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Examination Regulations

for the Master's study course

International Management & Information Systems

at South Westphalia University of Applied Sciences

Soest campus

dated 25 January 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 study courses at South Westphalia University of Applied Sciences, the Faculty Council of the Faculty of Electrical Engineering of South Westphalia University has issued the following Examination Regulations:

Table of Contents

Part 1

General Regulations

- § 1 Applicability
- § 2 Academic Degree
- § 3 Specific Prerequisites
- § 4 Begin, Duration, Structure, and Scope of Study
- § 5 Examination Board
- § 6 Compensation

Part 2

Module Examinations and Academic Performances

- § 7 Scope and Form of Module Examinations
- § 8 Admission to Module Examinations
- § 9 Examination Paper
- § 10 Multiple Choice Examination Paper
- § 11 Oral Examinations
- § 12 Seminar Paper
- § 13 Combined Form of Examinations
- § 14 Project Assignments
- § 15 Portfolio
- § 16 Practical Project

Part 3

Studies

- § 17 Scope of the Master's Thesis
- § 18 Admission to Master's Thesis
- § 19 Conduct and Assessment of the Master's Thesis
- § 20 Colloquium

Part 4

Assessment of the Final Examination

- § 21 Exam Certificate, Cumulative Grade

Part 5

Final Provisions

- § 22 Coming into Effect, Transitional Provision, Publication

Enclosure 1: Compulsory Modules

Enclosure 2: Compulsory Elective Modules

Part 1 General Regulations

§ 1 Applicability

These Examination Regulations for the Master's course International Management & Information Systems at the Faculty of Electrical Engineering (Soest campus) apply in combination 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.

§ 3 Specific Prerequisites

- (1) In addition to the general prerequisites in accordance with § 3 of the General Examination Regulations, applicants shall prove their academic qualifications for the consecutive Master's study course International Management & Information Systems by at least 210 credits from previous Bachelor's or Master's courses, of which at least 180 credits must be from a completed Bachelor's study course or a diploma degree in economics or business informatics or any equivalent study course with a cumulative grade of at least equal to the German grade "Good" (2.5) or the relative ECTS grade A or B.
- (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) in 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.
- (3) If the proof of the English language skills cannot be provided in accordance with § 3 (2), the applicant is to be invited, upon request, to a combined examination (oral and written examination) which assesses his/ her English language skills. The invitation shall be sent in writing at least one week before the examination. The examination is conducted and assessed by two examiners of the Faculty of Electrical Engineering. The examiners are to be appointed by the Chairperson of the Examination Board. The examination lasts up to 120 minutes. The applicant is to be informed of the results in writing. In case of a rejection, there shall be sent a written statement as well as legal remedies. A renewed

application is allowed at a later date. There is no claim regarding a resit during the application period. A third application is precluded.

§ 4 **Begin, Duration, Structure, and Scope of Study**

- (1) The study course begins in the summer semester.
- (2) The regular duration of studies is three 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 30 hours. The compulsory modules amount to 58 credits, the compulsory elective modules 12 credits, the Master's thesis 16 credits, and the colloquium 4 credits.
- (5) The compulsory modules, which are in accordance with § 4 (4) of the General Examination Regulations obligatory for all students, are to be found in Enclosure 1. The catalog from which the compulsory elective modules are to be chosen (according to § 4 (4) of the General Examination Regulations) are listed in Enclosure 2. 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, and the module handbook.
- (6) The curriculum will be taught in class lectures and supplementary learning materials in the first semester and through self-study materials (learning modules, E-lectures, course books, text-books, literature, etc.) in the second semester.
- (7) The second semester is arranged with a mobility window as "External Option". It allows the transfer of credits earned abroad or in the scope of an internship during the semester (module "Practical Experience").

§ 5 **Examination Board**

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.

§ 6 **Compensation**

Referring to § 11 of the General Examination Regulations, students may switch once an already defined compulsory elective module that they have requested for admission to an examination, if they failed the examination of the module at least once; or if they have permanently failed the examination. In doing so, they shall address a written request to the Examination Board.

Part 2

Module Examinations and Academic Performances

§ 7

Scope and Form of the Module Examination

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

§ 8

Admission to Module Examinations

- (1) The application deadlines for admission to the 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 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 a project assignment can be withdrawn two weeks after the registration.
- (3) In accordance with § 14 (7) of the General Examination Regulations, admission to the module examination may be made dependent on preliminary achievements. Enclosure 1 and 2 define for which examinations such academic performances are needed.

§ 9

Examination Paper

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

§ 10

Multiple Choice Examination Paper

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

§ 11

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.

§ 12 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.

§ 13 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 calculation of the score of the module examination. The lecturer may also determine, if it is necessary to pass both elements or, if a compensation of the marks is sufficient for passing the module examination.

§ 14 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.
- (2) The completion time of project assignments set by the examiner according to § 23 (5) of the General Examination Regulations may endure at most 3 months.

§ 15 Portfolio

- (1) A portfolio is an autonomous, written, and oral documentation of the learning process. It comprises the reflection and discourse of the 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 to 30 minutes.
- (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 calculation of the score of the module examination. The lecturer may also determine if it is necessary to pass each element or if a compensation of the marks is sufficient 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.

§ 16 Practical Project

- (1) Students of the Master's study course International Management & Information Systems can complete a practical project (module "Practical Experience", see Enclosure 2) as a compulsory elective course in the scope of 12 credits. The practice-based project is aimed at introducing the students directly to occupational activities through practical work in companies or other institutions. The practical project is directed by the university and is integrated into the studies. It usually lasts nine weeks as full-time arrangement and 12 weeks based on a part-time arrangement.
- (2) An application has to be submitted for the admission to the practical project. Admission to the practical project requires that at least 24 credits have been obtained in the Master's study course International Management & Information Systems. The application must comprise the timeframe, company or institution, the topic, and the supervising professor of the Faculty of Electrical Engineering at South Westphalia University of Applied Sciences. The application form must be submitted to the Faculty of Electrical Engineering not later than two weeks after the start of the practical project. The Examination Board decides on admission to the practical project. This application can only be withdrawn by written notice to the Examination Board with cogent reasons, as long as the practical project has not yet begun.
- (3) The practical project will be approved on the basis of the final report, if
 - a) the company or institution issues a certification letter about the participation of the student which indicates the scope and description of his/ her activities.
 - b) the practical activities of the student meet the purpose of the practical project and the student has satisfactorily completed the work assigned to him or her; the assessment of the company or institution is to be considered; and if
 - c) a final report on the tasks, execution and results of the practical project has been submitted and accepted not later than six weeks after the end of the same. In general, the final report shall comprise 20 pages.
- (4) For the successful completion of the practical project 12 credits are awarded to the student.
- (5) Students, whose practical projects have not been accepted, may repeat this only once.

Part 3 Studies

§ 17 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 12 and at most 16 weeks.

§ 18 Admission to Master's Thesis

In addition to § 29 (1) of the General Examination Regulations, only those shall be approved to the Master's thesis, who obtained at least 48 credits in the compulsory and compulsory elective modules in accordance with Enclosure 1 and 2.

§ 19 Conduct and Assessment of 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 16 credit points.

§ 20 Colloquium

- (1) In addition to § 31 (2) of the General Examination Regulations, only those are approved to the colloquium, who obtained 70 credits in the compulsory and compulsory elective modules according to Enclosure 1 and 2 and 16 credits in the Master's thesis.
- (2) In accordance with § 31 (5) of the General Examination Regulations, the colloquium is conducted as an oral examination with a duration of 30 to 45 minutes.
- (3) Referring to Section § 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

§ 21
Exam 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

§ 22
Coming into Effect, Transitional Provision, Publication

- (1) These Examination Regulations shall come into effect on 01/03/2019. 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 these Examination Regulations apply for the first time for those students who are enrolled in summer semester 2019 in the study course International Management & Information Systems.
- (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 and 2.
- (4) Students who started the study course International Management & Information Systems before coming into effect of these Examination Regulations, are covered by the Master's Examination Regulations dated 14/03/2014 (Official Announcement of South Westphalia University of Applied Sciences - Promulgating Publication of South Westphalia University of Applied Sciences - as of 31/03/2014) to the following restrictions until the end of winter semester 2022/2023:

In accordance with the Examination Regulations dated 14/03/2014, the particular examinations take place in the examination periods of the following stated semesters for the last time:

Examinations in the first semester courses	winter semester 2020/2021
Examinations in the second semester courses	summer semester 2021
Examinations in the third semester courses	winter semester 2021/2022

The Master's examination according to the Examination Regulations dated 14/03/2014 shall be passed by 28/02/2023.

Students may continue their studies according to these Examination Regulations upon request. This request is irrevocable. The Examination Board decides on approving the request.

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 23/01/2019.

Iserlohn, 25 January 2019

Rector of South Westphalia University of Applied Sciences

Professor Dr. Claus Schuster

Enclosure 1: Compulsory Modules

<i>Module</i>	<i>Academic Performances</i>	<i>Credits</i>	<i>Semester</i>	<i>First offered</i>
Business Marketing Management		5	1	SS 2019
Corporate Entrepreneurship & Innovation		5	1	SS 2019
Journal Club		5	1	SS 2019
Business Intelligence		5	1	SS 2019
E-Business		5	1	SS 2019
Information Management		5	1	SS 2019
Management Accounting & Finance		7	2	WS 2019/2020
Enterprise Resource Planning		6	2	WS 2019/2020
Virtual / Intercultural Communication		5	2	WS 2019/2020
Management Communication		5	3	SS 2020
Research Methods	X	5	3	SS 2020

Enclosure 2: Compulsory Elective Modules

Students are expected to select compulsory elective modules in the scope of 12 credits.

<i>Compulsory Elective Modules</i>	<i>Academic Performances</i>	<i>Credits</i>	<i>Semester</i>	<i>First offered</i>
Advanced International Economics		6	2	WS 2019/2020
Product and Process Management		6	2	WS 2019/2020
International Studies I: Global Business		6	2	WS 2019/2020
IS Project		6	2	WS 2019/2020
International Studies II: Information Systems		6	2	WS 2019/2020
Practical Experience		12	2	WS 2019/2020