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**Faculty of
Economics and Management**

Examination and Study Regulations

Bachelor's program

International Business and Economics

of 06.05.2015
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Based on the Higher Education Law of the State of Saxony-Anhalt (HSG-LSA), §§ 13 par. 1, 67 par. 3 # 8, officially published version of 14.10.2010, (GVBl. LSA 2010 p. 600) in the respective version §6 para. 1 "Grundordnung der Otto-von-Guericke University of Magdeburg from 27.03.2012 (MBI.LSA page 305) the Otto von Guericke University Magdeburg has enacted the following examination and study regulations for the bachelor study program in International Business & Economics as statues:

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I. General Part

§ 1

Area of validity

- (1) The following regulation governs the aim, contents and structure as well as the exams and the degree of the English Bachelor study program in International Business and Economics (IBE) at the Faculty of Economics and Management of the Otto-von-Guericke University Magdeburg.
- (2) This bachelor study program (IBE) is a full time study degree.

§ 2

Aim of the degree program

- (1) The aim of the study program (IBE) is to enable students to recognize economic problems themselves to be able to develop economically based solutions and to suggest possible action alternatives. Imparting on theoretical, institutional, empirical and practical as well as methodical and economical knowledge follows the goal to prepare the students for a wide spectrum of posterior fields of activities in national and international departments or in business/ entrepreneurship. At the same time the students are supposed to be introduced to research processes. The language of the lectures and exams is English exclusively.
- (2) Students of the Bachelor study program in IBE gain a systematic reasoning power and a well profound understanding of analytical abilities. Both are essential skills for advising and leading positions making it possible to understand complex relationships and to see problems from multiple perspectives and to be able rate these. Through the development of these skills, this Bachelor degree prepares the students for their posterior areas of activity as well as for a Master in Economics and Management.
- (3) Students will acquire an education of economical knowledge. During the study program, they especially learn to methodically analyze and to rate economic processes based on economic theories. Through this, students are introduced to the methodical and ethic-moral fundament of economic science and are able to judge the social relevance of economic findings and practice. Due to the reflective and communicative skills acquired, students display on the learned insights publicly in an understandable and comprehensible way. Interdisciplinary references and current cultural developments are considered during this process.
- (4) The studies impart specialized qualifications and should to contribute to the development of each student's personality. They gain intercultural communication and activity skills. By acquiring key competences, e.g.: independence and self-organization, the capacity for teamwork, sense of responsibility and media competence, students will develop into involved and economically educated personalities.
- (5) The Bachelor in "International Business & Economics (IBE)" is oriented in such a way that the students are trained to think analytically. They will be imparted with knowledge and competences to critically classify gained knowledge and to act responsibly. This especially includes the basics of the economical core areas. Comprehensive studies in mathematical and statistical methods are added to the education as well as foreign language studies in economics and business and therefore appropriate interdisciplinary key competences. The students:

- Are introduced to the basics of economics and managerial theories and models as well as to the corresponding methods i.e. analytics and business decision making,
- Acquire knowledge about economic relations and
Develop a deep understanding of politico-economic problems and possible solutions procedures,
- Gain knowledge of basic structures of business and the interdependencies of corporate areas and to
Develop a profound comprehension for central economical decision problems and their possible solutions,
- Develop the ability to analyze economic issues and
Are able to independently to use appropriate methods on applied economics and to classify and critically analyze obtained results and knowledge in the fields of economic and business.

Furthermore, the conveying of international and intercultural competences are also important aspects in this degree program. The students:

- Are introduced to intercultural aspects in international management and to basic approaches of interdisciplinary, cultural-based research from different perspective,
- Gain knowledge about the pattern of complex, transnational/international business relations and develop abilities for their structure, application and interpretation in an intercultural sense.

Graduates of the Bachelor study program in International Business & Economics are, independently of their specialization, deployable in any international organization and business. The gained education in international business and economics qualifies for leading positions in departments and head offices of international industries (material goods production, energy production), trading (wholesale, mail order business) and service companies (transport, traffic, distribution, disposal), management consulting, banks and financial institutes as well as in professional and economic associations, public administrations on a higher basis and in business editors of agencies, news papers or broadcasting and television institutions.

(6) The awarded academic degree “Bachelor of Science” provides a first professional higher education qualification. With the successfully passed examinations, students prove their ability to apply theoretical knowledge, are able to review subject related coherences and to operate with scientific research methods which are necessary for relevant professional experience.

§ 3

Academic degree

After the completion, according to these study and examination regulations, of the required credits, the Faculty of Economics and Management of the Otto-von-Guericke-University awards the academic degree of “Bachelor of Science”, abbreviated to “B. Sc.”.

II. Study Program

§ 4

Admission requirements

(1) The admission requirement for an undergraduate degree program leading to a first professional qualification is defined by the Higher Education Law of the German Federal State of Saxony–Anhalt (HSG LSA). The requirement for the admission to study programs is according to § 27 par. 2: a general or technical university entrance qualification or any other comparable foreign education degree. Additionally sufficient knowledge of the English language must be verified. Suitable forms of these verifications will be defined in the appendix 2.

(2) The number of student places available can be limited. In this case, admission to the study program is according to the Law of the Federal State of Saxony–Anhalt and these admission procedures will be fixed in an additional regulation. Due to the international character of the study program, a share of 50% of study places will be given to foreign candidates in a local selection process.

(3) Entry to the study program cannot be offered who:

1. Has definitively failed an examination of a module in this study program (IBE)
2. At a university, or has forfeited his or her claim to take the examination, or
3. Is currently completing in another equivalent examination procedure.

(4) Candidates, who do not have a German university entrance qualification, must verify the equivalence of the university entrance qualification regarding the enrollment regulations of the Otto–von–Guericke–University.

§ 5

Duration and beginning of studies

The study program is designed for a regular study time of six semesters, including a bachelor thesis. The program begins in the winter semester without any exception.

§ 6

Structure and scope

- (1) The study program is structured into the introductory studies with four semesters (120 Credit Points) and the core studies with two semesters (60 Credit Points).
- (2) The bachelor degree program consists of study–related examinations, and a bachelor thesis, including a final bachelor thesis seminar.
- (3) The study program is modularly structured, with compulsory and elective modules. These modules include related study units and examinations. All modules last one semester generally.
- (4) The description of the modules are to be published before the start of the semester with the following information: language, scope of the courses, duration of the module, frequency of the course, learning aims and qualifications, prerequisites, achievable credits and type, scope and form of the examination.

- (5) For each successful completed module a certain amount of Credit Points, according to the European Credit Transfer System (ECTS), is given. The credit points are a quantitative measurement of the average workload (time) for students which is necessary to fulfill the requirements in order to reach the learning goals in a respective module. Besides the participation in a class credit points include the entire preparation and post-processing of the course materials and the independent processing and absorption of the material, and the proportion and elaboration of one's own contributions as well as the successful participation at exams. One credit point is the equivalent to an average workload of about 30 hours. Students have to gain about 30 Credit Points an average per semester.
- (6) For a successful graduation of the studies, one must prove a total of 180 credit points. These credit points must be earned for successfully passed compulsory and elective modules. The required examinations, for the earned credits points, are issued in the appendix 1–3 of the examination and study regulations, or rather in the module handbook.
- (7) The study is designed in a way that it can be successfully accomplished during the regular study time. Examinations can be taken before the end of each prospective semester, as long as the requirements for the examinations have been verified.
- (8) There is a possibility given of an individual part time study according to the general regulations about a part time study at the Otto-von-Guericke-University Magdeburg.

§ 7

Syllabus/ Program structure

- (1) The range of courses includes compulsory, compulsory–elective and elective modules.
- (2) Compulsory modules are all modules which are required for the successful completion of the degree according to the Examination and Study Regulations (see appendices 1).
- (3) Compulsory–elective modules denote all modules which students have to select, in accordance with the Examination and Study Regulations, from a particular number of modules, which are assigned for a chosen specialization track. These enable students to pursue individual inclinations and interests in the enrolled study program and to prepare for specific requirements of their prospective professional career. The list of compulsory–electives modules may change according to the availability of teachers and shall always be adapted to the range of courses offered by the faculty. The planning/offering of a sufficient number of compulsory–elective courses is to be announced at least for two consecutive semesters in the module handbook.
- (4) Elective modules are modules which students can choose additionally to compulsory and compulsory–elective modules at the Otto-von-Guericke-University Magdeburg. Students can pass examinations for elective modules. The result of this examination is not taken into the account for the final grading of the bachelor degree. Only by a written application to the faculty of this module may be added to the appendices/grade transcript of bachelor diploma.

§ 8

Introductory studies

- (1) For the introductory studies 120 CP must be gained for compulsory modules during the first four semesters according to the regulations in the appendices. Compulsory modules of the first and third semester are always offered in the winter semester and the ones of the second and fourth in the summer semester. The final examination can be taken either during the summer or winter semester.
- (2) Examinations of the first semester, which were not taken until the end of the third semester, will be counted as a first failed examination. This does not apply to students who may verify that he/she is not responsible for the delay.
- (3) Examinations from the first semester that have not been passed must be retaken in the fourth semester at the latest. If this 1st semester module is failed again, students must retake the examination in the following semester. Registration for each of these examinations is conducted automatically by the Examination Office/Prüfungsamt. Withdrawal from this registration is only possible according to § 25 par. 2 (new). In this case, an automatic registration for the examination takes place in the following semester.
- (4) English language proficiency on a level of the certificate UNICERT IV as well as for the second foreign language, here German for international/foreign students, has to be proven. Foreign language studies must comprise 10 credit points each (English and 2nd foreign language).
- (5) The proof of the foreign language education with the appropriate certificate has to be given to the Examination Office of the faculty before the last registration of examinations for the study program.
- (6) Waiver for the proof of English education/certificate is only possible for native speakers (Great Britain, Ireland, Australia, New Zealand, USA, and Canada) and after a written application to the Examination Office/Prüfungsamt. This application has to be given to the Examination Office/Prüfungsamt of the faculty at least 4 weeks after the start of the study program. Exceptions will be announced by the Examination Committee to the applicant in written form.
- (7) The proposed curriculum and the chronology of it, shown in the appendix, are not compulsory. The course-specific previous knowledge for a certain course, stated in the module handbook / description shall be considered.

§ 9

Core studies

- (1) During the core studies one must gain 30 credit points in the chosen specialization track/Profilerungsschwerpunkt (PSP) after par. 3. 15 credit points must be proven for an economic project seminar as Business Planning or Economic Policy.
- (2) The assignment of the compulsory–elective modules follows the below–mentioned specialization track/Profilerungsschwerpunkt (PSP) as they are:
 1. International Economics,
 2. International Business

- (3) The decision about the assignments of compulsory–elective modules to the specialization track/ Profilierungsschwerpunkt/PSP will be made by the faculty council regarding par. 3.
- (4) A final written bachelor thesis (12 CP) and a bachelor seminar presentation (3 CP) will round out the bachelor degree program.

§ 10

Study abroad

- (1) Due to globalization the Faculty of Economics and Management recommends and encourages students to complete a voluntary study abroad semester. Through this, it is possible to practice languages skills and acquire intercultural aspects directly abroad. The completion of a study abroad is to be coordinated with the Examination Committee and should be planned and organized ahead accordingly.
- (2) Before the start of a study abroad semester students must arrange a “Learning Agreement” with the Examination Committee of the faculty, which can be renewed, if study abroad modules cannot be attended for any reasons.
- (3) Recognition of the accomplished modules during the study abroad semester must follow § 16. The project seminar, regarding § 9 par. 2, can be replaced in the amount of 15 CP by modules, which have been accomplished during a study abroad semester and are approved by the faculty. These modules must be examined either with a written seminar paper or any other written examination.

§ 11

Types of classes

- (1) Classes and schedules will be announced online at the homepage of the university, faculty. Types of classes are primarily: lectures, seminars, exercises, tutorials and projects.
- (2) Lectures impart expertise, theory and methodical knowledge through interrelated and systematic presentations.
- (3) Teachers and students work together in seminars to scientifically refurbish theoretical and practical problems. Students have to work in groups and complete different forms of project work. A seminar requires presentations, speeches or/and written seminar papers all to be completed by the student.
- (4) Exercises serve as practice and absorption of the subject problems/topics, especially the acquisition of basic methods, abilities and skills combined with practical exercise. They will usually be conducted by a research assistant of the chair/professor which is in charge of the module.
- (5) Tutorials serve as practice and absorption of the subject matter. They will usually be conducted by students of higher semesters elected by the responsible chair/ professor, which is in charge of the module.
- (6) In modules titled “project”, students will practically work on a complex issue under consideration within theoretical knowledge.
- (7) Teaching and learning modules, which have the aim of a regular, active participation of the candidates, can require an obligatory participation, e.g. a regular attendance which has to be announced in the

module handbook and module description.

- (8) Admission to some modules can be restricted in certain cases, e.g. if type, purpose, teaching or research of the respective module limits the number of participants. Admission requirements are regulated in the module description.

§ 12

Study advisory service

- (1) To ease the orientation of new students during the studies at the faculty, an academic introductory seminar will be offered annually at the start of each study program (usually winter term).
- (2) The examination and study regulation comprise general advice. More information about precise study organization and planning is available in the module handbook. Students are advised to study these documents carefully.
- (3) For each study program, the faculty offers special study program consulting for students.

§ 13

Individual study schedule/ plans

- (1) An individual study plan is the way to a successful graduation in the timeframe of the regular study period. This option will especially be offered to students, who need special support because of an extended sickness, birth or care of own children or other reasons.
- (2) Individual study plans have to be arranged with the head of the Examination Office/Prüfungsamt. The approval of the official study program director is always required.

III. Examinations

§ 14

Examination committee

- (1) The organization of examinations and the tasks allotted by these examination regulations, is assigned to the Examination Committee/Prüfungsausschuss by the faculty.
- (2) The Examination Committee has to assure that the requirements of the examination regulations will be followed. It reports the development of examinations and times of studies to the faculty and makes proposals for any reform of the examination and study regulations. Objections to any examination matter have to be handed in to the Examination Committee and the decision about this objection will be made by them.
- (3) The chairman/woman of the Examination Committee is chosen and elected from the group of: professors, junior professors, academic staff members, and one student of the faculty, respectively. Furthermore, from the group of scientific assistants and students a member will be assigned by the faculty council to the Examination Committee.
- (4) The Examination Committee is entitled to vote, if the chairman/woman and his/her deputy or substitute and at least two further members of the Examination Committee are present. However, only in this case, if the group of professors and junior professors won't be outvoted. The Examination Committee decides with a simple majority. If the number of votes is equal, the chairman/woman has

a casting vote or if he/she is not present, then the assistant chairman/woman does.

- (5) The term length of Examination Committee is two years, the one of the student member one year. Reelection is possible.
- (6) Meetings of the Examination Committee are not open for public. Members of the Examination Committee are always obliged to observe utmost discretion in any case. If members of the Examination Committee are not public employers', they are obliged to observe utmost discretion by/to the chairman/woman of the Examination Committee.
- (7) The Examination Committee is obligated to set up rules of binding procedures / Geschäftsordnung. It can permanently assign certain tasks to the chairman/woman. The chairman/woman of the Examination Committee or another person nominated by him/her represents the Examination Committee in legal or extra-legal matters. The chairman/woman prepares any decisions of the Examination Committee, executes them and reports on a regular basis about his/her activities to the Examination Committee.
- (8) Decisions and all other acts that are decided after this emanation regulation, registration periods and dates of exams will be published in a customary manner. The admission to exams, and the withholding of approval as well as the examination results will be announced personally through the electronic examination administration system.
- (9) The seat/office of the Examination Committee is the Examination Office/ Prüfungsamt of the Faculty.

§ 15

Examiners and assistant examiners

- (1) The lecturers will be employed for specific courses in a certain semester by the Faculty Council/ Fakultätsrat in accordance with the Higher Education Act of the State Saxony-Anhalt.
- (2) The Examination Committee appoints the examiners from the group of professors and junior- professors employed at the faculty. In addition to that the following persons can be appointed as examiners: lecturers by contract, and research assistants and academic staff of the faculty in possession of a doctorate, provided that they independently teach courses in the subject of the examination, as well as professors and junior professors of other faculties.
- (3) For the assessment of written examinations, usually two examiners will be appointed. In case of a slight workload for an announced examination, the Examination Committee may appoint only one examiner. The aforementioned exception of the §15, (1) follows in case of excessive workload, for those involved, or missing examiner or the sufficiency of only one examiner for the inspection of the written examination. Students will be informed about that when they register for the exam.
- (4) The examiners are independent in their examination activity. They are subject to official secrecy.

§ 16

Recognition of credit points, credit transfer

- (1) The Board of Examiners decides, upon written application, on the recognition of study periods and on

the transfer of credits. The application must be submitted within four weeks of the start of studies to the Examination Committee of the respective degree program. In order to apply for recognition of credit points, students must submit the originals or certified copies of the required documents. Otherwise the recognition is impossible.

- (2) In contrast to par. (1) the recognition of studies and credit points gained at the Otto-von-Guericke-University Magdeburg will be managed automatically by the Examination Office.
- (3) The recognition of studies and credit points is possible and must follow according to the regulations of the Lisbon-Convention (article 3) as long as no notable differences concerning quality, level, learning results, scope and profile of modules exists. Instead of a systematic comparison there should be an overall view and valuation of the recognition of modules. The recognition of additional requirements, like preparatory courses, is possible.
- (4) In case of the non-equivalence of studies, credit point and examinations, because they do not meet the requirements, the evaluation is handled by the Examination Committee, which is in charge for the evaluation. The responsibility for the provision of sufficient information resides with the applicant. The applicant must to submit the required forms as an original or as a certified copy on time. The European Credit Transfer System (ECTS) shall be considered while evaluating. If documents are not submitted on-time or in proper form, the recognition of credits or studies is impossible.
- (5) Proficiency and skills gained outside from a school of the higher education system can be recognized for a degree program after completing an individual or a generalized exam under certain circumstances, if:
 - 1.) The requirements for a university admission are guaranteed. This is particularly possible for specially qualified professionals.
 - 2.) They are by topic, level comparable to the study program, which should be replaced.
 - 3.) According to the principle of the current accreditation system of the higher education system the quality-content criteria for the replacement of credit points for proficiency and skills gained outside from the higher education system shall be checked during an accreditation.

Only 50 % of proficiency and skills gained outside of a higher education system can be replaced/ recognized by/from a study program from the university.

- (6) If study and examination credits are recognized, the grades are transferred to the grade transcript and taken into account for the final grading of the degree. In case the grading systems are divergent, not comparable, the Examination Committee decides on a conversion. However, if the German grading system is not comparable with the foreign grading system the grade is not to be taken in account. Therefore, the recognized module will appear in the grade transcript with the note "passed"

Types of examinations

(1) Following types of examinations accompanying studies are possible:

- Written examination (midterm and/or final) (K)
- Electronic examination (midterm and/or final) (eK)
- Oral examination (M)
- Term paper (H), seminar paper (S), or other written papers
- Presentation (P)
- Discussion (D)
- Case studies (C), (F)
- Exercises

(2) With a written examination (midterm or final) in written or electronically form, students must demonstrate that they can recognize a problem and find the way to a solution in a limited period of time and with limited aids under invigilation with the usual methods of the subject area. The time allotted for a written examination (midterm or final) is at least 60 minutes (module with 5 CP) and not more than 120 minutes (module with more than 5 CP). Written examinations (midterm or final) contain tasks or consist of tasks in which several answers are offered for selection (multiple-choice tasks).

(3) In a written exam with multiple-choice tasks the examinee/student must indicate, which of the answers on the examination paper is right. Examinations with multiple-choice tasks and their correct answers must be determined by the examiners during the preparation of the examination beforehand. The co-examiner has to check the examination tasks and results/answers for any mistake before the start of the grading of the written examination following par. 2. If some tasks are erroneous, these need not to be taken into account when declaring the examination results.

(4) A written multiple-choice examination (midterm, final) is in any case passed if the examinee obtained at least 50% of the possible points for providing correct answers. The exam is passed in any case as well, if the examinee reaches at least 50 percent of the average points, that the best five percent of examinees have achieved, but not less than 40 percent of the maximal achievable points (escalator clause/ Gleitklausel). In case of 45 or less participants in the retake examination the escalator clause, par.17, (4), sentence 2, does not apply. The absolute pass boarder applies in that case, par.17, (4), sentence 1. This paragraph applies if the part of the examination questions with the multiple-choice-task is more than 50 % of the possible points.

(5) In an oral examination, students are supposed to demonstrate that they are able to understand the context of the respective examination module and to solve specific problems within this field. The oral examination takes place in front of several examiners (examining panel) or in front of one examiner and a suitably knowledgeable second examiner. A group of up to 4 students can be formed for the respective oral examination. The second examiner must give his opinion about the examination performance before the final grade is given. The duration of the examination is in general 15 minutes for each student. The essential content of the examination and the assessment of the examination grade must be kept in a written protocol, which must be signed by both the examiner/s and the second examiner. The final result of the examination is to be communicated to the student immediately following the oral examination.

(6) A term paper, seminar paper or any other type of written study paper demands experimental, empirical or theoretical work and the processing of a set of tasks from the subject area. Students can offer suggestions for topics and the nature of the task. These suggestions are not binding for the

examiners. All other kinds of written paper works (e.g. assignment papers, essays, spreadsheet calculations, study and project papers, abstracts,...) are on equal terms to seminar papers.

- (7) A presentation involves an independent, in-depth written discussion of a problem from the work context of the course, with reference to and assessment of relevant literature as well as the representation of the written work. It further includes the communication of the results in an oral presentation as well as in a subsequent discussion. Presentations must be submitted in written form for assessment.
- (8) A project or case study require independently written work studies on subject specialized and multidisciplinary problems including study work and analyzing of specific subject literature.
- (9) A tutorial includes a predefined order of assignments of tasks, given by the responsible tutor, and must be completed independently before a given deadline. Part of the practice tutorial can be discussions of the assignments and the problems occurred. The tutor might request written solutions of the assignments or the presentation of these.
- (10) By participating in discussions, students are obliged to show that they are capable of understanding the context of the topic and that they can classify specific problems in these fields.
- (11) Examinations, which are mixtures of examination types listed in par. 1, are allowed. The form and scope of the credits of the single modules are to be taken from the standard study time table and examination plan or the module manual in the appendix.

§ 18

The public nature of oral examinations

Students of this degree program, who have not yet successfully completed the relevant examination, can be admitted as listeners to oral examinations (§ 9 para. 5), insofar as they themselves have not registered for this examination. This does not apply to the discussion or the announcement of the grading. At the request of the examinees, student listeners in the sense of sentence 1 above are to be excluded.

§ 19

Examinations and the respective administrative system

- (1) The students are personally responsible for the use of the online accesses to the electronic examination administrative system, which governs examination data, registration and withdrawal from exams as well as the announcement of exam decisions electronically. The responsible Examination Committee can declare more detailed rules for performance of the procedure.⁸⁹The student is required to check the accuracy of their entries in the examination administrative system regularly, at least once per semester; transmission errors/mistakes are to be reported immediately to the Examination Office.
- (2) The examiner must contribute, according to § 15, to the electronic collection of examination results. The grading lists are to be preserved by the responsible Examination Office.

- (3) The announcements of the examination results and credit points take place either in the electronic examination administrative system or by paper notice. Students are required to use the electronic examination administrative system. The evaluation becomes valid at latest two weeks after the announcement of evaluation appears in the electronic examination administrative system or after the announcement via notice, unless the students have already been officially informed about their grades. The students are to be informed about the entry of the examination grading in the electronic examination administrative system in the common manner of the faculty.
- (4) If a student is leaving or switching the university or the study program, a grade transcript will be issued upon request. This grade transcript must show all passed or failed exams, the respective grades and whether the bachelor thesis has already been completed or not.

§ 20

Exam registration, admission

- (1) Anyone who is matriculated at the Otto von Guericke University in the degree program named in §1 can be admitted to examinations accompanying studies.
- (2) The module examinations take place by the end of the semester as a rule. Examination time and dates (deadlines), which are set by the chair of the Examination Committee and announced at least four weeks before the deadline expires, are definitive. As a rule, registration ends four weeks after the start of courses/classes. At the request of the examiner to the Examination board an alternate registration period may be specified for seminars. Announcements for students are posted on a notice board on the homepage of the faculty or examination office, unless otherwise stated in these study and examination regulations.
- (3) Before the beginning of each module examination a registration at the Board of Examiners is required. For modules that are taken at the faculty, the registration is made either by electronic registration via the university Web-Portal or by personal signature on an examination-specific registration form. For modules completed outside the faculty, a separate written registration must be submitted to the Examination Office/ Prüfungsamt of the Faculty of Economics and Management or an electronic registration must be submitted to the university Web-Portal. The registration is also valid for potential repeat exams in the ongoing semester. This also applies to modules that are completed during the course of studies at another higher education institution. For these, the signed Learning Agreement or Change to Learning Agreement represents the written examination registration in accordance with §10 section 3. Subsequent registration is not permitted. Once the CP required for successful completion of studies has been reached, no further examinations registration is possible. A belated registration is not permissible. It is not possible to accredit the same course more than once. After the number of credit points required for the successful graduation have been attained, no further exam registration is possible.
- (4) The registration to an examination can be withdrawn no later than four weeks before the beginning of the examination period in written form in the Examination Office or electronically in the specific Web-Portal. In case of a withdrawal, the registration –according to paragraph 1 and 2 – must be requested to a later time again. A registration withdrawal for an examination is not possible if:
 - 1.) the examination registration is taking place officially/by the Examination Office, or
 - 2.) it is explicitly noted in the module description of the concerning module
- (5) The Examination Committee decides on admission to the examinations. It is to be rejected, if:
 - 1.) the preconditions for admission are not fulfilled, or
 - 2.) documentation/ papers is/are incomplete, or

3.) the examination has been graded or classified as irreversibly “failed”

§ 21

Examination grading, calculation a of module grade

(1) Each examination is graded by the relevant examiners. In case of written examinations, the grade has to be announced by no later than the end of the respective semester.

(2) The grading of the examinations, is taken as followed:

Grade	Description German/English	Definition
1	Sehr Gut / Excellent	Outstanding performance
2	Gut / Good	Performance significantly above the average standard
3	Befriedigend /Satisfactory	Performance corresponding to the average standard
4	Ausreichend / Pass	Performance which, despite certain shortcomings, still satisfies the requirements
5	Nicht ausreichend /Fail	Performance which, because of significant shortcomings, no longer satisfies the requirements

To enable a differentiated assessment of examination performances, individual grades may be raised or lowered by 0.3 to fractional amounts; the grades 0.7; 4.3; 4.7 and 5.3 are however not possible.

(3) An examination is passed if the student receives at least the grade “Pass”. If an examination is graded by more than one examiner, it is passed if all examiners award at least the grade “Pass”. In this case, the grade of the examination is the arithmetic mean of the individual grades awarded by the examiners, calculated to one decimal place, notwithstanding the definition in paragraph 2.

(4) A module examination is passed if all required examinations have been awarded at least the grade “Pass”. If a module examination consists of only one examination, then the module grade corresponds to the grade of this examination. If a module examination consists of several examinations, then the grade of the module is the arithmetic mean of the individual grades in the examinations, calculated to one decimal place, notwithstanding the definition in paragraph 2.

(5) In calculating an average grade only the first figure after the decimal point is taken into consideration, all further figures are discarded without rounding. The relevant grade is:

For an average grade	Description: German/English
-----------------------------	------------------------------------

1.5 and above	Sehr gut / Excellent
from 1.6 to 2.5 inclusive	Gut / Good
from 2.6 to 3.5 inclusive	Befriedigend / Satisfactory
from 3.6 to 4.0 inclusive	Ausreichend / Pass
4.1 and below	Nicht ausreichend / Fail

§ 22

Retake of examinations

- (1) Examinations which have either been failed or count as having been failed can be retaken twice in the obligatory modules. § 21 apply in terms of grading. Already passed examinations cannot be retaken.
- (2) The number of attempts does not count for examinations in the compulsory elective modules. Because of this, a retake of these modules is not necessary.

§ 23

Supplementary Modules

§ 24

Academic proof of credits for foreign language studies

For examinations in foreign languages, the regulations of the Language Center/ Sprachenzentrum of the Otto-von Guericke-University Magdeburg apply.

§ 25

Absence, withdrawal, deception, breach of regulation

- (1) If the candidate does not appear for an examination at the previously set time and location without a valid reason or withdraws after the beginning of the examination without a valid reason, then he or she will be awarded the examination grade "Fail" (5.0). The same applies if an examination paper is not handed in by the prescribed deadline or not completed within the given period.
- (2) The withdrawal from an exam after the deadline according to § 20 paragraph 4 is to be applied to the Examination Committee in written form. The reason given for absence or withdrawal must be handed in written form without any delay to the Examination Committee and must be verified. In case of illness, the candidate must prove a certificate from a doctor who can be determined in cases of doubt by the Chair of the Examination Committee. If the Examination Committee recognizes the reason given, the candidate will be informed in writing.
- (3) If the candidate attempts to influence the result of an examination through deception, he or she will be awarded the grade "Fail" (5.0) for the exam in question. The possession of prohibited aids after the beginning of the examination always counts as deception in the sense of sentence 1. In

particularly serious cases, the Examination Committee can revoke the right to repeat the examination.

- (4) If a candidate disrupts the orderly running of an examination, he or she can be excluded from continuing the examination by the examiner or invigilator. In this case the candidate is awarded the grade "Fail" (5.0) for this examination.
- (5) Detrimental decisions in accordance with paragraphs 1–4 above are to be communicated to the candidate promptly in writing and reasons given. Before the final decision, the candidate should receive the opportunity for a legal hearing.

§ 26

General protection regulations, disadvantage compensations

- (1) If students prove with a doctor's certificate that they are not able to take an exam as officially required because of a prolonged or constant illness, the Examination Committee gives them the option to yield an equal performance in a different form.
- (2) Handicapped students can be administered a disadvantage benefit in form of additional tools, if this does not affect the equal opportunity. For this purpose, the processing period can be lengthened in an appropriate time period or by allowing to take an exam in a different form. A person is handicapped if he/she cannot take an exam fully or partly in the foreseen form because of a prolonged or constant physical impairment. The handicap must be proven. The university can demand proof by submitting the doctor's certificate or a certificate of disability. The disadvantage benefit shall be applied for to the Examination Committee. The application should be delivered at latest with the announcement to the examination.
- (3) The safeguarding provisions about parental leave according to the Maternity Protection Act as well as the terms of the Federal Child-Raising Allowance Act are to be considered while using this examination regulation, especially while calculating deadline, and to enable their take-up. Students that were furloughed because of familial obligations can voluntarily yield credits during their absence. Upon written application to the Examination Committee, the repetition of a failed exam during the absence is possible.

§ 27

Objection procedure

The students can report an objection against incriminating administrative documentation that are made during examination affairs to the Examination Committee in written form or a recordable oral form according to the Administrative Procedure Act (VwVfG). The objection is to be reasoned in written form. If the Examination Committee rejects the objection, it must inform the student why his/her objection was rejected in an explanation of legal remedy.

IV. Bachelor's degree

§ 28

Registration, admission to the bachelor's thesis

- (1) The Bachelor's thesis in English is mandatory and includes a presentation in a final seminar.
- (2) The Bachelor's thesis should demonstrate that students are capable, within a specified period of time, of dealing with a set of tasks from a certain subject area and using scientific methods. The subject and task of the bachelor's thesis set must correspond to the examination goals and the time allocated. The nature and the task must be determined exactly on the date of the allocation of

the thesis topic. In the framework of the final seminar, the examinee should demonstrate that he/ she is able to present and to explain the problems/ tasks set and their solutions in a suitable manner.

- (3) Only persons enrolled at the Otto von Guericke University and in the degree program as per §1 hereof, and who have also successfully provided evidence of the successfully completed compulsory module Academic Skills in the scope of 120 CP as well as the project seminar, may be admitted to the Bachelor's thesis.
- (4) Students wishing to be admitted to the bachelor's thesis must submit an application in written form to the Examination Committee. The supervisor of the bachelor thesis seminar may impose well-grounded subject related pre-conditions for admission to the relevant concluding seminars.

§ 29

Topic allocation, submission, grading of the bachelor's thesis

- (1) The topic will be decided by the first examiner after hearing out the to be examined student. The student should be given the opportunity to propose suggestions for the thesis topic and the task set. This does not constitute a legal right. Upon application, the Examination Committee guarantees that the student receives a topic on time. During the procedure of writing/working on the thesis, students will be supervised by the first examiner.
- (2) For the setting of the thesis topics, the Examination Committee appoints persons from the group of professors and junior professors, university and private lecturers as well as PostDoc employed at the faculty. In addition, with their agreement, other members of the faculty in possession of a doctorate and qualified for a professorship can also be appointed. The Examination Committee can restrict the number of bachelor theses supervised by one person with the aim of achieving an equitable distribution for all persons involved in setting topics.
- (3) The thesis topic is set after the admission to the thesis by the Examination Committee and the examinee must be informed about it, including the date of the submission/ deadline. The day of the allocation of the thesis topic must be recorded. The thesis topic can only be changed once and only in a time period of two weeks after the allocation.
- (4) The period between the handing-out/allocation of the topic and the submission of the thesis is ten weeks including a reading time of 2 weeks in the beginning. This can be prolonged by a maximum of two weeks by the Examination Committee in consent with the topic setter/ supervisor.
- (5) The final thesis must be accompanied by an inventory of all aids used. When submitting the Bachelor thesis, students must declare in writing that they have completed the thesis independently and with the help of only the referenced aids. All sections which are extracted word-for-word or in overall sense from published or unpublished works must be identified as such. In addition, a declaration must be attached to the final thesis, stating that the thesis has not, even in extracts, been submitted for another examination. Plagiarism is –according to § 25 – evaluated as an attempt of deception and will be graded as a failed exam.
- (6) The bachelor thesis must be submitted to the Examination Office by the deadline in two firmly bound duplicates. If the thesis is not handed in on time or in the correct format, it will be graded "Fail" (5.0). § 8 apply accordingly.
- (7) The bachelor thesis is to be assessed/ graded by the examiners by the end of the semester in

which it was submitted.

- (8) 15 CP are awarded for the successfully passed Bachelor thesis including the presentation/ bachelor thesis seminar.
- (9) The grade for the final thesis results from the grading of the performance in the written thesis (80%) as well as in the presentation/ final seminar (20%).

§ 30

Retake of the bachelor's thesis

- (1) The bachelor thesis may be repeated/ retaken only once, if it has been graded "Fail" or deemed to have been graded "Fail".
- (2) The bachelor thesis must be repeated in the following semester.
- (3) The retake of an already passed bachelor thesis is not permitted.

§ 31

Final grade of the bachelor's degree

- (1) The bachelor degree is passed, if all examinations accompanying studies from the compulsory and elective modules, giving a total of 165 credit points according to the appendices 1–3, have been assessed with a grade of at least "Pass" and if the bachelor thesis has been graded too with at least "Pass".
- (2) The overall/ final grade of the bachelor degree is the arithmetic mean of the grades of the module examinations and of the bachelor thesis, each time weighted according to the number of credit points allotted.
- (3) If the average of the overall grade formed is better than 1.3, then the description "with distinction" is awarded.
- (4) The bachelor degree is definitively not passed, if the second retake of an examination accompanying studies or the retake of a bachelor thesis is awarded with the grade "Fail" or is considered to have received the "Fail" grade.

§ 32

Grade transcript, certifications

- (1) The official examination certificate will be issued in German and in English for the successfully passed bachelor study program. The certificate contains the final grade, the topic and the grade of the bachelor thesis. This certificate bears too the date on which the last examination was successfully completed. It is signed by the Chair of the Examination Committee and by the Dean of the faculty and furnished with the seal of the Otto von Guericke University.
- (2) As an attachment to the examination certificate, an appendix with the seal of the university is provided in English which lists all successfully completed modules as well as the given credit points /CP and grades. A copy is also provided in the German language.
- (3) With this examination certificate, the students receive a "Diploma Supplement" in German and English.

§ 33

Degree diploma

- (1) Together with the examination certificate, students receive the official degree diploma in English and a copy in German which bear the issue date of the documents. With this degree diploma, the bachelor degree is awarded.
- (2) The degree diploma is signed by the Dean of the Faculty of the Otto von Guericke University and furnished with the seal of the Faculty of Economics and Management of the Otto von Guericke University.

§ 34

International Double Degree Program

- (1) Based on the contracts of the Double Degree Program with the Technical University of Kharkov (NTU 'KhPI') which has been signed on October 22nd 2010, students of this study program are able to complete the fifth and sixth semester in International Business (NTU 'KhPI') at this university.
- (2) Students of the Technical University Kharkov (NTU 'KhPI'), who, as a result of the selection procedure, have been awarded participation to the studies in the Double Degree Program in International Business and Economics, will start their studies in the third semester at the University in Magdeburg.
- (3) Examination results obtained within the context of this contract at the Technical University Kharkov (NTU 'KhPI') will be taken into account of the official grading in correspondence to the equivalence scale of the Double Degree Program.
- (4) Study program schedules are part of the Double Degree Program contracts and available there. Grades achieved in the context of the Double Degree Program will be calculated as followed:

<u>Ukraine</u>		<u>Germany</u>
5A/ Excellent	=	1, 0 Excellent
5B/ Excellent	=	1, 7 Good
4B/ Good	=	2, 0 Good
4C/ Good	=	2, 7 Satisfactory
3D/ Satisfactory	=	3, 3 Satisfactory
3E/ Satisfactory	=	4, 0 Pass
2F/ Fail	=	5, 0 Fail

- (5) After successfully passing all examinations of the Bachelor study program, students of the Faculty of Economics are bestowed, based on the §3 of these regulations, the academic degree Bachelor of Science in International Business (NTU 'KHPI') by the partner University. If both academic degrees would like to be linked, this is to be done by a slash sign. This is also applicable for the abbreviated form.
- (6) Students receive, in accordance to the policy of the corresponding study and examination regulations, a grade transcript of all passed examinations, a certificate for the awarded academic degree as well as an English Diploma Supplement. Grade transcripts, certificates and Diploma Supplements of both partners are to be linked to one to another in a way that it is obviously clear that grades and degrees are shown for only one/ identical study program.
- (7)

V. Final Provisions

§ 35

Inspection of examination files

- (1) Within a period of time determined by the Examination Committee, students may, after the completion of each module examination, at the beginning of the following semester, inspect their written examinations as well as the grades awarded by the examiners and the examination protocol. Outside this period of time, such an inspection is only possible upon written application to the Examinations Committee; reasons must be given and the application must be substantiated.
- (2) Up to four weeks after inspection, a student can submit a remonstrance against the module exam to the according Examination Committee. The remonstrance must be reasoned in written form.
- (3) After the issuing of the degree and the grade transcript, a written application to inspect the examination files must be made to the Examination Committee within a period of three months. The Chair of the Examination Committee determines the time and place of such an inspection.

§ 36

Invalidity of examinations

- (1) If a student has cheated in an examination or has been assisted by unauthorized aids, and this fact is established after the degree certificate is issued, the Examination Committee can declare the respective examination entirely or partially failed.
- (2) If preconditions for admission to an examination were not fulfilled without deliberate deception and if this fact is only recognized after the issuing of the degree and transcript certificate, this shortcoming is made up by the passing of the exam. In case students have deliberately obtained admission without justification, then the Examination Committee reaches a decision based on consideration of the legal provisions on the revocation of illegitimate acts of administration.
- (3) The respective student should be given the opportunity to explain the matter to the Examination Committee before a decision is made.
- (4) The incorrect degree certificate must be withdrawn and replaced by a correct grade transcript/certificate in accordance with § 21 hereof. A decision made in accordance with paras 1 and 2 above is no longer possible after a period of five years has elapsed from the date of issue of the degree certificate. If the examination certificate is withdrawn without being replaced, the academic degree is also forfeited and the official record withdrawn.

§ 37

Validity and taking into effect

- (1) These regulations are valid for all students, which are registered in the above mentioned B.Sc. study program "International Business and Economics" at the Otto-von-Guericke-University of Magdeburg, from winter term 2017/18.
- (2) These regulations take effect after the day of publication in the bulletin of the Otto-von-Guericke-University Magdeburg

Drawn up on the basis of the decisions of the Council of the Faculty of Economics and Management from January 11th, 2017 and of the Senate of the Otto-von-Guericke University from January 25th, 2017.

Article II

As of the winter semester 2019/20, the regulations listed in these articles will apply to all students who have been enrolled in the International Business and Economics Bachelor's program at the Otto-von-Guericke University Magdeburg since the winter term 2015/16

Article II

The regulations take effect on the day of their publication in the bulletin of the Otto-von-Guericke University Magdeburg. Issued in accordance with the resolution of the Faculty Council of the Faculty of Economics and Management on 07.03.2019 and the resolution of the Senate of the Otto-von-Guericke University Magdeburg on 20.03.2019.

Magdeburg, 03.05.2019

Prof. Dr.-Ing. Jens Strackeljan,
President
Otto-von-Guericke-University Magdeburg

Appendix 1: Schedule of regular study periods and examinations for the B. Sc. International Business & Economics

#	Compulsory Modules	1. Semester			2. Semester			3. Semester			4. Semester			5. Semester			6. Semester		
		SWS	PL	CP	SWS	PL	CP	SWS	PL	CP	SWS	PL	CP	SWS	PL	CP	SWS	PL	CP
1.	International Business & Economics																		
1.1	Principles of Management	2V+1Ü	K60	5															
1.2	Financial Accounting	2V+2Ü	K60	5															
1.3	Game Theory	2V+1Ü	K60	5															
1.4	Management Accounting				2V+2Ü	K60	5												
1.5	Marketing Performance Management							2V+2Ü	K60	5									
1.6	Financial Management							2V+1Ü	K60	5									
1.7	Business Decision Analysis										2V+1Ü	K60	5						
1.8	Introduction to Econometrics										2V+2Ü	K60	5						

1.9	Microeconomics				4V+2Ü	K120	10												
1.1 0	Macroeconomics							4V+2Ü	K120	10									
1.1 1	Economic Policy										2V+1Ü	K60	5						
1.1 2	Principles of International Management										2V+1Ü	K60	5						
1.1 3	Introduction to International Economics										2V+2Ü	K60	5						
2.	Basics in Mathematics and Statistics																		
2.1	Mathematical Methods I	2V+3Ü	K60	5															
2.2	Mathematical Methods II				2V+3Ü	K60	5												
2.3	Introduction to Probability and Statistics				2V+2Ü	K60	5												
2.4	Statistical Methods							2V+2Ü	K60	5									
3.	Skills and Foreign Language																		
3.1	Academic Skills	*	*	5															

3.2	2nd Foreign Language I	*	*	5															
3.3	2nd Foreign Language II				*	*	5												
3.4	Skills and Unicert IV A							*	*	5									
3.5	Skills and Unicert IV B										*	*	5						

SWS: Lectures, Tutorials, Seminars per week in a semester, e.g. hours per week per semester/ Semesterwochenstunden (SWS)

PL: Examinations for this module

CP: Credit Points

Explanation of abbreviation of the regular study plan:

- [For an explanation about the types of classes and hours per weeks per semester, see the each module description in the module handbook.](#)

- SWS = Semesterwochenstunden/ hours per week per semester
 PL = Art der Prüfungsleistung/ type of examination
 CP = Credit Points
 V = Vorlesung/ lecture
 Ü = Übung/ tutorial
 S = Seminar/ seminar
 K60 = Klausur über 60 Minuten/ written examination with more than 60min.
 H = Hausarbeit/ written paper – home work
 P = Präsentation/ presentation

Appendix 2: The English language skills must be proven with one of the following four options:

1. Proof of a valid English language test with the required minimum score:

TOEFL	TOEFL itb 90 TOEFL itp 557 TOEFL cbt 233
IELTS	6,5
Cambridge First Certificate in English / FCE	Grade B
Cambridge Certificate in Advanced English / CAE	Grade C
Cambridge Certificate of Proficiency in English / CPE	Level C
UniCert	III

2. Proof of an International Baccalaureate or a Certificate of Education Advanced Level (A–Level) which was completed in the English language.

3. A certified proof of participation, with an official certified grade transcript at a secondary or higher education institution, like college, high–school, university) in an English speaking country for an minimum of 9 months, The following countries will be recognized as English speaking: Antigua & Barbuda, Australia, Bahamas, Barbados, Belize, Grenada, Great Britain (oversea region included), Guyana, Ireland, Jamaica, Canada, New Zealand, St. Kitts & Nevis, St. Vincent and the Grenadines, Suriname, Trinidad and Tobago, USA (outer regions included).

4. For applicants, with an German university entrance qualification, such as the Abitur: a minimum average grade in the subject of English of 10 points. The average grade will be calculated using the last four semester results (from the grade transcript). In the case of a final examination in the subject of English, the average grade will be calculated by using the four semester grades plus the examination result.

