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Heidelberg University Examination Rules and Regulations for the Master’s Degree Programme in Education Studies with a focus on Organisational Development

dated 8 June 2010

Preamble

All titles in this document, be they official, job, status or functions, are used in masculine form, however they refer to men and women equally and may also be used in the corresponding feminine form.

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Section I: General provisions

§ 1 Purpose of the academic programme and examination

- (1) The Master's degree programme in Education studies with a focus on Organisational Development considers various forms of learning, the development of organisations and systems in different educational contexts (school, enterprise, educational institutions) and on different levels (individuals, groups/teams, organisations and systems). The degree programme is based on theoretical and empirical contributions from the field of education studies on individual educational processes, group development processes and system development in organisations.
- (2) The purpose of the Master's examination for the Master's degree programme in Education Studies with a focus on Organisational Development 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.
- (3) Admission to the academic programme is subject to separate admissions 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 four semesters, including time for the Master's examination and for completion of the Master's thesis.
- (1a) Students may be admitted for part-time study upon request. Details are subject to the applicable version of the regulations on part-time study at Heidelberg University (Teilzeitstudienordnung - TeilzeitstudienO). Upon admission for part-time study, the standard period of study will be amended in accordance with the provisions stipulated. With regard to processing times for written examination components, § 4 paragraph 3 TeilzeitstudienO must be observed.
- (2) Lectures and courses in the Master's degree programme run for three semesters. The Master's thesis is to be completed in the fourth semester.

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

- (3) The Master's programme is a modular programme. Of the total 120 credits, 90 credits are to be acquired from specialised courses in the Education Studies with a focus on Organisational Development degree programme, including a focal area (composed of 20 credits, which are to be obtained in related subjects), 5 credits are attributed to the final oral examination, and 25 credits are obtained through the Master's thesis.
- (4) Students may generally choose courses from any subject as their focal area, provided that a Master's degree programme is available in that subject. Further information can be found in Appendix 2.
- (5) Education Studies with a focus on Organisational Development may also be studied as a minor subject (see Appendix 1b) worth 20 credits.
- (6) Generally, the language of instruction and examination is German. Classes may be given and examinations taken partially or completely in English.

§ 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 the final oral examination are regarded as individual modules.
- (3) In order to pass a module, all module components must be graded "sufficient" (4.0) or better (sub-module grades).
- (4) Credits are given for successfully completed modules, including their individual components. One credit (CP) corresponds to a student workload of 30 hours.
- (5) 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 Examinations board

- (1) The examinations board is responsible for the organisation of examinations and the tasks prescribed in these examination rules and regulations. It is made up of three professors, a research assistant representative, and a student representative 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 representative is appointed for one year. The chairperson and the deputy chairperson 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 the 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 responsibility 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 of 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 may only be carried out by professors, lecturers, associate professors, or research associates who have been granted the right to examine due to longstanding teaching experience. Research assistants, research associates, adjunct lecturers and lecturers with special responsibilities may only be appointed to conduct examinations under exceptional circumstances, when there is not enough qualified faculty personnel available to conduct examinations.
- (2) Examinations held during the course of study are usually conducted by the teacher of the respective course.
- (3) Observers must have sat the corresponding Master's examination or equivalent.

- (4) The candidate may suggest an examiner for the Master's thesis and the oral final examination; this does not constitute a legal entitlement to be assigned a particular examiner.

The chair of the examinations board ensures that candidates are notified of examiners' names in due time.

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

- (1) Examination prerequisites and results, as well as academic degrees obtained in degree programmes at German universities or universities of cooperative education (state or state-recognised), or at foreign universities (state or state-recognised), will be recognised as long as there is no significant difference concerning the skills acquired, courses taken and degree obtained in the programme. 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 State Public Service Law (LBG) remains unaffected.
- (2) Preliminary and intermediate examinations taken at other German universities in the same degree programme or in a similar degree programme will be recognised. 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 exist between the Federal Republic of Germany and other states concerning equivalent university degree programmes (Equivalency Agreements) that favour students from other states by way of derogation from paragraph 1 and § 29 paragraph 2 clause 5 of the LHG (Act on Higher Education of the State of Baden-Württemberg), the rules and regulations in the Equivalency Agreement 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 the completion of a placement test.

- (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, number 1 apply accordingly. When recognising knowledge and skills gained outside of the higher education system for refresher courses, paragraph 6 applies accordingly.

§ 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 must be plausible in accordance with paragraph 1, 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 at fault for exceeding a deadline for registration, 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.
- (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 by the examiner or examination supervisor from taking further part in the examination, 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) With regard to paragraph 4, clauses 1 and 2, 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.

§ 9 Types of examination component completed during the course of study

- (1) Examination components completed during the course of study are:
1. oral examinations
 2. written examinations (electronically where applicable)
- (2) The type and form of the respective examination is determined by the examiner in consultation with the module convenor.
- (3) If the candidate provides 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 examination prerequisites.

§ 10 Oral examination components completed during the course of study

- (1) Oral examination components enable the candidate to prove that they understand the content and interconnections within the examination material, are able to solve specific problems in this field, and apply academic approaches and methods to subject-specific tasks in a reflected manner. The examination can take the form of a discussion, a simulation, or a discussion based on a written task submitted prior to the examination.
- (2) An oral examination lasts between 30 and 60 minutes.

§ 11 Written examination components completed during the course of study

- (1) The purpose of written examination components is to assess whether the candidate is able to use current subject-specific methods to structure a given problem and find a suitable solution within limited time and using limited resources. A written examination lasts between 60 and 240 minutes.
- (2) Project documentation includes an outline of the theoretical basis of the project, the objectives, methods and procedures, the timings, the results and their interpretation, as well as reflection of the project and assessment.
- (3) Term papers enable a deepened academic discussion of a theoretical or practical problem, specific to the subject. The formal guidelines for writing term

papers are published by the institutes. The same applies for a presentation accompanied by a written report.

- (4) If a written examination component is taken as a term paper or as documentation of a project, the candidate must assure that they are the author of their own work, and that no sources or aids other than those indicated have been used. For written examination components produced in groups, the individual contribution of each candidate must be clearly recognisable.
- (5) The evaluation period for written examinations should not exceed four weeks.

§ 12 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	= 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 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 grade for the Master's examination, only the first decimal after the point is taken into account, without rounding. The overall grade for the Master's examination is calculated in accordance with § 19 paragraph 2.
- (5) In addition to the final grade calculated according to the German system, students who have passed the examination components will also be awarded a relative 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

§ 13 Master's examination admission requirements

- (1) Admission to the examination is granted for those who:
1. are enrolled in the Master's degree programme in Education Studies with a focus on Organisational Development at Heidelberg University,
 2. have not lost their entitlement to take final examinations in the Master's degree programme in Education Studies with a focus on Organisational Development.
- (2) Students seeking admission to the Master's thesis must also provide certificates confirming that they have passed the modules and courses listed in Appendix 1, totalling the required number of credits stated in § 3.
- (3) The Master's thesis must be submitted prior to taking the final oral examination.

§ 14 Master's examination admission procedure

- (1) The application for admission to the Master's thesis must be made in writing, addressed to the chair of the examinations board. The following must be enclosed with the application:
1. evidence of fulfilment of the admission requirements outlined in § 13 paragraph 1,

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2. a statement from the candidate, stating whether they have already failed a Master's examination in the Education Studies with a focus on Organisational Development degree programme, and whether they are currently involved in an examination procedure in such a 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. the requirements listed under § 13 paragraph 1 are not met, or the documents set forth in paragraph 1 are not complete, and have not been completed upon request, or
 2. the candidate has failed their final attempt at the Master's examination in Education Studies with a focus on Organisational Development, or has lost their entitlement to take the final examinations, or
 3. the candidate is currently involved in an examination procedure in such a degree programme.

§ 15 Scope and nature of the Master's examination

- (1) The Master's examination consists of:
 1. the successful completion of the modules set forth in Appendix 1,
 2. the Master's thesis,
 3. the final oral examination,
- (2) the examinations completed as an integrated part of modules during the course of study (paragraph 1, number 1). The examiner determines the nature and duration of the examination components in agreement with the examinations board. This information shall be announced by the lecturer at the beginning of the course at the latest.
- (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)
 - final oral examination (paragraph 1, number 3).

§ 16 Final oral examination

- (1) The purpose of the final oral examination is for candidates to prove that they have mastered the interrelationships between the individual disciplines of their subject, and are able to assess specialist problems accordingly. 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) The final oral examination is carried out by two examiners. The candidate has a right to suggest an examiner, however, this does not constitute a legal entitlement. The chair of the examinations board ensures that the candidate is notified of the names of the examiners in due time.
- (3) In accordance with § 15 paragraph 1 number 4, candidates must take the final oral examination no later than four weeks after the submission of the Master's thesis. 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.
- (4) The topics of the final oral examination are related to the subject of the Master's thesis.
- (5) The final oral examination lasts approximately 60 minutes.
- (6) Upon the candidate's request, the examination may be conducted in English.
- (7) 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.
- (8) 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.

§ 17 Master's thesis

- (1) The purpose of the Master's thesis is for candidates to prove that they are able to work independently, within a given period of time and using academic methods, to address a problem from the field of Education Studies with a focus on Organisational Development.
- (2) In accordance with § 6 paragraph 1 clause 1, the Master's thesis may be assigned and supervised by any authorised examiner from the Education Studies subject area. Assignment and supervision by an authorised examiner from another subject area 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 § 15 paragraph 1 numbers 1 and 2, the candidate must begin work on the Master's thesis no later than two weeks after the successful completion of the last examination component completed during the course of study, or must have by that time submitted an application to the chair 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 the deadline being exceeded.
- (4) The topic of the Master's thesis will be determined by the 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 topic is assigned by the chair of the examinations board. The date of 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, having consulted the supervisor, may extend the time limit by up to two months, or up to four months for part-time students. 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.
- (6) The topic, task and scope of the Master's thesis must be limited in such a way that the candidate is 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.
- (7) The Master's thesis may be written in German or English. Other languages may be approved by the examinations board.

§ 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 deadline; the submission date must be recorded. The thesis must contain a summary.
- (2) When submitting the Master's thesis, the candidate must assure in writing that they are the author of their own work and that they have used no sources or aids other than those indicated.
- (3) The Master's thesis is assessed by two examiners, one of whom must be a professor. The thesis supervisor should be the first examiner. The second examiner is designated by the examinations board. The candidate is permitted

to make a proposal; however, this does not constitute legal entitlement to be examined by a particular examiner. The assessment period should not exceed six weeks.

- (4) The grade is calculated as the average of the two assessments; § 12 applies accordingly. If the two assessments differ by more than one grade, the examinations board will determine the grade for the Master's thesis after consulting both examiners. In such cases, a third examiner may be consulted.

§ 19 Passing the examination and overall grade

- (1) The Master's examination is passed when all examination components as set forth in § 15 paragraph 1 have been graded as "sufficient" (4.0) or better.
- (2) When calculating the overall grade for the Master's examination in accordance with § 12 paragraph 3, the numerical values of all module grades shall be considered without rounding according to § 12 paragraph 3, and shall be weighted according to their respective number of credits.

§ 20 Retaking an examination and deadlines

- (1) If examinations are not passed, or are considered not to have been 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 examination components completed during the course of study. Approval of a second retake must be granted by the examinations board. A second retake is not permitted for the Master's thesis 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 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 examination is failed on the final attempt, the candidate will be excluded from the academic programme. Failure of compulsory elective modules and elective modules may be offset by the successful completion of a different module.

§ 21 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

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(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 will be dated with the date of the last examination component. It must be signed by the dean and chair 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 award 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. Upon request and on presentation of supporting documents and the certificate of exmatriculation, a certificate will be issued that lists any completed examination components and their respective grades as well as the examination components still required for passing the Master's examination, and which indicates that the Master's examination has been failed.

Section III: Final provisions

§ 22 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, 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, the candidate 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.

§ 23 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. 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.

§ 24 Coming into force

These examination rules and regulations come into force on 1 September 2010.

Appendix 1: Modules and courses for the Master's programme in Education Studies with a focus on Organisational Development, as a major subject a), and as a minor subject b)

a)	Module title	Semester	Courses	WCH	CP
Module 1	Education in a Globalised World	1	Seminars worth 8 CP + final module examination worth 4 CP	6	12
Module 2	Learning and Skill Development	1	Seminars worth 8 CP + final module examination worth 4 CP	6	12
Module 3	Innovation and Transformation in Educational Organisations	2 and/ or 3	Seminars worth 12 CP + final module examination worth 4 CP	8	16
Module 4	Management and Leadership in Educational Organisations	2 and/ or 3	Seminars worth 12 CP + final module examination worth 4 CP	8	16
Module 5	Research or Practice-oriented Project	2 and 3	2 seminars each worth 2 CP practice-oriented project/research project worth 10 CP	2	14
Module 6	Master's thesis (25 CP) and oral Master's examination (5 CP)	4	1 Master's colloquium worth 2 CP	2	30
	Focal area	1-4	Courses worth 20 CP	10	20
					120

b)	Module title	Semester	Courses	WCH	CP
Module 1	Education in a Globalised World	1	Courses worth 4 CP	2	4
Module 2	Learning and Skill Development	1	Courses worth 8 CP	4	8
Module 3	Innovation and Transformation in Educational Organisations	2 and/ or 3	Courses worth 4 CP	2	4
Module 4	Management and Leadership in Educational Organisations	2 and/ or 3	Courses worth 4 CP	2	4
					20

Appendix 2: Permissible Course Combinations:

Credits can be obtained in all related subjects. In individual cases, the examinations board decides whether a subject can be classed as related.

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