

Please note that this document is a non-binding convenience translation. Only the German version of the document entitled "Prüfungsordnung für den berufsbegleitenden Weiterbildungsstudiengang zum Master of Arts im Fach Diakoniewissenschaft" [published in the President and vice-chancellor's bulletin (Mitteilungsblatt des Rektors) of 20 April 2007, p. 667, modified on 26 November 2008 (President and vice-chancellor's bulletin (Mitteilungsblatt des Rektors) of 12 January 2009, p. 29)] has legal validity.

**Examination rules and regulations for the
dual study postgraduate degree programme
Master of Arts in Diaconal Studies**

at Heidelberg University, Evangelische Hochschule Darmstadt (Darmstadt Evangelical University of Applied Sciences), Evangelische Fachhochschule Freiburg (Freiburg Evangelical University of Applied Sciences) and Evangelische Fachhochschule Reutlingen-Ludwigsburg (Reutlingen-Ludwigsburg Evangelical University of Applied Sciences)

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I. General information

§ 1 Applicability

(1) These examination rules and regulations apply to the dual study postgraduate degree programme in Diaconal Studies, which is a collaboration between Heidelberg University and the Evangelical Universities of Applied Sciences in Darmstadt, Freiburg and Ludwigsburg.

(2) These examination rules and regulations are the basis of the curriculum established by the universities involved. The content and structure of the academic programme are subject to the curriculum, considering developments in the profession and university didactics, as well as the requirements of professional practice. The curriculum also describes the content that is to be examined.

(3) Admission to the academic programme is subject to the admission and enrolment regulations of the universities involved.

§ 2 Joint committee

(1) The universities involved may form a joint committee for organising and implementing the degree programme.

(2) The bodies responsible at the universities involved determine the exact composition and responsibilities of the joint committee. These details are stated in joint resolutions.

§ 3 Purpose of the academic programme and master's examination

(1) The degree programme in Diaconal Studies allows students to acquire and develop management skills and knowledge of management in the fields of Social and Human Sciences, Diaconal Studies, Theology and Social Management. The degree programme conveys specialised knowledge and, in particular, interdisciplinary aspects of responsible action in the fields of diaconal work and non-statutory social welfare work. The degree programme considers the intercultural and interreligious aspects of social action, combining practical and academic approaches.

(2) The purpose of the Master of Arts examinations is to assess whether students have acquired the skills required for professional practice. In particular, students show whether they have acquired the specialist knowledge and skills needed to understand extensive interconnections within particular subjects and between disciplines. They also show whether they are able to apply job-related and academic knowledge and methods independently.

§ 4 Degree

The universities involved award the academic degree of "Master of Arts" (abbreviated to M.A.) and Diploma Supplement "in Diaconal Studies" to those who have passed the master's examination.

§ 5 Standard period of study, programme structure and range of courses offered

(1) The standard period of study is five semesters. This includes examinations and completion of the master thesis. Please refer to the annex for information on the period of study.

(2) The academic programme is offered as a dual study programme.

(3) Successful completion of the master's degree programme requires a total of 120 credit points.

§ 6 Examination committee

(1) An examination committee is formed for organising and conducting examinations. The examination committee ensures that the examination rules and regulations are respected. It is responsible for decisions concerning examinations.

(2) The examination committee consists of the following six members:

- a. one professor from each of the universities involved. One of these professors is appointed as chairperson. He or she bears the title Head of Degree Programme.
- b. one student from the degree programme,
- c. one research associate representative.

(3) In accordance with paragraph 2 a, one member is appointed by the faculty council of the Heidelberg University Faculty of Theology and one member by each of the faculty councils of the universities of applied sciences involved. The members according to paragraphs 2 b and 2 c are appointed by the body responsible at the universities involved according to the joint resolutions. In accordance with paragraph 2, the joint committee may be conferred responsibility for appointing members of the examination committee.

(4) The members of the examination committee are appointed for two years, except for the student member who is appointed for one year. The student member is a purely

advisory member. Examination committee members have the right to attend examinations.

(5) The types of module examinations completed during the course of study are determined by the examination committee in accordance with § 9 paragraph 2 prior to the commencement of the university year. It is sufficient to announce this information by displaying a notice.

(6) The examination committee can confer particular tasks on its chairperson. The chairperson informs the committee of decisions taken at the earliest possible opportunity.

(7) Consultations and decisions of the examination committee take place in private meetings. Decisions taken by the examination committee are valid when the chairperson and three additional members are present. Decisions are taken by a simple majority of votes; in the event of a tie vote, the chairperson has the deciding vote.

(8) The chairperson manages the business of the examination committee, and prepares and chairs meetings. The chairperson should invite all members of the examination committee to official meetings in due time. Minutes must be kept during examination committee meetings.

(9) In accordance with paragraph 2 a, members of the examination committee report to the bodies responsible at their university regarding changes to examination and study periods, grading, and number of degrees awarded. Suggestions regarding reform of the curriculum or the examination rules and regulations for the postgraduate degree programme are given by the examination committee.

(10) All members of the examination committee are subject to official secrecy. Those who are not civil servants are sworn to secrecy by the chairperson.

(11) In the event of a negative decision taken by the examination committee, the candidate must be informed in writing, stating the reasons and providing information on the procedure for appeal.

§ 7 Examiners and observers

(1) Examiners and observers are appointed by the examination committee. Students may propose two examiners as supervisors and reviewers for their master thesis. This proposal does not constitute a legal entitlement to be examined by a certain examiner.

(2) In general, examinations may only be conducted and master theses may only be supervised by professors, lecturers, associate professors, or research associates who have been granted the right to examine by the faculty council due to longstanding teaching experience. Research associates, contract teachers and teaching staff for special duties can only be appointed exceptionally as examiners if not enough authorised examiners are available.

(3) Observers must have sat the corresponding master's examination or equivalent, or obtained an equivalent or higher qualification.

(4) The chairperson of the examination committee ensures that candidates are notified of examiners' names, registration deadlines and examination dates in due time. It is sufficient to announce this information by displaying a notice.

(5) For examiners and observers, § 6 paragraph 10 shall apply accordingly.

§ 8 Recognition of study periods, course credits and results

(1) Examination prerequisites and results proven to have been obtained through other degree programmes may replace up to 50 % of the required credits in accordance with § 5 paragraph 3. This excludes the master thesis.

(2) Examination prerequisites completed and results obtained in the first degree course required for admission cannot be recognised.

(3) Examination prerequisites completed and results obtained through master's degree programmes in Diaconal Studies at other universities, universities of applied sciences, comprehensive universities, theological colleges and universities of education will be recognised without verification of equivalence.

(4) Examination prerequisites completed and results obtained in other degree programmes will be recognised, provided there is equivalence. There is equivalence if the majority of the periods of study and examination components correspond to this degree programme in their content and scope, and the requirements of the examination and degree programme rules and regulations. Programmes are not compared schematically, but rather considered and assessed as a whole. When recognising periods of study, as well as examination prerequisites completed and results obtained outside the Federal Republic of Germany, Equivalency Agreements and agreements between partner universities approved by the Conference of German Ministers of Education (KMK) and German Rectors' Conference (HRK) are to be taken into account.

(5) For examination prerequisites completed and results obtained at state-recognised universities of cooperative education and distance learning institutions, paragraphs 3 and 4 shall apply.

(6) If examination prerequisites and results are recognised, grades - if grading systems are similar - are transferred and used when calculating the overall grade. If grading systems are not comparable, examination prerequisites and results are graded as a "pass". This recognition can be stated in the diploma.

(7) When requirements have been met in accordance with paragraph 3 and 4, students are legally entitled to recognition of their examination prerequisites and results. A request for recognition must be made in writing. Students must present the documents necessary for recognition.

(8) The decision on this matter will be taken by the examination committee.

II. Examinations

§ 9 Types of examination components

(1) The examination components are:

1. written and oral examination components in the different modules completed during the course of study

2. the master thesis
3. presentation and defence of the master thesis

(2) Written examination components in accordance with paragraph 1 no. 1 are taken as written examinations, term papers, and/or papers determined by the nature of the lecture or course (e.g. conceptual outlines, case studies).

(3) Oral examination components in accordance with paragraph 1 no. 1 are taken as colloquia or presentations.

(4) If candidates provide a medical certificate which plausibly proves that they are not able to take examination components in the form prescribed, completely or partially, due to permanent or sustained physical impairment, the examination committee may allow them to take an equivalent examination. This also applies to examination prerequisites. In case of doubt, further evidence may be requested. Conditions for examination should be arranged in such a way that there is no disadvantage for handicapped persons, as far as possible.

§ 10 Written examination components

(1) In written examination components, candidates should show that they are able to recognise problems relating to their subject and find solutions for them, using subject-specific methods with limited time. Module examinations also provide evidence of media literacy and the skill to impart knowledge.

(2) Written module examinations last 90 minutes in accordance with § 9 paragraph 1 no. 1.

(3) The examination committee determines three modules, in accordance with § 9 paragraph 1 no. 1, for which the examination component consists of a term paper. Lecturers determine the topic, scope, time frame and type of term papers. Term papers may be taken as individual or group projects (up to three students per group). They may be complemented by an oral presentation, if stipulated by the lecturer. In general, the processing time for term papers is between two and six weeks.

(4) If written examination components are set by several lecturers, the weighting of the individual components corresponds to the amount of credits for the respective lectures or courses.

(5) Written examination components are taken as part of the corresponding module.

(6) When submitting their term paper or papers determined by the nature of the lecture or course, candidates must assure in writing that they are the author of their work, have used no sources other than those indicated and marked quotations as such. The same applies for the candidate's work within papers taken as group projects. The submission date of a written term paper must be recorded. If the deadline for submission of the term paper or the papers determined by the nature of the lecture or course is exceeded, the examination component will be graded as "failed" (5.0).

(7) The candidate must be informed about the assessment of written examination components within six weeks. It is sufficient to announce this information by displaying

a notice.

§ 11 Oral examination components

(1) In oral examination components, candidates should show that they are able to identify interconnections within the examination matter and relate special problems to these interconnections. Furthermore, candidates should show that they have a broad basis of knowledge.

(2) Generally, oral examination components are examined by a panel of at least two examiners, or by one examiner and one observer (§ 7) as a group or individual examination.

(3) The examination committee determines the duration of the oral examination component.

(4) Important content and the results of the oral examination must be written in the minutes. Candidates must be notified of examination results following the oral examination.

(5) Students wishing to take a module examination at the next possible examination date are permitted to listen in on the same module examination, if room is available, unless the examination candidate objects. The listener may not attend the assessment and announcement of the examination result.

§ 12 Scope and nature of master's examination

(1) The master's examination consists of:

1. successful participation in the modules listed in the annex,
2. the master thesis,
3. an oral presentation and defence of the master thesis.

(2) Examinations as referred to in paragraph 1 no. 1 are taken as an integrated part of their respective modules. They can be in written form (in accordance with § 10) or oral form (in accordance with § 11).

§ 13 Master's examination admission requirements

(1) Admission to the master's examination is authorised for those who:

1. hold the general higher education entrance qualification, a relevant subject-linked higher education entrance qualification, or an equivalent university entrance qualification legally recognised by the relevant authorities in the states of Baden-Württemberg or Hesse.
2. are enrolled at one of the universities involved for the master's degree programme in Diaconal Studies,
3. have not lost their entitlement to take the final examinations in the master's

degree programme in Diaconal Studies.

(2) For master thesis admission, the following evidence must be presented:

4. *successful* participation in the modules listed in the annex.

§ 14 Admission procedure

(1) The application for admission to the master's examination must be made in writing, addressed to the chairperson of the examination committee. The application must include the following documents:

1. evidence of fulfilment of the admission requirements in accordance with § 13,
2. candidates' declarations stating whether they have already failed their final attempt at the master's examination in the degree programme in Diaconal Studies and whether they are currently undergoing an examination procedure.

(2) If candidates are unable to provide such evidence, the examination committee may allow other proof to be accepted.

(3) The application is the basis for the decision of the examination committee as to whether to admit the candidate to the examination. Rejections must be made in writing, stating the reasons and providing information on the procedure for appeal.

(4) The application for admission to the examination may only be rejected if

1. conditions are not fulfilled in accordance with § 13, or
2. documents are not complete in accordance with paragraph 1 and have not been completed on request, or
3. candidates have failed their final attempt at the master's examination in Diaconal Studies or have lost the entitlement to take the final examinations, or
4. the candidate is currently undergoing examination procedures in the same degree programme.

§ 15 Master thesis

(1) In their master thesis, students should show that they are able to solve a problem from the field of Diaconal Studies and Social Management independently with limited time, using academic methods. They should also show that they are able to present their findings comprehensibly and in writing.

(2) The topic of the master thesis is assigned by the chairperson of the examination committee. The date of assignment must be recorded. The student is allowed to propose topics; however, this does not constitute a legal entitlement to a certain topic.

(3) The master thesis may also be submitted as a group project, provided that the achievements of individual group members can clearly be identified and evaluated based on indicated paragraphs, page numbers and other objective criteria.

(4) In accordance with § 12 paragraph 1 no. 1, students must start writing their thesis or

apply for allocation of a master thesis topic no later than six weeks after passing the last examination component. This application must be addressed to the chairperson of the examination committee. If the student misses the deadline, the master thesis is graded as "failed" (5.0), unless the student is not responsible for the deadline being exceeded.

(5) The topic may only be returned once and only within the first month after the date of assignment. Valid reasons must be stated when returning the topic and the approval of the chairperson of the examination committee is required.

§ 16 Submission and assessment of master thesis

(1) The deadline for submission of the thesis is four months after the topic was assigned. The topic and task must be limited in such a way that the candidate should be able to complete the thesis within the given time frame. If an application is made by the student, the examination committee may, in exceptional and justifiable cases, extend this deadline once by up to six weeks. The application must be made immediately after the event justifying an exceptional deadline extension has occurred and addressed to the chairperson of the examination committee. The application must include a statement from the student's supervisor.

(2) Three copies of the master thesis must be submitted to the examination committee before the deadline. The submission date must be recorded. If the deadline for master thesis submission is exceeded, the thesis is graded as "failed" (5.0), unless the student is not responsible for the deadline being exceeded.

(3) When submitting their master thesis, students must assure in writing that they are the author of their work and have used no sources or aids other than those indicated.

(4) The master thesis is assessed by two examiners in accordance with § 7 paragraph 2. One of the examiners should be the thesis supervisor; the other should be a professor. The grade is calculated as the mean of both evaluations. If the two grades of the examiners differ by more than one grade level, the chairperson of the examination committee designates a third examiner. In such a case, the grade is calculated as the mean of the two best evaluations. The master thesis may, however, only be graded as "sufficient" (4.0) or higher, if two of the grades are "sufficient" (4.0) or higher. All assessments must be justified in writing.

(5) The evaluation period for the master thesis should not exceed six weeks.

(6) The master thesis (including presentation and defence according to § 17) corresponds to 20 credits.

§ 17 Presentation and defence of master thesis

(1) Students present their master thesis in an oral presentation and subsequent defence. In general, the presentation and defence last 30 minutes in total. The thesis is defended in front of an examination commission, which is composed of the following members:

1. the examiners who assessed the master thesis and

2. an advisory member.

(2) In general, the presentation and defence should take place eight weeks after thesis submission. The date is scheduled by the examination committee. The candidate is informed of the date at least two weeks before the presentation.

(3) Minutes must be kept for the presentation and defence and signed by the examiners.

(4) The grade for the presentation and defence is calculated as the mean of the individual grades given by the examiners.

§ 18 Assessment of examination components

(1) Grades are used to differentiate between assessment of different examination components. Grades for the individual examination components are determined by the respective examiners.

(2) The following grades must be used for assessment of examinations:

- | | |
|-----|--|
| 1 | very good: an outstanding performance; |
| 2 | good: a performance which lies substantially above average requirements; |
| 3 = | satisfactory: a performance which corresponds to average requirements; |
| 4 = | sufficient: a performance which, despite deficiencies, still meets the requirements; |
| 5 = | failed: a performance which does not meet the requirements due to considerable deficiencies. |

For more detailed assessment of individual results, grades may be increased or decreased by 0.3. The grade 0.7 and interim grades above 4.0 may not be used.

(3) When calculating grades and interim grades, calculated values

of up to and including 1.5	correspond to the grade "very good"
above 1.5 and up to/including 2.5	correspond to the grade "good"
above 2.5 and up to/including 3.5	correspond to the grade "satisfactory"
above 3.5 and up to/including 4.0	correspond to the grade "sufficient"
above 4.0	correspond to the grade "failed".

For interim grades, only the first decimal after the point is taken into account. The other decimals are dropped without rounding.

(5) When calculating the overall grade for the master's degree programme, grades for individual examination components completed during the course of study (written and oral), the master thesis, and the presentation and defence are multiplied by the assigned credits. The sum of the weighted grades is then

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divided by the total number of credits.

- (6) In addition to the German-style grades, students who have passed the examination components will also be awarded a ECTS grade according to the following scale:

A	top 10 %
B	the following 25 %
C	the following 30 %
D	the following 25 %
E	the following 10 %

Data may be collected from one examination date, or one or several academic years. The basis of the data is stated with the ECTS grade.

§ 19 Overall grade

- (1) The overall grade is calculated as the weighted mean using the grades for the modules, weighted according to the credits.
- (2) Only the first two decimals after the point are taken into account.
- (3) The grades are supplemented with the equivalent international grade according to the ECTS manual.

§ 20 Passing and failing

- (1) The master's examination is passed when all examination components have been graded as "sufficient" (4.0) or higher.
- (2) If the master's examination is failed or is considered not to have been passed, the chairperson of the examination committee will issue a written notification, providing information on the procedure for appeal. A certificate will be issued on request, and on presentation of proof and a certificate of exmatriculation, listing passed examination components and the corresponding grades as well as the missing examination components required for obtaining the Master of Arts degree, and indicating that the master's examination was not passed.

§ 21 Retaking examinations and deadlines

- (1) If examination components are not passed, they may be retaken once. This includes failed examination components at other universities, universities of applied sciences, comprehensive universities, theological colleges and universities of education. A second retake is only possible as an exception and only for a maximum of two examination components. A second retake for the master thesis is not authorised. The decision on this matter will be taken by the examination committee.

(2) Failed examination components must be retaken during the following semester at the latest. If candidates miss this deadline, they lose the entitlement to take this examination, unless they are not responsible for the deadline being exceeded.

(3) It is not possible to retake an examination component if it has been graded as passed.

§ 22 Diploma

(1) After the master's examination is passed, a master's diploma in German is issued. The diploma states module titles and grades, the topic and grade for the master thesis, the grade for the thesis presentation and defence, and the overall grade for the master's examination.

(2) The diploma must be signed by the chairperson of the examination committee and the dean of the Heidelberg University Faculty of Theology. It is dated with the day of the last examination component.

(3) A Diploma Supplement with a Transcript of Records in English is added. It contains additional information about the course content, in particular the period of studies, examination prerequisites and assessments.

§ 23 Degree certificate

(1) After the master's examination is passed, a master's certificate is issued, bearing the same date as the diploma. It certifies the conferment of the academic degree "Master of Arts". The degree certificate is signed by

- the dean of the Heidelberg University Faculty of Theology,
- the rector of one of the universities of applied sciences involved,
- the chairperson of the examination committee.

(2) The degree certificate bears the seals of the universities involved.

III. External students' examination

§ 24 External students' examination

(1) It is possible to take the master's examination for the master's degree programme in Diaconal Studies as a student who is not enrolled at Heidelberg University (external students' examination).

(2) Admission to the external students' examination is authorised for those who:

- a) hold the general higher education entrance qualification, a relevant subject-linked higher education entrance qualification, or an equivalent

university entrance qualification legally recognised by the relevant state authorities,

- b) prove adequate qualifications that would allow for admission to the master's degree programme in Diaconal Studies,
- c) prove adequate preparation for the examination in accordance with paragraph 4,
- d) are not enrolled as students at a German university,
- e) have not lost their entitlement to take examinations in the master's degree programme Diaconal Studies.

(3) The application for admission to the external students' examination must be made in writing, at the latest by the date of assignment of the topic for the master thesis. It is to be addressed to the examination committee. The application must include the following documents:

- a) evidence of fulfilment of the admission requirements in accordance with paragraph 2 a - d,
- b) candidates' declarations stating whether they have already failed a master's examination or external students' examination in the degree programme in Diaconal Studies and whether they are currently undergoing an examination procedure.

(4) Proof of adequate preparation for the examination in accordance with paragraph 2 b is accepted when the evidence of the following is presented:

- successful participation in all modules and the corresponding lectures and courses listed in annex 1.
- The provisions made in these examination rules and regulations apply accordingly regarding proof of successful participation.

(5) The topic for the master thesis will be assigned after admission to the external students' examination. Regulations concerning the master thesis, oral presentation and defence and passing the master's examination apply accordingly.

IV. Joint regulations and final provisions

§ 25 Unexcused absence, withdrawal, deception, breaches of regulations and obligation to provide information regarding appeal

(1) An examination is graded as "failed" (5.0) if candidates fail to appear or withdraw after the examination has started, without being able to state a valid reason for their absence or withdrawal. A written examination that was not produced within the allowed

time is also graded as "failed".

(2) Reasons for withdrawal or absence in accordance with paragraph 1 must be stated plausibly and immediately to the examination committee in writing. In case of illness, a medical certificate must be provided. In case of doubt, the university can request a medical certificate from a designated doctor. If the examination committee accepts the reasons, a new appointment will be scheduled. In this case, examination results that are already available will be taken into account.

(3) If the candidate tries to influence the examination results through deception or by using unauthorised aids, the examination results will be graded as "failed" (5.0). If candidates disrupt the proper course of the examination, they may be excluded from taking further part in the examination by the examination supervisor, generally after first being given a warning, in which case the examination result will be graded as "failed" (5.0). The reasons for exclusion must be recorded. In severe cases, the examination committee may exclude the candidate from all further examinations.

(4) Within a period of one week, the candidate may request that the decision be validated by the examination committee in accordance with paragraph 3 sentences 1 and 2. The candidate must be informed of negative decisions immediately, stating the reasons and providing information on the procedure for appeal.

(5) When deciding whether the candidate is responsible for exceeding a deadline for registration or taking an examination, the examination committee must respect the provisions stated in § 3 paragraph 2 and § 6 paragraph 1 of the Maternity Protection Act, § 34 of Baden-Württemberg State Law on Universities and Colleges, and § 23 paragraph 6 of Hesse State Law on Universities and Colleges.

§ 26 Access to examination documents

(6) After the examination procedure has been completed, the candidate has the right to request access to written examination documents, the examiners' review of the master thesis and the examination minutes within a reasonable period of time.

(7) Access must be requested within three months of the examination diploma or the notification about the failed master's examination being issued. The chairperson of the examination committee decides when and where access will be given.

§ 27 Invalidity of examinations

(1) If a candidate has deceived in an examination and this is only discovered after the diploma has been issued, the examination committee may correct the examination results affected by the deception accordingly and may declare the master's examination partially or completely failed.

(2) If the requirements for admission to the examination were not fulfilled without any intent to deceive on the candidate's part, and this is only discovered after the diploma has been issued, the passed examination is considered to compensate for this shortcoming. If the candidate intentionally gained admission to the examination through deceit, the examination committee will take a decision on the matter.

(3) Before the decision is taken, candidates are given the right to explain themselves.

(4) The fraudulent examination diploma will be confiscated and, if necessary, a new diploma will be issued. The master's certificate will be confiscated along with the fraudulent diploma if the examination was graded as "failed" due to the deception. In accordance with paragraph 1 and paragraph 2 sentence 2, a decision may not be taken more than five years after the date on the examination diploma.

§ 28 Coming into force

These examination rules and regulations come into force on 01 March 2007.

Overview of modules - Master's degree programme in Diaconal Studies

Abbreviations used

CP = Credits / Credit points

L/C = Lecture or course

WCH= Weekly contact hours

EC = Examination component

S = Seminar

S + P = Seminar + Practice class

DL = Distance learning

TP= Term paper

OE= Oral examination

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Modules, lectures and courses

Module	Lectures and courses	L/C Type	Attendance	Self- study	Total workload	CP	Type of examination, EC
1. Basics of Theology			45	215	260	9	Seminar paper
	1.1 Theology, Biography and Professional Motivation – Religion and Lifeworld	S+P	10	45	55		
	1.2 Social Ethics / Business Ethics	S	10	55	65		
	1.3 Introductory Questions / Biblical Hermeneutics	S	10	55	65		
	1.4 Basic Biblical Orientation / Social Theology	S	15	60	75		
2 Diaconal Studies I			40	210	250	8	Written examination
	2.1 Basic Structures of Diaconal Studies	S	15	50	65		
	2.2.Theological Diaconal Studies	S	15	50	65		
	2.3 Major Epochs and Structures (DL)	S	5	55	60		
	2.4 Structural Panel Study: Diaconal Work as a Business (DL)	S	5	55	60		

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Module	Lectures and courses	L/C Type	Attendance	Self-study	Total workload	CP	Type of examination, EC
3 Diaconal Studies II: Diaconal Work and Educational Processes in the Context of Subject, Community and Organisation			60	240	300	10	Seminar paper
	3.1 Diaconal Work as a Lifeworldly Element and Organisation	S	15	60	75		
	3.2 Diaconal and Social Educational Processes in Organisations	S+P	15	60	75		
	3.3 Diaconal and Social Learning: Theory and Practice	S+P	15	60	75		
	3.4 Counselling and Pastoral Care	S+P	15	60	75		

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Module	Lectures and courses	L/C Type	Attendance	Self-study	Total workload	CP	Type of examination, EC
4 Social Science and Human Science Focus on Action in Social Work and Diaconal Studies			60	240	300	10	Oral examination: Case review (20 min.)
	4.1 Theories of Social Change and Basic Structures of Modern Society	S	20	80	100		
	4.2 Social Problems as Structural and Functional Problem of Social Systems	S	10	40	50		
	4.3 Theories of Social Work in the Context of Social and Human Sciences	S	10	40	50		
	4.4 Methodical Action and Professional Competency in the Context of Biographical Case Work and Socio-Pedagogical Intervention	S+P	20	80	100		

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Module	Lectures and courses	L/C Type	Attendance	Self-study	Total workload	CP	Type of examination, EC
5 Basics of Law in Diaconal Institution Management			60	210	270	9	Seminar Paper: Legal Analysis in own field of work
	5.1 Basics of Organisational and Administrative Law - Liability Law	S+P	15	60	75		
	5.2 Basics of Social Law; Law of Social Counselling – Basics of Social Law for Children, Young People and Families – Basics of Law of Financing Social Benefits	S+P	30	90	120		
	5.3 Labour Law, Church Staffing Law and Basics of Human Resource Management Law	S+P	15	60	75		

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Module	Lectures and courses	L/C Type	Attendance	Self-study	Total workload	CP	Type of examination, EC
6 Basics of Organisation and Strategic Management			74	166	240	9	Term paper (in module 6.2)
	6.1 Complex Systems in Organisations and Management	S+P	32	32	64		
	6.2 Organisational Theory (DL, integrated into 6.1)	DL		92	92		
	6.3 Organisation and Management	S+P	32	32	64		
	6 4 Supervision	S+P	10	10	20		

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Module	Lectures and courses	L/C Type	Attendance	Self-study	Total workload	CP	Type of examination, EC
7 Management and Leadership			79	221	300	10	Term paper
	7.1 Personnel and Team Management	S+P	32	55	87	10	(including an assignment specific to organisations and human resource management in module 7.3)
	7.2 Biography and Management	S+P	32	55	87		
	7.3 Human Resource Management	DL+P	5	101	106		
	7.4 Supervision	S+P	10	10	20		
8 Management and Change			45	255	300	10	Seminar paper
	8.1 Management and Organisational Development	S+P	30	90	120		
	8.2 Theories of Change Management	DL+P	5	155	160		

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Module	Lectures and courses	L/C Type	Attendance	Self-study	Total workload	CP	Type of examination, EC
	8.3 Supervision	S+P	10	10	20		

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Module	Lectures and courses	L/C Type	Attendance	Self-study	Total workload	CP	Type of examination , EC
9 Micro- management and Macro- management			70	230	300	10	Term paper
	9.1 Introduction to Economics and Decision Theory	S+P	15	45	60		
	9.2 Introduction to Cost Accounting, Financing and Management Accounting	S+P	20	60	80		
	9.3 Quality Management	S+P	20	60	80		
	9.4 Public Relations, Marketing, Fundraising and Sponsoring	S+P +DL	15	65	80		
10 Management of Diaconal Work in an International Context			60	180	240	8	Seminar paper
	10.1 International Diaconal Work Management and International Diaconal Development Work	S	15	45	60		
	10.2 Intercultural and Interreligious Skills in Diaconal Work	S+P	15	45	60		
	10.3 Gender Mainstreaming in Diaconal Work	S+P	15	45	60		

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Module	Lectures and courses	L/C Type	Attendance	Self-study	Total workload	CP	Type of examination, EC
	10.4 Social Policy and Diaconal Work in the context of Globalisation	S+P	15	45	60		

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Module	Lectures and courses	L/C Type	Attendance	Self-study	Total workload	CP	Type of examination, EC
11 Introduction to Philosophy of Science and Empirical Social Research			30	150	180	6	OE (20 min., Defence of a Research Design)
	11.1 Basics of Epistemology and Introduction to Empirical Research	S	15	60	75		
	11.2 Concepts of Practical Evaluation and their Application	S+P	15	90	105		
12 Master thesis Presentation and Defence					600 30	20 1	TP+OE (30 min.)
Total						120	

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