

School of Business, Economics and Information Systems

**General**  
**Study and examination regulation**  
**for the Master's Programmes**

of 20 December 2017

**This English version is only intended to aid your understanding and does not have legal force. Only the German text, as published in the official law gazette, is legally binding. In the event of discrepancies between the English and German wording, the German wording shall prevail.**

**General Study and Examination Regulation  
for the Master's Programmes  
of the School of Business, Economics and Information Systems  
at the University of Passau**

**of 20 December 2017**

On the basis of Art. 13(1) sentence 2 in conjunction with Art. 43(5) sentence 2, Art. 58(1) sentence 1 and Art. 61(2) sentence 1 of *Bayerisches Hochschulgesetz* (BayHSchG; Bavarian higher education act), the University of Passau lays down the following statute:

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## § 1 Scope

(1) This general study and examination regulation contains the general rules of procedure which apply to studies and all examinations forming part of the master's programmes offered by the School of Business, Economics and Information Systems of the University of Passau as well as general information on studying the degree programmes.

(2) The subject-specific study and examination regulations for the individual master's degree programmes of the School of Business, Economics and Information Systems govern the degree-programme-specific examination requirements and the sequence of studies and are supplemented by the respective module catalogues.

(3) In the event that a provision of the subject-specific study and examination regulation is incompatible with this statute, the provision of the present statute shall prevail over the provision of the subject-specific study and examination regulation.

## § 2 Aim of the degree programme and examination objectives

(1) Upon successful completion of a master's degree programme of the School of Business, Economics and Information Systems of the University of Passau, graduates obtain an internationally comparable academic degree that, furthermore, represents a further level of professional qualification.

(2) The master's examination is designed to ascertain that candidates have acquired further scientific competencies and the additional rigorous knowledge deemed necessary for professional practice; it also establishes whether they have grasped of the interdependencies within the subject and possess the ability to work autonomously according to scientific principles.

## § 3 Academic degree awarded

<sup>1</sup>The School of Business, Economics and Information Systems awards the academic degree of 'Master of Science' (in short 'M.Sc.') on the basis of a successfully completed master's examination in any of the school's master's degree programmes; in the case of the International Economics and Business degree programme, the School awards the degree of 'Master of Arts' ('M.A.'). <sup>2</sup>The academic degree may be stated with the University addendum of '(Univ. Passau)' or '(University of Passau)'; this does not form part of the academic degree.

## § 4 Entry qualifications

(1) <sup>1</sup>Entry qualifications for the master's programme are proven by means of the following:

1. a first degree (a bachelor's degree or a German *Magister*, *Diplom* or *Staatsexamen* or equivalent degree), earned in a programme of study with a standard period of three years' full-time study.
2. adequate English language skills; applicants who have not previously completed secondary or tertiary education in English should provide a recognised English language certificate, or an equivalent option, which states that their English language skills are at level B2 of the Common European Framework of Reference for Languages (CEFR).
3. adequate German language skills; applicants who have not previously completed their secondary or tertiary education in German should provide proof of sufficient German language skills pursuant to § 3 sentence 1 no. 7 *Immatrikulationssatzung* (ImmSa, enrolment regulation) for the University of Passau of 25 September 2016, as amended. The relevant subject-specific study and examination regulation may specify other arrangements, in particular for double master's programmes and in cases where the degree programme can be studied purely in English.

<sup>2</sup>The relevant subject-specific study and examination regulations may specify additional requirements, in particular concerning completion of an aptitude test and minimum standards regarding university degrees.

(2) <sup>1</sup>The final decision on whether the applicants have the requisite entry qualifications rests with the Board of Examiners, or in the case of aptitude tests the selection board, in application of Art. 63 subsections 1 and 2 BayHSchG. <sup>2</sup>The Board of Examiners may, in checking the qualifications of the applicants, consult the Central Office for Foreign Education (*Zentralstelle für ausländisches Bildungswesen; ZAB*) and require that the applicants concerned successfully complete additional examinations prior to enrolment on the programme.

(3) <sup>1</sup>In exceptional cases, study may commence before the admission conditions as per subsection 1 sentence 1 no. 1 have been met, provided that evidence can be provided that the admissions conditions as per subsection 1 sentence 1 no. 1 have been met at the latest by the end of the tenth week of lectures following commencement of study. All of the study requirements and coursework required for the first degree must already have been completed at the commencement of lectures and the applicant shall submit a Transcript of Records, which confirms that any minimum standards specified in the study and examination regulation have been met in the prior learning. <sup>2</sup>The decision on whether to admit candidates before the attainment of a degree qualification pursuant to subsection 1 sentence 1 no. 1 rests with the Board of Examiners. <sup>3</sup>Applicants who are admitted in accordance with sentence 1 are enrolled provisionally on the master's programme. <sup>4</sup>Applicants who do not provide the documents required by subsection 1 sentence 1 no. 1 before the deadline defined in sentence 1 due to circumstances within their control are automatically de-registered from the programme. <sup>5</sup>The Board of Examiners may set a grace period upon request.

## **§ 5 Standard period of study; scope and start of studies**

(1) <sup>1</sup>The standard period of study (including the time for the examinations and the master's thesis) is four semesters. <sup>2</sup>The degree programme comprises a total of 120 ECTS credits (students must gain 100 ECTS credits from the taught modules; 20 ECTS credits are awarded for the master's thesis).

(2) Insofar as the subject-specific study and examination regulation pertaining to the individual degree programme does not contain any contradictory provisions, degree programmes commence each winter and summer semester.

## **§ 6 Structure and content of the degree programme**

(1) <sup>1</sup>The degree programme has a modular structure. <sup>2</sup>A module is a self-contained unit of study, consisting of one or several courses which exhaustively treat a defined subject matter. <sup>3</sup>A module may comprise the taught content of a single semester or an academic year; in exceptional, justified cases, a module may carry on for more than two semesters. <sup>4</sup>Modules may be comprised of various learning and teaching formats, e.g. lectures, exercise courses, lab courses or other formats. <sup>5</sup>Module groups consist of several modules containing related content.

(2) <sup>1</sup>Every module carries a specific credit value which reflects the amount of time deemed necessary for successful completion. <sup>2</sup>The credit value for each module is determined in accordance with the European Credit Transfer and Accumulation System (ECTS) <sup>3</sup>One ECTS credit corresponds to a workload of 30 hours.

(3) <sup>1</sup>A module typically concludes with an assessment conducted in the same semester; these assessments are either graded using the German marking scale (graded module) or assessed on a pass/fail basis (ungraded module). <sup>2</sup>The module catalogues for the respective degree programmes specify for each module whether it is graded or ungraded and whether and in what form the graded modules are included in the final grade for the degree ('examination modules').

(4) <sup>1</sup>The material covered in the modules and their learning objectives, the examination, its form and scope, the ECTS credits to be awarded for the module, the workload for students associated with the module, information about the language in which the course will be delivered and the composition of the module groups are specified in the relevant subject-specific study and examination regulations, in

conjunction with the module catalogues for the individual degree programmes. <sup>2</sup>The module catalogues are approved by the Board of Examiners and published on the University's website. <sup>3</sup>In the event of amendments made to the module catalogues, the protection of students' legitimate expectations shall be given due consideration. <sup>4</sup>Appropriate resit opportunities shall be ensured.

(5) <sup>1</sup>In addition to modules that must be completed (compulsory modules), the subject-specific study and examination regulation may provide for compulsory elective modules. <sup>2</sup>A specific number of ECTS credits must be accrued by completing compulsory elective modules; students should choose their modules at their own discretion within the scope set by the subject-specific study and examination regulation. <sup>3</sup>In accordance with the requirements stipulated in the subject-specific study and examination regulation, students who have failed one compulsory elective module may switch to a different compulsory elective module.

## § 7 ECTS account

<sup>1</sup>At the start of the degree programme, the Examinations Office issues each candidate with a credit point balance, to which the ECTS credits attained from modules marked at least *ausreichend* (sufficient [4.0]) or *bestanden* (pass) are credited. <sup>2</sup>On request, students are informed of their ECTS credit balance if they are unable to query the balance of their ECTS account electronically themselves. <sup>3</sup>Examiners may only view a student's credit point balance with the student's consent.

## § 8 Acceptance for credit of periods of study and assessments completed elsewhere

(1) <sup>1</sup>As a rule, relevant study times and assessments completed at other state or state-recognised higher education institutions in the Federal Republic of Germany, successful participation in a correspondence study unit forming part of a degree programme at a state or state-recognised higher education institution in the Federal Republic of Germany or in degree programmes at foreign universities or in another degree programme at the University of Passau also qualify as proof for having completed the study periods and assessments required by this general regulation or the relevant subject-specific study and examination regulation, unless there are substantial differences in the competences acquired (learning outcomes achieved). <sup>2</sup>The same applies for study times and assessments completed at a state or state-recognised higher education institution within the scope of other degree programmes pursuant to Art. 56(6) nos. 1 and 2 BayHSchG, in special degree programmes pursuant to Art. 47(3) sentence 1 BayHSchG, at the Bavarian Virtual University (BVU) or in accordance with Art. 42(3) BayHSchG.

(2) <sup>1</sup>To identify any substantial differences in the competences acquired on account of the study times and the assessments completed at foreign higher education institutions, equivalence agreements approved by the Standing Conference of the Ministers of Education and Cultural Affairs as well as the German Rectors' Conference must be consulted in addition to subsection 1 sentence 1. <sup>2</sup>Where equivalence is uncertain, the Central Office for Foreign Education may be consulted.

(3) <sup>1</sup>Competences acquired within the scope of other advanced study courses pursuant to Art. 56(6)(3) BayHSchG or outside of higher education institutions may be counted towards the degree, if they are equivalent. <sup>2</sup>Any competences acquired outside of higher education institutions must not constitute more than half of the competences for which proof is required.

(4) <sup>1</sup>The marks attained on assessments approved pursuant to subsections 1 and 3 are shown on the transcript – where necessary, after conversion to the marking scale used at the University of Passau – and included in the calculation of the final grade. <sup>2</sup>Such accepted marks are labelled and the act of acceptance is indicated in the transcript. <sup>3</sup>In the event of incomparable marking scales, the comment 'pass' is recorded. <sup>4</sup>Binding specifications concerning the conversion of marks to the marking scale used at the University of Passau for the master's programmes of the School of Business, Economics and Information Systems are to be decided by the faculty council.

(5) <sup>1</sup>Applications for the acceptance of study times, coursework and assessments require the written form and must be submitted to the Examinations Office along with supporting documentation. <sup>2</sup>Such applications must be submitted no later than upon registration pursuant to § 19(1) sentence 1. <sup>3</sup>Decisions shall be made by the Board of Examiners pursuant to subsections 1 to 4, in agreement with

the competent faculty representative. <sup>4</sup>In the event that acceptance is rejected, Art. 63(3) sentence 1 BayHSchG shall apply.

## § 9 Master's examination; examination deadlines; fail grade and resits

(1) The master's examination consists of:

- 1) module assessments completed as the degree programme progresses, in the modules stipulated by the subject-specific study and examination regulation and
- 2) the master's thesis.

(2) Candidates will have passed the master's examination when the compulsory modules and compulsory elective modules, as stipulated by the respective subject-specific study and examination regulation, have been successfully completed, the master's thesis has been awarded a pass and a total of 120 ECTS credits have been accrued.

(3) <sup>1</sup>Any module marked *nicht ausreichend* (insufficient [any mark above 4.0]) or *nicht bestanden* (fail) may be reattempted up to a maximum of two times. <sup>2</sup>The first resit must be taken within one year after notification of the examination result, unless a grace period has been set for the candidate due to circumstances outside his or her control. <sup>3</sup>Organisational measures are to be put in place to ensure that any resit is possible, as a rule, within six months. <sup>4</sup>If the candidate fails to resit the examination due to circumstances within their control, the assessment shall be awarded a fail. <sup>5</sup>Subsection 5 is not affected.

(4) <sup>1</sup>The relevant subject-specific study and examination regulation may allow for further resits of all or a certain number of modules with a mark of 'insufficient' or 'fail' and specify certain requirements for this. <sup>2</sup>Each resit shall, in principle, take place within one year of notification of the preceding resit examination result. <sup>3</sup>Subsection 3 sentences 4 and 5 apply accordingly. <sup>4</sup>A module graded as 'insufficient' or 'fail' is a final fail when no further resit is possible.

(5) <sup>1</sup>The prerequisites stipulated in subsection 2 to pass the master's examination should be fulfilled by the end of the fourth semester. <sup>2</sup>If the candidate has not fulfilled these requirements by the end of the sixth semester and submitted proof thereof to the Examinations Office, the master's examination shall initially be awarded a fail. <sup>3</sup>Candidates may resit the master's examination if they have completed all required assessments listed in subsection 2 by the end of the eighth semester. <sup>4</sup>A leave of absence or termination of enrolment does not suspend the time limit under sentence 3. <sup>5</sup>Subsections 3 and 4 as well as § 21(9) sentence 1 remain unaffected within the period pursuant to sentence 3.

(6) Candidates are considered to have finally failed the master's examination if:

- 1) the master's thesis is awarded a final fail  
or
- 2) the master's examination has been failed on the second attempt (subsection 5 sentence 3)

(7) If a candidate exceeds the deadlines set out in subsections 3, 4 and 5 for reasons for which he or she is not responsible, the Board of Examiners shall grant an appropriate period of grace upon application. <sup>2</sup>The request must be submitted without undue delay as soon as such circumstances arise.

## § 10 Board of Examiners

(1) <sup>1</sup>A Board of Examiners shall be established for every degree programme, which is responsible for preparing and carrying out the assessments for the programme, unless the present study and examination regulation allocates certain tasks and powers to the chairperson. <sup>2</sup>The Board of Examiners is the competent body for decisions pertaining to examination matters at the School of Business, Economics and Information Systems. <sup>3</sup>The Examinations Office provides organisational and administrative support to the Board of Examiners in the implementation of examinations. <sup>4</sup>The Board of Examiners shall ensure compliance with the provisions of the present study and examination

regulation and of the respective subject-specific study and examination regulation and bears responsibility for the creation and amendment of the module catalogue. <sup>5</sup>It shall send regular reports to the faculty council of the School of Business, Economics and Information Systems, detailing the development of assessments and study durations, and shall submit recommendations on changes to the study and examination regulations when and as appropriate.

(2) <sup>1</sup>The Board of Examiners consists of three professors from the School of Business, Economics and Information Systems of the University of Passau, who are elected by the faculty council for a duration of two years. <sup>2</sup>Professors from other faculties of the University of Passau may also be appointed for a period of two years if necessary. <sup>3</sup>Repeat appointments are permissible.

(3) <sup>1</sup>The faculty council shall elect the chairperson and his or her representative. <sup>2</sup>The Board of Examiners may assign individual tasks to the chairperson, subject to revocation. <sup>3</sup>The chairperson convenes the meetings of the Board of Examiners. <sup>4</sup>He or she has the authority to take time-critical decisions without convening a meeting of the Board of Examiners. <sup>5</sup>In such an event, the chairperson shall inform the Board of Examiners without delay.

(4) <sup>1</sup>The Board of Examiners is quorate if all members have received an invitation at least three days prior to the relevant meeting and the majority of members is present and eligible to vote. <sup>2</sup>The Board of Examiners shall reach agreement by way of a majority of votes cast during meetings; abstention from voting, secret ballots and the transfer of voting rights are excluded. <sup>3</sup>In the event of a tie, the vote by the chairperson of the Board of Examiners shall decide.

(5) <sup>1</sup>Official notices from the Board of Examiners or its chairperson which may infringe upon candidates' rights must be communicated in writing; the letter should set out the reasons for the decision and advice on the legal remedies available to the candidate. <sup>2</sup>Candidates must be heard before a negative decision is handed to them. <sup>3</sup>Without prejudice to the right to commence an immediate suit before a court of law, candidates may lodge an appeal against a negative decision with the president of the University. <sup>4</sup>The president issues the appeal notice following the decision of the Board of Examiners.

## **§ 11 Examining committee and observers**

(1) <sup>1</sup>The Board of Examiners shall appoint the examiners and observers at the start of each semester. <sup>2</sup>It may assign such appointment to the chairperson.

(2) <sup>1</sup>Authorised examiners may be appointed in accordance with the *Bayerisches Hochschulgesetz* (BayHschG, Bavarian higher education act) and the *Hochschulprüferverordnung* (HschPrüferV, higher education examiners ordinance), as last amended. <sup>2</sup>If a member of the University with the authority to act as examiner leaves, he or she shall retain the right to fulfil the role of examiner for up to one year. <sup>3</sup>The faculty council shall decide on any exceptions from sentence 2. <sup>4</sup>If examiners belonging to another faculty or the Language Centre are to be appointed, the code of conduct is to be established with the Dean of the respective faculty, or the Head of the Language Centre respectively.

(3) The role of observer in oral examinations may be fulfilled by competent individuals who have successfully completed a higher education degree and are employed at the University of Passau.

(4) <sup>1</sup>The appointment of examiners is announced in an appropriate form. <sup>2</sup>Examiners may be substituted shortly before the start of an examination if there are compelling reasons to do so.

## **§ 12 Exclusion due to personal involvement; obligation of confidentiality**

(1) Article 41(2) sentence 1 BayHSchG in conjunction with Articles 20 and 21 *Bayerisches Verwaltungsverfahrensgesetz* (BayVwVfG, Bavarian administrative procedures act) govern the exclusion of members from consultation and voting within the Board of Examiners, and from examining assessments due to personal involvement.

(2) The obligation of confidentiality for the members of the Board of Examiners, the examiners, the observers and other persons tasked with managing examination matters is laid down in Art. 18(3) BayHSchG.

### **§ 13 Failure to appear; withdrawal; cheating; breach of rules; inability to take part in an examination**

(1) <sup>1</sup>An assessment shall be marked *nicht ausreichend* (insufficient [5.0]) or *nicht bestanden* (fail) respectively if the candidate does not appear for the examination for which he or she has registered or withdraws after the start of the examination without good reason. <sup>2</sup>The same applies if a written assessment is not completed within the designated time.

(2) <sup>1</sup>Reasons justifying any withdrawal from or failure to appear for the examination must be submitted in writing without delay to the Board of Examiners and be made plausible. <sup>2</sup>If the reasons are accepted the Board of Examiners shall set a new examination date; this is, as a rule, the next available examination date, insofar as the recognised reasons do not prohibit this. <sup>3</sup>If a module examination is broken down into several partial examinations, any examination results already achieved shall be credited if the candidate's withdrawal or failure to appear is accepted.

(3) <sup>1</sup>If the candidate attempts to influence the results of an assessment by cheating, which includes using prohibited aids, the affected assessment shall be marked *nicht ausreichend* (insufficient [5.0]) or *nicht bestanden* (fail) respectively. <sup>2</sup>Plagiarism is deemed to have been committed where the intellectual property of others is violated intentionally or through gross negligence with serious implications for scientific research by making unauthorised use, under the pretence of authorship, of a work created and copyrighted by someone else or of material research findings, hypotheses, teachings or research methods originating from someone else; the decision is always taken on account of the individual circumstances of each case. <sup>3</sup>In written examinations, an attempt to cheat shall be deemed to have occurred if an invigilator finds prohibited aids on or near the candidate's desk. <sup>4</sup>If, in the course of the candidate's studies, significant engagement in or attempts to engage in unfair practice are shown to have occurred repeatedly in particularly serious circumstances, the Board of Examiners may definitively withdraw the right to take the master's examination for the programme concerned. <sup>5</sup>A candidate who disrupts orderly examination proceedings can be excluded from continuing with their assessment by the respective examiner or observer, in which case the affected assessment shall be awarded the mark of *nicht ausreichend* (insufficient [5.0]) or *nicht bestanden* (fail) respectively.

(4) <sup>1</sup>Should a candidate become incapable of participating before or during the examination, the chairperson of the Board of Examiners must be informed without delay. <sup>2</sup>Candidates who wish to justify their inability to sit an examination with an illness must submit a doctor's certificate which provides a medical justification for the candidate's inability to take part on the day of the examination. <sup>3</sup>Where there is reasonable doubt, the chairperson of the Board of Examiners may additionally request a certificate issued by a public health officer (*Amtsarzt*).

### **§ 14 Examination irregularities**

(1) <sup>1</sup>Where irregularities are identified in the conduct of the examination that affect the result of the examination, all or selected candidates will be ordered, at a candidate's request or ex officio, to resit the examination or parts thereof. <sup>2</sup>Deficiencies must be notified to the chairperson of the Board of Examiners or to the examiners present during the assessment. <sup>3</sup>Any decision regarding the notification of deficiencies and their consequences rests with the Board of Examiners.

(2) Orders pursuant to subsection 1 may not be issued ex officio more than six months after completion of the examination.



### § 15 Invalidity of examination results

(1) If a candidate cheats during an examination and this fact is only established after the final transcript has been issued, the Board of Examiners may correct the relevant marks and grades retroactively and declare the examination to have been failed in whole or in part.

(2) <sup>1</sup>Where candidates have completed an examination, achieving a pass mark, and are subsequently found not to have met the requirements for admission to that examination although they had no intention to deceive, and this fact does not become known until after presentation of the transcript, the mark/grade and credits earned in the examination stand and are not changed retroactively. <sup>2</sup>Where candidates wrongfully obtain admission by wilful deceit, the Board of Examiners shall decide on the revocation of unlawful administrative acts in compliance with the general principles of administrative law.

(3) Candidates must be heard before a decision is handed to them.

(4) <sup>1</sup>The incorrect examination transcript must be revoked and, if necessary, a new transcript issued. <sup>2</sup>Decisions pursuant to subsections 1 and 2 sentence 2 may only be taken within a five-year period from the date of the examination transcript.

### § 16 Written and oral examinations

(1) <sup>1</sup>The modules in which assessed coursework is to be completed in written and/or in oral and/or in practical form, are stipulated by the respective subject-specific study and examination regulation. <sup>2</sup>Assessments may include examinations, seminar papers, written assignments, colloquia, presentations, reports, specialist papers, portfolios, oral examinations or similar, including practical coursework; examinations may be conducted in a multiple-choice format (§ 17). <sup>3</sup>A portfolio is a module examination comprising several partial assessments of a mutually dependent and related nature, through which a unified assessment is implemented. <sup>4</sup>When working in groups, any contribution must be both assessable and clearly attributable to individual students. <sup>5</sup>As a rule, every assessment relates to one module. <sup>6</sup>The individual examinations take place during or at the end of the semester in which the respective module is completed. <sup>7</sup>For the successful conclusion of all studies and assessments required for the module, ECTS credits are awarded by the respective examiners in line with the provisions of the respective subject-specific study and examination regulation; marks for graded modules are awarded pursuant to § 22 subsection 1 sentences 1 and 2, while, in the case of ungraded modules, a *bestanden* (pass) or *nicht bestanden* (fail) is awarded in line with § 22(1) sentence 3. <sup>8</sup>The duplicate allocation of ECTS credits for identical units of study is not permitted. <sup>9</sup>The Board of Examiners shall determine which units of study are to be considered identical following an official hearing with the relevant lecturers.

(2) <sup>1</sup>If a course is held in English, the assignments in the associated examination or examinations and/or the oral examination shall also be conducted in English. <sup>2</sup>In the case referred to in sentence 1, an oral examination shall be held in the German language if so requested by the candidate. <sup>3</sup>Sentence 2 does not apply to examinations in a module which forms part of subject-specific foreign language training.

(3) <sup>1</sup>The minimum duration of written examinations is 40 minutes; the maximum duration is 180 minutes. <sup>2</sup>The amount of time allocated for written assignments and seminar papers may not exceed eight weeks. <sup>3</sup>Section 21 subsection 6 sentences 2 and 5 to 7 and subsection 7 sentence 5 shall apply *mutatis mutandis*.

(4) <sup>1</sup>As a rule, written examinations are set and marked by the lecturers for the corresponding units of study who are appointed as examiners pursuant to § 11(1); § 17(1) sentence 4 remains unaffected. <sup>2</sup>Written assessments marked *nicht ausreichend* (insufficient) or *nicht bestanden* (fail) are, insofar as they do not involve assessments in the form of multiple-choice examinations pursuant to § 17, to be assessed by two examiners. <sup>3</sup>For graded courses, the grade is calculated as the average of the two marks given, taking into account the first digit after the decimal point and disregarding any further digits without rounding up or down. <sup>4</sup>For non-graded courses, the grade is *nicht bestanden* (fail) if both examiners award a mark of *nicht bestanden*. <sup>5</sup>Otherwise, the Board of Examiners shall take a decision subsequent to hearing both examiners. <sup>6</sup>Any deviations from sentence 1 require a decision by the

Board of Examiners. <sup>7</sup>The rationale for the grade awarded for a written assessment must be explained in a written comment.

(5) <sup>1</sup>Examination candidates must present their student ID card when requested to identify themselves. <sup>2</sup>If the candidate cannot present a student ID card or if the photograph is of insufficient quality, an official photographic ID should be presented instead.

(6) <sup>1</sup>Oral examinations are, as a rule, to be conducted by the lecturer for the corresponding unit of study appointed as examiner pursuant to § 11(1), and in the presence of a competent observer. <sup>2</sup>The duration of an oral examination per candidate is between 15 and 60 minutes. <sup>3</sup>A maximum of four candidates may be assessed simultaneously.

(7) <sup>1</sup>Minutes should be kept for oral examinations: these should state the time, place and duration of the examination, the object and result of the examination, the name of the examiner, observer and candidate as well as any special incidents. <sup>2</sup>The minutes are to be produced by the observer and signed by both the observer and the examiner. <sup>3</sup>The rationale for the mark/result awarded for oral examinations must be set out in writing.

(8) The permitted examination aids are determined and announced by the relevant examiner.

### § 17 Written multiple-choice tests

(1) <sup>1</sup>In a written assessment involving a multiple-choice examination the student must answer questions under invigilation. <sup>2</sup>He or she must indicate which of the multiple choice statements listed under each question he or she believes to be exclusively correct, or whether he or she believes a given statement to be right or wrong. <sup>3</sup>One point is awarded for a correct answer; zero points for an incorrect answer. <sup>4</sup>The examination questions must be set by two examiners pursuant to § 11(1).

(2) <sup>1</sup>If it becomes evident, when assessing a written examination, that reliable results are not possible for individual examination questions, the maximum number of attainable points (i.e. the reference value for the pass threshold) is reduced by the maximum amount of points allocated to this question. <sup>2</sup>When evaluating a written examination in accordance with subsection 3, the corrected reference value should be used. <sup>3</sup>The reduction in the number of examination questions must not be to a student's detriment.

(3) <sup>1</sup>An assessment receives a pass mark if the student achieves a minimum of 65% of the maximum number of points (absolute pass threshold) or if the number of points attained amounts to at least 50% of the attainable points and the number of points attained by the student does not fall below 22% of the average assessment mark achieved by students who have taken part in this examination for the first time (relative pass threshold). <sup>2</sup>The relative pass threshold must only be taken into account when it is below the absolute pass threshold. <sup>3</sup>A non-integer threshold value shall be rounded up in favour of the candidate. <sup>4</sup>If the student has achieved the necessary minimum number of points required to pass the examination pursuant to sentence 1, the mark shall be as follows:

1.0 ('very good')	if at least an additional 90%,
1.3 ('very good')	if at least an additional 80% but less than 90%,
1.7 ('good')	if at least an additional 70% but less than 80%,
2.0 ('good')	if at least an additional 60% but less than 70%,
2.3 ('good')	if at least an additional 50% but less than 60%,
2.7 ('satisfactory')	if at least an additional 40% but less than 50%,
3.0 ('satisfactory')	if at least an additional 30% but less than 40%,
3.3 ('satisfactory')	if at least an additional 20% but less than 30%,
3.7 ('sufficient')	if at least an additional 10% but less than 20%,
4.0 ('sufficient')	if no additional points (or less than 10%)

of the available points are attained in excess of the minimum possible number of points. <sup>5</sup>If the minimum number of points (pass threshold) has not been reached, a mark of 5.0 (*nicht ausreichend*; insufficient) is awarded. [NB: In the German notation, the comma serves as the decimal separator: marks/grades shown in the final transcript will therefore be written as 1,0...5,0].

(4) <sup>1</sup>The examination result is determined by one of the examiners and notified to the student. <sup>2</sup>The following information must be provided:

- 1) the examination mark
- 2) the pass threshold
- 3) the number of questions listed and the total number of questions answered by the examination candidate
- 4) the average assessment of all candidates, i.e. the reference value in subsection 3 sentence 1.

<sup>3</sup>Notification pursuant to sentences 1 and 2 may be done by announcement on the noticeboards or by electronic means.

### **§ 18 Compulsory attendance**

(1) <sup>1</sup>For individual units of study where compulsory attendance is deemed necessary in order to achieve the desired learning outcome and for which an assessment is conducted during the unit of study, for example, in the form of an oral presentation, respectively in units of study where no assessments take place, the Board of Examiners may stipulate comprehensive compulsory attendance in the module catalogue, whereby individual absences by students due to circumstances beyond their control must not be taken into consideration by the lecturer. <sup>2</sup>If compulsory attendance is not fulfilled pursuant to sentence 1, students will not have met the requirements set.

(2) <sup>1</sup>When prescribing compulsory attendance pursuant to subsection 1 sentence 1, the Board of Examiners shall take into account Art. 3 subsection 4 sentence 1 BayHSchG as well as other statutory provisions, and in particular should consider the reasonableness of this measure. <sup>2</sup>Compulsory attendance cannot be prescribed for lectures. <sup>3</sup>Where prescribed, the rationale for imposing compulsory attendance is to be laid out in the relevant module catalogue.

### **§ 19 Registration for and admission to the master's examination**

(1) <sup>1</sup>Candidates must register for every assessment in electronic form (or in exceptional cases in paper-based form) with the chairperson of the Board of Examiners, via the Examinations Office, within the published deadlines. <sup>2</sup>Students may not sit examinations for which they have not previously registered. <sup>3</sup>Registration for the first examination is simultaneously an application for admission to the master's examination. <sup>4</sup>Admission to the programme is subject to the following requirements:

- 1) The applicant must be enrolled as a student in the respective master's programme,
- 2) the registrant must not have lost his/her right to study the degree programme concerned or to complete the corresponding master's examination, for which he or she is registering, at the University of Passau or another higher education institution in Germany. [NB: At German higher education institutions the status *endgültig nicht bestanden* (final fail) is assigned if the candidate has unsuccessfully exhausted all exam resit opportunities or if he or she has been de-registered from this degree programme at any German university or higher education institution and the status *endgültig nicht bestanden* is indicated on the relevant de-registration notice, barring the student from taking up the same degree programme elsewhere.]

(2) Admission shall be refused if the candidate does not fulfil one or more of the admission requirements listed in subsection 1 sentence 4 nos. 1 and 2.

### **§ 20 Requirements and procedure for admission to the master's thesis**

(1) <sup>1</sup>Admission to the master's thesis is subject to the following requirements:

- 1) The applicant must be enrolled as a student in the master's programme for which the master's thesis is to be completed, and
- 2) furnish proof of having acquired at least 35 ECTS credits in the degree programme according to no. 1.

<sup>2</sup>The subject-specific study and examination regulations may stipulate further admission requirements.

(2) <sup>1</sup>The application for admission to the master's thesis must be submitted in writing to the chairperson of the Board of Examiners. <sup>2</sup>The application for admission to the master's thesis must include:

- 1) Evidence pursuant to subsection 1;
- 2) information regarding the provisional topic of the master's thesis and a declaration of consent by the intended thesis supervisor, along with confirmation that the master's thesis can be properly supervised,
- 3) clarification of whether the applicant has previously received an *endgültig nicht bestanden* (final fail) mark on his or her master's thesis from the University of Passau or another higher education institution while studying in the same degree programme, or whether he or she is subject to a pending examination procedure or has been de-registered from said degree programme, resulting in the loss of his or her right to sit the examination.

<sup>3</sup>The Board of Examiners may allow for the delayed submission of required documents, if submission is possible within a determined grace period and if the applicant has compelling reasons for not being able to provide the documents within the normal deadline. <sup>4</sup>If a candidate is unable to submit the necessary documents as prescribed due to circumstances beyond their control, the Board of Examiners may permit the submission of proof by other means.

(3) Admission to the master's thesis must be denied if:

- 1) the applicant does not fulfil the prescribed admission requirements pursuant to subsection 1 or
- 2) the requested documents pursuant to subsection 2 are incomplete.

(4) <sup>1</sup>The decision on admission to the master's thesis rests with the chairperson of the Board of Examiners. <sup>2</sup>The applicant shall be notified of the decision in writing without delay.

## § 21 Master's thesis

(1) In writing the master's thesis, candidates are obliged to demonstrate that they are capable of carrying out academic research and independently applying scientific methods to a clearly defined subject matter derived from the specialisation modules of the degree programme.

(2) <sup>1</sup>The master's thesis can be set, supervised and evaluated by any university teacher who is a member of the School of Business, Economics and Information Systems and is entitled to take an examination. <sup>2</sup>The chairperson of the Board of Examiners shall notify the candidate in writing regarding the supervisor appointed for his or her thesis topic. <sup>3</sup>The supervisor shall set the thesis topic in writing and inform the candidate. <sup>4</sup>The date on which the topic is assigned to the candidate as well as the thesis topic itself are to be placed on record with the Examinations Office and the Board of Examiners is to be informed.

(3) <sup>1</sup>At the candidate's request, other persons authorised to take up the role of examiner may be appointed as supervisors or examiners respectively pursuant to § 11(2). <sup>2</sup>Upon submission of a reasoned application by the candidate and with the approval of the chairperson of the Board of Examiners, the master's thesis may be completed in another subject, at another faculty of the University of Passau or at another university in Germany or abroad if it can be supervised there by a subject representative who is authorised to take up the role of examiner.

(4) <sup>1</sup>The master's thesis should be completed by no later than the fourth semester. <sup>2</sup>If a candidate is unable to find a supervisor for his or her thesis by the beginning of the fourth semester, he or she may submit an application to the chairperson of the Board of Examiners requesting that he or she be issued a topic for the master's thesis, if he or she has been admitted to the master's thesis. <sup>3</sup>The appointment of a supervisor and the issuance of a topic shall then be conducted by the chairperson of

the Board of Examiners subsequent to a consultation with the intended supervisor. <sup>4</sup>Subsection 2 sentence 4 applies accordingly.

(5) <sup>1</sup>The master's thesis is to be written in German or English. <sup>2</sup>The chairperson of the Board of Examiners may, with the supervisor's consent, permit the completion of the master's thesis in another language; however, the thesis must include a summary in German or English.

(6) <sup>1</sup>The completion time for the master's thesis from the date of allocation of the topic to submission is 18 weeks. <sup>2</sup>The topic, scope and length of the master's thesis should be set by the supervisor in such a way that the submission deadline can be met. <sup>3</sup>The topic of the master's thesis may be declined once within one month of it being set, and only if there are good grounds to do so, with the approval of the chairperson of the Board of Examiners. <sup>4</sup>In this event, the candidate is immediately assigned a new topic. <sup>5</sup>Upon submission of a justifiable application by the candidate the amount of time allotted for the master's thesis may be extended by a reasonable period of time up to a maximum extension of eight weeks. <sup>6</sup>The Board of Examiners shall make a decision regarding the application following a hearing with the supervisor. <sup>7</sup>If a candidate proves, by way of a doctor's certificate, that he or she was impeded by illness while producing the master's thesis, the amount of time allotted shall be extended accordingly.

(7) <sup>1</sup>The master's thesis should be submitted to the Examinations Office within the set deadline as two bound copies and in standardised electronic form. <sup>2</sup>A decision regarding exceptional cases shall be taken upon request by the chairperson of the Board of Examiners. <sup>3</sup>The time of submission is to be recorded on file. <sup>4</sup>The master's thesis shall include a synopsis; if it is written in another language, it shall include a synopsis in German or English. <sup>5</sup>When submitting the master's thesis, the candidate shall confirm in writing that he or she has produced the work independently and has not utilised any sources or aids other than those specified. <sup>6</sup>If the master's thesis is not submitted within the deadline, it is given the mark of *nicht ausreichend* (insufficient [5.0], a fail).

(8) <sup>1</sup>The master's thesis is to be corrected by the supervisor within three months of submission at the latest and evaluated in accordance with § 22(1). <sup>2</sup>The candidate shall be notified of the mark in writing and without delay. <sup>3</sup>If the bachelor's dissertation is assessed as 'insufficient', a second examiner shall be appointed by the chairperson of the Board of Examiners in accordance with § 22(1). <sup>4</sup>In the event of a discrepancy in the marks awarded by the examiners, the marks are averaged; marks are calculated to one decimal place and all other places are eliminated without rounding. <sup>5</sup>Section 22(4) sentence 3 shall apply accordingly. <sup>6</sup>If the master's thesis is marked *nicht ausreichend* (insufficient), the master's thesis shall be deemed a fail. <sup>7</sup>The candidate is to be notified of the mark in writing and without delay by the chairperson of the Board of Examiners.

(9) <sup>1</sup>A master's thesis may be re-attempted once if failed. <sup>2</sup>A master's thesis on the same topic cannot be resubmitted. <sup>3</sup>The candidate must accept a new topic for the master's thesis within three months of being notified of his or her initial fail. <sup>4</sup>The candidate may not decline the topic. <sup>5</sup>Subsection 6, sentences 1 and 2 as well as 5 and 7 apply accordingly. <sup>6</sup>A leave of absence or termination of enrolment does not suspend the time limit under sentence 3. <sup>7</sup>If the candidate exceeds the deadline stipulated in sentence 3 due to circumstances within his or her control, the master's thesis shall be awarded a fail grade on the repeat attempt; § 9(8) applies accordingly. <sup>8</sup>If the candidate fails to obtain a pass for the master's thesis on the repeat attempt, it shall be awarded a final fail. <sup>9</sup>A voluntary repeat of a master's thesis awarded a mark of 4.0 or better is not possible. <sup>10</sup>§ 9(5) remains unaffected.

(10) Twenty ECTS credits are awarded for a successfully completed master's thesis.

## § 22 Marking of assessments; marking/grading scales; pass marks

(1) <sup>1</sup>The respective examiners award marks for the individual assessments. <sup>2</sup>The marking scheme used is as follows:

1.0; 1.3	= <i>sehr gut</i> (very good)	an outstanding piece of work
1.7; 2.0; 2.3	= <i>gut</i> (good)	the work is significantly above the average requirements
2.7; 3.0; 3.3	= <i>befriedigend</i> (satisfactory)	the work fulfils the average requirements

3.7; 4.0	= <i>ausreichend</i> (sufficient)	the work fulfils the requirements set despite a number of deficiencies;
4.3; 4.7; 5.0	= <i>nicht ausreichend</i> (insufficient)	the work falls short of the requirements as it exhibits a number of serious deficiencies

<sup>3</sup>A 'pass' or 'fail' is awarded for ungraded courses.

(2) A module is passed if the student achieves a module grade of 4.0 or better or if the module is awarded a 'pass'.

(3) <sup>1</sup>Only this regulation or the subject-specific study and examination regulation may specify that a module examination may consist of several assessments to be marked separately (assessment components), and may do so only in exceptional circumstances. <sup>2</sup>Unless stipulated otherwise in the module catalogue, the mark for a module is calculated as the arithmetic mean of a candidate's marks, whereby, in accordance with § 8(4) sentence 3, any assessments marked using an incompatible marking system and assessments not subject to marking are not taken into account pursuant to subsection 1 sentence 3. <sup>3</sup>Subsection 4 sentences 3 and 4 apply accordingly.

(4) <sup>1</sup>Once the candidate has passed the master's examination, his or her final grade is calculated on the basis of the marks attained for all examination modules and the master's thesis. The final grade is the ECTS-weighted average of marks attained for the examination modules and the master's thesis. <sup>2</sup>Assessments accepted pursuant to § 8 but for which the marking scale is incompatible, and assessments not subject to marking, shall not be taken into consideration when calculating the final grade. <sup>3</sup>The final grade is determined by the chairperson of the Board of Examiners as follows [NB: In the German notation, the comma serves as the decimal separator: marks/grades shown in the final transcript will therefore be written as 1,0...5,0]:

average mark up to 1.5 inclusive	= <i>sehr gut</i> (very good)
average mark of 1.6 to 2.5 inclusive	= <i>gut</i> (good)
average mark of 2.6 to 3.5 inclusive	= <i>befriedigend</i> (satisfactory)
average mark of 3.6 to 4.0 inclusive	= <i>ausreichend</i> (sufficient)

<sup>4</sup>In calculating this average, only one digit after the decimal point is taken into account; all further digits are disregarded without rounding up or down.

### § 23 Viewing of exam scripts and records

(1) On request, candidates are given an opportunity to view their examination scripts, the examiners' marking sheets and the examination records, following the announcement of the mark awarded for the examination.

(2) <sup>1</sup>The application shall be submitted to the Examinations Office within one month of release of the examination result. <sup>2</sup>If the candidate was prevented from meeting the deadline due to circumstances beyond his or her control, Art. 32 BayVwVfG shall apply accordingly. <sup>3</sup>The Head of the Examinations Office shall determine the time and place of consultation. <sup>4</sup>Article 29 BayVwVfG applies accordingly.

### § 24 Final transcript, degree certificate and diploma supplement

(1) <sup>1</sup>A final transcript, degree certificate and diploma supplement are issued upon request following the successful completion of the master's examination; students should provide proof of the successful completion of all modules required by the respective subject-specific study and examination regulation, the successful completion of the master's thesis as well as the attainment of at least 120 ECTS credits. <sup>2</sup>The final transcript, degree certificate and diploma supplement should be issued within a period of four weeks of the student's request.

(2) The transcript lists the module titles, the module marks as well as the topic and mark awarded for the master's thesis. <sup>2</sup>The subject-specific study and examination regulation may stipulate that the transcript must include other content or it may include it on request by the candidate.

(3) <sup>1</sup>In addition to the transcript, the candidate is presented with a degree certificate which shows the final grade for the master's examination and states that the student has been conferred the academic degree of Master of Science (abbreviated M.Sc.) or Master of Arts (abbreviated M.A.). <sup>2</sup>The degree certificate does not list the individual marks. <sup>3</sup>It is issued with the seal of the university. <sup>4</sup>On presentation of the certificate, candidates are conferred the right to use the academic degree.

(4) The diploma supplement states the student's relative mark within his or her cohort, insofar as a cohort of sufficient size is available to allow for a conclusive calculation.

(5) The final transcript, degree certificate and diploma supplement are signed by the dean and/or the chairperson of the Board of Examiners and bear the date of the last examination.

### **§ 25 Notice of final fail in the master's examination**

If the candidate incurs an *endgültig nicht bestanden* (final fail) for the master's examination, he or she shall be issued – upon request and upon presentation of a de-registration certificate – a certificate confirming the final fail awarded for the master's examination, the examinations taken in the individual modules, their marks and any the remaining missing assessments.

### **§ 26 Additional qualifications**

<sup>1</sup>Upon prior request, the Board of Examiners should grant the candidate permission to complete assessments in addition to those required by the relevant subject-specific study and examination regulation while studying for their degree; a prior request is not required if the student wishes to complete additional compulsory elective modules. <sup>2</sup>A separate transcript is issued listing the additional qualifications gained. <sup>3</sup>These marks not count towards the final grade of the master's examination. <sup>4</sup>If a student wishes to complete additional assessments from other programmes, an application shall be made to the Director of the course concerned; an outright rejection may be given without justification.

### **§ 27 Access arrangements for students with a disability or chronic illness**

(1) <sup>1</sup>If a student can show credibly that he or she is unable to participate in assessments (or comply with the deadlines stipulated in this regulation) either in whole or in part under the prescribed conditions due to an impairment or long-term critical and/or chronic illness, the chairperson of the Board of Examiners shall, upon written request and in agreement with the examiner, approve appropriate access arrangements. <sup>2</sup>In particular, such action includes the modification of external examination conditions, the extension of time limits given to complete assessments and the completion of equivalent assessments. <sup>3</sup>The student is obliged to provide reasons to justify the exam access arrangement applied for. <sup>4</sup>For purposes of verification, suitable proof and, if there is reasonable doubt, a certificate issued by a public health officer (*Amtsarzt*) may be requested.

(2) <sup>1</sup>Pursuant to § 19(1) sentence 1, the written request under subsection 1 sentence 1 must be submitted along with the registration for the examination. <sup>2</sup>The student must be informed of the decision in writing.

## **§ 28 Protective provisions and calculation of time limits during periods of maternity protection and parental leave**

<sup>1</sup>The protective provisions set forth in §§ 3, 4, 6 and 8 *Mutterschutzgesetz* (MuSchG, protection of working mothers act), as last amended, apply to the degree programme accordingly. <sup>2</sup>In the case of § 6(1) MuSchG, assessments may be completed on a voluntary basis. <sup>3</sup>The protection time limits stated in the *Mutterschutzgesetz* must be taken into account when calculating all time limits stated in this general study and examination regulation or in the respective subject-specific study and examination regulation. <sup>4</sup>Sentence 3 also applies to parental leave within the meaning of the *Bundeselternzeitgesetz* (BEEG, federal parental benefit and parental leave act) of 5 December 2006 (Federal Law Gazette I p. 2748), as last amended.

## **§ 29 Effective date and transitional provisions**

<sup>1</sup>This statute shall take effect on the day after their announcement and apply to all master's programmes of the School of Business, Economics and Information Systems governed by a subject-specific study and examination regulation. <sup>2</sup>Notwithstanding sentence 1, §§ 8, 10 and 16 of this statute shall apply to all master's programmes at the School of Business, Economics and Information Systems as of their effective date, even if those programmes are not yet governed by a subject-specific study and examination regulation. <sup>3</sup>Further transitional provisions may be specified in the relevant subject-specific study and examination regulation.



**Unofficial English translation. Only the German text, as published in the official law gazette, is legally binding.**

Issued as per the resolution of the Senate of the University of Passau of 22 November 2017 and as approved by the President of the University of Passau on 18 December 2017, file ref.: VII/2.I-10.3930/2017.

Passau, 20 December 2017

UNIVERSITY OF PASSAU  
The President

Professor Carola Jungwirth

This statute was issued by the University on 20 December 2017 and announced on 20 December 2017 by posting on the noticeboards of the University.

The date of promulgation is 20 September 2017.