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**Examination rules and regulations for the dual study postgraduate
degree programme Master of Arts
in Management in Welfare Organisations
at Heidelberg University and Fachhochschule Ludwigshafen am Rhein
(University of Applied Sciences Ludwigshafen on the Rhine)**

20 December 2007

I. GENERAL INFORMATION

- § 1 APPLICABILITY, CURRICULUM AND COORDINATING COMMITTEE
- § 2 PURPOSE OF THE ACADEMIC PROGRAMME AND EXAMINATION
- § 3 ADMISSION REQUIREMENTS
- § 4 DEGREE
- § 5 STANDARD PERIOD OF STUDY, PROGRAMME STRUCTURE AND RANGE OF COURSES OFFERED
- § 6 EXAMINATION COMMITTEE
- § 7 EXAMINERS, OBSERVERS AND THESIS SUPERVISORS
- § 8 RECOGNITION OF STUDY PERIODS, COURSE CREDITS AND EXAMINATION RESULTS
- § 9 UNEXCUSED ABSENCE, WITHDRAWAL, DECEPTION AND BREACHES OF REGULATIONS
- § 10 MODULES AND AWARDING OF CREDITS

II. EXAMINATIONS

- § 11 SCOPE AND NATURE OF EXAMINATION COMPONENTS
- § 12 PURPOSE, ORGANISATION AND PASSING OF MODULE EXAMINATIONS
- § 13 ADMISSION TO EXAMINATIONS AND DEADLINES
- § 14 WRITTEN EXAMINATIONS
- § 15 ORAL EXAMINATIONS
- § 16 EXAMINATION PREREQUISITES
- § 17 MASTER THESIS, PRESENTATION AND DEFENCE
- § 18 ASSESSMENT OF EXAMINATION COMPONENTS AND GRADING
- § 19 COMPLETION OF MASTER'S EXAMINATION
- § 20 RETAKING EXAMINATION COMPONENTS
- § 21 FREE ATTEMPT
- § 22 DIPLOMA
- § 23 DEGREE CERTIFICATE

III. FINAL PROVISIONS

- § 24 INVALIDITY OF EXAMINATIONS
- § 25 ACCESS TO EXAMINATION DOCUMENTS
- § 26 COMING INTO FORCE

I. General information

§ 1 Applicability, curriculum and coordinating committee

- (1) These examination rules and regulations apply to the dual study postgraduate degree programme in Management in Welfare Organisations, which is a collaboration between Heidelberg University and the University of Applied Sciences Ludwigshafen on the Rhine.
- (2) These examination rules and regulations are the basis of the curriculum established by the departments responsible at University of Applied Sciences Ludwigshafen on the Rhine and Heidelberg University Faculty of Theology. 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. The faculty and departments determine specifications of modules, lectures and courses (module guide), in particular the purpose of individual modules, the classification of individual modules within the curriculum, and required or desired prior knowledge for each module.
- (3) The universities involved form a coordinating committee for organising and implementing the degree programme. The bodies responsible at the universities involved determine the exact composition and responsibilities of the coordinating committee. These details are stated in joint resolutions.

§ 2 Purpose of the academic programme and examination

- (1) The degree programme in Management in Welfare Organisations allows students to acquire and develop management skills and knowledge of management in the fields of Economics, Social Welfare Work Theology, Social Work Sciences and Health Sciences. The degree programme conveys methods, specialised knowledge and, in particular, interdisciplinary aspects of management in welfare organisations. The degree programme establishes a link to social and health services sectors, combining practical and academic approaches.
- (2) The purpose of the Master of Arts examination is to assess whether students have acquired the skills required for professional practice. The purpose of the examinations is to assess whether students have acquired the specialist knowledge and skills needed to understand extensive interconnections within particular subjects and between disciplines, and whether they are able to apply job-related and academic knowledge and methods independently.
- (3) The degree programme is subject to charges.

§ 3 Admission requirements

- (1) Admission requirements for the academic programme are as follows:

- (a) general higher education entrance qualification, a relevant subject-linked higher education entrance qualification, a foreign university entrance qualification or an equivalent university entrance qualification legally recognised by the relevant authorities in the states of Baden-Württemberg or Rhineland-Palatinate, and
- (b) proof of an university degree completed with an above-average grade in one of the following degree programmes: Theology, Diaconal Studies, Medicine, Law, Economics, Education (including Special Needs Education), Psychology, Sociology, Teaching (Theology) or Ethics as a minor or major subject, Social Work, Curative Education, Special Education, Religious Education / Diaconal Work in Communities or Nursing Studies; or proof of an university degree, completed with an above-average grade from a German or foreign university, of which the majority of the content corresponds to that of the degree programmes mentioned above, and for which the minimum standard period of study is three years, or proof of an equivalent degree recognised by the states of Baden-Württemberg or Rhineland-Palatinate. A degree is considered as above average, if the final grade is 2.5 or higher. Differing regulations can be agreed on for law graduates.
- (c) Applicants must also prove relevant professional practice of at least one year after their first university degree.
- (2) Decisions regarding equivalence of educational backgrounds and comparability of qualifying degrees are taken by the admission committee. When recognising foreign degrees, recommendations of the Conference of German Ministers of Education and agreements between partner universities must be considered. If necessary, the Central Office for Foreign Education (Zentralstelle für ausländisches Bildungswesen - ZAB) is consulted.
- (3) Details can be found in separate regulations.

§ 4 Degree

The universities involved award the academic degree of "Master of Arts" (abbreviated to M.A.) to those who have successfully completed the academic programme.

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

- (1) In general, the period of study in which the degree programme can be completed (standard period of study) is five semesters. The lectures and courses required for successful completion of the programme (compulsory and compulsory elective lectures and courses) can be found in annex 1. The master's examination must be taken within the standard period of study.
- (2) The academic programme is offered as a dual study programme.
- (3) The academic programme is a modular programme. Modules are thematically self-contained units of study which lead to a partial qualification for the respective study

A 01-04-3	29/05/2009	02 - 4
Coding reference	Last amended	Edition - Page

objective. Modules may combine different types of learning and teaching. Credits are awarded for each module that is successfully completed.

- (4) Up to 10 credit points are awarded per module. A module is completed by passing an examination or fulfilling an examination prerequisite according to annex 1. Modules may be offered in blocks.
- (5) Successful completion of the master's degree programme requires a total of 120 credits, including credits for the master thesis.

§ 6 Examination committee

- (1) The institutions involved (Heidelberg University Faculty of Theology, University of Applied Sciences Ludwigshafen on the Rhine - departments I and IV) establish an examination committee. The examination committee organises examinations and is responsible for decisions concerning all examination-related matters. The committee ensures that these examination rules and regulations are respected. 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, including actual processing times of master theses, number of degrees awarded and final grades.
- (2) The examination committee consists of:
 - a) one professor or junior professor from each of the three faculties or departments involved. One of these professors is appointed as chairperson and another as deputy. The chairperson bears the title Head of Degree Programme.
 - b) one student from the degree programme,
 - c) one member of academic or non-academic staff.

The student member is appointed for one year. The other members are appointed for three years. If members stand down prematurely, they are replaced for the rest of their term. The replacement is appointed through a by-election.

- (3) In accordance with paragraph 2 a, one member is appointed respectively by the faculty council of Heidelberg University Faculty of Theology and the department councils I and IV of University of Applied Sciences Ludwigshafen on the Rhine. The members according to paragraph 2 b and c are appointed by the body responsible at the universities involved according to the joint resolutions. In accordance with § 1 paragraph 3, the coordinating committee may be conferred responsibility for appointing members of the examination committee.
- (4) The examination committee can confer particular tasks on its chairperson. The chairperson informs the committee of decisions taken at the earliest possible opportunity. Negative decisions can only be taken by the examination committee; the chairperson can also make a decision if decisions have previously been taken on comparable matters.
- (5) The student member and the research associate representative do not have voting rights concerning assessment and recognition of examination components.

A 01-04-3	29/05/2009	02 - 5
Coding reference	Last amended	Edition - Page

Members of the examination committee have the right to attend examinations. However, student members may only attend examinations if they are not registered for the same examination in the same examination period.

- (6) 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.
- (7) Decisions taken by the examination committee are valid when at least half of the members, including at least two professors or junior professors, are present. Decisions of the examination committee are taken by a simple majority of votes. In the event of a tie vote, the chairperson - or, should the chairperson be unavailable, the deputy - has the deciding vote.
- (8) Members of the examination committee, examiners and observers are subject to official secrecy in accordance with § 7. Those who are not civil servants are sworn to secrecy by the chairperson of the examination committee.

§ 7 Examiners, observers and thesis supervisors

- (1) The examination committee appoints examiners, observers and thesis supervisors. The committee also appoints the chairperson in a panel of examiners (§ 15 paragraph 2).
- (2) Examiners and supervisors of the final thesis must be professors, junior professors, professors emeriti, honorary professors, teaching staff for special duties or contract teachers. The examination committee can take decisions on exceptions in case of compelling reasons.
- (3) Observers must have sat the examination or an equivalent in the subject to be examined, or have acquired a comparable qualification (qualified observers).
- (4) Students may propose a supervisor for their final thesis. This proposal does not constitute a legal entitlement.
- (5) The chairperson of the examination committee ensures that candidates are notified of examiners' names, the type of examinations and prerequisites (especially those in digital form), registration deadlines, examination dates and processing times in due time. Examiners' names and examination dates should be announced when candidates are admitted to an examination, which is, in general, two weeks before the examination or the assignment of final thesis at the latest. It is sufficient to announce this information by displaying a notice.
- (6) For examiners and observers, § 6 paragraph 8 (official secrecy) shall apply accordingly.

§ 8 Recognition of study periods, course credits and examination results

A 01-04-3	29/05/2009	02 - 6
Coding reference	Last amended	Edition - Page

- (1) Study periods and examination prerequisites completed and examination results obtained through master's degree programmes at German universities will be recognised without verification of equivalence if the degree programmes have been accredited.
- (2) Study periods completed and examination results obtained through degree programmes without accreditation 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 rules and regulations. Programmes are not compared schematically, but rather considered and assessed as a whole. When recognising periods of study completed and examination 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.
- (3) For study periods completed and examination results obtained at state-recognised distance learning institutions, as well as for multimedia-based examination prerequisites and results, paragraphs 1 and 2 shall apply. Paragraph 2 also applies to study periods, examination prerequisites completed and results obtained at other educational institutions, especially universities of cooperative education (state or state-recognised) as well as technical and engineering colleges and military universities of the former German Democratic Republic.
- (4) Knowledge and skills gained outside a university degree programme may be recognised on request, provided there is equivalence.
- (5) If examination 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 results are graded as a "pass". This recognition will be stated in the diploma.
- (6) When requirements have been met in accordance with paragraphs 1 and 2, 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. Recognised examination prerequisites and results may not replace more than 50 % of the required credits according to § 5 paragraph 3. The master thesis cannot be recognised. Examination prerequisites completed and results obtained in the first degree course required for admission cannot be recognised.
- (7) The examination committee decides on recognition, consulting the examiners of the respective modules if necessary.

§ 9 Unexcused absence, withdrawal, deception and breaches of regulations

- (1) An examination is graded as "failed" if candidates fail to appear or withdraw after the examination has started without being able to state a valid reason for their absence

A 01-04-3	29/05/2009	02 - 7
Coding reference	Last amended	Edition - Page

or withdrawal. A written examination that was not produced within the allowed time is also graded as "failed", unless the student is not responsible for the time being exceeded.

- (2) Reasons for unexcused absence or withdrawal after the examination has started must be stated plausibly and immediately to the chairperson of the examination committee in writing. In case of illness, a medical certificate must be presented immediately - i.e. without negligent delay and three days after the examination date at the latest - to the chairperson of the examination committee. The medical certificate must state the reason for the candidate's inability to take the examination. Candidate illness and the illness of a child for whom the candidate is generally the sole carer are regarded equally. A medical certificate from a designated doctor can be requested. If the examination committee accepts the reasons, the candidate can reapply for admission to the examination component.
- (3) If students try to influence the examination prerequisites or results through deception or by using unauthorised aids, the examination result will be graded as "failed" (5.0) or the examination prerequisite considered not to have been completed. If students disrupt the proper course of the examination, they may be excluded from taking further part in the examination component or prerequisite by the examination supervisor, generally after first being given a warning; in this case the relevant examination result will be graded as "failed" (5.0) or the examination prerequisite considered not to have been completed. The reasons for exclusion must be recorded. In severe cases, the examination committee may exclude the student from all further examinations in that semester.
- (4) The examination committee must inform the student of decisions in accordance with paragraph 3 immediately in writing, stating the reasons and providing information on the procedure for appeal. Within a period of one week, the candidate may request that the decision be validated by the examination committee in accordance with paragraph 3.

§ 10 Modules and awarding of credits

- (1) A module is a learning unit comprised of one or more lectures or courses and constituted in a way that is suited to the subject in question. In general, a module is completed within one or two semesters.
- (2) In accordance with § 12, module examinations can take the following forms:
 - written examinations in accordance with § 14
 - oral examinations in accordance with § 15
 - a combination of written and oral examinations.
- (3) The workload designated for a module corresponds to a certain number of credit points (also referred to as "credits" or "CP"). Each semester, 24 credit points are awarded. They are allocated to modules and other examination prerequisites. Details can be found in the curriculum for the degree programme.
- (4) Credit points are awarded for

- assessment of a module examination (§§ 14, 15), graded as “sufficient” or higher, or
- completion of an examination prerequisite (§ 16), or
- assessment of the master thesis including presentation and defence (§ 17), graded as “sufficient” or higher.

II. Examinations

§ 11 Scope and nature of examinations

- (1) The examination components are:
 - module examinations completed during the course of study in accordance with § 12
 - the master thesis in accordance with § 17
 - presentation and defence of the master thesis
- (2) Modules for which examinations must be taken, and the corresponding credits, can be found in annex 1.
- (3) If candidates plausibly prove 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 extend the processing time or allow them to take an equivalent examination. For this purpose, a medical certificate from a designated doctor may be requested. This also applies to examination prerequisites in accordance with § 16.
- (4) The interests of students with disabilities must be taken into account when setting examination components, so as to guarantee equal opportunities.
- (5) If lectures and courses are held in a foreign language, the corresponding examination components may also be required to be taken in the language in question. Students must be informed about the language of examination, at the latest when the examination date is announced.

§ 12 Purpose, organisation and passing of module examinations

- (1) The purpose of the module examinations is to assess whether students have mastered the content and methods included in the module and are able to apply knowledge, skills and competencies independently. Module examinations also provide evidence of media literacy and the skill to impart knowledge.
- (2) Knowledge and competencies required for the examinations should correspond to the content of and qualifications acquired during the lecture or course for the respective module. All examinations listed in annex 1 must be taken as written examinations (§ 14). The examination committee may decide on other provisions in exceptional cases. The types of examination (e.g. written examinations, term papers), processing times for the individual examination components, and dates of submission are determined by the examination committee on proposals of the

A 01-04-3	29/05/2009	02 - 9
Coding reference	Last amended	Edition - Page

examiner. Students must be informed about the regulations (sentence 4) at the beginning of the respective semester.

- (3) Module examinations are completed during the course of study.
- (4) Examination dates are set in a timetable for periods of study, which the students receive at the beginning of the master's degree programme. If examination dates are changed, the new examination dates must be announced four weeks before the examination at the latest. It is sufficient to announce this information by displaying a notice. The application date for admission to an examination is announced two weeks before the respective examination at the latest.
- (5) Upon request of the examination supervisor, students must provide proof of their identity using official I.D.
- (6) In accordance with § 18, the module examination is passed if it is graded as "sufficient" (4.0) or higher.

§ 13 Admission to examinations and deadlines

- (1) All prescribed examination components listed in annex 1 must be attempted for the first time in the semesters listed in annex 1 at the latest. If the examination component has not been taken by that date without stating valid reasons in accordance with paragraph 5, the first attempt will be graded as "failed" (5.0).
- (2) Admission to the 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 authorities in the states of Baden-Württemberg or Rhineland-Palatinate,
 - b) are duly enrolled at one of the universities involved for the master's degree programme in Management in Welfare Organisations,
 - c) have not lost their entitlement to take the examinations in the master's degree programme in Management in Welfare Organisations.

For master thesis admission, certificates must be presented with proof of the following:

- successful completion of all module examinations listed in annex 1,
 - completed examination prerequisites for the modules listed in annex 1.
- (3) The application for admission to the examination must be made in writing, addressed to the chairperson of the examination committee. The application must include the following documents:
- evidence of fulfilment of the admission requirements in accordance with § 2,
 - students' declarations stating whether they have already failed their final attempt at the master's examination in the degree programme in Management in Welfare Organisations or whether they are currently undergoing an examination procedure,

A 01-04-3	29/05/2009	02 - 10
Coding reference	Last amended	Edition - Page

- a declaration stating whether and, if applicable, how often they have failed examination components from the same or a different degree programme at a German university. Respective modules and subjects of examination must be listed.
- a declaration stating whether they object to an audience listening in on the oral examinations scheduled.

If students are unable to provide such evidence, the examination committee may allow other proof to be accepted. 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
- requirements in accordance with paragraph 2 have not been fulfilled or documents are not complete and have not been completed on request, or
 - students have failed their final attempt at the master's examination in Management in Welfare Organisations or have lost the entitlement to take examinations, or
 - the student is currently undergoing examination procedures in the same degree programme, or
 - retaking the examination is not permitted in accordance with these examination rules and regulations, or
 - the application for admission was not completed before the deadline or the required documents are not complete.
- (5) If the required deadlines for registering, taking or retaking an examination depend on periods of study, periods are discounted if the reason for a deadline extension or interruption of studies is
- a) activity in a body of the university, students, or student services organisation (Studierendenwerk) legally required or provided by its statute, or
 - b) an illness, disability or other reasons for which the student is not responsible, or
 - c) pregnancy or bringing up a child.

In case of c) periods as stated in §§ 3, 4, 6 and 8 of the Maternity Protection Act and provisions about Parental Leave in accordance with § 15 of the Federal Child-Raising Allowance Act (BerzGG) must be granted. Furthermore, periods of regular studies abroad in the relevant subject are also discounted.

Students must provide proof. On the candidate's request, the examination committee decides whether reasons apply.

§ 14 Written examinations

- (1) The purpose of written examinations is to assess whether students are able to recognise problems relating to their subject and find solutions for them, using subject-specific methods with limited time and resources.
- (2) Written examination components are:
 - written examinations

A 01-04-3	29/05/2009	02 - 11
Coding reference	Last amended	Edition - Page

- term and project papers.

Written examinations are completed during the course of study. In general, written examinations in the form of multiple choice tests are not allowed.

- (3) Written examinations are assessed by an examiner. If students lose their entitlement to take examinations by failing a written examination, a second assessment is required. The chairperson of the examination committee designates the second examiner.
- (4) Written examinations last 90 minutes.
- (5) The examination committee determines three modules for which the examination component consists of a term paper. Students are informed about the modules for which a term paper is required at the beginning of the first semester. Term papers are independently-written reports on a specific topic from the module. The processing time is between 2 and 6 weeks after the assignment of the topic by the lecturer. Students may have to present their term papers. If such a presentation is required, students must be notified when the processing time for the paper is set.
- (6) In general, the purpose of project papers is to assess students' ability to work in a team, analyse problems and develop and present their approach to a solution. Students should show that they are able to define targets within a more wide-ranging task and develop interdisciplinary approaches to solutions and concepts. Paragraph 5 sentences 2 - 5 apply accordingly.
- (7) Term and project papers are individual or group projects. An individual student's individual contribution to a group project must clearly be identifiable and assessable.
- (8) Term and project papers must be submitted to the lecturer in the form prescribed, by the designated submission date at the latest. When submitting their papers, students must assure that they are the author of their work or their respective part of a group project, have used no aids other than those indicated, and have marked quotations as such. The submission date of a written term paper must be recorded. If papers are submitted by post, the date of the postmark is recorded.
- (9) 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.
- (10) In general, written examinations should be assessed within six weeks. The student must be notified of the result. It is sufficient to announce this information by displaying a notice.

§ 15 Oral examinations

- (1) The purpose of oral examinations is to assess whether students are able to identify interconnections within the examination matter and relate special problems to these interconnections. Furthermore, students should show that they have a broad basis of

A 01-04-3	29/05/2009	02 - 12
Coding reference	Last amended	Edition - Page

knowledge.

- (2) Oral examinations are carried out by a panel of examiners, or by one examiner and one qualified observer. Oral examinations are individual or group examinations. No more than three students may take part in a group examination.
- (3) In general, oral examinations last 20 minutes per student, unless otherwise stated in these rules and regulations. In justifiable cases, oral examinations can be up to 5 minutes shorter or up to 10 minutes longer.
- (4) Examiners assess the students' performances in oral examinations. If a performance is assessed differently by the members of a panel of examiners, the chairperson takes a decision after detailed consultation. If there is only one examiner, the observer must be consulted before determining the grade.
- (5) Important content and the results of the oral examination must be written in the minutes (if necessary for individual students). Taking minutes in digital form is not permitted. Students must be notified of examination results following the oral examination.
- (6) Students enrolled in the subject in question may be permitted to listen in on oral examinations, unless the candidate has objected in accordance with § 13 paragraph 3. Assessment and announcement of the examination result are closed to listeners. Students who are taking the same examination in the same examination period are not permitted to listen in.
- (7) Female students can request the presence of an Equal Opportunities Commissioner for academic staff and students from the institution responsible.

§ 16 Examination prerequisites

- (1) Modules can be completed with an examination prerequisite that is equivalent to an examination component in its requirements and procedure. Modules completed with an examination prerequisite are those of which the content prepares students for subsequent lectures and courses; those which deal with topics that are not the main focus of the degree programme, but are indispensable for a sound academic education; and those which require continuous evaluation of performance due to their didactic approach. Modules that are completed with examination prerequisites are listed in annex 1. Examination prerequisites are not taken into account when calculating the overall grade for the master's examination.
- (2) Proof of an examination prerequisite having been completed may be given during or at the end of a module. The number of retakes is not limited unless the entitlement to take the examinations in accordance with § 19 has been lost. All proof of required examination prerequisites in accordance with annex 1 must have been presented by the date of the last examination component being passed. The required examination prerequisites must be completed for two out of the three compulsory elective modules. No examination prerequisite is required for the compulsory elective module in the subject of the first degree course required for admission. In

A 01-04-3	29/05/2009	02 - 13
Coding reference	Last amended	Edition - Page

case of doubt, the examination committee will take a decision.

- (3) Lectures determine the type of examination prerequisite (e.g. reports, term papers, written examinations, documentation), the processing time in accordance with §§ 14 and 15, and the date of submission. Examination prerequisites are graded as passed or failed. An examination prerequisite is to be graded as passed if, despite deficiencies, it still meets the requirements. Students must be informed about the regulations (paragraphs 2 and 3) at the beginning of the respective semester.

§ 17 Master thesis, presentation and defence

- (1) The purpose of the master thesis is to allow candidates to show that they are able to work independently on a problem from the field of Management in Welfare Organisations within a given period of time, using academic methods. They should also show that they are able to present their findings coherently and in writing.
- (2) The master thesis topic may be set by any authorised examiner in accordance with § 7 paragraph 2. The topic is assigned by the chairperson of the examination committee. The student is allowed to propose topics for the master thesis. However, this does not constitute a legal entitlement to the proposed topic. The date of topic assignment must be recorded. The topic may only be returned once and only within the first four weeks after the date of assignment.
- (3) Students must start writing their thesis or apply for allocation of a master thesis topic no later than six weeks after passing the last module examination in accordance with § 12 and completing all examination prerequisites (e.g. regular attendance). 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.
- (4) The processing time (time between the assignment of a topic and the submission of the thesis) is four months. This does not affect the regulations in § 11 paragraph 3 regarding deadline extensions. The topic, task and scope of the master thesis must be set in such a way that the candidate should be able to complete the thesis within the given time frame. In exceptional cases, the chairperson of the examination committee may extend the processing time by up to six weeks if an application for extension is made before the deadline. The supervisor of the master thesis is consulted upon such an application. Exceptional cases may be illness or the candidate's child's illness. A medical certificate must be provided to prove the candidate's or the child's illness.
- (5) If such applications are made, the chairperson of the examination committee will ensure that students receive a topic for their master thesis in due time.
- (6) The master thesis may also be submitted as a group project, provided that the achievements of individual group members which are to be assessed as examination components can clearly be identified and evaluated based on indicated paragraphs, page numbers and other objective criteria. The requirements in accordance with paragraph 1 must be fulfilled.

- (7) Two copies of the master thesis, in printed and digital form, must be submitted to the examination office before the deadline. The date of submission must be recorded. When submitting their master thesis, students must assure in writing that they are the author of their work or their respective parts of a group project, have used no sources or aids other than those indicated, and have marked quotations as such.
- (8) The master thesis is assessed by two authorised examiners. One of the examiners should be the thesis supervisor. If the master thesis cannot be assessed by the thesis supervisor, the chairperson of the examination committee appoints a substitute. The second examiner is appointed by the chairperson of the examination committee. One of the two examiners must be a professor. In general, the master thesis should be assessed within eight weeks. The master thesis is passed when it has been graded as "sufficient" or higher.
- (9) If the evaluations differ, the grade is calculated as the mean of both evaluations. If the grades 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.
- (10) 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:
- the examiners who assessed the master thesis and
 - an advisory member.
- § 15 paragraph 4, 5 and 7 apply accordingly.
- (11) In general, the presentation and defence should take place 12 weeks after thesis submission at the latest. The date is scheduled by the examination committee. The candidate is informed of the date at least two weeks before the presentation. Minutes must be kept for the presentation and defence and signed by the examiners.
- (12) The grade for the presentation and defence is calculated as the mean of the individual grades given by the examiners.
- (13) The master thesis corresponds to 26 credit points. The presentation and defence correspond to 4 credit points.

§ 18 Assessment of examination components and grading

- (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:

A 01-04-3	29/05/2009	02 - 15
Coding reference	Last amended	Edition - Page

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 requirements;
5 = failed	= a performance which does not meet the requirements due to considerable deficiencies.

For more detailed assessment, grades may be increased or decreased by 0.3. Grades 0.7, 4.3, 4.7 and 5.3 may not be used.

- (3) If an examination component is assessed by several examiners, the grade is calculated as the mean of the individual grades given by the examiners, unless otherwise stated in these examination rules and regulations. Paragraph 4 sentences 2 and 3 apply accordingly.
- (4) If several examination components are combined in one examination, the grade is calculated as the mean of the grades for the individual examination components, weighted according to the respective credits. 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) The regulations of the Conference of German Ministers of Education (Kultusministerkonferenz, KMK) in their current version apply when converting grades into the ECTS grading scale. 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.

- (6) When calculating the overall grade for the master's degree programme, grades for individual modules, the master thesis, and the presentation and defence are

A 01-04-3	29/05/2009	02 - 16
Coding reference	Last amended	Edition - Page

multiplied by the respective number of assigned credits. The sum of the weighted grades is then divided by the total number of credits.

§ 19 Completion of master's examination

- (1) The master's examination is passed when all credit points for the degree programme in accordance with annex 1 have been acquired and the master thesis has been graded "sufficient" or higher.
- (2) The master's examination is failed if the master thesis (§ 17) or a module examination completed during the course of study is graded as or considered to have been "failed" at the final attempt. A notification is issued stating the failure of the master's examination and providing information on the procedure for appeal. After exmatriculation, a certificate will be issued on request, listing passed examination components and completed examination prerequisites. Such a certificate may not be issued in digital form.

§ 20 Retaking examination components

- (1) A maximum of two failed module examinations may be retaken twice. All other failed module examinations may only be retaken once. This includes failed examinations in master's degree programmes in Management in Welfare Organisations at other German universities. Furthermore, this also includes failed examination components in modules or subjects in different degree programmes at German universities which essentially correspond to those in the master's degree programme in Management in Welfare Organisations, if the requirements for passing these modules or subjects were lower or equal. It is not possible to retake an examination component if it has been graded as passed. This does not affect the regulations in § 21.
- (2) The master thesis may be retaken once. If the master thesis is failed, it must be re-registered within three months of the date of the notification stating the failed first attempt.
- (3) If examination components are failed, they must be retaken during the examination period of the following semester. Decisions regarding exceptions will be taken by the examination committee. However, a first retake must not take place more than one year after the first attempt and a second retake no later than nine months after the first retake.

§ 21 Free attempt

- (1) A failed module examination is considered not to have been attempted if the examination was taken on the date stated in annex 1 or earlier (free attempt). Only one free attempt per module is permitted.
- (2) A free attempt at the master thesis is not permitted. Examination components taken at and recognised from other universities are not included in the free attempts.

A 01-04-3	29/05/2009	02 - 17
Coding reference	Last amended	Edition - Page

Examinations that are considered to have been failed due to deception or other improper conduct are also not considered free attempts.

- (3) When calculating the date in accordance with paragraph 1, § 13 paragraph 5 applies accordingly.

§ 22 Diploma

- (1) After the master's examination is passed, a diploma is issued, generally within four weeks of the last examination result being announced. The diploma states the degree programme, module examination grades and credit points, the topic and grade for the master thesis, and the overall grade for the examination.
- (2) The diploma must be signed by the chairperson of the examination committee. It is dated with the day of the last examination component.
- (3) The university issues a Diploma Supplement (DS) in accordance with the Diploma Supplement Model of the European Union / Council of Europe / UNESCO. The text agreed on by the Conference of German Ministers of Education (Kultusministerkonferenz) and German Rectors' Conference (Hochschulrektorenkonferenz) in its current version is to be used to describe the national educational system (DS section 8). The Diploma Supplement is issued in German and English. It contains details of the university, type of degree, degree programme, admission requirements, study requirements, periods of studies and the German university system.
- (4) Upon a student's request, the university should also issue translations of certificates and diplomas in English in addition to the English Diploma Supplement.
- (5) The Diploma Supplement and diploma may not be issued in digital form.

§ 23 Degree certificate

- (1) In addition to the diploma in accordance with § 22, a master's certificate is issued, bearing the same date. It certifies the conferment of the academic degree Master of Arts.
- (2) The degree certificate is signed by:
- the dean of the Heidelberg University Faculty of Theology,
 - the rector of University of Applied Sciences Ludwigshafen on the Rhine, University of Social Work and Health Care,
 - the president of the University of Applied Sciences.
- The degree certificate bears the seals of the universities involved. The degree certificate may not be issued in digital form.

III. Final provisions

§ 24 Invalidity of examinations

- (1) If students have 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 student's part, and this is only discovered after the diploma has been issued, the passed examination is considered to compensate for this shortcoming. If students intentionally gained admission to the examination through deceit, the examination committee will take a decision on the matter, taking the administrative procedures on legal consequences of the states Baden-Württemberg and Rhineland-Palatinate into account. Before the decision is taken, students are given the right to explain themselves.
- (3) The fraudulent examination diploma will be confiscated and, if necessary, a new diploma will be issued.
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.

§ 25 Access to examination documents

- (1) After the examination procedure has been completed, the student has the right to request access to written examination documents.
- (2) Access must be requested within a month 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.
- (3) On request, access to examination documents for module examinations or supplementary examination prerequisites will be given after the examination in question has been taken. Such requests must be made within a month of the examination result being announced. If students are abroad, they must request access in the semester after they return. Otherwise, paragraph 2 applies accordingly.

§ 26 Coming into force

These examination rules and regulations come into force on 01 February 2008.

Annex 1

Module / Type of lecture or course	ECTS	Attendance	Self-study	Total workload	Type of course assessment:
Basic module 0: Interdisciplinary Study and Research Skills					
1.1 Introduction to the Degree Programme	5	40	110	150	Examination prerequisite
1.2 Methods for Reflecting on Professional Practice and Self-Organised Learning					
1.3 Methods of Empirical Social Research					
1.4 Methods for Academic Work (projects and master thesis)					
Field I: Economics in Corporate Management					
Module I.1 (compulsory elective): Basics of Economics	6	45	135	180	Examination prerequisite
I.1.1 Introduction to Economics					
I.1.2 Basics of Accounting					
Module I.2: Market-Oriented Corporate Management	6	47	133	180	Module examination
I.2.1 Marketing					
I.2.2 Management and Management Techniques					
I.2.3 Corporate Development and Process Management					
Module I.3: Financial Management and Accounting	6	47	133	180	Module examination
I.3.1 Accounting as a Management Tool					
I.3.2 Financing					
I.3.3 Economic Efficiency Calculation					
Module I.4: Management Accounting and Planning	7	47	163	210	Module examination
I.4.1 Corporate Management and Management Accounting					
I.4.2 Corporate Planning and Reporting					
I.4.3 Cost Management					
Module I.5: Human Resources Management	6	40	140	180	Examination prerequisite
I.5.1 Introduction to Human Resources Management					
I.5.2 Human Resources Management and Development					

Module / Type of lecture or course	ECTS	Attendance	Self-study	Total workload	Type of course assessment
Field II: Diaconal and Theological Skills in Corporate Management					
Module II.1 (compulsory elective): Basics of Theology II.1.1 Biblical Texts as a Theological and Ethical Basis for Judgement II.1.2 Introduction to Theological Diaconal Studies II.1.3 Basic Biblical Orientation / Social Theology	6	45	135	180	Examination prerequisite
Module II.2: Historic and Economic Diaconal Work II.2.1 Major Epochs and Structures of Diaconal Work II.2.2 Diaconal Work as a Business	4	30	90	120	Module examination
Module II.3: Anthropology, Ethics and Diaconal Studies II.3.1 Introduction to Social and Business Ethics II.3.2 Biblical Anthropology from an Intercultural Perspective II.3.3 Basic Structures of Diaconal Studies	7	42	168	210	Module examination
Module II.4: Quality Management II.4 Quality Management	3	25	65	90	Examination prerequisite
Field III: Social Work and Health Science Skills in Management					
Module III.1 (compulsory elective): Basics of Social Policy and Action Plans III.1.1 Introduction to Social Policy III.1.2 Structures of Non-Statutory and Public Welfare Work in Germany and Europe III.1.3 Action Plans for Social Work	6	45	135	180	Examination prerequisite

Module III.2: Communication Skills in Management III.2.1 Presentation Techniques III.2.2 Public Relations, Media Literacy and Fundraising	5	30	120	150	Module examination
Module III.3: Law and Management Skills III.3.1 Social Legislation, Foundation Law and European Union Sponsorship Law III.3.2 Labour and Corporate Law in Germany and Europe	6	32	148	180	Module examination

Module / Type of lecture or course	ECTS	Attendance	Self-study	Total workload	Type of course assessment:
Field IV: Interdisciplinary Corporate Management					
Module IV.1: Interdisciplinary Corporate Management IV.1.1 Strategy and Organisation in Non-Profit Management IV.1.2 Corporate Management involving Christian Values, Social Responsibility and Economic Skills IV.1.3 Particularities and Functions of Non-Profit Organisation Management IV.1.4 Management Ethics	7	47	163	210	Module examination
Module IV.2: Simulation Game	4	30	90	120	Examination prerequisite
Module IV.3: Master Thesis and Defence: IV.3.1 Completion of the Master Thesis IV.3.2 Interdisciplinary Defence	26 4	4	896	900	Master thesis and defence

Field: Practice-Oriented Qualification	ECTS	Attendance	Self-study / of which HW*	Total workload	Type of course assessment
Corporate Management (either I.3.2 or I.2.3)	3	3	87 / 80	90	Examination
Quality Management	3	3	87 / 80	90	Examination
Communication Skills in Management	3	3	87 / 80	90	Module examination
Interdisciplinary Corporate Management (either for IV.1.2 or IV.1.4)	3	3	87 / 80	90	Module examination in IV.1

Totals (calculated with 2 of the 3 compulsory elective modules)**					
Total with 3 compulsory elective modules	126	608	3172	3780	8 examination prerequisites 8 module examinations 1 master thesis and defence
- compulsory elective module not taken	(-6)	(-45)	(-135)	(-180)	
= total for 2 compulsory elective modules	120	563	3037	3600	

* HW = hours of work

** In accordance with § 17 paragraph 2 of the examination rules and regulations, two of the three compulsory elective modules require examination prerequisites. No examination prerequisite is required for the compulsory elective module in the subject of the first degree course required for admission. In case of doubt, the examination committee will take a decision.

* In accordance with § 17 paragraph 2 of the examination rules and regulations, two of the three compulsory elective modules require examination prerequisites. No examination prerequisite is required for the compulsory elective module in the subject of the first degree course required for admission; in case of doubt, the examination committee will take a decision.

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