

This is a translation of the original document in the German language. For all legal purposes, solely the German version of the examination regulations shall be considered binding.

**Examination regulations**  
**for the Master's program in**  
**International Management and**  
**Intercultural Communication**  
  
**conferring the degree**  
***Master of Arts***  
  
**of the Faculty of Information Science and Communication Studies**  
**and**  
**the Faculty of Economics and Business Administration**  
**at Cologne University of Applied Sciences**  
  
  
**of**  
**December 18, 2009**

By virtue of section 2 (4) and section 64 (1) of the North Rhine-Westphalia Higher Education Act (*Gesetz über die Hochschulen des Landes Nordrhein-Westfalen*) of October 31, 2006 (GV. NRW. p. 474), last altered by the Act on the Establishment of the University of Applied Sciences for Health Professions in North Rhine-Westphalia (*Gesundheitsfachhochschulgesetz*) of October 8, 2009 (GV. NRW. p. 516), Cologne University of Applied Sciences has determined the following examination regulations by statute:

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## *I. General information*

### *Section 1 Applicability of the examination regulations; catalog of modules and program schedule; decision-making committee; program administration*

- (1) These examination regulations are to administer the studies and examinations in the Master's program in International Management and Intercultural Communication at Cologne University of Applied Sciences.
- (2) The examination regulations are to apply to all assessments and examinations conducted at Cologne University of Applied Sciences and its partner universities. The examinations conducted at the partner universities are subject to local regulations (see section 17(6)).
- (3) Based on these examination regulations, Cologne University of Applied Sciences is to create a program schedule and a catalog of modules in accordance with its partner universities (see section 2). Taking into account developments in the fields of science and university teaching as well as profession-specific requirements, the catalog of modules is to outline the course contents and the structure of the Master's program. The program schedule is to provide students with a guideline for adequately scheduling their studies.
- (4) The Master's program at Cologne University of Applied Sciences is to be administered by one professor of Faculty 03 and one professor of Faculty 04.
- (5) The universities participating in the Master's program are to establish a committee responsible for all matters related to this program. The committee is to be comprised of the partner universities' program representatives and is to decide on all issues relevant to the organization of the Master's program.

### *Section 2 Participating partner universities; curriculum; locations; beginning of studies; language of instruction*

- (1) The M.A. in International Management and Intercultural Communication is an integrated international Master's program. Participating in the program are the partner universities listed below (for students beginning their studies in the semesters stated below):
  - a) Winter semesters 2001/02, 2002/03, 2003/04 and 2004/05
    1. Cologne University of Applied Sciences (hereafter referred to as CUAS)
    2. Université de Provence, Aix-Marseille, France (hereafter referred to as UP)
    3. University of North Florida, Jacksonville, USA (hereafter referred to as UNF)
  - b) Winter semester 2005/06
    1. CUAS
    2. UP
    3. Uniwersytet Warszawski, Warsaw, Poland (hereafter referred to as UW)
    4. UNF

- c) as of winter semester 2007/08
  - 1. CUAS
  - 2. UW
  - 3. Dongbei University of Finance and Economics, Dalian, China (hereafter referred to as DUFE)
  - 4. UNF
  
- (2) As of winter semester 2007/08, the curriculum is based on the common agreement of four partner universities. In the event of significant changes in science, industry or professional practice, it may be adjusted in accordance with all partner universities.
  
- (3) For students beginning their studies in the winter semesters 2001/02, 2002/03, 2003/04 and 2004/05, the curriculum is divided into three stages. As of winter semester 2005/06, the curriculum is divided into four stages. These stages have been and will be completed at the participating universities as follows:
  - a) winter semesters 2001/02, 2002/03, 2003/04 and 2004/05:
    - 1. Cologne, Germany (CUAS)
    - 2. Aix-Marseille, France (UP)
    - 3. Jacksonville, USA (UNF)
  
  - b) winter semester 2005/06
    - 1. Cologne, Germany (CUAS)
    - 2. Aix-Marseille, France (UP)
    - 3. Warsaw, Poland (UW)
    - 4. Jacksonville, USA (UNF)
  
  - c) as of winter semester 2007/08
    - 1. Cologne, Germany (CUAS)
    - 2. Warsaw, Poland (UW)
    - 3. Dalian, China (DUFE)
    - 4. Jacksonville, USA (UNF)
  
- (4) Language of instruction and examination is to be English.
  
- (5) If a participating partner university terminates the agreement of cooperation or if good reasons call for a modification of the partnership or a change of locations, a new partner university may be incorporated into the program, provided that all partners approve of the changes. Students enrolled in the program are guaranteed to complete their university studies at one of the other partner universities.

### *Section 3 Objectives of the program; research objectives; purpose of the examinations; degree conferred*

- (1) By passing the Master's examination at CUAS, graduates are awarded a university degree qualifying them to exercise professional work in the field relevant to the program and entitling them to admission to doctoral/PhD-level studies in accordance with section 67 (4) sentence 1 letter c) of the North Rhine-Westphalia Higher Education Act.
  
- (2) Taking into account general study objectives (section 58 of the North Rhine-Westphalia Higher Education Act), the program leading to the Master's examination is

designed to teach application-oriented topics of the discipline on the basis of scientific findings. In particular, students are taught advanced fundamentals of intercultural communication and acquire in-depth knowledge in key fields of economics. In light of the interdisciplinary and transnational design of the courses, students are to become capable of solving problems related to international management on the basis of the interdisciplinary and intercultural knowledge acquired throughout the program. In addition, the interdisciplinary approach of the program is to foster the students' economic as well as intercultural research skills.

(3) The Master's examination (section 6) is to determine whether the examinee has attained sound specialized knowledge required to exercise work in his/her profession independently and whether he/she is capable of independently exercising work and conducting research on the basis of scientific findings and methods.

(4) By passing the examinations listed in sections 24 and 25 at all partner universities, students will have completed a scientific degree program, allowing them to exercise work in the designated profession. Based on the successful completion of all examinations, Cologne University of Applied Sciences is to confer the academic degree Master of Arts in accordance with the regulations stated hereinafter.

#### *Section 4 Admission requirements; application process*

(1) Admission to the Master's program requires the successful completion of a university degree pertinent to this program with a minimum degree of Bachelor of Arts and a minimum final cumulative grade of *satisfactory* (3.0) in the German grading system or its equivalent. The examination board is responsible for all decisions to be made in this context.

(2) Additional admission requirements are:

1. Excellent command of the English language (B2 level as established in the Common European Framework of Reference for Languages (CEFR))
2. GMAT (Graduate Management Admission Test) with a minimum score of 480 points
3. Fundamental knowledge of economics and business administration

The according documents are to be submitted with the application.

(3) Following an assessment of the application, applicants who are deemed eligible for the Master's program are to be invited to an interview. The interview decides upon an applicant's aptitude on the basis of the aforementioned criteria (subsections 1-2). The selection process is to be administered by the program committee, which also decides on admission to the program.

(4) Each partner university is to select up to ten students per year to participate in the program. The partner universities are to autonomously decide upon admission of applicants to the program. A common understanding has been established that students admitted to one of the partner universities must be admitted to the other universities as well.

(5) Enrolment in the Master's program in International Management and Intercultural Communication at CUAS is to be denied in accordance with section 50 (1 b) of the North

Rhine-Westphalia Higher Education Act if an applicant has irreversibly failed an examination in the same or in a comparable Master's program at a university within the jurisdiction of the German constitution; this also holds true for examinations taken in other Master's programs in the fields of intercultural communication or economics.

### *Section 5 Standard program duration; scope of the program; studies abroad*

- (1) The standard duration of the Master's program is three semesters. In compliance with the European Credit Transfer System (ECTS), students are awarded a total of 90 credits (section 13). The standard duration of the program includes the examination period.
- (2) The program is segmented into individual modules. See sections 24, 25 and the program schedule (annex) for details on the program's structure.
- (3) Students begin the first semester of the Master's program at CUAS in the winter semester of each year.
- (4) Since the Master's program is an integrated international program, a predefined part of the assessments and examinations is to be conducted at the partner universities. This predefined part is a component of the CUAS program.

### *Section 6 Scope and structure of examinations; examination deadline*

- (1) A student's successful completion of the program is to be determined by the examinations taken throughout the program (module examinations) and a final examination (Master's thesis).
- (2) Module examinations are to be held when the corresponding module has been concluded according to the program schedule. The program schedule is to guarantee that the examinee can have taken all module examinations by the end of the third semester.
- (3) In compliance with section 27, registration for the final part of the Master's examination is to be filed prior to the end of the second semester.
- (4) The examinations are to make allowance for the legal provisions for maternity and parental leave periods as well as the leave for the nursing and care of spouses, registered partners, relatives in direct line of descent or brothers and sisters in-law if they are in need of nursing or care.
- (5) All examinations are to be held exclusively in English.

### *Section 7 Examination board*

- (1) The Faculties 03 and 04 are to establish an examination board for the organization of examinations and the arrangement of the duties entrusted to it by these examination regulations. The examination board is to be an independent body of the faculties.

(2) The examination board is to be elected by the faculty councils of Faculties 03 and 04 at the suggestion of the program committee and is to be made up of seven persons:

1. chairperson and vice chairperson selected from the pool of faculty professors;
2. two additional members selected from the pool of faculty professors;
3. one member selected from the pool of research assistants or lecturers
4. two members selected from the pool of students.

(3) Deputies are to be elected for all members of the examination board except for the chairperson and the vice-chairperson. The members of the board employed in full-time positions at the university and their deputies have tenure of two years; the student members and their deputies have tenure of one year. Re-election is permissible.

### *Section 8 Rights and duties of the examination board*

(1) The examination board is to be responsible for the organization of examinations. It is also to ensure that the examination regulations are complied with and that examinations are conducted properly. In particular, it is to rule on objections brought forward against decisions that were made in exam-related matters.

(2) The examination board must report to the faculty councils of Faculties 03 and 04 on developments related to examinations and duration of studies if so requested. Moreover, the board is to give advice on potential reforms of the examination regulations, the catalog of modules and the program schedule. The members of the examination board and a representative of the President's Office have the right to be present during examinations. Exempt from this right are student members of the examination board who are to take the examination concerned on the very same examination date.

(3) The members of the examination board and a representative of the President's Office have the right to be present during examinations. Exempt from this right are student members of the examination board who are to take the examination concerned on the very same date.

### *Section 9 Decisions by the examination board*

(1) The examination board has a quorum if, in addition to the chairperson or vice-chairperson, a member from the pool of professors and at least two additional members eligible to vote are present. Decisions require a simple majority. In case of a tie, the chairperson is to have the casting vote. Student members and research assistants do not have a say in decisions on matters related to education and academics, particularly when it comes to the recognition or other evaluation of examinations and assessments or the appointment of examiners or co-examiners. Moreover, student members are not to participate in the debate and decision-making on matters related to examination topics or their own examinations.

(2) The members of the examination board, their deputies, the examiners as well as co-examiners are to be sworn to secrecy. If they are not employed in the German civil service, they are to be sworn to secrecy by the chairperson of the examination board.

(3) Incriminating decisions of the examination board or its chairperson are to be reported to the affected student immediately. Prior to any action, the affected student has to be granted the right to be heard.



- (4) Sessions of the examination board are not open to the public.

### *Section 10 Examiners and co-examiners*

- (1) The examination board is to appoint the examiners and co-examiners and is responsible for the proper conduction of examinations. A person may be appointed examiner if he or she holds at least the qualification that is to be determined by the examination or an equivalent qualification and – provided that no compelling reasons necessitate a divergence – has held an independent teaching position in the stage of the program that is relevant for the examination. This holds true for co-examiners as well (*competent co-examiners*). Examiners are independent for examination purposes.
- (2) The examinee may suggest one or more examiners for his or her oral examinations. He or she may also suggest an examiner to be his or her thesis adviser. If possible, a student's suggestion is to be taken into consideration.
- (3) The examination board is to ensure that examination duties are split as evenly as possible amongst the examiners. It is also to ensure that the examinee will be informed about his or her examiner in time – at the latest four weeks prior to the examination date.

### *Section 11 Recognition of examinations and assessments*

- (1) Examinations and assessments completed in the same program at different universities within the jurisdiction of the German constitution as well as equivalent examinations and assessments completed in different programs or at different universities within the jurisdiction of the German constitution are to be officially recognized. Equivalent examinations and assessments completed outside the jurisdiction of the German constitution may be recognized upon request.
- (2) In compliance with Section 59 of the North Rhine-Westphalia Higher Education Act, students have the right to attend courses outside their chosen program. Examinations taken in these courses are to be recognized if their subject-specific equivalence is attested to.
- (3) For examinations and assessments that have been recognized, students are awarded the corresponding number of ECTS credits stipulated in the program schedule (cf. annex).
- (4) The examination board is to decide on the recognition of examinations and assessments, as laid out in subsections 1-3. In cases of doubt, it is to consult the examiners responsible for the individual courses.

### *Section 12 Evaluation of examinations*

- (1) Examinations are to be evaluated in a differentiated and comprehensible manner by means of grades. Reasons for the evaluation are to be explained in writing upon request of the examination board. Grades for individual examinations are to be determined by the respective examiner.

(2) All module examinations of the Master's program are graded examinations in accordance with subsection 1.

(3) If several examiners participate in an examination, the examiners are to jointly evaluate the examination, provided that no other provisions are made hereinafter. Should the evaluations differ from one another, the grade is to be determined by the arithmetic mean of the individual grades.

(4) The following grades are to be used for the evaluation of examinations:

1.0/1.3	=	excellent	= an excellent examination
1.7/2.0/2.3	=	good	= an examination far above average requirements
2.7/3.0/3.3	=	satisfactory	= an examination that meets average requirements
3.7/4.0	=	sufficient	= an examination that meets the requirements despite its shortcomings
5	=	insufficient	= an examination that does not meet the requirements due to substantial shortcomings

The grades 0.7, 4.3, 4.7 and 5.3 are invalid.

(5) Calculated grades that differ from the grades listed above are to be determined as follows.

Figures:

up to 1.5	equal the grade	"excellent"
above 1.5 to 2.5	equal the grade	"good"
above 2.5 to 3.5	equal the grade	"satisfactory"
above 3.5 to 4.0	equal the grade	"sufficient"
above 4.0	equal the grade	"insufficient"

When it comes to the calculation of grades, only the first decimal is to be factored in; all other decimals are to be dropped without rounding.

(6) Grades at the individual partner universities are to be assigned on the basis of local grading systems. The four partner universities participating in the program have created the following tables of equivalence for the conversion of grades:

a) Year 2005/06

	<b>FAIL</b>	<b>PASS</b>						
	F or D	C	C+	B-	B	B+	A-	A
<b>UNF</b>	F or D	C	C+	B-	B	B+	A-	A
<b>UP</b>	1-9	10	11	12	13	14	15	16
<b>CUAS</b>	5.0	4.0	3.7	3.3	3.0 – 2.7	2.3	2.0 – 1.7	1.0 – 1.3
<b>UW</b>	2	3	3.5	4	4	4.5	5	5

b) As of year 2007/08

	<b>FAIL</b>	<b>PASS</b>						
	F or D	C	C+	B-	B	B+	A-	A
<b>UNF</b>	F or D	C	C+	B-	B	B+	A-	A

<b>CUAS</b>	5.0	4.0	3.7 (3.7-3.9)	3.3 (3.3-3.6)	2.7 / 3.0 (2.7-3.2)	2.3 (2.3-2.6)	1.7 / 2.0 (1.7-2.2)	1.0 / 1.3 (1.0-1.6)
<b>UW</b>	2	3	3.5	4**	4**	4.5	5*	5*
<b>DUFE</b>	0-59	60-64	65-69	70-72	73-79	80-82	83-89	90-100

\* The Polish grade "5" is converted to the American grade "A".

\*\* The Polish grade "4" is converted to the American grade "B".

For the years 2001/02 to 2003/04, the following tables apply to the conversion of American grades to the German grading system and vice versa:

<b>American</b>	<b>German</b>
A	1.0
A-	2.0
B+	2.7
B	3.0
B-	3.7
C+	4.0
C	
D	
E/F	

<b>German</b>	<b>American</b>
1.0 – 1.3	A
1.7 – 2.0	A-
2.3	B+
2.7-3.0	B
3.3	B-
3.7	C+
4.0	C
5.0	D – F
5.0	D – F

As of the year 2004/05, the following tables apply:

<b>American</b>	<b>German</b>
A	1.0
A-	1.7
B+	2.3
B	2.7
B-	3.3
C+	3.7
C	4.0
D – F	5.0

<b>German</b>	<b>American</b>
1.0 – 1.3	A
1.7 – 2.0	A-
2.3	B+
2.7-3.0	B
3.3	B-
3.7	C+
4.0	C
5.0	D – F

An examination is passed if the student's performance is deemed at least "sufficient". If the module examination is made up of various individual examinations, it is passed if the weighted average of examination grades equals the grade "sufficient" (4.0).

(7) The evaluation of examinations is to be completed within four weeks' time. Students are to be informed about the results in writing. The results of the Master's thesis are to be reported to the students within eight weeks.

### *Section 13 Credits in accordance with the ECTS (European Credit Transfer System)*

(1) Credits are to be assigned to every component of the Master's program, enabling recognition in accordance with the ECTS. The credits are a quantitative measure of the workload that students typically need to successfully complete a component of the program. This workload includes courses, preparation and follow-up work of a course, autodidactic study as well as examinations and preparation for examinations.

(2) The workload required to successfully complete the Master's program as laid down in the program schedule amounts to 60 credits per academic year. 1 credit corresponds to a workload of 30 hours.

(3) Students only receive credits if they have successfully completed a module. Pursuant to section 12 (2 and 6), this means that students are awarded the total number of credits for every graded module examination that has been passed with a grade of at least "sufficient", irrespective of the grade received for the examination. A total of 90 credits are required to successfully pass the Master's program.

(4) The program schedule (cf. annex) gives an overview of the number of credits assigned to the individual modules and to the Master's thesis. More detailed information can be found in the catalogue of modules.

(5) Credits obtained in accordance with the ECTS at other universities within and outside the jurisdiction of the German constitution are to be recognized with at most the number of credits designated in the current degree program, provided that the underlying examinations and assessments are deemed equivalent. For all other relevant matters, the regulations set down in section 11 apply.

#### *Section 14 Evaluation of examinations in accordance with the ECTS grading scheme*

The certificate awarded to graduates in accordance with section 32 (1) is to list ECTS grades as well. Details are to be determined at a later point in time based on the decisions made at the Standing Conference of the Ministers of Education and Cultural Affairs of the German *Länder* and the German Rectors' Conference (*HRK*).

#### *Section 15 Retaking examinations*

(1) Students may retake module examinations if they do not pass them or if the examinations are considered "not passed". If a student does not pass a module examination that is made up of several individual components or a combination of different types of examination, they only have to retake the component which they have not passed. As a general rule, students are to retake an examination at the beginning of that stage of the program that follows the failed attempt. Due to the fact that the program requires students to change locations, the time and place of the retaking are to be determined individually.

(2) If a student does not pass the Master's thesis or a module examination, he/she may retake each examination once.

(3) An examination graded at least "sufficient" may not be retaken.

#### *Section 16 Absence; withdrawal from examinations; cheating*

(1) An examination is deemed "insufficient" (5.0) if the examinee does not appear for an examination and is not able to present a good reason for his/her absence. An examination is also deemed "insufficient" if the student withdraws from it without good reason after the examination has begun or if he/she does not submit the examination by

the time stipulated. The provisions stated above also apply if the student does not submit his/her Master's thesis in due time.

(2) The reasons stated for missing or withdrawing from an examination are to be immediately reported to the examination board, to be documented in writing and to be substantiated by the student. In case of sickness, students are required to submit a comprehensible medical certificate attesting to their incapability of taking the examination. If the examination board accepts the reasons given, the examinee is to be notified that he/she may again file a request to be admitted to the examination concerned.

(3) If a student attempts to manipulate the result of his/her examination by cheating or by using non-permissible means, the examination concerned is to be evaluated as "insufficient" (5.0). An examinee who disrupts the proper course of an examination may be expelled from the examination by the examiner or the invigilator after having been given prior warning; in such a case, the examination concerned is to be evaluated as "insufficient" (5.0). The reasons for the expulsion are to be put on record. If the examinee is barred from retaking the examination, he/she may request the examination board to review this decision. This also applies to the decisions made by an examiner or an invigilator, such as the ones laid down in sentence 1. Possible penalties as set down in section 63 (5) of the North Rhine-Westphalia Higher Education Act are to be acknowledged.

## II. Module examinations

### *Section 17 Objectives, length and type of module examinations*

(1) The Master's program is divided into individual modules, each of which concludes with an examination. The content of a module may be taught in one or more courses with different methods of teaching and study. The module normally takes place in one stage of the program. The module examination may be subdivided into several individual examinations with the same or differing types of examination pursuant to sections 20-23. The examinations are to determine whether students are proficient in the essential topics and methods of the modules and whether they are capable of independently applying the knowledge and skills acquired.

(2) The examination requirements are to be aligned with the contents of the courses offered in the catalog of modules. Students may be required to be familiar with relevant contents of previous modules.

(3) A module's type of examination depends on the requirements of the individual module. Admissible types of examination are written examinations (sections 20-21), oral examinations (section 22) of 10 to 30 minutes duration per examinee and other types of examination (section 23) as well as combinations of the aforementioned types of examination. A student's total workload for module examinations made up of a combination of several types of examination is not to exceed the typical workload that a single type of examination would generate.

(4) After consultation with the examiners concerned and in observance of the module outline and the feasibility to complete the program within the allotted time frame, the examination board is to determine the type and modalities of examination for every

module at the beginning of every semester. If an examination within a module comprises several components or a combination of different types of examination, the examination board is to also specify how to weigh the individual components. At the suggestion of the examiners concerned, the examination board normally determines the examination date for written and oral examinations at the beginning of the semester – at the latest four weeks prior to the examination period – for all students who intend to take the module examination concerned. The examination board's decision is to be uniform and binding. For scheduled examination dates, the regulations stipulated in section 19 (1) apply.

(5) If other types of examination have been determined, the examiner is to determine the schedule of examinations in the first quarter of the course concerned and is to notify the examination board.

(6) The examinations scheduled to be taken abroad are subject to the provisions and examination regulations of the partner universities in terms of length, type, conduct, evaluation and admission.

### *Section 18 Admission to module examinations*

(1) Students do not need to register for module examinations at CUAS due to the program's special character (alternating locations; examination to be held after completion of the module segment). It is the examination board's responsibility to report all examinations to Student and Examination Services by submitting examination lists.

(2) Students may only be admitted to a module examination if they

1. meet the admission requirements stated in section 4 and
2. are enrolled at CUAS or one of its partner universities as a current student in this Master's program

(3) Students are to be denied admission to a module examination if they

- a) do not meet the admission requirements mentioned in subsection 2 or
- b) have irreversibly failed an examination in a degree program in a comparable subject field (economics and/or intercultural communication) or have irreversibly failed a Master's or other type of final examination in the same degree program within the jurisdiction of the German constitution or
- c) have – within the jurisdiction of the German constitution – lost the right to participate in an examination deemed mandatory by the examination regulations.

(4) Students may only be admitted to module examinations if they have – with the exception of one module – passed all module examinations of the previous stage of the program (cf. section 17 (2)).

### *Section 19 Conduct of module examinations*

(1) Examinations normally take place upon completion of the module component, as set down in the program schedule. Examinations are to be held within the examination periods stipulated by the examination board and to be announced in writing four weeks prior to the examination date at the latest.

- (2) Upon request, students are obliged to identify themselves with an official photo ID.
- (3) If the examinee – by submitting a medical certificate or in a different manner – substantiates that he/she is not capable of completely or partly taking the examination in its intended form due to a permanent physical disability, the examination board may allow the student to take an equivalent examination in a different form. These modifications are to guarantee that disabled persons will not be put at a disadvantage. In exceptional cases, sentences 1 and 2 also apply to persons with temporary physical disabilities.

### *Section 20 Written examinations*

- (1) In written examinations the examinee is to prove that – within a limited time frame and with limited resources – he/she is capable of identifying and correctly solving problems stemming from areas covered by the module by means of common scientific methods of his/her subject field.
- (2) A written examination is to be held under supervision. It is the examiner's responsibility to decide as to whether students may use additional resources.
- (3) A written examination is normally drawn up by one examiner only. In specific cases, especially when a module examination covers several subject fields, the examination may also be drawn up by more than one examiner. In such a case, the examiners prior to the examination jointly determine how the individual elements of the examination shall be weighted.
- (4) A written examination is normally evaluated by one examiner only. At the discretion of the examination board, a second evaluation may be required in cases of doubt; in case an objection has been filed, a second evaluation is required by all means. If the examination board does permit an exception for compelling reasons, these reasons are to be put on record. If the second evaluation of the written examination differs from the first one, the grade is determined by the arithmetic mean of both grades.
- (5) Examinations which conclude a degree program and examinations whose passing is a prerequisite for continuing a degree program are to be evaluated by a minimum of two examiners. If the individual evaluations differ from each other, the grade is determined by the arithmetic mean of the individual grades.

### *Section 21 Written multiple-choice examinations*

- (1) Written examinations may be completely or partly held as multiple-choice examinations. In multiple-choice examinations, students have to answer questions in writing and under supervision by selecting the correct answers from a list of suggested solutions. Multiple-choice examinations may be held in modules suitable for this type of examination upon request by the examiners and with approval of the examination board.
- (2) The questions asked in multiple-choice examinations are to be geared to the knowledge and skills taught in the module concerned and need to ensure reliable examination results.

(3) It is the examiners' responsibility to determine the examination questions and the suggested solutions (examination exercises). It is to be recorded in writing which of the suggested solutions are to be accepted as correct answers.

(4) The evaluation of a written examination is to include the following information:

1. the number of questions asked and the number of questions answered correctly by the examinee,
2. the minimum number of questions required to be answered correctly in order to pass the examination,
3. in case the examination has been passed, the percentage by which the number of correctly answered questions exceeds the minimum requirements,
4. the grade obtained by the student.

(5) When correcting the examinations, examiners are to pay attention as to whether a frequent occurrence of wrong answers to a specific question might indicate that the question was worded incorrectly. If it is determined after the examination that individual questions or possible solutions are erroneous, the examination exercises concerned will not be factored in. As a consequence, the number of examination exercises is to be reduced. This reduced number of exercises is to form the basis of the evaluation. Reducing the examination exercises may not put students at a disadvantage.

(6) Examinations held by means of electronic equipment are to be treated like written examinations.

## *Section 22 Oral examinations*

(1) Oral examinations are to determine whether the examinee is knowledgeable about the subjects to be examined and about suitable approaches to dealing with problems. They are also to determine whether the examinee is capable of correctly classifying questions and of finding solutions, and whether he/she possesses profound fundamental knowledge.

(2) Oral examinations are to be held in the presence of an examiner and a competent co-examiner (cf. section 10 (1)) or in the presence of several examiners (panel examination) as group examinations or individual examinations. If an examination covers several subject fields, every examinee will on principle be examined by only one examiner in each subject field. Prior to grading the examination, the examiner is required to consult with the co-examiner or the other examiners.

(3) Minutes are to be kept about the essential topics and the results of the examination, in particular about facts that are essential for the grading of the examination. The grade is to be reported to the students after the oral examination.

(4) Students who intend to take the same examination in a different examination period may be present at the examination as audience, provided that there is enough space and that no examinee did object to this provision when he/she registered for the examination. Students may neither be present during the examiners' consultation nor during the announcement of examination results.



### *Section 23 Other types of examination*

- (1) Besides written and oral examinations, other types of examination may be applicable for module examinations, in particular term papers and oral reports.
- (2) Other types of examination are usually evaluated by one examiner, unless one of the provisions set down in section 20 (5) applies.
- (3) A term paper (e.g. a case study, research paper or project paper) is to determine whether the examinee is capable of independently completing a written assignment on a subject pertaining to his/her field of study within a given time frame, using scientific and subject-related methods. The examiner is to determine the topic and length of the paper (e.g. number of pages of the main part) at the beginning of the stage of the program. The grade given for the term paper is to be announced to the examinee by the end of the stage of the program at the latest.
- (4) An oral report (e.g. presentation, negotiation, mediation) is to determine whether the examinee is capable of independently solving and professionally presenting a practice-based assignment by means of verbal communication within a given time frame, using scientific and subject-related methods. The examiner is to determine the duration of the oral report at the beginning of the semester. Minutes are to be kept about facts that are essential for the grading of the oral report. The grade is to be announced to the examinee by the end of the stage of the program at the latest.
- (5) Term papers and oral reports completed as part of a joint team project may be treated as an examination if the individual student's contribution to be evaluated as an examination is clearly distinguishable and can be assessed accordingly. In order to verify the student's contribution, aspects such as passages, subject fields, page numbers (for term papers) or other objective criteria allowing for a clear distinction are to be indicated.

## III. Program schedule

### *Section 24 Modules in Germany and abroad/completion of the program*

- (1) In all required modules, module examinations pursuant to the types of examination stipulated in sections 20 – 23 are to be held. The module examinations are listed in section 25; the corresponding types of examination can be found in the program schedule, unless individually determined by the examination board (section 17 (4) sentence 1).
- (2) The program schedule, the examination procedures and the program schedule are to be designed in a way that allows for the completion of all examinations to be held according to section 6 (1) until the end of the third semester.
- (3) Within the program's standard duration, students are to spend three stages of the program abroad. Due to the international agreement in effect between the Faculties 03 and 04 and their partner universities abroad (cf. section 2), the time, structure as well as examinations and assessments to be completed abroad are predefined. Detailed information can be found in section 25 and the program schedule (cf. annex).

(4) Examinations and assessments at the partner universities are mandatory components of the Master's program. CUAS students continue to be enrolled at CUAS during their stays abroad. They will additionally be enrolled as exchange students at the respective partner university for the duration of their stay.

### Section 25 Module examinations

(1) Throughout the program, students are required to take the following module examinations in accordance with the program schedule (cf. annex):

a) Module examinations for students beginning their studies in winter semester 2001/02

Code:	<b>MA International Management and Intercultural Communication</b>			
MA IMIK-	<b>Modules</b>	<b>Σ SWS</b>	<b>Σ Credits</b>	<b>Type</b>
<b>01 1</b>	<b>MODULE <i>Concepts and Controlling of Global Business:</i></b> Global Economics	<b>4</b> 2	<b>8</b> 4	<b>P</b> SU
<b>01 2</b>	International Management Accounting	2	4	SU
<b>02 1</b>	<b>MODULE <i>Managing the Cultural and Social Environment:</i></b> Intercultural Communication	<b>5</b> 3	<b>10</b> 4	<b>P</b> SU
<b>02 2</b>	Comparative European Culture	2	4	SU
<b>02 3</b>	Rhetoric and Presentation	1	2	SU
<b>03 1</b>	<b>MODULE <i>Global and European Business I:</i></b> International Marketing	<b>4</b> 2	<b>8</b> 4	<b>P</b> SU
<b>03 2</b>	International Management	2	4	SU
<b>04 1</b>	<b>MODULE <i>Global and European Business II</i></b> Game Theory Applied to Business Studies	<b>4</b> 2	<b>8</b> 4	<b>P</b> SU
<b>04 2</b>	Financial Management	2	4	SU
<b>05 1</b>	<b>MODULE <i>Global Management Tools:</i></b> Making Decisions with Data	<b>4</b> 2	<b>8</b> 4	<b>P</b> SU
<b>05 2</b>	Management Information Systems (MIS)	2	4	SU
<b>06 1</b>	<b>MODULE <i>Global Management Methods:</i></b> Advanced Management and Business Policy	<b>4</b> 2	<b>8</b> 4	<b>P</b> SU
<b>06 2</b>	Organizational Theory	2	4	SU
<b>07 1</b>	<b>MODULE <i>Cultural Skills:</i></b> Intensive French**	<b>2</b> 1	<b>4</b> 2	<b>P</b> Ü
<b>07 2</b>	French for Business**	1	2	Ü
	<b>MODULE <i>Global Business Strategies:</i></b>	<b>4</b>	<b>8</b>	<b>P</b>

<b>08 1</b>	Advanced Management Policy	2	4	SU
<b>08 2</b>	Modeling and Management of Operations	2	4	SU
<b>MODULE Master Project (thesis)</b>			<b>30</b>	<b>P</b>
<b>09 1</b>	International Business Internship		14	
<b>09 2</b>	Consulting Project (Master's thesis)		16	
<b>TOTAL</b>			<b>90</b>	

\*for foreign students only

\*\*for students without knowledge of French only

b) Module examinations for students beginning their studies in winter semester 2002/03

<b>Code:</b>	<b>MA International Management and Intercultural Communication</b>			
<b>MA IMIK-</b>	<b>Modules</b>	<b>Σ SWS</b>	<b>Σ Credits</b>	<b>Type</b>
<b>01 1</b>	<b>MODULE <i>Concepts and Controlling of Global Business:</i></b> Global Economics	<b>4</b> 2	<b>8</b> 4	<b>P</b> SU
<b>01 2</b>	International Management Accounting	2	4	SU
<b>02 1</b>	<b>MODULE <i>Managing the Cultural and Social Environment:</i></b> Intercultural Communication	<b>4 (6)</b> 2	<b>8 (12)</b> 4	<b>P</b> SU
<b>02 2</b>	Business Language and Culture in Germany*	(2)	(4)	SU
<b>02 3</b>	Techniques of Verbal Communication	2	4	SU
<b>03 1</b>	<b>MODULE <i>Global and European Business I:</i></b> International Marketing	<b>4</b> 2	<b>8</b> 4	<b>P</b> SU
<b>03 2</b>	International Management	2	4	SU
<b>04 1</b>	<b>MODULE <i>Global and European Business II:</i></b> Cultural Environment of Global Business	<b>4</b> 2	<b>8</b> 4	<b>P</b> SU
<b>04 2</b>	Business Intelligence	2	4	SU
<b>05 1</b>	<b>MODULE <i>Global Management Tools:</i></b> Making Decisions with Data	<b>4</b> 2	<b>8</b> 4	<b>P</b> SU
<b>05 2</b>	Management of Information Technology	2	4	SU
<b>06 1</b>	<b>MODULE <i>Global Management Methods:</i></b> Advanced Business Policy	<b>4</b> 2	<b>6</b> 3	<b>P</b> SU
<b>06 2</b>	Organizational Theory	2	3	SU
<b>07 1</b>	<b>MODULE <i>Cultural Skills:</i></b> Intensive French**	<b>(2)</b> (1)	<b>(4)</b> (2)	<b>P</b> Ü

<b>07 2</b>	French for Business**	(1)	(2)	Ü
<b>08 1</b>	<b>MODULE Global Business Strategies:</b> Advanced Financial Management	<b>5</b> 2	<b>10</b> 3	<b>P</b> SU
<b>08 2</b>	Modeling and Management of Operations	2	3	SU
<b>08 3</b>	Financial Analysis	1	2	SU

	<b>MODULE Master Project (thesis):</b>		<b>30</b>	<b>P</b>
<b>09 1</b>	International Business Internship		10	
<b>09 2</b>	Consulting Project (Master's thesis)		20	
	<b>TOTAL</b>		<b>90</b>	

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\*\*for students without knowledge of French only

c) Module examinations for students beginning their studies in winter semester 2003/04

<b>Code:</b>	<b>MA International Management and Intercultural Communication</b>			
<b>MA IMIK-</b>	<b>Modules</b>	<b>Σ SWS</b>	<b>Σ Credits</b>	<b>Type</b>
<b>01 1</b>	<b>MODULE <i>Concepts and Controlling of Global Business:</i></b> Global Economics	<b>4</b> 2	<b>8</b> 4	<b>P</b> SU
<b>01 2</b>	International Management Accounting	2	4	SU
<b>02 1</b>	<b>MODULE Applied Intercultural Communication: Germany:</b> Intercultural Communication	<b>6</b> 3	<b>8</b> 4	<b>P</b> SU
<b>02 2</b>	Rhetoric and Presentation	1	1	SU
<b>02 3</b>	German Language*	(1)	(1)	SU
<b>02 4</b>	German Culture (Comparative Approaches)	2	3(2)	SU
<b>03 1</b>	<b>MODULE <i>Global and European Business I:</i></b> International Marketing	<b>6</b> 3	<b>8</b> 4	<b>P</b> SU
<b>03 2</b>	International Management	3	4	SU
<b>04 1</b>	<b>MODULE Global and European Business II:</b> Game Theory Applied to Business Studies	<b>6</b> 3	<b>8</b> 4	<b>P</b> SU
<b>04 2</b>	Financial Management	3	4	SU
<b>05 1</b>	<b>MODULE Applied Intercultural Communication: France</b> French Language**	<b>2(4)</b> (2)	<b>4(6)</b> (2)	<b>P</b> Ü
<b>05 2</b>	French and Mediterranean Culture	2	(2)4	Ü

<b>06 1</b>	<b>MODULE Global Management Tools:</b> Making Decisions with Data	<b>6</b> 3	<b>8</b> 4	<b>P</b> SU
<b>06 2</b>	Management Information Systems (MIS)	3	4	SU
<b>07 1</b>	<b>MODULE Global Management Methods:</b> Advanced Business Policy	<b>6</b> 3	<b>8</b> 4	<b>P</b> SU
<b>07 2</b>	Organizational Theory	3	4	SU
<b>08 1</b>	<b>MODULE Global Business Strategies:</b> Advanced Management Policy	<b>6</b> 3	<b>8</b> 4	<b>P</b> SU
<b>08 2</b>	Modeling and Management of Operations	3	4	SU
<b>09 1</b>	<b>MODULE Master Project (thesis):</b> International Business Internship		<b>30</b> 10	<b>P</b>
<b>09 2</b>	International Business Consulting Project (Master's thesis)		20	
	<b>TOTAL</b>		<b>90</b>	

\*for foreign students only

\*\*for students without knowledge of French only

d) Module examinations for students beginning their studies in winter semester 2004/05

Code:	<b>MA International Management and Intercultural Communication</b>			
MA IMIK-	<b>Modules</b>	<b>Σ SWS</b>	<b>Σ Credits</b>	<b>Type</b>
<b>01 1</b>	<b>MODULE <i>Concepts and Controlling of Global Business:</i></b> Global Economics	<b>8</b> 4	<b>8</b> 4	<b>P</b> SU
<b>01 2</b>	International Management Accounting	4	4	SU
<b>02 1</b>	<b>MODULE <i>Applied Intercultural Communication: Germany:</i></b> Intercultural Communication	<b>8(12)</b> 2	<b>10(14)</b> 4	<b>P</b> SU
<b>02 2</b>	Communications Elective: Cultural Backgrounds of the Individual and the Nation State	4	4(2)	SU
<b>02 3</b>	Rhetoric and Presentation	2	2	SU
<b>02 4</b>	German Language & Culture*	(4)	(2)	SU
<b>03 1</b>	<b>MODULE <i>International Business Internship</i></b> International Business Internship + Report		<b>12</b>	<b>P</b>
<b>04 1</b>	<b>MODULE <i>Global and European Business I:</i></b> International Marketing	<b>6</b> 3	<b>8</b> 4	<b>P</b> SU
<b>04 2</b>	International Management	3	4	SU
<b>05 1</b>	<b>MODULE <i>Global and European Business II:</i></b> Game Theory Applied to Business Studies	<b>6</b> 3	<b>8</b> 4	<b>P</b> SU

05 2	Financial Management	3	4	SU
06 1	<b>MODULE Applied Intercultural Communication: France</b> French Language**	<b>2(4)</b> (2)	<b>4(6)</b> (2)	<b>P</b> Ü
06 2	French and Mediterranean Culture	2	(2)4	Ü
07 1	<b>MODULE Global Management Tools:</b> Making Decisions with Data	<b>6</b> 3	<b>8</b> 4	<b>P</b> SU
07 2	Management Information Systems (MIS)	3	4	SU
08 1	<b>MODULE Global Management Methods:</b> Advanced Business Policy	<b>6</b> 3	<b>8</b> 4	<b>P</b> SU
08 2	Organizational Theory	3	4	SU
09 1	<b>MODULE Global Business Strategies:</b> Advanced Management Policy	<b>6</b> 3	<b>8</b> 4	<b>P</b> SU
09 2	Modeling and Management of Operations	3	4	SU
10 1	<b>MODULE Master Project (Master's thesis):</b> International Business Consulting Projects		<b>20</b> 20	<b>P</b>
	<b>TOTAL</b>		<b>90</b>	

\*for foreign students only

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e) Module examinations for students beginning their studies in winter semester 2005/06

<b>Code:</b>	<b>MA International Management and Intercultural Communication</b>			
<b>MA IMIK-</b>	<b>Modules</b>	<b>Σ SWS</b>	<b>Σ Credits</b>	<b>Type</b>
01 1	<b>MODULE <i>Concepts and Controlling of Global Business:</i></b> Global Economics	<b>8</b> 4	<b>8</b> 4	<b>P</b> SU
01 2	International Management Accounting	4	4	SU
02 1	<b>MODULE <i>Applied Intercultural Communication: Germany:</i></b> Intercultural Communication	<b>8(12)</b> 2	<b>10(14)</b> 4	<b>P</b> SU
02 2	Communications Elective: Cultural Backgrounds of the Individual and the Nation State	4	4(2)	SU
02 3	Rhetoric and Presentation	2	2	SU
02 4	German Language & Culture*	(4)	(2)	SU
03 1	<b>MODULE <i>International Business Internship</i></b> International Business Internship + Report		<b>12</b>	<b>P</b>

<b>04 1</b>	<b>MODULE <i>Global and European Business I:</i></b> International Marketing	<b>6</b> 3	<b>8</b> 4	<b>P</b> SU
<b>04 2</b>	International Management	3	4	SU
<b>05 1</b>	<b>MODULE <i>Global and European Business II:</i></b> Game Theory Applied to Business Studies	<b>6</b> 3	<b>8</b> 4	<b>P</b> SU
<b>05 2</b>	Financial Management	3	4	SU
<b>06 1</b>	<b>MODULE Applied Intercultural Communication: France</b> French Language**	<b>4</b> 2	<b>4(8)</b> (2)	<b>P</b> SU
<b>06 2</b>	French and Mediterranean Culture	2	4(2)	SU
<b>07 1</b>	<b>MODULE Global Management Tools:</b> Making Decisions with Data	<b>6</b> 3	<b>8</b> 4	<b>P</b> SU
<b>07 2</b>	Management Information Systems (MIS)	3	4	SU
<b>08 1</b>	<b>MODULE Global Management Methods:</b> Advanced Business Policy	<b>6</b> 3	<b>8</b> 4	<b>P</b> SU
<b>08 2</b>	Organizational Theory	3	4	SU
<b>09 1</b>	<b>MODULE Global Business Strategies:</b> Advanced Management Policy	<b>6</b> 3	<b>8</b> 4	<b>P</b> SU
<b>09 2</b>	Modeling and Management of Operations	3	4	SU
<b>10 1</b>	<b>MODULE Master's thesis</b>		<b>16</b>	
	<b>TOTAL</b>	<b>57</b>	<b>90</b>	

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f) Module examinations for students beginning their studies in winter semester 2007/08

Code:	<b>MA International Management and Intercultural Communication</b>			
MA IMIK-	<b>Modules</b>	$\Sigma$ SWS	$\Sigma$ Credits	Type
<b>01 1</b>	<b>MODULE <i>Applied Intercultural Communication: Germany:</i></b> Intercultural Communication (+ Intercultural Training)	<b>8</b> 3	<b>9</b> 4	<b>P</b> SU
<b>01 2</b>	Business Environment: Germany	3	3	SU
<b>01 3</b>	Applied Intercultural Communication: Germany	2	2	SU
<b>02 1</b>	<b>MODULE <i>Concepts and Controlling of Global Business:</i></b> Global Economics (+ thesis seminar)	<b>7</b> 4	<b>9</b> 5	<b>P</b> SU
<b>02 2</b>	International Management Accounting	3	4	SU

<b>05 1</b>	<b>MODULE <i>Global and European Business I:</i></b> International Marketing	<b>4</b> 2	<b>6</b> 3	<b>P</b> V/Ü
<b>05 2</b>	International Management	2	3	V/Ü
<b>04 1</b>	<b>MODULE <i>Applied Intercultural Communication: Poland:</i></b> Business Environment: Poland	<b>5</b> 3	<b>5</b> 3	<b>P</b> SU
<b>04 2</b>	Applied Intercultural Communication: Poland	2	2	SU
<b>03 1</b>	<b>MODULE <i>Global and European Business II:</i></b> Business Strategy and Game Theory	<b>5</b> 3	<b>7</b> 4	<b>P</b> SU
<b>03 2</b>	Advanced Financial Management	2	3	V/Ü
<b>06 1</b>	<b>MODULE <i>Global Management Tools:</i></b> Management Information Systems (MIS)	<b>5</b> 2	<b>7</b> 3	<b>P</b> V/Ü
<b>06 2</b>	Making Decisions with Data	3	4	Ü
<b>07 1</b>	<b>MODULE <i>Global Management Methods:</i></b> Advanced Business Policy	<b>5</b> 2	<b>7</b> 3	<b>P</b> SU
<b>07 2</b>	Organizational Theory	3	4	SU
<b>08 1</b>	<b>MODULE: <i>Applied Intercultural Communication: China:</i></b> Business Environment: China	<b>6</b> 3	<b>6</b> 3	<b>P</b> V/Ü
<b>08 2</b>	Applied Intercultural Communication: China	3	3	V/Ü
<b>09 1</b>	<b>MODULE <i>Global Business Strategies:</i></b> International Finance (co-teaching with CUAS/UW/UNF)	<b>6</b> 3	<b>8</b> 4	<b>P</b> SU
<b>09 2</b>	Modeling and Management of Operations	3	4	SU
<b>10 1</b>	<b>MODULE <i>Applied Intercultural Communication: USA:</i></b> Business Environment: USA	<b>6</b> 3	<b>6</b> 3	<b>P</b> SU
<b>10 2</b>	Applied Intercultural Communication: United States	3	3	SU
<b>11 1</b>	<b>MODULE <i>Master's thesis and defense</i></b>		<b>20</b>	
	<b>TOTAL</b>	<b>57</b>	<b>90</b>	

CUAS=Cologne University of Applied Sciences; UW=Uniwersytet Warszawski; DUFE=Dongbei University of Finance and Economics; UNF=University of North Florida  
SWS=weekly periods per semester (*Semesterwochenstunden*): time allotted for a particular course. If a course is assigned one semester period per week, it is taught for 45 minutes every week for the duration of one semester.  
Type (type of course): VÜ=lecture with tutorial; SU=seminar; P=required module



## IV. Master's thesis and final oral examination

### *Section 26 Purpose; topic; time; examiners*

- (1) The Master's thesis is to be submitted as a written paper. It is the final part of the Master's examination and is to be completed by the students in the fourth stage of the Master's program. The Master's thesis is to provide evidence that the examinee is capable of independently completing an assignment on a subject pertaining to his/her field of study within a given time frame by elaborating on subject-related specifics as well as on interdisciplinary contexts and by making use of scientific and subject-related methods. The examinee is also to present his/her findings in a precise and understandable manner.
- (2) Students writing their Master's thesis are assigned a thesis adviser. Professors of the partner universities responsible for the subject fields concerned who may be appointed examiner in accordance with section 10 (1) may function as thesis advisers. Exceptions are to be ruled on by the examination board.
- (3) The examination board is to ensure that the examinee is provided with a topic for the Master's thesis in time.
- (4) In duly justified exceptional cases, students may submit an individually written paper instead of a paper written as a member of an international team. Exceptions are to be ruled on by the examination board. In the joint team projects, the individual student's contribution to be evaluated must be clearly distinguishable and be assessed accordingly, and must comply with the requirements stated in subsection 1. In order to verify a student's contribution, aspects such as passages, page numbers or other objective criteria allowing for a clear distinction are to be indicated.

### *Section 27 Admission to Master's thesis*

- (1) Students are admitted to the Master's thesis if they
  1. meet the admission requirements for module examinations in accordance with section 18 (2) and
  2. have obtained a total of 22 credits in the mandatory examinations, as laid down in section 25.
- (2) Students who intend to write their Master's thesis are required to file a written registration with the examination board; due to the fact that students change locations throughout the program, the registration needs to be submitted by a due date to be determined by the examination board. The registration must include the following information:
  - a) name of the student and student-ID number
  - b) (for joint team projects) the names and student-ID numbers of the students involved in the project

Additionally, students are required to submit the following documents, unless they have already done so:

1. proof of having met the admission requirements stated in subsection 1
2. statement on previous endeavors to write a Master's thesis or another final examination and on endeavors to take the Master's examination.

(3) Admission to the Master's thesis is to be granted by the chairperson of the examination board and, in cases of doubt, the examination board. Admission is to be denied if

- a) the student does not meet the requirements stated in subsection 1
- b) the student has failed to submit one of the documents listed in subsection 2
- c) within the jurisdiction of the German constitution, a final thesis written by the student has been evaluated as "insufficient" or if the student has irreversibly failed one of the examinations stated in subsection 2 sentence 4 no. 2.

Admission is also to be denied if the examinee has, within the jurisdiction of the German constitution, lost the right to take examinations in a similar degree program by having failed to meet a deadline for retaking examinations.

### *Section 28 Assignment of the topic; completion of the Master's thesis*

(1) The topic of the Master's thesis is to be assigned by the chairperson of the examination board. After having consulted the thesis adviser concerned, the chairperson is to immediately assign the topic of the Master's thesis and to inform the examinees about their topic and the name of their thesis reviewer. The date on which the thesis was assigned is to be put on record. The examination board is to forward the students' registrations to Student and Examination Services by submitting an examination list.

(2) Due to the fact that students change locations throughout the program, they are usually informed about their topics at a pre-determined date every year.

(3) Students are required to submit the thesis within four months. The topic and assignment must be designed in a way that allows for the Master's thesis to be completed within the allocated timeframe. In exceptional cases, the examination board may extend the deadline of submission by up to two weeks if the student concerned submits a request prior to the deadline, in which he/she is to justify the reasons for extending the deadline. If the request for extending the deadline of submission is not based on reasons of sickness/illness, the thesis adviser is to be consulted on the request.

(4) The Master's thesis must be written in the English language. For individually-written theses, 50 to 70 pages are required. For joint team projects, 30 to 40 pages are required for every member of the team.

(5) If a student is physically disabled, the regulations set down in section 19 (3) apply.

### *Section 29 Submission and evaluation of the Master's thesis*

(1) Students are to submit four hardcover copies of their Master's thesis and one electronic copy in one of the common word processing formats to the chairperson of the examination board, or at a location determined by the chairperson, by the deadline of submission. Submitting the thesis via means of telecommunication is not permitted. The time of submission is to be put on record; if the thesis is submitted via mail, the decisive criterion is the point of time at which the thesis is submitted to the postal service. When

submitting the thesis, the student is required to declare in writing that he/she has independently written the thesis – in case of a joint team project his/her part of the thesis, which has been marked accordingly – and has used no other than the sources and means indicated and stated in quotations. Moreover, the regulations on cheating as stated in section 16 (3) apply.

(2) The Master's thesis is to be evaluated by two examiners. One of the examiners is to be the thesis adviser. The other examiner is to be determined by the examination board. If the examiners' evaluations differ from each other and the divergence of both grades is less than 2.0, the grade for the Master's thesis is calculated by the arithmetic mean of both individual grades. If there is a divergence of 2.0 or greater, the examination board is to determine a third examiner. In this case, the grade of the Master's thesis is calculated by the arithmetic mean of the two better individual grades. However, the Master's thesis can only be graded "sufficient" or better if at least two of the grades are "sufficient" or better.

(3) Students who pass the Master's thesis are awarded

- a) 16 credits in year 2001/02
- b) 20 credits as of year 2002/03
- c) 16 credits in year 2005/06
- d) 20 credits as of year 2007/08

in compliance with section 13.

### *Section 30 Final oral examination*

(1) For students newly enrolled as of winter semester 2007/08, the final oral examination complements the Master's thesis and is to be graded separately. A panel to be selected by the participating partner universities is to determine the date of the final oral examination. The final oral examination is to take place at the location of the last stage of the program. It is to determine whether the student is capable of orally presenting and independently justifying the findings of the Master's thesis, its scientific and methodological fundamentals as well as inter- and multidisciplinary contexts, and of assessing the thesis' significance for practice.

(2) Students may only be admitted to the final oral examination if they

- 1. have passed all module examinations
- 2. are enrolled or admitted as students or auditors in compliance with section 52 (2) of the North Rhine-Westphalia Higher Education Act and
- 3. have received a grade of at least "sufficient" for their Master's thesis.

(3) Students are required to file a written registration for the final oral examination with the examination board. They are also required to submit proof of having met the admission requirements stated in subsection 2, unless the examination board is already in possession of such proof. Students may register for the final oral examination when they apply for admission to the Master's thesis, as set down in section 27; in this case, students are admitted to the final oral examination as soon as all required proof and documents have been submitted to the examination board.

- (4) The final oral examination is to be held and evaluated by a panel to be selected by the participating partner universities. The panel is to include at least one examiner of the participating partner universities.
- (5) The duration of the final oral examination is roughly 30 minutes. The provisions laid down for oral examinations (section 22) apply accordingly.
- (6) In the evaluation of the Master's thesis, the grade of the final oral examination is to be factored in at a ratio of 1:2.
- (7) The final oral examination may be retaken once.

## V. Results of the Master's examination

### *Section 31 Results of the Master's examination*

- (1) The examinee has passed the Master's examination if he/she has obtained 90 credits. This requires students to have passed all required module examinations and to have obtained a grade of at least "sufficient" for the Master's thesis.
- (2) The examinee has failed the Master's examination if one of the examinations stated in subsection 1 has been irreversibly evaluated as "insufficient" or is irreversibly deemed "insufficient". Examinees are to be notified about having failed the Master's examination. This notification is to include information on legal remedies. After the student's removal from the register of students, the chairperson of the examination board will upon request issue a certified document listing the examinations and assessments taken by the student and their respective grades, as well as the examinations missing in order for the student to complete the Master's examination. This certification must include a statement that the student has irreversibly failed the Master's examination. Upon request, the chairperson of the examination board will issue a document listing only the completed examinations and assessments and their respective grades.

### *Section 32 Examination certificate; final cumulative grade; Master's certificate*

- (1) Graduates are to receive a certificate on the passed Master's examination promptly, if possible within two months after the last examination. This examination certificate is to include the grades and credits for all module examinations, the topic of the Master's thesis as well as the grades and credits awarded for it, the final cumulative grade of the Master's examination and the assessments taken at the partner universities throughout the program as well as the locations at which the assessments were completed.
- (2) The examination certificate is to be written in the English language; grades are listed pursuant to the German and the American grading system. For illustrative purposes, the tables for the conversion of grades listed in section 12 (6) is to be included on the certificate. Upon request, students may receive a German translation of the certificate. German equivalents of the courses are to be provided to Student and Examination Services.

(3) The examination certificate is to be signed by the chairperson of the examination board and is to bear the date of the day on which the last examination was completed.

(4) Along with the examination certificate, graduates are to receive final certificates of the participating partner universities listed in section 2 (1), bearing the date of the examination certificate. This certificate is to attest to the conferral of the Master's degree in compliance with section 3(4). In addition, graduates beginning their studies in winter semester 2008/09 are awarded the joint European Master of Arts to be issued by CUAS and UW.

(5) The Master's certificate issued by CUAS and UW is to be signed by:

1. on the part of CUAS: the dean of the Faculties 03 and 04 and the chairperson of the examination board; the Master's thesis is to bear the seal of CUAS,
2. on the part of UW: the university's senior administration.

(6) For every module a module grade is given. The module grade is determined by the arithmetic mean – weighted by credits – of all courses of the module that have been examined in order for the student to obtain the number of credits required for the module. The final cumulative grade of the Master's examination is determined by the grades for the modules listed in section 25, which have been weighted by the corresponding credits. This includes the Master's thesis module. In the calculation of the final cumulative grade, the module examinations are factored in with 80 percent while the Master's thesis is factored in with 20 percent.

## VI. Final provisions

### *Section 33 Inspection of examination papers*

After having taken an examination or having completed the Master's thesis, the examinee is, upon request, to be granted an inspection of the written examination concerned, of – if available – the examiners' records related to the written examination and of the examination records of an oral examination. The inspection is to be requested with the chairperson of the examination board within one month after the grade for the module examination was published or within one month after the examination certificate or the certification on irreversibly failing the Master's examination were issued. The chairperson is to determine time and place of the inspection.

### *Section 34 Invalidity of examinations*

(1) If a student cheated during an examination and the cheating was detected only after the certificate and the certifications mentioned in section 31 (2), sentence 4 and 5, and section 32 (1/5) were issued, the examination board is entitled to retroactively correct the grades for those examinations during which the student cheated and to render the Master's examination failed or partially failed.

(2) If the requirements for admission to an examination were not met but the student did not attempt to cheat and if this matter was detected only after the certificate or the certification mentioned in section 31 (2) sentences 4 and 5 and section 32 (1/5) were issued, this shortcoming is offset by the student's passing of the examination. If the

student deliberately effected a wrongful admission, the examination board is to decide on the legal consequences with due regard to the Administrative Procedures Act (*Verwaltungsverfahrensgesetz*) of North Rhine-Westphalia.

(3) The incorrect examination certificate or the incorrect certification mentioned in section 31 (2) sentences 4 and 5 and section 32 (1/5) are to be taken back and reissued if need be. A decision pursuant to subsection 1 is to be ruled out after ten years have passed since the examination certificate or certification mentioned in section 31 (2) sentences 4 and 5 and section 32 (1/5) were issued.

### *Section 35 Entry into force*

(1) The examination regulations for the Master's program in International Management and Intercultural Communication enter into force as of September 1, 2001 and are to be published in Cologne University of Applied Sciences' official communication (*Amtliche Mitteilungen*).

(2) These examination regulations apply to all students who have enrolled or will enroll in the Master's program in International Management and Intercultural Communication at Cologne University of Applied Sciences as of winter semester 2001/2002.

(3) The examination regulations are published on the basis of the resolutions of the Faculty Council of the Faculty of Information Science and Communication Studies (Faculty 03) of July 8, 2008 and of the Faculty Council of the Faculty of Economics and Business Administration (Faculty 04) of October 14, 2008 and after legal review by the President's Office of Cologne University of Applied Sciences of December 16, 2009.

Cologne, December 18, 2009

The President  
of Cologne University  
of Applied Sciences

(Prof. Dr. phil. J. Metzner)

This is a certified translation of the original examination regulations in the German language.

Cologne, May 24, 2011

Cologne University of Applied Sciences  
On behalf of the President

Jan Hendrik Müller - Translator, M.A.