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Heidelberg University Examination Rules and Regulations for the Master's Degree Programme in Professional and Organisational Consulting

dated 23 March 2006

Section I: General provisions

- § 1 Purpose of the academic programme and examination
- § 2 Master's degree
- § 3 Standard period of study, programme structure and range of courses offered
- § 4 Examinations board
- § 5 Examiners and observers
- § 6 Recognition of course credits, examination results and academic degrees
- § 7 Unexcused absence, withdrawal, deception and breaches of regulations
- § 8 Types of examination components
- § 9 Oral examination components
- § 10 Written examination components
- § 11 Projects
- § 12 Practical consultancy experience
- § 13 Assessment of examination components

Section II: Master’s degree

- § 14 Master’s examination admission requirements
- § 15 Examination admission procedure
- § 16 Scope and nature of the Master's examination
- § 17 Master’s thesis
- § 18 Submission and assessment of Master’s thesis
- § 19 Final oral examination
- § 20 Passing the examination
- § 21 Retaking an examination; deadlines
- § 22 Master's diploma and certificate

Section III: External students' examination

- § 23 External students' examination

Section IV: Final provisions

- § 24 Invalidity of examinations
- § 25 Access to examination documents
- § 26 Coming into force

Section I: General provisions

§ 1 Purpose of the academic programme and examination

- (1) The Master's degree programme in Professional and Organisational Consulting is an internationally comparable degree which enables graduates to enter the professional field of consultancy in education, professional life and employment. During the degree programme, students gain theoretical knowledge and practical consultancy skills. Supervised practical modules mean that content of the degree programme is systematically transferred into practical consultancy in a well reflected manner.
- (2) On graduating from the Master's degree programme in Professional and Organisational Consulting, students gain a "Master of Arts", qualifying them to enter a profession.
- (3) The purpose of the Master's examination is to assess whether students have an overview of the interconnections within their subject, have the ability to apply in-depth academic methods and knowledge, and are able work independently according to established academic principles.
- (4) Admission to this academic programme is subject to separate admission regulations.

§ 2 Master's degree

Upon successful completion of the Master's examination, Heidelberg University will confer the academic degree of "Master of Arts" (abbreviated to M.A.).

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

- (1) The standard period of study for the Master's degree programme is five semesters, including time for the Master's examination. Students complete the Master's degree programme on a part-time basis whilst working. The standard period of study includes time for completion of the Master's thesis.

- (2) Lectures and courses in the Master's degree programme run for four semesters. The Master's thesis is to be completed in the fifth semester. Successful completion of the Master's degree programme requires that students complete lectures and courses necessary to gain a total of 120 credits (ECTS). 25 of these 120 credits are allocated for completion of the Master's thesis. Five credits are awarded for completion of the final oral examination. The remaining 90 credits are gained in compulsory or elective modules.
- (3) The language of instruction and examination is German. Individual lectures and courses may also take place in English.

§ 4 Examinations board

- (1) The examinations board is responsible for the organisation of examinations and the tasks required by the examination rules and regulations. It is made up of three professors, a representative of the research assistants, and a student in an advisory capacity. The faculty council appoints the chairperson, the deputy chairperson, and the other members of the examinations board for a period of three years each. The student representative is appointed for one year. Both the chairperson and the deputy chairperson must be professors.
- (2) The examinations board ensures that the examination rules and regulations are upheld. The board also ensures that course assessments can be completed and subject examinations taken within the timeframes stated in the examination rules and regulations. The board reports to the faculty council on a regular basis regarding changes to examinations and study periods, including the actual processing times for Master's theses, as well as in regard to subject grades and overall grades. Furthermore, the board proposes changes to the curriculum and to the examination rules and regulations. This report is to be published in an appropriate form.
- (3) The chairperson manages the business of the examinations board, prepares and chairs meetings and, in the event of a tie vote, has the deciding vote.
- (4) The examinations board may confer further responsibility to its chairperson, or to another person authorised by the institute, provided this does not violate applicable law. Such a decision may be revoked at any time. The examinations board must be informed on a regular basis about the execution of these tasks. The board may be called upon to answer all questions regarding examinations.
- (5) Members of the examinations board have the right to attend examinations.

- (6) Members of the examinations board, examiners and observers are subject to official secrecy. Members who are not civil servants are sworn to secrecy by the chairperson.
- (7) The candidate must be informed of negative decisions taken by the examinations board immediately and in writing; the reasons for the decision must be stipulated and information on the procedure for appeal must be provided.

§ 5 Examiners and observers

- (1) In general, examinations which are not completed during the course of study may only be carried out 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 assistants or research associates, adjunct lecturers and lecturers with special responsibilities may only be appointed to conduct examinations under exceptional circumstances; when there are not sufficient faculty members available who have the right to conduct examinations.
- (2) Examinations held as an integrated part of a course or lecture during the course of study are usually conducted by the teacher of the course in question.
- (3) Observers must have sat the corresponding Master's examination or equivalent.
- (4) The candidate is permitted to suggest an examiner for the Master's thesis and the final oral examination; however, this does not constitute a legal entitlement to be examined by a particular examiner.
- (5) The chair of the examinations board ensures that candidates are notified of examiners' names in due time.
- (6) The examinations board may call upon authorised examiners to conduct an examination for a period of up to two years after they have left Heidelberg University.

§ 6 Recognition of course credits, examination results and academic degrees

- (1) Course credits and examination results as well as academic degrees that were obtained through a degree programme at another state or state-recognised higher education institution or college of cooperative education (Berufsakademie) in the Federal Republic of Germany, or through degree

programmes at state or state-recognised higher education institutions abroad, will be recognised as long as the skills acquired do not differ significantly from those required for the courses and examinations or the degrees that are replaced. This recognition is required in order to continue an academic programme, take examinations, enrol in a further academic programme or be admitted to a doctoral programme. The validity of § 15, paragraphs 3 and 4 LBG (State Public Service Law) remains unaffected.

- (2) Courses completed at recognised distance-learning institutions will be considered equivalent to those in a corresponding traditional degree programme with regard to determining the duration of study.
- (3) It is the applicant's responsibility to provide all information necessary for credits to be recognised. It is the responsibility of the office which carries out the recognition procedure to prove that an application does not fulfil the requirements.
- (4) If agreements existing between the Federal Republic of Germany and other states concerning the equivalence of university degree programmes (Equivalency Agreements) diverge from paragraph 1 and § 29, paragraph 2, clause 5 of the LHG (Act on Higher Education of the Land of Baden-Württemberg), and thereby favour students from other states, the rules and regulations in the Equivalency Agreement shall take precedence.
- (5) Examination results are to be graded on the basis of a credit system that allows credits from equivalent or similar degree programmes to be recognised; this also applies to universities of cooperative education, provided that equivalence is established.
- (6) Knowledge and skills acquired outside of the higher education system are to be recognised for a degree programme at a higher education institution if
 1. the requirements for university admission are fulfilled at the time of recognition,
 2. the knowledge and skills to be recognised for the university degree programme are equivalent in both content and level to the course credits and examinations which they are to replace, and
 3. the criteria for recognition have been verified in an accreditation.

Knowledge and skills gained outside of the higher education system may not replace more than 50% of the university degree programme. Universities shall specify the details in the examination rules and regulations, in particular the extent to which knowledge and skills gained outside of the higher education system can be recognised and the preconditions that must be fulfilled. The examination rules and regulations may require that a placement test is taken.

- (7) Credits may be awarded for study and examination components completed in the context of refresher courses (Kontaktstudien). When recognising credits from refresher courses for a university degree programme, paragraphs 2 and 5, as well as paragraph 6, clause 1, no. 1 apply accordingly. When recognising knowledge and skills gained outside of the higher education system for refresher courses, paragraph 6 applies accordingly.

§ 7 Unexcused absence, withdrawal, exceeding of deadlines and deception

- (1) An examination is graded as "failed" (5.0) if a candidate fails to appear without being able to state a valid reason for their absence, or if they withdraw from the examination after it has started. A written examination that was not produced within the allowed time is also graded as "failed".
- (2) Reasons for withdrawal or absence according to paragraph 1 must be plausible and must immediately be submitted in writing to the examinations board. If the candidate, or a child for whom the candidate is generally the sole caregiver, is ill, a medical certificate must be provided. In the event of doubt, a medical certificate from a designated physician may be required. If the reasons stated are accepted, a new examination date will be scheduled. In this case, examination results that are already available will be taken into account.
- (3) When deciding whether the candidate is responsible for exceeding a deadline for registering and taking an examination, or for registering and submitting the Master's thesis, the examinations board must respect the deadlines and provisions stated in the Maternity Protection Act and the legal regulations concerning parental leave.
- (4) If the candidate tries to influence the examination results through deception or by using unauthorised aids, the examination will be graded as "failed" (5.0). If a candidate disrupts the proper course of the examination, the examiner or examination supervisor may not allow them to continue the examination, in which case the examination result will be graded as "failed" (5.0). In extreme cases, the examinations board may exclude the candidate from all further examinations.
- (5) In accordance with paragraph 4, clauses 1 and 2, the candidate may request that the examinations board reconsider its decision within a period of 7 days. The candidate must be informed of negative decisions immediately and in writing; the reasons for the decision must be stipulated and information on the procedure for appeal must be provided.

§ 8 Types of examination components

- (1) The examination components are:
 1. the oral examinations
 2. written examinations (in electronic form where applicable).
 3. projects
 4. practical consultancy experience
 5. the Master's thesis.
- (2) If the candidate provides a medical certificate credibly proving that they are unable to take examinations, either fully or partially, in the form prescribed, due to permanent or chronic health problems, the examinations board may allow them to take an equivalent examination in an alternative form. The same applies for other course requirements.

§ 9 Oral examination components

- (1) In the oral examination components, candidates should prove that they recognise interrelationships within the subject matter examined and that they are able to relate specific problems to these interrelationships. In addition, the final oral examination shall assess whether the candidate has wide fundamental knowledge, as well as specialised knowledge in the specific subject areas examined.
- (2) Oral examination components are generally carried out by at least two examiners, or by one examiner and one observer who is qualified in the subject area.
- (3) An oral examination lasts between 30 and 60 minutes.
- (4) The topics examined and the results of the oral examination must be recorded in a written report. Candidates must be notified of examination results immediately following the oral examination.
- (5) Students seeking to take the same examination at a later date may be allowed to observe the examination, provided that there is enough space available. The student observers may not be present for the assessment or announcement of the examination results. Upon the candidate's request, or for other valid reasons, observers may be prohibited from attending the examination.

§ 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 and resources.

- (2) Written examination components that are not taken as an integrated part of lectures and courses during the course of study are generally assessed by two examiners. One of the examiners must be a professor. The grade is calculated as the average of the individual assessments. The assessment period should not exceed a period of four weeks.
- (3) A written examination lasts between 60 and 180 minutes.
- (4) If a written examination component is taken as a term paper, it must be taken under examination conditions. The candidate must therefore assure that they are the author of their own work and that they have used no sources or aids other than those indicated.

§ 11 Projects

- (1) Projects are completed as an integrated part of the course of study. During projects students must address issues and problems relevant to consulting from selected fields of professional and labour market consultancy.
- (2) Students usually complete two projects as an integrated part of their course of study. This may be reduced to only one project if relevant professional experience, as defined in § 6, is recognised. It is generally the case that one project concerns individual consultancy and one project concerns consultancy within an organisation. Projects are usually to be completed in the second and fourth academic semesters.”
- (3) In order to successfully complete the projects, students are obliged to participate in a peer supervision group with fellow students. Groups meet throughout the period in which the projects are completed.
- (4) Students must submit a topic for the project before the beginning of the semester in which the given project is to be completed.
- (5) The time taken to complete both projects, the project reports and the time spent working with the peer supervision group should not exceed 720 hours. Each project is worth 12 credits.

§ 12 Practical consultancy experience

- (1) Students must provide evidence of practical consultancy experience over the course of the five semesters.

- (2) Following prescribed criteria, students must produce a written document in which they record and reflect on their practical consultancy experience. Documented practical consultancy experience is a prerequisite for admission to the Master's thesis.
- (3) Practical consultancy experience should total a maximum of 360 hours and is worth 12 credits.
- (4) Work experience gained prior to the course of study may also be accordingly documented and recognised as practical consultancy experience.

§ 13 Assessment of examination components

- (1) The grades for the individual examination components are determined by the respective examiners. 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 fulfils average requirements;
4 = sufficient	= a performance which, despite deficiencies, still meets the requirements;
5 = failed	= a performance which, due to considerable deficiencies, does not meet the requirements.

For more detailed assessments of examination results, grades may be further differentiated by increasing or decreasing the individual grades by 0.3; however, the grade 0.7 and incremental grades higher than 4.0 may not be applied.

- (2) The final module grade is calculated on the basis of the unrounded values of module examination components, weighted according to the number of credits earned. If a final examination is to be completed within a module, the grade from this final module examination constitutes the grade for this module.
- (3) Grading for the final module grade, and the overall Master's examination grade is as follows:

for an average up to and including 1.5	very good
for an average of between 1.6 and up to/including 2.5	good
for an average of between 2.6 and up to/including 3.5	satisfactory
average of between 3.6 and up to/including 4.0	sufficient

- (4) When calculating final module grades and the overall examination grade, only the first decimal after the point is taken into account, without rounding. The overall Master's grade is calculated in accordance with § 19, paragraph 2.
- (5) In addition to the German-system grades, students who have passed the examinations will also be awarded a letter grade according to the following scale:
- | | |
|---|-------------------|
| A | the top 10% |
| B | the following 25% |
| C | the following 30% |
| D | the following 25% |
| E | the following 10% |

The grades achieved by at least two previously graduating year groups may also be taken into account when calculating the relative grades for the current graduating year group, depending on the size of the graduating cohort. For degree grades, the ECTS grade must be included. For individual modules, the ECTS grade may be listed when possible and necessary.

Section II: Master's examination

§ 14 Master's examination admission requirements

- (1) Admission to the individual examinations for the Master's examination will only be authorised for those who:
1. hold a general higher education entrance qualification, a relevant subject-restricted higher education entrance qualification or an entrance qualification legally recognised as equivalent to this by a competent state body,
 2. are enrolled in the Master's degree programme in Professional and Organisational Consulting at Heidelberg University,
 3. have not lost their entitlement to take final examinations in the Master's degree programme in Professional and Organisational Consulting.
- (2) For admission to the Master's thesis, certificates to prove the following must also be presented:
4. the successful completion of the modules and relevant courses and lectures listed in Appendix 1, totalling 54 credits
 5. the successful completion of the projects, totalling 24 credits
 6. proof of practical consultancy experience, totalling 12 credits.
- (3) For admission to the final oral Master's examination certificates must also be provided to prove the following:
7. successful completion of the projects and proof of practical consultancy experience in accordance with Appendix 3, totalling a further 12 credits

§ 15 Examination admission procedure

- (1) The application for admission to the examination must be made in writing, and be addressed to the chair of the examinations board. The application must include the following documents:
 1. evidence of fulfilment of the admission requirements stated in § 14,
 2. a declaration from the candidate stating whether they have already failed a Master's examination in the Master's degree programme in Professional and Organisational Consulting, or whether they are currently involved in an examination procedure for this degree programme.
- (2) If the candidate is unable to provide such evidence, the examinations board may accept other documents as proof.
- (3) The application is the basis for the examinations board's decision as to whether the candidate may be admitted to the examination. Rejections must be substantiated and notified in writing along with instructions for appeal.
- (4) The application for admission to the examination may only be denied if:
 1. conditions are not fulfilled in accordance with § 14, or
 2. documents named in paragraph 1 are not complete, and have not been completed upon request, or
 3. the candidate has failed their final attempt at the Master's examination in Professional and Organisational Consulting, or has lost their entitlement to take the final examinations, or
 4. the candidate is currently involved in an examination procedure in such a degree programme.

§ 16 Scope and nature of the Master's examination

- (1) The Master's examination consists of:
 1. successful completion of the examinations taken during the course of study as an integrated part of the lectures and courses listed in Appendix 1, totalling 90 credits,
 2. the final oral examination,
 3. the Master's thesis.
- (2) The components of the Master's examination must be taken in the following order:

examination components taken as an integrated part of courses and lectures during the course of study (including projects and practical consultancy

experience)
Master's thesis
final oral examination.

- (3) Examinations referred to in paragraph 1 number 1 are taken as an integrated part of the relevant course or lecture, as part of a project or as documentation and reflection on practical consultancy experience. They may be completed in written or oral form. The lecturer responsible for a course determines the nature and duration of the examination components and provides this information no later than at the beginning of the course. Failed examinations must be retaken no later than during the following semester. If the candidate fails to meet this deadline, they will lose entitlement to take this examination, unless they are not at fault for the deadline being exceeded.

§ 17 Master's thesis

- (1) The Master's thesis should illustrate that the candidate is able to work independently, within a given period of time and using academic methods, to address a problem from the field of Professional and Organisational Consulting.
- (2) In accordance with § 5 paragraph 2 clause 1, the Master's thesis may be assigned and supervised by any authorised examiner from the Professional and Organisational Consulting subject area. The assignment and supervision of a qualified examiner from another department at Heidelberg University requires the prior consent of the examinations board. With the prior consent of the examinations board, the Master's thesis may be completed at an institution outside of Heidelberg University; provided that it is supervised by an examiner authorised in accordance with clause 1.
- (3) In accordance with § 16, paragraph 1, number 1, the candidate must begin work on the Master's thesis no later than two weeks following successful completion of the last examination component, or must have by that time submitted an application to the chairperson of the examinations board for the assignment of a topic. If the deadline is not met, the Master's thesis will be graded as "failed" (5.0), unless the candidate is not at fault for exceeding the deadline.
- (4) The topic of the Master's thesis will be determined by the thesis supervisor. If an application for assignment of a topic is submitted, the chair of the examinations board will ensure that the candidate receives a topic for their Master's thesis in due time. The candidate is permitted to propose topics; however, this does not constitute a legal entitlement to a particular topic. The thesis topic shall be assigned by the chair of the examinations board. The date of the assignment must be recorded.

- (5) The deadline for submission of the thesis is four months following assignment of the topic. In exceptional cases, the examinations board, in consultation with the supervisor, may extend this deadline by up to two months. If the deadline is not met, the Master's thesis will be graded as "failed" (5.0), unless the candidate is not at fault for the deadline being exceeded.
- (6) The topic, task and scope of the Master's thesis must be limited in such a way that the candidate should be able to complete the thesis within the given time frame. The topic may only be rejected once, and only within the first month after the date of assignment.

§ 18 Submission and assessment of Master's thesis

- (1) Three copies of the Master's thesis must be submitted to the examinations board before the established deadline; the submission date must be recorded. The thesis must contain a summary.
- (2) When submitting a Master's thesis, candidates must certify in writing that they are the authors of their work and have used no sources or aids other than those indicated.
- (3) The Master's thesis will be assessed by two examiners, one of whom must be a professor. The first examiner should be the supervisor of the thesis. The second examiner will be appointed by the examinations board. The candidate is permitted to propose a second examiner. This does not, however, constitute legal entitlement to examination by a particular examiner. The evaluation period should not exceed six weeks.
- (4) The grade is calculated as the mean of both assessments; § 13 paragraph 2 applies accordingly. If the grades differ by more than one grade point, the examinations board will determine the Master's thesis grade after consulting both examiners. In such cases, a third examiner may be consulted. The evaluation period should not exceed six weeks.

§ 19 Final oral examination

- (1) In the final oral examination, candidates present the results of their Master's thesis and defend these in a discussion with the examiners. The candidate must illustrate that he or she is able to discuss academic questions and present results from research clearly. The final oral examination serves to determine whether the candidate possesses sufficient knowledge in the subject area Professional and Organisational Consulting.

- (2) The final oral examination must be taken within four weeks of submission of the Master's thesis at the latest. If this deadline is not met, the final oral examination will be graded as "failed" (5.0), unless the candidate is not at fault for the deadline being exceeded.
- (3) The examination is conducted by two examiners in accordance with § 5 paragraph 2. One of the examiners must be the supervisor of the Master's thesis. The candidate may propose examiners, however, this does not constitute a legal entitlement to be examined by a particular examiner.
- (4) The final oral examination lasts for approximately 60 minutes. The presentation of the central findings of the Master's thesis may not exceed 15 minutes.
- (5) Important content and the results of the oral examination shall be recorded in the minutes. Candidates must be notified of examination results immediately following the oral examination.
- (6) Students seeking to take the same examination at a later date may be allowed to observe the examination, provided that there is enough space available. The student observers may not be present for the assessment or announcement of the examination results. Upon the candidate's request, or for other valid reasons, observers may be prohibited from attending the examination.

§ 20 Passing the examination

- (1) The Master's examination is passed when all examination components have been graded as "sufficient" (4.0) or better.
- (2) In accordance with § 13 paragraph 2, the overall grade is calculated using the grades from individual examination components, which are weighted according to the number of credits they are worth as follows:
 - examination components taken as an integrated part of the course of studies totalling 90 credits
 - the Master's thesis totalling 25 credits
 - the final oral examination totalling 5 credits.

§ 21 Retaking an examination; deadlines

- (1) Where examination components are failed or deemed not passed, they may be retaken once. This includes failed examinations taken at other universities. A second retake is only permitted under exceptional circumstances and only for a maximum of two examinations components completed during the course of study. A second retake is not permitted for the Master's thesis, for the projects,

for the practical consultancy experience or the final oral examination.

- (2) It is not permitted to retake an examination component which has been graded as passed.
- (3) Failed examinations must be retaken no later than during the following semester. If candidates fail to meet this deadline, they will lose entitlement to take this examination, unless they are not responsible for the deadline being exceeded.
- (4) If a Master's thesis is graded as "failed" (5.0), the candidate must begin working on a new topic no later than four weeks after receiving notification of having failed the thesis. If the deadline is not met, the Master's thesis will be graded as "failed" (5.0), unless the candidate is not at fault for the deadline being exceeded.

§ 22 Master's diploma and certificate

- (1) After the Master's examination has been passed, a diploma is usually issued within four weeks. This diploma shall state the individual modules completed and the grades and credits gained, the topic and grade for the Master's thesis, and the overall grade. The diploma will be dated with the date of the last examination component. It must be signed by the dean and the chair of the examinations board.
- (2) A Diploma Supplement in German and English will also be provided with the diploma, containing additional information about the course content and the periods of study, in particular: module titles and their respective grades, grade points, credits, grade point average, total grade, and the number of overall credits earned.
- (3) A Master's certificate bearing the same date as the diploma is issued with the diploma. It certifies conferment of the academic degree "Master of Arts". The Master's certificate is signed by the dean and the chair of the examinations board. It bears the faculty seal.
- (4) If the Master's examination is failed on the final attempt or is considered not to have been passed, the chairperson will issue a written notification, providing information on the procedure for appeal. A certificate will be issued upon request, and upon presentation of documentation of proof and a certificate of exmatriculation, listing passed examinations and their grades, missing examinations required for obtaining the Master's degree, and a statement that, on the final attempt, the Master's examination has not been passed.

Section III: External students' examination

§ 23 External students' examination.

- (1) It is possible for students who are not enrolled at Heidelberg University to take the Master's examination in the Master's degree programme in Professional and Organisational Consulting (external students' examination).
- (2) Admission to the external students' examination is authorised for those who:
 - a) hold a general higher education entrance qualification, a relevant subject-restricted higher education entrance qualification, or an equivalent university entrance qualification legally recognised by the relevant state authorities,
 - b) prove an adequate level of education and training which would enable admission to the Master's degree programme in Professional and Organisational Consulting,
 - c) can provide evidence of 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 final examinations in the Master's degree programme in Professional and Organisational Consulting.
- (3) The application for admission to the external students' examination must be made in writing and be addressed to the examinations board for the Master's degree programme in Professional and Organisational Consulting. The application must be submitted by the time the topic for the Master's thesis is allocated.

The application must include the following documents:

- a) evidence of fulfilment of the admission requirements stated in paragraph 2 a) to d),
 - b) a declaration from the candidate stating whether they have already failed a Master's examination or an external students' examination in the Master's degree programme in Professional and Organisational Consulting, or whether they are currently involved in an examination procedure for this degree programme.
- (4) Proof of adequate preparation for the examination in accordance with paragraph 2 c) is considered acceptable where proof of the following is provided:
 - a) successful participation in all modules listed in Appendix 1,

With respect to the proof of successful completion, the provisions stated in

these examination rules and regulations apply accordingly.

- (5) Following admission to the external student's examination, candidates shall receive a topic for the Master's thesis. Provisions regarding the Master's thesis, the final oral examination and passing the Master's examination apply accordingly."

Section IV: Final provisions

§ 24 Invalidity of examinations

- (1) If a candidate has cheated on an examination component and this is not discovered until after the diploma has been issued, the examinations board maintains the right to alter the grade awarded for all examination components concerned, and declare the 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 examinations board will make a decision on the matter.
- (3) Before the decision is made, candidates will be given the right to provide an explanation.
- (4) Fraudulent examination diplomas will be confiscated and, if necessary, a new diploma will be issued. If the examination has been graded as "failed" due to cheating or deceit, the Master's certificate will be confiscated along with the fraudulent examination diploma. In accordance with paragraph 1 and paragraph 2 clause 2, a decision may not be taken more than five years after the date on the examination diploma.

§ 25 Access to examination documents

After the examination procedure has been completed, the candidate has the right to request access to examination documents within a reasonable period of time. Requests must be made in writing. The request must be made in writing and submitted within one year of completion of the examination procedure. The chair of the examinations board will decide when and where such access will be given.

§ 26 Coming into force

These examination rules and regulations become effective on the first day of the month following their publication in the President's bulletin (Mitteilungsblatt des Rektors).

Appendix 1. Overview of modules for the examination rules and regulations for the Master's degree programme in Professional and Organisational Consulting

Lfno.	Abbreviation	Module name	Courses	CP	PT ¹	Type of examination	Sem.
Compulsory modules							
1	G	Theory and approaches to structuring consultancy as an interactional process	<ul style="list-style-type: none"> - Approaches to individual and organisational consulting - The consultancy process - The role of the consultant - An integrative approach to consultancy - Professionalism and ethics within consultancy 	12	12	Term paper and accompanying examination components	1
2	R	Framework conditions for consultancy	<ul style="list-style-type: none"> - Social framework conditions for consultancy - Institutions/fields of individual consultancy - Institutions and fields of organisational consultancy Quality in consultancy 	12	11	Term paper or presentation and accompanying examination components	1-3
3	B	Practical consultancy experience, supervised learning and Portfolio	<ul style="list-style-type: none"> - Development of a skills profile and learning objectives - Supervised learning - Portfolio - Reflection days 	12	4	Portfolio and accompanying examination	1-4

¹ Rather than WCH (weekly contact hours), each module in this Master's degree programme is allocated a number of days of attendance.

Lfno.	Abbreviation	Module name	Courses	CP	PT ¹	Type of examination	Sem.
Compulsory modules							
4	MA	Master's thesis and Master's examination	Accompanying seminar for the Master's degree	30	4	Master's thesis and final oral examination	5
5	P	Individual consultancy in the fields of education, professional life and employment	- Theories relevant to individual consultancy - Concepts and methods for individual consultancy - Consultancy fields and settings	12	14	Term paper or presentation and accompanying examination components	2
6	P-Project	Project I: Individual consultancy	- Introduction to peer consultancy - Introduction to the individual consultancy project - Project supervision - Project presentation	12	5	Accompanying examination components, documentation, peer consultancy, Project report and presentation	1-2
7	O	Organisational consultancy	- Organisational consultancy strategies - Theories and models relevant to organisational consultancy and organisational development	12	14	Term paper and accompanying examination components	3
8	O-project	Project II: Organisational consultancy	- Introduction to peer consultancy - Introduction to the organisational consultancy project - Project supervision - Project presentation	12	5	Accompanying examination components, documentation, peer consultancy, Project report and presentation	3-4
9	W	Academic working methods	- Academic writing - Research in literature and using databases - Qualitative and quantitative research methods	6	4	Accompanying examination, exposee	
CP Compulsory modules				120	73		

Lfno.	Abbreviation	Module name	Courses	CP	PT ¹	Type of examination	Sem.
Elective modules							
10	M	Management of consultancy organisations and freelance consultants	- Management of consultancy organisations - Management and direction of consultancy organisations - Freelance consultants	6	4	Term paper or presentation and accompanying examination components	4
11	F	Empirical consultancy research	- Current empirical approaches to consultancy research - Research methods - Applied empirical consultancy research	6	4	Term paper or presentation and accompanying examination components	4
12	S	Specialisation in consultancy	- Various opportunities for specialisation in consultancy	6	4	Term paper or presentation and accompanying examination components	1-4
CP Elective modules				18	16		
CP All courses offered				138	89		

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