

Rules and Regulations of the Faculty of Faculty of Economics and Business Administration at the Johann Wolfgang Goethe University for the Master's degree programme "Business and Economic Education" 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 these rules and regulations for the Master's degree programme Business and Economic Education. 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 "Business Education" 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)
HImmaVO	Hessische Immatrikulationsverordnung (Hessian Enrolment Regulations) from 24 February 2010 (GVBl. 2010, p. 94)
RO	Framework regulations for tiered and modular degree programmes which are offered by Johann Wolfgang Goethe University Frankfurt am Main from 30 April 2014
SWS	Semester periods per week

Section I: General points

§ 1 Scope of application of these rules and regulations

These rules and regulations contains the degree programme specific regulations for the Master's degree programme Business and Economic Education. It applies when used 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 rules 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 the first 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 Business and Economic Education, 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 has the ability to use basic scientific methods and knowledge autonomously, as well as being prepared to enter into professional practice.

§ 3 Academic degree

(1) Upon successful completion of the course of studies and upon passing of the examinations, the Faculty of Economics and Business Administration at Johann Wolfgang Goethe University Frankfurt am Main 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 Business and Economic Education 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 for working 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 Business and Economic Education 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 and Economic Education it is necessary, in Field of Study I to achieve 121 credit points and in Field of Study II 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

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 in 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 course of studies and entrance requirements

§ 6 Objectives of the degree programme

(1) The Master's degree programme aims at imparting competencies, which allow the student to recognise problems concerning education and qualification to work in business, autonomously, to develop solutions to problems using scientific methods and to suggest alternative courses of action. Imparting of the theoretical, institutional, empirical and practical knowledge used in the profession as well as the methodological knowledge occurs with the goal of preparing the student for a wide spectrum of fields of activity later in the area of formal and extracurricular education in economics and administration. The students should, at the same time, be involved in the research processes and should learn to undertake limited research projects essentially autonomously. The course imparts technical competence and should contribute to formation of the personality. To achieve this the students are familiarised with the central contents of Business and Economic Education, Economics and the selected subjects of the fields of study in such a way that they are empowered to analyse business education questions and problems using a thorough theoretical approach and to develop rationally explained solutions, adapted to individual and collective needs, and also to implement them. The course should also impart to the students the ability and the duty to acquire the current level of scientific knowledge through personal further development. Against this background they should be in a position to act ethically and professionally when taking care of the persons entrusted to them and before society.

(2) The course is subdivided into the fields of study I and II, whereby Field of Study I picks up on economics questions more deeply and Field of Study II picks up on the contents of a general subject.

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

(4) Successful completion of the degree programme qualifies the graduate for entry into a provisional teaching period at vocational schools, for activities in connection with extracurricular venues, companies, in research institutes, in public administration, in associations as well as in international organisations. It further lays the foundations for activities in the fields of science and research at universities.

§ 7 Beginning the studies

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

§ 8 Prerequisites for admission the Master's degree programme

(1) Applications for admission to the Master's degree programme Business and Economic Education should be submitted to the examining board or to an office designated by the President of Johann Wolfgang Goethe University, whereby the desired field of study should be stated. The examination board regulates details of the application process and decides on admission of the applicants. Paragraph 9 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 with the fields of study I and II is:

- a) verification of completion of a Bachelor degree programme in Business and Economic Education with the main area of focus in the selected field of study 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 or a Bachelor degree in Business and Economic Education with another main area of focus than the selected field of study, with a standard period of study of at least six semesters.
- 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 in Business and Economic Education 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 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 a studies report of at least 500 words is considered to make the decision concerning admission: Apart from the external quality as well as presentation, in particular the motivation for studying and the desired vocational perspective, also the previously acquired and verified knowledge in the field of Business and Economic Education and in quantitative methods are decisive for assessment of the report.

(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 3.5 points.

(6) Foreign applicants must, according to the "Rules and regulations of the Johann Wolfgang Goethe University Frankfurt am Main concerning the German language proficiency test for university entrance (DSH) for applicants with a foreign university eligibility to study" in the respectively currently valid version, submit a language certificate for Level DSH-2, in as far as they are not exempted from the German language proficiency test according to the DSH rules and regulations.

(7) One further eligibility requirement is demonstration of a command of English at the language level 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. Special language requirements for individual modules remain unaffected.

(8) 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.

(9) 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 7 if an admission restriction exists for higher semesters.

(10) The examination board decides on whether the admission requirements and, possibly, the provisional admission requirements, have been met. The board may also appoint an admissions committee to carry out this task. Further regulations can be found in Appendix 1 Paragraph 11 remains unaffected.

(11) 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.

(12) 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.

(13) 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 or an ecclesiastical university examination or a final state examination in the respective subject 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 Business and Economic Education 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 Business and Economic Education is subdivided into business education and economics contents as well contents in general subjects. In detail the Master's examination consists of the following points together:

- In both fields of study from business education compulsory modules with a scope of 37 CP as well as a Master's thesis with a scope of 15 CP.
- In Field of Study I it is made up of optional compulsory modules of the Master's degree programme Business Administration with a scope of 54 CP, of which there is one module seminar as well from modules in "Politics and Economy" with a scope of 15 CP.
- In Field of Study II it is made up of at least two modules of a main area of focus and modules from the Master's degree programme Business Administration with a scope of 18 CP as well as from modules from a general academic subject with a scope of at least 50 CP.

(4) The following programme structure for the Master's degree programme Business and Economic Education 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):

Field of Study I

	Compulsory (PF)/ Optional compulsory (WP)	Credit points (CP)	Explanation
Business and Economic Education (Area 1)	PF	37	see description of the module
Modules from the Master's program Business Management/Administration (Area 2)	WP	54	
Modules from the main areas of focus (§ 10) or the free area	WP	6 each	
of which one is a module seminar (6 CP) or 1 a project seminar (12 CP)	WP	6 or 12	There must not be more than 1 module and 18 CP completed successfully from this area.
Politics and Economy (Area 3)	WF	15	see description of the module
Module Master's thesis	PF	15	
Total		121	

Field of Study II

	Compulsory (PF)/ Optional compulsory (WP)	Credit points (CP)	Explanation
Business and Economic Education (Area 1)	PF	37	see description of the module
Modules from the Master's program Business Management/Administration (Area 2)	WP	18	
Modules (main area of focus A, B, C, D, E or a free area)	WP	6 each	
General subject (Area 3)	WP	50	see description of the module
Module Master's thesis	PF	15	
Total		120	

(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 Business and Economic Education, 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 remains unaffected.

§ 10 Main areas of focus in the area of Business Management/Administration

(1) The Master's degree programme offers the option, within the import modules of the Master's degree programme Business Administration, to dedicate one's studies in a targeted manner according to choice to individual main areas of focus:

a) Accounting

The main area of focus Accounting imparts knowledge, methods and skills for working in the areas of internal and external accounting, business taxation as well as auditing and Corporate Governance. Furthermore, students who choose the main area of focus Accounting will become familiar with the basics of analytical, empirical and normative accountancy research. The main area of focus Accounting offers studies which are oriented on mediation of knowledge and skills which not only match the career profile of the auditor but which are also aligned with the requirements of industrial and financial services companies.

c) Finances

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.

c) Information Management

The main area of focus Information Management imparts methodical and analytical competencies in the area of electronic financial markets and telecommunication infrastructures as well as evolution of market infrastructures and technical innovations. The graduates are furthermore in the position to answer questions of a business, information, communications and banking nature after some reflection and to critically examine new developments. The well-founded analysis and description of security aspects of information and communication systems complete the education provided in the main area of focus Information Management. These and further competencies allow a smooth entry into the world of work in information and telecommunications departments as well as management levels in large banks, stock exchanges, telecommunications systems providers and, last but not least, larger IT companies and business consultancy companies with specialisations in these areas.

d) Managerial Economics

The main area of focus Managerial Economics analyses the interaction between companies and employees in the context of achieving goals in an economics area which is shaped by the competition, regulations, uncertainty and unequal access to information. Through successful completion of a course with our main area of focus the student receives the correct education to take up management positions in industry, the service industries area as well as in the Civil Service.

e) Marketing Analytics

The main area of focus Marketing Analytics imparts knowledge, methods and skills for working in the areas of Marketing Analytics. Furthermore, students who choose the main area of focus Marketing Analytics will become familiar with the basics of empirically supported decision-taking. Graduates are familiar with the role and the decisions taken by the Marketing Department within the marketing function and are also in a position to discuss these critically. Therefore, the main area of focus Marketing Analytics not only prepares the graduate for practical but also for research-oriented professional activities in a growing number of companies where an increasing number of data based marketing decisions

must be taken, particularly in internet companies. Therefore, the main area of focus Marketing Analytics is a course of studies which prepares future marketing managers or scientists for increasing availability of data (e.g. Big Data).

(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. If the seminar "Project seminar" (12 CP) is selected, the CP of the optional compulsory module to be delivered is reduced to 30 CP according to Paragraph 2 Sentence 1. 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).

§ 11 Use of modules

(1) If modules of the Master's degree programme Business and Economic Education 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-franfurt.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 these 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 Framework Regulations 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
- if 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 by a resolution of the faculty council, made in good time before beginning the courses of a semester, are possible and are to be announced up to this date on the degree course 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 specialist 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 development 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 Business and Economic Education, 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 points 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 Business and Economic Education are given in the following forms:
 - a) Lecture: A coherent description, communication and development 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 or develop these together with 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 (S): 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. There is no entitlement to a particular seminar.
 - d) Project seminar (PS): Development of concepts or scientific insights as well as realisation of solutions for complex, practical tasks or working on current problems by applying scientific methods in a team; communication of social competence through primarily autonomous performing of a task while, at the same time, receiving subject-specific and work methodology guidance, as well as mastering and practicing presentation and discussion techniques.
 - e) School internship: First vocational experiences obtained through active participation and contribution to lessons given at vocational schools under the guidance, and with technical and methodological support given by the teachers at vocational schools.
- (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/events 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 for whom the course is compulsory and 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.

(5) The courses can be held in German or English. The teaching and test language must be established and announced in good time before the course begins. More details are regulated in the module manual.

§ 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 6.

(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) In derogation of Paragraph 3 a regulation can also be integrated in the module description regarding issuing of an attendance record which states that the student must not only have regularly attended the course in accordance with Paragraph 3 but should also have actively participated in it. It can also just require active participation. According to that which has been established by the lecturer, active participation can include performance of a small amount of work such a writing reports, short presentations and group work. This work will neither be assessed nor evaluated as passed/not passed.

(5) 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 was 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; § 38 Paragraph 7 remains unaffected.

(6) 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
- internship reports
- leading discussions

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.

(7) 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.

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

§ 16 Course of studies 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 the Master's degree programme Business and Economic Education, 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 Course guidance 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 Business and Economic Education 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 course guidance service students also have access to the central course guidance provided by Johann Wolfgang Goethe University. It provides information, as a general course guidance centre, 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 module officer

(1) The task of academic management of the Master's degree programme Business and Economic Education 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; examinations office

(1) The faculty board sets up an examination board for the Master's degree programme Business and Economic Education.

(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 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 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.

(11) Adverse decisions taken by the examination committee or the chairperson of the examination committee should be reported to 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 Business and Economic Education. 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 these rules and regulations. It decides on all examinations matters which are not taken from these 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 using suitable electronic means for deceptions and attempts to deceive. 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 administered, inspected and approved by the lecturers / teachers of the module without requiring any special appointment by the examination board. If, for compelling reason, it is simply not possible for the teachers to inspect and approve the examinations then the examination board can appoint another examiner.

(3) Final papers 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 Business and Economic Education 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 Business and Economic Education. 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 Business and Economic Education 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 Business and Economic Education 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 Business and Economic Education 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 committee 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 admission question, possibly also after consulting a subject representative. Admission 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 admission 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 compulsory modules and 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 committee. 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 office 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 board, 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 of the Master's program Business Management/Administration, 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. A retrospective change should be applied for to the examination board at the latest after finishing the Masters examination.

(7) In order to be eligible to register for a module examination or partial 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 or partial 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 or partial 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 or a sub-module examination depends on submission of course performances and these have not yet been fully achieved then admission to sit a module examination or a sub-module examination is possible conditionally. The module is only then completed when all course performances as well as module examinations or all submodule 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. 12 a 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 for 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.

(4) For a case of a recognised withdrawal or absence the examination results from already completed parts of the module (submodule examinations) will still be recognised.

§ 25 Course and examination performances in cases of illness or disability; special circumstances

(1) In events, 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 Mandatory course guidance; time frame for sitting examinations

(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 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 7, 32 Paragraph 9, 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 the 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 Master's 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.

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

(5) The student can require in writing within a time limit of four weeks that decisions taken according to paragraphs 1 to 4 are checked by the examination board.

(6) 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.

(7) 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.

(8) 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) Final work which the student has already successfully delivered outside the Master's degree programme Business Administration 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.

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

(7) 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 9.

(8) 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.

(9) The applicant submits all of the documentation required for crediting or recognition to the examination committee 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.

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

(11) Crediting and recognition of examination performances which were delivered more than five years previously 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 9 remain unaffected.

(12) Decisions which have general validity concerning questions about crediting are taken by the examination committee; 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.

(13) 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.

(14) 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. 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. § 8 Paragraph 9 applies correspondingly.

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

§ 31 Scope of the Master's examination

- (1) For students of Field of Study I the Master's examination consists of
- a) Examinations in optional compulsory modules of the Master's degree programme "Business Administration" with a scope of 54 CP, of which 6 CP is from the optional compulsory module Seminar or 12 CP from the optional compulsory module Project seminar,
 - b) Examinations in the compulsory module concerning practical school exercises consisting of Part 1 and 2 with a scope totalling to 10 CP,
 - c) An examination in the compulsory module Didactics of vocational education and training with a scope of 5 CP,
 - d) An examination in the compulsory module Fundamentals of Business and Economic Education with a scope of 6 CP,
 - e) An examination in the compulsory module Business and Economic Education Teaching-Learning Research with a scope of 5 CP,
 - f) An examination in the compulsory module Problems in Business and Economic Education with a scope of 6 CP,
 - g) An examination in the optional compulsory module Current Questions in Business and Economic Education with a scope of 5 CP or in the optional compulsory module Ethics of the Master's degree programme "Business Administration" with a scope of 6 CP,
 - h) Examinations in the compulsory module Politics and Economy with a scope of 15 CP.
 - i) The compulsory module Master's thesis totalling 15 CP.
- (2) For students of Field of Study II the Master's examination consists of
- a) Examinations in optional compulsory modules of the Master's degree programme "Business Administration" with a scope of 18 CP,
 - b) Examinations in the compulsory module concerning practical school exercises consisting of Part 1 and 2 with a scope totalling to 10 CP,
 - c) An examination in the compulsory module Didactics of vocational education and training with a scope of 5 CP,
 - d) An examination in the compulsory module Fundamentals of Business and Economic Education with a scope of 6 CP,
 - e) An examination in the compulsory module Business and Economic Education Teaching-Learning Research with a scope of 5 CP,
 - f) An examination in the compulsory module Problems in Business and Economic Education with a scope of 6 CP,
 - g) An examination in the optional compulsory module Current Questions in Business and Economic Education with a scope of 5 CP or in the optional compulsory module Ethics of the Master's degree programme "Business Administration" optional compulsory module 6 CP,
 - h) Examinations of optional compulsory modules of the selected general subject with a scope of at least 50 CP, of which 40 CP is from the academic side and 10 CP from the teaching methodology, respectively in accordance with the service provision subjects as well as
 - i) The compulsory module Master's thesis with a scope of 15 CP
- (3) Economics optional compulsory modules from other Master's degree programmes of the Faculty of Economics and Business Administration can be completed in as far as these are listed in Appendix 3.

(4) Module courses from a general subject not listed in Appendix 2 and offered by other faculties of Johann Wolfgang Goethe University can, in individual cases, be permitted, on the basis of a well-founded application by the student, by the examination board if they are comparable in their scope and in their requirements with the permitted module sessions according to these rules and regulations and the responsible Dean of Studies is basically in agreement. A study plan established by an examiner for this faculty is to be submitted in good time for the admission. This must contain the examination performances according to Appendix 3 for the general subject as well as the CP to be verified.

§ 32 Module examinations

(1) Module examinations are held during the course. This finalises 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 method 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) For cumulative module examinations (submodule examinations), passing of all submodule examinations is essential to successfully complete the module.

(5) If a module examination consists of a number of partial performances, it is necessary to pass all of the submodule examinations to successfully complete the module.

(6) The respective form of the examination for the module examination, the submodule 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

(7) The form and duration of module examinations, the submodule examination 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.

(8) The examination language is German or English. More details are regulated in the module manual. Deviations from what is established in the module manual can take place if all persons participating on the examination agree.

(9) 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.

(10) Participants on module examinations must identify themselves through submission of an official photo ID.

(11) 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 examinations 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 admission 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

(1) Written examinations include 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 he or she 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 papers

(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 9 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 a larger task 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 assessable 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 at least 15 CP. 15 CP represents a processing time of 12 weeks.
- (4) Those who can apply for admission to submit a Master's thesis are:
 - a. In Business and Economic Education: whoever has successfully completed at least three business education modules, including the module Business and Economic Education Teach-Learning Research and Problems in Business and Economic Education.
 - b. In the economics subjects: whoever can demonstrate that they have successfully completed three modules from the Master's degree programme Business Administration.
 - c. In the general subject: whoever has successfully completed the respective subject modules of the Master's study course with a scope of at least 20 CP.
- (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 committee. 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 can be written in German or English. The latter requires agreement on the part of the supervisor.

(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 examinations 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 § 38 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 for the Master's thesis according to § 38 Paragraph 6.

(18) in as far as the Master's thesis in "Business Ethics" was delivered, a second expert assessor will only be appointed on request by the student. This does not apply for the case where the Master's thesis is prepared outside of Goethe University.

Section VII: Evaluation of course performances and examination performances; calculation of grades and the overall grade; failure of the overall examination

§ 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 graded and, exceptionally, evaluated in accordance with the module description with “passed“ or “failed. 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) In as far as examination performances were not delivered on the Faculty of Economics and Business Administration, were not assessed as described in Paragraph 3, the grades are converted as follows:

Grade points	Grade stages according to Paragraph 3	Decimal grade
15	very good (1)	1.0
14	very good (1)	1.0
13	very good (1)	1.3
12	good (2)	1.7
11	good (2)	2.0
10	good (2)	2.3
9	satisfactory (3)	2.7
8	satisfactory (3)	3.0
7	satisfactory (3)	3.3
6	sufficient (4)	3.7
5	sufficient (4)	4.0
4 - 0	fail	5.0

- (5) If the module examination consists of a number of submodule examinations, the grade for the module will be calculated as the arithmetic average of the grades for the individual examination performances (submodule examinations). In so doing only the first decimal points behind the comma will be taken into account.

(6) 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 a far as there is no other calculation regulation governing this in the module description. Paragraph 5 Sentence 2 applies appropriately.

(7) 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.

(8) For the Master’s examination an overall grade will be established. The overall grade is calculated on the basis of the CP weighted average module grades in accordance with § 31.

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

(10) 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

(11) 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:

1.1 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

(12) 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“.

(13) 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. An examination performance evaluated using points is a pass when at least 5 points were achieved. It is not a pass otherwise.
- (2) A module examination consisting of a number of submodule examinations (a cumulative module examination) is only passed if all submodule examinations were evaluated as at least “sufficient” (4.0), if relevant or with 5 points.
- (3) 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).
- (4) The Master’s examination is passed if all modules prescribed in these rules and regulations were performed 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).
- (5) 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 the field of study and optional compulsory module; repeating examinations; loss of the right to examination and final failing

§ 41 Changing the field of study and optional compulsory modules

- (1) The selected field of study can only be changed in the first Master’s semester. Change is only possible once. The time limit for delivering the additional requirements regarding post-studies is not extended by this.
- (2) 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 module examinations or submodule examinations cannot be repeated. All failed compulsory module examinations and compulsory submodule examinations must be repeated.
- (2) 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.
- (3) Failed module examinations or submodule examinations can be repeated twice at the most.
- (4) When repeating the module seminar or the project seminar there is no legal right to repetition of a particular seminar or project seminar or to have a particular examiner.

(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.

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

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

(7) 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.

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

(9) Repeat examinations are always to be sat according to the 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 time limit set for repeating a module examination according to § 42 was not observed,
4. 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 should 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 economics and business education 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. Furthermore for selection of the Field of Study 1 the certificate contains the average grade as well as the total number of CP for the module in "Politics and Economy", and for selection of the Field of Study 2 the average grade as well as the total number of CP from the

respective module to be completed in a general subject according to § 31. In the certificate there is, on request, also the result of examinations in the economics or business education supplementary 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 or the magister degree.

§ 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 in German and English 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 10 and presented in a table as follows:

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

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; examination 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 officials. 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

(1) These rules and regulations come into force on the day of their publication in UniReport/statutes and regulations of Johann Wolfgang Goethe University Frankfurt am Main. At the same time the rules and regulations for the Master's degree programme "Business and Economic Education" with award of the degree "Master of Science" from 16 July 2014, published in UniReport on 04 September 2014, cease to apply.

(2) Students who started their studies in the Master's degree programme "Business and Economic Education" before coming into force of these rules and regulations in the winter semester 2014/15 continue their studies according to these rules and regulations in the version from 15 July 2015.

(3) Students who started their studies in the Master's degree programme "Business and Economic Education" in the version from 17 September 2009 before coming into force of these rules and regulations can sit the Master's examination at the latest by the summer semester of 2017.

Frankfurt am Main, 18 August 2015

Prof. Dr. Andreas Hackethal

Dean of the Faculty of Faculty of Economics and Business Administration

Appendix 1: Regulations for special entrance prerequisites/procedure to determine suitability

In order to achieve a high professional and scientific level apart from the first qualification for entry into a profession, verification of a studies report is necessary: Apart from the external quality as well as presentation, in particular the motivation for studying and the desired vocational perspective, also the previously acquired and verified knowledge in the field of Business and Economic Education and in quantitative methods are decisive for assessment of the studies report.

The examination board for the Master's degree programme checks that all requirements have been met in compliance with Article 1 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.

The studies report is awarded a grade from 1 to 5 according to the following grade scale:

1 = very good

2 = good

3 = satisfactory

4 = sufficient

5 = insufficient

The ranking of the applicants is according to a value which is arrived at taking 60% from the grade achieved in completion of studies required in order to take the Master's degree programme and 40% from evaluation of the student report. For an average of at least 3.5 the applicants are admitted, if there is no admission restriction in place.

Appendix 2: List of import and export modules

Original degree programme	Module (Title, Number)	FB [Number]	summer semester /winter semester	CP
Master of Science in Business Administration	All modules according to Appendix 3	FB 02		18 - 54
Modules from Politics and Economy for Field of Study I	All modules according to Appendix 3	FB 03		16
Modules from general subjects (English, French, Spanish, German, the Protestant and Catholic religion, Sports, Mathematics) for Field of Study II	All modules according to Appendix 3	FB 03, 05, 06, 07 and 10		50 each

Appendix 3: Module descriptions

<p>Name of the module "Fundamentals of Business and Economic Education"</p> <p>Type of module Compulsory module</p>	<p>Number of credit points 6 CP</p>
<p>Possible contents The module deals with topics from a central area of business education research or business education theories, such as:</p> <ul style="list-style-type: none"> • Philosophy of science type basic questions in vocational studies and economic education • Didactic special areas; • socialisation through profession and work; • morality in profession; • history of vocational training for commercial occupations; • diagnostic and evaluation of profession-relevant competencies; • theories of professional learning; • selection of a profession and professional development. 	
<p>Possible learning outcomes and competency goals</p> <ul style="list-style-type: none"> • After successful completion of the studies the students are completely familiar with a central area of business education research or business education theories and can use this knowledge for analysis of relevant business education questions. • Students should be familiar with the basic and current literature on the relevant topic and be in a position to critically bring different views in relation to each other. • The students can critically solve lecture and practical instruction questions in respect of the investigated topic area (synthesis) and critically assess them (evaluation). 	
<p>Prerequisites for participation None</p>	
<p>Mode of teaching Exercise and project seminar.</p>	
<p>Degree programme records None</p>	
<p>Module examination (type, form, duration, if necessary contents) Cumulative module examination consisting of:</p> <ul style="list-style-type: none"> • Project seminar: Term work (8 pages) or talk (30 minutes) • Exercise: Written examination (60 minutes) 	
<p>Establishment of the module grade The grade for the module is established as the average of the grades of the individual submodule examinations of the module (50% each). Both submodules must be passed. Due to the substantive consistency and mutual supportiveness of both teaching forms there can also be questions in the written examination about contents from the project seminar.</p>	

Name of the module "Didactics of vocational education and training" Type of module Compulsory module	Number of credit points: 5 CP
Possible contents The module consists of didactic theories and their use in school practice: <ul style="list-style-type: none"> • Didactic theories • Didactics oriented to the fields of learning • Competency concepts and their use for business education contents • Methods for commercial education and school and business establishment • Analysis of learning goals and methods oriented to teaching and learning theories 	
Possible learning outcomes and competency goals <ul style="list-style-type: none"> • The students understand the basic problems of didactic actions and can use them for the analysis of concrete didactic-methodological questions. • The students are in a position to adequately reconstruct (prescribed in the curricula and other regulations) competency goals psychologically and in this way to specify the goals from a pedagogic-psychological point of view and then to operationalise them. • The students know about modern Teaching-Learning arrangements and methodological design forms and can systematically assess these in respect of their mode of action and determine the respective strengths and weaknesses. • The students are in a position to draft – in the dependency of goals and means of didactic planning – teaching or training concepts. 	
Prerequisites for participation None	
Mode of teaching Project seminar	
Degree programme records None	
Module examination (type, form, duration, if necessary contents) Written examination (90 minutes) or a written composition with a scope of 15 pages or written composition with a scope of 12 pages and presentation of 20 minutes.	
Establishment of the module grade 100% written examination or (ii) 100% written composition or (iii) 70% written composition and 30% presentation.	

Name of the module "Problems in Business and Economic Education" Type of module Compulsory module	Number of credit points: 6 CP
Possible contents <ul style="list-style-type: none"> • The module offers the opportunity to tackle specific questions and problems from the field of work of business education as well as related disciplines and to operate on the basis of a fundamental literature study • and against the background of current studies and findings 	
Possible learning outcomes and competency goals <ul style="list-style-type: none"> • The students can critically work with texts from scientific disciplines • The students are then in a position at the end of the Master's degree programme to produce a Master's thesis. 	
Prerequisites for participation None	
Mode of teaching Seminar	
Degree programme records None	
Module examination (type, form, duration, if necessary contents) Term work with a scope of 12 -15 pages and a presentation of 30 minutes.	
Establishment of the module grade Term work (70% of the grade) and talk (30% of the grade).	

Name of the module "Practical school exercises (1) and (2)"	Number of credit points: 10 CP (SPÜ 1 = 4, SPÜ 2 = 6)
Type of module Compulsory module	
Possible contents <ul style="list-style-type: none"> • Instruction planning <ul style="list-style-type: none"> ○ Determination of goals suitable for the respective target group (from framework curriculum to a teaching plan, determination of the goal for fields of learning, cross-period and cross-facility teaching/education goals) ○ Individualisation/ inner differentiation ○ Media studies ○ Information sources in the Federal Republic of Germany ○ Techniques for knowledge structuring ○ Forms of student-teacher interaction ○ Structure (contents) and operational structure (methods) in their relationship with each other • Evaluation and measurement for recording of the learning outcomes • Teacher ethos/trainer ethos 	
Possible learning outcomes and competency goals <ul style="list-style-type: none"> • The students are in a position, under guidance, to plan, perform and evaluate education and training • In doing so both theory driven conceptual competences (didactic design) as well as theoretically well-founded reflexive-analytical competences are acquired. The competence to be developed can be composed in the context of the "Relationship between theory and practice" in two ways: on the one hand there are learning situations as the results of theory driven lesson planning (planning and design competence). On the other hand they are, in the light of the implementation into learning material, to be critically analysed concerning their adequacy for the situation and the addressee and to be improved (reflection competence). Planning and reflection competence should be viewed differently according to these four dimensions and developed. • Diagnostics: Acquisition of students (mis-)conceptions, pre-knowledge and competences, attitudes etc. • Didactics: Establishment of teaching or competence goals and their appropriate concretisation in the sense of the psychological dispositions to be acquired. • Methodology: Choice of methods, media and planning of teacher-student interactions as well as teaching material on the basis of teaching-learning theories • Evaluation, in particular: Output analyses in the form of examinations; process analyses in the form of class observations and video analyses; input analyses through evaluation of teaching concepts. 	
Prerequisites for participation None for the SPÜ1; SPÜ1 is the prerequisite for SPÜ2 and must be successfully completed directly after it	
Forms of teaching and studying Exercise and work placement	
Degree programme records None	
Module examination (type, form, duration, if necessary contents) Cumulative through: <ol style="list-style-type: none"> 1. Practical school exercises (1): 8 hours of observation of lessons at a vocational school; graded written reflection (composition) of an observation task with a scope of 8 pages 2. Practical school exercises (2): 3 weeks of block work placement before beginning SPÜ2; subsequently 8 hours of observation of lessons during the semester at a vocational school, of which 1 double hour for own teaching approach; graded documentation of the preparation, delivery and reflection on one's own lesson with a scope of 8 pages. In the case of failure the module examinations must be repeated on the next possible date.	
Establishment of the module grade The grades from the submodules (written reflection; documentation) form parts (written reflection 40%, documentation 60%) of the final module grade. Other forms of delivery of performance can be permitted. Furthermore the course manager can set a duty to attend for the module	

Name of the module "Teaching-Learning research in Business and Economic Education" Type of module Compulsory module	Number of credit points: 5 CP
Possible contents <ul style="list-style-type: none"> • An ideal typical research process • Quantitative and qualitative research methods • Development of hypotheses and checking of hypotheses • Development of a research design • Procedures for obtaining data (laboratory and field experiments, questionnaires, observations, interviews, tests) • Checking of quality criteria (objectivity, reliability, validity) • Procedures for data evaluation and data analysis • Written and verbal presentation of results and discussion 	
Possible learning outcomes and competency goals <ul style="list-style-type: none"> • The students are in a position, autonomously and theory-driven to develop a research question • The students can, within the framework of the module, plan an appropriate research project (in groups). They systematically develop a research design which fits to the question • The students run a research project in a school, company or university context • The students analyse the obtained data or a set of data which has been made available to them with the aid of suitable software • The students are in a position to interpret the results obtained against the background of the theoretical basis and the question raised 	
Prerequisites for participation None	
Forms of teaching and studying Exercise	
Degree programme records None	
Module examination (type, form, duration, if necessary contents) Creation of a research sketch with a scope of 5 - 7 pages and a presentation of the results of 30 minutes.	
Establishment of the module grade The grade comprises assessments of the research sketch and the presentation (50% each)	

<p>Name of the module "Current questions in Business and Economic Education"</p> <p>Type of module Optional compulsory module</p>	<p>Number of credit points: 5 CP</p>
<p>Possible contents The contents of the module are oriented on the content and research focus of the chairs in business and economic education. Current questions and those relevant for business education are tackled and reflected upon on a scientific basis.</p>	
<p>Possible learning outcomes and competency goals</p> <ul style="list-style-type: none"> • The students are in a position to grapple with current research questions in a deeper way. • They can refer to the established position regarding current discussion points of the scientific discipline and reflectively assess contrary scientific positions 	
<p>Prerequisites for participation None</p>	
<p>Forms of teaching and studying Project seminar</p>	
<p>Degree programme records None</p>	
<p>Module examination (type, form, duration, if necessary contents) Written examination (90 minutes) or a written composition with a scope of 15 pages or written composition with a scope of 12 pages and presentation of 20 minutes.</p>	
<p>Establishment of the module grade 100% written examination or 100% written composition or 70% written composition and 30% presentation.</p>	

Name of the module Master's thesis Type of module Compulsory module	Number of credit points: 15 CP
Possible contents Topics for a Master's thesis are awarded individually and are oriented on the main areas of focus of the research of the business education professors or Business Administration and the general subjects	
Possible learning outcomes and competency goals <ul style="list-style-type: none"> • The student is in a position, within an established time limit, to autonomously work on a research question from the area of business education, economics or the area of a general subject against the background of current research findings and through use of scientific working techniques. • The possible topic can be developed by the student in cooperation with the responsible supervisor. It can however also follow on from a suggestion made by the supervisor. 	
Prerequisites for participation <ul style="list-style-type: none"> • In Business and Economic Education: whoever has successfully completed at least three business education modules, including the module Business and Economic Education Teach-Learning Research and Problems in Business and Economic Education. • In the economic subjects: whoever can demonstrate that they have successfully completed three modules from the Master's degree programme Business Administration. • In the general subject: Whoever has successfully completed the modules of the Master's study course with a scope of at least 20 CP. 	
Forms of teaching and studying ---	
Degree programme records None	
Module examination (type, form, duration, if necessary contents) Master's thesis with a scope of 60 - 80 pages Processing time: 12 weeks	
Establishment of the module grade 100% Master's thesis	

Import modules

For the modules concerning “Politics and economy“ see p. 57 under note 6.

Name of the module“	Number of credit points 6 CP
Type of module Optional compulsory module from the area Accounting	
Possible contents <ul style="list-style-type: none"> • Topics concerning external accounting (such as the module “selected problems related to international consolidated accounting) • Topics concerning internal accounting or controlling (such as the module “Controlling“) • Topics concerning taxable profit calculation (such as the module “Taxation of companies“) • Topics concerning auditing and corporate governance (such as the module “Monitoring a company“: Corporate Governance and Auditing) • Topics concerning analytical, empirical and normative accounting research (various modules in Accounting) 	
Possible learning outcomes and competency goals <ul style="list-style-type: none"> • 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. • 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. • 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. • 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. 	
Prerequisites for participation None	
Mode of teaching Lectures and exercises	
Degree programme records None	
Module examination (type, form, duration, if necessary contents) A 90-minute written examination or oral group examination lasting 15 minutes per examinee or term work (about 20 pages) and a presentation (15 minutes).	
Establishment of the module grade 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.	

Name of the module "..."	Number of credit points 6 CP
Type of module Optional compulsory module seminar from the area Accounting	
Possible contents	
<ul style="list-style-type: none"> • Topics concerning external accounting • Topics concerning internal accounting or controlling • Topics concerning taxable profit calculation • Topics concerning auditing and corporate governance • Topics concerning analytical, empirical and normative accounting research 	
Possible learning outcomes and competency goals	
<ul style="list-style-type: none"> • During this seminar module the students should broadly autonomously work on a question and thus deepen his/her knowledge about the scientific work. • Students work themselves come to grips with the central results and methods of accounting research and should then be in a position autonomously to interpret results of empirical, normative and analytical research work and also to discuss it critically. • Apart from autonomous production of a piece of scientific term work one further important goal is mastering the ability to present complex questions in a clear and understandable way as well as participation on discussions about the contents of the seminar. 	
Prerequisites for participation	
Possibly optional compulsory modules from the area Accounting. More details are regulated in the module manual.	
Mode of teaching	
Seminar	
Degree programme records	
Regular participation (attendance records)	
Module examination (type, form, duration, if necessary contents)	
Term work (about 20 pages) and a presentation (20 minutes).	
Establishment of the module grade	
Normally based on 60% of the term work performance and 40% of the presentation performance	

Name of the module	Number of credit points 6 CP
Type of module Optional compulsory module from the the area Finances	
Possible contents <ul style="list-style-type: none"> • Topics in the field of financial management and company financing (e.g. the module “Corporate Finance and Valuation” and “Advanced Corporate Finance”) • Topics in the field of evaluation of financial products (e.g. the module “Valuation of Financial Assets”) • Topics in the field of capital markets theory (e.g. the module “Capital Markets and Asset Pricing”) • Topics in the field of asset and portfolio management (e.g. the module “Asset Management”) • Topics in the field of insurance and risk management (e.g. the module “Asset and Liability Management”) • Topics in the field of “Mergers and Acquisitions” (e.g. the module “Mergers and Acquisitions”) • Topics in the field of “Personal Finance” and retirement planning (e.g. the module “Personal Finance” and “Advanced Investment and Pension Finance”) • Topics in the field of “Hedge Funds” and “Alternative Investments” (e.g. the module “Hedge Funds and Alternative Investments”) • Topics in the field of financial regulation and systemic risk (e.g. the module “Topics on financial regulation/systemic risk”) 	
Possible learning outcomes and competency goals <ul style="list-style-type: none"> • Students extend their competence concerning knowledge and methods used in the areas listed above. • Students master concepts concerning investment planning and evaluation of financial products. • 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. • 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. 	
Prerequisites for participation None	
Mode of teaching Lectures and exercises	
Pre-examinations or study certificates Up to 5 study certificates can be required.	
Module examination (type, form, duration, if necessary contents) A 90 minute written examination or term work (about 25 pages) or a 60 minute written examination and 3 to 5 written compositions each of about 2 sides.	
Establishment of the module grade 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.	

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

Name of the module“ Type of module An optional compulsory module from the area Information Management.	Number of credit points 6 CP
Possible contents <ul style="list-style-type: none"> • Topics concerning electronic financial markets: Trading systems, market microstructure theory, regulation of financial markets, competition in the market for markets, added-value chains, business processes and the IT management in securities trading and securities processing of banks, brokers and investment companies as well as topics from the field of post-trading (e.g. the module “Trading and Electronic Financial Markets“) • Topics concerning information management, IT controlling and IT governance as well as project, knowledge and process management (e.g. the module “Management of commercial processes“) • Topics concerning information and communication security, IT risk management and concerning mobile communication infrastructures, services and protocols (e.g. the module “Mobile Business I“) • Management information systems, data mining, data warehouses, multidimensional data querying (e.g. the module “Information systems for management“) • Analyses, design and modelling of business processes, demand forecasting, inventory management, aggregate planning (e.g. the module Process and Supply Chain Management) 	
Possible learning outcomes and competency goals <ul style="list-style-type: none"> • The graduates are furthermore in the position to answer questions of a business, information, communications and banking nature after some reflection and to critically examine new developments. • Insights and competences in the area of electronic financial markets and telecommunication infrastructures as well as evolution of market infrastructures and technical innovations in securities trading and securities processing. • Detailed knowledge about the transaction costs or liquidity analysis and about market structure or market microstructure theory. • Detailed knowledge in the area of mathematical formulation of commercial operational problems and their solution using standard software. • Methodological competences in the area of description of operational sequences as well as operational processes. • Organisation of infrastructures, development and implementation of effective security measures as well as consideration of economic aspects such as risk management and the profitability of security solutions. • To be in a position to analyse, present and discuss important research work in the area of business informatics / information systems as well as to acquire an overview of fundamental theories of business informatics. 	
Prerequisites for participation None	
Mode of teaching Lectures and exercises	
Degree programme records None	
Module examination (type, form, duration, if necessary contents) A 90 minute written examination or 60 minute written examination and presentation (about 20 minutes) of project work or a 45 minute written examination and presentation (about 30 minutes) on analysis of assigned research papers.	
Establishment of the module grade In as far as the module examination only consists of a 60 minute written examination as well as a 20 minute presentation of a project work, the written examination usually contributes 75% and the presentation to 25% to the overall grade. In as far as it consists of a 45 minute written examination and a presentation (about 30 minutes), establishment of the module grade is based on the arithmetic average of the grades of the partial performances.	

Name of the module "..."	Number of credit points 6 CP
Type of module Optional compulsory module seminar from the area of Information Management	
Possible contents	
<ul style="list-style-type: none"> • Selected topics in the field of electronic financial markets • Selected topics in the field of information management • Selected topics from the fields of telecommunication and information and communication security • Selected topics in the field of Information Systems Engineering 	
Possible learning outcomes and competency goals	
<ul style="list-style-type: none"> • During this seminar module the students should broadly autonomously work on an question and thus deepen his/her knowledge about the scientific work. • 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. • Apart from autonomous production of a piece of scientific term work one further important goal is mastering the ability to present complex questions in a clear and understandable way as well as participation on discussions about the contents of the seminar. 	
Prerequisites for participation	
None	
Mode of teaching	
Seminar	
Degree programme records	
Regular participation (attendance records)	
Module examination (type, form, duration, if necessary contents)	
Term work (about 20 pages) and a presentation (20 minutes).	
Establishment of the module grade	
Normally based on 60% of the term work performance and 40% of the presentation performance	

<p>Name of the module Project seminar</p> <p>Type of module Optional compulsory module seminar from the area of Information Management</p>	<p>Number of credit points 12 CP</p>
<p>Possible contents The project seminar provides the students with instruments and knowledge in the subject area of business informatics on the basis of selected, current questions. In clear demarcation to the current status of the research the students work target-oriented, team-based, project-based and autonomously.</p>	
<p>Possible learning outcomes and competency goals The project seminar handles current questions and questions in the field of business informatics. The students learn through participation on the project seminar to work on a complex task from the area of business informatics together in a team.</p>	
<p>Prerequisites for participation None</p>	
<p>Mode of teaching Seminar</p>	
<p>Degree programme records Regular participation (attendance records)</p>	
<p>Module examination (type, form, duration, if necessary contents) Project work consists of:</p> <ul style="list-style-type: none"> • a 90 minute written examination and a summary of the project results in a joint final report (about 50 - 70 pages), whereby the performance of each participant must be clearly defined as well as presentation of the project results (about 30 minutes). 	
<p>Establishment of the module grade Establishment of the module grade is based on the arithmetic average of the grades of the partial performances.</p>	

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

Name of the module "..."	Number of credit points 6 CP
Type of module Optional compulsory module seminar from the area of Marketing Analytics	
Possible contents 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.	
Possible learning outcomes and competency goals The core goals of the seminar lie in the following areas: <ul style="list-style-type: none"> • Students learn to work scientifically. • Students understand how scientific work is constructed. • Students understand how seminar work and Master's theses are constructed. 	
Prerequisites for participation None	
Mode of teaching Seminar	
Degree programme records Regular participation (attendance records)	
Module examination (type, form, duration, if necessary contents) Term work (about 20 pages) and presentation (about 20 minutes)	
Establishment of the module grade Normally based on 60% of the term work performance and 40% of the presentation performance	

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

Name of the module "..."	Number of credit points 6 CP
Possible contents <ul style="list-style-type: none"> • Deeper topics from the area of organisation economics which were previously handled in optional compulsory modules • Deeper topics from the area of personnel management and motivation which were previously handled in optional compulsory modules • Deeper topics from the areas of competition economics and politics which were previously handled in optional compulsory modules • Deeper topics from the area of organisation economics which were previously handled in optional compulsory modules 	
Possible learning outcomes and competency goals <ul style="list-style-type: none"> • During this seminar module the students should broadly autonomously work on a question and thus deepen his/her knowledge about the scientific work. • 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. • Apart from autonomous production of a piece of scientific term work one further important goal is mastering the ability to present complex questions in a clear and understandable way as well as participation on discussions about the contents of the seminar. 	
Prerequisites for participation None	
Mode of teaching Seminar	
Degree programme records Regular participation (attendance records)	
Module examination (type, form, duration, if necessary contents) Term work (about 20 pages) and a presentation (20 minutes).	
Establishment of the module grade Normally based on 60% of the term work performance and 40% of the presentation performance	

Name of the module	Number of credit points 6 CP
"..."	
Type of module An optional compulsory module from the area Ethics.	
Possible contents <ul style="list-style-type: none"> • Topics in the field of Social Preferences and Behavioural Business Ethics (such as the module "Behavioural Economics and Business Ethics") • Topics in the field of business ethics (such as the module "Business, company and management ethics") 	
Possible learning outcomes and competency goals <ul style="list-style-type: none"> • 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. • 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. 	
Prerequisites for participation None	
Mode of teaching Lectures and exercises	
Degree programme records None	
Module examination (type, form, duration, if necessary contents) A 90-minute written examination or oral group examination lasting 15 minutes per examinee or term work (about 20 pages) and a presentation (15 minutes).	
Establishment of the module grade 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>Name of the module A Masters course in English for Economists</p> <p>Type of module Optional compulsory module (free area)</p>	<p>Number of credit points 6 CP</p>
<p>Possible contents The Master’s course in English for Economists offers all participants the opportunity to freshen up their passive command of English as well as their knowledge of the language in all four skills: to deepen and perfect speaking, listening comprehension, reading comprehension and writing. Newspaper articles, presentations by the participants and video interviews about current business topics create the basis for partnership and small group work and subsequent discussions in a plenary session. Explanations about the use of grammar handle typical errors made during language learning and are rounded off in active collaboration in the form of grammatical exercises. The skill writing is practiced in the form of an academic essay.</p>	
<p>Possible learning outcomes and competency goals The Master’s course in English for Economists has taken upon itself the goal of providing the participants with solid, advanced knowledge of the English business language. The course enables the participants to develop a deeper understanding for the formal structure of the English language and its intricacies, in order to be able to autonomously and securely work with the language. The participants are also empowered to compose an argumentative essay, exactly and in a differentiated manner, autonomously about a business topic. Therefore the level reached at the end of the course is virtually the competence of a “native speaker” in the English language, orally and in writing.</p>	
<p>Prerequisites for participation Successful passing of the qualifying test at the CEFR Level C 1.1. This is offered in the first week of lectures. Exception: Lecturers in business studies with English as the field of study II who have already passed the qualifying test at CEFR Level B 2.2.</p>	
<p>Mode of teaching Lectures and exercises</p>	
<p>Degree programme records None</p>	
<p>Module examination (type, form, duration, if necessary contents) An oral group examination lasting about 7 minutes per participant and a 90 minute written examination. Both examination performances take place at the end of the course. The third course assessment consists of a piece of term work of 1000 words which is composed about a business topic during the lecture time.</p>	
<p>Establishment of the module grade Oral examination 25% Written examination 50% Term work 25%</p>	

Module descriptions of the general subjects in Field of Study II

1. Within Field of Study II a general subject with a scope of at least 50 CP, of which 40 CP is from the scientific theory and 10 CP from the didactics (see § 31 Paragraph 2 h. These studies build the basis for the facultas/possibility to teach a general subject at vocational commercial schools.

2. The following general subjects are selectable (according to agreements made of the business education team with the respective faculties or institutes providing the service):

- (a) German (Faculty 10 – new philologies)
- (a) English (Faculty 10 – new philologies)
- (c) Protestant Religion (Faculty 6 –Evangelical Theology)
- (d) French (Faculty 10 und Faculty 02)
- (e) Catholic Religion (Faculty 07 – Catholic Theology)
- (f) Mathematics (Faculty 12 – Informatics und Mathematics)
- (d) Spanish (Faculty 10 und Faculty 02)
- (h) Sports (Faculty 05 – Psychology and Sports Sciences)

For the general subjects French and Spanish there are respectively two specialisation courses from Offer A-D of Faculty 02 (Business Languages) to be passed according to the respective regulations, while the remaining 40 CP is at the respective faculty providing a service.

3. For modules which are not delivered at the Faculty of Economics and Business Administration, the regulations of the pertinent rules and regulations of the faculty of Johann Wolfgang Goethe University Frankfurt am Main offering the module apply concerning acquisitions of CP.

4. By application to the examination board, through a resolution of the faculty boards, further subjects can be permitted as general subjects within Field of Study II.

5. A precise listing of the modules which can or must be delivered by the faculties providing a service or a link for this can be found at: www.wiwi.uni-frankfurt.de

6. The modules of the general subjects are not assigned to a particular semester. Since it is not possible to guarantee no overlaps between the courses of Faculty 02 and those of the other faculties, it should be possible to study the modules which fit organisationally in the order of study.

Concerning the general subjects “German”, “English”, “Catholic and Protestant Religion”, “Mathematics and Sport”: see the note on page 59 under No. 5 and 6.

Spanish module

<p>Name of the module Specialisation course A</p> <p>Type of module Compulsory</p>	<p>Number of credit points 5 CP</p>
<p>Contents There are 4 different specialisation courses which are offered cyclically: every specialisation course deals with a special topic: Specialisation course A: Bancos y Finanzas</p> <ul style="list-style-type: none"> • Ahorro e inversiones. El sistema bancario español. • Los bancos y su función económica y política. Los Bancos Centrales. Relación entre el Banco de España y el Banco Europeo. • Los bancos en Latinoamérica. El Banco Mundial. Latinoamérica y los Organismos Internacionales de Crédito. • El dinero. Monedas nacionales, euro, dólar. • El sistema financiero. La bolsa. • Activos financieros. Los bonos del tesoro. • Transacciones internacionales. Remesas de dinero. • Microfinanciación. 	
<p>Learning outcomes and competency goals The module Business Languages has the goal of bringing students of the faculty Language Skills for Economics to the point of mastery of the language required for successful studies in Economics and their later career path in a globalised world economy. In the particular foreign language course there is, apart from specific knowledge about economic order and economic processes, knowledge imparted about institutional, cultural and historical economic connections. In the specialisation courses the Language Level C1 should be achieved according to the Common European Reference Framework for Languages (Effective Operational Proficiency).</p>	
<p>Prerequisites for participation Online application and verification of passing the qualifying test. The students should have achieved Language Level B2 of the Common European Reference Framework for Languages and have good basic knowledge of Spanish business terminology.</p>	
<p>Mode of teaching Exercise.</p>	
<p>Degree programme records None</p>	
<p>Module examination (type, form, duration, if necessary contents) (i) 120 minute written examination and an oral examination <i>or</i> (ii) 120 minute written examination and a presentation in Spanish</p>	
<p>Establishment of the module grade (i) 80% written examination and 20% oral examination <i>or</i> (iii) 80% written examination and 20% presentation.</p>	

Name of the module Specialisation course B Type of module Obligatory	Number of credit points 5 CP
Contents There are 4 different specialisation courses which are offered cyclically: every specialisation course deals with a special topic: Specialisation course B: El mundo del trabajo. Aspectos prácticos y sociales <ul style="list-style-type: none"> • La empresa. Características de la empresa. • Buscar trabajo. Presentaciones y entrevistas. • Tipos de contratos laborales • Sindicalismo y empresa. • Migración laboral. 	
Learning outcomes and competency goals The module Business Languages has the goal of bringing students of the faculty Language Skills for Economics to the point of mastery of the language required for successful studies in Economics and their later career path in a globalised world economy.	
Prerequisites for participation Online application and passing of the qualifying tests in the first week of the semester. The students should have achieved Language Level B2 of the Common European Reference Framework for Languages and have good basic knowledge of Spanish business terminology.	
Mode of teaching Exercises.	
Degree programme records None.	
Module examination (type, form, duration, if necessary contents) (i) 120 minute written examination and an oral examination <i>or</i> (ii) 120 minute written examination and a presentation in Spanish	
Establishment of the module grade (i) 80% written examination and 20% oral examination <i>or</i> (iii) 80% written examination and 20% presentation.	

Name of the module Specialisation course C Type of module Compulsory	Number of credit points 5 CP
Contents There are 4 different specialisation courses which are offered cyclically: every specialisation course deals with a special topic: Specialisation course C: Marketing y Publicidad. <ul style="list-style-type: none"> • Elaboración de un plan de Marketing. • Análisis de la situación. • Público objetivo. Determinación económico-social y cultural. • DAFO. • Objetivos y estrategias. • Control. • Perspectiva cultural de la publicidad. Análisis de publicidades. 	
Learning outcomes and competency goals The module Business Languages has the goal of bringing students of the Faculty of Economics and Business Administration to the point of the mastery of the language required for successful studies in Economics and their later career path in a globalised world economy. In the particular foreign language course there is, apart from specific knowledge about economic order and economic processes, knowledge imparted about institutional, cultural and historical economic connections. In the specialisation courses the Language Level C1 should be achieved according to the Common European Reference Framework for Languages (Effective Operational Proficiency).	
Prerequisites for participation Online application and verification of passing of the qualifying test. The students should have achieved Language Level B2 of the Common European Reference Framework for Languages and have good basic knowledge of Spanish business terminology.	
Mode of teaching Exercises.	
Degree programme records None.	
Module examination (type, form, duration, if necessary contents) (i) 120 minute written examination and an oral examination <i>or</i> (ii) 120 minute written examination and a presentation in Spanish	
Establishment of the module grade (i) 80% written examination and 20% oral examination <i>or</i> (iii) 80% written examination and 20% presentation.	

Name of the module Specialisation course D Type of module Compulsory	Number of credit points 5 CP
Contents There are 4 different specialisation courses which are offered cyclically: every specialisation course deals with a special topic: Specialisation course D: Temas de actualidad económica de España y Latinoamérica. <ul style="list-style-type: none"> • Terminología político-económica. • Introducción a las cuestiones socio-económicas y culturales de los países de habla hispana. • Desarrollo de la competencia intercultural. • Desarrollo de las destrezas de comprensión escrita a partir de la lectura de artículos especializados. • Desarrollo de las destrezas de comprensión oral a partir de la visualización de informes económicos. • Desarrollo de las destrezas productivas mediante la elaboración y presentación de informes. 	
Learning outcomes and competency goals The module Business Languages has the goal of bringing students of the Faculty of Economics and Business Administration to the point of the mastery of the language required for successful studies in Economics and their later career path in a globalised world economy. In the particular foreign language course there is, apart from specific knowledge about economic order and economic processes, knowledge imparted about institutional, cultural and historical economic connections. In the specialisation courses the Language Level C1 should be achieved according to the Common European Reference Framework for Languages (Effective Operational Proficiency).	
Prerequisites for participation Online application and verification of passing of the qualifying test. The students should have achieved Language Level B2 of the Common European Reference Framework for Languages and have good basic knowledge of Spanish business terminology.	
Mode of teaching Lectures and exercises.	
Degree programme records None.	
Module examination (type, form, duration, if necessary contents) (i) 120 minute written examination and an oral examination <i>or</i> (ii) 120 minute written examination and a presentation in Spanish	
Establishment of the module grade (i) 80% written examination and 20% oral examination <i>or</i> (iii) 80% written examination and 20% presentation.	

French module

Name of the module Specialisation course A	Number of credit points 5 CP
Type of module Compulsory	
Contents There are 4 different specialisation courses which are offered cyclically: every specialisation course deals with a special topic: Specialisation course A: l'environnement de l'entreprise (WS) <ol style="list-style-type: none">1. Introduction: partenaires et environnement de l'entreprise2. Le système productif français3. La conjoncture4. Les relations interentreprises: concurrence, coopération et croissance externe5. Les entreprises françaises et la mondialisation6. Les entreprises et l'Etat – la fiscalité des entreprises7. Les entreprises et la banque – le système bancaire français8. Les entreprises et les marchés financiers	
Learning outcomes and competency goals The module Business Languages has the goal of bringing students of the Faculty of Economics and Business Administration to the point of the mastery of the language required for successful studies in Economics and their later career path in a globalised world economy. In the particular foreign language course there is, apart from specific knowledge about economic order and economic processes, knowledge imparted about institutional, cultural and historical economic connections. In the specialisation courses the Language Level C1 should be achieved according to the Common European Reference Framework for Languages (Effective Operational Proficiency).	
Prerequisites for participation Online application and verification of passing of the qualifying test. The students should have achieved Language Level B2.2 (Vantage) of the Common European Reference Framework for Languages and have good basic knowledge of French business terminology.	
Teaching and learning forms Exercises.	
Degree programme records None.	
Module examination (type, form, duration, if necessary contents) (i) 120 minute written examination and an oral examination <i>or</i> (ii) 120 minute written examination and a presentation in French	
Establishment of the module grade (i) 80% written examination and 20% oral examination <i>or</i> (iii) 80% written examination and 20% presentation.	

Name of the module Specialisation course B Type of module Compulsory	Number of credit points 5 CP
Contents There are 4 different specialisation courses which are offered cyclically: every specialisation course deals with a special topic: Specialisation course B: la politique économique de la France (WS) <ol style="list-style-type: none"> 1. La politique économique: définitions, objectifs, acteurs 2. La politique économique: instruments et contraintes 3. La politique de la concurrence 4. La politique de l'emploi 5. La politique sociale 6. La politique monétaire 	
Learning outcomes and competency goals The module Business Languages has the goal of bringing students of the Faculty of Economics and Business Administration to the point of the mastery of the language required for successful studies in Economics and their later career path in a globalised world economy. In the particular foreign language course there is, apart from specific knowledge about economic order and economic processes, knowledge imparted about institutional, cultural and historical economic connections. In the specialisation courses Language Level C1 should be achieved according to the Common European Reference Framework for Languages (Effective Operational Proficiency).	
Prerequisites for participation Online application and verification of passing of the qualifying test. The students should have achieved Language Level B2.2 (Vantage) of the Common European Reference Framework for Languages and have good basic knowledge of French business terminology.	
Mode of teaching Exercises.	
Degree programme records None	
Module examination (type, form, duration, if necessary contents) (i) 120 minute written examination and an oral examination <i>or</i> (ii) 120 minute written examination and a presentation in French	
Establishment of the module grade (i) 80% written examination and 20% oral examination <i>or</i> (iii) 80% written examination and 20% presentation.	

Name of the module Specialisation course C Type of module Compulsory	Number of credit points 5 CP
Contents There are 4 different specialisation courses which are offered cyclically: every specialisation course deals with a special topic: Specialisation course C: l'entreprise et ses marchés (SS) <ol style="list-style-type: none"> 1. le marché du travail 2. les marchés amont : la fonction achat 3. l'étude de marché 4. l'innovation et la recherche 5. le produit 6. la publicité et la promotion des ventes 7. la distribution 	
Learning outcomes and competency goals The module Business Languages has the goal of bringing students of the Faculty of Economics and Business Administration to the point of the mastery of the language required for successful studies in Economics and their later career path in a globalised world economy. In the particular foreign language course there is, apart from specific knowledge about economic order and economic processes, knowledge imparted about institutional, cultural and historical economic connections. In the specialisation courses the Language Level C1 should be achieved according to the Common European Reference Framework for Languages (Effective Operational Proficiency).	
Prerequisites for participation Online application and verification of passing of the qualifying test. The students should have achieved Language Level B2.2 (Vantage) of the Common European Reference Framework for Languages and have good basic knowledge of French business terminology.	
Mode of teaching Exercises.	
Degree programme records None.	
Module examination (type, form, duration, if necessary contents) (i) 120 minute written examination and an oral examination <i>or</i> (ii) 120 minute written examination and a presentation in French	
Establishment of the module grade (i) 80% written examination and 20% oral examination <i>or</i> (iii) 80% written examination and 20% presentation.	

Name of the module Specialisation course D Type of module Compulsory	Number of credit points 5 CP
Contents There are 4 different specialisation courses which are offered cyclically: every specialisation course deals with a special topic: Specialisation course D: : gestion et finance (SS) <ol style="list-style-type: none"> 1. les entreprises en France 2. stratégies de l'entreprise (internationalisation, concentration) 3. management et différences culturelles 4. le gouvernement de l'entreprise 5. les comptes des entreprises 6. le financement des entreprises 7. gestion des risques et assurances 	
Learning outcomes and competency goals The module Business Languages has the goal of bringing students of the Faculty of Economics and Business Administration to the point of the mastery of the language required for successful studies in Economics and their later career path in a globalised world economy. In the particular foreign language course there is, apart from specific knowledge about economic order and economic processes, knowledge imparted about institutional, cultural and historical economic connections. In the specialisation courses the Language Level C1 should be achieved according to the Common European Reference Framework for Languages (Effective Operational Proficiency).	
Prerequisites for participation Online application and verification of passing of the qualifying test. The students should have achieved Language Level B2.2 (Vantage) of the Common European Reference Framework for Languages and have good basic knowledge of French business terminology.	
Mode of teaching Exercises.	
Degree programme records None.	
Module examination (type, form, duration, if necessary contents) (i) 120 minute written examination and an oral examination <i>or</i> (ii) 120 minute written examination and a presentation in French	
Establishment of the module grade (i) 80% written examination and 20% oral examination <i>or</i> (iii) 80% written examination and 20% presentation.	

Appendix 4: An exemplary course of study plan

Field of Study I

Semester	Module	CP	Module	CP	Module	CP	Module	CP	Module	CP
1.	Fundamentals of Business and Economic Education*	6	Didactics of vocational education and training	5	Optional compulsory module Business Administration	6	Optional compulsory module Business Administration	6	Modules from Politics and Economy	8
2.	Practical school exercises I	4	Problems in Business and Economic Education	6	Optional compulsory module Business Administration	6	Optional compulsory module Business Administration	6	Optional compulsory module Business Administration	6
3.	Practical school exercises II	6	Business and Economic Education Teaching-Learning Research	5	Optional compulsory module Business Administration	6	Seminar for Business Administration	6	Modules from Politics and Economy	8
4.	Current Questions in Business and Economic Education	5	Optional compulsory module Business Administration	6	Optional compulsory module Business Administration	6	Master's thesis	15		

Field of Study II

Semester	Module	CP	Module	CP	Module	CP	Module	CP
1.	Fundamentals of Business and Economic Education*	6	Didactics of vocational education and training	5	Optional compulsory module Business Administration	6	Module of the general subject	15
2.	Practical school exercises I	4	Problems in Business and Economic Education	6	Optional compulsory module Business Administration	6	Module of the general subject	15
3.	Practical school exercises II	6	Business and Economic Education Teaching-Learning Research	5	Optional compulsory module Business Administration	6	Module of the general subject	10
4.	Current Questions in Business and Economic Education	5	Module of the general subject	10	Master's thesis	15		