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Examination Regulations

for the professional part-time Master's course **International**

Management & Information Systems - Online at South

Westphalia University of Applied Sciences

Soest campus

dated 25 April

2019

In accordance with § 2 (4) and § 64 (1) of the Law governing the universities of the federal state of North Rhine-Westphalia (Higher Education Act) of 16 September 2014 (GV.NRW.P.547), as amended by Law of 17 October 2017 (GV.NRW.P.806) and in accordance with § 1 (1) of the General Examination Regulations for Bachelor's and Master's courses at South Westphalia University of Applied Sciences, the Faculty of Electrical Engineering of South Westphalia University has issued the following Examination Regulations:

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Part 1

General Regulations

§ 1

Applicability

These Examination Regulations for the professional part-time Master's course "International Management & Information Systems – Online" at the Faculty of Electrical Engineering (Soest campus) apply in accordance with the General Examination Regulations of South Westphalia University of Applied Sciences in the currently valid version.

§ 2

Academic Degree

Upon passing the Master's examination in accordance with § 2 of the General Examination Regulations, students are conferred with the academic degree "Master of Arts" (M.A.) in the study course "International Management & Information Systems - Online" by South Westphalia University of Applied Sciences.

§ 3

Specific Prerequisites

- (1) In addition to the general admission requirements in accordance with § 3 of the General Examination Regulations, the applicant must provide proof of relevant, qualified professional experience of at least twelve months after completing his/her first qualifying university degree and proof of his/her professional aptitude, which must be verified by a professor from the Faculty of Electrical Engineering, in order to be admitted to the professional part-time Master's course "International Management & Information Systems - Online". The professional qualification is proven by
 - a) a successful completion of a Bachelor's study course of at least seven semesters with a volume of 210 credits or a diploma degree course in economics (business) or business informatics or a comparable study course with an overall grade at least equal to the German grade "Good" (2.5) or the relative ECTS grade A or B, or
 - b) a successful completion of a Bachelor's study course of at least six semesters with a volume of 180 credits in economics (business) or information systems or a comparable study course with an overall grade at least equal to the German grade "Good" (2.5) or the relative ECTS grade A or B, and a Requirement for Supplementary Qualification defined by the Examination Board of the Master's course. In the Requirement for Supplementary Qualification, the Examination Board defines modules in the amount of 30 credits from the Bachelor's course "Business Administration with Informatics" which are based on the Bachelor's degree submitted and the student's proposal and which must be successfully completed by the student within a period of twelve months, or
 - c) a successful completion of a Bachelor's study course of at least six semesters with a volume of 180 credits in economics (business) or information systems or a comparable study course with an overall grade at least equal to the German grade "Good" (2.5) or the relative ECTS grade A or B, and relevant, qualified professional experience from a subject-specific project in the scope of

at least six months in addition to the relevant, qualified professional experience in accordance with § 3 (1). The proof of achievement is provided by a corresponding certificate from the employer. Alternatively, proof can be provided by means of a reference. The Examination Board decides upon eligibility.

- (2) In addition to the general prerequisites in accordance with § 3 of the General Examination Regulations, applicants shall prove their language qualifications as follows:
 - a) The applicant has passed a TOEFL-Test with a score of at least 575 points paper-based or 232 points computer-based, or 91 points Internet-based; or
 - b) the applicant has passed an IELTS-Test with a band of at least 6.5 (minimum band of 6.0 is required for reading and writing); or
 - c) the applicant proves the successful completion of a Bachelor's study course in accordance with § 3 (1) of the Examination Regulations of the Bachelor's study course "Business Administration with Informatics" at South Westphalia University of Applied Sciences with a cumulative grade of at least 2.5.

§ 4

Begin, Duration, Structure and Scope of Study

- (1) The course begins in the winter semester.
- (2) The regular duration of studies is 4 semesters.
- (3) All courses and examinations are conducted in English.
- (4) The scope of the academic performances amounts to 90 credits. One credit corresponds to a workload of 25 hours.
- (5) The compulsory modules that are in accordance with § 4 (4) of the General Examination Regulations obligatory, are to be found in Enclosure 1. Further details on the structure of the study course as well as on type, scope, contents, and types of examination within the modules are to be found in the enclosure, the study plan as well as in the module handbook.
- (6) Approximately 70% of the course content is provided in the form of asynchronous self-study materials (learning modules, e-lectures, study packages, course books, expert literature, etc.) and approximately 30% in the form of synchronous elements (in-class lectures and videoconference).

§ 5

Examination Board

- (1) With reference to § 6 (2) of the General Examination Regulations, the Examination Board basically consists of
 - a) four members of the group of professors, among them the chairperson and the deputy,
 - b) a member of the academic staff according to § 11 (1) No. 2 of the Germany Higher Education Act,
 - c) as well as two students.
- (2) Referring to § 6 (3) of the General Examination Regulations, the election of the

chairperson and the deputy of the Examination Board shall be conducted by the Faculty Council, and not by the Examination Board.

Part 2 Module Examinations

§ 6 Scope and Form of Module Examinations

In addition to the forms of module examinations listed in § 13 (1) of the General Examination Regulations, these can also be conducted as a portfolio (§15).

§ 7 Admission to Module Examinations

- (1) The application deadlines for admission to module examinations, in accordance with § 14 (2) of the General Examination Regulations shall be determined by the Examination Board.
- (2) In case of a withdrawal of the request for admission to a module examination in accordance with § 14 (5) of the General Examination Regulations, the following deadlines apply:
 - a) The withdrawal deadline for module examinations in the form of an examination paper, a multiple choice examination paper, or an oral examination is one week before the examination date.
 - b) Module examinations in the form of a seminar paper, a combined form of examinations, or a portfolio can be withdrawn two weeks after the application period for admission. Module examinations in the form of project assignments can be withdrawn two weeks after the registration.

§ 8 Examination Paper

In accordance with § 17 of the General Examination Regulations, an examination paper will last between 60 and 120 minutes.

§ 9 Multiple Choice Examination Paper

In accordance with § 18 of the General Examination Regulations, a multiple choice examination paper will last between 60 and 120 minutes.

§ 10 Oral Examinations

- (1) In accordance with § 20 of the General Examination Regulations, oral examinations will last between 30 and 45 minutes.
- (2) The oral examination may be conducted in the form of a videoconference in the consent

with all persons involved in the examination. When both examiners and the candidate are connected during the videoconference, there shall be present a competent assessor with the student.

§ 11 Seminar Paper

In accordance with § 21 of the General Examination Regulations, a seminar paper comprises 15 to 20 pages. The presentation which may amend a seminar paper, will last at most 45 minutes. The module handbook issues in which modules such a presentation is necessary. The presentation may be conducted in the form of a videoconference in the consent with all persons involved in the examination. When both examiners and the candidate are connected during the videoconference, there shall be present a competent assessor with the student.

§ 12 Combined Form of Examinations

At the beginning of the semester, the lecturer defines in writing the type of examination in addition to the seminar paper in accordance with § 22 (1) of the General Examination Regulations. This also includes the weighting of both elements of the combined examination regarding the score calculation of the module examination. The lecturer also determines, if it is necessary to pass both elements or, if a compensation of the marks is possible for passing the module examination.

§ 13 Project Assignments

- (1) In accordance with § 23 (1) of the General Examination Regulations, project assignments comprise 15 to 20 pages. The presentation which may amend a project assignment, will last at most 45 minutes. The module handbook issues in which modules such a presentation is necessary. The presentation may be conducted in the form of a videoconference in the consent with all persons involved in the examination. When both examiners and the candidate are connected during the videoconference, there shall be present a competent assessor with the student.
- (2) The completion time of project assignments set by the examiner according to § 23 (5) of the General Examination Regulations may endure at most three months.

§ 14 Portfolio

- (1) A portfolio is an autonomous, written, and oral documentation of the learning process. It comprises the student's reflection and assessment of their own acquisition of competencies in a module. If necessary, the acquisition of competencies will be reflected in an oral examination by means of the portfolio. The portfolio comprises individual components, e.g. an audit trail, text analysis, presentation, case study, structural design, or written test. The individual components are restricted to five elements. The written part of the portfolio comprises 5 to 15 pages, the oral part will last 20-30 minutes and may be conducted in the form of a videoconference in the consent with all persons involved in the examination. When both examiners and the candidate are connected during the videoconference, there shall be present a competent assessor with the student.
- (2) The final composition and notification of the portfolio shall be conducted in writing by the lecturer at the beginning of the course. Furthermore, the lecturer shall inform the students about the weighting of the individual components of the portfolio for the score

calculation of the module examination. The lecturer also determines, if it is necessary to pass both elements or, if a compensation of the marks is possible for passing the module examination.

- (3) A portfolio may be approved in the form of a group work, if the part which is to be assessed, according to its length, number of pages, or other objective criteria allows a clear distinction and well-defined assessment of a candidate's individual contribution in the team work and, if the requirements according to Paragraph 1 are fulfilled for each student.
- (4) The completion time (time from setting until submission of the composition) shall be adapted to the length of the module and shall not exceed one semester.
- (5) The assessment of the portfolio shall be based on the written composition and the oral examination as far as such are included.

Part 3 Studies

§ 15 Scope of the Master's Thesis

In accordance with § 28 (1) of the General Examination Regulations, the scope of the Master's thesis comprises 50 pages. The completion time (time from setting until submission of the thesis) will last at least 16 and at most 20 weeks.

§ 16 Admission to the Master's Thesis

In addition to § 29 (1) of the General Examination Regulations, only those students shall be approved to the Master's thesis, who obtained at least 60 credits in the module examinations with regard to Enclosure 1. Any supplementary qualification requirements in accordance with § 3 (1) (b) must be fulfilled in full.

§ 17 Conduct and Assessment of the Master's Thesis

- (1) In accordance with § 30 (2) of the General Examination Regulations, the topic of the Master's thesis may be rejected within the first four weeks of the completion time without stating reasons.
- (2) Contrary to § 30 (4) of the General Examination Regulations, the Master's thesis must be written in English.
- (3) In addition to § 30 (5) of the General Examination Regulations, regarding the determination of the examiners, the supervisor must be a professor of South Westphalia University of Applied Sciences. The first or second examiner must be a member of the Faculty of Electrical Engineering.
- (4) Referring to § 30 (7) of the General Examination Regulations, passing the Master's thesis will be awarded with 21 credits.

§ 18 Colloquium

- (1) In addition to § 31 (2) of the General Examination Regulations, only those students are approved to the colloquium, who obtained 65 credits in the modules according to Enclosure 1 and who obtained 21 credits in the Master's thesis.
- (2) In accordance with § 31 (5) of the General Examination Regulations, the colloquium is conducted as oral examination with a duration of 30 to 45 minutes.
- (3) Referring to § 31 (6) of the General Examination Regulations, passing the colloquium will be awarded with four credits.
- (4) The colloquium may be conducted in the form of a videoconference in the consent with all persons involved in the examination. There shall be present a competent assessor with the student, when both examiners and the candidate are connected during the videoconference.

Part 4
Assessment of the Final Examination

§ 19
Examination Certificate, Cumulative Grade

Additionally, the marks are formulated in the current international format on the exam certificate. The marks will be converted by the following table.

With an average of 1.0 up to and including 1.5 = A
With an average of 1.6 up to and including 2.5 = B
With an average of 2.6 up to and including 3.5 = C
With an average of 3.6 up to and including 4.0 = D

Part 5
Final Provisions

§ 20
Coming into Effect and Publication

- (1) These Examination Regulations shall come into effect the day after their publication. They are published in the Official Announcement of South Westphalia University of Applied Sciences - Promulgating Publication of South Westphalia University of Applied Sciences.
- (2) The provisions of the Examination Regulations apply for the first time for those students who are enrolled in winter semester 2019/2020 in the study course "International Management & Information Systems – Online".
- (3) The regulations in case of new or curricular re-designed study courses ("Aufwuchsregelung") which apply for this course are to be found in Enclosure 1

The given Examination Regulations are issued after verification by the Rectorate of South Westphalia University based on decision of the Faculty Council of the Faculty of Electrical Engineering as of 24/04/2019.

Iserlohn, 25 April 2019

Rector of South Westphalia University of Applied Sciences

Professor Dr. Claus Schuster

Enclosure 1: Compulsory Modules

Module	Credits	Semester	Offered for the first time
International Management	5	1	WS 2019/2020
International Economics	5	1	WS 2019/2020
Management Accounting & Finance	5	1	WS 2019/2020
Business Informatics	5	1	WS 2019/2020
Business Process Management	5	2	SS 2020
Corporate Entrepreneurship & Innovation	5	2	SS 2020
E-Business	5	2	SS 2020
Enterprise Resource Planning	5	2	SS 2020
Business Marketing Management	5	3	WS 2020/2021
Leadership & Change Management	5	3	WS 2020/2021
Business Intelligence	5	3	WS 2020/2021
Information Management	5	3	WS 2020/2021
Research Methods	5	4	SS 2021