EXAM REGULATION

for the

Masters Double Degree program Management and Information Technology {M.Sc.}

at the Faculty of Business & Economics of the University of Applied Sciences Zwickau (WHZ)

from 31. August 2023

legally adjusted on 20. January 2025 and 17. August 2026

Due to § 34 in conjunction with § 13 (4) and in conjunction with § 16 (3) of the law of the freedom of universities in the free state Saxony (Sächsisches Hochschulfreiheitsgesetz – SächsHSFG) in the version of the announcement of January 15th, 2013 (SächsGVBl. p. 3), which was last amended by Article 6 of the Act from December 14th, 2018 (SächsGVBl. p. 782), adopted the Faculty Business & Economics – hereinafter referred to as WIW – of the University of Applied Sciences Zwickau (WHZ) the following exam regulation as a statute.

List of contents

List of contents 1
Preamble 2
Section I General Regulations 2
§ 1 Aim of the Exam 2
§ 2 Standard period of study 2
§ 3 ECTS-Credits 2
Section II Admission to the Master Project Exam 3
§ 4 General Admission Regulations 3
§ 5 Registration and deregistration for the exam 3
Section III Exams 4
§ 6 Subject matter, type and scope of the Master's examination 4
§ 7 Exam structure 4
Part 1 Subject-Exams 5
§ 8 Forms of Exams 5
§ 9 Oral Exams/“Mündliche Prüfungsleistungen“ 5
§ 10 Written Exams/“Schriftliche Prüfungsleistungen“ 6
§ 11 Alternative Exams/“Alternative Prüfungsleistungen“ 6
Part 2 The Master’s project 7
§ 12 Purpose of the Master’s Project 7
§ 13 Distribution, submission, evaluation and repetition of the master’s project 7
§ 14 Processing time of the Master's thesis 8
Section IV Audit Bodies 9
§ 15 Exam committee 9
§ 16 Examiners and assessors 9
§ 17 Responsibilities 10
Section V Procedural rules 11
§ 18 Deadlines 11
§ 19 Free Attempt (Freiversuch) 11
§ 20 Crediting of study periods, study and exam achievements 12
§ 21 Assessment of exams and formation of grades 13
§ 22 Transferment of grades 14
§ 23 Passing and failing 15
§ 24 Repetition of subject-exams 15
§ 25 Missing, Withdrawal, Deception, Breach of Regulations 15
§ 26 Invalidity of the Master's examination 16
§ 27 Testimonial and Master‘s Certificate 16
§ 28 Inspection of the exam documents and retention period 17
§ 29 Appeal (Widerspruch) procedure 17
Section VI Final Statements 18
§ 30 Entry into force 18
Appendix 1 exam plan 18

This is a translation, only the German version is legally binding.

According to Article 3 (2) of the German Basic Law (Grundgesetz), women and men have equal rights. All masculine personal and functional designations in these regulations apply equally to women and men.

Preamble

The partner universities WHZ – Zwickau, Kazakh-American Free University (KAFU) – Ust-Kamenogorsk, Armenian State University of Economics (ASUE) – Erevan, International Black Sea University (IBSU) – Tbilisi and Kyrgyz-German Institute of Applied Informatics (INAI.KG) – Bishkek are cooperating in the framework of the DAAD-financed project "Internationalization through advanced Digital Education in Asia and Caucasus" – IDEA – to establish an international double degree master's program called Management and Information Technology – hereinafter referred to as MIT –. This study program aims at enabling students to connect their professional competencies with computer sciences, business information systems, management and business administration knowledge. Furthermore, the study program encourages the students to develop intercultural skills. In this way, the partners meet the challenges arising from globalization, and the growing global demand for well-trained, highly qualified graduates with international experience and intercultural skills, in the domestic and international labor market.

Section I General Regulations

§ 1 Aim of the Exam

If the Master's examination is passed, the Master's degree "Master of Science" (abbreviated: M.Sc.) is awarded, including the name of this Master's double degree program Management and Information Technology.

§ 2 Standard period of study

The standard period of study is four semesters. It includes the academic study semesters, the compulsory and elective study abroad subjects and the subject examinations[1], including the master's project.

§ 3 ECTS-Credits

Credit points are awarded according to the European Credit Transfer and Accumulation System (ECTS). Hereinafter referred to as ECTS-Credits. ECTS-Credits are only awarded upon successful completion of a subject (the awarded subject grade has to be at least "sufficient"). No partial ECTS points can be earned.

[1] A subject examination completes a subject and, if passed, leads to the award of ECTS credits. It can consist of several examinations.

Section II Admission to the Master Project Exam

§ 4 General Admission Regulations

(1) The subject exams of the Master's examination can only be taken by those who:

1. are enrolled as a student or an early student in the Master's double degree program Management and Information Technology at WHZ and one partner university of the study consortia (INAI.kg, ASUE, IBSU, KAFU) and
2. who has completed the preliminary exams required for the different subject-exams.

(2) The master's project can only be taken by those who:

1. are enrolled as a student in the Master's double degree program Management and Information Technology at WHZ and one partner university of the study consortia (INAI.kg, ASUE, IBSU, KAFU) and
2. has taken and passed all other subject exams in accordance with § 13 (4) and (7).

(3) The admission of (1) and (2) is denied if:

1. the requirements specified in (1) and (2) or the procedural requirements in § 5 are not fulfilled, or
2. the admission note of the examination office for the colloquium is not available or
3. the candidate has definitively failed to pass the final examination in the chosen degree program or a performance record required in the examination regulation for passing the final examination has not been passed finally, or the candidate is currently undergoing examination proceedings, or
4. the candidate has been excluded from taking further examinations[2] on the basis of § 25 (3) sentence 3, or
5. the candidate has lost his/her examination right in accordance with federal state law by exceeding the deadlines for registration for the respective examination performance of the subject-exam or its taking.

§ 5 Registration and deregistration for the exam

(1) The student registers by enrollment for participation in exams in the sense of § 18 (4). If more than one exam is scheduled in a subject, a separate registration is required for each examination. The type of registration (written or electronic) is determined by the examination office in consultation with the faculty WIW of WHZ.

(2) If the student takes an examination for which he/she was not admitted or for which he/she was not registered, then this examination is considered not taken.

(3) During the leave of absence, study performances and exams can be completed.

(4) At the beginning of the exam, the examiner or supervisor has the right to request that the student identifies him/herself with passport or national ID-card.

[2] An examination performance is to be provided in accordance with §§ 9 - 11 of the exam regulation as an oral, written, or alternative examination performance and is evaluated on the basis of § 21 (1) and (2).

Section III Exams

§ 6 Subject matter, type and scope of the Master's examination

(1) The subject matters of the master's examination are:
- all compulsory subjects
- the elective subjects (in the fields of computer science, business & information systems, management and business administration) in the first semester 10 ECTS-Credits, in the second semester 15 ECTS-Credits and the third semester 15 ECTS-Credits have to be chosen from the elective subject catalogs which differ in the second and third semester depending on the partner university (INAI.kg, KAFU, ASUE, IBSU, WHZ), elective subjects can be chosen freely from any study field of this program (computer science, business & information systems and management)
- the elective study abroad (first or second semester – 30 ECTS-Credits)
- the compulsory study abroad (third semester – 30 ECTS-Credits)
- the Master project

(2) The type, structure and weighting of the exams are specified in the examination schedule (see appendix 1).

(3) The student may take an exam in subjects other than the program's prescribed subjects (additional subjects). The results of these exams in these subjects are not included in the formation of the overall grade of the Master's exam.

(4) Participation in subject exams of another degree program requires the prior approval of the examiner.

§ 7 Exam structure

(1) The Master's exam consists of subject-exams and the Master's project. Preliminary exams can precede the subject-exams as discipline-specific admission requirements. Subject-exams may be required in a specific order if discipline-related reasons exceptionally justify this and are included in the exam plan.

(2) Subject-exams consist of one or more exams in which the evidence of the individual lecturing units of the subject is provided. If only one examination is planned, the exam content should be selected equally from all lecturing units of the subject (internal compensation). If a subject-exam consists of several exam forms, these can be required in a specific order.

(3) Preliminary exams are assessed, not necessarily graded, study performances that must be taken during the study in oral, written or practical form. They can be repeated as often as required.

Part 1 Subject-Exams

§ 8 Forms of Exams

(1) Exams have to be conducted as oral/”mündliche Prüfungsleistung” (§ 9), written/”schriftliche Prüfungsleistung” (§ 10) or alternative/”alternative Prüfungslesitung” exams (§ 11).

(2) Exams can be conducted as group examinations. The contribution of the individual, assessed as an exam performance, must be clearly distinguishable as an individual examination performance and individually assessable. In general, the group should not contain more than three persons.

(3) All study and examination performances are conducted in the English language. The exam plan/”Prüfungsplan” provides further information.

(4) If the candidate can credibly demonstrate that he/she cannot take all or parts of the exam in the prescribed form due to a long-term or permanent physical disability or chronic illness, he/she will be permitted, upon application to the Exam Committee of WHZ, to take the exam within an extended processing time or to take equivalent exams in another form. In this case, the submission of a certificate from a relevant medical specialist at the student's own expense or, in the case of severely disabled persons, the severely disabled person's ID card may be required as proof.

§ 9 Oral Exams/“Mündliche Prüfungsleistungen“

(1) Oral exams are exam-discussions and the colloquium/”Kolloquium” in the Master's project. The participation of the examiners and the candidate via video conference or other remote transmissions in the colloquium is possible and preferred, especially if one examiner works or the candidate studies at a different partner university of the consortia.

(2) In the oral exam, the candidate must answer individual questions on selected representative sub-areas of the exam content or the interrelationships between these sub-areas. Within the framework of the oral exam, written tasks may be set to an appropriate extent if this does not cancel out the oral character of the examination.

(3) The colloquium/”Kolloquium” is an oral exam in which the candidate has to give an oral presentation on a given topic, for which all the usual materials of presentations can be used. After the presentation, a discussion can be conducted in which problems related to the given topic can be addressed.

(4) The duration of the oral exam should be at least 15 and at most 45 minutes per examinee.

(5) Oral exams are usually held in front of at least two examiners (collegial examination/”Kollegialprüfung”) or in front of one examiner in the presence of an assessor from the subject-field (§ 17). The essential subjects and results of the oral examination shall be recorded in a protocol. The result shall be announced to the candidate following the oral examination.

(6) Students who wish to take the same examination at a later date should be admitted as listeners, in accordance with the space available, unless the examinee disagrees. However, this admission does not extend to the deliberation and announcement of the examination results to the examinee.

§ 10 Written Exams/“Schriftliche Prüfungsleistungen“

(1) Written exams/”schriftliche Prüfungsleistungen are written tests/”Klausuren”.

(2) Written exams are performance assessments that are fixed in terms of time and space, in which an appropriate number of tasks must be completed in writing using limited aids. Written exams are taken under supervision. If a candidate arrives late for a written exam, he/she is not entitled to a corresponding extension of the examination time. Leaving the examination room is only permitted with the permission of the supervisor. The duration of the examination can not be less than 60 minutes and should not exceed 240 minutes. If the module examination consists only of a written examination, the minimum duration of the written examination is 90 minutes.

(3) The assessment procedure should be completed within four weeks after the exam date. In the case of assessment procedures for exams that take place during the exam period of the summer semester, the assessment procedure should be completed within eight weeks of the end of the exam period at the latest. Written exams, in which passing is a prerequisite for continuing the study, are usually evaluated by two examiners.

§ 11 Alternative Exams/“Alternative Prüfungsleistungen“

(1) Alternative examinations/”alternative Prüfungsleistungen” are carried out as an essay/”Beleg”, presentation/”Präsentation”, case study/”Fallstudie”, laboratory work/”Laborarbeit”, exercise/”Übung”, practical test/”Praktikumstestat” or project work/”Projektarbeit”. Essays/”Belege”, project work/”Projektarbeiten” and laboratory works/”Laborarbeiten” can be carried out as a group work, in which case the contribution of the individual examinee must be recognizable and assessable.

(2) Essays/”Belege” or project works/”Projektarbeiten” are independent written works without the restriction of aids, in which theoretical and/or experimental findings of a completed subfield are summarized, evaluated, discussed or evaluated in a practice-oriented manner.

(3) Presentations/”Präsentationen” are the independent oral displaying of theoretical and/or experimental results to an audience using appropriate audio-visual media. They may include a subject-related discussion.

(4) Case studies/”Fallstudien” usually comprise tasks to be carried out independently, completed and oriented to (practical) cases, including the results' recording, evaluation, presentation and discussion. Aids can be used without restrictions. A declaration of its independent preparation must accompany the case study work.

(5) Laboratory works/”Laborarbeiten” include experimental, usually independently performed, completed scientific tasks, including the evaluation of measurement data and the evaluation and discussion of measurement results.

(6) Exercises/”Übungen” are in-depth calculation tasks belonging to a subject/course or written answers to specific questions.

(7) Practical tests/”Praktikumstestate” are based on experiments that are carried out and evaluated independently on the basis of written experimental instructions. Protocols have to be prepared, which contain theoretical treatises on the respective experiment, the results, their evaluation, and their critical discussion. A subject-related discussion is held on experiments.

(8) The assessment procedure should be completed within four weeks after the examination date. In the case of assessment procedures for exams that take place during the exam period of the summer semester, the assessment procedure should be completed within eight weeks of the end of the exam period at the latest.

Part 2 The Master’s project

§ 12 Purpose of the Master’s Project

(1) The master’s project includes the master thesis/”Masterarbeit” and a colloquium/”Kolloquium” (§ 9).

(2) The master's project forms the professional qualification of the degree program. Through the master's project, it is assessed whether the examinee has acquired the competencies necessary for the transition to professional practice, to apply his or her knowledge and understanding, to work out and further develop solutions to problems and arguments in his or her field of expertise, to evaluate and interpret relevant information, to derive scientifically sound judgments from it, and to assume responsibility in a team.

§ 13 Distribution, submission, evaluation and repetition of the master’s project

(1) By means of the written Master's thesis and the colloquium, the candidate shall prove that he/she can independently work on a problem related to the course of study according to scientific methods within a given period.

(2) The master's project is supervised by one or more professor(s) or another person authorized by the federal state law to conduct exams. The second supervisor shall be a lecturer from a partner university of the study program consortia (INAI.kg, ASUE, IBSU, KAFU).

(3) The candidate can apply to the exam council for the issue of the topic and propose the topic of the Master's project as well as the supervisor, taking into account (4). The proposal does not constitute a legal claim.

(4) The topic and distribution date need to be recorded and chosen in such a way that the processing time according to § 14 can be adhered to, whereby the handing out of the topic should take place after completion of the subject-exams. Upon request, the exam council may also allow the handing out of the topic if a maximum of two subject-exams have not yet been completed, provided that an impairment of the processing of the Master's project is not to be expected.

(5) The master's thesis must be submitted to the faculty of Business & Economics and the submission date must be recorded. Unless otherwise specified by the supervisors, both receive a printed copy of the thesis and a digital copy, which also remain with them. The supervisors can agree to receive only a digital copy of the thesis. When handing in the work, the candidate must certify in writing that he/she has written the work – in the case of group work, the part of the work must be marked accordingly – independently, that he/she has not used any sources or aids other than those specified and that he/she has not submitted the work elsewhere for exam purposes.

(6) The Master's thesis is to be evaluated by two examiners, one of whom should also be the supervisor. The assessment procedure should not exceed four weeks. The master's thesis is not evaluated until all other subject-exams of the master's project have been successfully completed. If the arithmetic mean of the evaluations is worse than "sufficient" (4.0/50%), the master's project is evaluated as "not sufficient". The same applies if the master's thesis was not submitted on time.

(7) The overall grade and the predicate of the master's project result, taking into account the weighted average according to the exam schedule, from the arithmetic average of the grades for the master's thesis and the grade for the colloquium. The colloquium may only occur when it can be proven that all subject-exams have been completed and should take place within four weeks after the deadline for submission of the master's thesis.

(8) For the repetition of the master’s project, § 24 applies accordingly.

§ 14 Processing time of the Master's thesis

(1) The processing time for the Master's thesis is 16 weeks. The supervisor will limit the topic, assignment, and scope of the thesis so that the processing time can be met. Consultations, arrangements and research in preparation for determining the topic of the master’s thesis do not count towards the processing time.

(2) If completion of the Master's thesis is not possible within the processing period for unforeseeable reasons for which the candidate is not responsible, an extension of up to four weeks may be granted through the exam committee upon timely written application by the candidate.

Section IV Audit Bodies

§ 15 Exam committee

(1) An exam committee shall be formed in the Faculty of Business & Economics for the tasks assigned by this Exam Regulation.

(2) The exam committee consists of at least five and no more than seven members. The majority of the members are professors. The exam committee includes at least one student representative of the faculty. The chairperson of the exam committee, the deputy chairperson and the other members of the exam committee are appointed by the Faculty Council.

(3) The tenure for members of the exam committee is generally three years, and one year for student members

(4) The exam committee shall regularly report to the faculty on the development of the study periods, including the actual processing times of the Master's thesis and the distribution of subject and overall grades. The report has to be published at WHZ. The exam committee gives suggestions for the reform of the study regulation, the subjects, and the exam regulation.

(5) The exam committee is an authority within the meaning of the administrative procedure law and administrative process law.

(6) In general, the chairperson conducts the business of the exam committee. By conducting a revocation, the exam committee can delegate tasks to the Chairman or other members of the exam committee.

(7) The exam committee has a quorum if more than half its members are present. It decides by a simple majority and not against the majority of the professors. In the event of a tie, the chairperson shall have the casting vote. If there is a lack of quorum, § 90 (2) VwVfG (Administrative Procedure Act/"Verwaltungsverfahrensgesetz") shall apply. Meetings of the exam committee are not public. Minutes are kept of the meetings of the exam committee.

(8) The exam committee members have the right to attend the examination procedures.

(9) The members of the exam committee are subject to official secrecy. If they are not in public service, they must be sworn to secrecy by the chairperson.

(10) Decisions of the exam committee must be made in writing. The student must be informed in writing of any incremental decisions of the exam committee. The decisions must be justified and completed with a legal notice when informing the student.

§ 16 Examiners and assessors

(1) The exam committee appoints the examiners and assessors. Examiners and assessors form the exam committee. Only professors and other persons authorized to conduct exams according to federal state law shall be appointed as examiners who, unless compelling reasons lead to a deviation, have held or are holding an independent teaching position at a university in the subject area to which the exam relates. Only those who have passed the relevant university exam or a comparable exam are appointed as an assessor.

(2) Paragraph 15 (9) shall apply accordingly to the examiners and assessors.

(3) The names of the examiners are to be made known to the examinee in due time.

§ 17 Responsibilities

(1) The exam committee is responsible for monitoring compliance with the provisions of this exam regulation.

(2) The exam committee decides on:
- fundamental issues in exam matters,
- admission to exams, including Master's thesis and colloquium (§ 4, § 13 (3)),
- the extension of the processing time of the Master's thesis (§ 14 (2)),
- applications according to § 9 (1)
- the appointment of examiners and assessors (§ 16)
- the extension of the standard study period (§ 18 (2)).
- the free attempt regarding exams and the admission for grade improvement (§ 19 (1) and (2)),
- the crediting of study periods, study and exam results (§ 20),
- Objections against the assessment of exam results (§ 21),
- passing and failing (§ 23),
- admission to the second attempt of the exam (§ 24 (2)),
- the rejection of a reason for missing or withdrawing from an exam (§ 25 (1), (2)),
- the consequences of violations of exam regulations (§ 25 (3), (4)),
- the invalidity of the Master's exam (§ 26).

(3) The exam office is responsible for the organizational tasks necessary within the framework of this regulation. This includes in particular:
- record-keeping of the exam files (e.g., acceptance and administration of medical certificates, § 25 (2))
- information on procedures relevant to the exams, in particular, proofing of the admission requirements for the Master's thesis and colloquium according to § 4 (2) and 13 (7), as well as the deadline according to § 18 (2)
- the issuance of notices (§ 23 (6), § 24 (2)),
- issuing and signing study certificates (§ 23 (7)) as well as
- the issuance of testimonials and certificates (§ 27) and attestations.

Section V Procedural rules

§ 18 Deadlines

(1) The Master's exam should be taken within the standard period of study. A Master's exam that has not been taken within four semesters after completion of the standard study period is deemed to have failed. The necessity to take at least one exam within four semesters remains unaffected.

(2) Missed deadlines for which the student is not responsible are not considered when calculating the deadlines for leave of absence and examination procedures; the standard study period is to be extended accordingly. This also applies to periods of maternity leave and parental leave.

(3) By the end of each semester, at least those exams are offered which, according to the standard period of study, conclude the subjects of the current semester. Exams that are not taken during the lecturing period shall take place in an exam period after the lecturing period. For each subject-exam or individual exam, a first exam attempt shall be made following the respective lecturing of the subject. Repeated exams for the first time are usually offered in the following semester, but no earlier than three weeks after the announcement of the exam results.

(4) The faculty of Business & Economics will announce within four weeks after the start of the lecturing period the subject-exams taking place this semester, the examiners and the timing in a suitable manner as pre-information. The dates of exams taking place outside the exam period are to be announced by the examiner at least two weeks before the exam date. The subject-exams scheduled according to the regular study plan are included in the central exam schedules of the exam period. The binding announcement of the central exam schedule is made at the latest two weeks before the start of the exam period.

(5) The deadline for registering for the subject-exams and exams for repeaters of the Master's exam ends two weeks before the exam period for subjects without semester-accompanying exams. This registration period ends one week before the first exam for subjects with semester-accompanying exams. The student can withdraw his or her registration up to immediately before the start of the exam by giving written notice of withdrawal.

§ 19 Free Attempt (Freiversuch)

(1) Subject exams can also be taken before the deadlines specified in this regulation if the admission requirements are met. In this case, a subject-exam that has not been passed for the first time is classified as not being taken (free attempt). Exams that have been assessed with at least "sufficient" (4.0/50%) or better will be credited in a new exam procedure upon application.

(2) Upon application by the candidate, in the cases of (1) Sentence 1, passed subject-exams or exams that were graded at least "sufficient" (4.0/50%) or better may be repeated to improve the grade at the next regular exam date. In these cases, the better grade counts.

(3) Interruptions of studies due to illness or other compelling reasons, as well as periods of study abroad, shall not be counted towards the deadlines according to (1). The reasons must be elaborated plausible by the candidate.

§ 20 Crediting of study periods, study and exam achievements

(1) Academic (within the higher education system) study or exam achievements or learned competencies or skills outside the higher education system can only be credited when the application for accreditation was handed in before the corresponding exam at WHZ was taken. When applying, an informal application and all required documents must be submitted. All documents must be submitted to the exam committee of the faculty by December 1 in the winter semester or by May 1 in the summer semester. The decision should be made two weeks before the regular exam date; if this is not possible, the examinee may participate in the corresponding exam. However, this will not be evaluated until a final negative decision on the request for accreditation has been made.

(2) If study and exam achievements are credited, the grades – insofar as the grading systems are comparable – are to be adopted and included in the calculation of the overall grade. In the case of unevaluated performances, "passed" is recorded. Thus, this performance is not included in the final grade calculation. A marking of the credit in the certificate is allowed.

(3) If the credit application is rejected in accordance with (1), the main differences must be specified in a statement of reasons by the exam committee.

(4) Study periods and study and exam achievements completed at a university in the Federal Republic of Germany will be credited, provided that there are no significant differences with regard to the competencies acquired. In the event of a change of the degree program, all achievements that have been "failed" will be credited to the new degree program.

(5) For the recognition of study periods as well as study and exam achievements completed outside the Federal Republic of Germany (4) shall apply mutatis mutandis. The equivalence agreements approved by the Standing Conference of the Ministers of Education and Cultural Affairs of the states in the Federal Republic of Germany and the German Rectors' Conference, as well as agreements within the framework of university partnerships, must also be observed.

(6) Regarding study periods as well as study and exam achievements in state-recognized distance learning programs and multimedia-supported study and exam achievements, (5) shall apply mutatis mutandis; (5) shall also apply to study and exam achievements at other educational institutions, in particular at state or state-recognized professional universities as well as at technical and engineering colleges and military officer colleges of the former German Democratic Republic.

(7) Knowledge and skills acquired outside of higher education can be credited if they correspond in content and quality to the level shown in the subject descriptions. These can replace a maximum of 50% of the study program. The procedure for crediting is carried out in accordance with the WHZ's regulations on the procedure for crediting knowledge and skills acquired outside of higher education in the corresponding valid version.

§ 21 Assessment of exams and formation of grades

(1) The respective examiners determine the grades for the individual exams. The following grades are to be used for the assessment of the exams at WHZ:

1	very good	An outstanding performance
2	good	A performance that is significantly above the average requirements
3	satisfactory	a performance that meets average requirements
4	sufficient	a performance that, despite its shortcomings, still meets the requirements
5	insufficient	a performance that no longer meets the requirements due to significant shortcomings

If several examiners assess an exam, the grade is calculated using the arithmetic average of the individual grades in accordance with (3).

(2) For a differentiated assessment, the grades 1.0; 1.3; 1.7; 2.0; 2.3; 2.7; 3.0; 3.3; 3.7 or 4.0 can be assigned at WHZ.

(3) If a subject-exam consists of several exam performances, the subject grade is calculated from the weighted average of the grades of the individual exam performances according to the exam plan (see attachment). For the calculation of the grade of the Master's project, § 13 (7) applies. Only the first decimal place behind the comma is taken into account; all other places are deleted without rounding, i.e. trunkated.

(4) An overall grade is calculated for the Master's examination. The grade of the Master's project and all other subject grades of the Master's examination with a weighting greater than zero are included in the calculation of the overall grade of the Master's examination. It is calculated with the weighted average of the included subject grades. Only the first decimal place after the comma is considered; all other places are deleted without rounding.

The overall score is:

With an average	up to and including 1.5	= very good
with an average of 1.6	up to and including 2.5	= good
with an average of 2.6	up to and including 3.5	= satisfactory
with an average of 3.6	up to and including 4.0	= sufficient
with an average from 4.1		= not sufficient

With an overall grade of 1.3 or better, the overall grade of "with excellence" will be awarded.

(5) For the classification and transferability of the overall grade into foreign grading systems, an ECTS grading scheme shows the grade distribution within a migrating cohort of all graduates, usually of the last three calendar years on the transcript.

Predicate	Note area	Quantity	%
very good	1.0 – 1.5		
good	1.6 – 2.5		
satisfactory	2.6 – 3.5		
sufficient	3.6 – 4.0		

§ 22 Transferment of grades

German, Kyrgyz, Kazakh, Georgian and Armenian grades will be transferred with the following conversion key:

Percentual System Germany, Kazakhstan and Kyrgyzstan	Georgian Point System	Armenian Grade System	Grade System Germany	Grade System Kazakhstan and Kyrgyzstan	Letter System Kazakhstan and Kyrgyzstan	Letter System Georgia	Letter System Armenia
99% - 100%	99 - 100	19,1 - 20	1.0	4.0	A	A	A+
95% - 98,9%	96 - 99	18,1 - 19					A
90% - 94,9%	91 - 95	17,1 - 18	1.3	3.67	A-		A-
85% - 89,9%	85 - 90	16,1 - 17	1.7	3.33	B+	B	B+
80% - 84,9%	81 - 85	15,1 - 16	2.0	3.0	B		B
75% - 79,9%	76 - 80	14,1 - 15	2.3	2.67	B-	C	B-
70% - 74,9%	71 - 75	13,1 - 14	2.7	2.33	C+		C+
65% - 69,9%	66 - 70	12,1 - 13	3.0	2.0	C	D	C
60% - 64,9%	61 - 65	11,1 - 12	3.3	1.67	C-		C-
55% - 59,9%	56 - 60	10,1 - 11	3.7	1.33	D+	E	
50% - 54,9%	51 - 55	8 - 10	4.0	1.0	D-		
40% - 49,9%	41 - 50	< 8,0	5.0	0	FX	FX	D
0% - 39,9%	0 - 40					F	

Grade System Germany	Grade System Kazakhstan and Kyrgyzstan	Letter System Kazakhstan and Kyrgyzstan	Letter System Georgia	Letter System Armenia	Explanation for Germany, Kazakhstan and Kyrgyzstan	Explanation for Georgia	Explanation for Armenia
1.0	4.0	A	A	A+	very good	excellent	excellent
				A			
1.3	3.67	A-		A-			
1.7	3.33	B+	B	B+	good	very good	good
2.0	3.0	B		B			
2.3	2.67	B-	C	B-		good	
2.7	2.33	C+		C+	satisfactory		satisfactory
3.0	2.0	C	D	C		satisfactory	
3.3	1.67	C-		C-			
3.7	1.33	D+	E		sufficient	enough	
4.0	1.0	D-					
5.0	0	FX	FX	D	insufficient	fail	Unsatisfactory

§ 23 Passing and failing

(1) A subject-exam is passed if the subject grade is at least "sufficient" (4.0/50%).

(2) The Master's examination is passed if all subject-exams of the Master's examination have been passed, i.e., at least 120 ECTS points have been acquired and the Master's project has been assessed with at least "sufficient" (4.0/50%).

(3) If the candidate has not passed a subject-exam or if the Master's project was evaluated worse than "sufficient" (4.0/50%), this will be officially announced to the candidate. This announcement can be made by posting over a notice board. The name of the candidate must not be made known. In the case of failure of an examination, the candidate must inform himself/herself immediately about the possibility and modalities of repetition.

(4) An exam is deemed to have finally failed if the application for admission to the second repetition of the exam has not been submitted in due time without valid reasons.

(5) If the candidate has finally failed a subject-exam, he/she may still participate in other subject-exams as long as the final failure of the Master's examination has not yet been finally determined.

(6) The examinee will receive written notification of the final failure and the impossibility of successfully completing the selected study program with a legal notice.

(7) If the candidate has not passed the Master's examination, he/she will be issued a certificate upon application, which contains the subject-exams taken, their grades and the ECTS points achieved, as well as the subject-exams still missing, and which indicates that the Master's examination has not been passed. The WHZ issues students who do not complete their studies for other reasons a testimonial upon application, which includes the subject-exams taken, their grades, and the ECTS points achieved.

§ 24 Repetition of subject-exams

(1) Failed subject-exams can be repeated once within one year after the first exam attempt is completed. After the expiry of this period, they will be classified as failed. The repetition of a passed subject-exam, except for subject-exams according to § 19, is not permitted.

(2) Admission to a second resit exam must be applied for in writing no later than one month after notification of the exam result of the first resit exam. It shall be excluded in the case of § 25 (3) sentence 3. The second resit exam shall be taken at the next possible exam date.

(3) If a failed subject-exam consists of several exams, only the exams graded as insufficient (5.0/less than 50%) need to be repeated.

(4) Exam procedures that have been started will be completed as long as at least one exam of the study program has not been definitively failed.

§ 25 Missing, Withdrawal, Deception, Breach of Regulations

(1) An exam will be evaluated as insufficient (5.0/less than 50%) if the candidate misses an exam date that is binding for him/her without a compelling reason or if he/she withdraws after the start of the examination performance without a compelling reason. The same applies if the specified processing time of an exam performance is exceeded.

(2) In writing, the candidate must immediately notify the examiner of the reason for missing or withdrawing from the exam and provide credible evidence. In the event of illness, the candidate must submit a medical certificate to the examination office within three working days of the exam date. In cases of doubt, the submission of an official medical certificate from a doctor may be requested. An illness of the examinee is equivalent to an illness of a child to be cared for predominantly by the examinee alone or by relatives in need of care. If the reason is recognized, the exam performance will be classified as not being taken through no fault of the candidate.

(3) If the candidate attempts to influence the result of his/her exam performance by deception or the use of unauthorized aids, or if he/she supports someone else's deception, the examination performance shall be graded as "insufficient" (5.0/less than 50%). A candidate who disturbs the proper conducting of the exam can be excluded from continuing the exam by the respective examiner or supervisor; in this case, the examination performance shall be graded as "insufficient" (5.0/less than 50%). In serious cases, the exam committee can exclude the candidate from taking further exams.

(4) Within four weeks of notification of the decision in accordance with (3), the candidate can demand that the responsible exam committee review it. The examinee must be informed immediately in writing of any incriminating decisions with the reasons for the decisions and a legal notice.

§ 26 Invalidity of the Master's examination

(1) If the candidate has cheated in an exam or conducted any other fraudulent behaviour and this fact becomes known after the certificate has been issued, the exam's grade can be corrected in accordance with § 25 (3). If necessary, the subject-exam can be declared "insufficient" and the Master's examination can be declared "failed". The same applies to the Master's project.

(2) If the prerequisites for taking the subject-exam were not fulfilled without the candidate intending to deceive about this, and if this fact only becomes known after the testimonial has been issued, this lack is cured by passing the subject-exam. If the candidate has intentionally and unjustifiably obtained that he/she was able to take the subject-exam, the subject-exam can be declared "insufficient" (5.0/less than 50%) and the Master's examination can be declared "failed" by the exam committee.

(3) The examinee must be given the opportunity to comment before a decision is made.

(4) The incorrect testimonial and the Diploma Supplement will be withdrawn and replaced by a correct testimonial or a certificate of the achievements. The Master's certificate shall also be withdrawn together with the incorrect testimonial if the Master's examination was declared "failed" due to deception. A decision according to (1) and (2) is excluded after five years from the date of the testimonial.

§ 27 Testimonial and Master‘s Certificate

(1) Candidates living in Germany receive a certificate of the passed Master's examination immediately, if possible, within four weeks. Candidates living outside Germany receive a certificate of the passed Master's examination immediately, if possible, within eight weeks. The subject grades, the ECTS credits, the topic of the Master's project and its grade, and the overall grade will be included in the Master's examination testimonial. In addition to the verbal reproduction of the overall grade, the average is indicated with the first decimal place behind the comma. If the requirements for the recognition of a major are met, it will be included in the testimonial.

(2) Upon the student's application to the exam committee, the grades of further subjects (additional subjects) can be certified according to § 6 (3). However, they are not included in the overall grade and are shown on a separate certificate.

(3) The certificates bear the date of the day on which the last exam was achieved. They are signed by the Dean of the Faculty of Business & Economics and the Chairman of the exam committee and bear the WHZ seal.

(4) Simultaneously with the Master's examination certificate, the candidate receives the Master's certificate with the testimonial date. This certifies the award of the Master's degree from WHZ. The certificate shall be signed by the Dean of the Faculty of Business & Economics and the Rector of WHZ and shall bear the seal of WHZ. All documents for this Master's double degree program shall be written in English.

(5) WHZ issues a Diploma Supplement. The text agreed between the Standing Conference of the Ministers of Education and Cultural Affairs of the states in the Federal Republic of Germany and the German Rectors' Conference shall be used as a representation of the national education system in the currently valid version. The Diploma Supplement shall be signed by the Chairman of the exam committee and bear the seal of WHZ.

(6) Furthermore, will the WHZ certify the student a specific qualification profile – Business Allrounder, IT/Project-Manager, Software Engineer, Data Analyst, or Scientific Assistant – based on the chosen international partner university and elective subjects by the student.

(7) If prevented from doing so, the official representatives shall sign in the cases of (3) to (5).

§ 28 Inspection of the exam documents and retention period

(1) Within six months after completion of the examination procedure[3], the examinee can inspect the examination documents. This period is extended accordingly if a semester abroad or a practical phase is completed within this time. Dates for inspection will be announced by the examiners as required.

(2) The retention period for the exam documents is 5 years.

§ 29 Appeal (Widerspruch) procedure

(1) Appeals against decisions made in accordance with this regulation must be lodged in writing or with a transcript towards the relevant exam committee within one month of the student being notified of the decision in accordance with § 70 of the Code of Administrative Court Procedure.

(2) The exam committee decides about the appeal. If the appeal is not upheld, the decision must be substantiated and accompanied by a legal notice.

[3] Completion of the examination procedure occurs with the announcement of the subject grade.

Section VI Final Statements

§ 30 Entry into force

This exam regulation was adopted by the Faculty Council of the Faculty of Business & Economics on 14. August 2023 and comes into force with effect from 1. September 2023. The exam regulation has to be published at the University of Applied Sciences Zwickau.

The rectorate approved this statute of the University of Applied Sciences Zwickau on 30. August 2023.

Zwickau, 30. August 2023

Rector
Prof. Dr.-Ing. Stephan Kassel

Issued on the basis of the resolution from the Faculty Council of the Faculty of Business & Economics dated 14. August 2023 and the approval of the rectorate dated 30. August 2023.

Zwickau, 30. August 2023

Prof. Dr. rer. Nat. Matthias Richter
Dean of the Faculty of Business & Economics

Appendix 1 exam plan