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**Study and Examination Regulations  
for the Master's Degree Programme  
European Management  
(Master of Arts)**

The Faculty Board of the Faculty of Business, Computing and Law at the Technical University of Applied Sciences Wildau enacts the following Study and Examination Regulations for the Master's Programme of European Management by the resolution of 11/04/2022, approved by the President of the Technical University of Applied Sciences Wildau by letter dated 11/04/2022. It is based on Secs. 19 Subs. 2, 22 Subs. 2, 72 Subs. 2 No. 1 Brandenburg Higher Education Act (BbgHG) as amended by the announcement of 28/04/2014 (GVBl.I/14, [No. 18], p.1, Decision of the German Constitutional Court GVBl.I/18 [No. 18]), last amended by law on 23/9/2020 (GVBl.I/20, [No. 26], in conjunction with § 14(3) Charter of the Technical University of Applied Sciences Wildau as amended by the announcement of 21/08/2019 (Official Notices of the Technical University of Applied Sciences Wildau No. 45/2019), as well as the provisions of the General Regulations of the Technical University of Applied Sciences Wildau as amended by the announcement of 26/03/2021 (Official Notices No. 21/2021):

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The President  
Technical University of Applied Sciences Wildau

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## § 1

### Qualification Objectives of the Degree Programme

- (1) Given advancing European integration, leaders in businesses, administration, and other organisations increasingly require specific management skills at various administrative European and national levels, in addition to general economic, legal, communication, and organisational skills. The aim of this master's degree programme is to develop these management skills, taking into account international, and in particular European characteristics and special features. Graduates will have skills and knowledge for higher leadership positions in business, administration, associations and institutions at a national, European. and international level.

Graduates will also have skills and knowledge to carry out applied academic work. They will be capable to develop their own management methodologies and concepts and use them to describe, analyse, evaluate and resolve their questions or problems. Alongside the required subject-related foreign-language skills and intercultural competencies, students will be able to

- think in a complex, interdisciplinary manner;
- anticipate possible changes ahead of time and to respond to them flexibly, efficiently, and
- effectively;
- deal with uncertainty;

for example, successfully solve and work on unknown tasks, problems or questions, or take on unknown methods and be able to apply them successfully. Also, existing problem-solving and leadership skills are consolidated. This is achieved by means of action-oriented, practical training in class, geared towards complex transfer and problem-solving skills, supported by appropriate project work in individual courses and through separate projects and case studies. Current events and changes, primarily in business and management in a national, European and global context, are included; risks in the areas of business, law and the behaviour of employees, customers, business partners, organisations, etc. are taken into account.

In order to achieve the objectives, training in international leadership skills and leadership management is taken into account in addition to training in highly specialised and high-level applied knowledge.

- (2) The master's programme builds on and specialises skills gained in respective bachelor's degree programmes.

## § 2 Degree Programme Schedule

The degree programme schedule is governed by the General Regulations of the Technical University of Applied Sciences Wildau in the currently valid version. The General Regulations can be accessed via the Official Notices on the homepage of the Technical University of Applied Sciences Wildau.

## § 3 Cooperating Partners of the Degree Programme

The degree programme has the following partners:

- Université des Sciences et Technologies de Lille (Lille 1), France
- Universidad D Córdoba, Spain

## § 4 Type and Mode of Study of the Degree Programme

- (1) The degree programme is an on-campus programme.
- (2) The degree programme is divided into the study types:
  - full-time study
  - part-time study

## § 5 Standard Period of Studies and Enrolment

- (1) The standard period of study for the programme is four semesters in the full-time study type; seven semesters part-time. The ratio between the standard period of studies in the part-time study type and the standard period of studies in the full-time study type is therefore  $k = 7/4 = 1.75$ .
- (2) Enrolment takes place annually in the winter semester, although enrolment in a higher semester can also take place in the summer semester.
- (3) The distribution of the study modules over the standard period of study for the specific study type is regulated in respective applicable study plan for the degree programme in the appendix.
- (4) The time sequences for attending studies in the full-time study type regulated in §§ 7-9 change for the part-time type depending on the time of entry into this type according to the study plan for the part-time study. This applies accordingly in the case of a change from part-time to full-time study.

## § 6

### Admission Requirements and Admission Criteria

(1) General admission requirements

The prerequisite for admission to the master's degree programme in European Management is a first professional qualification from a related field of study from a higher education institution. The Bachelor's degree programmes of European Management, European Business Management, Business Management, and Business and Law at the Technical University of Applied Sciences Wildau are deemed related fields of study.

Graduates of degree programmes with a different orientation must provide proof that the course content is comparable to degree programmes in a related field of study.

Degree programmes containing at least five modules from the following fields of study in an adequate form are deemed comparable:

- Basics of Business Management
- Economics
- Basic Mathematics and Statistics
- Finance and Financial Management
- Marketing
- Human Resources and Human Resources Management
- Controlling
- Accounting
- Taxation and Tax Law
- EU Law and the Institutions of the European Union

These modules can also have been completed as part of a master's degree (e.g. MBA).

In case of doubt, the degree programme director will take the decision on the application. Relevant work experience over and beyond the eight weeks in § 6 (2a) can be taken into account when assessing the student's qualifications.

(2) Special admission requirements, Section 9 Subs. 5 Sent. 2 BbgH.

- A) Proof of an internship or professional experience appropriate to the objectives of the degree programme (§ 1). The experience must have taken place in a country different from the student's home state, or have a substantial international orientation. It must have a duration at least eight weeks in total; proof must be provided at the time of the application. In case of doubt, the degree programme director decides on whether this prerequisite has been met.

- (b) For admission to this degree programme, applicants must demonstrate their knowledge of English in at least one of the following forms, Section 9 Subs. 5, clause 2 BbgHG<sup>1</sup>:
  - i) Proof of at least C1 level of the Common European Framework of Reference for Languages (CEFR) (for acceptable documents see the Annex):
  - ii) Or successful graduation from a bachelor's degree programme conducted 100% in English and qualifying for admission to this master's degree programme; or
  - iii) Proof of knowledge of at least B2 level of the Common European Framework of Reference for Languages (CEFR) (see Annex for acceptable proof) and successful completion of modules of at least 40 credit points (CP) conducted in English in a bachelor's degree programme that qualifies for admission to this master's degree programme.
- (3) If the degree programme offers a limited number of places, the Regulations of the Technical University of Applied Sciences Wildau for the admission of students into such programmes in their applicable version must be taken into account.
- (4) In accordance with the Regulations of the Technical University of Applied Sciences Wildau for selecting students in degree programmes offering a limited number of places – in case that this degree programme offers a limited number of places – an English letter of motivation is required as an additional criterion for admission. In this letter, the applicant must demonstrate their motivation for choosing this degree programme on at least two and at most three pages. The letter of motivation must be submitted with the other application material by the deadline.

## § 7

### Specific Degree Programme Schedule

- (1) The degree programme has a modular structure. The study programme consists of modules for which “credit points” (CP) according to the “European Credit Transfer System” (ECTS) are awarded. A total of 120 CP are awarded for all modules.
- (2) The appendix to these Study and Examination Regulations contains the study plans for the full-time and part-time degree programme.
- (3) The study plan shows the minimum set of modules to be passed for successful completion of the degree programme. The study plan contains the semester allocation, module type, type of examination, form of teaching, hours per week per semester (HPW) and credit points for each module.
- (4) By resolution of the Examinations Board, the sequence and the type of examination specified in the study plan may be changed for compelling reasons for the study year in consultation with the degree programme director.

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<sup>1</sup> Brandenburg Higher Education Act (BbgHG) of 28th April 2014 (GVBl.I/14, [No. 18], pp.1, Decision by the German Constitutional Court GVBl.I/18 [No. 18]) last amended by the law of 23rd September 2020 (GVBl.I/20, [No. 26])

- Permanent changes to the study plan require a decision by the Faculty Board and publication in the Official Notices of the Technical University of Applied Sciences Wildau.
- (5) The Faculty Board decides on a list of permissible compulsory elective modules. The list of permitted compulsory elective modules for a winter semester must be decided by the Faculty Board at the end of the winter semester of the previous year and for the summer semester at the end of the summer semester of the previous year.
  - (6) Each module included in the study plan is described by means of a module description in the module handbook. The module handbook is published on the degree programme website. The module descriptions form the basis for implementation of the modules; lecturers design teaching on this basis. The integration of multiple-choice elements into an examination is allowed but must not make up more than 50% of this examination.
  - (7) The examiner decides on the admission of permitted aids for the module examination. If a repeat examination takes place together with students of later years, the examination form and the examination scheme in the repeat examination can be adapted to that of later years.
  - (8) In connection with repeat examinations, multiple examinations on one day are permitted.
  - (9) In justified cases, a change from full-time to part-time study is possible for students once. The change from part-time to full-time study is possible once and only if first enrolment was in part-time study. In principle, the change is only made in the winter semester and after the second part-time semester at the earliest. Entry into full-time studies is granted only if all modules of the previous semester have been successfully completed. Students must apply to the Examinations Board for a change.
  - (10) Students are able to undertake an exchange semester abroad. During the lecture period of the previous semester, before starting the exchange semester abroad, a "Learning Agreement" must be confirmed in writing by the degree programme director on the initiative of the student. The modules specified in the Learning Agreement should meet the objectives of the degree programme in terms of content and level. The student must involve the international office.
  - (11) The full-time degree programme is structured as follows:
    - The first three semesters consist of theoretical study sections of 15 weeks each and an ensuing examination period of two weeks.
    - The purpose of the fourth semester is to write the master's thesis and attend the ensuing colloquium in the form of an oral examination.
    - During the theoretical section, in the "International Business" module group, students specialise in two areas (International Business Concentrations), each with one specialisation module per semester.

Students can choose from the following areas: International Financial Management (Modules I-III); Management Accounting (1 Module) and International Accounting (Modules I-II); International Human Resources Management (Modules I-III); International Marketing Management (Modules I-III). In the second semester of the full-term degree programme / fourth semester of the part-term degree programme, the International Business Project I must be attended.

In the third semester of the full-time degree programme / the fifth semester of the part-term degree programme, students can choose to take either the International Business Project II or a further compulsory elective module or a module I from an "International Business" specialization which was not chosen in the first semester. The two areas of specialisation are to be chosen within the first two teaching weeks of the first semester of the full-time degree programme or of the third semester of the part-time degree programme.

- The compulsory elective modules of the third semester of the full-time programme or the seventh semester of the part-time degree programme are to be chosen within the teaching period of the second semester of the full-time degree programme or of the sixth semester of the part-time programme.
- Students are obliged to participate in all election procedures (specialisations, the international business project, compulsory elective modules). First, they submit their preferences; based on these preferences and the availability of university resources, a module allocation is made.
- Students with a preference for a module for which there is no available capacity on offer will be allocated a different module. The student's other preferences will be taken into account where possible.
- Details of the selection procedure are set out in a relevant faculty guideline.
- The deadlines in Section 20 Subs. 6 of the General Regulations also apply if a selection is not made. The examination deadline as per Section 20 Subs. 6 Sent. 1 is the last day of the semester in which the respective module is provided for in the Study and Examination Regulations.

## **§ 8 Internships**

Not applicable.

## **§ 9 Thesis**

- (1) In the last semester according to the study plan, a master's thesis is to be written. The application for the thesis is to be made online via the Thesis Planner at the Examinations Board of the faculty.



- (2) The regular period for completing the master's thesis is 18 weeks (24 CP). The submission deadline can be extended by the Examinations Board at the formal request of the candidate based on reasons for which they are not responsible. Details can be found in the General Regulations of the Technical University of Applied Sciences Wildau.

## **§ 10 Final Examination**

- (1) The final examination comprises the successful completion of all required module examinations in the study plan, successful completion of the master's thesis, and a colloquium in the form of an oral examination for the master's thesis.
- (2) The colloquium for the master's thesis is generally public to other members of the university. It must be taken without undue delay following the release of the two examiner's reports. Section 27 Subs. 8 of the General Regulations of the Technical University of Applied Sciences Wildau remains unaffected.  
The colloquium is held by an examination committee which must be made up of at least the two examiners of the written thesis.  
For urgent reasons, the chair of the examination board can replace one of the examiners with another examiner who is competent in the field. The student must be notified thereof without undue delay.  
The examination is graded using a sliding grading scale.  
Students have no right to be allocated any specific examiner.
- (3) As a rule, the colloquium for the master's thesis is a solo examination. If the master's thesis was written by a group, the colloquium for the master's thesis can also be carried out as a group examination with up to two students. It must be possible to delineate and grade the contribution of each individual student in the colloquium.
- (4) A protocol will be written on the colloquium. This examination protocol must contain the essential examination questions and answers and the overall grade. The protocol is written by the examiner or a co-examiner and must be signed by all participants in the examination commission.  
The student(s) must be notified of the examination result immediately after the examination. The Department for Enrolment and Examinations must be informed.

## **§ 11 Double Degree Agreement**

- (1) A double degree on this and another, similar degree programme at another higher education institution is awarded if a corresponding double degree agreement is in place with the other higher education institution.

- (2) The award of the double degree requires that this degree programme and at least one study semester in the other, similar degree programme have been successfully completed. Further details are regulated by the respective double degree agreement and where applicable in the relevant Study and Examination Regulations.

## **§ 12 Academic Degree**

Once the programme has been successfully completed, the academic degree “Master of Arts” is awarded.

## **§ 13 Entry into Force**

These Study and Examination Regulations come into force after approval by the President of the Technical University of Applied Sciences Wildau on the day after publication in the Official Notices of Technical University of Applied Sciences Wildau and apply to all enrolment years from 2022 and thereafter.

Wildau, 12/04/2022

Signed Prof. Dr. rer. nat. Ulrike Tippe  
President  
of the Technical University of Applied Sciences Wildau

### **Annex:**

- Study plans (full-time, part-time)
- Module names in English
- Proof of the Common European Framework of Reference for Languages (CEFR)

**European Management (BA/MA) Full-time/dual/part-time**

Updated: 12 April 2022

Valid as of WS 22/23

FBR 06.12.2021/11.04.2022

WiSe

SoSe

WiSe

SoSe

Modules	V	Ü	L	P	S	Ttl.	1st Sem.			2nd Sem.			3rd Sem.			4th Sem.		
							SWS	PA	CP	SWS	PA	CP	SWS	PA	CP	SWS	PA	CP
<b>International Business (2 out of 4 per semester)</b>																		
International Financial Management I	2	2				4	4	KMP	5									
International Financial Management II	2	2				4				4	FMP	5						
International Financial Management III	2	2				4							4	SMP	5			
Management Accounting	2	2				4	4	FMP	5									
International Accounting I	2	2				4				4	KMP	5						
International Accounting II	2	2				4							4	KMP	5			
International Human Resources Management I	2	2				4	4	FMP	5									
International Human Resources Management II	2	2				4				4	KMP	5						
International Human Resources Management III	2	2				4							4	KMP	5			
International Marketing Management I	2	2				4	4	FMP	5									
International Marketing Management II	2	2				4				4	SMP	5						
International Marketing Management III	2	2				4							4	SMP	5			
<b>International Business Project</b>																		
International Business Project I						4	4			4	SMP	5						
International Business Project II*						4	4						4	SMP	5			
<b>General Management Competences</b>																		
Project Management in Europe	2	2				4	4	SMP	5									
Negotiations and Conflict Management	2	2				4				4	SMP	5						
<b>European Competences</b>																		
European Public Policy	2	2				4	4	FMP	5									
European Economic Policy	2	2				4				4	FMP	5						
European Identities I	2	2				4	4	SMP	5									
European Identities II	2	2				4				4	SMP	5						
<b>Research Methods and Academic Writing</b>																		
Research Methods and Academic Writing	2	2				4	4	SMP	5									
<b>Elective Modules</b>																		
Elective Modules I	2	2				4							4	**	5			
Elective Modules II	2	2				4							4	**	5			
Elective Modules III	2	2				4							4	**	5			
<b>Total number of contact hours per wk/sem (SWS)</b>	<b>38</b>	<b>38</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>76</b>	<b>24</b>			<b>24</b>			<b>24</b>			<b>0</b>		
<b>Total number of credits, teaching</b>						<b>90</b>			<b>30</b>			<b>30</b>			<b>30</b>			<b>0</b>
<b>Credits for master's thesis</b>						<b>24</b>												<b>24</b>
<b>Credits for colloquium</b>						<b>6</b>												<b>6</b>
<b>Total credits</b>						<b>120</b>			<b>30</b>			<b>30</b>			<b>30</b>			<b>30</b>

\* The International Business Project II can be replaced by a fourth elective module or a module I of an international business specialisation that has not been chosen in the 1st semester (§ 7 (11)).

V Lecture  
 Ü Practical  
 class  
 L Laboratory work

WS Winter semester  
 SoSe Summer semester  
 SWS Contact hours per week per semester

FMP Fixed module examination  
 SMP Term-time module examination  
 KMP Combined module examination

P Project  
 S Seminar

PA Type of  
 examination CP  
 Credit Points

\*\* The type of examination can be found in the separate catalogue of compulsory units

**European Management (BA/MA) Full-time/dual/part-time**

Updated: 12 April 2022

Valid as of WS 22/23

WiSe FBR

WiSe SoSe

06.12.2021/11.04.2022

WiSe

SoSe

WiSe

SoSe

Module s	V	Ü	L	P	S	Ttl.	1st Sem.			2nd Sem.			3rd Sem.			4th Sem.			5th Sem.			6th Sem.			7th		
							SWS	PA	CP	SWS	PA	CP	SWS	PA	CP	SWS	PA	CP	SWS	PA	CP	SWS	PA	CP	SWS	PA	CP
<b>International Business (2 out of 4 per semester)</b>																											
International Financial Management I	2	2				4						4	KMP	5													
International Financial Management II	2	2				4								4	FMP	5											
International Financial Management III	2	2				4										4	SMP	5									
Management Accounting	2	2				4						4	FMP	5													
International Accounting I	2	2				4								4	KMP	5											
International Accounting II	2	2				4										4	KMP	5									
International Human Resources Management I	2	2				4						4	FMP	5													
International Human Resources Management II	2	2				4								4	KMP	5											
International Human Resources Management III	2	2				4										4	KMP	5									
International Marketing Management I	2	2				4						4	FMP	5													
International Marketing Management II	2	2				4								4	SMP	5											
International Marketing Management III	2	2				4										4	SMP	5									
<b>International Business Project</b>																											
International Business Project I					4	4								4	SMP	5											
International Business Project II					4	4										4	SMP	5									
<b>General Management Competences</b>																											
Project Management in Europe	2	2				4						4	SMP	5													
Negotiations and Conflict Management	2	2				4		4	SMP	5																	
<b>European Competences</b>																											
European Public Policy	2	2				4	4	FMP	5																		
European Economic Policy	2	2				4			4	FMP	5																
European Identities I	2	2				4	4	SMP	5																		
European Identities II	2	2				4			4	SMP	5																
<b>Research Methods and Academic Writing</b>																											
Research Methods and Academic Writing	2	2				4	4	SMP	5																		
<b>Elective Modules</b>																											
Elective Modules I	2	2				4																		4	**	5	
Elective Modules II	2	2				4																		4	**	5	
Elective Modules III	2	2				4																		4	**	5	
<b>Total number of contact hours per wk/sem (SWS)</b>	<b>36</b>	<b>36</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>72</b>	<b>8</b>			<b>8</b>			<b>16</b>			<b>12</b>			<b>12</b>					<b>12</b>			
<b>Total number of credits, teaching</b>						<b>80</b>			<b>10</b>			<b>10</b>		<b>15</b>			<b>15</b>		<b>15</b>							<b>15</b>	
<b>Credits for master's thesis</b>						<b>24</b>																		<b>24</b>			
<b>Credits for colloquium</b>						<b>6</b>																		<b>6</b>			
<b>Total credits</b>						<b>110</b>			<b>10</b>			<b>10</b>		<b>15</b>			<b>15</b>		<b>15</b>				<b>30</b>			<b>15</b>	

e International Business Project II can be replaced by a fourth elective module or a module I of an international business specialisation that has not been chosen in the 1st semester (§ 7 (1))

V Lecture  
 Ü Practical class  
 L Laboratory work  
 P Project  
 S Seminar

WS Winter semester  
 SoSe Summer semester  
 SWS Contact hours wk/sem  
 PA Type of examination  
 compulsory elective modules CP Credit Points

FMP Fixed module examination  
 SMP Term-time module examination  
 KMP Combined module examination  
 \*\* The type of examination can be found in a special catalogue of

**Part-time study plan**

### English terms of the degree programme and modules

<b>Modules - German</b>	<b>Modules - English</b>
<b>International Business (2 out of 4 per semester)</b>	<b>International Business (2 out of 4 per semester)</b>
International Financial Management I	International Financial Management I
International Financial Management II	International Financial Management II
International Financial Management III	International Financial Management III
Management Accounting	Management Accounting
International Accounting I	International Accounting I
International Accounting II	International Accounting II
International Human Resources Management I	International Human Resources Management I
International Human Resources Management II	International Human Resources Management II
International Human Resources Management III	International Human Resources Management III
International Marketing Management I	International Marketing Management I
International Marketing Management II	International Marketing Management II
International Marketing Management III	International Marketing Management III
<b>International Business Project</b>	<b>International Business Project</b>
International Business Project I	International Business Project I
International Business Project II	International Business Project II
<b>General Management Competences</b>	<b>General Management Competences</b>
Project Management in Europe	Project Management in Europe
Negotiations and Conflict Management	Negotiations and Conflict Management
<b>European Competences</b>	<b>European Competences</b>
European Public Policy	European Public Policy
European Economic Policy	European Economic Policy
European Identities I	European Identities I
European Identities II	European Identities II
<b>Research Methods and Academic Writing</b>	<b>Research Methods and Academic Writing</b>
Research Methods and Academic Writing	Research Methods and Academic Writing
<b>Elective Modules</b>	<b>Elective Modules</b>
Elective Modules I	Elective Modules I
Elective Modules II	Elective Modules II
Elective Modules III	Elective Modules III

**Proof Common European Frame of Reference English C1**

LCCI English for Business, Writing Test, Level 3	Credit or Distinction
LCCI English for Commerce, Writing Test, Level 3	Credit or Distinction
LCCI English for Business, Writing Test, Level 4	Pass, Credit or Distinction

IELTS Academic	7.0
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Cambridge English: Advanced Certificate (CAE)	Pass
Cambridge English: Certificate of Proficiency (CPE)	Pass
Cambridge English: Business Higher Certificate (BEC Higher)	Pass

TOEFL (iBT)	95
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TOEIC – The following minimum scores must be achieved in all four skills:

Reading	455
Listening	490
Speaking	180
Writing	180

Telc English University (written is sufficient alone)	C1
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UNICert® III