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Faculty of
Economics and Management

Study and Examination Regulations

Bachelor's Program
International Business and Economics

Amendment from 06.05.2015, in reference to the 05.06.2019 version

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 Study and Examination Regulations for the bachelor study program in International Business & Economics as statues:

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I. General

§ 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 at Otto–von–Guericke University Magdeburg.
- (2) This bachelor study program (IBE) is a full–time study degree program.

§ 2

Aim of the Degree Program

- (1) The aim of the study program (IBE) is to enable students to recognize economic problems independently, to be able to develop economically based solutions, and to propose alternative courses of action. The theoretical, institutional, empirical, and practical, as well as the methodical and economical knowledge of business administration are taught with the aim of preparing students for a broad spectrum of career fields in national and international departments or in business/ entrepreneurship. Simultaneously, students are to be introduced to research processes. The language of instruction and examination is exclusively English.
- (2) Students of the bachelor study program in IBE gain systematic reasoning skills and exceptional analytical abilities. Both are essential skills for advisory and managerial positions, making it possible to understand complex relationships and evaluate problems from multiple perspectives. Through the development of these skills, this bachelor program prepares students for subsequent areas of employment as well as for a master study program in Economics and Management.
- (3) Students will acquire comprehensive knowledge of economics. Throughout their course of studies, students will learn to methodically analyze and evaluate economic processes based on economic theories. This enables students to gain essential insights into the methodological and ethic–moral foundations of economics and to assess the social relevance of economic findings and practice. As a result of the reflective and communicative skills acquired, students will be able to present the learned insights publicly in an understandable and comprehensible manner. Interdisciplinary references and current cultural developments are considered during this process.
- (4) The studies impart specialized qualifications and are intended to contribute to the development of each student's personality. Students gain intercultural communication and behavioral skills. By acquiring key competences, e.g.: independence and self–organization, the capacity for teamwork, sense of responsibility, and media competence, students will develop involved and economically educated personalities.
- (5) The bachelor program “International Business & Economics (IBE)” is designed to train students in analytical thinking. They will be provided with knowledge and competences to critically classify gained knowledge and to act responsibly. This includes, in particular, the acquisition of basic understanding in the core economical areas. The education is supplemented by an in–depth study of mathematical and statistical methods, foreign language studies in economics and business, and appropriate interdisciplinary competences. The students:
 - Are introduced to the basics of economic and managerial theories and models as well as their corresponding methods i.e. analytics and business decision making,

- Acquire knowledge of economic relations and develop a deep understanding of economic policy problems and possible solutions
- Gain knowledge of basic corporate structures and interdependencies of various business fields as well as develop a deeper understanding of central economical decision problems and possible solutions
- Develop skills to analyze economic issues, independently use appropriate methods to answer questions, and classify as well as critically analyze obtained results in the fields of economic and business.

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

- Are introduced to the intercultural aspects of international management and to the basic approaches of interdisciplinary, cultural-based research from different perspectives
- Gain knowledge regarding the structure 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, employable in international organizations and businesses worldwide. The knowledge gained in International Business and Economics qualifies students 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 at the senior level, and in business newsrooms of agencies, newspapers, broadcasting stations, and television institutions.

(6) The awarded academic degree “Bachelor of Science” provides an initial professional higher education qualification. By successfully completing examinations, students prove their ability to apply theoretical knowledge, utilize subject related competencies, and operate with scientific research methods which are necessary for professional practice.

§ 3

Academic Degree

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

II. Study Program

§ 4

Admission Requirements

(1) The admission requirements for an undergraduate degree program leading to an initial professional qualification are regulated by the Higher Education Law of the German Federal State of Saxony-Anhalt (HSG LSA). The prerequisite for admission to the 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 demonstrated. Suitable forms of this qualification are defined in the appendix 2.

(2) The number of study placements available can be limited. In such cases, admission to the study program is granted in accordance with the Law of the Federal State of Saxony–Anhalt, and these admission procedures will be fixed in a separate regulation. Due to the international orientation of the study program, 50% of the study places are allocated to foreign candidates in a local selection process.

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

1. Have irrevocably failed a module examination in the chosen study program (IBE) at an equivalent university and / or has lost their entitlement to take an examination.
2. Is currently subject to another corresponding examination procedure.

(4) Candidates who do not hold a German university entrance qualification must provide proof of an equivalent qualification according to the university entrance qualifications and enrollment regulations of Otto–von–Guericke–University.

§ 5

Duration and Beginning of studies

The standard study period, including the bachelor thesis, is six semesters. The program begins in the winter semester, without exceptions.

§ 6

Structure and Scope of Studies

- (1) The study program is divided into the compulsory studies with four semesters (120 credit points) and the elective studies with two semesters (60 credit points).
- (2) The bachelor degree consists of study module examinations and the module “bachelor’s thesis”.
- (3) The study program is structured in modules. The modules comprise of interrelated study–units and respective examinations, and generally span one semester. Modules may consist of different forms of instructions, both in teaching and learning. An examination must be taken for each module.
- (4) The description of modules are to be published before the start of the semester with the following information: module objectives and qualifications, teaching language, scope of the courses, frequency of the courses, participation prerequisites, workload, achievable credits, as well as the type, scope and form of examinations, module specified notes, and those responsible for modules.
- (5) A certain number of credit points are awarded for each successfully completed module, according to the European Credit Transfer System (ECTS). Credit points are a quantitative measurement of the average workload (time) for students, which is necessary to fulfill the requirements and achieve the learning goals for a respective module. Credit points include, in addition to the participation in a module study–unit, the pre– and post–preparation of the course content, the independent processing and analyzation of the course content, the preparation and elaboration of student contributions, as well as the successful passing in respective module examination. One credit point is the equivalent to an average workload of an estimated 30 hours. Students should obtain about 30 credit points per semester.

- (6) In order to successfully graduate from the degree program, students must obtain a total of 180 credit points. The required compulsory and elective modules, the module examinations, as well as the allocation of credit points of the individual modules are listed in appendix 1 of the Study and Examination Regulations, or can be found in the module handbook.
- (7) The study program is designed in such a way that it can be successfully accomplished during the regular study timeframe. Examinations can be taken prior to the end of the corresponding semester, as long as the prerequisites for participation in the module examination have been proven.
- (8) There is the possibility of individual, part-time studies in accordance with the general regulations regarding part-time studies at the Otto-von-Guericke-University Magdeburg.

§ 7

Study Program Structure

- (1) The range of courses includes compulsory modules, compulsory-elective modules, and project seminar.
- (2) Compulsory modules are defined as all modules which are required for the successful completion of the degree according to the Study and Examination Regulations (see appendix 1).
- (3) Compulsory-elective modules are all modules, in accordance with the Study and Examination Regulations, which can be chosen from a particular given number of modules. This provides the opportunity to pursue individual inclinations and interests in the study program framework, as well as to accommodate subject-specific needs of prospective professional careers. The list of compulsory-electives modules may change according to the availability of teachers and will continuously be adapted to the range of courses offered by the Faculty and, if necessary, may be extended to module offers from other faculties.
- (4) A Project Seminar is a module which is not assigned and does not have the possibility of specialization track allocation, and has the character of a study-unit, described in § 11, para. 3, and is part of the compulsory-elective curriculum.

§ 8

Structure of Compulsory Studies

- (1) A total of 120 CP must be obtained during the first four semesters for compulsory modules according to the regulations in the appendix 1. Compulsory modules of the first and third semesters are always and only offered in winter semesters and the compulsory modules of the second and fourth semesters are always offered in the summer semester. The final examinations can be taken during either the summer or winter semester.
- (2) Module examinations from the first semester, in accordance with the standard study and examination schedule, which have not been taken before the end of the third semester, will be initially counted as a failed examination. This does not apply to students who can verify that he/she is not responsible for the delay in the study program proceedings.
- (3) Module examinations from the first semester, in accordance with the official study and examination schedule, which 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 registration is only possible according to § 25, para. 2. In this particular case, an automatic registration for the examination takes place in the following semester.

- (4) English language proficiency at the UNICERT IV level, as well as second foreign language qualifications (German for international/foreign students) must be proven. Foreign language studies must comprise of at least 10 credit points each (English and 2nd foreign language).
- (5) Proof of the foreign language studies proceeds with providing the registration of the last module examination of the respective study program.
- (6) The Examination Office has the right to issue exceptions regarding the possibility of native English speakers (Great Britain, Ireland, Australia, New Zealand, USA, and Canada) being exempt of English language studies after a written application has been submitted. This application must be submitted to the Examination Board via the Examination Office (Prüfungsamt) of the Faculty of Economics and Management, 4 weeks after the commencement of the study program at latest.
- (7) The chronological order of the curriculum, as shown in the appendix, is not binding.

§ 9

Structure of Compulsory Elective Studies

- (1) For compulsory elective modules, students must obtain 30 credit points within their chosen specialization track (Profilierungsschwerpunkt (PSP)) in accordance with para. 2. 15. For the project seminar, 15 credit points must be proven.
- (2) The assignment of the compulsory elective modules will be taken according to the following specialization tracks (Profilierungsschwerpunkt (PSP)):
 1. International Economics
 2. International Business
- (3) The allocation to the specialization tracks (Profilierungsschwerpunkt/PSP) of the compulsory elective modules for the corresponding semester will be made by the Faculty Council (Fakultätsrat) before the start of the exam registration, in accordance with §2, and in special cases, the study program director. Decisions about the approval of modules from other faculties will be made by the Board of Examiners.
- (4) The study program will end with the module “Bachelor’s Thesis”, which consists of the examination results “written thesis” and the corresponding “presentation” in the framework of the final seminar.
- (5) The chronological order of the modules, as shown in the appendix, is not binding, and it serves as a suggestion for completing the program in the regular study period.

§ 10

Study Abroad

- (1) The Faculty of Economics and Management recommends and encourages students to complete a voluntary study abroad semester due to the internationalization of the working world, hence, practicing language skills and acquiring social skills through a voluntary study abroad stay at a foreign education institution. The completion of a study abroad is possible in agreement with the Board of Examiners. It should be planned in advance, and all necessary documents, especially grade transcripts in original form or as certified copies, and detailed module descriptions, must be handed in.

- (2) Before the start of a study abroad stay, students must consent to a “Learning Agreement” with the Board of Examiners of the faculty, which can be changed in case study courses abroad cannot be attended for certain reasons. In this case, a “Change of Learning Agreement” has to be filed in agreement with the Board of Examiners.
- (3) The “Learning Agreement”, or rather “Change to Learning Agreement”, signed by the student and the Board of Examiners is the official registration for examinations. The exam registration is the prerequisite for the recognition of external module examinations or study- and exam achievements (in accordance with §16, para. 3).

§ 11

Types of Classes

- (1) Classes will be announced on the homepage of the university, as well as on the faculty’s homepage. Common types of classes include: lectures, seminars, exercises, tutorials, small size tutorials, and projects.
- (2) Lectures impart expertise, theory, and methodical knowledge through interrelated and systematic presentations.
- (3) Seminars promote teamwork between lecturers and students in relation to the scientific processing of theoretical and practical problems. This may take place in various instruction and teaching structures, such as presentations, reports, reviews, discussions, as well as in groups. Seminars require active participation from students in the form of presentations and written assignments. The lecturer may require further forms of examination achievements.
- (4) Exercises, for bigger groups and lectures in particular, serve as practice method and absorption technique for the subject matter, especially for the acquisition of basic methods, abilities, skills, as well as application-based exercises.
- (5) Exercises for smaller groups serve to provide practice, deepen the understanding of the subject matter, and assist in applying gained knowledge through a limited number of participants. Exercises in small groups are supplementary to lectures, which provide students with the opportunity to review the respective topics. Students also get the opportunity to review previously gained knowledge in a specific field and prepare for module examinations. In general, assignments must be done at home, and the solutions will be discussed during the following exercise at the Faculty.
- (6) In modules titled “project”, a complex task will be processed in an application-based manner, with special regard for theoretical principles.
- (7) For forms of teaching and learning which require regular and active participation from students, regular attendance may be mandatory, which can be found in the and module description.
- (8) Admission to modules can be restricted in certain cases, e.g. if circumstances, purpose, teaching, or research within the respective module limits the number of participants. Admission requirements are published and regulated in the corresponding module descriptions.

§ 12

Study Advisory Services

- (1) To ease the orientation of the study program at the Faculty, academic introductory events will be offered at the start of the program for freshmen students.
- (2) These examination and study regulations contain general information, and material regarding 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 counseling.

§ 13

Individual Study Schedules

- (1) Individual study schedules serve as a guide to successfully graduating in the standard study period. This option will be offered especially to students who should receive additional support due to an extended sickness, pregnancy, child care, or other reason.
- (2) Individual study schedules must be discussed and finalized with the study program director.

III. Examinations

§ 14

Board of Examiners (Prüfungsausschuss)

- (1) The organization of examination modules and the tasks allotted by these examination regulations is assigned to the Board of Examiners by the Faculty.
- (2) The Board of Examiners ensures that the provisions of the examination regulations will be followed. The board reports the development of examination modules and times of studies to the Faculty. The board makes proposals for reformation of the examination and study regulations. The Board of Examiners decides on examination matters concerning applications and objections by students.
- (3) The members of the Board of Examiners are chosen from the group of professors, junior professors, and assistant professors of the Faculty. The Faculty Council appoints a chairperson, a further member and a deputy member. Furthermore, the Faculty Council appoints one member and one deputy member of the Board of Examiners from the group of scientific assistants and students respectively.
- (4) The Board of Examiners has a quorum, if the chairperson and his/her deputy or substitute and at least two further members of the Examination Committee are present, but only the group of professors and junior professors cannot be overruled. The Board of Examiners decides by a simple majority. In the event of a tie, the chairman/woman's vote is decisive, however, if he/she is not present, then the vote of the deputy chairperson is decisive.
- (5) The term of office of the members and deputies shall be two years, the term of the student member and his/her deputy shall be one year. Reappointment is possible. If the term of office of a member ends in accordance with § 14, para. 3, sentence 1, before reappointment or new appointment, that member shall remain in office until that date.
- (6) Meetings of the Board of Examiners are not open to the public. Members of the Board of Examiners are subject to secrecy. If members of the Board of Examiners are not in public service, they must be sworn to secrecy by the chairperson of the Board of Examiners.
- (7) The Board of Examiners is obligated to set up rules of binding procedures. The board may revocably delegate tasks to the chairperson for permanent execution. The chairperson of the Board of Examiners another person nominated by him/her represents the Board of Examiners. In and out of legal proceedings. The chairperson shall prepare any resolutions of the Board of Examiners, execute them and report on a regular basis about his/her activities to the board.
- (8) Decisions and other measures to be adopted, in accordance with these study and examination

regulations, in particular, the registration, exclusion and examination deadlines and examination dates, are announced in the usual manner to the university public. The admission to examinations, and the refusal of admission, as well as the examination results, will be announced via the electronic examination administration system.

- (9) The office of the Board of Examiners is the Examination Office of the Faculty (Prüfungsamt).

§ 15

Lecturers, Examiners and Assessors

- (1) The lecturers are appointed by the Faculty Council for specific courses in a specific semester in accordance with the Higher Education Act of the State of Saxony-Anhalt.
- (2) The Board of Examiners appoints the examiners from among the professors and junior- professors employed at the Faculty. Additionally, contracted lecturers, post-doctoral research assistants and academic staff of the Faculty who are in possession of a doctorate, provided that they are independent lecturers in the subject area to which the examination relates, as well as professors and junior professors of other faculties, may be appointed as examiners.
- (3) Two examiners are to be appointed for the assessment of written examinations. If the Board of Examiners determines for an examination date that, taking into account all those authorized to examine, according to para. 1, the additional workload of the persons concerned would be unreasonable, taking into account his or her other official duties, or if two examiners are not present, the Board of Examiners may decide the affected written examinations will only be assessed by one examiner. The decision shall be communicated to the students when they register for the examination.
- (4) The examiners are independent to their examination activity. They are subject to official secrecy.

§ 16

Recognition of Studies, Study and Examination Results

- (1) The Board of Examiners decides, upon written request, on the recognition of module examinations or study and examination credits in accordance with § 16 para. 4. The application must be submitted to the Board of Examiners via the Examinations Office within four weeks of commencement of studies. In order to apply for recognition of credit points, the students have to submit the documents required for the examination of the recognition ability, in particular certificates in original form or as certified copies, as well as detailed module descriptions.
- (2) Notwithstanding para. 1, the recognition/crediting of module examinations or study and examination credits in the chosen or equivalent course of study shall be carried out by the office of the Board of Examiners. Equivalent courses of study within the context of these regulations are, among others, bachelor's degree courses in Betriebswirtschaftslehre, Volkswirtschaftslehre, and International Management. The equivalence of other study programs is decided by the Board of Examiners. If study and examination achievements have not been passed, failed attempts, in accordance with § 16, para. 4 will also be recognized.
- (3) The Board of Examiners decides on the recognition of module examinations or study and examination credits with regard to a stay abroad upon written request. In contrast to Paragraph 1, this must be

submitted in the form of a "Learning or Change to Learning Agreement" in accordance with § 10 para. 2, and para. 3.

- (4) According to the regulations of the Lisbon Convention (III), the recognition of module examinations or study and examination achievements must be carried out as long as there are no significant differences in quality, level, learning outcome, scope and profile between the knowledge acquired and the knowledge to be acquired. Instead of a schematic comparison, an overall view and assessment will be made. Recognition with conditions is possible, as is partial recognition.
- (5) The Board of Examiners bears the burden of proof in the event that module examinations or study and examination credits do not meet the relevant requirements for recognition. If mutually applied, the European Credit Transfer System (ECTS) is to be taken into account in the assessment and the number of credit points acquired is generally to be transferred. If the ECTS system is not mutually applicable, the CP obtained abroad must be converted into ECTS in accordance with the volume of work actually completed.
- (6) Knowledge and skills acquired outside higher education may be credited to higher education studies by means of an individual, or, in certain circumstances, a general examination for higher education studies if they are equivalent in content and level to the part of the course of study which should be recognized. Knowledge and skills acquired outside higher education can replace a maximum of 50% of a university degree. The application must be submitted to the Board of Examiners via the Examination Office within four weeks of the students' commencement of studies. Students must submit the documents required for the examination recognition which is to be submitted in original or in certified copied form.
- (7) If module examinations or study and examination credits are recognized, the grades – if the grading systems are identical – are adopted and included in the calculation of the overall grade. In case of differing grading scales, the Board of Examiners shall decide on the conversion. In the case of incomparable grading systems, the remark "sufficient" is recorded.

§ 17

Types of Examinations

- (1) In conjunction with the further clarifications in para. 2 – 11, the following types of study-related examinations are possible:
 - Written examination (midterm and/or final) (K)
 - Electronic examination (midterm and/or final) (eK)
 - Oral examination (M)
 - Home paper (H), seminar paper (S), or other written papers
 - Take-Home Exam (sA)
 - Presentation (P)
 - Discussion (D)
 - Completion of an exercise task (Ü)
- (2) In an examination (midterm or final) in written or electronic form, students must demonstrate that they can identify problems and find ways to solve them in a limited period of time, with limited aids, under supervision, using the known methods of the subject area. The time allotted for a written examination (midterm or final) is 60 minutes (modules 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 questions 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 the answers which they consider to be correct. Examinations with multiple-choice tasks and their corresponding correct answers must be determined and specified by the examiners beforehand. In conjunction with § 21, para. 3, the second examiner is responsible for checking the examination tasks and results/answers for any mistakes before the start of the grading of the written examination following para. 2. If some tasks are rendered erroneous, these are not to be taken into account when determining 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 (absolute pass grade). The exam is passed in any case as well, if the examinee reaches at least 50 percent of the average points, that the top 5% percent of examinees have achieved, but not less than 40% of the maximal achievable points (escalator clause). If 45 or less students participate in repeat examinations, the escalator clause in sentence 2 need not be applied. The absolute pass grade according to sentence 1 applies. This paragraph shall apply if the proportion of examination questions with the multiple-choice-task is 50% or more of the total attainable score.
- (5) In an oral examination, students should 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 usually 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 and the secondary assessor(s). 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 other corresponding written work study requires experimental, empirical or theoretical processing and a set of tasks from the subject area. Students can offer suggestions for topics and the nature of the task. These suggestions are not legally binding for the examiners. All other kinds of written works (e.g. assignment papers, research projects, project assignments) shall be deemed equivalent to seminar papers.
- (7) Written work (e.g. a case study, spreadsheet, essay, abstract or assignment) involves an independent written examination of a subject-specific or interdisciplinary problem, possibly including and evaluating relevant literature.
- (8) A presentation comprises of an independent, in-depth written discussion of a problem from the context of the course, including evaluating and assessing relevant literature, as well as the presentation of the student's work. It also includes communicating the results in an oral presentation as well as in a subsequent discussion. Presentations must be submitted in a documented form for assessment.
- (9) An exercise consists of a sequence of tasks given by the responsible lecturer, each of which must be completed independently by a set deadline. The exercise may include a discussion of the tasks and any problems. It may include a written elaboration or other presentation of individual exercises. A provision may be made for the written preparation or other presentation of individual exercises.

- (10) Through a contribution to the discussion in the form of an oral examination, students should demonstrate that they are able to recognize correlations within the subject area and that they can integrate specific questions into these contexts.
- (11) Examination work can also be admitted in the form of a joint paper. The contribution of an individual must meet the requirements of the examination and must be precisely definable as an individual performance on the basis of sections and page numbers or other objective criteria which are clearly defined and acknowledgeable.
- (12) Module examinations are usually concluded with an examination. Module examinations various types and proportions of graded pieces of work mentioned in para. 1 are permissible if the intended goal of an appropriate examination load is achieved while maintaining the principles of competence-oriented examination. The form and extent of the course-related examination performance of the individual modules can be found in the standard study and examination plan or the module handbook contained in the appendix.
- (13) The type and extent of the module examinations are defined in the standard study and examination plans or in the module handbook. The types of graded and non-graded pieces of work provided for in these regulations or in the module handbooks may be changed under the following conditions:
- a) If a small number of students are registered or expected to register for a written examination, the Board of Examiners may, at the request of the examiner, authorize oral examinations to be held instead.
 - b) If a large number of students are registered or expected for an oral exam, the Board of Examiners can, at the request of the examiner, authorize written examinations to be held instead.
- This approval is valid for one examination date. The registered students must be informed immediately of any change in the type of examination approved by the Board of Examiners.
- (14) The examiner decides on aids that may be used during an examination. A list of approved aids is to be provided in good time before the start of an exam. The grades of the exams must be announced by the end of the respective semester at the latest.

§ 18

Oral Examination Public Access

Students of this degree program, who have not yet successfully completed the respective examination, can be admitted as listeners to oral examinations (§ 17 para. 5), as long as they themselves have not registered for this examination. This does not apply to the discussion or the announcement of the examination grading. At the request of the examinees, student listeners in the sense of sentence 1 above are to be excluded.

§ 19

Examination Management System

- (1) The students are using, on their own responsibility, the existing online access to the electronic examination administrative system, which governs examination data, registration, and withdrawal from exams, as well as the announcement of exam grades electronically. The Board of Examiners may issue

more detailed rules for the implementation of this procedure.

- (2) Students are required to check the accuracy of the entries in the examination administrative system regularly, at least once per semester; transmission errors/mistakes are to be reported immediately to the Examination Office.
- (3) The students pursuant to § 15 shall participate in the electronic recording of exam results. The grading charts for the examinations are to be preserved by the responsible Examination Office.
- (4) The announcements of the examination results and credit points take place either in the electronic examination administrative system or on a notice board, hence, students are required to use the electronic examination administrative system. The grading is deemed as published at latest two weeks after its announcement in the electronic examination administrative system or after the announcement via notice board, unless the students have already been verifiably informed about their grades in advance. 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.
- (5) 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 and Admission

- (1) Those who are enrolled at Otto-von-Guericke University can be admitted to examinations.
- (2) The module examinations take place generally by the end of the semester. Examination time and dates (deadlines), which are set by the chair of the Board of Examiners 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 Board of Examiners, 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 stated otherwise in these exam 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 via personal signature on an examination-specific registration form. For modules completed outside of the Faculty, a separate written registration must be submitted to the Examination Office 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. 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 met, 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 to the Examination Office or electronically in the web portal. In case of a withdrawal, the registration, according to paragraph 1 and 2, must be requested again to a later date. A registration withdrawal for an examination is not possible in case of:
 - The examination registration was made ex officio;
 - It is explicitly stated in the module description of the respective module;
 - Withdrawing from a seminar is not permitted.

(5) The Board of Examiners decides on admission to the examinations. It is to be rejected, if:

1. The requirements for admission are not fulfilled, or
2. Documents are incomplete, or
3. The examination has been graded or classified as irreversibly “not sufficient”

§ 21

Examination Grading, Calculation of a Module Grade

- (1) A module examination must be taken for each module. The examination is evaluated and graded by the respective examiners. The grading of the module examination shall be announced at latest by the end of the respective semester.
- (2) For grading module examinations, the following grades are to be applied:

Grade	Description	Definition
1	Excellent	Outstanding performance
2	Good	Performance significantly above the average standard
3	Satisfactory	Performance corresponding to the average standard
4	Sufficient	Performance which, despite certain shortcomings, still satisfies the requirements
5	Not sufficient	Performance which, because of significant shortcomings, no longer satisfies the requirements

For differentiated assessment of module examinations, individual grades may be raised or lowered by 0.3 to intermediate values; the grades 0.7, 4.3, 4.7, and 5.3 are, however, not possible. The grading of the module examinations must be reported to the Examination Office promptly.

- (3) An examination is passed if it is graded with at least “sufficient”. If the examination is graded by more than one examiner, it is passed if all examiners award at least the grade “sufficient”.
- (4) If the assessments of the examiners according to section 1 differ from each other, the grade of the module examination according to section 2 shall be that grade which comes closest to the arithmetic mean of both individual assessments; in case of doubt, the better of the two grades shall be awarded.

§ 22

Examination Retakes

- (1) Compulsory module examinations which have either been failed or count as having been failed can be retaken twice. § 21 applies in terms of grading. Passed module examinations cannot be retaken.
- (2) The number of attempts does not count for compulsory elective module examinations. A retake of not passed compulsory elective module is not necessary.

§ 23

Supplementary Modules

- (1) Students can take further module examinations in addition to the modules offered in the respective course of study.
- (2) The result of the additional modules will be included in the grade transcripts and/or in documents. The results of the additional modules are not included in the calculation of grade averages and the determination of the overall grade.

§ 24

Academic Proof of Credits for Foreign Language Studies

For the module examinations in foreign languages, the provisions of the corresponding examination regulations for the university foreign language certificate UNlcert® of the Language Centre of the Otto-von-Guericke University Magdeburg apply.

§ 25

Absence, Withdrawal, Deception, Breach of Regulations

- (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 “not sufficient” (5.0). The same applies if an examination paper is not handed in by the set 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 Board of Examiners in written form. The reason given for absence or withdrawal must be handed in written form without any delay to the Board of Examiners 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 Board of Examiners. If the Board of Examiners recognizes the reason given, the candidate will be informed in written or electronic form.
- (3) If the candidate attempts to influence the result of an examination through deception, he or she will receive the grade “not sufficient” (5.0) for the exam in question. The possession of prohibited aids after the beginning of the examination always counts as deception in accordance with sentence 1. In particularly serious cases, the Board of Examiners can revoke the right to repeat the module examination.
- (4) If a candidate disrupts the orderly process of an examination, he or she can be excluded from continuing the examination by the examiner or supervisor. In this case, the candidate receives the grade “not sufficient” (5.0) for this module examination.
- (5) Burdensome decisions in accordance with paragraphs 1–4 above are to be communicated promptly to the candidate in writing, with reasons stated.

§ 26

General Protection Regulations, Disadvantage Compensations

- (1) If students prove that they are not able to take an exam as officially required because of a prolonged or constant illness, with a doctor's certificate, the Board of Examiners shall provide them the opportunity to yield an equal performance in a different form.
- (2) Handicapped students can be administered a disadvantage benefit in form of additional work and exam aid, as it is necessary to provide equal opportunity. For this purpose, the processing period can be extended 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 requiring a submission of the doctor's certificate or a certificate of disability. The disadvantage benefit shall be applied for to the Board of Examiners. The application should be delivered latest at the module examination registration.
- (3) The protective 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 taken appropriately into account when applying these study and examination regulations, especially while calculating deadlines, and their availment are to be made possible. Students that were furloughed because of familial obligations can voluntarily yield credits during their absence. Upon written request to the Board of Examiners, the repetition of a failed exam during the absence is possible.

§ 27

Objection Procedure

The students can appeal against burdensome administrative matters made during examination affairs to the Board of Examiners in written or in a recordable oral form according to the Administrative Procedure Act (VwVfG). This objection is to be reasoned in written form. If the Board of Examiners 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 is in the framework of a final seminar.
- (2) In the framework of the module "bachelor's thesis", students have to demonstrate that they are able, within a specified period of time, to deal independently with a set of tasks from a certain subject area and apply 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 scope of the task must be determined by 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 in the respective degree program at the Otto von Guericke University as per §1 hereof, and who have proven the successful completion of compulsory modules in the scope of 120 CP, as well as the project seminar, may be admitted to the module "bachelor's thesis".
- (4) Students wishing to be admitted to the bachelor's thesis must submit an application in written form to the Board of Examiners. The supervisors of the seminar may impose well-grounded subject related admission requirements for to the relevant final seminar.

§ 29

Topic Allocation, Submission, Grading of the Bachelor's Thesis

- (1) The topic will be decided by the first examiner after listening to the 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 request, the Board of Examiners guarantees that the student receives a topic in a timely manner.
- (2) For the issuing of the thesis topics, the Board of Examiners appoints persons from the group of professors and junior professors, university and private lecturers as well as post-doctorates employed by the Faculty. In addition, with their agreement, other members of the Faculty in possession of a doctorate and who qualified for a professorship, can also be appointed. The Board of Examiners can restrict the number of bachelor theses supervisors with the goal of achieving an equitable distribution for all persons involved in issuing 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 Board of Examiners 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 hard-copy, bound duplicates, as well as two copies in electronic form. If the thesis is not handed in on time or in the correct format, it will be graded as "not sufficient" (5.0). § 25 applies accordingly.
- (7) The bachelor thesis is to be assessed/ graded by the examiners by the end of the respective semester.
- (8) 15 CP are awarded for the successful completion of the bachelor thesis.
- (9) The grade for the final thesis, in accordance with para. 8, results from the grading of two exams, one considered as the written thesis, consisting of 80% of the grade, and the second exam, the "presentation", issuing the remaining 20% of the grade.
- (10) Notwithstanding § 21 Paragraph 2, the grade of the module "Bachelor thesis" is composed as a weighted arithmetic mean of the grades of both examination performances according to Paragraph 9. When forming the grade of the module "Bachelor thesis", only the first decimal place after the decimal point is taken into account; all further places are deleted without rounding. The corresponding grade are:

For an average grade	Description:
1.5 and above	Excellent
from 1.6 to 2.5 inclusive	Good
from 2.6 to 3.5 inclusive	Satisfactory
from 3.6 to 4.0 inclusive	Sufficient
4.1 and below	Not sufficient

(11) The module "bachelor's thesis" shall be deemed to have been passed if both examination performances have been assessed as at least "sufficient" according to Paragraph 9

§ 30

Retake of the Bachelor's Thesis

- (1) The module "bachelor's thesis" may be retaken only once, if it has been graded "not sufficient" or deemed to have been graded as "not sufficient". As a result, both examinations must be retaken in accordance with § 29 para. 9.
- (2) The module "bachelor's thesis" must be repeated in the framework of a final seminar in the following semester.
- (3) A retake of an already passed module "bachelor's thesis" is not permitted.

§ 31

Final Grade (GPA) of the Bachelor's Degree

- (1) The bachelor's degree program has been passed if all module examinations from the compulsory and compulsory elective modules, as well as the project seminar, giving a total of 165 credit points, according to the appendix 1, have been obtained, and if the module "bachelor's thesis" has been graded with at least "sufficient".
- (2) The final grade (GPA) of the bachelor's degree is the arithmetic mean of the grades of all passed module examinations and the module "bachelor's thesis." Only the first decimal place after the decimal point is taken into account when calculating the overall grade; all other decimals are disregarded.
- (3) If the average of the overall grade achieved is better than 1.3, then the description "with distinction" is awarded.
- (4) The bachelor's degree is definitively not passed, if the second retake of a compulsory module examination or the retake of the module "bachelor's thesis" is awarded with the grade "not sufficient" or is considered as "not sufficient".

§ 32

Grade Transcript, Certificates

- (1) The examination certificate will be issued in English and a duplicate in German for the completion of the bachelor's degree. The degree certificate contains the final grade, the topic and the grade of the

bachelor's thesis. This certificate also bears the date on which the last examination or when the last module examination was taken. It must be signed by the Chair of the Board of Examiners and by the Dean of the Faculty, and is affixed with the seal of the Otto von Guericke University.

(2) In an attachment to the examination certificate, an appendix with the seal of the university is provided in German, as well as in English, which lists all successfully completed modules, as well as the respective CP and corresponding grades.

(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, as well as a duplicate in German which bear the date of issuance of the diploma. With this diploma, the bachelor's degree is awarded.

(2) The degree diploma is signed by the Dean of the Faculty of Otto von Guericke University and is affixed with the seal of the Faculty of Economics and Management of Otto von Guericke University.

V. Final Provisions

§ 34

Inspection of Examination Files

(1) Within a period of time determined by the Board of Examiners, students may, after the completion of each module examination, at the beginning of the following semester, inspect their written examinations, including the related assessments of the examinations awarded by the examiners and the examination protocol. Outside of this time period, such an inspection is only possible upon written application to the Board of Examiners; reasons must be provided and the application must be substantiated.

(2) After the issuance of the degree and the grade transcript, a written application to inspect the examination files must be made to the Board of Examiners within a period of three months. The Chair of the Board of Examiners determines the time and place of such an inspection.

§ 35

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 Board of Examiners can declare the respective module examination entirely or partially failed.

(2) If requirements for admission to a module 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 Board of Examiners reaches a decision based on consideration of the legal provisions on the revocation of illegitimate acts of administration.

(3) The respective students should be given the opportunity to explain the matter to the Board of Examiners before a decision is made.

- (4) The incorrect degree certificate must be revoked and replaced by a correct grade transcript or certificate in accordance with § 21. 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 issuing the certificate. In the case of an examination certificate withdrawal without replacement, the academic degree is also forfeited and the degree certificate is to be revoked.

§ 36

Validity and Implementation

- (1) These study and exam regulations are valid for all students who are matriculated in the study program “International Business and Economics” at the Otto-von-Guericke-University of Magdeburg, from the winter term 2019/2020.
- (2) These study and examination regulations take effect after their approval by the President of the University on the day of their publication in official announcements of Otto-von-Guericke-University Magdeburg.

Drawn up on the basis of the decisions of the Council of the Faculty of Economics and Management from June 6th, 2019 and of the Senate of the Otto-von-Guericke University from June 20th, 2019.

Magdeburg, 26.06.2019

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															
1.10	Macroeconomics							4V+2Ü	K120	10									
1.11	Economic Policy										2V+1Ü	K60	5						
1.12	Principles of International Management										2V+1Ü	K60	5						
1.13	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	English Unicert IV, Part A							*	*	5									
3.5	English Unicert IV, Part B										*	*	5						

#	Compulsory Elective Modules (CEM)	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
4.1	CEM Int. Busin./Economics 1												*	*	5				
4.2	CEM Int. Busin./Economics 2												*	*	5				
4.3	CEM Int. Busin./Economics 3												*	*	5				
4.4	CEM Int. Busin./Economics 4															*	*	5	
4.5	CEM Int. Busin./Economics 5															*	*	5	
4.6	CEM Int. Busin./Economics 6															*	*	5	
4.7	Project Seminar												2S+*	*	15				
5.	Bachelor's Thesis																		15
5.1	Final Seminar															2S	P		
5.2	Written Thesis																H		
	Total:	~22		30	~24		30	~21		30	~22		30	~16		30	~14		30

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

Appendix2:

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 ib 83 TOEFL ip 557 TOEFL cb 220
IELTS	6,0
Cambridge First Certificate in English / FCE	Grade B
Cambridge Certificate in Advanced English / CAE	Grade C
Cambridge Certificate of Proficiency in English / CPE	Passed

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, such as college, high-school, university) in an English speaking country for a minimum of 9 months. The following countries are recognized as native 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 a German university entrance qualification, such as Abitur:

A minimum average grade in the subject of English of 10 points is required. 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.