

## **§ 6 Admission requirements and acceptance criteria**

(1) General admission requirements for acceptance on to the European Management Master's degree programme is a first qualification at higher education level that qualifies for entry to a profession with an economics or business-related/management-related orientation.

(2) Special admission requirements

a) Evidence of an internship abroad or practical work with an international affiliation reflecting the central theme of the degree programme totalling at least eight weeks by the time of enrolment. The degree programme director decides on its recognition.

b) Evidence of good knowledge of English – see section (3)

(3) To demonstrate their knowledge of English, applicants must:

a) have appropriate language proficiency equivalent to at least C1 level of the Common European Framework of Reference for Languages (CEFR) (accepted forms of evidence are given in the annex), or

b) have completed a bachelor programme which was 100% in English and which qualifies the applicant for this master's course, or

c) have completed a bachelor programme which qualifies the applicant for this master's course and which had English language skills of at least B2 level of the Common European Framework of Reference for Languages (CEFR) as an entry requirement and have completed modules worth at least 40 ECTS credit points in English.

(4) Where restricted admission applies to the degree programme, the regulations of TH Wildau for the selection of students for degree programmes with restricted admission will apply as per the current version.

(5) In accordance with the Regulations of the TH Wildau for the selection of students for degree programmes with restricted admission, a motivation letter written in English will also be required as an admission criteria, in which the applicant describes his/her motivation for the selected degree programme or why it appeals so strongly. This should be a minimum of two pages and a maximum of three pages. This motivation letter must be submitted on time along with the other application documentation.

## **§ 7 Specific programme schedule**

(1) The degree programme has a modular structure. The modular degree programme consists of modules for which credit points (CP) are awarded in accordance with the European Credit Transfer System (ECTS). A total of 120 CP are required for the successful completion of a degree programme.

(2) The Annex to these Course and Examination Regulations contains study plans for full time and part time study, as well as a table containing English translations of the German module names.

- (3) The modules listed in the study plan indicate the minimum scope of modules that must be completed for successful graduation from the degree programme. The study plan indicates the semester in which the module is completed, as well as the type of module, form of examination, teaching method, number of hours per week and the credit points awarded.
- (4) When necessary, the sequence defined in the study plan and the type of examination may be amended for the academic year by resolution of the Examinations Board in consultation with the degree programme director. Any other temporary changes to the study plan require approval by the Faculty Board. Permanent changes to the study plan require a resolution by the Faculty Board and promulgation in the Official Notices of TH Wildau.
- (5) The Faculty Board decides on the list of permitted elective modules. Several elective modules can be assigned to a group of elective modules that is listed in the study plan. Students are required to complete one elective module in the elective module group. The semester, the credit hours per week and the credit points are stated for each elective module group. The module name (German/English) and the type of examination are provided for each elective module in the elective module groups. They are only held if sufficient numbers of students register. The same elective module may be listed in several elective module groups. Students are only allowed to complete an elective module once during their degree programme. The Faculty Board must have approved the list of permitted elective modules for the winter semester by the end of the winter semester in the previous year, and for the summer semester by the end of the summer semester in the previous year.
- (6) Each module contained in the study plan is listed with a module description in the module handbook. The module handbook is published on the degree programme website. The modules are held according to their module descriptions, and the lecturer structures the teaching on this basis. "Multiple choice" is permitted as an examination form, but must not account for more than 50% of the examination component.
- (7) The examiner decides on admissibility of assistive resources in module exams. Where a repeat examination is held together with students in more advanced stages of their degree programme, the examination form and examination scheme can be adapted to the students in more advanced stages of their degree programme.
- (8) Students may be required to sit several examinations on one day in the case of repeat examinations.
- (9) Where there is a valid reason, students are entitled to switch from full-time to part-time study on one occasion. Students are entitled to switch from part-time study to full-time study on one occasion, provided initial enrolment was for part time study. As a rule, the switch shall take place only at the beginning of the winter semester and after the second part-time semester at the earliest. Students will only be entitled to begin full-time study if they have successfully completed all modules in prior semesters. Applications for a switch are submitted to the Examinations Board.

(10) Students have the option of completing a semester abroad. The degree programme director concludes a written learning agreement with the student during the lecture period in the semester preceding the semester abroad; the student must initiate conclusion of this learning agreement. The student must consult with the International Office.

(11) Full-time degree programmes are structured as follows:

- Semesters one to three consist of a theoretical programme section, each lasting 15 weeks.
- The master's seminar and completion of the master's thesis are scheduled in the fourth semester.
- During the theoretical programme section, students specialise in International Business by completing the modules International Financial Management I-III, Management Accounting/International Accounting I-II, International Human Resources Management I-III, International Marketing Management I-III and International Business Project I-II. Three specialisation modules must be completed each semester. Students select the specialisation modules by registering within the first two weeks of lectures of the respective semester.
- Students select their elective modules for the 3<sup>rd</sup> semester by registering within the fifth and sixth weeks of the 2<sup>nd</sup> semester.
- Students may only cancel or switch registrations for specialisation and elective modules after the period set out above if the respective module will not be held due to a lack of sufficient participant numbers as defined by the Faculty Board for Business, Information Technology and Law. Students are eligible – and required – to register for an alternative module if the provision of specialisation and elective modules changes for the reasons outlined above.

## **§ 9 Thesis**

(1) Students must complete a master's thesis in the final semester as indicated in the study plan. Applications for the thesis are submitted to the faculty Examinations Board online using the Thesis System.

(2) Students are given 18 weeks to complete their master's thesis (24 CP). The submission deadline may be extended by the Examinations Board upon application by the candidate for reasons that are not his or her fault, but by no longer than four weeks.

## **§ 10 Graduation requirements**

(1) To be awarded the master's degree, students must successfully complete all required modules as indicated in the study plan, successfully submit a master's thesis as well as pass an oral examination on their thesis (6 CP).

(2) The oral examination on the thesis is generally public within the university. It must take place immediately after both assessors have submitted their reports on the written thesis. The oral examination takes place before an examination commission made up of a minimum of both

assessors who reviewed the written thesis or before an examiner in the presence of an expert observer. Differential marking is used for the examination.

(3) The oral examination for the master's thesis is generally a single examination. If the master's thesis has been produced as a group, then the oral examination may also be conducted with up to two candidates at a time. The contribution made by each individual must be clearly defined and individually assessable.

(4) Minutes of the oral examination must be kept. The examination minutes must record all key questions asked and the answers given, as well as the overall assessment. The minutes are kept by the observer or the examiner and are signed by both the observer and examiner/both examiners. The candidate must be informed of the results of the examination immediately after completion of the examination and the Department of Student Affairs informed.