

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 Nonprofit Management & Governance”, dated 27 July 2012 (published in the President’s bulletin [Mitteilungsblatt des Rektors] of 29 August 2012, p. 741) has legal validity.

## Heidelberg University Examination Rules and Regulations for the Master's Degree Programme in Nonprofit Management & Governance

dated 27 July 2012

### Content

#### **I. General provisions**

- § 1 Applicability
- § 2 Purpose of the academic programme and the Master's examination
- § 3 Degree
- § 4 Modules, credits and transcript of grades
- § 5 Standard period of study, programme structure and range of courses offered
- § 6 Examinations board
- § 7 Examiners and observers
- § 8 Recognition of study periods, course credits and examination results

#### **II. Examinations**

- § 9 Types of examination components
- § 10 Completion of examination components
- § 11 Written examination components
- § 12 Oral examination components
- § 13 Scope and nature of Master's examination
- § 14 Master's examination admission requirements
- § 15 Master's examination admission procedure
- § 16 Master's thesis
- § 17 Submission and assessment of Master's thesis
- § 18 Presentation and defence of Master's thesis
- § 19 Assessment of examination components and overall grade
- § 20 Passing and failing
- § 21 Retaking examination components and deadlines
- § 22 Diploma
- § 23 Degree certificate

#### **III. External students' examination**

- § 24 External students' examination

#### **IV. Joint regulations and final provisions**

- § 25 Unexcused absence, withdrawal, deception, breaches of regulations and obligation to provide information regarding appeal
- § 26 Access to examination documents
- § 27 Invalidity of examinations
- § 28 Coming into force and transitional provisions

#### **Preamble:**

Any employment and occupational titles mentioned in these regulations refer to both women and men and may be used in the corresponding feminine form. This also applies to university degrees and academic titles.

#### **I. General provisions**

##### **§ 1 Applicability**

- (1) These examination rules and regulations apply to the postgraduate degree programme in Nonprofit Management & Governance, which is run by the Faculty of Economics and Social Sciences in collaboration with the Faculty of Law and the Faculty of Theology at Heidelberg University.
- (2) These examination rules and regulations form the basis of the curriculum established by Heidelberg University. The curriculum governs the content and structure of the academic programme, taking developments in the profession and in university didactics, and the requirements of professional practice into consideration. The curriculum also specifies the content that is to be examined.
- (3) Admission to the academic programme is subject to the Admission Regulations.

##### **§ 2 Purpose of the academic programme and the Master's examination**

- (1) Through the degree programme in Nonprofit Management & Governance, students can acquire and broaden their management-related knowledge and skills in the governance of nonprofit organisations, foundations and social enterprises, and in the fields of social management, laws relating to foundations and nonprofit organisations, global civil society connections and social investments. The degree programme conveys specialised knowledge and, in particular, interdisciplinary aspects of responsible action in the third sector and in social enterprises. The degree programme considers the intercultural and interreligious aspects of social action, combining practical and academic approaches.
- (2) The purpose of the Master of Arts examination is to assess whether students have acquired the skills required for professional practice. The purpose of the examination 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 Degree**

Upon successful completion of the Master's examination, the Faculty of Economics and Social Sciences at Heidelberg University will confer the academic degree of "Master of Arts" (M.A.), with a Diploma Supplement in "Nonprofit Management & Governance".

### **§ 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. It not only comprises the lectures and courses attended, but also the components necessary for a passing grade in the module.
- (2) The Master's thesis and its defence form a separate module.
- (3) The modules in this Master's degree programme are compulsory and must be completed by all students. There may be different courses available within one module.
- (4) All components within a module must be graded as "sufficient" (4.0) or better (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.

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

- (1) The standard period of study is four semesters. This includes examinations and completion of the Master's thesis. Please refer to the Appendix for information on the period of study.
- (2) The academic programme may be studied whilst in employment. The degree programme in Nonprofit Management & Governance may be studied on a full-time or a part-time basis. It is possible to switch between full-time and part-time study for any semester. Changing to study on a part-time basis is only possible for two consecutive semesters. If, in one academic year, fewer than 36 credits are completed through study on a part-time basis, both semesters shall be counted as half semesters.
- (3) The Master's programme is a modular programme. Successful completion of

the Master's degree programme requires a total of 120 credits (CP).

- (4) A transcript of records will be issued at the end of each semester, listing all module and sub-module examinations students have passed, including the corresponding credits and grades.
- (5) The total period of study, including taking all examinations and writing the Master's thesis, should not exceed eight semesters. If the Master's examination is not fully completed within this time, the student will lose their entitlement to take the final examinations, unless they are not responsible for exceeding the maximum period of study.
- (6) Participation in online courses on the University's E-Learning platform is a requirement for completing modules included in this Master's degree programme.

## **§ 6 Examinations board**

- (1) An examinations board is formed for organising and conducting examinations. The examinations board ensures that the examination rules and regulations are upheld. It is responsible for decisions concerning examinations. It acts according to Rules of Order.
- (2) The examinations board consists of the following members:
  - a) the Academic Director of the Centre for Social Investment (CSI) as chair,
  - b) the Head of the Teaching Division as deputy chair (if this person is a professor),
  - c) one professor from each of the three faculties involved in the programme at Heidelberg University,
  - d) one student representative of the degree programme,
  - e) one representative of the research associates at the CSI.
- (3) Each of the members defined in paragraph 2c is appointed by the Faculty of Economics and Social Sciences at Heidelberg University and the other relevant faculty councils. The members described in paragraphs 2d and 2e are appointed by the relevant body at the Faculty of Economics and Social Sciences.
- (4) With the exception of the member described in paragraph 2d, who is appointed for one year and has an advisory function, the members of the examinations board are appointed for two years. Members of the examinations board have the right to attend examinations.
- (5) The type and duration of module examinations completed during the course of study are determined by the examinations board in accordance with § 9, paragraph 1, number 1, prior to the start of the academic year. Students are informed of the type and duration of examinations on a notice board, and at the beginning of every course.

- (6) The examinations board can confer particular tasks on its chairperson. The chairperson informs the examinations board of any decisions taken at the earliest possible opportunity. See the Rules of Order for further details.
- (7) Consultations and decisions of the examinations board take place in private meetings. Decisions taken by the examinations board are valid when the chairperson and two further members with voting rights are present. Decisions are taken by a simple majority of votes; in the event of a tie vote, the chairperson has the deciding vote.
- (8) The chairperson manages the business of the examinations board, and prepares and chairs meetings. The chairperson should invite all members of the examinations board to official meetings in due time. Minutes must be kept during the meetings of the examinations board.
- (9) In accordance with paragraph 2, members of the examinations board regularly report to the body responsible at their faculty regarding changes to examination and study periods, grading, and the number of degrees awarded. The examinations board provides recommendations for further improving the curriculum and the examination rules and regulations.
- (10) All members of the examinations board are subject to official secrecy. Those who are not civil servants are sworn to secrecy by the chairperson.
- (11) In the event of a negative decision taken by the examinations board, the candidate must be informed in writing, stating the reasons and providing information on the procedure for appeal.

## **§ 7 Examiners and observers**

- (1) Examiners and observers are appointed by the examinations board. Students may propose two examiners as supervisors and reviewers for their Master's thesis. This proposal does not constitute a legal entitlement to be examined by a particular examiner.
- (2) In general, examinations which are not completed during the course of study as part of a module may only be carried out by professors, lecturers, associate professors, or research associates who have been granted the right to examine on the basis of longstanding teaching experience. Research associates, contract teachers and teaching staff for special duties can only be appointed as examiners in exceptional circumstances, if not enough authorised examiners are available.
- (3) Observers must have sat the corresponding Master's examination or equivalent, or obtained an equivalent or higher qualification.
- (4) The chair of the examinations board ensures that candidates are notified of examiners' names, registration deadlines and examination dates in due time. It

is sufficient to announce this information by displaying it on a notice.

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

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

- (1) Course credits and examination results proven to have been obtained through other degree programmes may replace up to 50% of the required credits stated in § 5, paragraph 3 (up to 45 CP). In justified cases, the examinations board may make exceptions to this rule. Credits from a Master's thesis and its defence are excluded from the recognition process.
- (2) Course credits and examination results obtained through a first degree course cannot usually be recognised if this degree is an admission requirement. In justified cases, courses from a degree programme at an equivalent level (M.A., Master's, MBA, doctorate) may be recognised by the head of the degree programme.
- (3) Course credits and examination results obtained in a Master's degree programme in Nonprofit Management at another university, university of applied sciences, comprehensive university, theological college or university of education, will be recognised without verification of equivalence in line with § 8 paragraph 1.
- (4) Provided that they are considered equivalent, course credits and examination results obtained through other degree programmes will be recognised. There is equivalence if the majority of the periods of study, course credits and examination results correspond to this degree programme in terms of their content and scope, and the requirements of the examination and degree programme rules and regulations. Programmes must not be compared schematically, but rather considered and assessed as a whole. When recognising periods of study, course credits and examination results obtained outside of the Federal Republic of Germany, Equivalency Agreements and agreements between partner universities approved by the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany (KMK) and German Rectors' Conference (HRK) are to be taken into account.
- (5) For course credits and examination results obtained at state-recognised universities of cooperative education and distance learning institutions, paragraphs 3 and 4 shall apply.
- (6) If examination components and results are recognised, grades - if grading systems are similar - are transferred and used when calculating the overall grade. If grading systems are not comparable, examination prerequisites and results are graded as "passed". This recognition can be indicated on the diploma.
- (7) When the requirements set forth under paragraphs 3 and 4 have been satisfied,

students are legally entitled to recognition of their course credits and examination results. A request for recognition must be made in writing. Students must present the documents necessary for recognition.

- (8) The decision on this matter will be taken by the examinations board. If recognition is not granted, details of the appeal process must be provided.

## **II. Examinations**

### **§ 9 Types of examination components**

- (1) The examination components are:
1. written and oral examination components in the different modules that are completed during the course of study,
  2. the Master's thesis,
  3. the presentation and defence of Master's thesis.
- (2) Written examination components in accordance with paragraph 1, number 1 are taken as written examinations, term papers, and/or papers determined by the nature of the lecture or course (e.g. conceptual outlines, case studies).
- (3) Oral examination components in accordance with paragraph 1, number 1 are taken as colloquia or presentations.

### **§ 10 Completion of examination components**

- (1) If students provide a medical certificate which plausibly proves that they are not able to take examination components in the form prescribed, either in part or in full, due to permanent or sustained health impairment, the examinations board may allow them to take an equivalent examination in an alternative form. The same applies for other course requirements.
- (2) If students are not in a position to complete examinations and/or other course requirements in their planned form or time, for reasons other than impaired health, they must present these reasons to the examinations board in writing. If, following a review, the examinations board approves the reasons given, an alternative is to be found so that the student may complete the examination or course requirement in due time.
- (3) Where there is doubt regarding the cases defined in paragraphs 1 and 2, further proof may be required. It must be ensured that where possible, examination conditions compensate for any disadvantages faced by students with a disability, or for situations which give rise to hardship.
- (4) If examinations are not completed in due time, the examinations board decides how to proceed in each case.

- (5) 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.

## § 11 Written examination components

- (1) In written examination components, candidates should show that they are able to recognise problems relating to their subject and find solutions for them, using subject-specific methods with limited time. Module examinations also serve to prove media literacy and to demonstrate candidates' ability to impart knowledge.
- (2) Written module examinations last between 60 and 120 minutes.
- (3) The examinations board determines three modules, in accordance with § 9 paragraph 1, number 1, for which the examination component consists of a term paper. The topic, scope, and form of term papers, as well as the period within which they are to be completed, is determined by lecturers. Term papers may be completed as individual or group projects (up to three students per group). Term papers may be supplemented by a presentation, as decided by the teacher. In general, the processing time for term papers is between two and six weeks.
- (4) If written examination components are set by several lecturers, the weighting of the individual components corresponds to the number of credits awarded for the respective lectures or courses.
- (5) Written examination components are taken as part of the corresponding module. Lectures and courses, and their corresponding examination components, may be conducted in English or German. If a student so wishes, and following agreement from the examinations board, written examination components for modules taught in German may be completed in English.
- (6) When submitting their term paper or papers determined by the nature of the lecture or course, students must assure in writing, that they are the author of their own work, have used no sources other than those indicated, and have marked quotations as such. Where a paper is completed in a group, each student must assure the above for the contribution he has made to the paper. The submission date of a written term paper must be recorded.
- (7) The student must be informed of the assessment of written examination components and the reasons behind the assessment, within four weeks. The student is to be informed by means of a written notification.

## § 12 Oral examination components

- (1) In oral examination components, candidates should show that they are able to identify interconnections within the examination material and relate specific problems to these interconnections. Furthermore, candidates should show that



they have a broad basis of knowledge.

- (2) Generally, oral examination components are examined by a panel of at least two examiners, or by one examiner and one observer (in accordance with § 7) and are taken as a group or individual examination.
- (3) Oral examination components last between 20 and 40 minutes; the duration is determined by the course leader.

### **§ 13 Scope and nature of Master's examination**

- (1) The Master's examination consists of:
  1. the successful participation in the modules listed in the Appendix,
  2. the Master's thesis,
  3. an oral presentation and defence of the Master's thesis.
- (2) The Master's examination must be completed in this order.

### **§ 14 Master's examination admission requirements**

Admission to the examination is granted for those who:

1. fulfil the requirements stated in the Admission Regulations,
2. have not lost their entitlement to take the final examinations in the Master's degree programme in Nonprofit Management & Governance, or a similar degree programme.
3. Successful completion of modules 1 to 9, listed in the Appendix, is required for permission to write the Master's thesis.

### **§ 15 Master's examination admission procedure**

- (1) The application for admission to the Master's examination must be made in writing, and addressed to the chair of the examinations board. The following must be enclosed with the application:
  1. evidence of fulfilment of the admission requirements in accordance with § 14,
  2. a declaration from the candidate stating whether they have previously failed a Master's examination in a Master's degree programme in Nonprofit Management & Governance, or a similar degree programme, and whether they are currently involved in an examination procedure in such a programme.
- (2) If candidates are unable to provide such evidence, the examinations board may accept other proof.
- (3) The application forms the basis for the examinations board's decision as to whether to admit the candidate 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 conditions named in § 14 are not fulfilled, or
  2. the documents set forth in paragraph 1 are incomplete, and have not been completed upon request, or
  3. the candidate has failed their final attempt at the Master's examination in the Nonprofit Management & Governance degree programme or a similar degree programme, or has lost their entitlement to take the final examinations, or
  4. the student is currently involved in an examination procedure in a similar degree programme.

## **§ 16 Master's thesis**

- (1) In the Master's thesis, students should show that they are able to work independently on a problem relating to the fields of Nonprofit Management, Nonprofit Leadership, Governance or the legal conditions for the third sector, and write up the results in a clear manner, within the given timeframe and using academic methods.
- (2) The topic of the Master's thesis is assigned by the chair of the examinations board. The date of assignment must be recorded. The candidate is permitted to propose topics; however, this does not constitute legal entitlement to a particular topic.
- (3) The Master's thesis may also be submitted as a group project, provided that the achievements of individual group members can clearly be identified and evaluated based on indicated paragraphs, page numbers and other objective criteria.
- (4) In accordance with § 13, paragraph 1, number 1 students must start writing their thesis or apply for allocation of a topic no later than six weeks after passing the last examination component. The application for a topic must be addressed to the chair of the examinations board. If the student misses the deadline, the Master's thesis is graded as "failed" (5.0), unless the candidate is not responsible for the deadline being exceeded.
- (5) The topic may only be rejected once and only within the first month following the date of assignment.
- (6) The Master's thesis usually consists of between 12,000 and 21,000 words. Should the word count of the thesis submitted differ significantly from this range, it may be graded as "failed". If a submitted thesis is more than 2,100 words above or below this range, the examinations board will decide whether this deviation from the permitted range is acceptable.

## § 17 Submission and assessment of Master's thesis

- (1) The deadline for submission of the thesis is four months after the topic was assigned. The topic and task must be limited in such a way that the candidate should be able to complete the thesis within the given timeframe. If an application is made by the student, the examinations board may, in exceptional and justifiable cases, extend this deadline once by up to six weeks. In particularly extreme cases, the deadline may be extended by more than six weeks. The application must be made immediately after the event which justifies the extension of the deadline has occurred. It must be addressed to the chair of the examinations board. The application must include a statement from the student's supervisor.
- (2) Three copies of the Master's thesis must be submitted to the examinations board before the deadline. A digital version must also be submitted. The date of submission must be recorded. If the deadline for submitting the Master's thesis is missed, the thesis is graded as "failed" (5.0), unless the student is not responsible for the deadline being exceeded.
- (3) When submitting a Master's thesis, candidates must certify in writing that they are the authors of their own work and that they have used no sources or aids other than those indicated.
- (4) The Master's thesis is assessed by two examiners in accordance with § 7, paragraph 2. One of the examiners should be the thesis supervisor; the other should be a professor. The Master's thesis is assessed using grades given at increments of one third of one grade point ("Drittelnote"). The overall grade for the Master's thesis is calculated as the average of the examiners' assessments and is given at increments of one tenth of one grade point ("Zehntelnote"). If the grades differ by more than one grade level, the chair of the examinations board designates a third examiner. In such a case, the grade is calculated as the mean of the two best evaluations. The Master's thesis may, however, only be graded as "sufficient" (4.0) or better, if two of the grades are "sufficient" (4.0) or better. All assessments must be justified in writing.
- (5) The Master's thesis may be written in English or German.
- (6) The final assessment period for the Master's thesis should not exceed six weeks.
- (7) The Master's thesis equates to 20 credits (CP). With the accompanying colloquium (5 CP) and the presentation and defence of the thesis (5 CP), a total of 30 credits (CP) is achieved. The grade for module 10 is given at increments of one tenth of one grade point ("Zehntelnote"), and is weighted according to the number of credits it is worth.

## § 18 Presentation and defence of Master's thesis

- (1) The student presents their Master's thesis in an oral presentation and

subsequent defence. In general, the presentation and defence last a total of 30 minutes. The oral defence takes place in front of an examination commission, which is composed of the following members:

1. the examiners, who assessed the Master's thesis and
2. an observer, who fulfils the requirements outlined in § 7.

- (2) Usually, the presentation and defence take place eight weeks after the thesis is submitted. The date is set by the examinations board. The candidate is informed of the date at least two weeks before the presentation.
- (3) Minutes must be kept for the presentation and defence and must be signed by the examiners.
- (4) The grade for the presentation and defence is calculated as the mean of the individual grades given by the examiners. The presentation and defence are each worth 1 credit.
- (5) The grade is given to the candidate in writing. The presentation and the defence is assessed using grades given at increments of one third of one grade point ("Drittelnote").
- (6) If the presentation and defence are graded as "failed", the examination can be retaken once (see § 20). If the candidate fails the retake, the Master's thesis, the presentation and the defence must be repeated.
- (7) The presentation and defence take place in German or, at the request of the student, in English.

## § 19 Assessment of examination components and overall grade

- (1) Grades are used to differentiate between the 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 the assessment of examinations:
  - 1 = very good = an outstanding performance;
  - 2 = good = a performance which lies substantially above average requirements;
  - 3 = satisfactory = a performance which corresponds to average requirements;
  - 4 = sufficient = a performance which, despite deficiencies, still meets the requirements;
  - 5 = failed = a performance which does not meet the requirements due to considerable deficiencies.

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

A 08-10-1 Coding reference	27-07-12 Last amended	03 - 13 Edition – Page
-------------------------------	--------------------------	---------------------------

used.

- (3) When calculating grades and interim grades, calculated values of
- |                                   |  |
|-----------------------------------|--|
| up to and including 1.5           | correspond to the grade "very good"    |
| above 1.5 and up to/including 2.5 | correspond to the grade "good"         |
| above 2.5 and up to/including 3.5 | correspond to the grade "satisfactory" |
| above 3.5 and up to/including 4.0 | correspond to the grade "sufficient"   |
| above 4.0                         | correspond to the grade "failed".      |
- (4) Final module grades are calculated as follows:
1. If a final module grade consists of several grades from different courses, it is calculated by multiplying the unrounded sub-module grades by the corresponding number of credits, and then dividing this figure by the total number of credits that the module is worth.
  2. If only one examination is to be sat in a module, the grade awarded for this examination is considered to be the final module grade.

The final module grade can be given at intervals of one tenth of one grade point. For the calculation of both final module grades and the overall grade, only the first decimal after the point is taken into account. The other decimals are dropped without rounding.

- (5) When calculating the overall grade for the Master's examination, grades for individual examination components completed during the course of study (both written and oral), the Master's thesis, and the presentation and defence are multiplied by the assigned number of credits. The sum of the weighted grades is then divided by the total number of credits.
- (6) In addition to the German-style grades, students who have passed the examination components (modules, Master's thesis, defence) will also be awarded an 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%

The grades are calculated based on the examination results of the entire graduating class, as well as the graduating classes from two or more previous years, depending on the number of students in the current graduating class. The ECTS grade must be included as a supplement to the degree grade. The ECTS grade may be listed for individual modules if possible and necessary.

## § 20 Passing and failing the Master's examination

- (1) The Master's examination is passed when all module examinations have been graded as "sufficient" (4.0) or better.

- (2) If the Master's examination is failed or is considered not to have been passed, the chair of the examinations board 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.

## **§ 21 Retaking examination components and deadlines**

- (1) If examination components are not passed, they may be retaken once. This includes failed examination components at other universities, universities of applied sciences, comprehensive universities, theological colleges and universities of education. A second retake is only possible in exceptional cases and only for a maximum of two examination components. A second retake of the Master's thesis is not permitted. § 18, paragraph 6 remains unaffected. Approval of a second retake must be granted by the examinations board.
- (2) Failed examination components must be retaken during the following semester 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. If a module is ultimately failed, candidates lose their entitlement to take examinations and cannot complete the academic programme. A failed module cannot be compensated for with a different module.
- (3) It is not permitted to retake an examination component which has been graded as passed.

## **§ 22 Diploma**

- (1) After the Master's examination is passed, a diploma is issued in German. The diploma lists module titles and grades, the topic of the Master's thesis and grade awarded, the grade for the presentation and defence of the thesis, and the overall grade for the Master's examination. Module grades are given to one decimal place at increments of one tenth of one grade point ("Zehntelnote"); all further decimals are dropped without rounding.
- (2) The diploma must be signed by the chair of the examinations board and the dean of the Faculty of Economics and Social Sciences at Heidelberg University. It is dated with the day on which the final examination component was completed.
- (3) A "Diploma Supplement" with a "Transcript of Records" is issued in German. An English document can also be included upon the request of the student. The "Diploma Supplement" contains supplementary information on the courses completed as part of the academic programme and the grades awarded. Its content complies with the terms outlined in the "European Diploma Supplement Model".

## **§ 23 Degree certificate**

- (1) After the Master's examination is passed, a Master's certificate is issued, bearing the same date as the diploma. It certifies the conferment of the academic degree of "Master of Arts". The degree certificate is signed by
  1. the dean of the Faculty of Economics and Social Sciences at Heidelberg University,
  2. the chair of the examinations board.
- (2) The certificate bears the official seal of the Centre for Social Investment at Heidelberg University. The overall grade is shown to one decimal place at increments of one tenth of one grade point ("Zehntelnote"). All further decimals are dropped without rounding.

## **III. External students' examination**

### **§ 24 External students' examination**

- (1) Students who are not enrolled at Heidelberg University may also be permitted to take the Master's examination for the Master's degree programme in Nonprofit Management & Governance (external student examination).
- (2) Admission to the external students' examination is authorised for those who:
  - a) fulfil the requirements stated in § 3 of the Admission Regulations and
  - b) have successfully completed the modules indicated in the Appendix to these Regulations, or who can prove, by means of recognition by the examinations board, that they have completed equivalent courses in another degree programme, observing § 8, and
  - c) have not lost their entitlement to take the final examinations in the Master's degree programme in Nonprofit Management & Governance or a similar degree programme.
- (3) The application for admission to the external students' examination must be made in writing, addressed to the examinations board. The application must be submitted by the time the topic for the Master's thesis is allocated. The following must be enclosed with the application:
  - a) proof that the admission requirements outlined in paragraph 2 have been fulfilled,
  - b) a declaration from the candidate, stating whether they have already failed a Master's examination or external students' examination in the degree programme in Nonprofit Management & Governance and whether they are currently involved in an examination procedure.
- (4) Following admission to the external student's examination, candidates will receive a topic for the Master's thesis. Regulations concerning the Master's

thesis, oral presentation and defence, and passing the Master's examination apply accordingly.

#### IV. Joint regulations and final provisions

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

- (1) An examination is graded as "failed" (5.0) if 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 timeframe, unless the candidate is not responsible for exceeding the time limit.
- (2) Reasons for withdrawal or absence, according to paragraph 1, must be plausible and must be immediately submitted in writing to the examinations board. In case of illness, a medical certificate must be provided. In case of doubt, the University can request a medical certificate from a designated doctor. If the examinations board accepts the reasons, a new date will be scheduled. In this case, examination results that are already available will be taken into account.
- (3) If the candidate tries to influence the examination results through deception or by using unauthorised aids, the examination will be graded as "failed" (5.0). If the candidate disrupts the proper course of the examination, they may be excluded from continuing the examination by the examination supervisor, generally after being given an initial warning. In such a case, the examination will be graded as "failed" (5.0). The reasons for exclusion must be recorded. In severe cases, the examinations board may exclude the candidate from all further examinations.
- (4) With regard to paragraph 3, the candidate may request that the decision be validated by the examinations board 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.
- (5) When deciding whether the candidate is responsible for exceeding a deadline for registering for 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.

##### § 26 Access to examination documents

- (1) After the examination procedure has been completed, the candidate has the right to request access, in writing, to written examination documents, the examiners' review of the Master's thesis and the examination minutes, within a reasonable



period of time.

- (2) Access must be requested within three months of the examination certificate, or the notification about the failed Master's examination, being issued. The chair of the examinations board decides when and where access will be given.

## **§ 27 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 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, 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 take 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 deception, 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.

## **§ 28 Coming into force and transitional provisions**

- (1) 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).
- (2) For those students who are already enrolled in the Master's degree programme in Nonprofit Management & Governance at Heidelberg University at the time that these examination rules and regulations come into effect, the previous rules and regulations for the Master's degree programme will, upon request, remain valid for a period of up to 2 years.

## Master's degree programme in Nonprofit Management & Governance - Appendix to the examination rules and regulations

### 1. Modules, lectures and courses

Module	Course code	Lectures and Courses	L/C Type	Semester	Total workload	WCH	CP
<b>1. Theory &amp; History of the Nonprofit Sector</b>					<b>360 hrs</b>	<b>6</b>	<b>12</b>
	18CSIMAV11	1.1 Civil Society and Associations. Basic Theories for the Analysis of the Nonprofit Sector	L+PC	1	180 hrs	4	6
	18CSIMAS12	1.2 Third Sector, State and Markets	S	1	180 hrs	2	6
		or, alternatively to 1.2: 1.3 Public Welfare Organisations in a Guaranteed Welfare State	S				
<b>2. Nonprofit Management I: Organisation and Management</b>					<b>360 hrs</b>	<b>4</b>	<b>12</b>
	18CSIMAS21	2.1 Organisation and Management Theory of the Third Sector	S	1	180 hrs	2	6
	18CSIMAS22	2.2 Strategies for Nonprofit Organisations	S	2	180 hrs	2	6

Module	Course code	Lectures and Courses	L/C Type	Semester	Total workload	WCH	CP
<b>3. Nonprofit Management II: Benefit and Success for Society, Social Investment and Communication</b>					<b>360 hrs</b>	<b>4</b>	<b>12</b>
	18CSIMAS31	3.1 Economic Action and Impact in Nonprofit Organisations	S	2	180 hrs	2	6
	18CSIMAS32	3.2 Marketing and Communication	S	2	180 hrs	2	6
<b>4. Nonprofit Leadership &amp; Ethics</b>					<b>360 hrs</b>	<b>6</b>	<b>12</b>
	18CSIMAV41	4.1 Nonprofit Leadership	L	1	120 hrs	3	4
	18CSIMAÜ42	4.2 Nonprofit Leadership	PC	1	60 hrs	1	2
	18CSIMAS43	4.3 Social Entrepreneurship	S	2	180 hrs	2	6
		or, alternatively to 4.3: 4.4 Leadership and Human Resources Development in the Third Sector	S				
<b>5. Corporate Governance &amp; Public Affairs Management</b>					<b>180 hrs</b>	<b>4</b>	<b>6</b>
	18CSIMAS51	5.1 Corporate Governance in Nonprofit Organisations	S	2	120 hrs	2	4
	18CSIMAÜ52	5.2 Public Affairs Management	PC	3	60 hrs	2	2

Module	Course code	Lectures and Courses	L/C Type	Semester	Total workload	WCH	CP
<b>6. Law of Nonprofit Organisations</b>					<b>360 hrs</b>	<b>6</b>	<b>12</b>
	18CSIMAV61	6.1 Introduction to Law for Nonprofit Organisations	L	1+2	120 hrs	2	4
		6.2 Introduction to Law for Nonprofit Organisations	PC	1+2	60 hrs	2	2
	18CSIMAS63	6.3 Business Activity of Nonprofit Organisations	S	3	180 hrs	2	6
		or, alternatively to 6.3: 6.4 Legal Conditions of Financing	S				
<b>7. International and Global Nonprofit Trends</b>					<b>180 hrs</b>	<b>4</b>	<b>6</b>
	18CSIMAV71	7.1 International Comparison of the Third Sector	L	3	120 hrs	2	4
	18CSIMAÜ72	7.2 Comparative Data Analysis	PC	3	60 hrs	2	2
<b>8. Sector-Specific Specialisation Module</b>					<b>300 hrs</b>	<b>2</b>	<b>10</b>
	18CSIMAÜ80	8 Practical Phase with Colloquium	PC	3	300 hrs	2	10

Module	Course code	Lectures and Courses	L/C Type	Semester	Total workload	WCH	CP
<b>9. Management Techniques</b>					<b>240 hrs</b>	<b>3</b>	<b>8</b>
	18CSIMAS91	9.1 Workshops (alternative offer)	S+PC	3	80 hrs	1	2
	18CSIMAS92	9.2 Specialisation Course: Case Study Methods	S	3	160 hrs	2	6
<b>10. Master's thesis</b>					<b>900 hrs</b>		<b>30</b>
		Master's thesis		4	600 hrs		20
		Defence		4	150 hrs		5
		Colloquium		4	150 hrs		5

Abbreviations used:

L/C = lecture or course  
 CP = credits  
 WCH = Weekly Contact Hours  
 S = Seminar  
 PC = Practice Class  
 L = Lecture

**A 08-10-1**

Coding reference

**27-07-12**

Last amended

**03 - 22**

Edition – Page

---

=====

Published in the President's bulletin (Mitteilungsblatt des Rektors) dated 29 August 2012, p. 741.