

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

Examination
regulations for the
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 Business, Economics and Law
at Technische Hochschule Köln

of

August 8, 2017

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 - HG*) of September 16, 2014 (GV. NRW p. 547), last amended by the act of April 7, 2017 (GV. NRW p. 414), Technische Hochschule Köln - University of Applied Sciences has determined the following examination regulations by statute:

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ANNEX: CURRICULUM

I. GENERAL INFORMATION

Section 1 Applicability of the examination regulations; module catalog and curriculum; decision-making board; program committee

(1) These examination regulations are to administer the studies and examinations of the Master's program in International Management and Intercultural Communication at Technische Hochschule Köln - University of Applied Sciences.

(2) The examination regulations are to apply to the assessments and examinations conducted at Technische Hochschule Köln - University of Applied Sciences and its partner institutions of higher education. The examinations conducted at the partner institutions are subject to local regulations (cf. section 16(6)).

(3) Based on these examination regulations, Technische Hochschule Köln - University of Applied Sciences is to create a curriculum and a module catalog in accordance with its partner institutions (cf. section 2). The module catalog is to outline the course contents and structure of the Master's program, taking developments in the fields of science and university teaching as well as profession-specific requirements into account. The curriculum is to provide students a basis for adequately scheduling their studies.

(4) The program committee at Technische Hochschule Köln - University of Applied Sciences is to be administered by one professor of Faculty 03 and one professor of Faculty 04.

(5) The institutions participating in the degree program are to establish a committee responsible for all matters related to this program. The committee is to be comprised of the partner institutions' program committee and is to decide on all issues relevant to the organization of the degree program.

Section 2 Participating partner institutions of higher education; curriculum; locations; beginning of studies; language of instruction

(1) The Master's program in International Management and Intercultural Communication is an integrated international degree program. The partner institutions listed below are participating in the program:

1. Technische Hochschule Köln - University of Applied Sciences, Cologne, Germany (hereafter referred to as THK)
2. Uniwersytet Warszawski, Warsaw, Poland (hereafter referred to as UW)
3. Dongbei University of Finance and Economics, Dalian, China (hereafter referred to as DUFE)
4. University of North Florida, Jacksonville, USA (hereafter referred to as UNF)

(2) The curriculum is based on the agreements between the partner institutions. In the event of significant changes in science, industry or professional practice, it may be amended in accordance with all partner institutions.

(3) The curriculum is divided into four program stages. These stages are to be spent at the participating institutions as follows:

1. Cologne, Germany (THK)
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 institution terminates the agreement of cooperation or if good reasons call for a modification of the partnership or a change of locations, a new partner institution 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.

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

(1) By passing the Master's examination at THK, 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 studies in accordance with section 67 (4) 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 degree program, which is to prepare students for the Master's examination, is designed to convey 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 transcultural 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 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 23 and 24 at all partner institutions, 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, Technische Hochschule Köln - University of Applied Sciences and University of Warsaw are to confer the academic degree *Master of Arts as a Joint Degree* in accordance with the regulations stated hereinafter.

Section 4 Admission requirements; application process

(1) Admission to the degree program requires the successful completion of a university degree pertinent to this program with a minimum degree of *Bachelor of Arts* and a final grade of at least "satisfactory" (3.0) in the German grading system or its equivalent. The examination board is the decision-making body in all cases.

(2) Additional admission requirements are:

1. Excellent English language proficiency (B2 level according to the Common European Framework of Reference for Languages (CEFR))
2. GMAT (Graduate Management Admission Test) with a minimum score of 500 points or GRE (Graduate Record Examination) with a total score of 300 points (150 points verbally, 150 points quantitatively)
3. Fundamental knowledge in economics and business administration

The corresponding supporting documents are to be submitted along with the application.

(3) Applicants who are - after the assessment of the application documents - deemed eligible for the Master's program are to be invited to an interview. On the basis of the criteria listed subsections 1 and 2, this interview is designed to bring about a conclusive decision on the individual applicant's aptitude. The selection process is to be administered by the program committee, which also decides on admission to the program. A passed aptitude test entitles for enrollment in the two following winter semesters.

(4) Each partner institution of higher education is to select up to ten students to participate in the program. The partner institutions are to decide independently upon admission of applicants to the program. A common understanding has been established that students admitted to one of the partner institutions must be admitted to the other institutions as well.

(5) Admission to the Master's program in International Management and Intercultural Communication at THK is to be denied if the applicant has irreversibly failed an examination in the same or in a comparable Master's program at a different institution of higher education within the jurisdiction of the German constitution. This also applies to equivalent examinations in other Master's programs in a subject-related field.

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 program duration includes the examination period.

(2) The program is divided into individual modules. Detailed information on the structure of the program can be found in sections 23 and 24 as well as in the curriculum (annex).

(3) Students are enrolled at THK in the program's first semester 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 are to be conducted at the partner institutions. This predefined part is a component of the THK degree 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 curriculum. The curriculum is to guarantee that the examinee has the possibility to have taken all module examinations by the end of the third semester.

(3) In accordance with section 27, registration for the final part of the Master's examination is usually to be filed prior to the end of the second semester.

(4) Examination procedures 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. This also applies if the examinee proves – by submitting a medical certificate or in a different manner – that he/she is in disadvantage due to a permanent physical disability or chronic disease (section 15 (5)).

(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 assigned 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 professors;
2. two additional members selected from the pool of professors;
3. one member selected from the pool of research assistants;
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 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 decide 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 program duration if so requested. Moreover, the board is to give advice on potential reforms of the examination regulations, the module catalog and the curricula. The examination board may transfer its regular duties to the chairperson of the examination board. This does not apply to decisions on objections.

(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 during the same examination period.

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 has the casting vote. Student members and research assistants do not contribute to 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 of the examination board do not participate in the debate and decision-making on matters related to examination topics or their own examinations.

(2) All members of the examination board, their deputies, the examiners as well as co-examiners are to be sworn to official secrecy. If they are not employed in the German public 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 only 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 subject 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 advisor. If possible, a student's suggestion is to be considered.

(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 degree programs within the jurisdiction of the Convention on the Recognition of Qualifications concerning Higher Education in the European Region of April 11, 1997 (BGBl. II 2007; p. 712 - Lisbon Recognition Convention) are to be officially recognized upon request if it can be proven that they do not considerably differ from the examinations and assessments required. If the recognition of such examinations and assessments is denied, the university is to issue a substantiated notification on this matter. If it has been proposed to reject the recognition request the President's Office may be called upon to review the decision.

(2) Examinations and assessments completed in degree programs outside the jurisdiction of the Lisbon Recognition Convention are to be recognized analogous to subsection 1 upon request.

(3) Achievements that are not part of a degree program may be recognized as examinations or assessments upon request if they are equivalent to the examinations and assessments required. Such achievements may only account for up to half of the total number of examinations and assessments required for the successful completion of the program.

(4) For examinations and assessments that have been recognized, students are awarded the number of ECTS credits stated in the curriculum (annex 1). Non-graded examinations taken at other universities or in other programs are to be recognized in accordance with subsections 1 and 2. They are to be identified accordingly on the examination certificate and are not accounted for in the calculation of the final grade.

(5) The examination board is the decision-making body in all cases laid out in subsections 1 to 4. 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. The evaluation is to be explained in writing upon request of the examination board. Grades for individual examinations are to be determined by the respective examiner. 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.

(2) 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.

(3) 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 well 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:

up to 1.5	grade: "excellent"
above 1.5 to 2.5	grade: "good"
above 2.5 to 3.5	grade: "satisfactory"
above 3.5 to 4.0	grade: "sufficient"
above 4.0	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 institutions are to be assigned on the basis of local grading systems. The four partner institutions participating in the program have created the following tables of equivalence for the conversion of grades:

	Fail	Pass						
UNF	F or D	C	C+	B-	B	B+	A-	A
THK	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)
UW	2	3	3.5	4**	4**	4.5	5*	5*
DUFE	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".

The following tables apply to the conversion of American grades to the German grading system and vice versa:

American	German
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

German	American
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 it is graded "sufficient" or better. 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 certificate awarded to graduates in accordance with section 31 (1) is to indicate the relative position of the final grade according to the ECTS grading table. The reference group are the students enrolled in the program. All final grades awarded to members of the reference group over a course of at least two years are documented and the grade distribution in terms of percentage is calculated. According to section 31 (6) the grade distribution table is part of the *Diploma Supplement*.

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

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

- (1) Credits are to be assigned to each component of the Master's program, enabling recognition in accordance with the European Credit Transfer System (ECTS). 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, self-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 curriculum 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. In accordance with 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 complete the Master's program.
- (4) An overview of the number of credits assigned to the individual modules and to the Master's thesis is provided in the curriculum (annex). More detailed information can be found in the module catalog.
- (5) Complying with section 11, credits obtained in accordance with the ECTS at other institutions of higher education within and outside the jurisdiction of the German constitution are to be recognized with the number of credits assigned in the current program. For all other relevant matters, the regulations set down in section 11 apply.

Section 14 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 did not pass a module examination that is made up of several individual components or a combination of different types of examination, he/she only has to retake the components which he/she did not pass. 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 degree 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, the final oral examination (defense) or the module examinations, he/she may retake each examination once.
- (3) An examination graded at least "sufficient" may not be retaken.

Section 15 Absence; withdrawal from examinations; cheating

- (1) An examination is deemed "insufficient" (5.0) if the examinee fails to show up 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 within the foreseen time frame. The provisions stated above also apply if the student does not submit his/her Master's thesis in due time.
- (2) The reasons for missing or withdrawing from an examination are to be immediately reported to the examination board in writing and are 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). Carrying non-permissible means may already be recognized as an action of cheating. An examinee who disrupts the proper course of an examination may be expelled from the examination by the examiner or the exam supervisor after having been given prior warning; in such a case, the examination concerned is to be graded "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 of an examiner or exam supervisor in cases described 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 16 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 studying. The module normally takes place in one stage of the program. Pursuant to sections 19 to 22, a module examination may be subdivided into several individual examinations of the same or different type. The examinations are to determine whether students are proficient in the essential topics and methods taught in the modules and whether they are capable of independently applying the knowledge and skills acquired.

(2) On the basis of the courses offered, the examination requirements are to be aligned with the learning outcomes defined for the individual module, which are outlined in the module catalog. Students may be required to be familiar with relevant contents of previous modules.

(3) A module's examination type depends on the requirements of the respective module. Admissible types of examination are written examinations (sections 19 and 20), oral examinations (section 21) of 10 to 30 minutes duration per examinee and other types of examination (section 22) 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 each semester. If an examination within a module consists of several components or a combination of different types of examination, the examination board is also to specify how the individual components are to be weighted. 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 of the module examination concerned. The examination board's decision is to be uniform and binding. For scheduled examination dates, the regulations stated in section 18 (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.

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

Section 17 Admission to module examinations

(1) Students do not need to register for module examinations at THK due to the degree program's special character (alternating locations; examination to be held after completion of the module segment). The examination board is to forward the students' registrations to the Student and Examination Services by submitting an examination list.

- (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 THK or one of its partner institutions as a current student in this degree program.
- (3) Students are to be denied admission to a module examination if
 - a) they do not meet the admission requirements mentioned in subsection 2 or
 - b) the examinee has irreversibly failed a comparable examination in a degree program whose content has strong similarities to that of the program at hand or has irreversibly failed a Master's or other type of final examination in the same degree program within the jurisdiction of the German constitution.
 - c) the examinee has, within the jurisdiction of the German constitution, lost the right to take examinations in the same program, e.g. by having failed to meet a deadline for retaking examinations.
- (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.
- (5) Admission to the Master's examination is administered in section 26. Admission to the final oral examination (oral defense) is administered in section 29.

Section 18 Conduct of module examinations

- (1) Examinations normally take place upon completion of the module component, as set down in the curriculum. Examinations at THK 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) Examinations that are to be completed as other types of examination (section 22) may be held throughout the entire lecture period.
- (3) Upon request, students are to identify themselves with a government-issued photo ID.
- (4) 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 (disadvantage compensation). These modifications are to guarantee that disabled persons will not be at a disadvantage. In exceptional cases, sentences 1 and 2 also apply to persons with temporary physical disabilities. Applications for disadvantage compensation - including all required documents - are to be submitted in time, normally upon registration for an examination and at least two months prior to the scheduled examination date. Decision on whether or not disadvantage compensation is granted must be made within an appropriate time frame, normally at least one month prior to the examination date or the announcement of the assignment.
- (5) Examinations which conclude a program and retakes of examinations whose passing is a prerequisite for continuing a program are to be evaluated by a minimum of two examiners.

Section 19 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 using common scientific methods of his/her subject field.

(2) The time frame of a written examination is to be 90 to 120 minutes. A supervisor is to be present. The examiner is to decide 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 jointly determine prior to the examination how the individual elements of the examination shall be weighted.

(4) A written examination is normally evaluated by one examiner. 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. If the examination board does permit an exception for compelling reasons, these reasons are to be put on record. If the individual evaluations of a written examination differ from each other, the grade is determined by the arithmetic mean of the individual grades.

Section 20 Written multiple-choice examinations

(1) Written examinations may be completely or partly held as multiple-choice examinations. In multiple-choice examinations, students are asked to answer written questions 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 target 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 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 evaluating 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.

Section 21 Oral examinations

(1) Oral examinations are to determine whether the examinee is equipped with knowledge about the subjects to be examined and 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) With the exception of the cases defined in section 18 (5), oral examinations are to be held in the presence of an examiner and a competent co-examiner (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) A written record of the essential topics and the results of the examination, in particular facts that are essential to the grading of the examination, is to be kept. 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 22 Other types of examinations

(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. A registration as stated in section 17 is not required.

(3) A term paper (e.g. a case study, research, project or seminar paper) is to determine whether the examinee is capable of independently completing a written technical assignment 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 adequately 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 an 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 in the form 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. CURRICULUM

Section 23 Modules in Germany and abroad and completion of the program

(1) In all required modules, module examinations pursuant to the types of examinations stated in sections 19 – 22 are to be held. The program's modules are listed in section 24; the corresponding types of examination can be found in the module catalog, unless individually determined by the examination board (section 16 (4); sentence 1).

(2) The curriculum and the examination procedures 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 institutions 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 24 and the curriculum (cf. annex).

(4) Examinations and assessments that are to be completed at the partner institutions are required components of the Master's program. THK students continue to be enrolled at THK during their stays abroad. They will additionally be enrolled as exchange students at the respective partner institution for the duration of their stay.

Section 24 Modules examinations and weighted grades

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

224	MA International Management and Intercultural Communication	Σ SWS	Σ LPT	LV-Art	Weighting of examination
01	MODULE <i>Applied Intercultural Communication: Germany:</i>	8	10	P	Module grade times 10
01 1	Intercultural Communication (+ Intercultural Training)	3	4	SU	Module grade = SGN/10
01 2	Business Environment: Germany	3	3	SU	
01 3	Applied Intercultural Communication: Germany	2	3	SU	
02	MODULE <i>Concepts and Controlling of Global Business:</i>	7	9	P	
02 1	Global Economics (+ Thesis Seminar)	4	5	SU	Module grade = SGN/9
02 2	International Management Accounting	3	4	SU	
03	MODULE <i>Applied Intercultural Communication: Poland:</i>	5	6	P	Module grade times 6
03 1	Business Environment: Poland	3	3	SU	Module grade = SGN/6
03 2	Applied Intercultural Communication: Poland	2	3	SU	
04	MODULE <i>Global and European Business I:</i>	4	6	P	Module grade times 6
04 1	Organizational Theory	2	3	SU	Module grade = SGN/6
04 2	International Management and Strategy	2	3	VÜ	
05	MODULE <i>Global and European Business II:</i>	4	5	P	Module grade times 5
05 1	Human Resources Management	2	2	SU	Module grade = SGN/5
05 2	Advanced Financial Management	2	3	SU	
06	MODULE <i>Global Management Tools:</i>	5	7	P	Module grade times 7
06 1	Management Information Systems (MIS)	2	3	VÜ	Module grade = SGN/7
06 2	Making Decisions with Data (Statistics)	3	4	U	
07	MODULE <i>Global Management Methods:</i>	5	7	P	Module grade times 7
07 1	International Marketing	2	3	VÜ	Module grade = SGN/7
07 2	Advanced Business Policy	3	4	SU	
08	MODULE <i>Applied Intercultural Communication: China:</i>	6	6	P	Module grade times 6
08 1	Business Environment: China	3	3	VÜ	Module grade = SGN/6
08 2	Applied Intercultural Communication: China Applied Intercultural Communication: China:	3	3	VÜ	
09	MODULE <i>Global Business Strategies:</i>	6	8	P	Module grade times 8
09 1	International Finance	3	4	VÜ	Module grade = SGN/8
09 2	Modelling and Management of Operations	3	4	SU	
10	MODULE <i>Applied Intercultural Communication: USA:</i>	6	6	P	Module grade times 6
10 1	Business Environment: USA	3	3	SU	Module grade = SGN/6
10 2	Applied Intercultural Communication: United States	3	3	SU	
11	MODULE <i>Master's Thesis and Defense</i>		20		Module grade times 20 Module grade = (Thesis x2 + Defense)/3

LPT credits (ECTS credits)

SWS contact hours per week / semester periods per week (*Semesterwochenstunden*)

LV-Art: type of course: V = lecture, Ü = tutorial, S = seminar, P = project

Module type: **P**=compulsory / required module, **WP**=compulsory elective / optional required module

SGN Total of the weighted (individual) grades (individual grades multiplied by the respective credits)

IV. MASTER'S THESIS AND ORAL DEFENSE

Section 25 Master's thesis; 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 – elaborating on subject-related specifics as well as interdisciplinary contexts and making use of scientific and subject-related methods – within a given time frame, and to present his/her findings in a precise and understandable manner.

(2) Students writing their Master's thesis are assigned a thesis advisor. Professors of the partner institutions – responsible for the subject fields concerned – who may be appointed examiner in accordance with section 10 (1) may function as thesis advisors. 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) The Master's thesis is to be composed as a joint team project by three to four students of diverse nationalities. 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 the student's contribution, aspects such as passages, page numbers or other objective criteria allowing for a clear distinction are to be indicated.

Section 26 Admission to Master's thesis

(1) Students are permitted to write their Master's thesis if they

1. meet the admission requirements for module examinations in accordance with section 17 (2) and
2. have obtained a total of 22 credits in the mandatory examinations, as set down in section 24.

(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) Permission to write 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, or
- 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" and may not be written again, or if the student has irreversibly failed one of the examinations stated in subsection 2 sentence 4 no. 2.

In all other cases, admission is only to be denied if the examinee has, within the jurisdiction of the German constitution, lost the right to take examinations in the same program, e.g. 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 advisor 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 the 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 this time frame. 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 advisor is to be consulted on the request.

(4) The Master's thesis is to be written in English. 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) Section 18 (4) - disadvantage compensation - applies accordingly.

Section 28 Submission and evaluation of the Master's thesis

(1) By the submission deadline, 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. Submitting the thesis by means of telecommunication is not permissible. The time of submission is to be put on record; if the thesis is submitted by 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 indicated accordingly – and has used no other sources and means than the ones indicated. In case of quotations sources are to be identified. Upon submission of the Master's thesis, the examinee is furthermore to agree that his/her thesis may be scanned by a plagiarism detection software to identify (if applicable) adopted parts in the text to that no references or sources are indicated. Sources may be checked by this software as well. Moreover, the regulations on cheating as stated in section 15 (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 appointed 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 the arithmetic mean of the two grades. If there is a divergence of 2.0 or more,

the examination board is to appoint a third examiner. In this case, the grade for the Master's thesis is the arithmetic mean of the two better grades. However, the Master's thesis can only be deemed "sufficient" or better if at least two of the grades are "sufficient" or better.

Section 29 Defense of the Master's thesis

(1) The oral defense complements the Master's thesis and is to be evaluated as an independent examination. A panel to be selected by the participating partner institutions is to determine the defense's date. The defense 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) In order to be admitted to the oral defense, students must

1. have passed all module examinations
2. be enrolled or admitted as students or auditors in accordance 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) The defense is to be held and evaluated by a panel to be selected by the participating partner institutions.

(4) The defense is an oral group examination of about 30 minutes for all students participating in the Master's thesis. It is to be held in English. The provisions laid down for oral examinations (section 21) apply accordingly.

(6) The grade for the defense is to be factored in at a ratio of 1:2 in the evaluation of the Master's thesis.

V. MASTER'S EXAMINATION

Section 30 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 and the oral defense.

(2) The examinee has failed the Master's examination if one of the examinations stated in subsection 1 has been irreversibly evaluated as "insufficient" (5.0) or is irreversibly deemed "insufficient" (5.0). Students are to be notified of 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 all 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 document must include the information 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 31 Examination certificate; final grade; Master's certificate, Diploma Supplement

(1) Graduates are to receive a certificate on the passed Master's examination as well as a *Diploma Supplement* 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 grade of the Master's examination and the assessments taken at the partner institutions 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 the 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 taken.

(4) Along with the examination certificate, graduates are to receive final certificates (in accordance with the *Consortium Agreement*) of the participating partner institutions listed in section 2 (1), bearing the date of the examination certificate. The Master's certificate certifies that the Master's degree has been awarded in accordance with section 3 (4).

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

1. on the part of THK: the dean of Faculty 03 and the chairperson of the examination board
2. on the part of UW: the university's senior administration.

(6) In addition to the Master's certificate and the examination certificate, graduates are to receive an English-language *Diploma Supplement*, which corresponds to the guidelines and agreements of the German Rectors' Conference.

(7) 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 grade of the Master's examination is determined by the grades for the modules listed in section 24, which have been weighted by the corresponding credits. This includes the Master's thesis module. In the calculation of the final grade, each module grade is multiplied by the number of credits assigned to the respective module. These results are added together; the total sum is then divided by 90. The final grade for the Master's thesis and the oral defense is to be factored in at a ratio of 2:1.

VI. FINAL PROVISIONS

Section 32 Inspection of examination papers

(1) 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. Access to these documents is to be requested with the chairperson of the examination board within one month of the announcement of the grade for the module examination or within one month of the delivery of the examination certificate or the certification on irreversibly failing the Master's examination. The chairperson is to determine time and place of the inspection.

(2) After having completed the examination process, the examinee is, upon request, to be granted an inspection of the examiners' records related to the Master's thesis and of the examination records of the oral defense. The regulations stated in subsection 1 apply accordingly.

Section 33 Invalidity of examinations

(1) If a student cheated during an examination and the cheating is detected only after the examination certificate or the document mentioned in section 30 (2) sentences 3 and 5 and section 31 was issued, the examination board is entitled to subsequently amend the grades for those examinations during which the student cheated and to declare 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 in this matter and if this situation was detected only after the examination certificate or the document mentioned in section 30 (2) sentences 3 and 5 and section 31 was 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 30 (2) sentences 3 and 5 and section 31 are to be taken back and reissued if need be. A decision pursuant to subsection 1 is to be ruled out if five years or more have passed since the examination certificate or document as per section 30 (2) sentences 3 and 5 and section 31 was issued.

Section 34 Entry into force

(1) These examination regulations enter into force on September 1, 2017 and are published in Technische Hochschule Köln's 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 Technische Hochschule Köln as of winter semester 2017/2018. Amendments to the curriculum as compared to the curriculum of the examination regulations for the Master's program in International Management and Intercultural Communication of December 18, 2009 (*Amtliche Mitteilung 01/2010*) also apply to students who have enrolled in the program in the winter semester 2016/2017.

(3) The examination regulations are published on the grounds of the resolutions of the faculty council of the Faculty of Information Science and Communication Studies (Faculty 03) of January 31, 2017 and of the Faculty Council of the Faculty of Economics and Business Administration (Faculty 04) of October 4, 2016 and after legal review by the President's Office of Technische Hochschule Köln – University of Applied Sciences of August 2, 2017.

Cologne, August 8, 2017

The President
of Technische Hochschule Köln
p.p.



Prof. Dr.-Ing. Klaus Becker
Managing Vice President

Translated on October 19, 2017 by Janina Höck, Translator at the Department of Academic Affairs at Technische Hochschule Köln – University of Applied Sciences.

For all legal purposes, only the German version of the examination regulations shall be considered binding.

ANNEX: CURRICULUM

Code	MA Internationales Management und Interkulturelle Kommunikation	Σ SWS	Σ ECTS	LV-Art	THK		UW		DUFE		UNF	
					SWS	ECTS	SWS	ECTS	SWS	ECTS	SWS	ECTS
224	Course / module											
01	MODULE Applied Intercultural Communication	8	10	P								
01 1	<i>Germany:</i>	3	4	SU	3	4						
01 2	Intercultural Communication (+ Intercultural Training)	3	3	SU	3	3						
01 3	Business Environment: Germany Applied Intercultural Communication: Germany	2	3	SU	2	3						
02	MODULE Concepts and Controlling of Global Business:	7	9	P								
02 1	<i>Business:</i>	4	5	SU	4	5						
02 2	Global Economics (+ Thesis Seminar) International Management Accounting	3	4	SU	3	4						
03	MODULE Applied Intercultural Communication: Poland:	5	6	P								
03 1	<i>Poland:</i>	3	3	SU			3	3				
03 2	Business Environment: Poland Applied Intercultural Communication: Poland	2	3	SU			2	3				
04	MODULE Global and European Business I:	4	6	P								
04 1	Organizational Theory	2	3	SU			2	3				
04 2	International Management and Strategy	2	3	VÜ			2	3				
05	MODULE Global and European Business II:	4	5	P								
05 1	Human Resources Management	2	2	SU			2	2				
05 2	Advanced Financial Management	2	3	SU			2	3				
06	MODULE Global Management Tools:	5	7	P								
06 1	Management Information Systems (MIS)	2	3	VÜ			2	3				
06 2	Making Decisions with Data (Statistics)	3	4	U	3	4						
07	MODULE Global Management Methods:	5	7	P								
07 1	International Marketing	2	3	VÜ							2	3
07 2	Advanced Business Policy	3	4	SU							3	4
08	MODULE Applied Intercultural Communication: China:	6	6	P								
08 1	<i>China:</i>	3	3	VÜ					3	3		
08 2	Business Environment: China Applied Intercultural Communication: China	3	3	VÜ					3	3		
09	MODULE Global Business Strategies:	6	8	P								
09 1	International Finance	3	4	VÜ					3	4		
09 2	Modelling and Management of Operations	3	4	SU							3	4
10	MODULE Applied Intercultural Communication: USA:	6	6	P								
10 1	<i>USA:</i>	3	3	SU							3	3
10 2	Business Environment: USA Applied Intercultural Communication: United States	3	3	SU							3	3
11	MODUL Master's Thesis and Defense		20									
	TOTAL:	56	90		18	23	15	20	9	10	14	17

Keys:

THK Technische Hochschule Köln
 UW Uniwersytet Warszawski
 DUFE Dongbei University of Finance and Economics
 UNF University of North Florida

ECTS ECTS credits
 SWS contact hours per week / semester periods per week (*Semesterwochenstunden*)
 LV-Art: type of course: V = lecture, Ü = tutorial, S = seminar, P = project
 Module type: **P**=compulsory / required module, **WP**=compulsory elective / optional required module