Second Amendment to the Master's Examination Regulations 2015
(CSR & NGO-PO – WS 2015/16)

for the Degree Programme

Master of Business Administration (MBA) Corporate Social Responsibility (CSR) & Non Governmental Organisation (NGO) Management

at the Bonn-Rhein-Sieg University of Applied Sciences

Effective from 18 May 2017

By virtue of Article 2 paragraph 4 and Article 64 of the Higher Education Act of the German Federal State of North Rhine-Westphalia (Gesetz über die Hochschulen des Landes Nordrhein-Westfalen; Hochschulgesetz – HG) of 16 September 2014 (GV. NRW. page 547) amended by Article 9 of the Modernisation Act of the Service Law of the German Federal State of North Rhine-Westphalia (Dienstrechtsmodernisierungsgesetz des Landes Nordrhein-Westfalen) of 14 June 2016 (GV. NRW. p. 310), the Department of Management Sciences at Rheinbach Campus of the Bonn-Rhein-Sieg University of Applied Sciences (henceforth referred to as 'Bonn-Rhein-Sieg University, H-BRS') issued the second amendment of the Examination Regulations 2015, listed hereinafter for the Degree Programme 'Master of Business Administration (MBA) in Corporate Social Responsibility (CSR) & Non-Governmental Organisation (NGO) Management' and effective from 23 April 2015:

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I. General provisions

Article 1 - Scope of the Examination Regulations

These Examination Regulations for the Master's degree (ie German *Masterprüfungsordnung*, CSR & NGO-PO) shall apply to all examination matters including the final examination for the degree programme 'Master of Business Administration (MBA) in Corporate Social Responsibility (CSR) & Non-Governmental Organisation (NGO) Management', offered by the Department of Management Sciences at Rheinbach Campus of the Bonn-Rhein-Sieg University of Applied Sciences.

Article 2 - Degree programme objectives; purpose of the examination; academic degree

(1) The Master's degree programme, in accordance with the general tuition and study objectives (Article 58 HG), aims to provide students who have already acquired a first university degree qualifying for a profession (undergraduate degree) with deeper comparative scientific and practice-oriented insights into the concepts, methods and techniques of general management, with a focus on strategic and functional as well as operative issues of corporate social responsibility (CSR) in the corporate sector and in non-governmental organisations (NGOs). Students are expected to acquire the skills and qualification necessary to further develop these issues and to apply them successfully to the analysis and solution of strategic problems in national and international professional practice. Furthermore, the degree programme aims to develop the students' creative and writing abilities and to prepare them for the Master's examination.

(2) The Master's degree is an academic degree that also enables students to undertake a managerial position. The final examination is intended to assess whether or not a student has achieved the objectives of the degree programme.

(3) Having passed the final examination, students are awarded the international academic degree of 'Master of Business Administration (MBA) by Bonn-Rhein-Sieg University. This degree entitles the graduates to participate in a doctoral degree programme and is recognised as a prerequisite for admission to positions in the German higher administrative class (A13/E13 qualification).

Article 3 - Admission requirements

(1) To be admitted to the programme, applicants are required to submit evidence of having acquired an undergraduate degree worth a minimum of 210 credits and a minimum of one year of professional experience after completion of their undergraduate degree.

(2) Not applicable.

(3) Applicants shall be denied admission if they have irrevocably failed an examination required by the examination regulations for the chosen degree programme at any other university under the jurisdiction of the German Basic Law (Grundgesetz) or if they have forfeited their entitlement to participation in the examination for any other reasons.

This shall apply accordingly to degree programmes whose content is closely related to that of the earlier course of study. The Examination Board shall determine whether the degree programme in question is 'closely related' (Article 6 paragraph 1).

(4) If the undergraduate degree has been awarded fewer than 210 credits, but a minimum of 180 credits, the practical term (Article 12) must be successfully completed (Article 4 paragraph 1).

(5) Students must provide evidence of sufficient English language skills by documenting that they have passed the Test of English as a Foreign Language (TOEFL) with a minimum score of 550 in its paper-based version, 213 in its computer-based form and 79-80 in the internet test or that they have achieved an equivalent result in any other test on the English language.

(6) The English-language application must be submitted in writing. The documents required for admission and the application periods shall be published on the internet website of the degree programme in CSR & NGO Management in due time.

(7) In accordance with Article 62 paragraph 1 of the University Act (Hochschulgesetz - HG), the number of students admitted each year is limited to a maximum of 30. The admission requirements set out in in paragraphs 1 and 5 are therefore supplemented by an aptitude test. The students' performance shall be assessed based on the way they describe and apply their previous professional experience and their future career plans to the major fields of study offered within the MBA programme.

A student's aptitude shall be determined based on a letter of application written in English that must be submitted with the request for admission and on a ten-minute (telephone) interview held in English, the purpose of which will be to explain and discuss the contents of the letter of application in greater detail. The letter of application and the interview shall be assessed using the following aptitude criteria:

- Importance attached to the part played by management skills in assuming social responsibility;
- Transfer to sustainable development concepts;
- Importance of social responsibility for the students' own career plans.

The interviews shall be conducted in accordance with standardised procedures and be based on a questionnaire drafted by the Admissions Committee. Minutes shall be taken of the interview. The letter of application and the interview shall carry the same weight in the assessment of and decision on a student's aptitude.

Article 4 - Standard period of study; scope of studies; language of instruction

(1) The standard period of study is three semesters, including the Master's thesis. Part-time students may extend this period to five semesters. Please refer to the Appendix for the corresponding Study Plans. Students who have to complete the practical term in accordance with Article 12 because their undergraduate degree has been awarded fewer than 210 credits may extend the standard period of study by one semester.

The degree programme is divided into modules. Each of these has been awarded credits in line with the European Credit Transfer System (ECTS), which measure the students' workload. The workload undertaken in one semester within the standard period of study is, as a rule, awarded 30 credits. The Master's degree programme comprises a total of 90 credits or, in the case of an additional practical term, 120 credits.

(2) One ECTS credit is equivalent to a workload of 25-30 clock hours, which means the programme comprises a total of 2,250-2,700 clock hours.

(3) The language of instruction English.

(4) Students who, by the end of their third study semester, have not applied for admission to all exams of the first study semester (Article 11 paragraph 1 and 2) or have not registered (§ 18 para. 1) lose their claim to take the exam, unless they can prove that this failure (Article 9 paragraph 2) is due to no fault of their own. Reasons stated in Article 64 paragraph 3a of the Higher Education Act (HG) apply in particular. If a student withdraws their registration (Article 17 paragraph 5), they are considered not to have registered for the exam.

Article 5 - Scope and structure of the final examination; examination period

(1) The Master's examination consists of examinations that accompany the studies. Students who have passed the required examinations may complete the degree programme ahead of schedule.

(2) Credits for a module shall be awarded to those students who have passed the corresponding examinations. The examinations shall be held at the time when the corresponding module or tuition unit within the study programme must be completed in accordance with the Study Plan. The Study Plan, which is part of the Examination Regulations, shall ensure that students can take all the examinations that accompany lectures by the end of the third semester (in the case of a full-time programme) or by the end of the fifth semester (in the case of a part-time programme).

(3) The degree programme manager collects all module descriptions produced by the module supervisors to create a programme-specific module catalogue, which includes, in particular:

- Title and index number of the module
- Titles of individual courses
- Semester, cycle and duration of the module
- Assignment of individual courses to the course schedule
- Workload (contact time, self-study) and credit points
- Admission requirements and necessary or desirable prior knowledge
- the objectives and structure of each course,
- Course types
- Possible exam types
- Credit point requirements, significance of grade for final grade, module supervisors
- the literature relevant to the examination.

Article 6 - Examination Board and Admissions Committee

(1) The Examination Board of the Department of Management Sciences at the Rheinbach Campus assumes the duties assigned to the degree programme 'Master of Business Administration (MBA) in Corporate Social Responsibility (CSR) and Non-Governmental Organisation (NGO) Management' by these Examination Regulations. The Examination Board is an independent examination body of the Bonn-Rhein-Sieg University of Applied Sciences.

(2) The Examination Board consists of six people who are elected by the Departmental Council:

1. three members from the ranks of the department's professors,
2. one member from the ranks of the department's teaching staff,
3. one member from the ranks of employees involved in the department's facilities management and administration and
4. one member from the ranks of the department's students.

The Examination Board elects, from among its members, a chairperson and a deputy chairperson from the ranks of University teachers. With the exception of the chairperson and the deputy chairperson, each member of the Examination Board shall be elected along with a deputy.

The term of office for the elected members of the Examination Board is two years - with the exception of the student member, whose term of office is one year. Re-election is permissible.

(3) The Examination Board ensures that the Examination Regulations are observed and that the examinations are conducted in accordance with the Examination Regulations; it also decides on the type and form of the examinations (Article 17 paragraphs 1–3; Article 18 paragraph 2). It is, in particular, responsible for making final determination on objections to decisions taken during the examination procedures. The Examination Board shall inform at the request of the Departmental Council of the development of the examinations and study periods. If the actual average study period differs from the standard period of study, the Examination Board shall propose examination-related measures to reduce the study periods to the Departmental Council. It shall also make recommendations on the reform of the Examination Regulations. The Examination Board may transfer the following responsibilities to the chairperson of the Examination Board – either as a whole or on a case-by-case basis:

- Determining whether a study programme is 'closely related' to the chosen degree programme (Article 3 paragraph 3)
- Appointment and resignation of examiners (Article 7 paragraph 1; Article 12 paragraphs 6; Article 19 paragraph 2 and 3; Article 22 paragraph 2)
- Recognising study and examination achievements, including failed attempts at passing an examination (Article 8 paragraph 2, 3 and 8)
- The approval of a student's withdrawal from an exam (e.g. by recognizing a medical certificate stating the inability to take an exam) or recognition of a student's absence and requirement to show a certificate from a trusted doctor (Article 9 paragraph 2)
- Granting different examination methods in the event of disability or interests warranting protection (Article 9 paragraph 3)
- Determining details of the examination, in particular concerning the form and language used as well as the resources allowed (Article 14 paragraph 4)

- Granting admission to the examination or admission after expiry of the deadline for registration (Article 17 paragraphs 4 and 5)
- Granting admission to the master's thesis and extensions on the time allotted to the thesis (Article 20 paragraph 4; Article 21 paragraph 2).

However, this shall not apply to taking decisions on objections.

(4) The Examination Board shall have a quorum if, apart from the chairperson or the deputy chairperson, a further member from the ranks of the University teachers who are entitled to vote and at least one other member who is entitled to vote are present. It decides by a simple majority. Should the voting result in a tie, the chairperson, or, in the event of his or her absence, the deputy chairperson shall have the deciding vote.

If there is a material reason, resolutions of the Examination Board can also be taken outside of regular sessions using written/electronic procedures with a set deadline for each member to submit their vote. The written procedure is only permissible if the Examination Board members agree to it. The student member shall not take part in the discussion about and the decision-making on matters relating to examination tasks or his or her own examination procedure.

(5) The members of the Examination Board as well as a commissioner from the President's Office are entitled to be present during examinations. Students who take the same examination on the same examination date are exempt from this regulation.

(6) The members of the Examination Board, the examiners and the assessors are officially bound to maintain confidentiality. If they are not civil servants, the chairperson of the Examination Board shall oblige them to maintain confidentiality.

(7) Incriminating decisions taken by the Examination Board or by its chairperson shall be communicated to the students concerned without delay. Prior to this procedure, the students have the right to be heard.

(8) The Admissions Committee consists of a member from the ranks of professors of the Department of Management Sciences, the heads of the MBA programme, elected by the Departmental Council, and of the director of the International Centre for Sustainable Development (IZNE) at the Bonn-Rhein-Sieg University of Applied Sciences. Article 7 paragraph 1 shall apply analogously to its members.

(9) The Admissions Committee takes decisions on admissions to the study programme, ensuring that

- the application documents are inspected and evaluated,
- the number of ECTS credits to be awarded for an undergraduate degree is determined if it is not indicated on the related certificate,
- the applicants to be invited for the aptitude test are chosen and listed,
- the aptitude test is carried out.

(10) Not applicable.

Article 7 - Examiners and assessors

(1) The Examination Board shall appoint the examiners and assessors who conduct the examinations and the Master's thesis. Only lecturers at the University may be appointed as examiners. They must possess professional experience and educational experience to the extent required or appropriate for achieving the examination purpose. To assess an examination, a person is required to have at least the same qualification or a qualification which is accepted as equivalent to the one assessed in the examination.

(2) If several students are to be invited to take part in an examination, at least one examiner must have taught the subject in which the examination is taken. Assessors are required to have either the same qualification or a qualification which is accepted as equivalent to the one assessed in the examination (competent assessor, ie German *sachkundige(r) Beisitzer/-in*).

(3) When conducting the examination, the examiners are not bound by any instructions.

(4) Students are entitled to propose an examiner to supervise the Master's thesis. The Examination Board shall ensure that the duties involved in conducting the examination are equally divided among the examiners. The students' suggestions shall be taken into account to the extent deemed possible.

Article 8 – Recognition of examination qualifications in accordance with the European Credit Transfer System (ECTS)

(1) Upon request, examinations passed in the same degree programme at other state-run or state-approved universities, at state-run or state-approved universities of cooperative education or in degree programmes at state-run or state-approved universities abroad shall be officially recognised insofar as the skills acquired do not differ considerably from the examinations substituted. Examinations that have been passed in other degree programmes offered by Bonn-Rhein-Sieg University shall be assessed as being equivalent to those taken at other universities. The aim of recognition for the purpose of sentences 1 to 2 is to continue the degree programme, to pass examinations or to enrol in another degree programme.

(2) The Examination Board carries out the recognition procedure. It decides on recognition – in the event of doubt, after having consulted the examiners.

(3) The student is responsible for providing the required information on the exam to be recognised. The responsibility for proving that a request under the terms of paragraph 1 does not meet the requirements for recognition lies with the Examination Board.

(4) Decisions on requests under the terms of paragraph 1 shall be taken within six weeks of the documents having been submitted in accordance with paragraph 3.

(5) In accordance with the official recognition criteria set out paragraph 1 and on the student's request, Bonn-Rhein-Sieg University may enrol the student in a subject-related semester whose number equals the ratio between the number of ECTS credits recognised and the total number of the ECTS credits to be gained in the degree programme in question. If the digit after the decimal point is lower than five, the number of semesters shall be rounded down to the next whole number**;** in all other cases, it shall be rounded up.

(6) If a student is denied recognition under the terms of paragraph 1, he or she can request that the decision be reviewed by the President's Office; the President's Office shall give the Examination Board a recommendation on how to deal with the request.

(7) Upon request, other skills and qualifications may be recognised based on the documents submitted if the level and content of the skills and qualifications acquired are equivalent to those of the examinations to be substituted.

(8) Not applicable.

(9) In case of re-enrollment into the same study programme at Bonn-Rhein-Sieg University of Applied Sciences, as well as a change of examination regulations all previously acquired examinations, including failed attempts remain unchanged. In the event that students are successively or simultaneously written in two courses, in which identical modules are offered and completed with identical exams, passed and failed attempts will be equally weighted. Article 8 paragraph 1 sentence 2 does not apply, an application according to article 63a HG does not apply respectively.

Article 9 - Non-attendance; withdrawal; interests worthy of protection

(1) A student's performance in an examination shall be assessed as being 'insufficient' (failed) if he or she does not attend the examination without good reason in spite of having registered, if he or she withdraws without good reason after the beginning of the examination, or if he or she does not deliver the required performance by the end of the examination. Sentence 1 shall apply accordingly if the student does not submit the Master's thesis in due time.

(2) The reasons brought forward to justify withdrawal or non-attendance shall be communicated and substantiated in written form to the Examination Board without delay. The Examination Board may require submission of suitable documentation. Students who are unable to sit an examination due to illness shall provide evidence of their illness-related inability to take part in the examination by submitting a corresponding sick note, unless there are sufficient factual indications to believe that the examinee is able to take the exam or which make another type of proof seem suitable. If such indications exist, the Examination Board may, at the expense of the University, request a medical certificate from a trusted physician appointed by the University. The student shall be able to choose between several trusted physicians. If the Examination Board accepts the reasons, the student shall be informed that he or she is allowed to apply for admission to the respective examination again; the examination shall not be assessed as failed.

(3) If a student shows probable cause, by submitting a sick note or otherwise, that he or she is incapable of taking an entire or partial examination in the stipulated form due to permanent physical disability, he or she may be granted permission by the Examination Board to acquire equivalent examinations in a different form; the student may also be allowed to extend the time allotted to the Master's thesis in accordance with Article 21 paragraph 2.

The examination conditions must be organised in such a way that disadvantages for disabled people are balanced out to the greatest possible extent. In the event of doubt, the chairperson of the Examination Board may demand further evidence. In exceptional cases, sentences 1 to 2 shall also

apply to short-term disability. Furthermore, the Examination Board may, upon request, allow students to acquire qualifications in a different form if they cannot fully take part in their study programme due to interests warranting protection, as defined by the legal provisions. In particular, due account shall be taken of the legal provisions concerning the nursing of people in need of care, the regulations of the Maternity Protection Act as well as the legal provisions concerning parental leave.

Article 10 Cheating, violation of regulations, complaints

(1) If a student tries to influence the result of an examination by cheating or by using unauthorised resources, he or she will fail the examination. If a student disrupts the smooth running of an examination, the respective examiner or invigilator may exclude him or her from further participation in the examination; in this event, the entire examination will be considered as 'failed'. The reasons for excluding a student from an examination shall be documented. Students who are excluded from further participation in an examination are entitled to request that the Examination Board review this decision. This shall apply accordingly to decisions taken by examiners and invigilators in accordance with sentence 1. Even if a student is merely in possession of unauthorised resources during or after the distribution of the examination papers, this shall be considered as an attempt at cheating. Students who wilfully commit an offence as set out in sentences 1 and 2 breach the regulations. This breach of regulations is liable to prosecution in accordance with Article 63 paragraph 5 HG. In the event of repeated or other grave attempts at cheating, a student may also be removed from the students' register.

(2) Potential flaws in the examination procedure must be communicated by the student to the examiner and the chairperson of the Examination Board without delay. If it is, by way of exception, unreasonable to inform them immediately in individual cases, then flaws must be communicated in writing, stating the reasons, namely:

- for the examination date in the winter semester: by 30 April of the year in which the winter semester ends;
- for the examination date in the summer semester: by 31 October of the same year.

After expiry of this deadline, the student may no longer claim legal remedy for this flaw (preclusive period).

II. Regulations as to the structure and organisation of the degree programme

Article 11 – Schedule of examinations

(1) In the degree programme 'Master of Business Administration (MBA) in Corporate Social Responsibility (CSR) & Non-Governmental Organisation (NGO) Management', the following modular examinations, graded in accordance with Article 15 paragraph 3, shall be taken in each semester:

Module		Semester	ECTS	Type of Examination
GM 1	Information & Communication	**1**	**5**	Article 15 para. 3
GM 2	Leadership & Human Resource Management	**1**	**6**	Article 15 para. 3
GM 3	Statistics & Accounting	**1**	**5**	Article 15 para. 3
GM 4	Investment & Finance	**1**	**6**	Article 15 para. 3
GM 5	Logistics & Quality Management	**2**	**5**	Article 15 para. 3
S 1	CSR & NGO Management	**2**	**12**	Article 15 para. 3
EE 1	Economics	**3**	**6**	Article 15 para. 3
EE 2	Politics and Ethics	**2**	**6**	Article 15 para. 3

B Basics
GM General Management
S Specialised Management
EE External Environment
E Electives
C Coaching

(2) In the degree programme 'Master of Business Administration (MBA) in Corporate Social Responsibility (CSR) & Non-Governmental Organisation (NGO) Management', the following examinations, which are assessed as 'passed' or 'failed' in accordance with Article 15 paragraph 4, shall be taken in each semester:

Module		Semester	ECTS	Type of Examination
B1	Basics of CSR & NGO Management	**1**	**8**	Article 15 para. 4
E1	Electives	**3**	**6**	Article 15 para. 4
C1	Coaching	**3**	**5**	Article 15 para. 4

B Basics
GM General Management
S Specialised Management
EE External Environment
E Electives
C Coaching

Within the 'Electives' module, students may freely choose courses worth a total of 6 ECTS from a list. The courses that are being offered for each semester are published by means of an announcement posted on the notice-board. If fewer than 6 students register for an elective, the

course shall not be offered in that semester. In this event, students may sign up for another subject after expiry of the deadline for registration.

Article 12 – Practical term

(1) Students whose undergraduate degree (Article 3 paragraph 1) comprises fewer than 210 credits, but a minimum of 180 credits must complete the Practical Term module, which takes a minimum of 16 and a maximum of 27 weeks.

(2) Upon request previous qualifications from a minimum of twenty month of relevant employment can be credited up to a total of 30 credit points on the Practical Term, if the professional experience can be considered equal in nature and standards to the examination it is to replace.

(3) The admission commission is conducting all matters regarding recognition of previously earned qualifications. The respective vetting process happens on an individual case-by-case basis. A general recognition is not possible.

(4) It is for the candidate to provide all necessary information regarding the previous qualifications.

(5) Not applicable

(6) During the practical term students are supervised by a university lecturer from the ranks of the teaching staff who are entitled to conduct examinations.

(7) Participation in the practical term shall be confirmed by the supervisor if

1. a qualified testimonial of the student's project-related employment is provided by the organisation where the student completes the practical term module,
2. not applicable,
3. the student has created a detailed report about their internship during the practical term, which is about 3,500 words long signed off by the responsible organization,
4. the placement has fulfilled the purpose of the practical term and the student has completed the tasks assigned to him or her.

(8) If the practical term is interrupted or shortened for more than two weeks due to illness or other reasons and if, as a consequence of this interruption or shortening, the purpose of the practical term is not (entirely) fulfilled, the practical term shall be extended accordingly. The supervisor decides on the time required for this extension. Only in exceptional circumstances may students be granted permission to extend the period of their agreement for the purpose of attending lectures; the corresponding application must be filed with the Examination Board, specifying the reasons.

(9) The practical term may be re-taken once if participation in the practical term module is not confirmed by the supervisor.

Article 13 (Not applicable)

III. Regulations as to the examination procedure

Article 14 - Purpose, scope, language and types of examinations

(1) Examinations serve to assess whether a student has acquired the expertise necessary to deal with the essential interrelations between the content and methods of the subjects in which the examinations are taken; they also serve to assess whether he or she is able to independently apply the expertise and skills acquired.

(2) The examination requirements must be related to the content of the courses, as set out for the respective subject by the Curriculum (which is part of the Examination Regulations). The level of knowledge examined in previous study periods may only be assessed insofar as this is necessary to achieve the objectives of the examination set out in paragraph 1.

(3) The language of examination is English.

(4) The Examination Board decides on the details of the examination, such as

- the type of examination,
- the time, place, duration and resources allowed in the examination

in advance and informs students of these details in writing at the latest twelve weeks prior to the examination. It is sufficient to inform students by posting a public announcement on the notice-board and/or by publishing the information on the Internet.

(5) In written tests, students shall prove that they can deal with problems taken from the specialist fields of the respective subject in which the examination is taken within a limited time period, using a limited number of resources and common methods of the specialist field, and that they can solve these problems appropriately. Written tests are invigilated.

(6) In oral examinations, students shall prove, in the course of a discussion that they are able to use common subject-related methods to recognise and find solutions to problems from the subject area in which the examination is taken. Oral examinations can be conducted separately for each student or jointly for several students (group examination). In the case of group examinations, the duration of the examination shall be multiplied by the number of students. Minutes must be kept of the essential topics and results of the oral examination, in particular of the facts relevant to grading. Subsequent to the respective oral examination, students shall be informed of their examination results. Students who are planning to take the same oral examination at a later date may be admitted to the examination as listeners insofar as there is enough room available and none of the exam candidates has objected to this motion when registering for the examination. The permission does not include admission to the subsequent consultation and the announcement of the examination result.

(7) A written assignment is a piece of writing in which students are required to work independently on a subject-specific task, using and evaluating the relevant literature. The length of and time

allotted to the assignment shall be determined by the Examination Board at the beginning of the semester.

(8) A presentation is, on the one hand, a piece of writing in which students are required to work independently on a problem from the subject area in question by using and evaluating the relevant literature; on the other hand, they shall report on their work and outline their findings in an oral presentation.

(9) The simulation exercise is intended to simulate challenging situations at work under conditions similar to professional practice. The aim is to practise complex situations relevant to business practice on which decisions have to be made under severe pressure of time.

Article 15 - Assessment of examination results

(1) Examinations must be assessed in accordance with this regulation. All assessment must be verifiable. In the case of oral examinations, students must be informed of their grade without delay; in all other cases, after six weeks at the latest. Notification through the electronic Student Information System (SIS) is sufficient. As a rule, the examination is conducted by the tutor of the course in which a student wishes to take the examination. If several examiners conduct the examination, they shall jointly assess the student's performance.

(2) Examinations which serve to complete a degree programme as well as re-examinations that cannot be re-taken again if they are irrevocably failed shall be assessed by a minimum of two examiners; otherwise a student's performance may be assessed by one examiner only. To conduct oral examinations, the Examination Board may appoint only one examiner. In this case, a competent assessor must be consulted; prior to the final grade being determined, the assessor must be heard by the examiner.

(3) The following grades shall be used to assess examination performance, except in the cases set out in paragraph 4:

1 = excellent (i.e. German *sehr gut*)	=	outstanding performance
2 = good (i.e. German *gut*)	=	performance significantly above average
3 = satisfactory	=	average performance
4 = sufficient (i.e. German *ausreichend*)	=	performance below average, but still fulfilling the requirements
5 = insufficient (i.e. German *nicht ausreichend*)	=	performance which does not fulfil the requirements due to considerable flaws

In order to differentiate assessment in more detail, grades may be lowered or increased by 0.3; the grades 0.7, 4.3, 4.7 and 5.3 are not permissible.

If grades are calculated by adding interim values, the computed values shall account for the following grades:

Interim value of up to 1.5	'very good' (i.e. German *sehr gut*)
Interim value of more than 1.5 up to 2.5	'good' (i.e. German *gut*)
Interim value of more than 2.5 up to 3.5	'satisfactory' (i.e. German *befriedigend*)
Interim value of more than 3.5 up to 4.0	'sufficient' (i.e. German *ausreichend*)
Interim value of more than 4.0	'insufficient' (i.e. German *nicht ausreichend*)

Interim values are only considered with the first decimal place; all other places after the point are deleted without rounding.

An examination shall be awarded a pass if the performance is assessed as being at least 'sufficient'. If two examiners who have jointly assessed an examination differ in their assessments, the final grade shall be determined by the arithmetic average of the individual grades.

The following table shall apply to the calculation of grades:

Assessment table (max. 100 points)		
Number of points		**Grade**
From	**to (incl.)**	
0	49.4	5.0
50	54.5	4.0
55	59.5	3.7
60	64.5	3.3
65	69.5	3.0
70	74.5	2.7
75	79.5	2.3
80	84.5	2.0
85	89.5	1.7
90	94.5	1.3
95	100	1.0
From 98		Diploma Supplement

An outstanding performance of 98 points or more is specifically recognised and mentioned in the Diploma Supplement (Article 26 paragraph 5).

If a module consists of several examinations graded under Article 15 paragraph 3 and / or paragraph 4, the module grade will be the arithmetic mean of the grades from only those examinations graded under Article15 paragraph 3. These grades will be weighted according to the credit points granted for each examination.

(4) Notwithstanding paragraph 3, examinations may also be assessed as 'passed' or 'failed'. In this case, an examination shall be awarded a pass if the examiner assesses the performance as at least 'still fulfilling the requirements despite some flaws'. If the course consists of an excursion, a language class, an internship, a practical exercise or a comparable format (e.g. business simulation), the registered student must have attended at least two thirds of the total course duration, in addition to fulfilling clause 2.

(5) Upon the examiner's or the invigilator's request, the student must submit a student identity card as well as an official personal identity card.

Article 16 – Re-taking examinations

(1) An examination that has not been passed as a whole under the terms set out in Article 15 paragraph 3 or Article 15 paragraph 4 may be re-taken twice.

(2) If a student has not passed an examination after the second attempt, he or she may, upon request, undergo counselling by one of the examiners who have conducted the second examination. The purpose of this counselling is to find reasons for the failure in the student's study performance and to identify potential means for improving the student's performance.

(3) An examination that has been awarded a final grade of 'sufficient' or 'passed' may not be re-taken.

Article 17 - Examination Regulations in accordance with Article 15 paragraph 3

(1) The Examination Board shall decide on the types of examinations in advance and communicate them to the students, at the latest, during the first lecture week. It is sufficient to inform students of the decision taken via the Internet and/or by posting a public announcement on the notice-board.

As a rule, the examinations are held during the semester break, ie when there are no lectures. One date for each is scheduled at the end of the winter semester and at the end of the summer semester.

(2) Not applicable.

(3) The following examination types are possible:

- A written test that shall take a minimum of one to a maximum of two full hours of time; the regulations set out in Article 14 paragraph 5 shall apply.
- An oral examination with a standard duration of a minimum of 15 to a maximum of 45 minutes for individual exams; the regulations set out in Article 14 paragraph 6 shall apply.
- A written assignment including an optional oral examination. The term paper must be around 5,000 words long. The provisions of Article 14 paragraph 7 apply; for the oral exam, Article 14 paragraph 6 applies. The written assignment shall be taken in the course of the semester and the oral exam during the related examination period.

If a written assignment includes an oral examination, the results of the written assignment and the oral examination shall each account for 50 % of the final grade for the final part of the examination.

(4) The application for admission to an examination must be filed with the Examination Board by the date scheduled. The application must be submitted in electronic form via the Internet. The application may be submitted for several examinations at the same time if they are scheduled to be held within the same examination period. After the deadline for registration has expired, students cannot register without good reason and without the explicit consent of the Examination Board.

In this event, it is not possible to withdraw from the examination under the terms set out in paragraph 5.

The following documents must be submitted to the Examination Board when applying for admission to an examination:

- evidence that the student fulfils the above-mentioned admission requirements;
- a declaration on previous attempts at passing an equivalent examination as well as previous attempts at passing a final examination or, as the case may be, a preliminary or intermediate examination in the same or a comparable degree programme;
- in the case of an oral examination, a declaration on whether the student objects to the admission of listeners to the examination.

The Examination Board decides on admission to the examination. It announces, in due time, which students will be admitted to the exam; in accordance with the terms set out in paragraph 1, this announcement shall be made a minimum of two weeks prior to the examination.

(5) An application for admission to an examination may be withdrawn up to seven days prior to the date scheduled for the examination by sending an email to the Examination Board; in this event, the application for admission does not count towards the number of attempts allowed to pass the examination.

(6) Admission to an exam is announced through the electronic Student Information System (SIS). The student must consult the Student Information System (SIS) to check their admission and verify that their registration or withdrawal is properly recorded. Only students recorded as admitted may take the exam.

Article 18 - Examination Regulations in accordance with Article 15 paragraph 4

(1) There is no formal admission procedure. The student shall officially register at a date announced by the tutor at the beginning of the semester by signing a list of participants or by registration electronically via the Internet. This registration is a prerequisite for taking the examination. The regulations as to non-attendance and withdrawal (Article 9 paragraphs 1 and 2) shall apply accordingly.

(2) The following types of examinations are possible in particular:

- Attending at least two thirds of the total course duration, unless the course is an excursion, a language class, an internship, a practical exercise, or a comparable format (e.g. business simulation).
- A written test with a duration of one full hour of time the regulations set out in Article 14 paragraph 5 shall apply.
- An oral examination with a standard duration of a minimum of 15 to a maximum of 45 minutes for individual exams; the regulations set out in Article 14 paragraph 6 shall apply.
- A written assignment with a guide value of 5,000 words; the regulations set out in Article 14 paragraph 7 shall apply.

- A presentation including case studies, reports and projects; the regulations set out in Article 14 paragraph 8 shall apply.
- A business simulation exercise including a 15-minute oral examination; the regulations set out in Article 14 paragraph 9 shall apply.

IV. Master's thesis

Article 19 - Purpose of the Master's thesis, topic, examiners

(1) The Master's thesis is a written assignment on a well-defined topic. The Master's thesis shall prove that the candidate is capable of working independently on a practice-oriented task from the field of the degree programme in a given period of time; using scientific as well as practical methods, the student shall complete the task with all its specialist details and its interdisciplinary relations. The Master's thesis shall be written in English.

(2) The Master's thesis may be issued and supervised by any professor who may be appointed as examiner in accordance with Article 7 paragraph 1. The student shall be provided with the opportunity to propose a topic and the examiners for the Master's thesis.

(3) Upon the candidate's request the Examination Board may also appoint a contract professor, a lecturer with particular assignments (LfbA), or a professionally qualified, experienced trainer under Article 7 paragraph 1 to supervise the Master's thesis. In this case, the second supervisor must be a full-time lecturing professor at the department. With the consent of the Examination Board, the Master's thesis may be completed at a facility outside of Bonn-Rhein-Sieg University if it can be sufficiently supervised there.

(4) Upon request, the chairperson of the Examination Board shall ensure that the student is provided with a topic for the Master's thesis in due time. The Examination Board shall ensure that the examination duties are evenly distributed among the examiners, to the possible extent.

(5) Not applicable.

Article 20 - Admission to the Master's thesis

(1) Students shall be granted admission to the Master's thesis if they have acquired at least 30 ECTS credits through their examination performance during the first and second semesters.

(2) The request for admission shall be filed with the chairperson of the Examination Board in written form or by registration electronically via the Internet. The following documents must be attached to the request, unless they have been submitted at an earlier date:

1. A declaration stating which examiners are prepared to supervise the Master's thesis;
2. details of the topic that the examiner intends to issue for the Master's thesis;
3. a statement on previous attempts at writing a Master's thesis.

(3) Before the Examination Board announces its decision on the request for admission, students may withdraw the request in writing without stating the reasons and without this having any effect on the number of attempts allowed to pass the examination.

(4) The Examination Board decides on students' admission to the Master's thesis. Admission shall be denied if the requirements according to paragraph 1 are not fulfilled or if the documents are incomplete.

Article 21 - Administration and implementation of the Master's thesis

(1) The chairperson or deputy chairperson of the Examination Board is responsible for issuing the Master's thesis. The date on which the Examination Board notifies the student about the topic of the Master's thesis and the examiners is defined as the date of issue; this date must be documented.

(2) The time allotted to the Master's thesis (i.e. the time period from the date of issue to the date of submission of the Master's thesis) is four months. In the case of an empirical or experimental topic, the processing time can be extended by one month upon prior request. The chairperson of the Examination Board shall decide on whether the Master's thesis deals with an empirical or experimental topic after having heard the examiner appointed as supervisor of the Master's thesis. The topic and the given task must be such that students can complete the Master's thesis within the given time period. In exceptional circumstances, the Examination Board may extend the time allotted to the thesis by a maximum of one month; students must request such an extension prior to the deadline, specifying the reasons. The supervisor's opinion on the request shall be heard. If the implementation period is to be extended due to illness, an attestation must be attached to the application in accordance with Article 9 paragraph 2. If the illness takes more than one month, the topic of the Master's thesis may be returned.

(3) The length of the Master's thesis shall range between 18,000 and 27,500 words, depending on the form determined by the Examination Board.

(4) Students may, without stating the reasons, reject the thesis topic only once and only within the first three weeks of having been assigned the thesis. In the event of a student re-taking an examination, this procedure is only allowed if the student has not exercised the option of rejecting the topic when implementing the first thesis.

Article 22 - Submission and assessment of the Master's thesis, submission of a new Master's thesis

(1) The thesis shall be bound and submitted in duplicate, along with three digital versions, to the chairperson of the Examination Board by the date specified. The digital versions (provided, for example, on CD-ROMs) shall be attached to the three copies in a file format that can be generally accessed (e.g. txt, doc, rtf or pdf, without access protection). The submission date of the thesis shall be documented; if the thesis is sent in by post, the time of delivery to the post-office is decisive. When submitting the thesis, students must declare in writing that they have carried out the thesis independently, using no other resources than those documented and, in the case of quotes, indicated by references. Furthermore, they shall declare that the thesis is neither identical nor bears any similarities whatsoever with a thesis carried out in a previous degree programme.

(2) The Master's thesis shall be assessed by two examiners. One of them must have supervised the thesis. Students have the right to propose the second examiner, who is appointed by the

Examination Board. In the circumstances set out in Article 19 paragraph 3, the second examiner must be full-time lecturing professor at the department. If the examiners disagree in their assessments, the grade for the Master's thesis shall be determined by the arithmetic average of the individual grades if the difference between the two grades is below 2.0. If the difference is 2.0 or more, a third person shall be appointed by the Examination Board. In this case, the arithmetic average of the two best individual grades shall account for the final grade. However, the Master's thesis may only be assessed as 'sufficient' (4.0) or better if at least two of the grades are 'sufficient' (4.0) or better. All assessment must be accounted for in written form.

(3) If a Master's thesis has not been passed, a new Master's thesis may be submitted once. If a Master's thesis has been awarded a pass, it is not possible to submit a new thesis.

Article 23 Not applicable.

Article 24 Not applicable.

V. Results of the Master's examination

Article 25 - Results of the Master's examination

(1) The Master's examination shall be awarded a pass if all the examinations involved as well as the Master's thesis have been assessed as being at least 'sufficient' (4.0) or 'passed'.

(2) The Master's examination shall be assessed as failed if one of the examinations in accordance with paragraph 1 has been definitively assessed as 'insufficient' or 'failed'. The student shall be officially notified that he or she has failed the examination and forfeited the entitlement to the final examination; he or she shall also receive an official letter with instructions concerning rights of appeal. Upon request, the chairperson of the Examination Board may issue a notification that lists the examinations passed, the respective grades awarded as well as the number of examinations still outstanding to pass the Master's examination. The notification shall show that the student has definitively failed the Master's examination or has forfeited the entitlement to the examination.

Article 26 – Grade Report, Diploma and Diploma Supplement, final grade

(1) The Grade Report to be issued for the passed Master's examination contains the credits for the respective subject, the results of the examinations and the Master's thesis, the topic of the Master's thesis as well as the final grade for the Master's thesis in both English and German.

(2) The total grade of the Master's examination is the arithmetic mean of the grades from only those examinations graded under Article 15 paragraph 3. The credit points of the modules count as weighting factors.

(3) The Grade Report, which shows that the Master's thesis has been passed, shall be issued without delay, if possible within four weeks of the last examination day. It shall be signed by the dean or the vice dean and the chairperson of the Examination Board and bear the date of the day on which the last examination was taken.

(4) Along with the Grade Report, the student shall be issued a diploma which bears the same date. The latter documents that the academic degree of Master of Business Administration (MBA) has been awarded. The Diploma shall be signed by the dean and the vice dean and the chairperson of the Examination Board and bear the stamp of the Bonn-Rhein-Sieg University of Applied Sciences.

(5) The Diploma Supplement shall provide information on the examinations passed with excellent results as set out in Article 15 paragraph 3. Prior to being issued to the student, the Diploma Supplement shall be signed by the dean or vice dean and the chairperson of the Examination Board.

VI. Final provisions

Article 27 - Inspection of the examination records

(1) After the examination procedure has been completed, students shall, upon request, be granted an inspection of their examination papers, the related assessment by examiners and the minutes of the examination. The request for inspecting these documents shall be submitted to the chairperson of the Examination Board within one month of the respective students having been issued the Grade Report or been notified about failing the final examination; the chairperson shall also decide on the time and place of the inspection. Article 32 of the Administrative Procedures Act of the German Federal State of North Rhine-Westphalia (Verwaltungsverfahrensgesetz des Landes NRW) concerning the reinstatement to the previous condition shall apply accordingly.

(2) Students shall be granted the inspection of the examination records relating to a particular examination immediately after they have been informed of the respective examination result. Paragraph 1 shall apply accordingly.

Article 28 - Invalidity of examinations, revocation of the Master's degree

(1) If a student has cheated in an examination and this becomes apparent only after the examination, the Examination Board may subsequently correct the grades for those parts of the examination in which the student cheated. If the deception becomes apparent only after the Grade Report has been issued, the Examination Board may declare the final examination as either completely or partially failed.

(2) If the requirements for admission to an examination are not fulfilled without the student's active and wilful deception on this issue, and if this becomes apparent only after the certificate has been issued, this deficiency shall be remedied by passing the examination. If the student has wilfully gained admission under false pretences, the Examination Board shall decide on the legal consequences in compliance with the Administrative Procedures Act for the German Federal State of North Rhine-Westphalia (Verwaltungsverfahrensgesetz für das Land Nordrhein-Westfalen).

(3) The incorrect Grade Report shall be redeemed and, as the case may be, re-issued. After expiry of a five-year period from the date of issue of the Grade Report, a decision as set out in paragraph 1 and paragraph 2 sentence 2 is ruled out.

Article 29 – Entry into force and publication, transitional provisions

(1) The German version of these Examination Regulations shall be published in the Official Publications – Announcement Sheet (Verkündungsblatt) - of the Bonn-Rhein-Sieg University of Applied Sciences and come into effect on the day after publication. They shall apply to all students who enrol for the degree programme 'Master of Business Administration (MBA) in Corporate Social Responsibility and Non-Governmental Organisation (CSR & NGO) Management' at the Bonn-Rhein-Sieg University of Applied Sciences from the 2018/2019 winter semester.

(2) Not applicable.

(3) If these Examination Regulations will be replaced by a amended version or the degree programme is discontinued, examinations will be held until the forth semester after the semester in which the course relating to the examination was last offered. This also includes the semester in which the course was last offered. Particularities about offered examinations shall be governed by a separate regulation.

Issued by virtue of the Departmental Council's decision of 18 May 2017.

**** This document is a translation of the German First Amendment to the Examination Regulations for the Degree Programme 'Master of Business Administration (MBA) in Corporate Social Responsibility (CSR) and Non-Governmental Organisation (NGO) Management' at the Bonn-Rhein-Sieg University of Applied Sciences, effective from 19 July 2018. Please note that only the German version of the text is legally binding.***

Rheinbach, 15 January 2019

Prof. Dr Peter Muck

Dean of the Department of Management Sciences

Appendix 1: Study plan

3 Semester Study Plan *(full-time schedule)*

								ECTS	SWH*
	Preparatory Courses (Optional: Academic Writing and Practical Term 0 CP; Compulsory: Practical Term 30 CP)							30	-
1	Basics of CSR & NGO Management (8)	General Management 1 (5)	General Management 2 (6)	General Management 3 (5)	General Management 4 (6)			30	14.5
2		General Management 5 (5)	CSR & NGO Management (12)		External Environment: Economics (2x3=6)	External Environment: Politics and Ethics (6)	Coaching / Master Thesis Writing (5)	30	14.5
3						Electives (6)	Master's Thesis (20)	30	5.5
								90	34.5

5 Semester Study Plan *(part-time schedule)*

								ECTS	SWH*
	Preparatory Course (Optional: Academic Writing and Practical Term 0 CP; Compulsory: Practical Term 30 CP)							30	-
1	Basics of CSR & NGO Management (8)		General Management 2 (6)		General Management 4 (6)			20	10.5
2		General Management 5 (5)			External Environment: Economics (2x3=6)	External Environment: Politics and Ethics (6)		14	9
3		General Management 1 (5)		General Management 3 (5)		Electives (6)		19	9
4			CSR & NGO Management (12)				Coaching/ Master Thesis Writing (5)	16	5.5
5							Master's Thesis (20)	21	0,5
								90	34.5

Appendix 2: Curriculum

	Module	SWS	Work-load (in hours)	ECTS		Semester		
				Course	Module	1	2	3
	Preparatory Courses		*variable*					
	Academic Writing	0.5		N/A	N/A	x		
Basics	**Basics of CSR & NGO Management**		**240**		**8**			
	Concepts, Functions and Actors in CSR & NGO Management	0.5		1		x		
	Introduction to Governance, Business and Project	4		7		x		
General Management	**General Mgmt. 1: Information and Communication**		**150**		**5**			
	Marketing	1		3		x		
	Fundraising, Lobbying and Campaigning	1		2		x		
	General Mgmt. 2: Leadership & Human Resource Management		**180**		**6**			
	Individual & Group Behaviour	1		2		x		
	Human Resources and Leadership	2		4		x		
	General Mgmt. 3: Statistics and Accounting		**150**		**5**			
	Applied Statistics	1		3		x		
	Management Accounting	1		2		x		
	General Mgmt. 4: Investment and Finance		**180**		**6**			
	Investment and Finance	1		2		x		
	Social Investment	1		2		x		
	Business Simulation	1		2		x		
	General Mgmt. 5: Logistics and Quality Management		**150**		**5**			
	Logistics	2		3			x	
	TQM and Business Excellence	1		2			x	
Special Mngt.	**CSR & NGO Management**		**360**		**12**			
	Management of Complex Projects	1		3			x	
	NGO Business Strategy and Organisation	1		2			x	
	Corporate Social Responsibility	2		3			x	
	Business Plan Development	1		4				
External Environment	**External Environment: Politics and Ethics**		**180**		**6**			
	International Politics	2		3			x	
	Global and Business Ethics	2		3			x	
	External Environment: Economics		**180**		**6**			
	International Economics	2		3			x	
	Sustainability Economics	2		3				x
Electives	**Electives**		**180**		**6**			
	ie. Monitoring and Evaluation Methods; Proposal Writing; Communication and Negotiating Skills; Human Rights and International Law; CSR-Reporting Standards, Business Plans and Pitching Session for NGO-Managers, Diversity Management, CSR and stakeholder dialogue, etc.	3		2				x
C	**Group and Individual Coaching**	1	**150**	**5**	**5**			**x**
M	**Master's Thesis**	-	**600**	**20**	**20**			**x**
	Summe	**34**	**2700**	**-**	**90**			

SWS = hour(s) per week per semester