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Study and Examination Regulations for the continuing education Master's study  
program in

International Technical and Vocational Education and Training

On the basis of § 13 para. 1 in conjunction with § 67 para. 3 no. 8. and § 77 para. 2 no.1 of the Saxony-Anhalt Higher Education Act (HSG LSA) dated 14.12.2010 (Law & Ordinance Gazette LSA p. 600) as amended, Otto von Guericke University Magdeburg has enacted the following Study and Examination Regulations for the continuing education Master's study program in International Technical and Vocational Education and Training:

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## I. General

### § 1

#### Scope of application

(1) These Study and Examination Regulations govern the objective, content and structure, plus the examinations and completion of the Master's degree in International Technical and Vocational Education and Training in the Faculty of Humanities, Social Sciences and Education of Otto von Guericke University Magdeburg.

(2) This continuing education Master's degree is classified as "more strongly application-oriented". The study program is offered in both the German and English languages.

(3) The continuing education Master's in International Technical and Vocational Education and Training is a study program that is subject to fees. The fees will be collected in accordance with the statute concerning the collection of fees for the Master's study program in International Technical and Vocational Education and Training.

### § 2

#### Objective of the study program

(1) Graduates of the continuing education program in International Technical and Vocational Education and Training have a broad and simultaneously detailed and critical understanding of specialist vocational pedagogy knowledge. In the predominantly application-oriented study program, students acquire content-related and methodological knowledge in the field of vocational education and training, in the didactics of vocational teaching and learning, in curriculum and media development as well as in international vocational education and vocational education management. The study program thus aids the development of a broad range of specialist skills.

Graduates of the program have the ability to independently develop a question for a problem, to pursue it on the basis of the current research situation and generate further findings and conclusions through analytical thinking and judgment. They are able to present it to both laypersons and experts and defend their conclusions conclusively in a debate. Graduates learn to independently investigate new subject areas, evaluate information and draw practical conclusions that take into account both social and ecological aspects. The methodological skills in critical analysis that are learned and the skills developed for practical, independent application enable graduates to organize their own work and contribute the specialist content that they have developed to individual and group projects. Moreover, human resources and social competences are reinforced through project-based and practice-oriented learning. These include communication skills and the ability to organize their own work and take on responsibility as well as self-reflection skills. The ability to develop cooperations and strengthen networks is also cultivated and strengthened.

Graduates are therefore, among other things, in a position to flexibly utilize the specialist methods that they have acquired and develop new solutions to problems in complex contexts.

(2) Training objectives of the Master's study program are to qualify graduates for professional activity in the following areas:

- occupational leadership and coordination activities in the field of vocational education and training;
- management of vocational education projects in international development cooperation work and in international organizations;
- activities as a teacher on vocational training and educational courses in industrial training facilities and in European vocational training institutions;
- vocational education policy development work in the international context;
- consultancy and development activities in the teaching materials sector (textbooks, technical documentation, experimentation systems, laboratory concepts and more) taking into account new media;
- activities in vocational education research.

### § 3

#### Academic degree

Once the examinations required to graduate have been successfully completed, Otto von Guericke University shall award the academic title of

"Master of Science", abbreviated to:  
"M.Sc."

#### II. Scope and progression of study program

### § 4

#### Admission to the study program / admission requirements

(1) Conditions of admission to the Master's degree course are as follows:

- a) The applicant must provide proof of holding a Bachelor's degree, a university diploma or a comparable degree awarded by a state or state-recognized college of advanced vocational studies, a Magister degree or have passed a course completed with a state or ecclesiastical examination.
- b) The university degree should have been obtained in an educational, cultural, social, technical, economic or natural science subject.
- c) The applicant should have relevant vocational experience on the basis of their first professional qualification.
- d) The completed degree must be worth at least 180 credit points.

(2) Admission must be refused if the applicant has irrevocably failed examinations in the chosen course of study at a university or equivalent institute of higher education that falls within the area of application of the German Basic Law or is currently undergoing an equivalent examination process.

(3) For both the German-language and English-language programs, evidence must be provided of meeting language requirements:

German-language program: for students who are not native speakers of German, evidence of meeting the relevant linguistic requirements must be provided through: TestDaF to at least level 3 upon enrollment for the course and at least TestDaF level 4 upon registration for the Master's thesis. Equivalent language qualifications are accepted.

English-language program: if the program is delivered in English, all applicants must have

adequate knowledge of the English language. To this end, they must provide evidence in the form of the TOEFL qualification or an equivalent test. The minimum required TOEFL points score is 550 (paper-based test) or 213 (computer-based test) or 79 (Internet-based test).

(4) The certificates and proofs must be provided in German or English and/or the relevant translation by a sworn translator.

(5) A new intake of students for the course will generally be accepted if there is a minimum number of 15 participants for the German-language program or 11 participants for the English-language program.

## § 5

### Commencement and duration of studies

(1) It is possible to enroll in the summer and winter semesters. The teaching program is organized accordingly.

(2) The Master's study program is designed in such a way that the continuing education course, including the preparation of the Master's thesis and associated project seminar, can be completed in a standard duration of six semesters.

## § 6

### Organization and scope of studies

(1) The degree course is divided into modules. Modules usually conclude with an examination.

(2) The required study effort is indicated by the number of credit points (CP) assigned. Altogether this amounts to 120 CP, which are divided into compulsory and compulsory elective modules and the Master's thesis. It is also possible for the student to complete additional modules of his or her choice. The modules, the forms of assessment and allocation of credit points to the individual modules can be found in the examination schedule in the appendix. For the successful completion of the Master's degree course, a total of at least 300 CP must be obtained, including the CP from the undergraduate course of studies.

The workload is approx. 40 CP per year (20 CP per semester).

The credit points indicated describe the study effort, which is comprised of participation in classes, preparation for and reviewing of classes, independently processing and consolidating the subject matter and evidence of completed assessments. One credit point corresponds to an effort of approx. 30 working hours.

(3) The content of the course can be found in the appended study and examination schedules and the module handbook.

## § 7

### Program structure

(1) The range of courses comprises compulsory and compulsory elective subjects.

(2) The designation "compulsory modules" applies to all modules that are required for successful completion of the course of studies in accordance with the Examination and Study Regulations.

(3) All modules that students may choose from in accordance with the Examination and Study Regulations in the compulsory elective part of the course are described as compulsory elective modules. The compulsory elective modules enable students to pursue individual inclinations and interests and to take the subject-specific requirements of their future field of professional activity into account. The list of compulsory elective modules may be amended in accordance with developments in the disciplines taught and the availability of teaching staff and adapted to the teaching program of the department.

(4) Module examinations must be taken for both compulsory and compulsory elective modules. One module examination must be taken for each module. Examinations must be completed either during the course of studies or at the end of the respective module. For each successfully completed module, a certain number of credit points (CP) will be awarded in accordance with the European Credit Transfer System (ECTS).

(5) The study program concludes with a final thesis, known as the Master's thesis, and an accompanying project seminar. The Master's thesis corresponds to a workload of 20 CP. The time allowed to work on the thesis is 6 months. The final thesis should demonstrate that the student is in a position, within a prescribed amount of time, to work on a scientific problem independently and competently.

(6) The standard study plan in the appendix should be seen as a recommendation for completing the study program in the standard study duration.

## § 8

### Types of course

(1) The courses are delivered in the form of lectures, seminars, tutorials, colloquia, internships, laboratory practicals, projects and field trips, including in combination.

(2) Lectures are used to communicate technical, theoretical and methodological knowledge in a cohesive and systematic presentation form.

(3) Seminars are used for teachers and students to scientifically appraise theoretical and practical issues collaboratively. This can be in a variety of different ways of working (provision of information, presentations, development of theses, discussions) and in groups.

(4) The purpose of tutorials is to consolidate the knowledge conveyed in the lectures and to acquire methodological skills in combination with application-oriented practice.

(5) Colloquia are used for in-depth scientific discussion between lecturers and students on selected questions. The objective of the colloquium is to reflect on a subject in theoretical and practical terms to a high professional standard.

(6) Field trips are used for demonstration purposes and information gathering as well as to provide contact with professional practice.

(7) Projects are used to work on complex tasks taking theoretical principles into particular account on the basis of practical examples. Projects are used to develop skills in independent scientific work and for solving holistic problems in a practical manner. They are worked on in groups.

(8) Internships / laboratory practicals help consolidate what is learned through (near) practical application.

(9) Internet-supported courses (individual Internet-based teaching/learning forms can be adapted for the relevant study program)

## § 9

### Course guidance

(1) In order to facilitate orientation at Otto von Guericke University Magdeburg for new students, introductory courses are held at the start of each program.

(2) Course guidance is offered by the faculty for each study program. The relevant contacts are listed on the faculty website and in the examination office.

(3) Course guidance can be called upon at any time and is especially useful in the following cases:

- initial difficulties upon commencement of studies,
- choice of areas of concentration,
- significant failure to comply with the standard course duration,
- failed examinations,
- studies abroad and individual study plan organization

(4) With regard to the Master's thesis, it is worthwhile making contact with lecturers as early as possible.

## § 10

### Individualized study plans

(1) Individualized study plans are available in principle in agreement with the course leader/subject advisor.

(2) Individualized study plans are useful for successfully completing the program within the standard study duration as well as for combining studying with family life and employment. In particular, they are offered to students who, despite satisfying the admission requirements for the program, are lacking in prior knowledge in one or more modules or to students who need particular support due to long-term illness, or the birth of or caring for their children, or similar.

(3) The course leader/subject advisor is the point of contact for students who wish to draw up an individualized study plan.

## III.

### Examinations

## § 11

### Board of Examiners

(1) For the organization of the examinations and the tasks assigned by these Examination Regulations, the Faculty for Humanities, Social Sciences and Education will form a Board of Examiners for continuing education study programs. It will consist of 5 members, who are elected by the Faculty Council. The chairperson, deputy chairperson and one further member are elected from among the professors, assistant professors and university lecturers, one member is appointed from the group of research associates and one member from the student body. The term of office of the members of the Board of Examiners is four years, with student incumbency being limited to two years.

(2) The Board of Examiners takes steps to ensure that the provisions of the Examination Regulations are adhered to and ensures the proper delivery of examinations. In particular, it is responsible for ruling on objections to decisions made during examination procedures. The Board of Examiners reports regularly, but at least once per year, to the Faculty about the development of examination and study times including the actual time spent working on the Master's thesis as well as on the distribution of module and overall grades. For all standard cases it may transfer the performance of its duties to the chairperson; this does not apply to decisions concerning objections.

(3) The Board of Examiners is quorate if at least two voting members, of which one is the chairperson or deputy chairperson, are present and the number of professors present is at least as great as the number of other members. It passes resolutions with a simple majority. In the event that votes are tied, the chairperson has the casting vote. Abstentions count as uncast votes, provided that they do not constitute the majority.

- (4) The members of the Board of Examiners have the right to attend examinations.
- (5) The meetings of the Board of Examiners are not held in public. The members are bound to maintain confidentiality. If a member is not a public servant, upon taking up their role they must be sworn to secrecy by the chairperson of the Board of Examiners.
- (6) The responsible examination office supports the work of the Board of Examiners.

## § 12

### Examiners and assessors

- (1) The Board of Examiners appoints the examiners and assessors. Professors, assistant professors, university lecturers, research assistants, provided that they have a teaching role, teaching staff and individuals with experience in professional practice and training are authorized to conduct university examinations. Examinations may only be assessed by persons who themselves hold at least a Master's degree or equivalent qualification.
- (2) At least two examiners must be appointed for the evaluation of written examination scripts. If the Board of Examiners determines that, having considered all those authorized to be examiners or assessors pursuant to paragraph 1, the additional burdens arising from appointment as an examiner for a particular examination date would have an unreasonable impact on their other duties, or if two examiners are not available, it may resolve that the written examinations may be marked by one examiner only. The decision must be communicated to the students when they register for the examination.
- (3) Two examiners must be appointed to evaluate the Master's thesis, of which one must be a university lecturer with the right to mark exams. In the case of a cooperative Master's thesis, the examiner from Otto von Guericke University Magdeburg must be a university lecturer.
- (4) Students may propose examiners for oral examinations and the Master's thesis. This proposal shall not, however, be legally binding.
- (5) The examiners are independent in their duties.
- (6) The Board of Examiners is to ensure that students are informed in good time of the names of the examiners.

## § 13

### Recognition of periods of study, study credits and examination results

- (1) Upon written application, the Board of Examiners will decide on the recognition of prior periods of study, academic achievements and examination results. The application is to be addressed to the Board of Examiners within one semester from the beginning of the relevant program of studies. Students must present the necessary original documents or certified copies thereof for purposes of accreditation.
- (2) Periods of study, academic achievements and examination results from courses at universities within the scope of application of the German Basic Law shall be credited, provided that no significant difference can be ascertained. Credit will be given for periods of study, assessments and examinations completed abroad provided that in accordance with the verifiable information concerning the completed assessments supplied by the applicant, no significant difference can be ascertained.
- (3) When crediting periods of study, assessments and examinations completed outside the Federal Republic of Germany, the Lisbon Convention of 11 November 1997 and the equivalence agreements approved by the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder together with the regulations set out within the context of

university cooperation agreements must all be taken into account. As long as it is already being applied by both parties, the basis of evaluation is the European Credit Transfer System (ECTS). The burden of proof that an application does not meet the corresponding requirements lies with the Board of Examiners.

- (4) Where grading systems are comparable, the grades will be adopted and used in calculating the cumulative grade.
- (5) Evidenced knowledge and skills acquired outside of the university may be credited to the study program up to a maximum of 50%, provided that they are relevant and equivalent to the modules of the study program in terms of content and level. Applications for recognition must be addressed to the Board of Examiners within the first semester following the commencement of studies. For the purposes of recognition, students must present the necessary original documents or certified copies thereof.

#### § 14

##### Cooperation with partner universities and recognition of examinations taken at partner universities

- (1) When implementing the study program, the Faculty may collaborate with partner universities abroad that are associated with Otto von Guericke University Magdeburg through cooperation agreements.
- (2) Module examinations that are completed at a partner university cooperating with OVGU in the context of this study program, and which are certified by the partner university, will be recognized.
- (3) The examination regulations applicable at the partner universities shall apply to examinations that are taken on partner university sites.
- (4) Specified rules regarding the conversion of grades awarded by partner universities can be found in the appendix.

#### § 15

##### Areas of responsibility

- (1) The respective Länder-specific and university-specific legal foundations apply to the implementation of study programs and examinations.
- (2) The students are obliged to familiarize themselves with the relevant applicable study implementation and examination regulations of the universities.

#### § 16

##### Types of examination during the program

- (1) The following types of examinations may be held during the program:

Written examination (WE) (para. 2)  
Oral examination (O) (para. 3) Term  
paper (TP) (para. 4) Scientific project  
(SP) (para. 5),

- (2) In a written examination that is invigilated and taken in a time-limited session with limited aids, students are required to demonstrate their comprehension of standard methodology and problem recognition and solving skills within their specific fields.

Written examinations must usually be assessed by two authorized examiners. The form of co-signing assessments is permitted. Marking of scripts should take no longer than six weeks in total. The examination assessment criteria must be published. Grades must generally be announced no later than 4 to 6 weeks after the examination. The time allowed for a written examination

is at least 60 minutes, however not more than 240 minutes. The examiner shall decide which examination aids may be used in a written examination. The permitted aids must be announced prior to the examination. Preliminary marking may be done by research assistants.

(3) In the oral examination, the candidate must demonstrate that they have structured knowledge, can identify the interrelationships within the subject area, are capable of contextualizing specific questions in these interrelationships in a limited time and can find ways to achieve solutions.

A reasonable number of written exercises may be set as part of the oral examination, provided that the oral character of the examination as a whole is not affected.

The oral examination shall take place with several examiners (panel examination) or with one examiner and an expert assessor in the form of an individual or group examination, whereby up to 4 students may constitute a group. The expert assessor must be consulted before a final grade is awarded. The duration of the examination for each student per subject area shall generally be at least 15 and at most 45

minutes. The essential points of the examination and the examiners' evaluation must be recorded in writing. This record must be signed by the examiners and the assessors. The examiners must consult with one another to determine the grade. The results are to be made known to the student directly following the presentation of the oral examination.

(4) A term paper requires an experimental, empirical or theoretical approach to a specific subject from within the field of study. Students are free to propose topics and task definitions for their papers. However, their proposals shall not give rise to a legal entitlement. In suitable cases, the solutions produced may be presented orally in a manner typical of the occupation in question. If students are more overburdened than normal with other examination and assessment work, the time allowed for completion may be extended only once by up to one half. In doing so, due consideration must be given to compliance with the standard study duration.

(5) By working on a joint academic project, students demonstrate their capacity to produce scientific work independently as well as to work in a team. Individual contributions to a project must be clearly discernible.

(6) The task for the examination is specified by the examiners. If they are unable to agree, the task will be determined by the Board of Examiners.

(7) The types of examination specified in these regulations may be amended under the following conditions:

- If 12 candidates are registered or can be expected for an examination with an examiner that is designated as a written examination, then upon application by the examiner, the Board of Examiners may agree to the examination being conducted orally instead. This approval shall only apply for one examination date.

- If 20 or more candidates are registered or can be expected for an examination with an examiner that is designated as an oral examination, then upon application by the examiner, the Board of Examiners may agree to the examination being conducted in writing instead. This approval shall only apply for one examination date.

- Students affected by a change to the form of examination approved by the Board of Examiners must be notified without delay.

(8) The type and scope of assessment during the individual modules can be found in the examination schedule contained in the appendix.

(9) The protective provisions pursuant to §§ 3, 4, 6 and 8 of the Maternity Protection Act and in accordance with the time limits set out by the Federal Child-Raising Allowance Act as to parental leave, are to be adhered to and promoted in applying these Study and Examination Regulations, especially with respect to the calculation of time limits. During a leave of absence granted on the grounds of family responsibilities, students are free to continue with their studies and examinations. Upon written application directed to the Board of Examiners, students may repeat a failed examination during their leave of absence.

(10) The regulations of the relevant faculties apply to module examinations held by other faculties.

## § 17

### Protective provisions, compensation for disadvantages

(1) Where a student provides credible evidence (medical certificate) that, due to a prolonged or permanent illness, he or she is completely or partially unable to fulfill the examination requirements in the prescribed form, the Board of Examiners must provide the student with the possibility of taking equivalent examinations in a different form.

(2) Disabled students may be granted additional materials or aids to compensate for disadvantages, provided that this is necessary to establish equality of opportunity. To this end the duration of the assessment may be extended to a reasonable degree or approval may be given for the examination to be taken in a different form. A disabled student is defined as someone who, due to a protracted or permanent physical impediment, is not in a position to complete the examination in the prescribed form, either in part or in full. The impediment must be substantiated. The University may require substantiation in the form of a medical certificate or submission of the student's certificate of disability. Compensation for disadvantage(s) must be applied for in writing to the Board of Examiners. The application should be made no later than when registering for the examination.

(3) The protective provisions pursuant to the Maternity Protection Act and in accordance with the time limits set out by the Federal Child-Raising Allowance Act as to parental leave, are to be strictly adhered to and promoted in applying these Study and Examination Regulations, especially with respect to the calculation of time limits. During a leave of absence granted on the grounds of family responsibilities, students are free to continue with their studies and examinations. Upon written application to the Board of Examiners, students may repeat a failed examination during their leave of absence.

## § 18

### Public access to oral examinations

Students who wish to participate in the same oral examination at a later date, as well as legitimate representatives of the students (students in the collegial bodies and on the student university council and its subdivisions) should be permitted to attend the examination as listeners, provided that there is enough space, unless the examination candidate objects. However admission does not include attendance at the consultation and notification of the candidate's examination result.

## § 19

### Admission to module examinations during the program

(1) Anyone who is enrolled at Otto von Guericke University or one of the partner universities on the study program referred to under § 1 may be admitted to the program examinations.

(2) Students of this program must apply for admission to the examinations and repeat examinations within the period of time specified by the Board of Examiners and in the required form. Failure to comply with the registration deadline

shall result in admission to the examination being refused unless the Board of Examiners decides otherwise upon written application by the student.

(3) Suggested examiners and, where the corresponding documentation is not already in the possession of Otto von Guericke University, evidence of having met the pre-examination requirements, must be appended to the application for admission.

(4) The application may be retracted at the latest one week before the respective examination date. In the event of a withdrawal, a new application for admission to the examination must be submitted in accordance with paragraphs 1 and 2 for a later examination date.

(5) The Board of Examiners is responsible for admission decisions. Admission must be refused if

1. the requirements for admission are not met or
2. the documents are incomplete or
3. the examination has been irrevocably failed or is deemed to have been irrevocably failed.

## § 20

### Assessment of examinations and calculation of module grades

(1) The grades for the individual examinations are stipulated by the relevant examiners. The schemes from Appendix IV must be used for assessing the examinations.

(2) The following grades are excluded: 0.7, 4.3, 4.7 and 5.3.

(3) A module examination shall only be deemed to have been passed if every assessment is awarded a grade of at least "adequate".

Individual examinations or assessments that have been awarded a grade of "failed" must be repeated before the grade for the module is given.

(4) When arriving at a grade by means of averaging, only the first decimal place will be taken into account; all other decimal places will be disregarded.

Average grade	Designation
Above 1.5	= very good (D), from
1.5 to 2.5	= good (D),
from 2.5 to 3.5	= satisfactory (P), from
3.5 to 4.0	= adequate (P),
An average over 4.0	= failed (F).

(5) In accordance with the recommendations of the HRK, the German grade will be supplemented with an ECTS grade.

## § 21

### Repeating examinations

(1) Examinations during the program that are failed or deemed to have been failed may be repeated once. Repeat examinations may only be taken within 12 months after being notified that the examination has been failed, unless an extension is granted to the student for specific reasons that are beyond his or her control. § 13 applies accordingly for the assessment.

(2) A second repetition of an examination taken during the program can usually be permitted at the next scheduled examination date. Upon application by the student, the Board of Examiners may jointly agree an earlier examination date with the examiner.

(3) The second repetition of an examination during the course is to be applied for and justified before the Board of Examiners in written form within the six-week cut-off period immediately following notification of having failed the first repetition.

(4) Unsuccessful attempts at passing an examination in selected study programs at another university that falls within the area of application of the German Basic Law will be counted towards the total permissible number of repetitions.

(5) It is not permitted to repeat an examination taken and passed during the program.

(6) If the student leaves the university or changes program, he or she will be issued with a written confirmation containing the examinations and assessments taken and their grades as well as any unsuccessful attempts at passing an examination.

#### IV. Master's Degree

##### § 22

##### Master's thesis

(1) The completion of the Master's thesis is scheduled for the 6<sup>th</sup> semester.

(2) The time allowed for working on the Master's thesis is six months. In individual cases, the responsible body at the relevant university may extend the time allowed by a maximum of two months upon receipt of a justified application. In the case of cooperative Master's theses, the agreement of the Board of Examiners of the relevant international partner university is required. More details can be found in the cooperation agreement between Otto von Guericke University and the relevant international partner university.

(3) The Master's thesis can be completed in two forms:

a) as a cooperative Master's thesis, which is produced on the Magdeburg campus and on the campus of the respective cooperating university and is assessed jointly by both universities. The cooperative Master's thesis will be supervised jointly by one individual from Otto von Guericke University who is an authorized examiner and one authorized examiner from the partner university. The cooperation agreement between Otto von Guericke University and the relevant international partner university governs this in greater detail.

b) as a Master's thesis that is produced and assessed in Magdeburg. The Master's thesis will be supervised by one authorized examiner from Otto von Guericke University.

(4) The Master's thesis should demonstrate that the student is capable of working independently, using scientific methods and within a given time frame on a particular issue from the subject area.

(5) The topic of the Master's thesis will be issued by an authorized examiner in agreement with the examination office. This Master's thesis will also be supervised by this person. The student must be given the opportunity to submit suggestions for the topic. The student will be issued with the topic of the Master's thesis within a reasonable time frame. The date and time of issuing of the topic must be put on record.

(6) The topic and task must be suitable for being worked upon over a six month period. The topic may only be returned once and only within the first month of the completion time.

(7) Master's theses may also be produced in a group provided that for each member of the group an assessable contribution can be clearly discerned on the basis of indicated sections or page numbers or on the basis of other objective criteria that enable a clear differentiation. The contribution of each individual group member must satisfy the requirements of paragraph 3.

(8) Two copies of the Master's thesis must be submitted in due time. Upon submission, the student must attest in writing that the work - or in the case of a group thesis the correspondingly labeled section of the work - was produced independently and no sources or aids other than those specified were used. The date of submission must be officially recorded. If the Master's thesis is not submitted within the time limit, it shall be graded as "failed". An application to extend the submission deadline must be submitted in due time by the student to the Board of Examiners following consultation with their supervisor.

(9) The (cooperative) Master's thesis may be written in either German or English or in the official

language of the country in which the cooperating university is situated. If the cooperative Master's thesis is produced in German or English, a summary of approximately 10 pages in length must be appended in the official language of the country in which the cooperating university is situated, in which the topic and background to the problem, the methodology, findings and conclusions are explained. If the Master's thesis is written in the official language of the country in which the cooperating university is situated, a corresponding German or English summary must be appended. A Master's thesis that is only produced and assessed in Magdeburg can be submitted in either German or English.

(10) The Master's thesis must be reviewed and assessed by two authorized examiners.

The person who has supervised the work must be appointed as the first assessor. In the case of a cooperative Master's thesis, the second assessor must be supplied by the cooperating university. The assessments must include a grading and a percentage score in accordance with § 12, should clearly mention the merits and drawbacks of the Master's thesis and be returned within a deadline of six weeks after the work has been submitted. Expert opinions for a cooperative Master's thesis that are produced by the assessor from the cooperating university must include a percentage score.

(11) The overall grade for the Master's thesis is calculated from the arithmetic average of the percentage scores given by both assessors and will be shown as the grade in accordance with § 12. The Master's thesis shall be failed if the individual grades from both assessors' reports are "failed" or the arithmetic average of the percentage scores from both reports is less than 40 percent.

(12) 20 ECTS (completion time six months) are awarded for the Master's thesis.

(13) Students must register for the Master's thesis in writing in the examination office.

(14) Only students who have already achieved at least 75 CP may be admitted to write their Master's thesis. They will be admitted by the Board of Examiners.

## § 23

### Repeating the Master's thesis

(1) If a student receives a grade of "failed" they may repeat their Master's thesis once. The topic may only be returned once and only within the first month of the completion time. A second repetition of the Master's thesis is not permitted.

(2) The new topic of the Master's thesis will be issued in a timely manner, generally within three months.

(3) Repetition of a successfully completed Master's thesis is not permitted.

(4) In the event of repeating the Master's thesis, it is mandatory for the student to participate in the Master's thesis project seminar again.

## § 24

### Makeup of overall grade / diploma supplement / certificate

(1) The Master's degree will be awarded when all examinations and the Master's thesis have been awarded a grade of at least "adequate".

(2) The overall grade is made up of the arithmetic average of the grades from the module examinations and the grade from the Master's thesis weighted in accordance with the ECTS.

(3) In the case of outstanding performance (average grade no worse than 1.2) the overall grading of "passed with distinction" will be awarded.

(4) If a candidate has successfully completed the examination and the Master's thesis, then he or she shall receive a certificate detailing the results. The certificate will include the subject grades, the grade for the Master's thesis and the overall grade and ECTS grade. Furthermore, the transcript will indicate the topic of the Master's thesis together with – should the student request it – the result of examinations in supplementary subjects.

(5) The certificate bears the logo of Otto von Guericke University and the date on which the final examination was completed. The certificate must be issued within eight weeks wherever possible. It must be signed by the chairperson or deputy chairperson of the Board of Examiners and the Dean of the Faculty and stamped with the Otto von Guericke University stamp.

(6) A diploma supplement will be issued.

## § 25

### Master's diploma

(1) The Master's diploma carries the date of the certificate and the logo of Otto von Guericke University. It documents the awarding of the degree of "Master of Science".

(2) The record shall be signed by the Dean of the Faculty of Humanities, Social Sciences and Education at Otto von Guericke University Magdeburg and stamped with the seal of the university.

## V. Final Provisions

### § 26

#### Right to view the examination files

(1) Upon written application to the Board of Examiners after completion of each module examination, students will be granted access to the written examination scripts, the relevant examiners' assessments and the examination reports.

(2) After issuing of the certificate, the written application must be made to the Board of Examiners within a cut-off period of three months. The chairperson of the Board of Examiners will determine the time and place for reviewing the documents.

### § 27

#### Failure to attend, withdrawal, cheating, breach of regulations

(1) An examination will be deemed to have been graded "inadequate" when students, for no good reason:

- do not attend on a mandatory examination date,
- withdraw from the examination after it has already begun,
- do not repeat an examination within the specified deadline.

(2) The justifications provided for any withdrawal or non-attendance must be credible and immediately presented in writing to the Board of Examiners. Otherwise, the examination will be graded "inadequate". In case of illness, a medical report must be presented. Unless the Board of Examiners resolves otherwise, upon recognition of the reasons for non-attendance or withdrawal, the examination must be taken on the next regular examination date.

(3) An examination will be graded "inadequate" if a student attempts to alter the results through deceit or the use of other unauthorized means. Examiners and supervisors are authorized to exclude from further participation any student who disrupts the orderly conduct of the examination. If this is the case, their examination will be graded as "inadequate". In extreme cases, the Board of Examiners is authorized to exclude the student from any further examinations.

(4) An examination will be graded as "inadequate" if the student does not provide sufficient reason for not having respected the submission deadline for an assessment. Paragraph 2 applies accordingly.

## § 28

### Invalidity of examination results

(1) If a student has cheated in an examination and this becomes known after the degree has been awarded, the Board of Examiners is authorized to declare an examination to have been failed either partially or in its entirety.

(2) If the conditions for admission to the examination were not met but without any intentional deception, and this only becomes known after the degree has been awarded, the deficiency is deemed to have been righted if the examination was passed. If a student has deliberately used unfair means to gain admission, the Board of Examiners, taking into consideration relevant legal provisions, will decide as to the revocation of unlawful administrative acts.

(3) Prior to such a decision, the affected student is to be given the opportunity to make a statement on the matter to the Board of Examiners.

(4) The incorrect transcript must be recovered, and if necessary, replaced with a new transcript or certificate. The Master's degree certificate must be recovered if the Master's examination is declared to have been failed as a result of the act of deception. No decision may be made in accordance with paragraphs 1 and 2 after a period of five years from the date of the transcript being issued has elapsed.

## § 29

### Decisions, appeal procedure

(1) All decisions made in accordance with these Examination Regulations, which constitute an administrative deed are to be justified in writing and furnished with instructions on appeal in compliance with § 41 of the Saxony-Anhalt Administrative Procedures Act (VwVfG LSA). An appeal may be submitted to the Board of Examiners within one month of receipt of the decision.

(2) The Board of Examiners will decide as to the validity of the appeal. If the appeal involves a grade, the appeal will be sent to the examiner or examiners for their review. The Board of Examiners will declare the objection to have been remedied if the grade is changed in accordance with the appeal. Otherwise, the Board of Examiners shall only review the decision in terms of

1. whether or not the examination procedures were properly conducted,
2. whether or not the examiner relied on unfounded facts or circumstances,
3. whether or not generally valid principles of grading were applied,
4. whether or not the examiner was influenced by immaterial considerations.

## § 30

### Withdrawal/revocation of academic title

A Master's degree is withdrawn or revoked in accordance with § 20 of the Saxony-Anhalt Higher Education Act.

## § 31

## University-wide announcements by the Board of Examiners

Decisions and other measures relating to these Examination Regulations, especially with regard to admission to examinations, refusal of admission, registration and examination dates and deadlines as well as examination results, will be made known University-wide in the institution's customary manner. In so doing, data protection regulations will be observed.

### § 32

#### Transitional arrangements

These regulations apply to all students having enrolled on the study program in International Technical and Vocational Education and Training from the summer semester of 2019. Students who had already enrolled on the study program in International Vocational Education specializing in Technical and Vocational Education and Training before 01.04.2019 may apply to be governed by these regulations. The application must be submitted in writing to the examination office for the Faculty of Humanities, Social Sciences and Education. The transfer is irrevocable.

### § 33

#### Entry into force

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

Issued by virtue of the resolutions of the Faculty Council of the Faculty of Humanities, Social Sciences and Education dated 5 December 2018 and the Senate of Otto von Guericke University dated 19 December 2018.

Magdeburg, 12 March 2019

Prof. Dr.-Ing. habil. Jens Strackeljahn  
President  
of Otto von Guericke University Magdeburg

## Appendices

- I. Curriculum and Examination Schedule
- II. List of Partner Universities
- III. Examination Grades



As required

\*\* The examination type will be announced at the start of the course (the type of assessment can be found in the module description of the respective selected module)

\*\*\* The pre-examination assessment is a compulsory pre-examination requirement for the module examination (e.g., presentation/seminar work on the level of an ungraded assessment).

The type of pre-examination assessment can be found in the module description of the respective selected module.

Information on compulsory elective modules: The study and examination schedule shows one option; more information can be found in the module descriptions.

## II Index of Recognized Partner Universities

Last updated: 01.04.2017

This index contains those partner universities that have concluded a university agreement with Otto von Guericke University Magdeburg regarding the export of teaching. By 01.04.2017, Institute I had signed agreements regarding the introduction and arrangement of the study program and the cooperative commencement of studies and secured them with agreements with the respective responsible government bodies in the partner countries:

University no.	Location
1. Southeast University	Nanjing/China
2. Tianjin University	Tianjin/China
3. University of Technical Education	Ho Chi Minh City/Vietnam
4. Jiangsu University	Changzhou/China
5. Changshu University	Changsu /China

### III Examination Grades

Last updated: 01.04.2017

For the conversion of module examination results and for the reporting of cooperative Master's theses, the grades will additionally be reported as percentage scores. They will be converted in accordance with the following rules:

Vietnamese grades		Chinese grades		German grade in accordance with the guidelines of OVGU		German percentage scores in accordance with OVGU	
9.5: 10	10	93 - 100	98 - 100	1.0	1 ("sehr gut" - very good)	97 - 100	93 - 100
	9.5		93 - 97	1.3		93 - 96	
8 - 9	9	80 - 92	89 - 92	1.7	2 ("gut" - good)	85 - 92	70 - 92
	8.5		85 - 88	2.0		77 - 84	
	8		80 - 84	2.3		70 - 76	
6.5 - 7.5	7.5	67 - 79	76 - 79	2.7	3 ("befriedigend" - satisfactory)	65 - 69	56 - 69
	7		72 - 55	3.0		60 - 64	
	6.5		67 - 71	3.3		56 - 59	
5-6	6	60 - 66	62 - 66	3.7	4 ("ausreichend" - adequate)	48 - 55	40 - 55
	5		60 - 61	4.0		40 - 47	
0-4	0-4	0 - 59	0 - 59	5.0	5 ("nicht bestanden" - fail)	0 - 39	0 - 39