

Please note that this document is a non-binding convenience translation. Only the German version of the document entitled "Prüfungsordnung der Universität Heidelberg für den Master-Studiengang Economics" dated 27 March 2009 [published in the President's bulletin (Mitteilungsblatt des Rektors) of 8 April 2009, p. 575], last amended on 21 July 2016 [President's bulletin (Mitteilungsblatt des Rektors) of 26 August 2016, p. 1077] has legal validity.

Heidelberg University Examination Rules and Regulations for the Master's Degree Programme in Economics

dated 27 March 2009

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Section I: General provisions

§ 1 Purpose of the academic programme and examination

- (1) The Master's degree programme in economics offers a professional graduate education in line with international standards. The programme's teaching focus is on current academic methods and research findings, enabling students to independently work on problems of economic policy, and on academic publications in the field of economics.
- (2) The purpose of the examination leading to the "Master of Science" degree is to assess whether students have mastered the interrelationships between the individual disciplines of their subject, are able to apply advanced academic methods and findings, and are able to work independently, employing academic principles.
- (3) The requirements for admission to this degree programme are set forth in the Admission Regulations, which are published separately.

§ 2 Master's degree

After successful completion of the Master's examination, Heidelberg University awards the academic degree of "Master of Science" (abbreviated "M.Sc.").

§ 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 four semesters, including examinations and Master's thesis.
- (2) Lectures and courses in the Master's degree programme run for three semesters: The Master's thesis is to be completed within the fourth semester. Successful completion of the Master's degree programme requires a total of 120 credits (CP- credit points) for both compulsory and elective courses.
- (3) The Master's programme is a modular programme. Of the 120 credits, 90 credits are allocated for subject-specific lectures and courses, and 30 credits for the Master's thesis.
- (4) Lectures, courses, and examinations may be held in English or German.

§ 4 Modules, credits and transcript of grades

- (1) A module is a teaching unit, self-contained in terms of both time and content and comprised of various lectures and courses. Modules consist of not only lectures and courses, but also the examination prerequisites necessary for the

completion of the module.

- (2) The Master's thesis constitutes an individual module.
- (3) A distinction is made between
 - Compulsory modules: these must be completed by all students
 - Optional modules: students may freely choose these from the modules offered in their subject.
- (4) All components within a module must be graded as "sufficient" (4.0) or higher (=sub-module grades) for the complete module to be passed.
- (5) Credits are given for successfully completed modules, including their individual components. One credit corresponds to a workload of 30 hours.
- (6) A grade report (Transcript of Records) will be issued at the end of each semester, listing all module and sub-module examinations passed by the student, including the corresponding credits and grades.

§ 5 Examinations board

- (1) The examinations board is responsible for examination organisation and the tasks prescribed in these examination rules and regulations. It is made up of three professors, a research assistant representative, and a student, who serves in an advisory capacity. The faculty council appoints the chairperson, the deputy, and the other members of the examinations board for a period of two years each. The student member is appointed for one year. The chairperson and the deputy must be professors.
- (2) The examinations board ensures that the examination rules and regulations are upheld and provides recommendations for further improving the curriculum and the examination rules and regulations. It appoints examiners and observers. The examinations board may confer responsibility for appointing examiners and observers to its chairperson. The board may be called upon for all questions regarding examinations.
- (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 tasks on its chairperson, 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.
- (5) Members of the examinations board have the right to attend examinations.
- (6) Members of the examinations board, examiners, and observers are obliged to maintain professional confidentiality. 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.

§ 6 Examiners and observers

- (1) In general, examinations which are not completed during the course of study as part of individual courses or lectures, may only be carried out by professors, associate professors, or research assistants who have been granted the right to conduct examinations. Research assistants, research associates, adjunct lecturers and lecturers with special responsibilities may only be appointed to conduct examinations under exceptional circumstances; when there are not enough qualified faculty members available to conduct examinations.
- (2) Observers must have sat the corresponding Master's examination or equivalent.
- (3) The candidate is permitted to make a proposal for examiners for the Master's thesis and the final oral examination; however, this does not constitute entitlement to be examined by a particular examiner.
- (4) The chairperson of the examinations board ensures that candidates are given sufficient advance notice of examiners' names.

§ 7 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 that are replaced. The recognition is required to continue an academic programme, participate in examinations, take up another course of studies, or for admission to a doctorate.
§ 15 paragraph 3 of the State Civil Service Act (Landesbeamtengesetz - LBG) remains unaffected. Courses completed at recognised distance-learning institutions will be considered equivalent to those in a corresponding traditional degree programme.
- (2) It is the applicant's responsibility to provide all information and documents necessary for achievements 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.

- (3) 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 (State Law of Baden-Württemberg on Higher Education), and thereby favour students from other states, the rules and regulations in the Equivalency Agreement shall take precedence.
- (4) Course components and examination results are to be graded on the basis of a credit system. Provided that the grading systems are comparable, examination prerequisites and results are to be transferred and, in accordance with these examination rules and regulations, are to be taken into account when calculating the overall grade. If grading systems are not comparable, examination prerequisites and results are graded as "passed". This recognition can be indicated on the diploma.
- (5) 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. A Master's thesis will not be recognised. If documentation of individual examinations that would provide evidence of specific knowledge and skills cannot be provided, the examinations board may request the completion of a placement test.
- (6) Courses and examinations that have already been taken as a part of the Bachelor's programme will not be recognised. The same applies for other degree programmes required for admission to this Master's programme. Should the programme rules and regulations require a course to be taken a second time, it may be possible to earn credit for the repeated course. Approval must be granted by the examinations board.
- (7) Credits may be awarded for study and examination components completed in the context of refresher courses (Kontaktstudien). When recognising credits from continuing education programmes for professionals for a university degree programme, paragraph 1 clause 3, paragraph 4, and paragraph 5 clause 1 no. 1 apply accordingly. Paragraph 5 applies accordingly to the recognition of knowledge and skills gained outside of the higher education system for continuing education programmes for professionals.

§ 8 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. The same applies if a written examination is not completed within the specified time limit, unless the candidate is not responsible for exceeding the time limit.
- (2) Reasons for withdrawal or absence pursuant to paragraph 1 must be plausible and must be submitted immediately to the examinations board in writing. 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 University-designated physician may be required. If the reasons 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 at fault for exceeding a deadline for registering or taking an examination, the examinations board must respect the provisions stated in the Maternity Protection Act and the legal regulations concerning parental leave, and allow candidates to make appropriate use of these provisions. The same applies for students with disabilities or chronic illnesses, or for students with dependent relatives, in accordance with § 7 paragraph 3 of the Pflegezeitgesetz (Home Care Leave Act).
- (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, they may be excluded from continuing the examination by the examiner or examination supervisor, in which case the examination will be graded as "failed" (5.0). In extreme cases, the examinations board may exclude the candidate from all further examinations.
- (5) Within a period of one week, the candidate may request that the decision be validated by the examinations board in accordance with paragraph 4 clauses 1 and 2. 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.

§ 9 Examination components completed during the course of study

- (1) Examination components completed as an integrated part of lectures and courses during the course of study include written and oral components.
- (2) In written and oral examination components, candidates should prove that they are able to recognise problems related to their subject and develop solutions for them within limited time, using subject-specific methods and limited resources.
- (3) A written examination lasts between 60 and 180 minutes. Multiple choice questions are permitted. Oral examinations should not exceed 30 minutes.

- (4) Multiple choice questions are generally set by the lecturer responsible for a lecture or course, as determined by the examinations board. The examination questions must correspond to the knowledge imparted in the lecture or course, and must provide reliable examination results. Before assessing the examination results, the responsible persons specified under clause 1 must ensure that the questions for the examination correspond with clause 2. If the examiner finds that individual examination questions are incorrect, these questions must not be considered when assessing the examination results. In such a case, the total number of questions is reduced and the assessment is based on the reduced number of questions. Reducing the number of examination questions must not have negative consequences for the candidates.

An examination carried out as a multiple choice examination is considered to be passed, when at least 50 % of the questions were answered correctly, or when the number of questions a candidate answered correctly is not more than 22 % lower than the average examination results of all candidates. (norm-referenced grading).

If a candidate has correctly answered the number of questions required to pass the examination, then the multiple choice examination must be assessed as follows. In case of norm-referenced grading, the scale for assessment is moved lineally by the difference between the absolute and relative threshold for passing.

% corresponds to grade

≥ 50 – 55	4.0
> 55 – 60	3.7
> 60 – 65	3.3
> 65 – 70	3.0
> 70 – 75	2.7
> 75 – 80	2.3
> 80 – 85	2.0
> 85 – 90	1.7
> 90 – 95	1.3
> 95 – 100	1.0

- (5) If a written examination component takes the form of a term paper, candidates must assure that they are the author of their work and have used no sources or aids other than those indicated.
- (6) The evaluation period for written examinations should not exceed four weeks.
- (7) If candidates provide a medical certificate that plausibly proves that they are not able to take examinations in the form prescribed, whether completely or partially, 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 to other course requirements.

§ 10 Assessment of examination components

- (1) 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 assessment of examination performance, grades may be further differentiated by increasing or decreasing the individual grades by 0.3; however, the grade 0.7 and incremental grades above 4.0 may not be used.

- (2) The final module grade is calculated on the basis of the unrounded grades of the sub-module grades, weighted according to the number of contact hours. For modules that require a final module examination, the grade received for the final module examination constitutes the overall 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
for an 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 grade of the master's examination is calculated in accordance with § 16 para. 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	top 10 %
B	the following 25%
C	the following 30%

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- 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

§ 11 Master's examination admission requirements

- (1) Admission to the individual examinations for the Master's examination will only be authorised for those who:
 1. are enrolled at Heidelberg University for the Master's degree programme in Economics,
 2. have not lost their entitlement to take the final examinations in the Master's degree programme in Economics or in any other economics or business degree programme.
- (2) For admission to the Master's thesis, certificates must also be presented proving the successful completion of the lectures and courses set forth in Appendix 1, totalling the number of credits stated in § 3.

§ 12 Admission procedure

- (1) The application for admission to the examination must be made in writing, and addressed to the chair of the examinations board. The following must be enclosed with the application:
 1. proof of fulfilment of the admission requirements as stated in § 11,
 2. a declaration stating whether the candidate has previously failed or lost their entitlement to take the final examinations or is currently participating in an examination procedure in a Master's degree programme in economics or any other degree programme in the field of economics or business.
- (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 Master's examination may only be rejected if:

1. the requirements outlined in § 11 are not fulfilled, or
2. the documents set forth 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 Economics or another degree programme in the field of economics or business, 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.

§ 13 Scope and nature of the Master's examination

- (1) The Master's examination consists of:
 1. successful completion of the courses listed in Appendix 1,
 2. the Master's thesis.
- (2) The examinations referred to in paragraph 1, number 1 are taken as an integrated part of the respective lectures or courses. They may be 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.
- (3) The components of the Master's examination must be taken in the following order:
 - examinations completed during the course of study (paragraph 1, number 1)
 - Master's thesis (paragraph 1, number 2).
- (4) In exceptional cases, the examinations board may upon request allow for examination components to be completed in an order different from the one set forth in paragraph 3. Once this permission is granted, the deadlines of the individual examinations will be determined. If these deadlines are not met, the examinations will be graded as "failed" (5.0), unless the candidate is not at fault for the deadline being exceeded.

§ 14 Master's thesis

- (1) The purpose of the Master's thesis is for candidates to prove that they are able to independently address a problem from the field of Economics, within a given period of time and using academic methods.
- (2) In accordance with § 6, paragraph 1, clause 1, the Master's thesis may be assigned and supervised by any authorised examiner.
- (3) 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 will be assigned by the chair of the examinations board. The date of assignment must be recorded.

- (4) Work on the Master's thesis must be taken up within 14 days following completion of the final examination component completed during the course of study. 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.
- (5) 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.
- (6) The Master's thesis may be written in German or English. Other languages may be approved by the examiner and the examinations board upon request.

§ 15 Submission and assessment of Master's thesis

- (1) Three hard copies and one digital copy of the Master's thesis must be submitted to the examinations board by the deadline; the date of submission 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 will be the thesis supervisor. The second examiner will be appointed by the examinations board. The candidate is permitted to propose a second examiner. This does not, however, constitute a legal entitlement to be examined by a particular examiner. The time period for the initial assessment (Erstgutachten) should not exceed six weeks.
- (4) The grade is calculated as the mean of both evaluations; § 10 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 to assess the Master's thesis.

§ 16 Passing the examination and overall grade

- (1) The Master's examination is passed when all examination components pursuant

to § 13, paragraph 1 have been graded as "sufficient" (4.0) or higher.

- (2) When calculating the overall grade for the Master's examination in accordance with § 10 paragraph 3, the numerical values of all module grades shall be considered without rounding according to § 10 paragraph 3, and shall be weighted according to their respective number of credits.

§ 17 Retaking an examination component, deadlines

- (1) If examinations are not passed, or are considered not to have been passed, they may be retaken once. This includes failed examinations at other universities. A second retake of compulsory module examination components is only permitted for a maximum of two examination components completed during the course of study. No second retake will be granted for the Master's thesis.
- (2) Retaking an examination that has been graded as passed is not permitted.
- (3) If an examination component has been failed, it must be retaken at the next available examination date, at the latest. If the candidate fails to meet this deadline, they will lose their entitlement to take the examination, unless they are not responsible for the deadline being exceeded.
- (4) If a compulsory module is failed on the final attempt, the candidate will be excluded from the academic programme.

§ 18 Master's diploma and certificate

- (1) Once the Master's examination has been passed, a diploma will be issued within four weeks, listing all individual modules with their respective grades (graded in accordance with § 12 paragraph 3, and numerical value) and credits, as well as the grade and topic of the Master's thesis, and the overall grade of the Master's examination. The diploma is dated with the day of the last examination component. It must be signed by the chairperson of the examinations board.
- (2) A "Diploma Supplement" in German and English is also provided, containing additional information about the course content and period of study. The content complies with the "European Diploma Supplement Model".
- (3) A bilingual Master's certificate in German and English is issued with the diploma, bearing the same date as the diploma. It certifies the conferment of the academic degree "Master of Science". The degree certificate will be signed by the chairperson of the examinations board and will bear 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

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exmatriculation, listing any completed 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: Final provisions

§ 19 Invalidity of examinations

- (1) If a candidate has cheated on an examination and this is not discovered until after the diploma has been issued, the examinations board may correct the examination results for the examination components concerned accordingly and may declare the examination to be partially or completely failed.
- (2) If the requirements for admission to the examination were not fulfilled, but without any intent on the candidate's part to cheat, and this is not discovered until after the diploma has been issued, the passed examination will be considered as compensation 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 a decision is made, candidates will be given the opportunity 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 made more than five years after the date indicated on the examination diploma.

§ 20 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 and must be 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.

§ 21 Coming into force

These examination rules and regulations will come into force on 1 September 2009.

Appendix 1: Modules, lectures and courses of the Master's degree programme

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Appendix 1: Modules, lectures and courses for the Master's degree programme in Economics (Curriculum)

Semester:					CP
1st (WS, winter semester)	MScE 1A Compulsory module 8CP Microeconomics	MScE 1B Compulsory module 8 CP Macroeconomics	MScE 1C Compulsory module8 CP Econometrics	MScE 1D Compulsory module8 CP Mathematics	32
2nd (SS, summer semester)	MScE 2A Compulsory module 8 CP Finance	MScE 2B Elective module 12 CP Specialised module Economics I		MScE 2C Elective module 9 CP Economics seminar I	29
3rd (WS, winter semester)	MScE 3A Elective module 8 CP Interdisciplinary elective module	MScE 3B Elective module 12 CP Specialised module Economics II		MScE 3C Elective module 9 CP Economics seminar II	29

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4th (SS, summer semester)	MScE 4A – Compulsory module – 30 CP Master’s thesis	30
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