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**- Courtesy Translation -
The German version shall prevail!**

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**General Study and Examination Regulations (SER) for the Master's Degree Programs of the Faculty of
Economics & Management
(2024)**

On the basis of §§ 13 paragraph 1 sentence 1, 67a paragraph 2 no. 3a) and 77 paragraph 2 of the Higher Education Act of the state of Saxony-Anhalt as published in the announcement dated 01 July 2021 (Law & Ordinance Gazette LSA 368, 369), Otto von Guericke University Magdeburg has enacted the following General Study and Examination Regulations as a statute:

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I. General Section

§ 1

Scope

(1) These *General Study and Examination Regulations* govern study and examination-related matters that apply across the board for all Master's study programs offered by the Faculty of Economics & Management (except for the part-time, in-service study programs of the OVG Business School) at Otto von Guericke University Magdeburg.

(2) In addition to these *General Study and Examination Regulations*, students should refer to the *program-specific Study and Examination Regulations* and the module handbook of the relevant study program, which set out additional rights and obligations as well as the specific program contents.

(3) The *program-specific Study and Examination Regulations* supplement, expand upon and flesh out in greater detail the regulations contained in these *General Study and Examination Regulations* and may also contradict them. A requirement for adding greater detail is identified by paragraph or section.

(4) These *General Study and Examination Regulations* apply in principle to all students enrolled in the Faculty of Economics & Management from the 2024/2025 winter semester in conjunction with § 36 paragraph 2. Moreover, these *General Study and Examination Regulations* also apply to visiting students and early attendees in accordance with the relevant paragraphs of the most recent version of the Enrollment Regulations, to students over the age of 50 and to exchange students in the Faculty of Economics & Management, with the exception of the regulations set out in § 36 paragraph 3.

(5) The Master's study programs offered by the Faculty of Economics & Management (excluding all part-time, in-service study programs of the OVG Business School) are usually classroom-based study programs that are pursued full-time, are of the "strongly research oriented" profile type and are generally consecutive.

§ 2

General educational objectives

The objectives are supplemented by program-specific educational objectives in the *program-specific Study and Examination Regulations*.

1) Students will be taught in-depth problem-solving skills which will enable them to make important contributions to developing independent problem-solving approaches to the strategic, tactical and operational issues in an organization. Students will be able to carry out largely self-directed research and practical projects on the basis of the broad and specialized research methodology of the subject as well as develop and deal with scientific questions in an independent manner. Over and above this students will be in a position to plan and execute the process steps involved in problem solving including in new and unfamiliar as well as interdisciplinary contexts in a targeted way. They will learn to communicate clearly and concisely to experts and lay persons regarding the current status of research and practice, problems, solutions and the underlying information and reasons. These are valuable aptitudes for consultancy and managerial roles, which enable complex interrelationships to be understood and problem areas to be considered and assessed from multiple perspectives.

(2) Graduates will acquire detailed technical and integrated specialist knowledge and an understanding of the different scientific model approaches in the designated areas of specialism. They will be in a position to apply and consolidate their fundamental and advanced expertise in economics and business administration. They will be able to use this knowledge in different contexts and at different aggregation levels as well as for solving interdisciplinary business, economic and financial problems and issues. Where necessary, graduates will also be able to make scientifically substantiated decisions on the basis of incomplete or limited information and in the process consider social, economic, ecological and ethical aspects arising from the application of this knowledge and the decisions taken.

(3) Students will be able to organize themselves effectively in collaborative groups (including in international and intercultural teams) and work cooperatively on relevant issues. In the process they will develop an understanding of their role in the team, take on responsibility for themselves and the group and reflect critically upon and enhance their own conduct and actions in the group, taking into account ethical and moral standpoints. The students will thus be in a position to present and advocate for complex subject-related information clearly as well as appropriately for the target audience.

(4) In keeping with the mission statement and guidelines for studying and teaching at Otto von Guericke University Magdeburg, students should, in addition, gain key skills and, in particular, reflection and communication skills and, via a study visit abroad at a foreign university as defined in § 17, language and social skills. During their studies, graduates will have acquired social skills that enable them, independently, on a self-organized basis, and as an integral member of domestic and international teams, to work in an active, goal-oriented and responsible manner in different professional fields and be ready to take on leadership responsibilities.

(5) The academic education resulting in the degree “Master of Science” provides an ample foundation for further post-graduate study in the field of business management, economics and adjacent fields (for example doctoral studies).

§ 3

Academic degree

After successful completion of the required module examinations including the compulsory “Master’s thesis” module, the Faculty of Economics & Management at Otto von Guericke University Magdeburg will award the academic degree of “Master of Science”, abbreviated as “M.Sc.”

§ 4

Areas of responsibility

(1) The Faculty is responsible for the study programs.

(2) For each study program, the Faculty Council appoints a responsible person (program coordinator), generally from the group of professors.

(3) Modules pursuant to § 7 outside of the range of programs offered by the Faculty of Economics & Management generally fall under the area of responsibility of the institution offering them (e.g., another university, university of applied sciences or Faculty and/or a further training or language center).

II. Scope and Progression of Course

§ 5

Admission requirements

This paragraph must be fleshed out in greater detail in the *program-specific study and examination regulations*.

(1) The requirements for admission to a study program leading to a professional qualification are set out in the Saxony–Anhalt Higher Education Act (HSG LSA). Individuals who satisfy the requirements set out in § 27 HSG LSA will be admitted to a Master's study program.

(2) The requirements for admission to a Master's program include:

- a) The applicant must provide proof of holding a Bachelor's degree, a university diploma awarded by a university subject to the Higher Education Act of one of the states of the Federal Republic of Germany, or a comparable degree awarded by a state or state-recognized college of advanced vocational studies, a Magister degree in a relevant program of study or have passed a state examination following a study program in a relevant subject area at a university.
- b) The qualification held must take into account the requirements concerning evidence of relevance defined in the respective *program-specific Study and Examination Regulations*.
- c) Particular suitability for participation in a Master's program in accordance with paragraphs 3 to 4 must be demonstrated.
- d) Depending on the language of instruction specified by § 7 para. 2, evidence of at least one language certificate at at least level B2, usually in accordance with the specifications of the Common European Reference Framework for Languages, must be provided. Suitable forms of proof on language skills will be specified separately by the Faculty Council in consultation with the board of examiners in due time, but by no later than two months before the next opening of the application portal during the respective application period. The list of suitable forms will be published on the faculty website and the Department of Academic Affairs will be informed. All language certificates that are evidenced in the form of a language test, are valid for 5 years.

(3) The candidate's specific suitability will be determined on the basis of the results of the final degree examinations in accordance with paragraph 2c and requires the previous Bachelor's degree program to have been completed with at least the average grade indicated in the relevant *program-specific Study and Examination Regulations*.

4) In the case of applicants from the European Higher Education Area who are about to complete a course of studies in accordance with § 4 para 2, and who by the date of application for this program have not yet graduated, the proof of the degree in question may be replaced by a complete transcript of grades achieved to date. They must be able to demonstrate that they have already obtained a minimum of 140 credit points out of 180 CP or 170 credit points out of 210 CP in accordance with the ECTS. Applicants

without evidence of a first professional degree will be enrolled temporarily and conditionally. The “Regulations governing the organization of the application and admission procedure for Master’s study programs” at Otto von Guericke University (as amended) applies.

(5) Applicants who do not hold a qualification entitling them to attend a German university, must, in accordance with the most recent version of the enrollment regulations of Otto von Guericke University, demonstrate the equivalence of their university entrance qualification.

(6) The Faculty reserves the right to conduct selection interviews with candidates.

(7) The decision regarding whether or not the admission requirements are satisfied shall be made by the board of examiners.

(8) The number of study places may be limited. In this case, admission is in accordance with the Saxony-Anhalt Higher Education Admission Act. This procedure is governed by a separate regulation.

(9) Admission must be refused if the applicant has irrevocably failed module examinations or continuous module-related assessments or has lost the entitlement to be examined in the chosen course of study at a university or equivalent institute of higher education that falls within the area of application of the German Basic Law or is currently engaged in another corresponding examination procedure at another university.

§ 6

Commencement and duration of studies

(1) Enrollment is possible in the winter and/or summer semesters; the relevant *program-specific Study and Examination Regulations* cover this in more detail.

(2) Including the Master’s thesis module, the standard study duration is usually four semesters.

§ 7

Organization and scope of studies

This paragraph must be fleshed out in greater detail in the *program-specific study and examination regulations*.

(1) The study program is structured in modules and designed in such a way that it can be successfully completed within the standard course duration. Modules comprise courses and classes in accordance with § 9 para. 2 and each has a module examination in accordance with § 14 para. 3. As a rule they should last for one semester.

(2) The respective *program-specific study and examination regulations* stipulate the main language(s) of instruction and assessment.

(3) For each successfully completed module, a certain number of credit points (CP) will be awarded in line with the European Credit Transfer System (ECTS). One CP corresponds to an average student workload of, in general, 30 hours. The study time and workload is comprised of, among other things, participation in the courses, the time for preparation and follow-up of the content and the independent processing and consolidation of the study materials, the preparation and planning of the student’s own contributions and successful participation in the module examination.

- (4) On average, 30 CP must be obtained each semester. Allowable CP for each module, excluding successfully completed modules in the context of a study visit abroad, are a whole number multiple of five.
- (5) In accordance with § 6, to successfully complete the study program, a total of 120 credit points must be obtained. Details of the compulsory, compulsory elective and, if applicable, elective modules that must be obtained for this purpose, the required module examinations and continuous module-related assessments and the allocation of CP to the individual modules can be found in the standard curricula contained in the *program-specific study and examination regulations* in conjunction with the relevant module handbooks.
- (6) A module handbook contains the modules and a description of each module that is offered by the Faculty, which must be undertaken in order to successfully complete the study program. These must be published every semester before it begins, and contain, among other things, the following information: module objectives and desired learning outcomes, language of instruction, scope of teaching unit, frequency of course, binding participation requirements, pre-examination requirements to be fulfilled during the semester, workload and credit points obtainable, type, form and scope pursuant to § 14 of continuous assessment(s), module-specific remarks and the name of the module coordinator.
- (7) Binding participation requirements are semester-specific requirements which must be demonstrated before participating in the module. These requirements are set out in the module description.
- (8) Pre-examination requirements are proofs of ungraded continuous assessments that must be undertaken as a binding requirement for admission to another assessment, e.g., a written examination, for this module. The type, form and scope of the proofs of performance are defined taking into account the overall workload in the module description.
- (9) The chronological sequence of the modules presented in the respective curricula in the *program-specific study and examination regulations* is recommended but not mandatory.
- (10) Individual Master's study programs may progress differently, in particular double degree programs. Provisions governing this are contained in the *program-specific Study and Examination Regulations*.

§ 8

Program structure

Program-specific regulations on the particular configuration of the curriculum are contained in the *program-specific study and examination regulations*.

- (1) The range of courses can consist of compulsory, compulsory elective and elective modules.
- (2) The designation "compulsory modules" applies to all modules that are required for successful completion of the course of studies in accordance with the standard curriculum described in the *program-specific study and examination regulations*.
- (3) Compulsory elective modules enable students to specialize and establish areas of focus in their studies. The designation "compulsory elective modules" applies to all modules that may be selected from a certain number of modules in accordance with the standard curricula in the *program-specific study and examination regulations*. The list of compulsory elective modules (key term: course list) may be altered in accordance with the evolution of the subjects taught and the availability of module coordinators and adapted to the courses offered by the Faculty, and where necessary augmented by courses offered by other faculties.
- (4) Elective modules enable students to acquire complementary skills. The Faculty Council is responsible for deciding which courses will be opened up in this way. The available courses will be announced via the course list.

(5) Each semester, before the start of the respective examination registration period (key term: course list) the Faculty Council will decide upon the allocation of the modules to the area of specialization and on the specific compulsory elective areas of the respective study program.

(6) Furthermore, on application to the board of examiners, relevant modules from the range of courses offered by other faculties may be assigned to the compulsory elective and elective areas.

§ 9

Course types

(1) The specific types of course that are part of a module are announced in the module handbook. The courses are generally held face-to-face in the classroom. The form of delivery will be communicated via the timetable.

(2) The courses can be carried out as lectures (para. 3), seminars (para. 4), scientific projects (para. 5), tutorials (para. 6) and colloquia (para. 7) as well as internships (para. 8).

(3) The purpose of **lectures** is to present and communicate cohesive scientific, functional, technical and creative basic and specialist knowledge as well as methodological skills.

(4) **Seminars** are used for teachers and students to scientifically appraise theoretical and practical issues collaboratively. This can be in a variety of different ways of working (provision of information, presentations, development of theses, discussions) and in groups, whilst ensuring that each student's individual performance is assessed. Seminars generally require collaboration by the students, at least in the form of presentations in accordance with § 14 para. 9 and term papers in accordance with § 14 para. 7.

(5) **Scientific projects** help the students to demonstrate that they are capable of working independently. Depending on the stipulations of the module, the project is either worked on individually or in teams (team/group project with individual assessment).

(6) The purpose of **tutorials** is to consolidate and supplement the knowledge conveyed in the lectures and to acquire methodological skills in combination with application-oriented practice. Tutorials may be offered as hall/lecture theater tutorials or in small groups with a limited number of participants. Tutorials in small groups in particular are classes that accompany lectures, which offer the students the opportunity to check their level of understanding of the subject area.

(7) **Colloquia** are forms of scientific exchange during the semester between examiners and students, that comprise the authoring of a written paper in combination with a corresponding presentation / defending.

(8) **Internships and practicals** are used to apply the knowledge that has been taught, and thus consolidate it. Practicals can take place in a variety of forms (e.g., laboratory practicals, workshop training, specialized internships).

(9) For individual courses (seminars, tutorials, projects) the relevant lecturer may stipulate mandatory attendance in accordance with HSG § 9 para. 10 sentence 2, if the acquisition of content, methodological, reflective and especially social, cooperative and communicative skills and the continuous module-related assessment to be completed are closely linked to the discursive or practical teaching and learning forms (support for methodological skills, social skills, communication, cooperation). Regulations on the minimum attendance will be set out in the module description. Attendance at lectures is not compulsory.

(10) Access to individual courses may be limited in justified exceptional cases if, due to the type and purpose of the course or for any other teaching or research reason it is necessary to limit the number of participants.

§ 10

Study program guidance

- (1) In order to facilitate orientation within the Faculty for new students, introductory information events are usually offered at the start of each program.
- (2) Course guidance is offered by the faculty for each study program. The relevant persons are listed on the faculty website.
- (3) Subject guidance is available throughout the study program.

§ 11

Individualized part-time studies and individual study plans

- (1) It is possible for students to undertake an individualized part-time course of study in accordance with the currently applicable framework regulations for individualized part-time courses of study at Otto von Guericke University Magdeburg.
- (2) The aim of individualized study plans is to facilitate the successful completion of the course within the standard course duration. In particular, they may be offered to those students who are dealing with especially heavy demands as a result of long-term illness, the birth of or caring for their own children, or other valid reasons.
- (3) In principle, individual study plans may only be agreed with the approval of the board of examiners.

III. Examinations

§ 12

Examination Board

- (1) The Faculty of Economics and Management has appointed a board of examiners to organize the module examinations and administer the tasks allotted by these *general and the program-specific study and examination regulations*.
- (2) The board of examiners ensures that the terms of these *General Study and Examination Regulations* and the relevant *program-specific Study and Examination Regulations* are adhered to. It reports to the faculty on developments regarding the module examinations and study times. It makes suggestions regarding the reform of these *General and the program-specific Study and Examination Regulations*. The board of examiners adjudicates on applications and students' protests regarding examinations.
- (3) The board of examiners consists of the chairperson, their deputy and three other members, each of whom has one vote. In addition, the (academic) head of the examination office is also a permanent non-voting member of the committee. The voting members of the board of examiners and the chairperson are appointed by the Faculty Council of the Faculty of Economics & Management. The chairperson, the deputy chairperson and at least one other member are appointed from the status group pursuant to § 60 sentence 1 no. 1 HSG LSA; at least one member is appointed from the status group pursuant to § 60 sentence 1 no. 2 HSG LSA and at least one member is appointed from the status group pursuant to § 60 sentence 1 no. 3 HSG LSA.

(4) The board of examiners is deemed to be quorate if, in addition to the chairperson or their deputy, at least two other voting members are present. The members from the status group pursuant to § 60 sentence 1 no. 1 HSG LSA must hold a majority of the voting rights in order to constitute a quorum. The board of examiners passes resolutions with a simple majority of the members present. In the event that votes are tied, the chairperson has the casting vote.

(5) The period of office of the members is usually four years. Reappointments are permissible and possible. The period of office of a member elected in a by-election is limited to the remaining duration of the ordinary term of office. The serving members of the board of examiners remain in office until the transfer of business to the newly appointed members.

(6) The meetings of the board of examiners are not held in public. The members of the board are bound to maintain confidentiality. If they are not government employees, members must take an oath of secrecy to the chairperson.

(7) The board of examiners shall adopt rules of procedure. It may revocably transfer standing tasks to be dealt with by the chairperson. The chairperson of the board of examiners, or a person nominated by him/her shall represent the board of examiners both judicially and extrajudicially. The chairperson prepares and executes the resolutions of the board, and regularly informs board members as to his or her activities.

(8) Decisions and other measures upon which resolutions are to be passed in accordance with the General Study and Examination Regulations in conjunction with the program-specific Study and Examination Regulations, and in particular on registration, cut-off and examination deadlines as well as on the setting of examination dates, are announced via the examination office website. Admission to an examination, the refusal of admission and the results of the module examinations are announced individually via the electronic examination administration system.

(9) The office of the board of examiners is the examination office of the Faculty.

§ 13

Examiners

(1) In accordance with paragraph 2, two examiners must be appointed to assess module examinations held by the faculty. A different number may only be appointed in justified exceptional cases.

(2) In consultation with the board of examiners, the faculty council appoints the examiners for the duration of the respective examination process from the group of persons working in the faculty, who are announced via the course list of the faculty. In the case of repeat examinations, only changes in the appointment of examiners in relation to the regular examination are announced via the course list.

(3) Professors, junior professors, adjunct professors, honorary professors, research assistants provided that they undertake teaching activities, teaching staff with special responsibilities, lecturers and persons experienced in professional practice and training are entitled and obliged to hold examinations. Module examinations may only be assessed by persons who themselves possess at least a Master's degree or equivalent qualification. At least one examiner must hold a doctoral degree.

(4) The examiners carry out their duties independently and on their own responsibility.

(5) In the context of skills-oriented testing, when selecting the type of examination and its execution, the principle of equality of opportunity of all examination candidates must be given adequate consideration and the risk of attempts at cheating must be prevented in a suitable manner.

§ 14

Type, form and scope of module examinations and continuous module-related assessments

(1) The module examination comprises all course assessments (in the sense of partial assessments that are included in the overall grade), but should, however, generally only comprise one. Continuous module-related assessments may only be scheduled after registration in accordance with § 19 paras. 2 and 3. Module examinations with mixed components of the kinds of continuous module-related assessments mentioned in para. 3 are permissible in order to adhere to the principles of skills-oriented testing. In the process, in order to ensure a reasonable examination load, for modules that include courses in lecture format (§ 9 para. 3), it must be ensured that the total processing time for a module worth five CP may not exceed a total of 60 minutes and for any module worth more than five CP may not exceed a total of 120 minutes.

(2) The type, form and scope of the module examinations can be found in the standard curricula in the *program-specific study and examination regulations* in conjunction with the module handbook.

(3) The following types of continuous assessment may be specified:

- a) Engagement report (activity report) (para. 4),
- b) Discussion contribution (para. 5),
- c) Remote electronic examination (para. 6),
- d) Assignment, project work, term paper or written thesis (para. 7),
- e) Oral examination (para. 8),
- f) Presentation (para. 9),
- g) Supervised written examination (midterm and/or final exam) (paras. 10–12),
- h) Written elaboration (para. 13),
- i) Tutorial exercise (para. 14),
- j) Defending (para. 15).

(4) **Engagement report (activity report):** The student must produce an activity report about their extra-curricular activities and student initiatives. In this report, students set out the type and scope of their social commitments, activities, for example in the areas of organized sports, creative arts, innovative startups or university self-governance. The report is used to describe the substantive content of their commitments in terms of type and scope as well as to describe how they are working to further their own personality development, and in particular key qualifications such as the ability to organize themselves, self-discipline and team skills.

(5) Through a **discussion contribution**, the students should be able to demonstrate verbally that they are familiar with the interrelationships of the subject area and are able to understand specific issues in this context.

(6) **Remote electronic examinations** are exams that are suited by their nature to being conducted in electronic form and without the requirement to be present in person in a specific examination room. Written examinations that, by their design, need not be completed in a prescribed examination room but instead can be taken without supervision, are not remote electronic examinations. Furthermore, remote electronic examinations do not automatically include exam formats that are not conducted with

an invigilator. This includes, in particular, term papers or written elaborations that are computer-based (online supported). This is governed in greater detail by the current version of the Statute of Otto von Guericke University Magdeburg regarding the execution of remote electronic examinations (EFPO).

(7) An assignment, project work, term paper or **written thesis** requires independent work on a task in the subject area using scientific methods within a prescribed period of time.

(8) In an **oral examination**, students should be able to demonstrate their capacity to recognize and understand complex issues from the specific topic under examination. The oral examination may take place individually or in a group; a group may consist of up to four students. As a general rule the duration of the examination shall be fifteen minutes for each student. The essential points of the examination and its evaluation must be recorded in writing. This record must be signed by the examiners. The result of the examination is to be made known to the student immediately following the oral examination.

(9) A **presentation** comprises an oral presentation or media presentation (using, for example, slides, videos or similar) of an independent, in-depth analysis of material from the course, which may be followed by a discussion with teachers and other students.

(10) In a **supervised written examination** (midterm and/or final exam) that is invigilated and taken in a time-limited session with limited aids, students are required to demonstrate their comprehension of standard methodology and problem recognition and solving skills within their specific fields. Supervised written examinations (midterm and/or final exams) may contain tasks or consist of questions, for which there is a choice of several answers (multiple choice).

(11) In the case of invigilated multiple choice exams, the candidate must indicate which of the answers provided he or she considers to be the most suitable. When compiling the examination questions for a multiple-choice exam, those answers that are considered to be correct must be stipulated. If this check should establish that individual questions are erroneous, they must not be taken into account in determining the examination result.

(12) This paragraph shall apply if the proportion of examination questions in the multiple choice examination exceeds 50 percent of the total achievable score. In this case, the examination shall be deemed to have been passed if the candidate achieves at least 50 per cent of the possible points score (absolute pass mark). The examination shall also be deemed to have been passed if the points score achieved by the candidate is at least 50 per cent of the average points score achieved by the top 5 % of the participants in the exam, and no less than 40 per cent of the maximum possible points score (sliding scale pass mark). In the case of repeated examinations, the sliding scale pass mark in line 2 shall not be applied if the number of participants is 45 candidates or fewer. In this case, only the absolute pass mark from sentence 2 shall apply.

(13) A **written elaboration** (e.g., work on a case study, spreadsheet analysis, essay, abstract or assignment) comprises an independent written discussion of a subject-specific or interdisciplinary problem, where appropriate including and evaluating relevant literature.

(14) A **tutorial exercise** consists of a prescribed sequence of tasks which must be completed independently by a fixed deadline. The tutorial exercise may consist of a review or presentation of the tasks in written or oral form and the discussion of any problems.

(15) In a **defending**, the presentation and critical analysis of the knowledge acquired in the context of the written thesis takes center stage. The objective of the defending is to reflect on a subject to a high professional standard and on the basis of work undertaken. The documentation for the defending must

be available in written form for assessment.

(16) The types of examination pursuant to § 14 para. 3 may be conducted in a variety of alternative ways. They may be taken in person or on the computer (online supported), in a specific location or anywhere, with or without supervision, provided the regulations do not stipulate otherwise.

§ 15

General regulations for conducting examinations

(1) Module examinations and continuous module-related assessments may also be carried out in the form of a collaborative effort. The contribution of each individual must satisfy the requirements of the examination and be specified at the start of the collaborative work by the examiners. In addition, it must be possible to assess the individual performance on the basis of stated paragraphs and page numbers or other objective criteria.

(2) The examiners decide upon the aids permitted in module examinations and continuous assessments. The students must be notified by the module coordinator of the permitted aids in a timely manner before the start of the module examination and/or continuous assessment.

(3) The module examinations and assessments during the semester must be conducted in the language of tuition of the respective course in accordance with the module description.

(4) Furthermore, examination candidates may be required to provide a declaration of originality, from which it must be evident that the assessment work has been produced independently, without impermissible outside help or aids and in keeping with the general principles of good scientific practice.

(5) As long as they themselves are not registered to take the same continuous module-related assessment, students of these programs who have yet to successfully complete the respective examination may be admitted as observers to the oral examinations in accordance with § 14 para. 8 of these regulations. A corresponding application must be made to the board of examiners of the Faculty of Economics and Management. This, however, does not include the counseling and notification of the examination candidates concerning their results. At the request of an examination candidate, the public may be excluded from an oral examination.

§ 16

Accreditation and recognition of module examinations

(1) The board of examiners will adjudicate upon the crediting (of skills and knowledge acquired outside of higher education) and recognition (of skills and knowledge acquired within higher education) of module examinations by application. The application must be made to the board of examiners via the examination office by no later than the end of the first exam registration period following commencement of the study program in accordance with § 19 paragraphs 2 and 3. If this module examination is taken, the assessment is subject to the outcome of the crediting or recognition process. The students must submit the necessary documentation for checking the suitability for recognition or crediting of the skills and knowledge, and in particular the original certificates / grade confirmations or certified copies thereof, plus detailed module descriptions. Certified translations may be obtained from general sworn and publicly appointed translators.

(2) Notwithstanding paragraph 1, the module examination and/or other continuous assessment results in the selected or an equivalent study program shall be recognized / credited in accordance with official procedures. The board of examiners shall decide upon the equivalence of study programs. Where examinations have not been passed, the failed attempts will also be recognized in accordance with official procedures pursuant to § 21 paragraph 3.

(3) The recognition and/or crediting of module examinations and continuous assessments undertaken outside of the scope of application of the German Basic Law, is in accordance with the provisions of the Convention on the Recognition of Qualifications in the Higher Education Sector in the European Region (Lisbon Convention) (Federal Law Gazette II 2007, p. 712). Knowledge previously acquired must be credited if there are no significant differences in terms of quality, standard, learning outcome, scope and profile between it and that to be acquired during the study program in question. In so doing, instead of a schematic comparison in the context of an individual or, under certain circumstances, group assessment, an overall view and assessment must be undertaken. Recognition / crediting with conditions is possible, as is partial recognition.

(4) Notwithstanding paragraph 3, the recognition / crediting of additional modules is governed by § 22.

(5) The burden of proof in the event that module examinations and continuous module-related assessments do not meet the corresponding requirements for recognition or crediting lies with the board of examiners carrying out the assessment. The applicant has responsibility for providing adequate information. The recognition or crediting of a module examination may be refused if a legal examination relationship already exists for this at another university or a module examination has been definitively failed. As a rule, the European Credit Transfer System (ECTS) must be used for assessment purposes. Failure to present the required documents in time or in the necessary form shall result in the rejection of the application.

(6) If module examinations or continuous module-related assessments are recognized, the grades – to the extent that the grading systems are comparable – shall be transferred and included in the calculation of the overall grade for the study program. Where grading systems differ, the board of examiners shall decide upon the grade conversion. In the case that grading systems are not comparable, the module examination will be assessed as “sufficient”, provided that it was passed.

§ 17

Study stay abroad

(1) An optional study stay abroad may be completed in agreement with the board of examiners. Any results achieved during the placement may be recognized. All documents required for the recognition decision must be presented by the student, especially detailed descriptions of the modules to be completed abroad. Certified translations may be obtained from general sworn and publicly appointed translators.

(2) Before commencing the study stay abroad, and subject to any regulations as defined by § 7 para. 10, students and the board of examiners must draw up a recognition agreement. If it is not possible to take the planned courses once at the university, then the agreement may be amended. Students must apply immediately to the board of examiners to have the agreement amended.

(3) Upon conclusion of the recognition agreement and its amendments, any continuous module-related assessment or module examination results shall be recognized subject to the conditions set out in § 16 para. 3 of this regulation.

§ 18

Examination administration system

(1) Students are responsible for using existing online means of access to the electronic examination administration system with regard to all examination matters. The system electronically administers the examination dates, registration and de-registration for module examinations in the Faculty of Economics & Management and the announcement of examination results. The responsible board of examiners may enact more detailed regulations regarding the implementation of the procedure.

(2) The students are obliged to check the accuracy and completeness of their entries in the electronic examination administration system regularly, however at least once per semester. Any transcription errors and requested amendments must be reported at the latest when the Master's degree is passed and immediately upon completion of all examination procedures.

(3) The results of the module examinations are announced when the module grade is entered into the electronic examination administration system. The objection period begins two weeks after this announcement.

§ 19

Admission to module examinations and continuous module-related assessments

(1) Anyone who is enrolled at Otto von Guericke University or anyone who is entitled to participate in module examinations pursuant to the enrollment regulations (e.g., guest students) may be admitted to the module examinations.

(2) Admission to / enrollment for the following types of module examination: supervised written examination, remote electronic examination, written elaboration and oral examination takes place in the periods from 15.11.–30.11. for examinations during the winter semester or 15.05–31.05 for examinations during the summer semester.

(3) For all other types of examination in the Faculty of Economics and Business, (e.g., assignments, term papers, presentations, defending, internship), during the winter semester admission / registration takes place no later than 30.11 and during the summer semester by no later than 31.05. For all other types of examination in all other faculties and the language center, the relevant dates published by them apply.

(4) For module examinations that are held during the study program in the chosen course at another university institution there are no fixed registration dates. Rather, for these, the faculty-specific, signed recognition agreement with the examination board constitutes the examination registration in accordance with § 17 para. 2. It is not permissible to register retrospectively after completing the continuous assessment for the course.

(5) For examinations planned retrospectively and re-examinations within the same semester, the examination office responsible for the module stipulates a two-week admission/registration period. Such examinations are open to all students. The registration periods for re-examinations within the same semester correspond to the periods in accordance with paragraph 2.

(6) The examination schedule concerning all types of examination pursuant to paragraph 2 must be

published by no later than four weeks before the start of the registration period. For all types of examination pursuant to paragraph 3, the form (e.g., personal signature on the list of participants) and time / period in conjunction with § 19 para 3 of the admission / registration for module examinations as well as the place and time period of the continuing assessments must be announced in good time and in an appropriate manner by the examiner responsible for the module.

(7) For module examinations on the course list, this registration is usually via electronic registration via the web portal of the university. For other module examinations, this registration is by application to the examination office of the Faculty of Economics and Management. Once the necessary CP for successful completion of the program have been achieved, it will not be possible to register for any further examinations.

(8) With the approval of the responsible board of examiners, the type, form and scope of a planned module examination or continuous assessments may be amended by examiners in agreement with the module coordinator. Any changes must be announced before the start of the examination registration period in an appropriate manner.

(9) The module examinations are generally arranged by the end of the semester. The examination office must be notified in writing by no later than four weeks before the end of the semester-specific course period of any pre-examination requirements not met in accordance with § 19 para. 10 (3).

(10) Registration will be refused by the board or examiners if:

1. the requirements pursuant to §19 para. 1 are not met or
2. the module-specific participation requirements are not met or
3. the module-specific pre-examination requirements have not been met or
4. the module examination has been irrevocably failed or is deemed to have been irrevocably failed.

§ 20

Assessment of module examinations

(1) A module examination must be taken for each module. Any weighting of continuous assessments in a module is the responsibility of the module coordinator and must be communicated to the students in an appropriate manner. The module examinations are assessed by the relevant examiners. The assessment of the module examination must be concluded and announced by the latest at the end of the semester in which the exam took place.

(2) Notwithstanding (1), the compulsory "Master's thesis" module is comprised of two examinations, the "written thesis" and the corresponding "presentation"/"defending", which must be undertaken in a colloquium. The distribution of the workload is specified by the module description. The examiners must assess both parts of the module examination within two months of submission of the "written thesis".

(3) The assessment may include the use of a suitable software program provided by an external service provider to check for plagiarism.

(4) The following grades are to be used for the assessment of module examinations:

Grade	Designation	Definition
1	Very good	An outstanding performance
2	Good	A performance which is significantly above average
3	Satisfactory	An average performance
4	Sufficient	A performance which, in spite of its shortcomings, is considered to be sufficient
5	Insufficient	A performance which, because of substantial shortcomings, does not meet the requirements

For the sake of greater differentiation, individual grades may be rounded up or down by 0.3; this does not apply to the following grades: 0.7, 4.3, 4.7 and 5.3. The grade awarded for the module examination must be communicated to the examination office immediately.

(5) A module examination is considered to have been passed if a minimum grade of "sufficient" is awarded. If the evaluations of the examiners in accordance with para. 1 differ from one another, the arithmetic average of the grades awarded by the examiners will be taken. (4) In accordance with paragraph 4, the grade for the module examination shall be the arithmetic average closest to both individual grades; in case of doubt, the better grade of the two is to be awarded.

(6) Notwithstanding para. 5, examinations of the type "engagement report (activity report)" in accordance with § 14 para. 4 are not to be assessed on the basis of the grade scheme in accordance with para. 4, but only via the judgment "passed" or "failed".

§ 21

Repetition of module examinations

(1) Module examinations in the compulsory modules that are failed or deemed to have been failed may be repeated twice. Module examinations in compulsory modules may be taken every semester. § 29 applies to the repetition of the compulsory "Master's thesis" module.

(2) In the case of elective and compulsory elective examinations, attempts are not counted. It is not necessary to repeat elective and compulsory elective modules.

(3) In principle, a module examination that has been passed may not be repeated.

(4) Uniquely, upon application to the board of examiners, one examination pass in a compulsory elective module may be canceled. The application must be made by no later than the date on which the Master's degree is passed and all examination procedures are concluded.

§ 22

Additional modules

(1) Students may also sit module examinations offered by a faculty other than the Faculty of Economics & Management in additional modules other than those prescribed in the compulsory, compulsory elective and elective areas in the *program-specific study and examination regulations*.

(2) The additional module and the result of the module examination will, if the examination was registered for in accordance with § 19 para. 7, be included in the transcript of records and/or in the certificate. The results of additional modules will not be taken into consideration when calculating grade point averages and when determining the overall grade.

§ 23

Withdrawal from a module examination

(1) Students may withdraw from a module examination for which they have registered without providing a reason by no later than three calendar days before the respective first examination date usually in electronic form via the web portal of the university.

(2) Withdrawal with good reason from a module examination for which they have registered is possible within three calendar days of the respective examination date. The reason for withdrawing or missing the examination must be communicated in writing immediately to the examination office and evidence provided. In the case of health impairments, the examination office will decide if there is a sickness-related inability to participate in the examination on the basis of a detailed doctor's certificate. If there are sufficient grounds to suspect that the student is capable of sitting the examination and to suggest that more evidence is required, the responsible board of examiners may request a doctor's certificate from a medical officer at Otto von Guericke University Magdeburg or from a public health officer at its own cost. The student must be able to choose from among several medical officers. No official attestation, certificate or report from the health authorities as defined by § 19 para. 2 sentence 3 sub-sentence 1 of the Health Service Act (GDG) will be obtained, unless the affected person has expressly authorized the processing of special categories of personal data for the purposes of providing evidence of their sickness-related inability to sit the examination. If the student does not grant their authorization, the withdrawal that has been applied for must be refused. If, in the case that sentence 3 applies or if in the other cases the examination office or the board of examiners, respectively, recognize the reason given, this will be communicated to the examination candidate in writing or electronically.

§ 24

Deception, infringement of the regulations, disruption

(1) If an examination candidate should attempt to influence the result of a module examination through deception, use of banned aids, unauthorized help from third parties or by influencing the examiners or other individuals involved in any matters concerning the examination (e.g., invigilators), the module

examination concerned shall be deemed to have been graded as “insufficient” (5.0). Making use of unauthorized aids after the start of an examination shall always be deemed to be an attempt at deception within the meaning of line 1. Students may be exmatriculated if they make repeated attempts to deceive in one or more assessments or commit a particularly serious attempt at deception during an examination.

(2) If facts belatedly come to light that substantiate a suggestion of deception, attempted deception, the use of banned aids or unauthorized assistance, influence or disruption, alongside the retraction or revocation of administrative acts in accordance with the general regulations, § 35 of these regulations also applies.

(3) If a candidate disrupts the proper course of a module examination or other form of assessment, especially through an attempt at or enabling of deception by a third party, contravention of instructions (e.g., submission deadline for examinations) by the examiners or invigilators, or prevents the inspection of permitted aids for impermissible alterations by the examiners or invigilators or similar, then the candidate may be excluded from the remainder of the examination by the examiners or invigilators. If this is the case, the module examination shall be deemed to have been graded as “insufficient” (5.0).

(4) Disruptions in the run-up to the examination or during the conduct of the exam must be reported immediately (obligation to give timely notice). Participation in an examination without protest and with knowledge of relevant impairments excludes any subsequent appeal on the basis of impairments of this nature.

(5) Adverse decisions in accordance with paragraphs 1 and 2 must be communicated to the candidate in writing immediately and must be justified. Prior to the decision he or she must be given the opportunity to be heard.

§ 25

Protective provisions, compensation for disadvantage

(1) Students with disabilities, chronic illnesses, longer-lasting or permanent illness, who are unable to complete a module examination or continuous module-related assessment either partially or at all in the prescribed type or form, must be enabled by the board of examiners to take an alternative type or form of module examination or continuous module-related assessment, provided that a detailed doctor’s note is provided and there is evidence of a compensable long-term condition.

(2) Students pursuant to paragraph 1 may be granted a compensation for disadvantage in the form of additional materials or aids, a reasonable extension of the time allowed for the completion of the assignment or the opportunity to complete the module examination in another type or form, provided that this is necessary to achieve equality of opportunity. Compensation for disadvantage must be applied for in writing to the board of examiners. The application should be made no later than when registering for the module examination.

(3) The protective provisions in accordance with the Maternity Protection Act, the leave periods allowable in accordance with the Federal Parental Allowance and Parental Leave Act as well as the Home Care Leave Act and the Family Care Leave Act for time spent caring for close relatives apply accordingly and must be adequately considered and their usage facilitated in applying these *General Study and Examination Regulations*, especially in terms of the calculation of leave periods.

(4) Students that fall under paragraph 3 and have been granted a leave of absence, may voluntarily take module examinations or complete continuous module-related assessments during their leave of absence. A separate application must be submitted to the examination office in good time in order to register for such assessments/examinations.

§ 26

Obligations to cooperate

(1) Students are obliged to obtain information independently and regularly about the examination process from the Otto von Guericke University Magdeburg website and in particular the web pages of the examination office or board of examiners, as well as by regularly checking their personal student email inbox.

(2) Furthermore, the regulations pursuant to § 24 paragraph 4 concerning the obligation to give timely notice apply.

IV. Master's Degree

§ 27

Registration and admission to the compulsory module "Master's thesis", Issuance of the topic

(1) In the compulsory module "Master's thesis", students must show that they are capable, within a given time frame, of working independently, using scientific methods, on a particular issue from the subject area. The topic and task definition of the written work must correspond to the purpose of the examination and the required workload. The type of task and the project definition must be specified when the topic is assigned. In the colloquium, the candidate must demonstrate that he or she is able to adequately present and explain the problems and solutions on which he or she has been working.

(2) 30 CP are awarded for the successfully completed compulsory module "Master's thesis".

(3) Only applicants who

- have achieved a minimum number of CP in accordance with the *program-specific study and examination regulations*,
- have completed all compulsory modules and
- have completed seminar assessments worth at least 10 CP may be admitted to the compulsory module "Master's thesis".

(4) A written application for admission to the compulsory module "Master's thesis" must be submitted via the module coordinator to the examination board.

(5) The topic will be set by the module coordinator. Students should be given the opportunity to make proposals for the thesis topic and task definition. However, their proposals shall not give rise to a legal entitlement.

(6) The topic of the written thesis shall be issued by the board of examiners once the student has been granted admission to the compulsory module "Master's thesis" and the student shall be notified of the submission deadline for the written work. The date of issuance of the topic must be put on record. The

topic may only be returned once and only within four weeks of the date of issue. After this time, a new application must be made for admission to the compulsory module “Master’s thesis” with a new topic.

§ 28

Submission of Bachelor's thesis

(1) The time between the issuing of the topic and the submission of the Master’s thesis, including a four-week reading period, is 22 weeks.

(2) In the event of good, demonstrable reasons for which the student bears no fault, in principle, a maximum extension of four weeks to the time allowed for writing the thesis may be granted. The extension must be applied for in writing with reasons to the board of examiners.

(3) In the event that the extension is applied for due to sickness / health impairment, in addition to the application, a detailed doctor’s note must be submitted to the examination office, from which the specific physical / mental health impairments are clearly evident.

(4) If good reasons other than sickness / a health impairment underly the application for an extension, proof of the endorsement of the supervising examiner must also be provided to the examination office.

(5) With regard to the possibility of withdrawal, the regulations pursuant to § 23 para. 2 apply.

(6) A list of the resources used must be appended to the thesis. When submitting their written thesis, students must assert in writing that they have completed the work independently and without the use of any other aids or resources than those indicated, and all passages that have been quoted verbatim or paraphrased from published or unpublished papers have been identified as such. Over and above this, a declaration must be submitted, and appended to the final thesis, that neither the work, nor excerpts from it, have already been used for another module examination or continuous module-related assessment. Plagiarism is an attempt at deception in accordance with § 24 and any work containing it shall be graded as “insufficient”.

(7) Two bound copies (i.e., bonded or glued (no ring or spiral binding) of the written thesis must be submitted in due time to the examination office. Each copy must have a digital version appended to it on a data storage medium that is affixed to the thesis. Alternative submission formats may be specified by decision of the board of examiners. If the thesis is not submitted in a timely manner or in the form required, then it shall be graded as “insufficient” (5.0). §24 applies accordingly.

8) The assessment materials in accordance with § 20 para. 2 may, subject to any varying regulations in the *program-specific study and examination regulations* and in agreement with the examiners, be submitted either in German or English.

§ 29

Repetition of the compulsory module “Master’s thesis”

(1) The compulsory module “Master’s thesis” may be repeated once with a new topic if it has or is deemed to have been graded “insufficient”. In this case, both elements of the assessment in accordance with § 20 para. 2 must be repeated, even if one of the two has already been graded at least “sufficient”.

(2) Once the compulsory module “Master’s thesis” has been passed, it cannot be repeated.

§ 30

Overall result of the Master's degree

- (1) The Master's degree is passed if all of the necessary module examinations in accordance with the standard curriculum (see *program-specific Study and Examination Regulations* and the module handbook belonging to the program) plus the compulsory Master's thesis module have been graded at least "sufficient".
- (2) The overall grade for the Master's degree is the arithmetic average weighted according to credit points of all passed and graded module examinations, taking into account a possibly canceled result in accordance with § 21 para. 4, together with the compulsory "Master's thesis" module. When arriving at a final grade, only the first decimal place will be taken into account; all other decimal places will be disregarded without rounding.
- (3) If the average of the cumulative grade is at least 1.2, then the classification "passed with distinction" shall be awarded.
- (4) The Master's degree shall be deemed to have been irrevocably failed when a module examination, continuous module-related assessment or Master's thesis have received a grade of "insufficient" or are deemed to have been graded "insufficient" and no further repeat attempts pursuant to §§ 21 and 29 are available.

§ 31

Certificates and confirmations

- (1) A transcript in German and a duplicate in English will be issued for a successfully completed Master's degree. The transcript will contain the overall grade, the subject and the grade awarded for the Master's thesis. The certificate shall bear the date on which the last continuous module-related assessment was carried out or the last module examination was completed. It must be signed by the Chair of the board of examiners (or his or her deputy) and by the Dean of the Faculty (or the Vice-Dean) and furnished with the seal of Otto von Guericke University.
- (2) An appendix to the certificate stamped with the university stamp in the German language and a copy in English will list all of the modules completed including the CP and grades awarded for them.
- (3) Together with their transcripts, students shall receive a Diploma Supplement in German and English.
- (4) If a student wishes to leave the university or change study program, upon application a written confirmation will be issued containing all module examinations sat and the grades obtained and indicating whether the Master's examination has not yet been completed or if it has been irrevocably failed.

§ 32

Official deed

- (1) Together with the transcript, students shall receive a certificate in German and a copy in English with the date of the transcript. This also includes the certification of the award of the title of Master.
- (2) The official deed will be signed by the Dean (or the Vice Dean) and the Chair of the responsible board of examiners (or their deputy) and furnished with the seal of the Faculty of Economics & Management at Otto von Guericke University Magdeburg.

V. Final Provisions

§ 33

Right to view the examination files

- (1) After completion of each module examination in accordance with § 19 paras. 2 and 3, including any re-examinations, the examiners must grant the examination candidates the opportunity to view their completed module examination during the course teaching time and at the latest by the start of the examination registration period in the following semester.
- (2) In exceptional cases it may be possible to arrange viewing appointments outside of the course teaching time. Students who are disabled must be offered an alternative viewing appointment taking into account para. 1.
- (3) The viewing must take place in a suitable manner with a timely invitation (at least 14 days beforehand).
- (4) After issuing of the certificate, written applications to the board of examiners to view an examination file must be made within a cut-off period of one year. The chairperson of the board of examiners will determine the time and place for reviewing the documents.

§ 34

Appeal procedure

- (1) Appeal procedures take place in accordance with general administrative standards.
- (2) The responsible board of examiners will decide the outcome of the appeal.

§ 35

Invalidity of examination results and revocation of university degree

- (1) If a student has cheated in an examination or assessment or influenced his or her result through the use of unauthorized aids, and this becomes known after the degree certificate has been awarded, the board of examiners is authorized to declare an examination to have been failed either partially or in its entirety.
- (2) If the conditions for admission to the assessment or module examination were not met but without any intentional deception, and this only becomes known after the degree certificate has been awarded, the deficiency is deemed to have been righted if the examination was passed. If a student has deliberately used unfair means to gain admission, the board of examiners, taking into consideration relevant legal regulations, will decide as to the revocation of unlawful administrative acts.
- (3) The student concerned must be given the opportunity of a hearing before the board of examiners makes its decision.
- (4) The incorrect certificate must be recovered and replaced by a correct certificate or confirmation in accordance with § 31 para. 4. No decision may be made in accordance with paragraphs 1 and 2 after a period of five years from the date of the transcript being issued has elapsed. This excludes cases of willful deception. In the event that the examination transcript is revoked without replacement, the holder must be stripped of his/her academic degree and the certificate recovered.
- (5) Furthermore, § 21 of the Saxony-Anhalt Higher Education Act also applies for the revocation of the university degree conferred by these regulations.

§ 36 Validity

(1) These regulations are valid for all students from the winter semester 2024/2025 in all Master's study programs offered by the Faculty of Economics & Management on the basis of *program-specific study and examination regulations* approved in a vote by the Senate of Otto von Guericke University.

(2) For students who are already enrolled, the relevant amending statute of their study program applies.

(3) For guest students and early students in accordance with the relevant paragraphs of the most recent version of the enrollment regulations, for students over the age of 50 and for exchange students in the Faculty of Economics & Management, the following paragraphs do not apply:

• § 2 General educational objectives	• § 16 Crediting and recognition of module examinations
• § 3 Academic degree	• § 17 Study placement abroad
• § 5 Admission Requirements	• § 21 Repetition of module examinations
• § 6 Commencement and Duration of Studies	• § 22 Additional modules
• § 8 Program Structure	• IV. Master's Degree
• § 10 Subject guidance	• § 35 Invalidity of examination results and revocation of university degree
• § 11 Individual part-time studies and individual study plans	

Furthermore, any program-specific regulations in all other paragraphs of these *General Study and Examination Regulations* do not apply.

§ 37 Entry into Force

These *General Study and Examination Regulations* shall enter into force on the day after they are published in the official announcements of Otto von Guericke University Magdeburg.

Issued by virtue of the resolution of the Faculty Council of the Faculty of Economics and Management dated 07.02.2024 and the statement of the Senate of Otto von Guericke University dated 21.02.2024.

Magdeburg, 04.03.2024

Professor Dr.-Ing. Jens Strackeljan
Rector
of Otto von Guericke University Magdeburg