree programme and the decision concerning provisional admission;
- establishment of time limits for examinations, time periods and time limits for registration and withdrawal for the examinations and their announcement;
- appointment of examiners, if necessary;
- decisions concerning admission to examinations;
- the decision concerning allowing crediting of academic performances according to §§ 29, 30 as well as imposing of additional requirements regarding course or examination performances to be caught up on as part of the crediting of academic performances;
- calculation and announcement of the grades achieved in examinations as well as the overall grade for the Master's degree;
- the decisions concerning the Master's thesis;
- the decisions concerning passed and failed;
- the decisions concerning compensation for disadvantages and extension of examination or work deadlines;
- the decisions concerning violation of examination regulations;
- the decisions concerning the non-validity of a Master's degree;
- decisions concerning pleas and objections by students concerning decisions made in the examination procedure, in the case of objections should be granted;
- regular reporting in the study commission about the development of examination and study times including the work times required for the Master's thesis as well as about the demand from students for the various optional compulsory modules;
- disclosure of the distribution of subject and grades (overall);
- suggestions given to reform these rules and regulations.

(3) For the purposes of checking observance of good scientific practice the examination board is authorised to also check scientific work for deceptions and attempts to deceive using suitable electronic means. To do this it can demand that the work to be examined is submitted in an electronic form within a reasonable time limit. If the author of the work does not meet this requirement then the work will be awarded a fail grade.

## § 21 Examiners; observer assessors

(1) Members of the professors group, scientific employees who were commissioned with autonomous teaching in undergraduate programmes, as well as lecturers and teaching assistants for special tasks, are authorised (§ 18 Paragraph 2 HHG) to check and assess university examination performances. Outside lecturers, adjunct professors, honorary professors who respectively teach in the subjects being examined as well as professors who have been relieved of their post and retired can be appointed by the examination board with their agreement as examiners. Examination performances may only be evaluated by persons who themselves hold at least the qualification (or an equivalent one) to be established by the examination.

(2) The examination which is associated with a module is usually inspected and approved by the lecturers / teachers of the module without requiring any special appointment by the examination board. If, for any reason, it is simply not possible for the teachers to inspect and approve the examinations then the examination board can appoint another examiner.

(3) Master's theses which can no longer be repeated and written examination performances which can no longer be repeated are to be assessed by two examiners. Oral examinations are to be run by a number of examiners or by one examiner in the presence of an observer assessor.

(4) Only a member of Johann Wolfgang Goethe University or persons closely associated with it may be appointed as an observer assessor for oral examinations who themselves at least have a Master's degree or have passed an equivalent examination. Appointment of the observer assessor is performed by the chairperson of the examination board. She or he can delegate the appointment to the examiner.

(5) Examiners, observer assessors are required to observe official secrecy.

## **Section V: Examination requirements and procedures**

### **§ 22 First registration and admission to sit examinations**

(1) At the latest at the time of registration for the first module examination in the Master's degree programme Management the student should submit a fully filled out registration form for admission to sit Master's examinations to the examination office for the Master's degree programme Management. In as far as this did not take place in connection with the application for admission to take a degree course, the application to sit examinations in particular should be attached:

- a) a declaration concerning whether the student had already finally failed a Bachelor examination, a Masters examination, a Master's degree examination, a diploma examination in Economics and Business Administration or in a comparable degree programme (a degree programme which was primarily focused on the subject) at a university or whether they are currently studying the subject Economics or Business Administration or a comparable degree programme in an as yet not completed examination procedure at a university in or outside of Germany;
- b) a declaration concerning whether and, where relevant, how often the student has already failed module examinations in the Master's degree programme Management or in the same modules of another degree programme at a university in or outside of Germany;
- c) if necessary verifications of already achieved course or examination performances which should be included in the degree programme;
- d) if necessary verification of payment of the examination fee to be charged according to § 50.

(2) The examination board can, in exceptional cases, in particular in cases of a change in study location, a change of subject or resumption of studies, on request, release a student from the compulsory matriculation for registration for individual module examinations.

(3) The chairperson of the examination board, and in cases of doubt the examination board itself, decides on an approval question, possibly also after consulting a subject representative. Approval will be refused if

- a) The documentation is incomplete or
- b) The student has finally lost any right to examination for a module according to Paragraph 1 b) or for the respective degree programme, or has finally failed one of the examinations mentioned in Paragraph 1 a).

(4) The examination board will decide on any exceptions to Paragraph 1 and Paragraph 3 in special cases on request by the student.



(5) Refusal of approval is reported to the student in writing by the chairperson of the examination board. It should be justified and also make reference to legal remedies.

### **§ 23 Examination dates and registration procedure**

(1) Module examinations are rendered in temporal and subject-related connection with the respective modules. Module examinations for annually scheduled optional compulsory modules are usually to be offered at least twice a year.

(2) The module-concluding oral examinations and written examinations should be performed within the examination periods set by the examination board. The examination periods are usually the first two and the last two weeks of the lecture-free period. Apart from submission of the Master's thesis, examination performances which are delivered after the end of the semester and before the beginning of the lectures are credited to the previous semester.

(3) The exact set examination dates for the module examinations are established by the examination board in agreement with the examiners. The examination office provides the students in good time, but at the latest four weeks before the set examination dates, with information in the form of an examination plan about the time and location of the examinations as well as the name of the examiners by displaying these on a board or by using other appropriate measures. If one must deviate from this examination plan for compelling reasons then new establishment of a set date is only possible with permission from the chairperson of the examination board.

(4) The examination board sets registration deadlines for the module examinations (usually two weeks), which must be announced at the latest four weeks before beginning the registration deadline periods, by displaying this on a board or by using other appropriate measures.

(5) The student must register within the registration time limit for every module examination, in writing or, if this is decreed by the examination office, electronically; delivery of examination performances is excluded otherwise. Registration for module examinations occurs over the examination office. The chairperson of the examination board will decide upon allowing an extended time limit for registration to sit a module examination, in justified exceptional cases, on request by the student. § 24 Paragraph 2 Sentence 3 applies appropriately.

(6) For modules which can be assigned to a number of main areas of focus, information must be provided at the time of registration for examination purposes about the main area of focus the module should be assigned to. This assignment can only occur once for each module. An application for a retrospective change to be made must be made at the latest when applying for the certificate at the examination office.

(7) In order to be eligible to register for a module examination or to sit the module examination, the student must be enrolled at the Johann Wolfgang Goethe University. § 22 Paragraph 2 remains unaffected. In order to register for the respective module examination the student must be approved to sit the Master's examination and she or he must not yet have finally failed the respective module examination. Furthermore, she or he must also have delivered the required performance and participation records in accordance with the module description for the module. If admission to sit a module examination depends on submission of course performances and these have not yet been fully achieved then admission to sit a module examination is possible conditionally. The module is only then completed when all course performances as well as module examinations of the module have been passed. The examination board will decide about exceptions. Students who have been given leave of absence cannot sit any examinations or earn any performance records. It is, however, permitted to repeat failed examinations during a leave of absence. Students are also entitled to deliver course or examination performances during a leave of absence if the leave of absence was due to exercising of maternity rights or due to exercising their right to parental leave or due, as attested by a medical certificate, to caring for family members in need of care or due to performance of official duties according to Art. 12a of the German Constitution (Basic Law) or due to involvement as the named or elected representative in the academic self-administration.

(8) The student can withdraw their registration to sit an examination without having to give any reasons up to one



week before the set examination date. § 24 Paragraph 1 applies if they withdraw later than that.

(9) Registration to study optional compulsory modules according to § 9 Paragraph 7 is possible for the last time in the semester in which the last required performance is delivered, required according to these rules and regulations, to achieve the Master's qualification. If this is the Master's thesis then the date of submission of the Master's thesis is decisive.

#### **§ 24 Absence and withdrawal from module examinations**

(1) A module examination performance is taken as "not sufficient" (5.0) according to § 38 Paragraph 3 if the student misses a set examination date which is binding him or her without providing any important reason or breaks off participation during the examination before it finishes. The same applies if she or he has not submitted a written module examination performance within the prescribed work time or submitted an empty page as a module examination performance as a written piece of supervised work or remained silent at an oral examination.

(2) The asserted reason for not attending or breaking off an examination must be submitted immediately in writing to the chairperson of the examination board after the reason becomes known and should be credible. Any inability to sit the examination arising during delivery of an examination performance must be communicated immediately to the examiner or to the proctor. The duty to immediately report and to give a credible explanation of grounds for certain actions to the examination board remains unaffected. In a case of illness a doctor's attest and a certificate must be submitted immediately, at the latest after three days about inability to take the examination, by the GP/specialist which describes the type of examination (a written examination, oral examination, examinations lasting a long time, others forms of examination) stating that the student is unfit to take the examination on the specific date of the examination. The chairperson of the examination board will decide on inability to take the examination on the basis of the form attached in Appendix 11 of the Framework Regulations. An additional attest from a medical officer can be required if any justified doubts remain.

(3) The illness of a child which the student has to take care of which has not yet reached the age of 14 or a near relative in need of care (children, parents, grandparents, spouse or partner in a non-marital partnership) are equivalent to one's own illness. Another important reason is exercising of maternity rights.

#### **§ 25 Examination performances in cases of illness or disability; special circumstances**

(1) In courses and examinations consideration must be given to the type and severity of a disability or a chronic illness of the student or concerning burden on the student due to pregnancy or raising of children or caring for near relatives in need of care.

(2) The type and severity of the burden should be demonstrated by the student in good time to the chairperson of the examination board through submission of suitable documentation, in a case of illness through submission of a doctor's attest. An attest from a medical officer can be required in cases of doubt.

(3) If the student can make a credible argument that she or he is not in a position to deliver the examination or course performance, fully or partially, in the form required, due to a disability, a chronic illness, caring for a near relative in need of care, a pregnancy or raising of a child which has not yet reached the age of 14 then this disadvantage must be compensated for by taking appropriate measures such as extending the work time given or using another type of examination procedure. Exercising of legally specified maternity rights periods and the time limits provided for the parental leave should be enabled through submission of the respective evidence.

(4) Decisions concerning compensation for disadvantages for delivery of examination performances are made by the chairperson of the examination board.

## **§ 26 Time frame for sitting examinations; departmental student counselling service**

(1) The Master's examination must have been passed successfully before completion of the eighth semester. For students studying part-time this time limit will be extended appropriately, whereby a semester for part-time studies is taken as one half of a subject-related semester. Students who have not passed the Master's examination after completion of their sixth semester are required by the examinations office to visit the departmental student counselling service. If the time limit for completion according to Sentence 1 is passed without submission/fulfilment of the requirements for extension of time limit according to Paragraph 2 then this will lead to loss of the right to examination.

(2) In as far as additional requirements were imposed according to § 8 Paragraph 3, the maximum study period is extended according to Paragraph 3 in accordance with § 4 Paragraph 2.

3) According to Paragraph 1 the time limit can be extended on request by a student if the delay was caused by Johann Wolfgang Goethe University or the student was not able to meet the time limit due to serious circumstances. When meeting a time limit, extensions of and interruption of study times are not taken into account in as far as they were caused

- 1) by an authorised leave of absence semester;
- 2) involvement as the named or elected representative in the academic or student self-administration.
- 3) by illness, a disability or a chronic illness or for another reason which was outside the students area of control;
- 4) due to exercising of maternity rights or parental leave;
- 5) due to necessary care for a child which has not yet reached the age of 14 or due to caring for a near relative in need of care (parents, grandparents, spouse or partner in a non-marital partnership) with assignment to a care level according to § 15 Paragraph 1 of the Eleventh Code of Social Law;
- 6) due to membership of an A, B, C or D/C squad of high-performance sports associations

In the case of number 4, at least exercising of time limits according to § 3 Paragraph 2 and § 6 Paragraph 1 of the Protection of Mothers Law (MuSchG) and the regulations concerning parental leave in §§ 15 and 16 of the legislation on parental allowances and parental leave (BEEG) should be taken into account appropriately. Also an orderly overseas study period of up to two semesters remains unaccounted for. The application should be made at the date at which the student recognises that an extension of the time limit is necessary. The application should always be made before expiry of the time limit. The duty for delivery of evidence lies with the student; it should be submitted together with the application. In the case of illness a doctor's attest should be submitted. § 24 Paragraph 2 Sentence 4 applies appropriately. An attest from a medical officer can be required in cases of doubt. The examination board decides on the application for extension of the time limit.

## **§27 Deception and a breach of regulations**

(1) If a student seeks to influence the result of her or his examination or course performance through deception or through use of non-permitted aids, the examination or course performance is evaluated as "not sufficient" (5.0). The attempt at deception is, in particular, recognised when a student brings non-permitted aids into the examination room or he has submitted a false declaration according to §§ 15 Paragraph 6, 32 Paragraph 7, 35 Paragraph 5, 37 Paragraph 16 or if she or he submitted one and same work (or parts thereof) more than once as an examination or course performance.

(2) A student which is actively involved in an attempt to deceive can be excluded by the respective examiner or by the supervisory person from continuation of the respective examination; in this case the associated examination or course performance is evaluated as "not sufficient" (5.0).

(3) In case of a specially severe deception, in particularly for repeated deception or a deception with addition of a

written declaration from the student about autonomous production of his work without non-permitted aids, the examination board can decide upon exclusion from repeating the examination and delivery of further course performances so that the right to examination during the degree programme expires. The severity of the deception is to be evaluated on the basis of the deception energy used by the student such as organised cooperation or use of technical aids such as radios and mobile telephones and by the impairment of equal opportunities caused by the deception.

(4) A student who disturbs orderly running of the examination can be excluded, after being given a warning by the respective examiner or by the supervisory person, from continuation of the respective examination performance; in this case the associated examination performance is evaluated as “not sufficient“ (5.0). Paragraph 3 Sentence 1 is applied appropriately.

(5) If a student wrongly achieves participation on an examination through culpable behaviour, the examination board can decide that the associated examination performance is evaluated as “not sufficient“ (5.0).

(6) The student can require in writing within a time limit of four weeks that decisions taken according to paragraphs 1 to 5 are checked by the examination board.

(7) Adverse decisions taken by the examination board should be reported to the student concerned without delay, in writing, should be justified and should also make reference to legal remedies.

(8) The subject-specific established citation rules for producing scientific work apply for term work, written talks and the Master’s thesis. In a case of non-observance one should check for an attempt to deceive.

(9) In order to be able to check on a suspicion of wrong scientific behaviour the examination board can decide that written examination and/or course performances which are not to be produced under supervision must also be submitted in an electronic form.

### **§ 28 Deficits in the examination procedure**

(1) If it turns out that the procedure for obtaining an oral or a written examination performance was deficient in a way which could have influenced the test results then, on request from a student or from the office as ordered by the examination board, a particular student will be allowed to repeat the examination performance. For a written examination performance the deficit must be complained about during the examination situation to the supervisory team and in the case of oral examinations immediately after the examination to the chairperson of the examination board or to the examiner. If a student participating on a written examination performance considers the support measures taken by the supervisory team to be inadequate, she or he must make their complaint immediately after the examination to the chairperson of the examination board.

(2) No further directives may be made ex officio according to Paragraph 1 six months after completion of the examination performance.

### **§ 29 Recognition and accreditation of academic performances**

(1) Study times, course performances and examination performances are credited to the student without any assessment of equivalence when they were delivered at another university in Germany on the same degree programme, the degree programme is accredited and no significant differences exist between the modules concerning the qualification goals achieved. If the examination board cannot demonstrate that there is any significant difference then the study times, course performances and examination performances should be credited.

(2) Study times, course performances and examination performances from other degree programmes are credited in as far as there are no significant differences in the acquired competences. There is no schematic comparison made for this crediting but simply an overall view and overall assessment of the contents, scope and requirements of the course performances and examination performances is made with particular consideration given to the qualification goals

achieved. The burden of proof to demonstrate a lack of equal value lies with the examination board. Paragraph 1 Sentence 2 applies appropriately.

(3) Paragraph 2 is appropriately applicable for recognition of study times, course performances and examination performances delivered in state-approved distance learning studies, at other educational institutions, in particular at state or state-approved vocational academies, for multimedia supported course performances and examination performances as well as for course performances and examination performances delivered by students on the basis of § 54 Paragraph 5 HHG.

(4) Paragraph 2 also applies appropriately for crediting of performances which were delivered at foreign universities. During the crediting process the equivalence agreements approved by the Conference of Ministers for Cultural Affairs and the Conference of University Rectors as well as agreements made in relation to university partnership agreements should be observed. The examination board will decide if there are no equivalence agreements to refer to. If there are any doubts concerning equivalence the Central Office for Foreign Education should be consulted.

(5) In a case of obligatory or recommended study in a foreign country the student should meet with the chairperson of the examination board or a person commissioned to do this about the eligibility of course performances and examination performances before beginning the studies in the foreign country.

(6) Final work which the student has already successfully delivered outside the Master's degree programme Management at Johann Wolfgang Goethe University, will not be credited. It is also not possible to have multiple crediting of the same performance in the same Master's degree programme.

(7) Course performances and examination performances from a Bachelor degree programme cannot usually be credited to the Master's degree programme.

(8) Each subject-related semester earns credits of up to 30 CP. In so doing the first two performances to be credited are not included in the calculation. Sentence 2 only applies for performances which are credited as part of the procedure according to § 8 Paragraph 8.

(9) If examination performances are credited, the grades should be adopted – in as far as the grading systems are equivalent– and included in calculating the grade (overall). See also § 38 Paragraph 5 Sentence 2 RO. The remark "passed" will be adopted if the grading systems are not comparable. Credited performances are usually marked in the final degree document with details of the university at which they were acquired.

(10) The applicant submits all of the documentation required for crediting or recognition to the examination board which is the basis for evaluation, the credit points (CP) and the points in time of all examination performances delivered in examinations which she or he previously sat in another degree programme or at other universities. The documentation should provide clear information about which examinations and course performances were not successful or had to be repeated. The examination board can demand submission of further documentation such as the legally binding module descriptions of the modules to be recognised. § 8 Paragraph 8 remains unaffected

(11) Unsuccessful attempts in other degree programmes or in degree programmes taken at other universities will be credited in as far as they would have been credited when they were done successfully.

(12) Crediting and recognition of examination performances which were delivered more than five years ago can be refused in individual cases; the decision can be associated with imposing of some additional requirements. A legal entitlement to crediting exists in a case of meeting of the conditions of paragraphs 1 to 4 in combination with Paragraph 9. Sentence 1 and paragraphs 6 and 11 as well as § 8 Paragraph 8 remain unaffected.

(13) Decisions which have general validity concerning questions about crediting are taken by the examination board; crediting in an individual case takes place by its chairperson, where necessary in consultation with a subject examiner. They establish a subject-related semester while taking account of the crediting.

(14) If crediting of course performances and examination performances takes place which are not awarded credit points (CP) then the respective equivalents should be calculated and appropriately labelled on the student account.

(15) If credits are awarded then these can be associated with additional requirements regarding course performances and examination performances which must be caught up on. Additional requirements and possible time limits for fulfilling the additional requirements should be communicated to the applicant in writing. The announcement should make reference to legal remedies.

### **§ 30 crediting of competences acquired outside a university**

The CP of the respective module can be credited to the modules of the degree programme on request for knowledge and abilities which have been acquired before beginning the degree programme or during the degree programme, outside a university, and which are equivalent in level and the results of learning. This particularly applies for the optional compulsory module Ethics. The crediting takes place individually by the examination board based on a suggestion from the persons responsible for the module. The prerequisite is written evidence (for example attestations, certificates) concerning the scope, contents and the performances delivered. No more than a total of 50% of the CP required in a degree programme may be replaced by credited points. Crediting of the CP takes place without a grade. This is shown appropriately in the certificate.

## **Section VI: Scope of the Master's examination; performing the module examinations**

### **§ 31 Scope of the Master's examination**

- (1) The Master's examination consists of
  - a) Examinations in optional compulsory modules according to Appendix 3, totalling 84 CP, whereby 6 CP must be earned from the optional compulsory module Ethics,
  - b) Examinations in two optional compulsory modules "Seminar" totalling 12 CP, as well as
  - c) The final module Master's thesis totalling 24 CP.
- (2) Modules from other Master's degree programmes of the Faculty of Economics and Business Administration can be completed as optional compulsory modules in as far as these are listed in Appendix 2 (import modules).
- (3) On the basis of an application made by the examination board the selection of optional compulsory modules permitted can be restricted by a resolution of the faculty board in as far as a subject cannot be adequately represented or choice of further optional compulsory modules is permitted, in as far as these are adequately represented, in their scope and the requirements are equivalent to those for the optional compulsory modules permitted according to these rules and regulations, and also that the subjects are meaningfully related to the degree programme. Resolutions to limit the selection of optional compulsory modules permitted are announced to students immediately in a suitable form.

### **§ 32 Module examinations**

- (1) Module examinations are held during the course. These finalise the respective module. They are examination events which can be repeated a limited number of times and which are usually awarded a grade.
- (2) Modules finish off with a single module examination which can also be sat temporally related with one of the courses of the module (a course-related module examination).
- (3) By passing the module examination the student should demonstrate that she or he has mastered the contents and methods of the module in their fundamental contexts and can use the knowledge and abilities acquired. The object of

the module examinations is basically the contents established in the module descriptions of the courses of the respective module. In the case of course-related module examinations the overriding higher qualification goals of the module are also tested.

(4) The respective form of the examination for the module examination or the partial performance can be taken from the module description. Written examinations occur in the form of:

- written examinations
- term work
- written compositions (for example essays, written talks)
- project work

Oral examinations occur in the form of:

- individual examinations
- group examinations

Additional forms of examination are:

- talks
- presentations

(5) The form and duration of module examinations or the partial performances are regulated in the module descriptions. If there is a variety of forms of examination planned in the module description, the form of examination for the respective examination date is established by the examiners and the students are informed at the beginning of the courses of the module but at the latest upon announcement of the examination date.

(6) The examination language is English. Contrary to the regulations in the module manual, individual written or oral examinations can be taken in German by agreement of all persons participating on the examination.

(7) Written work which is not to be produced under supervision (for example term work) should be produced by the students according to the rules of good scientific practice. The student must be able, upon submission of the work, to state in writing that they produced the work themselves and that all sources and aids used to complete the work are cited. A declaration should also be made that the work was not yet – even in part – used in another degree course as a course or examination performance.

(8) Participants on module examinations must identify themselves through submission of an official identity document with a photograph.

(9) The examiners decide whether and what aids may be used for a module examination. The permitted aids are to be announced in good time before the examination.

### **§ 33 Oral examinations**

(1) Oral examinations are to be held by the examiner in the presence of an observer assessor as an individual examination. Group examinations involving up to five students are possible.

(2) The duration of oral examinations lies between at least 15 minutes and at the most 60 minutes per student to be examined. The duration of the respective module examination can be taken from the module description.

(3) The primary objects and results of the oral examination are to be recorded by the observer assessor in a report. The examination report should be signed by the examiner and the observer assessor. The observer assessor should be consulted in the absence of the examinee and not in public before awarding the grade. The report should be sent to the examination office immediately.

(4) The result of the oral examination should be announced to the student at the end of the oral examination and explained and justified in more detail if the student fails it or makes an explicit request for this; the reasons given are

to be recorded in the report.

(5) Oral examinations are public within the university for students who should sit the same examination. The student to be examined can dissent to approval for his results to be made public. The public may not be present when the examination results are disclosed to the student to be examined. It can also be limited on capacity grounds. The chairperson of the examination board can demand appropriate evidence to check the grounds mentioned in Sentence 1.

### **§ 34 Written examinations and other written work done under supervision**

(1) Written examinations includes answering a task or problem or a number of tasks, problems or questions. In a written examination or other written work done under supervision, the student should demonstrate that she or he can solve tasks on his own within a limited period of time under supervision using limited aids and can use the required basic knowledge or commonly used methods in the field of study to both recognise a problem and find ways to solve it.

(2) "Multiple choice" questions in written examinations should only contribute to up to 25% of the overall points achievable.

(3) If a student arrives late to a written examination, she or he cannot make up the lost time. The examination room may only be left with permission from the supervisory person.

(4) The supervisory person for a written examination should produce a short report for every written examination. In this she or he should record all incidents which may be of relevance for establishing the test results, in particular incidents according to §§ 24 and 27.

(5) The working time for the written examination work and for the other written work done under supervision should be oriented on the scope of the module to be examined. For written examination work this is at least 60 minutes and a maximum of 240 minutes. The concrete period should be established in the respective module descriptions.

(6) The written examination work and the other written work done under supervision are usually assessed by an examiner. In the case of failure of a student's last permitted repeat attempt, it is to be assessed by a second examiner. The evaluation must be justified in writing. If there is some deviation in the grades calculated then the grade awarded for the written examination work is the average of the two grades. The assessment process for written examinations should not exceed four weeks.

(7) Multimedia supported practice exams ("e-written examinations") are permissible in as far as they are suitable to fulfil the examination purpose. They may only be delivered using computer systems present in the administration offices of the university or from the examination office released for this purpose by agreement of the HRZ. Unique identifiability of the electronic data must be possible. The data must be unmistakable and capable of being permanently assigned to the examinees. The examination must take place in the presence of a subject-specific competent keeper of the minutes. A written record is to be produced about the course of the examination in which the name of the keeper of the minutes as well as the examinees, beginning and end of the examination as well as any special incidents are to be recorded. § 48 applies for inspection of the multimedia supported examination as well as of the examination results. The task or problem set, including a model solution, the evaluation scheme, the individual examination results as well as the written record, should be archived according to legal provisions.

### **§ 35 Term work and other written compositions**

(1) By completing written term work the student should demonstrate that she or he is capable of solving a problem from a specialist field autonomously through application of scientific methods. It must be a component part of a module.



(2) A piece of term work can be approved as group work if the contribution made by individuals can be evaluated as an examination performance, recognisable on the basis of objective criteria.

(3) The student can be given the opportunity to suggest a topic. Issuing of the topic is performed by the examiner who documents the processing period of the term work.

(4) Term work should involve a working time of at least two and at the most four weeks (full time, that is a workload of 2 to 5 CP). The respective processing period is regulated in the module description. The task time limits for the term work are established and documented by the examiner.

(5) The term work must be submitted within the established processing time limit as a single copy with a declaration according to § 32 Paragraph 7 to the examiner; the date stamp is decisive if it is sent by post. Submission of the term work should be recorded in the files by the examiner.

(6) Assessment of the term work by the examiner should be completed within six weeks after submission; the evaluation must be justified in writing. § 34 Paragraph 6 applies appropriately for all other matters.

(7) A student who had his term work evaluated as “not sufficient“ (5.0) can apply to the examiner for an opportunity to improve the term work. This does not apply if an evaluation with “not sufficient“ (5.0) is based on § 24 or on § 27. The examiner establishes a time limit for improving the term work. When deciding on the improved term work the decision is simply made as to whether the term work is evaluated with the grade 4.0 or worse. If the time limit for submission of the improved term work is not observed then the term work will receive the final grade “not sufficient“ (5.0).

(8) Paragraphs 1 to 6 apply appropriately for the other written compositions.

### **§ 36 Project work**

(1) Through submitting project work the student should demonstrate his/her ability to develop, implement and present concepts. The student should demonstrate that she or he can define goals for large tasks as well as develop methods of resolution and concepts.

(2) The duration of the project work is regulated in the module description.

(3) If project work is undertaken in the form of team work the contribution made by individual student should be clearly recognisable and appraisable and should fulfil the requirements according to Paragraph 1.

### **§ 37 Master's thesis**

(1) The Master's thesis is an obligatory component of the Master's degree programme. It forms its own autonomous final module.

(2) The Master's thesis should demonstrate that she or he is capable, within a given time limit in accordance with the goals according to §§ 2, 6, to work on a topic in a comprehensive and deeper way. The topic must be conceived in such a way that it can be processed within the prescribed time limit.

(3) The processing scope of the Master's thesis is 24 CP; this represents a processing time of 18 weeks.

(4) Admission to submit a Master's thesis requires verification of 60 CP from the Master's degree programme Management, whereby completion of the optional compulsory module Ethics (6 CP) and one optional compulsory module seminar (6 CP) are obligatory.

(5) Supervision of the Master's thesis is undertaken by a person amongst the circle of persons authorised to act as an examiner according to § 21. These have the duty to guide the student in delivering the Master's thesis and to inform oneself regularly about the progress of the work. The supervisor must ensure that the person is supplied with the



instrumental equipment required, if necessary, to produce the Master's thesis. The supervisor is usually the primary reviewer of the Master's thesis.

(6) In consultation with and by agreement with the chairperson of the examination board, the Master's thesis can also be produced in an establishment outside Johann Wolfgang Goethe University, for example in commercial companies. In this case the topic must be set in consultation with a member of the professors' groups of the Faculty of Economics and Business Administration. The primary reviewer in this case will also come from the circle of persons authorised to act as an examiner according to § 21.

(7) The topic of the Master's thesis should be agreed upon with the supervisor and communicated to the chairperson of the examination board during registration of the Master's thesis. If the student does not find a supervisor then the chairperson of the examination board will ensure, on request from the student, that they obtain a topic for the Master's thesis and a supervisor in good time. There is entitlement to a topic being set from a particular main areas of focus.

(8) The chairperson of the examination board will decide on admission to submit a Master's thesis.

(9) Issuing of the topic is performed by the chairperson of the examination board. The topic must be conceived in such a way that it can be processed within the prescribed time limit. The date of issuing and the topic should be recorded in the files at the examination office. The Master's thesis must not be worked on before the officially recorded issue of the topic.

(10) The Master's thesis can also be approved in the form of a group work if the contribution made by individual students can be evaluated as an examination performance on the basis of indication of sections, page numbers, or other objective criteria enabling clear delineation of ownership of the work which is definable and appraisable and the requirements according to Paragraph 2 are fulfilled.

(11) The Master's thesis should be produced in English.

(12) The set topic can only be given back once and then only within the first third of the processing time. The contents of the newly set topic must differ from the given back topic. If, as a result of the withdrawal according to Paragraph 13 Sentence 3, a new topic is issued for the Master's thesis then giving back of this topic is excluded.

(13) If the return date cannot be observed by the student for understandable reasons (for example illness of the student himself/herself or of one of the children she/he has to take care of) then the chairperson of the examination board will extend the processing time if the student has applied for this before the deadline. The maximum extension which can be allowed is 50% of the processing time. If the situation preventing the student from fulfilling the task continues longer then the student can withdraw from the examination performance.

(14) The Master's thesis should be submitted to the examination office on time. The date of its arrival should be recorded in the files. The date stamp is decisive if it is sent by post. If the Master's thesis is not submitted on time it will be given the grade "not sufficient" (5.0).

(15) The Master's thesis is to be submitted as two written (bound) copies and in an electronic form. If the Master's thesis is not submitted on time in the prescribed form, it will be given the grade "not sufficient" (5.0).

(16) The Master's thesis should be composed according to the rules of good scientific practice. In particular all places in the text, pictures and drawings which have been taken verbatim or as a representation of the general meaning intended from publications or other external texts should be marked as such. The Master's thesis is to be accompanied by a declaration made by the student that she or he composed the work – or in the case of a group work marks the section of the work he/she contributed – himself and without use of any other than the cited sources and aids. A declaration should also be made that the Master's thesis was not – even in part – used for another examination or as a course performance.

(17) The examination board passes on the Master's thesis to the supervisor as the primary reviewer for evaluation according to § 39 Paragraph 3. At the same time it appoints one further examiner from the circle of persons authorised

to act as an examiner according to § 21 for a second evaluation and also passes on the work to him/her for evaluation. At least one of the examiners should belong to the group of professors from the Faculty of Economics and Business Administration. The second examiner can, after consultation, limit the evaluation to adding his signature to the expert assessor's evaluation produced by the primary examiner. The evaluation should be performed by the examiner without delay; it should be submitted at the latest six weeks after submission of the work. In a case of different evaluations of the Master's thesis by the two examiners, the grade will be awarded by the chairperson of the examination board for the Master's thesis according to § 38 Paragraph 5.

## **Section VII: Evaluation of the course performances and examination performances; establishment of the grades and the overall grade; failure to achieve the required overall grade**

### **§ 38 Evaluation/assessment of the course performances and examination performances; establishment of the grades and the overall grade**

- (1) Course performances are evaluated by the respective teacher as "passed" or "failed".
- (2) Examination performances are usually graded. The assessment or evaluation of examination performances is undertaken by the respective examiners. Here it is always the individual performance of the student which is the basis.
- (3) The following assessment levels should be used to grade the individual examination performances or partial performances:

|   |              |  |
|---|--------------|--|
| 1 | very good    | an excellent performance;  |
| 2 | good         | a performance which lies significantly above the average requirements;                   |
| 3 | satisfactory | a performance which meets the average requirements;                                      |
| 4 | sufficient   | a performance which, despite deficiencies, is still sufficient to meet the requirements; |
| 5 | fail         | a performance which does not meet the requirements due to its major deficits.            |

To obtain a differentiated evaluation of the examination performances the grades can be raised or lowered by 0.3 to produce intermediate values; thus it is permissible to award the grades 1.0; 1.3; 1.7; 2.0; 2.3; 2.7; 3.0; 3.3; 3.7; 4.0 and 5.0.

- (4) If the module examination consists of a number of partial performances, the grade for the module will be calculated as the arithmetic average of the grades for the individual partial performances, in as far as there is no other regulation governing this in the module description. In so doing only the first decimal points behind the comma will be taken into account.

(5) If the examination performance is evaluated differently by two or more persons authorised to act as an examiner, the module grade will be taken as the arithmetic average of the grades from the examiners evaluations. When establishing the grade only the first decimal points behind the comma will be taken into account.

(6) For the Master's examination an overall grade will be assigned. The overall grade is calculated on the basis of the CP weighted average module grades in accordance with § 31 Paragraph 1.

(7) If more CP are earned in an optional compulsory area as were conceived of, then those modules which were first completed are included in determination of the overall grade. If a number of modules were completed in the same semester the ones with the better grades count.

(8) The overall grade for the passed Master's examination arises from the following figure whereby only the first decimal place is taken into account; all further places are removed without rounding up or down:

|                             |              |
|-----------------------------|--------------|
| 1.0 up to and including 1.5 | very good    |
| 1.6 up to and including 2.5 | good         |
| 2.6 up to and including 3.5 | satisfactory |
| 3.6 up to and including 4.0 | sufficient   |
| above 4.0                   | fail         |

(9) If an English language translation of the certificate is produced, the grades for the individual examination performances as well as the overall grade are shown according to the following grading scale:

|                             |              |
|-----------------------------|--------------|
| 1.0 up to and including 1.5 | very good    |
| 1.6 up to and including 2.5 | good         |
| 2.6 up to and including 3.5 | satisfactory |
| 3.6 up to and including 4.0 | sufficient   |
| above 4.0                   | fail         |

(10) For an overall grade of up to and including 1.0 the overall grade is "passed with distinction". The English language translation of "passed with distinction" is: "excellent".

(11) For transparency of the overall grade an ECTS grading table is adopted in the Diploma Supplement according to § 46.

### **§ 39 Passing and failing examinations; announcement of grades**

(1) A module examination consisting of a single examination performance is passed if it was evaluated with the grade "sufficient" (4.0) or better. It is not a pass otherwise.

(2) A module examination consisting of a number of partial performances is only passed if all partial performances were evaluated as at least "sufficient" (4.0).

(3) The Master's examination is passed if all modules prescribed in these rules and regulations were completed successfully, that is the required study records are available and the prescribed module examinations including the Master's thesis were evaluated with at least "sufficient" (4.0).

(4) The results of all examinations are announced without delay. The examination board decides on whether the announcement of grades should be public within the university in an anonymised form in the form of a notice on a display board and/or takes place using the electronic exam administration system, whereby the legitimate interests of those involved are to be protected. If a module examination was finally evaluated as "not sufficient" or if the Master's thesis was evaluated with a grade worse than sufficient (4.0) then the student should receive a written notification from the chairperson of the examination board, with a section on legal remedies, which should contain guidance concerning whether and, if necessary, in which scope and within which time limit the module examination or the Master's thesis can be repeated.

#### **§ 40 Collation of the examination results (transcript of records)**

The student will, on request, be presented with a certificate concerning passed examinations in the form of a Transcript of Records issued in German and English, which at least contains the module title, the date of the individual examinations and the grades.

### **Section VIII: Changing compulsory and optional compulsory modules; repeating examinations; loss of the right to examination and final failing**

#### **§ 41 Changing optional compulsory modules**

Making a change of one-time or twice failed optional compulsory modules to another module is possible without limitations. If an optional compulsory module is finally failed, one can change to a new optional compulsory module.

#### **§ 42 Repeating examinations**

(1) Passed course examinations cannot be repeated.

(2) All failed compulsory module examinations must be repeated.

(3) If a module examination consists of partial performances then, upon failure of the module examination, all partial performances required to pass the module must be repeated.

(4) Failed module examinations can be repeated twice at the most.

(5) A failed Master's thesis can be repeated once. A different topic is given. Giving back of the topic of the Master's thesis is only permissible as part of a repeat examination if the student did not take advantage of this option when producing the first Master's thesis. Repeated handing back of the topic is not permissible.

(6) When repeating the module seminar there is no legal right to repetition of a particular seminar or project seminar or to have a particular examiner.

(7) Failed attempts on the same or a comparable module examination of another degree programme taken at Johann Wolfgang Goethe University or another German university should be added to the permissible number of repeat examinations. The examination board can, in special cases, decide not to credit these attempts, particularly in the case of a change of degree programme.

(8) The examination board can require an oral examination for repeating of failed written examination performances, with the exception of the Master's thesis.

The first repeat examination should be sat at the end of the respective semester, at the latest though at the beginning of the following semester. The second repeat examination should be sat on the next possible examination date after the failed repeat examination. Students must register for the repeat examination dates in good time. The examination board determines the exact dates for repeating and announces these in good time. The right to examination expires if the time limit for repeating is not observed, except in cases where the student had no control over the circumstances causing that. De-registration in the meantime does not extend the time limit for repeating.

(10) A repeat examination date will be offered for failed optional compulsory module examinations at the latest at the end of the semester following the original examination.

(11) Repeat examinations are always to be sat according to these rules and regulations according to which the first examination was sat.

### **§ 43 Loss of the right to examination and final failing**

(1) The Master's examination is finally failed and the right to examination finally lost if

1. A module examination is not passed after exhausting all possibilities to repeat it,
2. A time limit set for delivery of certain performances according to § 26 was not observed,
3. A serious case of deception or a serious case of disorderly conduct according to § 27 has been recorded.

(2) An announcement will be issued with a section on legal remedies about final failing of the Master's examination and the associated loss of the right to examination.

(3) If the student has finally failed the Master's examination in the degree course and therefore lost the associated right to examination, she or he is to de-register. On request the student can receive, upon submission of the de-registration certificate, a certificate from the examination office in which all passed module examinations, their grades and the earned credit points are listed and which states that the Master's examination was finally not passed.

## **Section IX: The examination certificate; degree certificate and diploma supplement**

### **§ 44 Examination certificate**

(1) A certificate in German and in English is to be issued concerning a successfully passed Master's examination, where possible within four weeks after arrival of the evaluation of the last examination performance, respectively according to the sample from the framework regulations. The certificate contains details of the modules with the module grades (modules which did not go into the overall grade will also be marked), the topic and the grade for the Master's thesis, the standard period of study and the overall grade. In the certificate there are also the major fields of study as well as, on request, the result of examinations in additional modules. The certificate is to be signed by the chairperson of the examination board and is to be awarded the seal of Johann Wolfgang Goethe University. The certificate carries the date on which the last examination performance was evaluated.

(2) On application, the examination board issues a certificate declaring that the Master's degree awarded is equivalent in content to the diploma.

### **§ 45 Master's degree certificate**

(1) At the same time as receiving the certificate for the Master's examination the student also receives a Master's degree certificate with the date of the certificate according to the sample from the framework regulations. This represents certification of awarding of the academic grade.

(2) The certificate is signed by the Dean of Studies of the Faculty of Economics and Business Administration and the chairperson of the examination board and is awarded the seal of Johann Wolfgang Goethe University.

(3) The academic degree may only be used after handing over of the degree certificate.

### **§ 46 Diploma supplement**

(1) A diploma supplement is issued according to international requirements along with the degree certificate and the certificate; this is a text which was agreed upon between the Conference of University Rectors and the Conference of Ministers for Cultural Affairs in which the respectively valid version should be used (sample in Appendix 8 – 10 framework regulation).

(2) The diploma supplement contains an ECTS grading table. The overall grades which are awarded in the respective degree course in a comparable cohort should be recorded and their numerical and percentage-wise distribution of the grade stages are to be determined according to § 38 Paragraph 11 and presented in a table as follows:

| <b>Overall grades</b>                  | <b>Total number within the reference group</b> | <b>Percentage of graduates within the reference group</b> |
|--|--|---|
| <b>up to 1.5 (very good)</b>           |  |   |
| <b>above 1.6 to 2.5 (good)</b>         |  |   |
| <b>above 2.6 to 3.5 (satisfactory)</b> |  |   |
| <b>above 3.6 to 4.0 (sufficient)</b>   |  |   |

The reference group arises from the number of graduates of the respective degree programme in a period of three study years. The calculation only occurs if the reference group consists of at least 50 graduates. If there have been less than 50 graduates within the comparative cohorts who completed the degree programme then, according to a resolution of the examination board, further study years can be included in the calculation.

## **Section X: Invalidity of the Master's examination; examination files; appeals and objections; checking fees**

### **§ 47 Invalidity of examinations**

(1) If the student practiced deception for an examination performance and this fact only came to light after handing over the degree certificate then the examination board can retrospectively appropriately correct the grades for those course or examination performances for which the student had practiced deception and can declare the examination or course performance as totally or partially failed. The examiner should be consulted beforehand. The student concerned should be given the opportunity to make a statement before the decision is finally reached.

(2) If the conditions for admission to sit an examination are not fulfilled, without the student wishing to be deceptive about this, and if this fact only came to light after handing over the degree certificate, then this deficit is remedied by maintaining the status of the examination. If the student gained admission to an examination by intentionally deceitful means then the examination board will decide upon legal action against him while observing the Hessian State administration procedural law in its currently valid version. Paragraph 1 Sentence 3 applies appropriately.

(3) The incorrect certificate should be confiscated and possibly replaced with a new one. The incorrect certificate should be confiscated together with the Diploma Supplement and possibly also the respective degree programme records and possibly replaced with new ones. The Master's degree certificate is also to be confiscated with these documents if the examination was declared "failed" due to deceptive behaviour. A decision according to Paragraph 1 and Paragraph 2 Sentence 2 is excluded after a time limit of five years from the date on the examination certificate.

### **§ 48 Gaining access to examination files; retention periods**

(1) Within one year after completion of a module and completion of all of the examination procedures, the student can, on request, be allowed access to his/her examination files (examination reports, work to be examined as well as expert assessor reports).

(2) The examination files are to be kept by the examination offices. Pertinent for the retention periods for examination documents is § 20 of the Hessian Enrolment Regulations (HImmaVO) in their currently valid version.

### **§ 49 Appeals and objections**

(1) It is possible to submit an appeal against decisions taken by the chairperson of the examination board. It should be submitted within one month of announcement of the decision to the chairperson of the examination board. The examination board will decide on the objection and appeal. If the appeal does not help to see any need to remedy the situation the chairperson of the examination board will issue a justified notice of rejection with a section on legal remedies.

(2) The person in question can, in as far as a legal remedies section was included, raise a written objection within a month, otherwise within a year after announcement, with the chairperson of the examination board (examination office) against adverse decisions taken by the examination board and against the examiner evaluations. If the examination board does not see any need to remedy the situation, if necessary after receiving statements from the examiners involved, the President will issue the notice of rejection. The notice of rejection should be justified and make reference to legal remedies.

### **§ 50 Examination fees**

(1) If the presidium of the Johann Wolfgang Goethe University does not require levying of examination fees then paragraphs 2 and 3 are not needed.

(2) The examination fees are to be exclusively levied for administration costs of the examination offices. They are a total for the Master's examination including the Master's thesis of Euro 100.

(3) The examination fees are due in two instalments, the first instalment upon applying for admission to sit a Master's examination, the second instalment upon admission to submit a Master's thesis. Payment of the examination fees should be accredited by the examination office.

## **Section XI: Final provisions**

### **§ 51 Coming into force and transitional regulations**

These rules and regulations come into force on the day of their publication in UniReport/statutes and the rules and regulations of Johann Wolfgang Goethe University Frankfurt am Main. At the same time these rules and regulations for the Master's degree programme "Management" with award of the degree "Master of Science" from 16 July 2014, published in UniReport on 04 September 2014, cease to apply. All previously students who enrolled according to these rules and regulations of the Faculty of Economics and Business Administration for the English language Master's degree programme "Management", continue their studies according to these rules and regulations in the version from 15 July 2015.

Frankfurt am Main, 12 August 2015

Prof. Dr. Andreas Hackethal  
Dean of the Faculty of Economics and Business Administration



## Appendix 1: Regulation for special entry requirements/ aptitude tests procedures

1. In order to achieve a high professional and scientific level apart from the first qualification for entry into a profession, further criteria are applied:

- a) The quantitative part of the required completion of studies according to § 8 Paragraph 1 as well as
- b) A letter of recommendation from professors or other qualified advocates which should be submitted with the application. The current example which is published on the faculty homepage should be used for this or the information requested in the sample should be provided and
- c) The results of a qualified test result achieved from taking the Graduate Management Admission Test (GMAT) or the Graduate Record Examination Test (GRE).

2. The examination board for the Master's degree programme checks that all requirements have been met in compliance with Articles 1 and 2 and then continues with further proceedings. The board may appoint one or several admissions committees to carry out this task. An admissions committee consists of at least two professors authorised as examiners of the Master's degree programme, a scientific employee authorised to act as an examiner as well as a student enrolled on the Master's degree programme who participates in an advisory role. The professorial majority must be maintained. If the examination board appoints several admissions committees for the same Master's degree programme, a common vote regarding the criteria for assessment, usually under the chairmanship of the chair of the examination board, takes place at the beginning of the selection procedure. The examination board or admissions committee can also call on other members of staff for support.

3. The overall assessment consists of the following four partial assessments:

|  |      |
|--|------|
| Final grade or average grade of the required degree programme: | 51 % |
| Letter of recommendation according to the study regulations:   | 5 %  |
| Quantitative part in the required degree programme:            | 39 % |
| GMAT or GRE:   | 5 %  |

4. A maximum of 5 points are awarded according to the following table for the final examination grade or for the average grade:

|            |          |
|------------|----------|
| 1.0 to 1.5 | 5 Points |
| 1.6 to 1.9 | 4 Points |
| 2.0 to 2.2 | 3 Points |
| 2.3 to 2.5 | 2 Points |
| 2.6 to 4.0 | 1 Point  |

5. 1 to 5 points are awarded for the letter of recommendation whereby 1 point is awarded for the poorest evaluation and 5 points for the best evaluation. Evaluation of the letter of recommendation takes place from the point of view of stating the suitability of applicants for the degree programme. An evaluation is made regarding the degree to which applicants are able to meet the requirements of the program in the opinion of the recommending person and how meaningful participation on the program is. The letter of recommendation should follow the sample published on the faculty website or at least contain the details required in it. If there are a number of letter of recommendation available the one with the best evaluation will be counted.

6. A maximum of 5 points should be awarded for the quantitative part of the Bachelor degree. The quantitative part

of the Bachelor degree is taken to mean performances in mathematics, statistics, econometrics, mathematical economics, quantitative methods and other courses with equivalent methodical contents. The quantitative part of the Bachelor degree is converted into points as follows:

|                               |          |
|-------------------------------|----------|
| Quantitative part up to 5 CP  | 1 point  |
| Quantitative part up to 10 CP | 2 points |
| Quantitative part up to 15 CP | 3 points |
| Quantitative part up to 20 CP | 4 points |
| Quantitative part from 21 CP  | 5 points |

7. The results of the GMAT (Total Score) or the GRE are converted into points as follows:

|                      |          |
|----------------------|----------|
| > 49% or no GMAT/GRE | 0 points |
| 50% to 55%           | 1 point  |
| 56% to 60%           | 2 points |
| 61% to 65%           | 3 points |
| 66% to 75%           | 4 points |
| 76% to 100%          | 5 points |

8. If there are no admission restrictions established for the degree programme, admission requires a degree of special suitability calculated according to Appendix 3 of at least 4.0 points.

## Appendix 2: List of import modules

| Original degree programme  | Module (Title, Number)                     | FB<br>[Number] | summer<br>semester<br>/ winter<br>semester | CP |
|--|--|----------------|--|----|
| International Economics and Economic Policy  | Fundamentals of Econometrics               | FB 02          |  | 6  |
| International Economics and Economic Policy  | Stochastic Calculus in Finance & Economics | FB 02          |  | 6  |
| International Economics and Economic Policy  | Fundamentals of Econometrics               | FB 02          |  | 6  |
| International Economics and Economic Policy  | Fundamentals of Microeconomics             | FB 02          |  | 6  |
| International Economics and Economic Policy  | Fundamentals of Microeconomics             | FB 02          |  | 6  |
| Modern East Asian Studies  | Institutions and Innovation                | FB 02          |  | 6  |
| M.Sc. in the fields of study<br>"Quantitative Economics", "Quantitative Finance", "Quantitative Management", "Quantitative Marketing" and "Law and Quantitative Economics" | Mathematical Methods (MAME)                | FB 02          |  | 8  |
| M.Sc. in the fields of study<br>"Quantitative Economics", "Quantitative Finance", "Quantitative Management", "Quantitative Marketing" and "Law and Quantitative Economics" | Advanced Econometrics 1 (AEC1)             | FB 02          |  | 8  |
| M.Sc. in the fields of study<br>"Quantitative Economics", "Quantitative Finance", "Quantitative Management", "Quantitative Marketing" and "Law and Quantitative Economics" | Advanced Econometrics 2 (AEC2)             | FB 02          |  | 8  |
| M.Sc. in the fields of study<br>"Quantitative Economics", "Quantitative Finance", "Quantitative Management", "Quantitative Marketing" and "Law and Quantitative Economics" | Advanced Microeconomic Theory 1 (AMI1)     | FB 02          |  | 8  |
| M.Sc. in the fields of study<br>"Quantitative Economics", "Quantitative Finance", "Quantitative Management", "Quantitative Marketing" and "Law and Quantitative Economics" | Advanced Microeconomic Theory 2 (AMI2)     | FB 02          |  | 8  |
| M.Sc. in the fields of study   | Advanced Management and Marketing 1 (AMM1) | FB 02          |  | 8  |

|  |   |       |  |   |
|--|---|-------|--|---|
| “Quantitative Economics”, “Quantitative Finance”, “Quantitative Management”, “Quantitative Marketing” and “Law and Quantitative Economics”                                 |   |       |  |   |
| M.Sc. in the fields of study<br>“Quantitative Economics”, “Quantitative Finance”, “Quantitative Management”, “Quantitative Marketing” and “Law and Quantitative Economics” | Advanced Management and Marketing 2 (AMM2)  | FB 02 |  | 8 |
| M.Sc. in the fields of study<br>“Quantitative Economics”, “Quantitative Finance”, “Quantitative Management”, “Quantitative Marketing” and “Law and Quantitative Economics” | Historical and Normative Foundations of Economics (HNFE)                          | FB 02 |  | 8 |
| M.Sc. in the fields of study<br>“Quantitative Economics”, “Quantitative Finance”, “Quantitative Management”, “Quantitative Marketing” and “Law and Quantitative Economics” | Ph.D. seminars 1 and 2 (PSEM1 and PSEM2)  | FB 02 |  | 6 |
| M.Sc. in the fields of study<br>“Quantitative Economics”, “Quantitative Finance”, “Quantitative Management”, “Quantitative Marketing” and “Law and Quantitative Economics” | Advanced Topics in Marketing 1 and 2 (TMK1 and TMK2)                              | FB 02 |  | 4 |
| M.Sc. in the fields of study<br>“Quantitative Economics”, “Quantitative Finance”, “Quantitative Management”, “Quantitative Marketing” and “Law and Quantitative Economics” | Advanced Topics in Microeconomics and Management 1, 2 and 3 (TMM1, TMM2 and TMM3) | FB 02 |  | 4 |

### Appendix 3: Module descriptions

|  |  |
|--|--|
| <p><b>Name of the module</b><br/>.....“</p> <p><b>Type of module</b><br/>Optional compulsory module from the area Accounting</p>   | <p><b>Number of credit points</b> 6 ECTS</p> |
| <p><b>Possible contents</b></p> <ul style="list-style-type: none"> <li>• Topics concerning external accounting (such as the module “selected problems related to international consolidated accounting)</li> <li>• Topics concerning internal accounting or controlling (such as the module “Controlling“)</li> <li>• Topics concerning taxable profit calculation (such as the module “Taxation of companies“)</li> <li>• Topics concerning auditing and corporate governance (such as the module “Monitoring a company”: Corporate Governance and Auditing)</li> <li>• Topics concerning analytical, empirical and normative accounting research (various modules in Accounting)</li> </ul>  |  |
| <p><b>Possible learning outcomes and competency goals</b></p> <ul style="list-style-type: none"> <li>• Students further develop their content-related and methodological competencies in the area of internal and external accounting, taxation of companies, auditing or corporate governance, can assess questions autonomously, identify which questions must be asked and answered, suggest solutions and defend their own suggested solution.</li> <li>• Students master in-depth knowledge about internal and external accounting, taxation of companies, auditing as well as corporate governance and master detailed knowledge about selected areas; they can transfer the knowledge built up to practical problems and form their own assessments.</li> <li>• Students receive an insight into the role of accounting as a part of company controlling and monitoring as well as capital market communication and are in a position to discuss these critically, for example on the basis of an assessment of the results of an analysis of an annual financial statement or through disclosure of balance sheet policies.</li> <li>• Students acquire practical activities and those which are relevant for the work market, but are also familiarised with the basics of accounting research and can evaluate its methods and interpret its results.</li> </ul> |  |
| <p><b>Prerequisites for participation</b><br/>None</p>   |  |
| <p><b>Mode of teaching</b><br/>Lectures and exercises</p>  |  |
| <p><b>Degree programme records</b><br/>None</p>  |  |
| <p><b>Module examination (type, form, duration, if necessary contents)</b><br/>A 90-minute written examination <b>or</b> oral group examination lasting 15 minutes per examinee <b>or</b> term work (about 20 pages) and a presentation (15 minutes).</p>  |  |
| <p><b>Establishment of the module grade</b><br/>In as far as the module examination only consists of term work and a presentation, establishment of the module grade is normally based on 60% of the term work performance and 40% of the presentation performance.</p>  |  |

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| <b>Name of the module</b><br>....<br><br><b>Type of module</b><br>Optional compulsory module from the<br>the area Finance  | <b>Number of credit points</b> 6 ECTS |
| <b>Possible contents</b> <ul style="list-style-type: none"> <li>• Topics in the field of financial management and company financing (e.g. the module “Corporate Finance and Valuation“ and “Advanced Corporate Finance“)</li> <li>• Topics in the field of evaluation of financial products (e.g. the module “Valuation of Financial Assets“)</li> <li>• Topics in the field of capital markets theory (e.g. the module “Capital Markets and Asset Pricing“)</li> <li>• Topics in the field of asset and portfolio management (e.g. the module “Asset Management“)</li> <li>• Topics in the field of insurance and risk management (e.g. the module “Asset and Liability Management“)</li> <li>• Topics in the field of “Mergers and Acquisitions“ (e.g. the module “Mergers and Acquisitions“)</li> <li>• Topics in the field of “Personal Finance“ and retirement planning (e.g. the module “Personal Finance“ and “Advanced Investment and Pension Finance“)</li> <li>• Topics in the field of “Hedge Funds“ and “Alternative Investments“ (e.g. the module “Hedge Funds and Alternative Investments“)</li> <li>• Topics in the field of financial regulation and systemic risk (e.g. the module “Topics on financial regulation/systemic risk“)</li> </ul> |                                       |
| <b>Possible learning outcomes and competency goals</b> <ul style="list-style-type: none"> <li>• Students extend their competence concerning knowledge and methods used in the areas listed above.</li> <li>• Students master concepts concerning investment planning and evaluation of financial products.</li> <li>• Students receive a sound insight into the widest possible range of products on the capital market and are in a position to critically discuss the options for using them.</li> <li>• Students acquire practical capabilities and those which are relevant for the work market, but are also familiarised with the basics of research in the financial sector.</li> </ul>   |                                       |
| <b>Prerequisites for participation</b><br>None   |                                       |
| <b>Mode of teaching</b><br>Lectures and exercises  |                                       |
| <b>Pre-examinations or study certificates</b><br>Up to 5 study certificates can be required.   |                                       |
| <b>Module examination (type, form, duration, if necessary contents)</b><br>A 90 minute written examination <b>or</b> term work (about 25 pages) <b>or</b> a 60 minute written examination and 3 to 5 written compositions each of about 2 sides.   |                                       |
| <b>Establishment of the module grade</b><br>In as far as the module examination only consists of a 60 minute written examination and written compositions, establishment of the module grade is normally based on 10% of the written compositions and the rest on the written examination performance.   |                                       |

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| <b>Name of the module</b><br>.....<br><br><b>Type of module</b><br>Optional compulsory module (seminar) from the area Finance  | <b>Number of credit points</b> 6 ECTS |
| <b>Possible contents</b> <ul style="list-style-type: none"> <li>• Topics in the field of “Personal Finance“</li> <li>• Topics in the field of “Financial Instruments“</li> <li>• Topics in the field of “Asset Pricing and Derivatives“</li> <li>• Topics in the field of “Asset Management“</li> <li>• Topics in the field of financial regulation and systemic risk</li> <li>• Topics in the field of insurance systems</li> </ul>   |                                       |
| <b>Possible learning outcomes and competency goals</b> <ul style="list-style-type: none"> <li>• During this seminar module the students learn to work on a scientific question broadly autonomously and deepen their knowledge of scientific work.</li> <li>• Students get to grips themselves with central topics from the areas banking, finance &amp; insurance and should then be in a position, autonomously, to interpret the results of empirical, normative and analytical research work and also to discuss them critically.</li> <li>• Apart from producing scientific term work, students train their ability to present complex scientific contents and to discuss the results of their own research.</li> </ul> |                                       |
| <b>Prerequisites for participation</b><br>Possibly optional compulsory modules from the area Finance. More details are regulated in the module manual.   |                                       |
| <b>Mode of teaching</b><br>Seminar   |                                       |
| <b>Degree programme records</b><br>Regular participation (attendance records)  |                                       |
| <b>Module examination (type, form, duration, if necessary contents)</b><br>Term work (about 20 pages) and a presentation (20 minutes).   |                                       |
| <b>Establishment of the module grade</b><br>Normally based on 60% of the term work performance and 40% of the presentation performance   |                                       |

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| <b>Name of the module</b><br>"..."  | <b>Number of credit points</b> 6 ECTS |
| <b>Type of module</b><br>Optional compulsory module from the area of Marketing Analytics  |                                       |
| <b>Possible contents</b> <ul style="list-style-type: none"> <li>• Topics in the field of value-oriented customer management (e.g. the module <i>Customer Value Management</i>)</li> <li>• Topics in the field of customer choice decisions and customer satisfaction measurement (e.g. the module <i>Customer Satisfaction and Consumer Choice</i>)</li> <li>• Psychological theories of consumer behaviour (e.g. the module <i>Consumer Insights</i>)</li> <li>• Topics in the field of online marketing (e.g. the module <i>Online Marketing</i>)</li> <li>• Topics concerning evaluation of marketing measures (e.g. the module <i>Return on Marketing</i>)</li> <li>• Topics in the field of competitor analysis and positioning (e.g. the module <i>Strategic Market Management</i>).</li> <li>• Topics and methods in the field of market research (e.g. the module <i>Applied Market Research Methods</i>)</li> <li>• Topics in the field of management of marketing functions (e.g. the module <i>Chief Marketing Officer</i>)</li> <li>• Topics and methods in the field of sales and distribution (e.g. the module <i>Strategic Sales</i>)</li> <li>• Topics and methods in the field of scientific work (e.g. <i>research seminars</i>)</li> </ul> |                                       |
| <b>Possible learning outcomes and competency goals</b> <ul style="list-style-type: none"> <li>• Students extend their competence concerning knowledge and methods used in the area of taking data-driven marketing decisions.</li> <li>• Students master the basics of marketing and data analysis and master detailed knowledge in the selected core areas of marketing.</li> <li>• Students receive an insight into the role of data-based marketing management and are in a position to critically discuss fundamental topics and methods used in marketing.</li> <li>• Students acquire practical capabilities and those which are relevant for the work market, but are also familiarised with the basics of marketing research.</li> </ul>  |                                       |
| <b>Prerequisites for participation</b><br>None  |                                       |
| <b>Mode of teaching</b><br>Lectures and exercises   |                                       |
| <b>Degree programme records</b><br>None   |                                       |
| <b>Module examination (type, form, duration, if necessary contents)</b><br>A 90-minute written examination <b>or</b> oral group examination lasting 15 minutes per examinee <b>or</b> term work (about 20 pages) and a presentation (15 minutes).   |                                       |
| <b>Establishment of the module grade</b><br>In as far as the module examination only consists of term work and a presentation, establishment of the module grade is normally based on 60% of the term work performance and 40% of the presentation performance.   |                                       |



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| <b>Name of the module</b><br>....<br><b>Type of module</b><br>Optional compulsory module (seminar) from area of Marketing Analytics   | <b>Number of credit points</b> 6 ECTS |
| <b>Possible contents</b><br>The research module seminar offers the student an introduction into scientific work (literature searches, use of literature in one's own work, etc.). Current research topics in the field of Marketing are discussed and acquired in the seminar. Development and positioning of scientific works lies at the heart of the seminar. Suitable investigation designs for empirical work are discussed in particular. The seminar therefore offers an ideal preparation for Master's theses in the area of Marketing. |                                       |
| <b>Possible learning outcomes and competency goals</b><br>The core goals of the seminar lie in the following areas: <ul style="list-style-type: none"> <li>• Students learn to work scientifically.</li> <li>• Students understand how scientific work is constructed.</li> <li>• Students understand how seminar work and Master's theses are constructed.</li> </ul>  |                                       |
| <b>Prerequisites for participation</b><br>None  |                                       |
| <b>Mode of teaching</b><br>Seminar  |                                       |
| <b>Degree programme records</b><br>Regular participation (attendance records)   |                                       |
| <b>Module examination (type, form, duration, if necessary contents)</b><br>Term work (about 20 pages) and presentation (about 20 minutes)   |                                       |
| <b>Establishment of the module grade</b><br>Normally based on 60% of the term work performance and 40% of the presentation performance  |                                       |

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| <b>Name of the module</b><br>"..."<br><br><b>Type of module</b><br>An optional compulsory module from the area Managerial Economics.  | <b>Number of credit points</b> 6 ECTS |
| <b>Possible contents</b> <ul style="list-style-type: none"> <li>• Topics in the field of organisation economics (such as the module "Advanced Management Theory" and "Organizational Economics")</li> <li>• Topics in the field of personnel management and motivation (such as the module "Advanced Management" and "Compensation and Benefits")</li> <li>• Topics in the field of competition economics and politics (such as the module "Competition Economics")</li> <li>• Topics in the field of organisation development, transformation and institutions (such as the module "Corporate Development Strategies" and "Institutions and Innovation")</li> <li>• Methods for empirical analyses in management and other social sciences (such as the module "Quantitative Methods in Management Research")</li> </ul> |                                       |
| <b>Possible learning outcomes and competency goals</b> <ul style="list-style-type: none"> <li>• Students learn how one successfully manages strategic, organisational and personnel challenges in a business context.</li> <li>• Students acquire the capability to correctly use the results of modern management research on the real world management problems methodically.</li> <li>• Students learn about statistical methods in order to understand modern empirical research in management and how to perform well informed research themselves.</li> <li>• Overall the students will gain insights which can be used later in their professional life.</li> </ul>  |                                       |
| <b>Prerequisites for participation</b><br>None  |                                       |
| <b>Mode of teaching</b><br>Lectures and exercises   |                                       |
| <b>Degree programme records</b><br>None   |                                       |
| <b>Module examination (type, form, duration, if necessary contents)</b><br>A 90 minute written examination <b>or</b> a 60 minute written examination and a talk with a composition (a 20 minute talk, about 5 pages of a written composition) or an oral group examination lasting 15 minutes per examinee.   |                                       |
| <b>Establishment of the module grade</b><br>In as far as the module examination consists of a written examination and talk, the written examination usually contributes 70% and the talk with composition to 30% to the overall grade.  |                                       |

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| <b>Name of the module</b><br>.....<br><br><b>Type of module</b><br>Optional compulsory module (seminar) from<br>area of Managerial Economics   | <b>Number of credit points</b> 6 ECTS |
| <b>Possible contents</b> <ul style="list-style-type: none"> <li>• Deeper topics from the area of organisation economics which were previously handled in optional compulsory modules</li> <li>• Deeper topics from the area of personnel management and motivation which were previously handled in optional compulsory modules</li> <li>• Deeper topics from the areas of competition economics and politics which were previously handled in optional compulsory modules</li> <li>• Deeper topics from the area of organisation economics which were previously handled in optional compulsory modules</li> </ul>  |                                       |
| <b>Possible learning outcomes and competency goals</b> <ul style="list-style-type: none"> <li>• During this seminar module the students should broadly autonomously work on a question and thus deepen his/her knowledge about the scientific work.</li> <li>• Students themselves come to grips with the central results and methods of the topics listed above and should then be in a position, autonomously, to interpret the results of empirical, normative and analytical research work and also to discuss it critically.</li> <li>• Apart from autonomous production of a piece of scientific term work, one further important goal is to master the ability to present complex questions in a clear and understandable way as well as participation on discussions about the contents of the seminar.</li> </ul> |                                       |
| <b>Prerequisites for participation</b><br>None   |                                       |
| <b>Mode of teaching</b><br>Seminar   |                                       |
| <b>Degree programme records</b><br>Regular participation (attendance records)  |                                       |
| <b>Module examination (type, form, duration, if necessary contents)</b><br>Term work (about 20 pages) and a presentation (20 minutes).   |                                       |
| <b>Establishment of the module grade</b><br>Normally based on 60% of the term work performance and 40% of the presentation performance   |                                       |

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| <b>Name of the module</b><br>.....   | <b>Number of credit points</b> 6 ECTS |
| <b>Type of module</b><br>An optional compulsory module from the area Ethics.   |                                       |
| <b>Possible contents</b> <ul style="list-style-type: none"> <li>• Topics in the field of Social Preferences and Behavioural Business Ethics (such as the module “Behavioural Economics and Business Ethics”)</li> <li>• Topics in the field of business ethics (such as the module “Business, company and management ethics”)</li> </ul>   |                                       |
| <b>Possible learning outcomes and competency goals</b> <ul style="list-style-type: none"> <li>• Students know about findings and theories concerning social preferences and moral-relevant behavioural tendencies, can systematically analyse these as part of the Rational Choice approach, and in the context of moral psychological theories, and critically appreciate it. They are furthermore in a position to draw conclusions for the design of personnel and organisation development questions and to deduce appropriate design recommendations.</li> <li>• Students develop their content-related and methodological competencies in the area of business, company and management ethics, can assess questions autonomously, identify which questions must be asked and answered, suggest solutions and defend their own suggested solution.</li> </ul> |                                       |
| <b>Prerequisites for participation</b><br>None   |                                       |
| <b>Mode of teaching</b><br>Lectures and exercises  |                                       |
| <b>Degree programme records</b><br>None  |                                       |
| <b>Module examination (type, form, duration, if necessary contents)</b><br>A 90-minute written examination <b>or</b> oral group examination lasting 15 minutes per examinee <b>or</b> term work (about 20 pages) and a presentation (15 minutes).  |                                       |
| <b>Establishment of the module grade</b><br>In as far as the module examination only consists of term work and a presentation, establishment of the module grade is normally based on 60% of the term work performance and 40% of the presentation performance.  |                                       |

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| <b>Name of the module</b><br>Master's thesis   | <b>Number of credit points</b> 24 CP |
| <b>Type of module</b><br>Compulsory module   |                                      |
| <b>Possible contents</b><br>The topic of the Master's thesis originates from the two areas of this Master's degree programme. The student can suggest a topic to work on which fits to her/his specialist preferences and interests.   |                                      |
| <b>Possible learning outcomes and competency goals</b><br>By completing the Master's thesis the student has the opportunity to deliver proof that she/he is in the position, within a given time limit, according to the qualification goals of this degree programmes, to work on a topic autonomously and to work according to scientific methods. In so doing previous results from theoretical and empirical literature in this field should be analysed and assessed. |                                      |
| <b>Prerequisites for participation</b><br>Successfully passed optional compulsory modules with a value of at least 60 CP, whereby completion of the optional compulsory module Ethics and an optional compulsory module seminar are compulsory.  |                                      |
| <b>Mode of teaching</b><br>None  |                                      |
| <b>Degree programme records</b><br>None  |                                      |
| <b>Module examination (type, form, duration, if necessary contents)</b><br>Term work (18 weeks)  |                                      |

## Import modules

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| <p><b>Name of the module</b><br/>Fundamentals of Microeconomics</p> <p><b>Type of module</b><br/>Optional compulsory module (free area)</p>  | <p><b>Number of credit points</b> 6 ECTS</p> |
| <p><b>Contents</b><br/>The module “Fundamentals of Microeconomics” provides the student with basic introduction about the contents and methods used in microeconomics at an advanced level.</p> <p>Possible contents are:</p> <p>Classical microeconomics</p> <ol style="list-style-type: none"> <li>1. The model of consumers</li> <li>2. The model of a company</li> <li>3. The partial market</li> <li>4. General equilibrium</li> <li>5. Externalities and public goods</li> <li>6. Adverse selection and moral hazard</li> </ol> <p>Game theory:</p> <ol style="list-style-type: none"> <li>1. Static games using complete and incomplete information</li> <li>2. Dynamic games using complete and incomplete information</li> <li>3. Oligopoly theory</li> </ol> |  |
| <p><b>Learning outcomes and competency goals</b><br/>The students acquire the competence to argue and analyse using the equilibrium-theory model approach. The central point is also the ability to perform opportunity cost and optimality calculations autonomously. The qualification goal is also to acquire the ability to think strategically in game theory situations. These acquired abilities can be transferred after completion of this module to unknown subject areas and questions. In this way the course „Fundamentals of Microeconomics“ creates the basis for the specific lectures and seminars in the in-depth studies phase.</p>   |  |
| <p><b>Prerequisites for participation</b><br/>None</p>   |  |
| <p><b>Mode of teaching</b><br/>Lectures and exercises</p>  |  |
| <p><b>Degree programme records</b><br/>None</p>  |  |
| <p><b>Module examination (type, form, duration, if necessary contents)</b><br/>(i) A 90 minute written examination <i>or</i> (ii) a 90 minute written examination and practice exercises</p>   |  |
| <p><b>Establishment of the module grade</b><br/>(i) 100% written examination <i>or</i> (ii) 80% written examination and 20% practice exercises</p>   |  |

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| <b>Name of the module</b><br>Fundamentals of Macroeconomics<br><br><b>Type of module</b><br>Optional compulsory module (free area)   | <b>Number of credit points</b> 6 ECTS |
| <b>Contents</b><br>The module “Fundamentals of Macroeconomics“ imparts the most important models and analytical instruments of macro-economic theory at an advanced level and applies them to economic policy questions.<br>Special contents, amongst others, include: <ol style="list-style-type: none"> <li>1. Economic growth</li> <li>2. Business cycles</li> <li>3. Analysis of aggregate demand</li> <li>4. Labour market imperfections and unemployment</li> <li>5. Inflation, monetary theory and monetary policy</li> <li>6. Fiscal policy and government deficits</li> </ol> |                                       |
| <b>Learning outcomes and competency goals</b><br>The learning goal is the understanding of the most important macroeconomic models and theoretical methods. In this way the course “Fundamentals of Macroeconomics“ creates the basis for the specific lectures and seminars in the in-depth studies phase. After completing this module students are in the position, with the aid of the acquired models, to analyse current questions in macroeconomics. The students can also critically assess theoretical and empirical work in the field of macroeconomics.                     |                                       |
| <b>Prerequisites for participation</b><br>None   |                                       |
| <b>Mode of teaching</b><br>Lectures and exercises  |                                       |
| <b>Degree programme records</b><br>None  |                                       |
| <b>Module examination (type, form, duration, if necessary contents)</b><br>(i) A 90 minute written examination <i>or</i> (ii) a 90 minute written examination and practice exercises   |                                       |
| <b>Establishment of the module grade</b><br>(i) 100% written examination <i>or</i> (ii) 80% written examination and 20% practice exercises   |                                       |

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| <b>Name of the module</b><br>Fundamentals of Econometrics<br><br><b>Type of module</b><br>Optional compulsory module (free area)  | <b>Number of credit points</b> 6 ECTS |
| <b>Contents</b><br>The module deals with econometric analysis of data on the micro or macro level as they occur in cross-section or longitudinally (over time). Use of the methods is demonstrated and practiced with the aid of examples and exercises using econometric standard software.<br>Special contents, amongst others, include: <ul style="list-style-type: none"> <li>• Least-squares estimation and the properties of the least squares estimator</li> <li>• Generalised least squares procedure and its properties</li> <li>• Procedures for model selection</li> <li>• Panel estimations</li> <li>• Instrumental variables estimates and their properties</li> <li>• Time series analysis</li> </ul> |                                       |
| <b>Learning outcomes and competency goals</b><br>The learning goal is the understanding of the methods of econometrics. In this way the course “Fundamentals of Econometrics” creates the basis for the specific lectures and seminars in the in-depth studies phase. After completion of the module the participants are in the position to autonomously undertake empirical studies to investigate the relationships between economic variables and to interpret and evaluate studies undertaken by others. In so doing acquired methods can be transferred to other problems or appropriately modified to the special circumstances.   |                                       |
| <b>Prerequisites for participation</b><br>None  |                                       |
| <b>Mode of teaching</b><br>Lectures and exercises   |                                       |
| <b>Degree programme records</b><br>None   |                                       |
| <b>Module examination (type, form, duration, if necessary contents)</b><br>(i) A 90 minute written examination <i>or</i> (ii) a 90 minute written examination and practice exercises  |                                       |
| <b>Establishment of the module grade</b><br>(i) 100% written examination <i>or</i> (ii) 80% written examination and 20% practice exercises  |                                       |

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| <b>Name of the module</b><br>Stochastic Calculus in Finance and Economics<br><br><b>Type of module</b><br>Optional compulsory module (free area)  | <b>Number of credit points</b> 6 ECTS |
| <b>Contents</b><br>This course, above all, deals with stochastic processes in a time-discrete or continuous-time form as well as stochastic integrals which are constructed from Vienna processes. Models for time series in economics and finance as well as the lemma from Ito Lemma are handled in particular.   |                                       |
| <b>Learning outcomes and competency goals</b><br>After successful completion of the course “Stochastic Calculus in Finance and Economics“ the students are in a position to solve stochastic differential equations which are, for example, used to model interest rate fluctuations in the area of financial mathematics. This enables the student to analyse complex problems or questions in the area of finance or other areas and to select suitable methods to find a solution. |                                       |
| <b>Prerequisites for participation</b><br>None  |                                       |
| <b>Mode of teaching</b><br>Lectures and exercises   |                                       |
| <b>Degree programme records</b><br>None   |                                       |
| <b>Module examination (type, form, duration, if necessary contents)</b><br>(i) A 90 minute written examination <i>or</i> (ii) a 90 minute written examination and practice exercises <i>or</i> (iii) a 90 minute written examination and an oral performance (e.g. a presentation)  |                                       |
| <b>Establishment of the module grade</b><br>(i) 100% written examination <i>or</i> (ii) 80% written examination and 20% practice exercises <i>or</i> (iii) 80% written examination and 20% oral performance   |                                       |



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| <b>Name of the module</b><br>Principles of Econometrics<br><br><b>Type of module</b><br>Optional compulsory module (free area)  | <b>Number of credit points</b> 6 ECTS |
| <b>Contents</b><br>The course “Principles of Econometrics” delivers further bases for specialisation in the areas micro-econometrics or time series analysis. Contents of this course include: <ul style="list-style-type: none"> <li>• Elementary regression analyses</li> <li>• Stochastic regressions</li> <li>• Methods for model specification</li> <li>• Discussion of test procedures and robust standard errors</li> <li>• Further methods used for estimation (General Least Squares, instrumental variables, Generalized Method of Moments und Maximum Likelihood)</li> <li>• Causality analyses and general principles of test procedures</li> </ul> |                                       |
| <b>Learning outcomes and competency goals</b><br>After successful completion of the course “Principles of Econometrics“ the students are in a position to understand complex econometric processes and models and to differentiate between them. This enables the student to analyse complex problems or questions in the area of econometrics or other areas and to select suitable methods to work on them.   |                                       |
| <b>Prerequisites for participation</b><br>None  |                                       |
| <b>Mode of teaching</b><br>Lectures and exercises   |                                       |
| <b>Degree programme records</b><br>None   |                                       |
| <b>Module examination (type, form, duration, if necessary contents)</b><br>(i) A 90 minute written examination <i>or</i> (ii) a 90 minute written examination and practice exercises <i>or</i> (iii) a 90 minute written examination and an oral performance (e.g. a presentation)  |                                       |
| <b>Establishment of the module grade</b><br>(i) 100% written examination <i>or</i> (ii) 80% written examination and 20% practice exercises <i>or</i> (iii) 80% written examination and 20% oral performance   |                                       |

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| <b>Name of the module</b><br>Institutions and Innovation<br><br><b>Type of module</b><br>Optional compulsory module for the field of Managerial Economics  | <b>Number of credit points</b> 6 ECTS |
| <b>Contents</b><br>The course introduces institutional theories. We begin with the classical studies concerning the topic institutions in order to understand the emergence, functions and features of institutions and proceed to the most important current scientific articles which discuss the relevance of institutions for economic systems and, in particular, their influence on performance indicators (productivity, innovation,...). The course also allows better understanding of entrepreneurship in different economic systems. The papers which are discussed during the course, are based on comparative empirical evidence and particularly include consideration of Japan / the Asian countries. |                                       |
| <b>Learning outcomes and competency goals</b><br>The course seeks to sensitise students to the importance of an institution for management of companies. The course should also clarify the importance of an institutional environment for companies. The point will also be conveyed regarding why entrepreneurship is an important driving force for innovation and what entrepreneurship means in different economic systems.   |                                       |
| <b>Prerequisites for participation</b><br>None   |                                       |
| <b>Mode of teaching</b><br>Lectures and exercises  |                                       |
| <b>Degree programme records</b><br>None  |                                       |
| <b>Module examination (type, form, duration, if necessary contents)</b><br>A 90 minute written examination.  |                                       |

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| <b>Module:</b> Mathematical Methods (MAME)                     |   |
| <b>Type of module:</b> Optional compulsory module (free area)  |   |
| <b>Number of credit points</b> 8 CP                            |   |
| <b>1. Contents:</b>  |   |
|  | <p>The module “Mathematical Methods” provides an overview of the primary mathematical methods which are used regularly in modern research in Economics. The module is structured as follows:</p> <ol style="list-style-type: none"> <li>1. Analysis (logic, sequences, functions)</li> <li>2. Measurement and probability theory as well as stochastic processes</li> <li>3. Topology and fixed point theorems</li> <li>4. Deterministic and stochastic differences and differential equations</li> <li>5. Deterministic and stochastic intertemporal optimisation (maximality principle, dynamic programming)</li> <li>6. Numerical methods (Gauss-Newton methods, methods for numerical integration, perturbations and projection methods)</li> </ol> |
| <b>2. Study results / competency goals</b>                     |   |
|  | <p>The module “Mathematical Methods” provides the students with instruments to be able to formulate economic questions mathematically, and in doing so in particular, 1) to recognise the formulation adequate to describe the problem; 2) to adapt the required formulation; 3) to program the relevant solution and analysis methods and to interpret their results.</p>  |
| <b>3rd Prerequisites for participation:</b>                    |   |
|  | <p>It is necessary for participation to have produced excellent performance in at least three pertinent course of the Masters of Science in Management. This is to be verified by an average grade of 1.6 or better in these courses. Furthermore special suitability for the courses of the GSEFM is to be demonstrated on the basis of a letter of motivation. This will be evaluated by the program director.</p>  |
| <b>4. Mode of teaching and learning</b>                        |   |
|  | Lectures and exercises.   |
| <b>5. Degree programme records:</b>                            |   |
|  | Attendance records: None.   |
|  | Performance records: The regulation regarding any performance records follows the examination regulations of the source degree programme. Pre-examination performances such as solution of the exercise sheets can be required as a prerequisite for taking part in a written examination. Details should be made available to the students before the semester begins.   |
| <b>6. Concluding module examination (form, duration etc.):</b> |   |
|  | A 120 minute written examination.   |
| <b>7. Module grade:</b>  |   |
|  | 100% from the written examination   |

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| <b>Module:</b> Advanced Econometrics 1 (AEC1)                  |   |
| <b>Type of module:</b> Optional compulsory module (free area)  |   |
| <b>Number of credit points</b> 8 CP                            |   |
| <b>1. Contents:</b>  |   |
|  | The first part of the module “Advanced Econometrics 1” lays the foundation for specialisations as well as in both micro and macroeconometrics. As an introduction estimation and testing in a linear regression model is repeated. Then the students are shown how systems with a number of equations can be estimated efficiently (SUR). In Economics we often have to deal with stochastic regressors which make it necessary to have an instrument variables (2SLS, 3SLS) or Generalised Method of Moments (GMM) estimation. Finally a general estimation and test theory is discussed based on the Maximum Likelihood Principle. The second part of the module “Advanced Econometrics 1” provides an overview of the current repertoire of econometrics methods for analysis of cross-sectional and panel data. Particular inference methods are discussed for modelling of discrete qualitative and limited independent variables. In doing so empirical procedures for handling microeconomic problems, for example in the areas of labour market research, industrial economics, economics of education and evaluation research. |
| <b>2. Study results / competency goals</b>                     |   |
|  | The module “Advanced Econometrics 1” provides the students with instruments to be able to process micro-economic data records empirically, and in doing so in particular 1) to recognise the methodology which is adequate for the problem; 2) to adapt the required methodology; 3) to program the relevant estimation and test methods and to interpret their results.  |
| <b>3. Prerequisites for participation:</b>                     |   |
|  | It is necessary for participation to have produced excellent performance in at least three pertinent course of the Masters of Science in Management. This is to be verified by an average grade of 1.6 or better in these courses. Furthermore special suitability for the courses of the GSEFM is to be demonstrated on the basis of a letter of motivation. This will be evaluated by the program director.   |
| <b>4. Mode of teaching and learning</b>                        |   |
|  | Lectures and exercises.   |
| <b>5. Degree programme records:</b>                            |   |
|  | Attendance records: None.   |
|  | Performance records: The regulation regarding any performance records follows the examination regulations of the source degree programme. Pre-examination performances such as solution of the exercise sheets can be required as a prerequisite for taking part in a written examination. Details should be made available to the students before the semester begins.   |
| <b>6. Concluding module examination (form, duration etc.):</b> |   |
|  | A 120 minute written examination.   |
| <b>7. Module grade:</b>  |   |
|  | 100% from the written examination.  |

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| <b>Module:</b> Advanced Econometrics 2 (AEC2)                  |  |
| <b>Type of module:</b> Optional compulsory module (free area)  |  |
| <b>Number of credit points</b> 8 CP                            |  |
| <b>1. Contents:</b>  |  |
|  | <p>The first part of the module “Advanced Econometrics 2” discusses special aspects of estimation and testing which arise in data records with a temporal dependency structure:</p> <ul style="list-style-type: none"> <li>- Integrated and Fractional Integrated Processes;</li> <li>- Co-integration analysis;</li> <li>- Conditional Heteroskedasticity</li> </ul> <p>The second part of the module “Advanced Econometrics 2” provides an overview of the current repertoire of econometrics methods for analysis of time series and panel data.</p> <ul style="list-style-type: none"> <li>- ARDL models</li> <li>- VAR and VECM models</li> <li>- Spectral analysis</li> <li>- State Space Model and the Kalman Filter</li> <li>- Dynamic factor models and GVAR models</li> <li>- Structural macro-econometric models</li> </ul> |
| <b>2. Study results / competency goals</b>                     |  |
|  | <p>The module “Advanced Econometrics 2” provides the students with instruments to be able to process time series data records empirically, and in doing so in particular 1) to recognise the methodology which is adequate for the problem; 2) to adapt the required methodology; 3) to program the relevant estimation and test methods and to interpret their results.</p>   |
| <b>3. Prerequisites for participation:</b>                     |  |
|  | <p>It is necessary for participation to have produced excellent performance in at least three pertinent course of the Masters of Science in Management. This is to be verified by an average grade of 1.6 or better in these courses. Furthermore special suitability for the courses of the GSEFM is to be demonstrated on the basis of a letter of motivation. This will be evaluated by the program director.</p>   |
| <b>4. Mode of teaching and learning</b>                        |  |
|  | Lectures and exercises.  |
| <b>5. Degree programme records:</b>                            |  |
|  | Attendance records: None.  |
|  | Performance records: The regulation regarding any performance records follows the examination regulations of the source degree programme. Pre-examination performances such as solution of the exercise sheets can be required as a prerequisite for taking part in a written examination. Details should be made available to the students before the semester begins.  |
| <b>6. Concluding module examination (form, duration etc.):</b> |  |
|  | A 120 minute written examination.  |
| <b>7. Module grade:</b>  |  |
|  | 100% from the written examination.   |

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| <b>Module:</b> Advanced Microeconomic Theory 1 (AMI1)          |   |
| <b>Type of module:</b> Optional compulsory module (free area)  |   |
| <b>Number of credit points</b> 8 CP                            |   |
| <b>1. Contents:</b>  |   |
|  | <p>Individual choice theory and market equilibrium:</p> <ul style="list-style-type: none"> <li>- Preferences and consumer decisions</li> <li>- Classical demand theory</li> <li>- Production theory</li> <li>- Decision under uncertainty</li> <li>- Market equilibrium</li> </ul> <p>Game theory:</p> <ul style="list-style-type: none"> <li>- Static and dynamic games with complete information</li> <li>- Static games with access to only incomplete information</li> <li>- Dynamic games with incomplete information</li> <li>- Signalling models</li> <li>- Refinements</li> </ul> |
| <b>2. Study results / competency goals</b>                     |   |
|  | The module “Advanced Microeconomic Theory 1” provides the students with instruments to be able to work with micro-economic models of individual choice handling theory (company and consumer theory) as well as the game theory, and in doing so in particular 1) to recognise the methodology which is adequate for the problem; 2) to adapt the required methodology; 3) to implement the relevant modelling methods and to substantially interpret their results micro-economically.   |
| <b>3. Prerequisites for participation:</b>                     |   |
|  | It is necessary for participation to have produced excellent performance in at least three pertinent course of the Masters of Science in Management. This is to be verified by an average grade of 1.6 or better in these courses. Furthermore special suitability for the courses of the GSEFM is to be demonstrated on the basis of a letter of motivation. This will be evaluated by the program director.   |
| <b>4. Mode of teaching and learning</b>                        |   |
|  | Lectures and exercises.   |
| <b>5. Degree programme records:</b>                            |   |
|  | Attendance records: None.   |
|  | Performance records: The regulation regarding any performance records follows the examination regulations of the source degree programme. Pre-examination performances such as solution of the exercise sheets can be required as a prerequisite for taking part in a written examination. Details should be made available to the students before the semester begins.   |
| <b>6. Concluding module examination (form, duration etc.):</b> |   |
|  | A 120 minute written examination.   |
| <b>7. Module grade:</b>  |   |
|  | 100% from the written examination.  |

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| <b>Module:</b> Advanced Microeconomic Theory 2 (AMI2)          |  |
| <b>Type of module:</b> Optional compulsory module (free area)  |  |
| <b>Number of credit points</b> 8 CP                            |  |
| <b>1. Contents:</b>  |  |
|  | <p>Contract theory:</p> <ul style="list-style-type: none"> <li>- Moral hazard</li> <li>- Adverse selection</li> <li>- Mechanism design</li> <li>- Incomplete contracts</li> <li>- Applications</li> </ul> <p>General equilibrium theory:</p> <ul style="list-style-type: none"> <li>- Introduction to advanced methods of equilibrium theory</li> <li>- The economy with both limited and unlimited technology</li> <li>- Supply and demand</li> <li>- Welfare economics</li> <li>- Core and equilibriums as well as insecurity</li> </ul> |
| <b>2. Study results / competency goals</b>                     |  |
|  | The module "Advanced Microeconomic Theory 2" provides the students with instruments to be able to work with micro-economic models of contract theory (moral hazard, adverse selection and incomplete contracts) and the general equilibrium theory, and in doing so in particular 1) to recognise the methodology which is adequate for the problem; 2) to adapt the required methodology; 3) to implement the relevant modelling methods and to substantially interpret their results micro-economically.                                 |
| <b>3. Prerequisites for participation:</b>                     |  |
|  | It is necessary for participation to have produced excellent performance in at least three pertinent course of the Masters of Science in Management. This is to be verified by an average grade of 1.6 or better in these courses. Furthermore special suitability for the courses of the GSEFM is to be demonstrated on the basis of a letter of motivation. This will be evaluated by the program director.  |
| <b>4. Mode of teaching and learning</b>                        |  |
|  | Lectures and exercises.  |
| <b>5. Degree programme records:</b>                            |  |
|  | Attendance records: None.  |
|  | Performance records: The regulation regarding any performance records follows the examination regulations of the source degree programme. Pre-examination performances such as solution of the exercise sheets can be required as a prerequisite for taking part in a written examination. Details should be made available to the students before the semester begins.  |
| <b>6. Concluding module examination (form, duration etc.):</b> |  |
|  | A 120 minute written examination.  |
| <b>7. Module grade:</b>  |  |
|  | 100% from the written examination.   |

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| <b>Module:</b> Advanced Management and Marketing 1 (AMM1)      |  |
| <b>Type of module:</b> Optional compulsory module (free area)  |  |
| <b>Number of credit points</b> 8 CP                            |  |
| <b>1. Contents:</b>  |  |
|  | The course introduces the basic methodical principles of modelling in marketing and the theory of consumer behaviour. The course provides an overview of the primary strategic and operative topics in marketing on the basis of classical and current original literature. The topic areas discussed can, amongst others, include the pioneer advantage, strategic competitive behaviour in marketing, product competition, market segmentation, customer management, the design and testing of new products, dissemination of innovations, brand strategies, price, advertising, sales promotion, distribution as well as E-Commerce.    |
| <b>2. Study results / competency goals</b>                     |  |
|  | The module Advanced Marketing and Management 1 provides the students with an overview of the research base and breadth in marketing. The course, which is based upon both classic and new original literature, provides the students with guidelines content-oriented of how fields of research are defined and worked on quantitatively, as well as how they were derived from the results of management recommendations. The students are introduced to the selection of a field of research, definition of scientifically and practically relevant research questions and the decision-making process to select a suitable methodology. |
| <b>3. Prerequisites for participation:</b>                     |  |
|  | It is necessary for participation to have produced excellent performance in at least three pertinent course of the Masters of Science in Management. This is to be verified by an average grade of 1.6 or better in these courses. Furthermore special suitability for the courses of the GSEFM is to be demonstrated on the basis of a letter of motivation. This will be evaluated by the program director.  |
| <b>4. Mode of teaching and learning</b>                        |  |
|  | Lectures and exercises.  |
| <b>5. Degree programme records:</b>                            |  |
|  | Attendance records: None.  |
|  | Performance records: The regulation regarding any performance records follows the examination regulations of the source degree programme. Pre-examination performances such as solution of the exercise sheets can be required as a prerequisite for taking part in a written examination. Details should be made available to the students before the semester begins.  |
| <b>6. Concluding module examination (form, duration etc.):</b> |  |
|  | A 120 minute written examination.  |
| <b>7. Module grade:</b>  |  |
|  | 100% from the written examination.   |



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| <b>Module:</b> Advanced Management and Marketing 2 (AMM2)      |  |
| <b>Type of module:</b> Optional compulsory module (free area)  |  |
| <b>Number of credit points</b> 8 CP                            |  |
| <b>1. Contents:</b>  |  |
|  | This course presents the classic and modern, formal literature for a management and organisation theory. The most important contributions to the topics leadership and culture, organisation structure, social networks are discussed and the students are confronted with the latest research. The course is strongly method-oriented through examination of the most up-to-date literature and thus leads the students towards their own research. The focus here lies on the mathematical model analysis, supplemented by experimental and empirical work. Topics to be discussed can include: Concepts of authority in companies (from Weber, Barnard, Williamson regarding Aghion and Tirole); strategy and structure (by Chandler, Lawrence and Lorsch about modern organizational economics); weak links and networks (from Granovetter regarding Jackson). |
| <b>2. Study results / competency goals</b>                     |  |
|  | Advanced Management and Marketing 2 provides an overview of the research base in management theory. The confrontation between classic and modern original literature ensures that students are aware of the anchoring of modern research in the scientific tradition and their interest is whetted to do research. The dynamic of a field of research and of an individual contribution are ascertained, from formulation of a research idea over implementation of a formal analysis through to the empirical test. Students learn to ask critical questions concerning which theories have practical relevance.  |
| <b>3. Prerequisites for participation:</b>                     |  |
|  | It is necessary for participation to have produced excellent performance in at least three pertinent course of the Masters of Science in Management. This is to be verified by an average grade of 1.6 or better in these courses. Furthermore special suitability for the courses of the GSEFM is to be demonstrated on the basis of a letter of motivation. This will be evaluated by the program director.  |
| <b>4. Mode of teaching and learning</b>                        |  |
|  | Lectures and exercises.  |
| <b>5. Degree programme records:</b>                            |  |
|  | Attendance records: None.  |
|  | Performance records: The regulation regarding any performance records follows the examination regulations of the source degree programme. Pre-examination performances such as solution of the exercise sheets can be required as a prerequisite for taking part in a written examination. Details should be made available to the students before the semester begins.  |
| <b>6. Concluding module examination (form, duration etc.):</b> |  |
|  | A 120 minute written examination.  |
| <b>7. Module grade:</b>  |  |
|  | 100% from the written examination.   |

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| <b>Module:</b> Historical and Normative Foundations of Economics (HNFE) |  |
| <b>Type of module:</b> Optional compulsory module (free area)           |  |
| <b>Number of credit points</b> 8 CP                                     |  |
| <b>1. Contents:</b>   |  |
|   | Economic History and Dogma History Areas which can be handled can, for example, include economic history in connection with economic growth over longer periods of time and on various countries and continents and the development of theoretical views on growth and modelling, as well the history of the monetary constitution of countries and regions and the financial markets, and the associated development of money and financial theory modelling. |
| <b>2. Study results / competency goals</b>                              |  |
|   | The module “Historical and Normative Foundations of Economics” provides the student with important historical and institutional backgrounds required to be able to classify the models and modelling approaches, the object of other modules of the program, in their historical and dogma historical context.   |
| <b>3. Prerequisites for participation:</b>                              |  |
|   | It is necessary for participation to have produced excellent performance in at least three pertinent course of the Masters of Science in Management. This is to be verified by an average grade of 1.6 or better in these courses. Furthermore special suitability for the courses of the GSEFM is to be demonstrated on the basis of a letter of motivation. This will be evaluated by the program director.  |
| <b>4. Mode of teaching and learning</b>                                 |  |
|   | Lectures and exercises.  |
| <b>5. Degree programme records:</b>                                     |  |
|   | Attendance records: None.  |
|   | Performance records: The regulation regarding any performance records follows the examination regulations of the source degree programme. Pre-examination performances such as solution of the exercise sheets can be required as a prerequisite for taking part in a written examination. Details should be made available to the students before the semester begins.  |
| <b>6. Concluding module examination (form, duration etc.):</b>          |  |
|   | (i) A 120 minute written examination <i>or</i> (ii) term work (about 20 pages).  |
| <b>7. Module grade:</b>   |  |
|   | 100% from written examination or term work.  |

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| <b>Module:</b> Ph.D. seminars 1 and 2 (PSEM1 and PSEM2)        |   |
| <b>Type of module:</b> Optional compulsory module (seminar)    |   |
| <b>Number of credit points</b> 6 CP                            |   |
| <b>1. Contents:</b>  |   |
|  | Current scientific works in the fields of econometrics, the macro-economic, the micro-economic, the financial sector or in the fields of management and marketing or law and economics are discussed in detail in the seminar. The students should be in the position to present selected work and to critically comment on its research question, methodology and results.                                   |
| <b>2. Study results / competency goals</b>                     |   |
|  | The seminar provides the students with instruments empowering them to work goal-oriented in their own field of research and in clear delimitation to the current state of the research and to present the results of their work at the international conference level and at academic workshops.  |
| <b>3. Prerequisites for participation:</b>                     |   |
|  | It is necessary for participation to have produced excellent performance in at least three pertinent course of the Masters of Science in Management. This is to be verified by an average grade of 1.6 or better in these courses. Furthermore special suitability for the courses of the GSEFM is to be demonstrated on the basis of a letter of motivation. This will be evaluated by the program director. |
| <b>4. Mode of teaching and learning</b>                        |   |
|  | Seminar.  |
| <b>5. Degree programme records:</b>                            |   |
|  | Attendance records: Successful participation on a seminar is only permitted where there regular participation on the course. The lecturers can determine that the sessions missed are compensated for through fulfilment of additional duties.  |
|  | Performance records: None.  |
| <b>6. Concluding module examination (form, duration etc.):</b> |   |
|  | The type of final examination follows the examination regulations of the source degree programme. Details should be made available to the students before the semester begins.  |
| <b>7. Module grade:</b>  |   |
|  | Establishment of the module grade follows the examination regulations of the source degree programme. Details should be made available to the students before the semester begins.  |

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| <b>Module:</b> Advanced Topics in Marketing 1 and 2 (TMK1 and TMK 2) |  |
| <b>Type of module:</b> Optional compulsory module (free area)        |  |
| <b>Number of credit points</b> 4 CP                                  |  |
| <b>1. Contents:</b>  |  |
|  | The learning contents of the module Advanced Topics in Marketing 1 and 2 are oriented on current questions from research into the field of Marketing. The modules can be both methodologically orientated as well as emphasise empirical questions. Concerning the topics which are handled, there are for example problems faced in price-setting, in the area of brand and customer management, in advertising and sales promotion as well as in the area of strategic market and competition analysis. Methodical questions are involved for example with determination of prices on the basis of empirical measurement of price acceptance levels or estimation of structural models for evaluation of marketing strategies. |
| <b>2. Study results / competency goals</b>                           |  |
|  | The module Advanced Topics in Marketing 1 and 2 provides the students with the instruments required to successfully work themselves on interesting research topics in the field of Marketing.  |
| <b>3. Prerequisites for participation:</b>                           |  |
|  | It is necessary for participation to have produced excellent performance in at least three pertinent course of the Masters of Science in Management. This is to be verified by an average grade of 1.6 or better in these courses. Furthermore special suitability for the courses of the GSEFM is to be demonstrated on the basis of a letter of motivation. This will be evaluated by the program director.  |
| <b>4. Mode of teaching and learning</b>                              |  |
|  | Lectures and exercises.  |
| <b>5. Degree programme records:</b>                                  |  |
|  | Attendance records: Successful participation on a seminar is only permitted where there regular participation on the course. The lecturers can determine that the sessions missed are compensated for through fulfilment of additional duties.   |
|  | Performance records: None.   |
| <b>6. Concluding module examination (form, duration etc.):</b>       |  |
|  | The type of final examination follows the examination regulations of the source degree programme. Details should be made available to the students before the semester begins.   |
| <b>7. Module grade:</b>  |  |
|  | Establishment of the module grade follows the examination regulations of the source degree programme. Details should be made available to the students before the semester begins.   |

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| <b>Module:</b> Advanced Topics in Microeconomics and Management 1, 2 and 3 (TMM1, TMM2 and TMM3) |   |
| <b>Type of module:</b> Optional compulsory module (free area)                                    |   |
| <b>Number of credit points</b> 4 CP  |   |
| <b>1. Contents:</b>  |   |
|  | The learning contents of the module Professional Topics in Microeconomics and Management 1, 2 und 3 are oriented on current questions concerning research-oriented practice in the field of applied microeconomics and general management. The modules can be theoretical oriented concerning methodologies but can also emphasise empirical and professionally relevant questions. Amongst the topics which can also be handled in cooperation with partner companies, there are, for example, research-based practice in fields such as the economic aspects of taxing households and companies in a national and international context, analysis of company strategies in oligopolistic markets, external management consultancy or internal advisers, formation of strategy in network companies and their regulation, problems of management of human resources. Methodical questions are involved, for example, with measurement of competition intensities in markets and of productive efficiency or of empirical checking of the most important assumptions concerning behaviour in organisations. |
| <b>2. Study results / competency goals</b>   |   |
|  | The module Professional Topics in Microeconomics and Management 1, 2 and 3 provides the students with the instruments required to operate autonomously and in a well-grounded way in research-oriented practice in companies and organisations, tackling new problems using microeconomic methods.  |
| <b>3. Prerequisites for participation:</b>   |   |
|  | It is necessary for participation to have produced excellent performance in at least three pertinent course of the Masters of Science in Management. This is to be verified by an average grade of 1.6 or better in these courses. Furthermore special suitability for the courses of the GSEFM is to be demonstrated on the basis of a letter of motivation. This will be evaluated by the program director.   |
| <b>4. Mode of teaching and learning</b>  |   |
|  | Lectures and exercises.   |
| <b>5. Degree programme records:</b>  |   |
|  | Attendance records: Successful participation on a seminar is only permitted where there regular participation on the course. The lecturers can determine that the sessions missed are compensated for through fulfilment of additional duties.  |
|  | Performance records: None.  |
| <b>6. Concluding module examination (form, duration etc.):</b>                                   |   |
|  | The type of final examination follows the examination regulations of the source degree programme. Details should be made available to the students before the semester begins.  |
| <b>7. Module grade:</b>  |   |
|  | Establishment of the module grade follows the examination regulations of the source degree programme. Details should be made available to the students before the semester begins.  |

#### Appendix 4: An exemplary course of study plan

| Semester | Module                      | CP | Module                      | CP | Module                     | CP | Module                     | CP | Module                             | CP |
|----------|-----------------------------|----|-----------------------------|----|----------------------------|----|----------------------------|----|------------------------------------|----|
| 1.       | Optional compulsory module* | 6  | Optional compulsory module* | 6  | Optional compulsory module | 6  | Optional compulsory module | 6  | Optional compulsory module Ethics  | 6  |
| 2.       | Optional compulsory module  | 6  | Optional compulsory module  | 6  | Optional compulsory module | 6  | Optional compulsory module | 6  | Optional compulsory module seminar | 6  |
| 3.       | Optional compulsory module  | 6  | Optional compulsory module  | 6  | Optional compulsory module | 6  | Optional compulsory module | 6  | Optional compulsory module seminar | 6  |
| 4.       | Optional compulsory module  | 6  | Master's thesis             | 24 |                            |    |                            |    |                                    |    |

\* If the main area of focus Finance is selected we recommend that both of the obligatory optional compulsory modules "Capital Markets and Asset Pricing" and "Corporate Finance and Valuation" are taken in the first semester.