

# Anhalt University of Applied Sciences

## Study and Examination Regulations

for the award of the academic title

### MASTER

in the degree course

### International Trade

### (MTR)

dated 06.06.2012

The following study and examination regulations were approved according to the §§ 67 section, 3 no. 8 and §§ 77 section 2, no. 1 and § 13 section 1 of the Higher Education Act of Saxony-Anhalt State, dated 4th December 2010 (GVBl.LSA Nr. 28/2010 S. 600).1

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## **I. General Part**

### **§1 Application requirements and commencement of the degree course**

- (1) Qualification for the degree course is in the accordance with the Saxony-Anhalt State Higher Education Act. One of the application requirements is a successful graduation of college or university studies (graduation diploma, Master or Bachelor) which lasted at least for 3 years. Further, an applicant is required to submit relevant document certifying at least 1 (one) year of work experience.
- (2) In case if certificates, diploma or other documents submitted by an applicant do not clearly determine his English language proficiency, he is obliged to present appropriate certification (TOEFL, IELTS or equivalent) confirming English language acquaintance. If, the above mentioned requirements cannot be fulfilled, the final alternative is to appoint a special Examination Board in order to verify applicant's English language proficiency.
- (3) The degree course starts at the first day of winter semester.

### **§2 Structure and objectives of the degree course and examinations**

- (1) The degree course has a modular structure; a module is considered to be a teaching and learning section that is coherent in content and shall be completed with an examination or any other reviewable coursework. The individual modules were listed in Attachment no. 4 to this regulation.
- (2) For each successfully completed module as well as master dissertation, appropriate amount of credits shall be issued. The number of credits shall be based on the average workload that the student must complete for each individual module. As defined in the European Credit Transfer System (ECTS), one credit corresponds to a workload (participation during courses and lectures, preparation and follow-up, self-study, examination preparation, completion of study and examinations) of 25 to 30 hours. Credits are awarded without decimal points; at least 5 credits shall be awarded

per one module. The content of each module shall be arranged in such a way that it can be taught within the period of one semester or one year. For each semester 30 credits are required, that corresponds to a workload of 750 to 900 hours per semester.

- (3) This course is focused on general and internationally oriented issues strictly related to the economics with a distinctive orientation towards practical knowledge, especially in International Trade. Apart from getting familiar with practical knowledge, social skills, intercultural communication, a team orientation constitute a high priority in our degree course. Our graduates acquire internationally oriented management and leadership skills which are required in order to perform demanding leadership roles and executive duties in the entire value creation chain of International Trade as well as allow them to enroll into PhD programme.
- (4) The master examination represents the final certificate of the postgraduate degree International Trade. Its aim is to ascertain that indeed the candidate has acquired both practical and theoretical knowledge, is capable of understanding specialists contexts and applying all scientific and practical methods accordingly. It is intended to verify that the candidate during disputation is able to introduce his ideas and knowledge in a very clear way, using formal and scientific language.
- (5) The master examination consists of module examinations (see Attachment no.4), master dissertation and colloquium. Prior to master examination, results or evidence of participation as per Attachment no.4 are required. Through an evidence of academic achievement, the student presents the acquisition of knowledge, skills and competencies regarding specific subject in a suitable manner, in accordance with the nature of lectures and the number of students as defined by the examiner. Relevant information is usually submitted at least 4 weeks after semester commencement.
- (6) At least one examination component shall be completed per module; its results shall be included in the degree certificate. The examinations are to ascertain whether the candidate has a command on the content and methods of the module in its

crucial context and if he is in a position to independently apply acquired knowledge, skills and competencies. Grading process is in accordance to §17.

- (7) Modules can also be completed successfully without any examination, however this must be confirmed by a certificate of attendance or performance. Grading shall be 'passed' or 'failed' accordingly. In such a case module shall not be included in the final grade of master examination as specified in §26.

### **§3 Master degree**

Upon successful completion of the master examination, the Economics Faculty shall award the academic title of

#### **Master of Business Administration (MBA)**

Additionally, the Anhalt University of Applied Sciences shall award a certificate with the date upon which the last examination component was completed. Otherwise §19 shall apply.

### **§4 Duration and structure of the degree course**

- (1) The standard course duration within which the degree course can be completed is 3 semesters. The above mentioned includes master examination.
- (2) The duration of course and its structure are prepared in such a way that it enables a student to approach his master examination in the 3<sup>rd</sup> semester. Examination can also be completed in advance.
- (3) At least 90 credits shall be obtained, taking into consideration both core and optional modules as well as master dissertation and colloquium.

### **§5 Examination Board**

- (1) An Examination Board shall organize examinations as well as complete and follow tasks specified hereby within this examination regulations. Advisory Board appoints the chairman, members of the examination board and its regular representative. The Examination Board shall comprises of six members; four members to be appointed from the group of Professors, one member shall be appointed in accordance to §33 section 1, no.2-3 of Saxony-Anhalt Higher Education Act plus one students representative. The chairman and deputy

chairman shall be the members of the Professors group. The student representative shall participate only in the evaluation and accreditation of study and examination advisory capacity.

- (2) The Examination Board shall report to the Advisory Board with regard to development/processing of examinations, duration of courses as well as shall provide input concerning reform of examinations and study regulations. To this point, it is of great importance to follow already determined regular course duration and examination dates. The examination board shall treat all administrative proceedings reviewing an objection to administrative act.
- (3) The Examination Board shall pass its resolutions by a majority of valid votes; abstention shall be considered as an invalid vote. In the event of a tied vote, the vote casted by the chairman shall have a decisive power. The examination board shall have a quorum if a majority of its members - including the chairman or the deputy chairman as well as another Professor – are in attendance. In case of particular urgency, procedures can be approved by means of a written vote.
- (4) The tenure for the Examination Board members shall be 4 (four) years, whereas for student representative 1 (one) year.
- (5) The Examination Board meetings shall not be opened to the public.
- (6) The Examination Board shall define rules of procedure. Minutes regarding the Examination Board meetings shall be drawn up; the following shall specify main subjects of discussion and resolutions approved by the Examination Board.
- (7) The Examination Board is entitled to delegate authority to the chairman and deputy chairman. The mentioned shall not apply to procedures on appeals/inconsistencies and progress reports submitted to the Advisory Board. The chairman shall prepare and execute resolutions of the Examination Board. He shall report to the Examination Board regarding his activities.
- (8) The Examination Board members have an authority to participate as observers during examinations.
- (9) The members and regular representative of the Examination Board are bound with official secrecy.

The chairman is obliged to keep official secrecy, provided that he is not in public service.

#### **§6 Examination Office**

The Examination Office has its main office where the Examination Board is situated. The Head of Departments shall be responsible for all organizational tasks and registration for examinations as well as all issues connected with examination section. The Head of Examination Office shall inform and remind the Examination Board that students should follow all valid examination periods and admission requirements.

#### **§7 Examiner and assessor**

- (1) The Examination Board shall appoint the examiner and assessor (Examination Committee). As an examiner shall be appointed members and associates of the Anhalt University of Applied Sciences and other universities as well as people with scientific knowledge and practice. An examiner shall be formally entitled to execute his obligation independently. As an assessor can be appointed a person who has passed a relevant examination or has an equivalent qualification.
- (2) The examiners shall work independently.
- (3) In case of oral examination, at least 2 (two) persons should be appointed as stated in section 1. Furthermore §14, section 3 shall be applicable.
- (4) The Examination Board shall indicate names of the examiners, time and place of the particular module examination. The above mentioned pieces of information shall be announced in accordance with the Anhalt University of Applied Science semester plan or with faculty module plan.
- (5) §5, section 9 shall be applicable for examiner and assessors.

## **II. Course guidance, duration and curriculum**

#### **§8 Course guidance**

- (1) The general provision of Anhalt University of Applied Sciences course guidance is to provide information to the prospective students regarding academic programme opportunities, final certificate from educational establishment, admission requirements and restrictions, terms and conditions of study but also content, structure, curriculum and requirements of an academic course. The

guidance shall be with regard to the individual aspects of an academic course.

- (2) Each individual faculty shall provide specific guidance and shall support students with any advice concerning each subject during the whole degree course duration. Such a guidance is especially requested, in case of any changes or disruptions to the academic course. At the end of the first semester, the Programme Director shall receive a feedback from students regarding academic course issues and if necessary provide guidance on this relevant issues.
- (3) Each faculty shall appoint a Professor who will perform a role of student advisor.

#### **§9 Course plan and curriculum**

- (1) The course plan for all lectures shall be determined individual for each semester (Attachment no.4). It shall be structured in such a way to suit an academic course's objective and shall be considered as an integral part of this regulation. The course plan shall contain all recommendation regarding periods of time when a degree course should be completed and specify the number of weekly lectures hours per module as well as credits that shall be acquired therein.
- (2) The course plan shall specify core and optional modules. Core modules shall be binding for all students. Optional modules are modules offered as an alternative as individual or group modules. Each student shall select a number of the above mentioned modules, depending on the requirements identified in recommendations and course plan. Information on required number of optional modules can be defined before the start of each semester.
- (3) Students are entitled to enroll into additional modules apart from core and optional modules. Additional modules are not mandatory, therefore it is not required to pass them in order to achieve the degree course objective. Additional modules can be selected from the entire range of academic programme offered by the Anhalt University of Applied Sciences.

### **§10 Teaching methods**

- (1) Course and all lectures are taught based on scientific knowledge and with a special focus on application of knowledge and practice obtained during the degree course.
- (2) During lectures, subject areas illustrated by reference to recent research results shall be defined in a very clear form.
- (3) Transfer of relevant knowledge and information during seminars takes place by means of dialogue and discussion between the teacher and students.
- (4) Content of all exercises shall be prepared in a systematic manner. Teachers function is to provide students with guidance, assistance and set tasks. During lectures, students shall work individually or in team groups.
- (5) While working on projects, students shall contribute to processing, analyzing and solving problems immediately and directly with regard to professional practice, both under teacher's supervision and by organizing work and time schedule by their own.
- (6) Excursions shall be an integral part of the academic degree course. The main aim of excursions is to introduce in a more detailed manner the degree course curriculum content and enable students direct contact with professional practice. During various excursions, students will have an opportunity to study on current problems assessment and requirements that companies in a specific region have to meet.
- (7) Some lectures, seminars, exercises and projects may require partial or comprehensive usage of multimedia or can be offered as online courses; this shall be indicated separately within course plan (Attachment no.4). In order to participate in online courses, a multimedia PC with internet connection is indispensable. Technical equipment shall be provided by the student.

### **§11 Mobility window**

According to Attachment no.4, in place of some modules, additional study phases at foreign, cooperation Universities may occur – mobility window. Such a study phase shall in the scope of crediting and modules correspond to the regulation therein. Duration and study phase content shall be agreed between the two cooperating departments.

### **III. Transfer of credits for course periods, examinations, evaluation and crediting of examinations, procedural provisions**

#### **§12 Transfer of credits for degree course periods, crediting of degree course and examinations**

- (1) Course periods, modules and examination results, credits obtained at courses of similar scope, however studied at different Universities, shall according to the Basic Law, be recognized upon request.
- (2) According to the Lisbon Convention, course periods, credits and examination results, which are not subject to section no.1, shall be accepted, provided that no substantial differences have been detected. With it, no schematic comparison but an overall assessment shall be carried out. The equivalency agreements and stipulations approved within the Conference of Ministers for the Art and Culture and Conference of University Rectors and defined within the framework of universities partnership shall be taken into consideration.
- (3) Regarding course periods, module and examination results, credits for state/public recognized correspondence courses, section no.1 and no.2 shall be applicable.
- (4) Equivalent competencies and skills acquired outside the University sector, on request, can be considered and transferred in the amount of one half of credits assigned to a particular degree course. In individual cases, the decision shall be made by the Examination Board on the special request issued by the module coordinator and/or Programme Director.
- (5) The Examination Board shall be responsible for granting credits as defined in section no. 1 and no.4. Prior to approval, proper authorities/representatives opinion shall also be taken into consideration. The Enrollment Office of the Anhalt University of Applied Sciences has also an authority to transfer course periods as defined in section no.1 and no.3.
- (6) In case if course and exam results will be approved and credited, the grades – as long as grading systems are comparable- shall be accepted and included into the final grade calculation. If required, the grades shall be converted as specified under §17. In case if grading systems are incomparable, the module shall be incorporated without any grade

and marked as 'passed'; this shall not be included in the final grade calculation of the master examination, as defined in §26.

- (7) Shall the requirements specified in section no. 1 and no. 3 be fulfilled, a legal entitlement of credits transfer is allowed. Transfer of course periods, credits, module and examination results which apply to the Basic Law regulations, shall take place in an official manner. The student is requested to submit required and applicable documents during application process.

### **§13 Enrollment and examination registration**

- (1) Students shall take and complete their examination at the respective time and within standard course duration as defined in Attachment no. 4 to this regulation. Student shall be admitted to the examination in the regular semester upon the enrollment, unless core or optional modules examinations are not tied to the examination credits as defined in this regulation. Students shall register or cancel their enrollment for examination respectively. Registration or enrollment cancellation for examination as well as oral exams is required to be performed at the latest on the **fifth** calendar day prior to examination date. In case of lack of enrollment cancellation, §16 to this regulation shall apply. Both registration and enrollment cancellation can be performed via the Anhalt University of Applied Science Service-Portal.
- (2) Shall admission requirements for core and optional modules examination be set, enrollment to the respective examination shall be considered, provided that a positive result/grade of applicable module/course will be submitted by the student to the Examination Office at least on the **tenth** calendar day prior to the examination date.

### **§14 Types of examinations**

- (1) In accordance with section no.2 to no.9, below types of examination shall be applicable:
  1. Written exam (section no.2)
  2. Oral exam (section no.3)
  3. Assignment (section no. 4)
  4. Draft (section no.5)
  5. Presentation (section no. 6)
  6. Project (section no.7)
  7. Presentation and colloquium (section no.8)

During the entire degree course, balanced proportions between examination types from no.1-7, in particular with regard to oral exams, shall be provided.

- (2) As far as written exam is concerned, students shall prove that within limited time, with the use of limited resources and under supervision, they are capable of identifying and solving a problem, by application of common methods of a given subject. Acceptable preparation time has been determined in the Attachment no. 4 to this regulation.
- (3) The oral examination shall be conducted in front of Examination Commission as specified in §7 section no.1 and no.3. ; it shall be an individual or group examination for a maximum three students at the same time. During oral examination, student shall demonstrate that he is capable of recognizing a context relevant to the examination subject and therefore classify specific issues of that subject area. Assessor shall be responsible for a control function during the examination as well as execution of oral examination due to applicable procedures. It is also assessor's responsibility to issue minutes report from the examination. An examination minutes report shall include substantial objects of the examination and short description and evaluation of examination performance; it shall be signed by both examiner and assessor. Time determined for each examination shall be indicated in the Attachment no.4 to this regulation. Examination results shall be announced at the end of oral examination.
- (4) An assignment is a paper written individually by a student; it shall debate on subject specific or cross module tasks; it must be submitted in a form deemed standard for a scientific paper within the deadline specified by the examiner; independent work shall be presented.
- (5) A draft requires processing of a subject specific task in terms of constructive and conceptual planning aspects. Draft can also be customized as a proof of competence in working equipment, technologies, etc. Therein, students verify that they are capable of using aforementioned instruments in order to solve specific tasks within the specialized field of science.
- (6) A presentation includes an independent analysis of a problem with regard to relevant literature and the

- depiction of content and presentation of results in oral discourse with subsequent discussion.
- (7) Projects represent practical work involving small, supervised groups and independently organized work within the project group to produce autonomous contributions by individual members of the project group. The results shall be introduced and supported together in the project report.
  - (8) A presentation is a public form of visual-verbal introduction of work results, offering an option for subsequent discourse. Within the framework of colloquium, the candidate shall be required to explain and defend his work or validate his results in the examination subject. The colloquium shall be carried out as an oral examination and can be combined with a presentation. In such cases, presentation and colloquium shall be graded together.
  - (9) The general semester plan or faculty modules plan of the Anhalt University of Applied Sciences shall define periods within which the oral examinations, assignments, drafts, written examinations shall be held. For other types of examinations identified under section no.1 to this regulation, periods of particular examinations shall be set by the lecturer. The Examination Office must be notified thereof. Deviations from the general examinations plan shall only take place in justified cases.
  - (10) In case if, the student is unable to approach an examination partially or completely, he shall submit to the Examination Board a medical certificate conforming his prolonged illness or permanent disability. The Examination Board shall ensure to the student completion of an examination component in a different form.
  - (11) Upon the examiner request, appropriate types of examination in a form of a group work may also be approved by the Examination Board. In order to make an evaluation of the examination component as an individual student contribution, it must fulfill all examination requirements and be clearly delineated by means of submitting independently developed specified sections or other objective criteria. As a rule, the group shall not include more than three people.

- (12) With regard to projects, authorized examiner shall be entitled to define different criteria than those specified under section no. 12, clause 3.

**§15 Course, termination and general issues reg. examinations, such as withdrawal from examination rules**

- (1) Prior to examination commencement, the candidate shall be questioned in order to ascertain if his state of health is of adequate condition. If the candidate state of health is inadequate, he shall not be entitled to resit the examination until the following semester.
- (2) Students who soon shall undergo the same examination as well as other member of the University who made their legitimate interest, shall be entitled to participate in oral examination as observers (§14, section no.3). However, the afore mentioned, shall not allow them to take part in discussion and announcement of the examination results to the participants.
- (3) Upon candidate request, observers as defined in section no.2, clause 1, can be excluded from participation in examination.
- (4) Due to the fact that audience presence may have an impact on examination performance, the public can be excluded until completion of the examination. It shall be the Examination Board who decides about audience exclusion. Members of the Examination Board shall not be deemed as public or audience.
- (5) The Examination Board shall be entitled to terminate the examination without providing its results, if it is required due to physical or mental condition of the candidate. The examiner shall be entitled to submit to the Examination Board exam results withdrawal request, if he has any anxiety concerning candidate's state of health during the ongoing examination or after the examination results announcement, when such anxieties have been confirmed by a medical certificate. In such a case, the Examination Board shall set a new date of examination.

**§16 Absence, resignation, deception, violation of regulation**

- (1) An examination shall be deemed as 'failed' due to the following reasons:

- If a student does not appear to the indicated examination,
  - If a student withdraws from the examination upon its commencement,
  - If a student fails to complete written or other examination as defined in §14, section no.1, points 3-8 within the indicated time.
- (2) The reasons for the withdrawal/resignation or unexcused absence (see section no.1) shall be credible and reported immediately in writing to the Examination Board. Otherwise, examination evaluation shall be issued as specified under section no.1. The Examination Board shall set a new date of examination, provided that submitted reasons will be accepted.
- (3) In case if student shall attempt to influence the examination result by means of deception (e.g., plagiarism, improper citation, etc.) or by using any of aids which are not allowed, the examination shall be deemed as 'failed'. This shall also apply, even in the case if deception has not been detected upon examination completion or after award of the degree certificate. The above mentioned shall be determined and ascertained by an authorized examiner or supervisor and put on record accordingly. Students who are guilty of violating examination regulations may be excluded from the examination by an authorized examiner or supervisor; in such a case, examination shall be deemed as 'failed'. The reasons of exclusion shall be recorded. Otherwise, §18, section no.1 and §22 shall apply.
- (4) Minor defects within the external form of examination, such as writing defects, etc., shall not be considered as violation of regulation. It may have an influence on examination assessment, however shall not immediately classify an examination as 'failed'. Substantial deviations such as heavy legibility or illegibility of text sections, non-compliance with applicable scientific papers standards, application of not approved text media may be the cause of refusal to accept the work by an authorized examiner. The rejection decision shall be reported and recorded within a period of four weeks following the submission date.

#### **§17 Evaluation of examination and formation of module grades**

- (1) While individual examination evaluation, the examiner shall announce the result of oral examination immediately upon examination completion; written examination results shall be announced usually within the period of four weeks upon commencement of semester for examinations held as a part of general exams schedule, alternatively, four weeks upon completion of module block. Results shall be announced via Service-Portal and shall be in compliance with data protection regulations. The results of examinations in the final semester shall be announced within period of four weeks after the end of lectures period.
- (2) The following grades<sup>2</sup> shall be applicable for the evaluation of examinations by respective examiners:
- 1,0 stands for 'very good' - an excellent
  - 1,3 performance
  
  - 1,7 stands for 'good' – a performance that is
  - 2,0 substantially greater than the average
  - 2,3 requirements
  
  - 2,7 stands for 'satisfactory' -
  - 3,0 a performance that in every sense satisfies
  - 3,3 the average requirements
  
  - 3,7 stands for 'sufficient' - a performance
  - 4,0 that despite deficiencies satisfies the minimum requirements
  
  - 5,0 stands for 'failed' – a performance that due to substantial deficiencies no longer satisfies the requirements
- (3) The examination is deemed as 'passed', it is at least assessed as 'sufficient'. In case if, the examination is being evaluated by two or more examiners, it shall be deemed as 'passed', if all examiners assess the examination at least as 'sufficient', 4,0. In case if examination is assessed by two or more examiners, the grade of such examination shall be calculated as an average of the individual grades.
- (4) If an average is as follows, the grade shall be:
- up to 1,5                                 very good
  - over 1,5 to 2,5                         good



over 2,5 to 3,5	satisfactory
over 3,5 to 4,0	sufficient
over 4,0	failed

- (5) Only first decimal place after the point shall be considered while forming the module grade; all the remaining places shall be deleted without rounding (down or up).

**§18 Examination and course achievements retake**

- (1) Apart from master dissertation and colloquium examination (see section V), failed examinations can be repeated twice. In case of second examination retake, two examiners are required as defined under §7, section no.1.
- (2) Assignments can be repeated on two occasions. Second retake must be assessed by two authorized examiners.
- (3) Repetition of 'passed' assignment or module examination is not allowed.
- (4) Generally, types of examinations specified under §14, section no.1, shall not be altered for repetitions.
- (5) Failed attempts to complete an examination in the same degree course, however at different University, shall be transferred and included to the number of repetitions under section no.1.

<sup>2</sup> The assessment shall be carried out according to the following scale:

- 1,0 = at least 95%
- 1,3 = at least 90%
- 1,7 = at least 85%
- 2,0 = at least 80%
- 2,3 = at least 75%
- 2,7 = at least 70%
- 3,0 = at least 65%
- 3,3 = at least 60%
- 3,7 = at least 55%
- 4,0 = at least 50%
- 5,0 = <50%

**§19 Degree certificate, certificate, diploma supplement, certifications**

- (1) Upon successful completion of master examination, student shall be issued with a certificate in German and English as specified in Attachment no. 2 to this regulation. Master examination certificate shall be

issued upon submission of suitable request/application. The certificate shall include all acquired results and credits as defined in Attachment no. 4 to this regulation. The degree certificate (see Attachment no. 1) as well as certificate (see Attachment no. 2) shall be signed by the chairman of the Examination Board and Dean respectively, whereas the diploma supplement (see Attachment no. 3) shall be signed only by the chairman of the Examination Board. The degree certificate and diploma supplement shall be issued at the same time as the master examination certificate. All of the documents shall be issued with a date as specified under § 3.

- (2) In case if, in final a master examination has been failed or is considered to be failed, the Enrollment Office shall issue an appropriate written notification. Such a written notification shall specify an advice on legal remedies.
- (3) In case if a student leaves the University or decides to change a degree course, the certificate including all details regarding his course programme, examination components as well as of results shall be issued.
- (4) An incorrect (illegal) examination certificate must be withdrawn and replaced with a correct (legitimate) certificate or suitable certification as defined under section no. 3.

**§20 Additional modules examinations**

- (1) Apart from modules specified in the Attachment no. 4, students are allowed to complete additional module examinations.
- (2) Upon the request, additional modules examination results shall be included in the corresponding master examination certificate, however, not taken into account while determining the overall/final result.

**§21 Classification/placement test and special curriculum**

- (1) In accordance with Higher Education Act of Saxony-Anhalt State, in order to determine a candidate's equivalence of competencies and skills acquired outside the higher education area, a classification/placement test may be required (§12, section no. 4). Ultimately, it may result in admission for a higher semester.

- (2) For highly talented students who have a relevant knowledge and skills, special study and examination plans with the aim of reducing its duration and/or specialization within the specific science field, may be agreed. This shall be mentored and supervised by a study supervisor. The above mentioned shall also be applicable due to social or family reasons and in order to encourage top athletes to harmonize requirements with the course schedule. Such plans shall be agreed with a respective Dean.

#### **§22 Annulment of examination**

In case if the examination enrollment requirements have not been met and this was not due to student's intentional deceive, however this fact has been detected only upon issuing an examination certificate, such a deficiency shall be remedied upon successful completion of the examination. In case if approval has been obtained by the student by use of intended fraud, in accordance with Administration Enforcement Act of the Saxony-Anhalt State, in such a case The Examination Board shall be entitled to reach for legal consequences. Prior to making a final decision, the person concerned shall be given an opportunity to discuss and explain the matter to the Examination Board.

#### **§23 Inspection of examinations files and sheets**

- (1) Upon request, each student shall be entitled to have an insight into his written examination as well as examiners comments on that examination only after completion of each module or master examination. Such a request shall be submitted no later than three months after the announcement of examination results. It shall be the first supervisor who decides on the relevant place of inspection at the Anhalt University of Applied Sciences.
- (2) The submission of request to inspect examination files shall be issued to the Examination Board no later than three months upon receipt of master certificate. It shall be the Chairman who determines the time and place of inspection at the Anhalt University of Applied Sciences.

#### **§24 Negative judgment/ruling, administrative proceedings reviewing an objection to an administrative act**

- (1) Negative judgment/ruling, in particular application of § 12, 13, 15, 16, 17, 18, 19, 20, 22, 23, 26, 28, 29, 32 and 33 to this regulation, shall always be justified in written and include advice on applicable (legal) remedies. The student shall be entitled to lodge an appeal against negative judgment/ruling to the Examination Board within the period of one month upon results announcement.
- (2) It shall be the Examination Board body who decides on the appeal. As far as an appeal against the negative judgment is a subject to assessment, upon inspection, the Examination Board shall make a decision according to section no. 3 to this regulation.
- (3) As far as an appeal against the negative judgment is the subject to assessment, the Examination Board shall hand over this appeal for a farther verification to the first supervisor. Shall the assessment be in conflict with the appeal, the Examination Board shall uphold the appeal. The Examination Board shall review its decision, only if:
1. The examination procedure has been conducted properly,
  2. Test/examination items were presented accurately,
  3. The generally applicable principles of assessment were fulfilled,
  4. The assessment was not influenced by irrelevant considerations.
- (4) A judgment on the appeal shall be reached within a reasonable time. The notification shall be justified and include advice on applicable (legal) remedies.

#### **IV. Master Examination**

##### **§25 Components of master degree examination**

The following are the components of the master examination:

1. Master dissertation,
2. Colloquium on the master dissertation,
3. The modules examination, i.e. evidence of modules successful completion (Attachment no. 4),
4. Examination prerequisites (Attachment no. 4)

## **§26 Final grade for master degree examination**

- (1) According to §17, section no. 5, the arithmetic average of core and optional modules examination grades as specified under Attachment no. 4 shall be determined. Only first decimal place after the point shall be considered while forming a grade. The final grade of the master examination is calculated as 0.7 times of the grade specified under sentence no. 1, 0.20 times of the grade of the master dissertation and 0.10 times of the grade for colloquium performance. The final grade shall be determined in accordance with §17, section no. 5 to this regulation.

- (2) An ECTS grades are being issued additionally:

A	the best	10%
B	next	25%
C	next	30%
D	next	25%
E	next	10%

The minimum reference value of this scaling, usually are the last 50 graduates of this degree programme.

- (3) If no 50 graduates have completed this course, ECTS grading system is alternatively recognized using the following numerical system:

A	up to 1,3
B	over 1,3 to 2,0
C	over 2,0 to 3,0
D	over 3,0 to 3,7
E	over 3,7 to 4,0

## **V. Master dissertation and colloquium**

### **§27 Master dissertation and colloquium objectives**

- (1) The colloquium on master dissertation is the most important and reliable point of the degree course, it represents completion of MBA International Trade programme.
- (2) Within the colloquium on the master dissertation, the student shall demonstrate that he is capable of presenting scientific knowledge and his own results with the use of modern equipment as well as present his thoughts, ideas applying language applicable in a scientific discourse.
- (3) Through master dissertation, the student shall demonstrate that he is capable of dealing with a specific problem independently within the limited time and by means of scientific knowledge in order to oversee technically complex issues, make

application and research references and practice criticism methods. The student shall demonstrate his ability to work interdisciplinary as well as social skills.

### **§28 Topic and processing time for a master dissertation**

- (1) The examiner shall determine and supervise the master dissertation subject in English upon consultation with the student. The award of subject shall be recorded in the Examination Office. It is required that at least one examiner shall be a member of the Anhalt University of Applied Sciences.
- (2) The professor or lecturer who determined a master dissertation subject, shall supervise performance of this master dissertation within the framework of their teaching positions.
- (3) The master dissertation subject shall be stated in such a form that its submission process of 18 weeks could be maintained. The subject may be rejected once without providing any reasons within the period of four weeks. In such a case a subject shall be re-issued within a further four weeks not considering the previous processing time. In some exceptional cases, this submission time can be extended to eight weeks, however only upon consultation and approval of the examiner and the Examination Board.
- (4) Simultaneously with the submission of the subject to the student, The Examination Board shall appoint the respective examiners and the Examination Board chairman, furthermore deadline for submission shall be indicated and announced in writing to the student. The chairman of the Examination Board must be a professor at the Anhalt University of Applied Sciences.
- (5) A master dissertation can be also approved in a form of a group work including no more than three students, provided that it can be assessed as an individual contribution of each student as an examination component allows clear demarcation, definite distinction and assessment on the designated sections, page numbers or other subjective criteria that satisfy requirements of §27, section no. 3 and §30, section no. 1.

### **§29 Master dissertation notification and registration**

- (1) The enrollment for admission to master dissertation examination shall be placed with the Examination Board. Admission shall be rejected, in case if, all modules from first and second semester as specified in the Attachment no. 4, have not been successfully completed.
- (2) In accordance with §28, the Examination Board shall approve the admission and confirm the master dissertation subject.

### **§30 Special requirements for a master dissertation**

- (1) The master dissertation shall be submitted together with a statement that the paper has been written independently, was not submitted in a different degree programme at the same time or in a similar form and that no other means and sources apart from specified were applied. Such a statement shall be signed by all authors involved.
- (2) Three copies of the master dissertation shall be submitted to the Examination Office within an indicated time and in a form deemed standard for scientific papers. Apart from master dissertation, literature references shall be also submitted<sup>2</sup>. The master dissertation can also be submitted in a digital form at disc; specification hereon shall be determined when the subject set according to §28.
- (3) The submission deadline of the master dissertation shall be recorded in the Examination Office.

<sup>2</sup> see articles on the Archiving of students final dissertations, dated 17.06.2009; Official Newsletter of the Anhalt University of Applied Sciences no. 40/2010, dated 28.01.2010.

### **§31 Evaluation of a master dissertation**

- (1) In order to make an evaluation of a master dissertation, two written reports/reviews shall be required. At least one of such reviews/reports shall be written by a professor or lecturer of the Anhalt University of Applied Sciences. As a rule, reports/reviews shall be prepared and submitted within the time of four weeks.
- (2) In case if according to one report/review, the master dissertation is to be considered as failed, whereas the other report/review gives a positive assessment of the same master dissertation, the Examination Board shall order preparation of additional report/review. If the additional report/review assessment is negative than the master dissertation shall be considered as failed. If the additional assessment is positive, the final

grade of the master dissertation shall be based on the arithmetic average of all three report/reviews as specified under §17, section no. 4, however the grade shall not be lower than 2.0 or 'sufficient'.

- (3) In case if the master dissertation has not been submitted within the specified deadline, without providing any official, formally recognized reasons, it shall be considered as failed.
- (4) Otherwise, with regard to master dissertation assessment §17, section no. 2 shall apply.

### **§32 Colloquium on a master dissertation**

- (1) Prerequisite for master dissertation admission shall be at least two positive reports/reviews on this master dissertation as well as evidence of the results of all module components as defined in §25, point 3 and 4.
- (2) The colloquium examination is usually open for the public. The Examination Board shall be entitled to exclude third persons from the public.
- (3) On the day of the master dissertation examination, the chairman of the Examination Board shall be entitled to complete the Examination Board with additional members, however the number of board members shall not be higher than five. The Examination Board shall include the chairman and at least one examiner. In case if, a given master dissertation required three reports/reviews, authors of that reports shall be the members of the Examination Board. At the beginning of master dissertation examination, the Examination Board shall be introduced to the student. The chairman of the Examination Board shall announce the commencement of the master dissertation examination. The examination shall not exceed the time of 90 minutes. Colloquium shall consist of master dissertation author presentation (in case of group work, all authors presentations) and short discussion.
- (4) Each board member shall issue a grade for a colloquium as according to §17, section no.2. The final grade shall be based on the arithmetic average of the grades awarded by all members of the Examination Board; the calculation shall be performed in accordance with §17, sections no. 3, 4 and 5, held in writing and announced by the chairman.

### **§33 Master dissertation and colloquium retake**

- (1) In case if the master dissertation was graded as failed or is considered to be failed, it can be repeated once, however a different subject shall be assigned. The new subject for a master dissertation shall be issued within a reasonable time. If, the student fails to apply for a new subject within the period of four weeks upon announcement of examination result (5,0), the said right to repeated examination shall be voided unless the students bears no responsibility for not keeping the deadline.
- (2) If the colloquium retake has been assessed as failed or is considered to be failed, the second retake shall not apply. Otherwise, section no.1, sentence 8 shall apply accordingly.
- (3) §18, section no. 5 applies accordingly.
- (4) In case if, the student decided to approach the final examination (§27) prior to the end of the standard degree course (see Attachment no. 3) this examination shall not be taken into account if it was considered as failed (free attempt).

## **VI. Final provisions**

### **§34 Interim arrangements**

This Study and Examination Regulation is valid for students who were enrolled into the MBA International Trade programme since 1.10.2012. Students who were enrolled into the MBA International Trade programme before 1.10.2012 may submit a written request to the Examination Board in order to acquire consent to study in accordance with this regulation. Without any exception all previous credits, course modules, semester shall be included into the present MBA International Trade programme.

### **§35 Enforcement of the master examination and study regulations**

- (1) These regulations shall come into force upon their approval by the President of the Anhalt University of Applied Sciences and day after their publication in the "Official Newsletter" of the Anhalt University of Applied Sciences.
- (2) Applicable study and examination regulations are issued based on the decision of the Faculty of Economics Council, dated 06.06.2012, the Anhalt University of Applied Sciences Senate dated

18.07.2012 and the approval issued by the Anhalt University of Applied Sciences President, dated 20.12.2012.

- (3) Published in the "Official Newsletter" of the Anhalt University of Applied Sciences, No. 59/2012, dated 21.12.2012.

Köthen, 20.12.2012.

Prof. Dr. Dr. h.c. Dieter Orzessek  
Anhalt University of Applied Sciences President



Hochschule Anhalt  
Anhalt University of Applied Sciences

## Masterurkunde Master's Degree Certificate

**<Name, Vorname>**

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Nachname (surname), Vorname (first name)

**TT. MM. JJJJ, Ort**

---

Geburtsdatum (date of birth), Geburtsort (place of birth)

Die Hochschule Anhalt  
Fachbereich  
**Wirtschaft**

verleiht aufgrund der  
bestandenen Masterprüfung im Studiengang

**International Trade**

den Mastergrad  
**Master of Business Administration (MBA).**

Anhalt University of Applied Sciences,  
Department of  
**Economics**

has awarded the academic degree of  
**Master of Business Administration (MBA).**

after the successful completion of examinations  
following a course in

**International Trade**

Bernburg, **TT. MM. JJJJ**

( Siegel )

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Dekan **Prof. Dr. Vorname Name**  
Dean

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Vorsitzender d. Prüfungsausschusses **Prof. Dr. Vorname Name**  
Chair of the Examinations Committee



Hochschule Anhalt  
Anhalt University of Applied Sciences

## Zeugnis über die Masterprüfung Certificate of Examination for a Master's Degree

**<Name, Vorname>**

Nachname (surname), Vorname (first name)

**TT. MM. JJJJ, Ort**

Geburtsdatum (date of birth), Geburtsort (place of birth)

hat im Fachbereich

**Wirtschaft**

die Masterprüfung im Studiengang

**International Trade**

bestanden.

has passed all examinations on the Master's  
Programme

**International Trade**

in the Department of

**Economics**

**Gesamtnote der Masterprüfung**

Final Grade of Examination for a Master's Degree

**X,y**

**Credits**

**CCC**

**ECTS**

**A...E**

Bernburg, **TT. MM. JJJJ**

(Siegel)

Dekan **Prof. Dr. Vorname Name**  
Dean

Vorsitzender d. Prüfungsausschusses **Prof. Dr. Vorname Name**  
Chair of the Examinations Committee

<b>Pflichtmodule</b>	<b>Credits</b>	<b>Noten</b>
<b>Compulsory Modules</b>	<b>Credits</b>	<b>Grades</b>
International Economic Theory and Policy	5	X,y
Economic Statistics and Empirical Methods	5	X,y
International Accounting and Financial Analysis	5	X,y
International Business Law	5	X,y
Corporate Project Management I	5	X,y
International Management	5	X,y
International Marketing Management	5	X,y
Corporate Finance and Investment	5	X,y
Leadership and Management Skills	5	X,y
Corporate Project Management II	5	X,y
International Strategic Management	5	X,y
Management Game	5	X,y
<b>Wahlpflichtmodule</b>		
<b>Electoral Compulsory Modules</b>		
International Human Resource Management	5	X,y
Reporting and Controlling	5	X,y
Strategic Logistics Management	5	X,y
Entrepreneurial Management	5	X,y
<b>Thema der Masterarbeit:</b>		
<b>Subject of the Master Thesis:</b>		
<b>Masterarbeit</b>	15	X,y
<b>Master Thesis</b>		
<b>Kolloquium</b>	5	X,y
<b>Colloquium</b>		

Grading scale: very good (up to 1,5); good (1,6 - 2,5); satisfactory (2,6 - 3,5); sufficient (3,6 - 4,0)

s.a. successfully attended

ECTS: A (up to 1,3); B (1,4 - 2,0); C (2,1 - 3,0); D (3,1 - 3,7); E (3,8 - 4,0)

Notenskala: sehr gut (bis 1,5); gut (1,6 bis 2,5); befriedigend (2,6 bis 3,5); ausreichend (3,6 bis 4,0)

e.t. erfolgreich teilgenommen

ECTS: A (bis 1,3); B (1,4 bis 2,0); C (2,1 bis 3,0); D (3,1 bis 3,7); E (3,8 bis 4,0)



Bernburg  
Dessau  
Köthen



Hochschule Anhalt  
Anhalt University of Applied Sciences

## Diploma Supplement

### 1. INFORMATION IDENTIFYING THE HOLDER OF THE QUALIFICATION

1.1 Family Name / 1.2. First Name	«Name», «Vorname»
1.3 Date, Place of birth	«GebDatum», «GebOrt»
1.4 Student ID Number or Code	«Mtknr»

### 2. INFORMATION IDENTIFYING THE QUALIFICATION

2.1 Name of Qualification	Master of Business Administration (MBA)
2.2 Main Field of Study	International Trade
2.3 Administering Institution	Anhalt University of Applied Sciences, Department of Economics
2.4. Language of Instruction	English

### 3. INFORMATION ON THE LEVEL OF THE QUALIFICATION

3.1 Level of Qualification	Master
3.2 Official Length of Programme	18 months
3.3 Access Requirements	One of the following degrees: Bakkalau- reus/Bachelor degree (three years); Magis- ter/Master degree; Diplom. Minimum one year work experience.

### 4. INFORMATION ON THE CONTENTS AND RESULTS GAINED

4.1 Mode of Study	full time
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#### 4.2 Programme Requirements / Qualification Profile of the Graduate

In the Master's Programme for International Trade students are taught comprehensively in the study of: all vital areas of the value chain in business studies in a general and international context which enables them to act responsibly as leaders in their future international environment. The students are trained using practical approaches based on the corporate world, about the contemporary challenges in the international trade value chain e.g. accounting, corporate finance, economics, human resources, law, logistics, management, marketing and strategic management.

Behavioural, knowledge-based, skill-based and work-style competencies are developed in intercultural teams using interactive teaching methods that enable the students to sharpen and broaden their soft skill set to include communication, intercultural, teamwork and social skills so that they can meet the demands of a global business environment.

With this qualification students will have gained comprehensive knowledge in the subject area and have the necessary competences and skill set in order to:

1. apply their systematic understanding of knowledge, and a critical awareness of current problems and/or new insights in diverse areas of international trade

2. analytically compile, assess and interpret relevant information in a dynamic international business environment
3. demonstrate self-direction and originality in tackling and solving problems, and act autonomously in planning and implementing tasks at a professional or equivalent level
4. apply practical objective-driven methods to solve corporate problems
5. deal with complex issues both systematically and creatively, make sound judgements in the absence of complete data, and communicate their conclusions clearly to specialist and non-specialist audiences in an international business environment
6. have cultural awareness and work successfully at an international level as leaders
7. acquire qualities and transferable skills necessary for employment such as initiative, personal responsibility, decision-making in complex and unpredictable situations as well as the independent learning ability required for continuing professional development
8. continue to advance their knowledge and understanding, and to develop new skills to a high level

#### 4.3 Programme Details

See transcript for list of courses and grades as well as Certificate of Examination for a Master's Degree for subjects offered in final examinations (written and oral), and topic of thesis, including evaluations.

#### 4.4 Grading Scheme

- 1.0; 1.3 for "very good", an excellent performance,  
 1.7; 2.0; 2.3 for "good", a performance significantly exceeding the average requirements,  
 2.7; 3.0; 3.3 for "satisfactory", a performance fulfilling the average requirements in every respect,  
 3.7; 4.0 for "sufficient", a performance corresponding to the minimum requirements despite its deficiencies,  
 5.0 for "insufficient", a performance not fulfilling the requirements because of severe deficiencies.

An ECTS grade according to the following system is additionally granted:

- |   |                         |
|---|-------------------------|
| A | best 10 %               |
| B | next 25 %               |
| C | next 30 %               |
| D | next 25 %               |
| E | last 10 % of Graduates. |

#### 4.5 Overall Classification

Based on Comprehensive Final Examination (Subjects offered in final examination, written and oral: 70 %, thesis: 20 %, oral examination/colloquium: 10 %)

## 5. FUNCTION OF THE QUALIFICATION

#### 5.1 Access to Further Study

Qualifies to apply for admission to other Master programmes and to doctoral programmes worldwide.

#### 5.2 Professional Status

Graduates of the Master's programme are competent in all aspects relating to the development of International Trade. This includes the right to hold the professional title of Master of Business Administration (MBA).

## 6. ADDITIONAL INFORMATION

#### 6.1 Additional Information

No further information provided.

#### 6.2 Further Information Sources

About the institution: <http://www.wi.hs-anhalt.de>

## 7. CERTIFICATION

This Diploma Supplement refers to the following documents:

Master's Degree Certificate

Certificate of Examination for a Master's Degree

«PruefDatum»

\_\_\_\_\_  
 Certification Date

«name»

\_\_\_\_\_  
 Chair of the Examinations Committee

## Studien- und Prüfungsplan für den Masterstudiengang International Trade

Der Studienplan gibt Volumen und Zuordnung der Module zu den einzelnen Fachsemestern der Regelstudienzeit sowie deren Creditierung an. Bestandteile der Bachelorprüfung sind: die Pflicht- und Wahlpflichtmodulprüfungen, die Masterarbeit und das Kolloquium. Prüfungsvoraussetzungen sind die Vorleistungen nach dieser Anlage.

Fachsemester / Module	Semesterwochenstunden			Prüfungsvorleistung	Prüfungsart	Zeitdauer der Prüfung	Credits
	15 Wochen						
	V	U	P				
<b>1. Fachsemester</b>							
<b>Pflichtmodule</b>							
International Economic Theory and Policy		3			K	90 min	5
Economic Statistics and Empirical Methods		3		LNW	H	90 min	5
International Accounting and Financial Analysis		3			M	20 min	5
International Business Law		3			R	20 min	5
Corporate Project Management I		3		LNW	PRO		5
<b>Wahlpflichtmodule (1 ist zu wählen)</b>							
International Human Resource Management		3			P	20 min	5
Reporting and Controlling		3			K	90 min	5
<b>Summe 1. Fachsemester</b>		<b>18</b>					<b>30</b>
<b>2. Fachsemester</b>							
<b>Pflichtmodule</b>							
International Management		3			P/H	20 min/-	5
International Marketing Management		3			P/P	40 min	5
Corporate Finance and Investment		3			K	90 min	5
Leadership and Management Skills		3			P/H	20 min/-	5
Corporate Project Management II		3		LNW	PRO		5
<b>Wahlpflichtmodule (1 ist zu wählen)</b>							
Strategic Logistics Management		3			K	90 min	5
Entrepreneurial Management		3			P/H	20 min/-	5
<b>Summe 2. Fachsemester</b>		<b>18</b>					<b>30</b>
<b>3. Fachsemester</b>							
<b>Pflichtmodule</b>							
International Strategic Management		3			P/H	20 min/-	5
Management Game		3			H		5
<b>Master Thesis</b>				§ 29	H		15
<b>Colloquium</b>				§ 32	P/C	60 min	5
<b>Summe 3. Fachsemester</b>		<b>6</b>					<b>30</b>
<b>Summe Studiengang gesamt</b>		<b>42</b>					<b>90</b>

Modulabschluss:

K	Klausur
M	mündliche Prüfung
PRO	Projekt
H	Hausarbeit
R	Referat
P	Präsentation
C	Kolloquium

Prüfungsvorleistung:      LNW      Leistungsnachweis

**Regelstudienverlauf**

1. Semester	(15) Wochen Seminare, Übungen, Exkursionen	(3) Wochen Prüfungen	30 Credits
2. Semester	(15) Wochen Seminare, Übungen, Exkursionen	(3) Wochen Prüfungen	30 Credits
3. Semester	(2) Wochen Seminare, Übungen, Exkursionen		10 Credits
	18 Wochen Masterarbeit und Kolloquium		20 Credits

Die Modulprüfungen erfolgen vorzugsweise in der Prüfungswoche, optional studienbegleitend.  
 Die inhaltliche Ausgestaltung des 3 Wochen-Zyklus erfolgt nach Beschluss des Fachbereichsrates.