

Examination Regulations

for

Sustainable Development Management M.A.

Faculty of Society and Economics
Rhine-Waal University of Applied Sciences

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Section 1 Applicability

These examination regulations apply to the degree programme Sustainable Development Management M.A., offered in English by the Faculty of Society and Economics of Rhine-Waal University of Applied Sciences.

Section 2 Academic objectives; Purpose of examination; Master's degree

(1) With due regard to the general academic objectives outlined in § 58 HG NRW, this master's degree programme aims to convey, in particular, application-oriented content on the basis of sound scientific knowledge and empower students to apply research methodology and develop practice-oriented solutions while reasoning beyond traditional disciplinary boundaries. A strong command of the English language is essential to success in this degree programme, as it is a necessary prerequisite for the overarching goal of consolidating and expanding students' technical language and communication skills.

(2) Moreover, this master's degree programme aims to produce graduates who:

- grasp the many interrelated concepts within the discipline and their chosen emphasis area, and can link these concepts to knowledge and skills of other disciplines;
- can conduct scholarly research and employ scientific methodology to a sufficient extent in order to complete a dissertation;
- are adept at developing evidence-based solutions with real-world applicability;
- can apply theoretical-analytical skills to a wide range of complex cases;
- possess both the technical know-how and key skills necessary for a seamless transition from academia to the workforce.

In addition, this degree programme aims to convey and promote certain intellectual and interpersonal skills. These include, in particular, abilities such as:

- an abstract, analytical, logical and networked way of thinking;
- the ability to familiarise oneself quickly and efficiently with new fields and challenges;

and attributes such as:

- self-reliance, creativity, open-mindedness and plurality;
- professional communication;
- openness to receiving criticism;
- teamwork skills.

(3) This degree programme is concluded with a final assessment: the master's examination. Its purpose is to assess the overall individual performance of each student in order to determine whether the aforementioned goals have been achieved.

(4) A Master of Arts degree, abbreviated as "M.A.", is awarded for passing the master's examination.

Section 3

Admission requirements

- (1) The minimum requirements for admission to these degree programmes are:
1. A professionally qualifying undergraduate degree consisting of at least 210 total ECTS credits or seven semesters of full-time study in economics or social science, in particular in one of the following fields: regional economics, political science, social science, business economics, interdisciplinary studies with an emphasis on economics or social science, industrial engineering with a specialisation in economics or a different engineering discipline with a specialisation in industrial engineering.
 2. A final cumulative grade for said degree of 2.5 or better on the German grading scale (equivalent to an "A" or a "B" on the ECTS grading scale).
- (2) In addition, applicants must provide proof of sufficient fluency in the English language – B2 or better according to the Common European Framework of Languages (CEF) – in the form of an internationally recognised language certificate. Generally, the following language tests are accepted as valid proof:
- IELTS: minimum 6.0
 - TOEFL (iBT): minimum 80
 - TOEFL (paper based test): minimum 550
 - TOEFL (computer based test): minimum 213

Exempted from this language certificate requirement are applicants who have acquired English language proficiency equivalent to level B2 over the course of earning their university entrance qualification at a secondary school in Germany. This is considered the case when an applicant has successfully completed at least seven years of English at a German secondary school and earned a final cumulative mark of at least "sufficient" (4.0 or better on the German grading scale) for the subject.

(3) Deviating from subsection (1) number 1, an applicant may be admitted to this degree programme on the basis of a professionally qualifying undergraduate degree with fewer than 210 credits or seven semesters of full-time study on the stipulation that the missing undergraduate requirements are completed during their postgraduate studies. The Faculty Examination Board and the applicant will conclude a formal Learning Agreement defining both the total number of missing credits and the specific modules to complete. Admission to the thesis will not be granted until the agreed-upon number of additional credits has been obtained (see Section 20 (1) number 3).

(4) The Examination Board is responsible for determining whether the admission requirements under subsections (1.1) and (1.2) have been met based on submitted documentation and, if necessary, a technical discussion with the individual applicant. The required subject-relevance of the applicant's undergraduate degree is considered met if said degree was in the same field or had a similar emphasis area. In the event of other qualifications, applicants must demonstrate a level of technical expertise corresponding both in scope and content to an undergraduate degree as defined by sentence 2. The Examination Board can grant admission with or without additional stipulations to complete missing requirements or reject the application depending on the results of this assessment.

The Examination Board and the applicant will conclude a formal Learning Agreement defining both the total number of missing credits and the specific modules to complete. The number of missing ECTS credits may not exceed 30 and the Learning Agreement must be successfully completed in order to be granted admission to the master's thesis.

(5) Applicants who earned their professionally qualifying undergraduate degree in a country other than Germany can also be granted admission to this degree programme, provided equivalence between their degree and the degree required by subsection (1) can be established. Decisions on equivalence will take into consideration the equivalency agreements approved by the Standing Conference of the Ministers of Education and Cultural Affairs (Kultusministerkonferenz) and the Standing Conference of University Rectors (Hochschulrektorenkonferenz), as well as any relevant legal provisions, as applicable. Where doubt remains, the Central Office for Foreign Education (Zentralstelle für ausländisches Bildungswesen) should be consulted.

(6) Applicants are ineligible for admission if they have previously failed the final attempt at a mandatory examination in the same degree programme at a university subject to German Basic Law; this also applies to previous degree programmes with a significant overlap in content with this degree programme. Degree programmes with a significant overlap in content are defined as all postgraduate degree programmes whose contents were primarily derived from developmental economics as a sub-discipline of economics or developmental economics as a sub-discipline of political science.

Section 4

Standard duration of study; Programme structure; Volume of instruction hours

(1) The standard period of study is three semesters.

(2) This degree programme is organised into modules. As a rule, a "module" refers to a group of thematically-related and chronologically-coordinated individual courses that strive for a common objective in terms of learning outcomes or qualifications. The thesis and the colloquium are each separate modules. The modules of this degree programme comprise a total sum of 90 credits according to the ECTS framework defined in Section 5 (5).

(3) This degree programme has a total volume of instruction of 46 SWS (combined hours per week from all lecture periods in the standard study duration).

(4) Additional information about how this degree programme is organised and the type, form and scope of modules can be found in the attached study and examination plan (see annex). At the same time, the study and examination plan is a recommendation for effectively completing the degree programme within the standard period of study. Additional information about learning outcomes, qualification aims, contents and forms of examination can be found in the module guide, which is published and accessible to all persons at the University.

(5) Students are not legally entitled to be given the opportunity to participate in all courses in the study and examination plan every semester. Furthermore, there is no entitlement for a course to continue despite insufficient numbers of participants. However, in the event that an elective offered in the previous semester will no longer be offered, students are entitled to an additional examination phase within the meaning of Section 5 (2) sentence 3 in the first semester after this change takes effect.

(6) Modules and examinations are offered only in the degree programme's official language of instruction.

Section 5

Components of the final master's examination; Credit points

(1) The final master's examination is made up of all course examinations completed in conjunction with a module, as well as a final examination phase consisting of the thesis and the colloquium (refer to the study and examination plan for details).

(2) Semester examinations cover all contents of a module and thus mark the conclusion of either an entire module or of a component thereof. Examinations will be held during the semester lecture period in which the course was offered. Additional examination phases can be offered as well. The Examination Board will decide on whether and when to offer additional examination phases. The thesis topic is usually assigned in the third semester and in a timely manner such that the colloquium can be held before the end of the semester.

(3) The progression of this degree programme, as well as examinations, shall be planned in such a way that the master's assessment can be completed within the standard period of study.

(4) Examination procedures must account for the rights granted to students under the German Maternity Protection Act and the German Parental Benefits and Leave Act, as well as the right to a leave of absence to provide care to immediate family (refer to HG NRW, Section 48 (5) sentence 5). As a rule, taking advantage of these protections requires a written request to your Examination Board.

(5) The final master's examination adheres to a credit-based system. All modules and courses are assigned a value in credit points according to the European Credit Transfer and Accumulation System (ECTS). The number of assigned credit points depends on the prescribed workload needed, on average, to successfully complete the individual courses and the module as a whole. As per the ECTS standard, one credit point is equivalent to 25-30 hours of study. In addition, credit point values are based on an assumed workload of 60 credits for an entire academic year. Credits are awarded to students who have successfully completed all module requirements. These credits are recorded in an individual file for each student, which is maintained by the Faculty Examination Board.

Section 6

Faculty examination board

(1) An Examination Board shall be established in order to assume the duties and obligations arising from these Examination Regulations. The Examination Board is an independent body of Rhine-Waal University of Applied Sciences, as well as a public authority within the scope of German administrative procedural law. It shall consist of a Chair, a Deputy Chair and five additional members. The Chair, Deputy Chair and two additional members shall be elected by the Faculty Council from among the faculty's professors, one member from the faculty's research staff and two members from the faculty's student body. The term in office for full-time employees of the University and their proxies shall be four years; the term in office for student members and their proxies shall be one year. Re-election is permitted.

(2) The Examination Board is responsible for ensuring compliance with these Examination Regulations. It is responsible for the organisation and proper conduct of examinations. The fundamental responsibility of the dean as defined by HG NRW, Section 28(1), shall remain unaffected. The Examination Board is responsible, in particular, for deciding on appeals lodged against decisions made during examination procedures. In addition, the Examination Board is responsible for presenting an annual report to the Faculty Council regarding ongoing trends and developments in both examinations and the lengths of study. This report shall also include reform recommendations for examinations and curricula. The Examination Board may delegate its everyday duties and tasks to the Chair, but not in the case of decisions related to lodged appeals.

(3) The Examination Board shall have a quorum when the Chair or Deputy Chair, at least one additional professor and at least two other members with voting power are present at a meeting. Furthermore, at least half of the members with voting power in attendance must be professors. Measures are passed by simple majority. In the event of a tie, the deciding vote shall be cast by the Chair. Student members of the Examination Board, as well as the member from the faculty's research staff, shall not participate in decisions of an academic-pedagogic nature, in particular with regard to the recognition or otherwise evaluation of examinations or the appointment of examiners and observers. Moreover, student members of the Examination Board shall not participate in decisions or discussions on issues that relate to their own examinations or to examination tasks.

(4) Members of the Examination Board have the right to observe examinations. This right does not extend to the student members with regard to examinations that they will sit for in the current examination period.

(5) All members of the Examination Board, their proxies, examiners and observers are subject to strict confidentiality. Those members not currently employed in public service shall be sworn to confidentiality by the Chair.

(6) Any detrimental decisions made by the Examination Board or the Chair shall be communicated to the affected student without delay. The student has the right to be heard before a decision is final.

Section 7

Examiners and observers

(1) All teachers at Rhine-Waal University of Applied Sciences are authorised to act as examiners. In some exceptions, others may also be authorised to act as examiners, provided they possess the necessary vocational and professional experience and this decision has been deemed necessary and appropriate for accomplishing the intended examination outcome (as second examiner for a thesis, for example). Examiners themselves must possess the qualifications being assessed by the examination, or equivalent; this also applies to any qualified observers present during an oral examination. Examiners and observers are appointed by the Examination Board. They are not bound by any outside instruction in their duties. The Examination Board is responsible for ensuring that examination obligations are distributed as evenly as possible amongst examiners.

(2) The Chair of the Examination Board shall notify students of the names of the assigned examiners in a timely manner. Notification should occur ideally upon being admitted to the examination, but as a rule it shall occur no later than two weeks before the scheduled examination or, in the case of additional examination phases at the beginning of a semester

(Section 5 (2) sentence 3), one week before the begin of the additional examination phase or, in the case of the thesis, no later than the date on which the topic is assigned. Notification by electronic means or public display is sufficient. For examinations within the meaning of Sections 18 and 19 RPO, as well as for a combination of examinations within the meaning of Section 14 (3) sentence 2 RPO, notification should occur concurrent to being admitted to the examination, but as a rule it shall occur no later than two weeks before the examination or the first scheduled examination in the case of a combination of examinations.

Section 8

Credit transfer and recognition

(1) Prior periods of study and any examinations, passed or failed, which occurred during this time in a fully or partially identical degree programme at a university that is subject to German Basic Law shall be recognised, upon request, without an equivalence assessment. A “prior of period of study” is defined as any part of a university degree programme which was evaluated documented and, while not equivalent to a full degree programme, nevertheless represents a period of significant acquisition of knowledge or skill.

(2) Prior periods of study and any examinations, passed or failed, which occurred during this time, but do not fall under subsection (1) shall, as a rule, be recognised upon request, unless equivalence cannot be established. Periods of study and any examinations, passed or failed, completed in conjunction are considered equivalent if they share fundamentally-similar contents, scope and requirements as their counterparts in this degree programme. Equivalence shall not be determined by schematic comparison, but rather by considering and evaluating the sum of knowledge and skills that were imparted. The equivalency of prior learning completed at universities outside of Germany shall be determined on the basis of the equivalency agreements of the Standing Conference of the Ministers of Education and Cultural Affairs and the University Rectors’ Conference. Where doubt remains, the Central Office for Foreign Education may also be consulted.

(3) Skills and qualifications acquired by other means can also be credited.

(4) Students must provide necessary documentation for credit transfer requests within four weeks of enrolling at Rhine-Waal University of Applied Sciences. Documents must clearly state the previous time period of study and any examinations or other skills or qualifications completed in conjunction which should be credited. As a rule, credit transfer requests require a copy of the corresponding examination regulations, module description(s) and the requesting student’s Transcript of Records or a comparable document.

(5) If prior examinations, skills or other qualifications are recognised for credit, then the marks – provided marks were awarded and the grading system is compatible – shall be incorporated into the student’s current GPA. If no marks were awarded or the grading system is incompatible, but it is possible to surmise a mark based on specific evidence or indicators, then a mark shall be awarded according to the scale in Section 11(3) and the credit transfer process shall proceed according to sentence 1. If the grading systems are incompatible and a specific mark cannot be surmised due to a lack of evidence, then the examination in question shall be credited without a mark and not incorporated into the student’s current GPA. Transferred credits shall be documented in the final grade certificate (see Section 28(1)).

(6) A maximum of 45 credits may be transferred for prior periods of study in accordance with the aforementioned procedure. Neither the thesis nor the colloquium can be transferred

from a previous period of study. The Examination Board is responsible for all decisions relating to credit transfers. Before decisions are final, the responsible subject representatives at the University must be heard.

Section 9 Placement examination

(1) Applicants who have acquired the skills and knowledge needed for university, but by means other than previous study experience, are eligible to sit for a placement examination that, depending on the results, will allow them to commence their studies in a correspondingly advanced semester, provided this does not clash with any applicable regulations for the allocation of places at German universities.

(2) Depending on the results of the placement examination, the applicant may be partially or fully exempted from certain courses and their corresponding examination or certificate requirements. The applicant shall be notified of this decision.

(3) The type, form and scope of the placement examination are regulated by the Placement Examination Regulations of Rhine-Waal University of Applied Sciences.

Section 10 Evaluation of examinations

(1) Examination performance is differentiated via marks. Marks are awarded on an individual basis by the responsible examiner.

(2) If multiple examiners are involved in an examination, they shall jointly evaluate the examination as a whole, unless otherwise specified below. If the examiners do not come to a consensus, the awarded mark will be determined by averaging the individual scores.

(3) The following assessment scale shall be used for examinations:

1	=	Very Good	=	excellent performance on the examination;
2	=	Good	=	a performance well above the average;
3	=	Satisfactory	=	average performance;
4	=	Sufficient	=	meets minimum requirements despite shortcomings;
5	=	Failed	=	performance does not meet minimum requirements due to significant shortcomings.

Base marks can be raised or lowered by 0.3 points for more precise assessment; the marks 0.7, 4.3, 4.7 and 5.3 cannot be awarded.

(4) The following ranges apply to the aforementioned assessment scale:

1.0 – 1.5	=	Very Good
1.6 – 2.5	=	Good
2.6 – 3.5	=	Satisfactory
3.6 – 4.0	=	Sufficient
4.1 – 5.0	=	Failed

Only the first digit after the decimal is taken into account; all other decimal places are dropped without rounding.

- (5) A mark of Sufficient (4.0) or better is passing.
- (6) For modules consisting of multiple examinations, the overall mark is calculated by averaging the scores of the individual examinations. Scores are weighted according to credit values.
- (7) Students shall be notified of the results of written examinations within six weeks. Notification by electronic means or public display is sufficient. Students shall be notified of the results of their thesis within eight weeks of submission. The results of oral examinations are disclosed immediately afterwards.
- (8) The final cumulative mark for the master's assessment can be supplemented on request by an ECTS grade, which provides a relative assessment of performance in addition to an absolute value. The ECTS grade represents a comparison of a student's individual academic performance to the performance of other graduates of his or her degree programme. Accordingly, graduates who are among the:

top 10 % of their class will receive the grade:	A;
the next best 25% will receive the grade:	B;
the next best 30% will receive the grade:	C;
the next best 25% will receive the grade:	D;
and the remaining 10% will receive the grade:	E.

Section 11

Multiple examination attempts

- (1) Course examinations can be repeated two additional times. The thesis and the colloquium can be repeated one time each. Previously failed examinations attempts undertaken in a related or comparable degree programme at Rhine-Waal University of Applied Sciences shall be recognised ex officio.
- (2) Passed examinations cannot be repeated for a better mark.
- (3) Students who have failed an attempt at an examination in the modules M-SD_1 to M-SD_8 and not registered for a new attempt within two semesters shall be automatically registered for a new attempt on an obligatory basis in accordance with subsection (4).
- (4) If a student has not undertaken a new attempt at a failed examination nor submitted a request to do so before the deadline, then he or she shall be registered on an obligatory basis by the Examination Board for the final examination opportunity remaining before the deadline. This also applies regardless of whether the examination in question was offered again before the deadline. If a student registers for the final examination opportunity before the deadline of his or her own accord, then withdrawing from said examination within the meaning of Section 15(5) RPO is not permitted. If the student does not appear to the examination and cannot provide a good reason for his or her absence, then the examination shall be assessed as Failed (5.0). The Examination Board must be notified in writing immediately of any mitigating circumstances for missing an examination and credible supporting evidence must be provided. In cases of illness, the Examination Board reserves the right to request a medical certificate from a doctor of the Board's choosing. If the

Examination Board deems the reasons valid, the deadline will be extended until the next examination opportunity.

(5) Exempted from compulsory examination registration are students on an official leave of absence in accordance with Section 9 of the Enrolment Regulations of Rhine-Waal University of Applied Sciences. Students can also apply for an exemption from compulsory examination registration if one of the following applies:

- a) they are responsible for the care and upbringing of minors within the meaning of the German Federal Education and Training Assistance Act, Section 25 (5), or
- b) they act as elective representatives in executive bodies of the University, the student body or the faculty, or
- c) they are currently assuming the duties of Equal Opportunities Officer, or
- d) they have an impairment or are suffering from a serious illness which prolongs their duration of study.

Requests for exemptions must be submitted no later than four weeks before the start of the examination phase.

In the case of a), an exemption should generally not exceed three semesters; in the cases b) and c), it should generally not exceed two semesters.

Section 12

Withdrawal, cheating, violations of regulations

(1) An examination shall be assessed as Failed (5.0) if a student is registered but fails to appear without good reason, or if a student withdraws from an examination in-progress without good reason, or if a student does not complete an examination before the deadline. Sentence 1 shall also apply to cases in which a student does not submit the thesis or an examination in the form of an assignment, term paper or project before the deadline without good reason.

(2) The Examination Board must be notified immediately and in writing of any mitigating circumstances for missing an examination, withdrawing from an examination in-progress or failing to submit an examination before the deadline, and credible supporting evidence must also be provided. If a student claims to be too ill to sit for an examination, the Examination Board reserves the right to request a medical certificate from a doctor of the Board's choosing. If the Examination Board deems the reasons valid, then the attempt is nullified.

(3) If a student attempts to alter the results of an examination through cheating or the use of any unauthorised aids, then the examination in question shall be evaluated as Failed (5.0). A student who disrupts the due and orderly conduct of an examination can be excluded from the room, usually after a warning from the examiner or invigilator; in this case the excluded student shall receive the mark Failed (5.0) for the examination attempt. The reasons for exclusion shall be put on official record. Students excluded from an examination may appeal the decision to the Examination Board. This right also applies to exclusions on the basis of cheating or the use of unauthorised aids.

(4) In the event of repeated or unusually serious examination offences, the master's assessment may be declared definitively and irreversibly failed. The Examination Board is responsible for this decision. If a master's assessment is declared irreversibly failed, the affected student shall be automatically expelled from the degree programme.

(5) Intentionally violating any of the anti-cheating provisions contained in these Regulations is illegal. Violations can be penalised by a fine of up to 50,000 EUR. The person responsible for reporting violations according to sentence 1 is the Vice-President of Finances and Human Resources of Rhine-Waal University of Applied Sciences.

Section 13

Purpose, scope and type of examinations

(1) The purpose of course examinations is to continually assess throughout a student's studies whether he or she has acquired proficiency in the contents and methods of specific subject areas and can independently and correctly apply his or her acquired knowledge and skills.

(2) Examination requirements are based on the contents of the related courses.

(3) Examinations are generally conducted in the form of a written examination (Section 16), an oral examination (Section 17), or an assignment, term paper and project (Section 18). A combination of these examination types is also possible with the consent of the Examination Board.

(4) The Examination Board will notify students of the type of examination – as well as the duration in the case of written examinations – generally before the start of the corresponding course, in agreement with the examiner(s) and in a uniform and binding manner for all participating students. Notification by electronic means or public display is sufficient.

Section 14

Requirements for admission to examinations

(1) Students can be admitted to course-related examinations only if they:

1. fulfil the general admission requirements described in Section 3;
2. are officially enrolled as students or have visiting student status at Rhine-Waal University of Applied Sciences on the date of examination; and
3. have not passed the examination yet (Section 11 (2)).

(2) Applications for admission to an examination must generally be submitted via the appropriate online registration tool before the deadline set by the Examination Board, or otherwise in writing to the Chair of the Examination Board.

(3) The application must include documentation that the prerequisites in subsection (1) have been met, provided these documents were not submitted previously.

(4) Applications for admission shall be denied if:

- a) the prerequisites in subsection (1) have not been met; or
- b) submitted documents were incomplete and missing documents were not submitted before the deadline set by the Examination Board; or
- c) the student in question has previously failed the final attempt at a mandatory examination in the same programme of study, or the final attempt at an examination corresponding to the one in the application in a related or comparable programme of study at a university subject to the German Basic Law.

- (5) The Chair of the Examination Board, or the Examination Board itself in cases of doubt, shall rule on all decisions regarding admission to an examination. Notification by electronic means or public display is sufficient.
- (6) Students can submit a withdrawal request to the Chair of the Examination Board – generally via the appropriate online platform, otherwise in writing – no later than ten days before the start of an examination phase (or five days for an additional examination phase within the meaning of Section 5 (2) sentence 3) without loss of an examination attempt.
- (7) When registering for the first examination attempt in an elective module, students must make a binding decision as to whether the examination should count towards the acquisition of ECTS credit points (“credits”) or as an additional, voluntary examination as described by Section 27.

Section 15

Conduct of examinations

- (1) Dates for examinations shall be set in such a way that they do not require the cancellation of course sessions.
- (2) Students will be notified of the date and scope of a written examination (Section 17 RPO) no later than two weeks before the start of the examination phase. Differing from sentence 1, in the case of an examination in an additional examination phase (Section 5 (2) sentence 3) students will be notified at least one week before the start of the examination phase. Notification by electronic means or public display is sufficient. For examinations within the meaning of Sections 18 and 19 RPO, as well as for a combination of examinations within the meaning of Section 14 (3) sentence 2 RPO, students should be notified generally no later than two weeks before the examination or the first scheduled examination in the case of a combination of examinations.
- (3) For identification purposes, students must present their student ID as well as an official photo ID (e.g. passport) upon request by the examiner or invigilator.
- (4) If a student with a disability within the meaning of Section 3 of the Equal Rights for Disabled Persons Act of Germany can demonstrate via medical certificate or other credible means that he or she is unable to sit the examination partially or fully in its current form due to his or her impairment, then the Chair of the Examination Board may permit the student to participate in an equivalent examination in an adapted form. The Chair of the Examination Board is responsible for ensuring, to the fullest extent possible, that adapted testing conditions do not discriminate against students with a disability; where doubt remains, the Chair may request further evidence of impairment from the student in question. Special examination arrangements can include, in particular:
- extending the duration of an examination or the time allotted to test takers;
 - individual rest breaks during a timed examination;
 - splitting an examination into smaller parts;
 - alternate forms of testing (oral examination instead of a written examination, or vice versa);
 - permitting or providing testing aids, personal assistance, adapted exam sheets or separate testing areas.

Section 16
Written examinations

- (1) The purpose of a written examination is to assess whether students can identify problems in a particular subject area and solve them using relevant methods and techniques with a limited amount of time and limited use of materials. Written examinations may also be conducted on a computer with the approval of the Examination Board, provided technical conditions ensure compliance with all statutory data privacy and protection requirements.
- (2) The time allotted for a written examination depends on the number of credit points (CP) for the corresponding lecture. Written examinations are conducted under supervision. The examiner shall decide which aids, if any, may be used during a written examination.
- (3) In general, written examinations are composed by a single examiner. Where justified by subject matter, particularly when multiple disciplines are covered by a single examination, multiple examiners may compose the examination together. In this case, the examiners shall first jointly define the weighting of the different parts of the examination.
- (4) If a student is on his or her third and final attempt at a written examination, then this attempt shall be evaluated by two knowledgeable examiners. In all other cases, evaluation by a single examiner is sufficient. In those cases described in subsection (4) sentence 2, each examiner shall evaluate, in general, only their respective part of the examination question; sentence 1 remains unaffected.

Section 17
Oral examinations

- (1) Oral examinations shall be conducted by a single examiner in the presence of a qualified observer or by a panel of examiners as a group or individual examination. In examinations where an observer is present, the examiner shall first consult with the observer before awarding the final mark. In examinations conducted by a panel of examiners, the examiners shall jointly evaluate the examination performance.
- (2) An oral examination generally lasts at least 15, but no more than 30 minutes per student.
- (3) A record shall be kept of the main topics and the results of an oral examination, including, in particular, the essential facts used to determine the mark.
- (4) Students intending to sit the same oral examination at a later date are permitted to attend the examination of others, provided sufficient space is available and the student(s) being tested does not object. Observing students are not permitted to be present during post-examination discussions or the disclosure of the mark.

Section 18
Assignments, term papers or projects

- (1) Examinations given as take-home assignments, term papers or projects involve clearly defined tasks taken from the theoretical and practical context of the tested subject area. They may be supplemented with an additional presentation and/or technical discussion requirement. These examinations may be completed in a group if each student's individual contribution is sufficiently recognisable and verifiable. The topic and task must be defined such that it is possible to complete the examination before the assigned deadline.

- (2) An assignment, term paper or project must generally be completed before the end of the semester. The text portion of an assignment, term paper or project should not exceed 30 DIN A4 pages.
- (3) The Chair of the Examination Board or the assigning examiner shall notify students in writing, by public display or electronic means of the task, deadline, form of submission and proper place of submission for an assignment, term paper or project.
- (4) Section 16 (5) sentences 1 and 2 shall apply accordingly.
- (5) When submitting an assignment, term paper or project, students must confirm in writing that his or her work – or, in the case of group work, his or her appropriately identified individual contribution – was produced independently and made use of no resources or sources other than those which were clearly cited, with quotations duly marked as such.

Section 19

Thesis

- (1) The purpose of the master's thesis is to assess whether students, given a limited period of time and working independently, can use theoretical and applied methods to develop a scholarly work in their field that adequately explores both specialist particulars and cross-disciplinary contexts. Students themselves must demonstrate in their thesis that they have systematically and methodically studied the subject area, that they developed a solution using abstract and analytical thinking that went beyond the isolated case, and that they took both the technical minutiae and overarching correlations of the assigned topic into due consideration. The thesis is usually an independent scientific inquiry into the assigned topic with a detailed description and explanation of the results.
- (2) The thesis topic can be supervised by any professor authorised to act as an examiner according to Section 7 (1). At the student's request, the Examination Board can also appoint as a supervisor an honorary professor, lecturer or specialist subject teacher with previous experience as a thesis supervisor. The thesis can also be completed at a company or institution outside of the university, provided that a sufficient level of supervision can be assured and subject to the approval of the Examination Board. Students shall be given the opportunity to suggest possible topic areas for their thesis.
- (3) The Chair of the Examination Board shall ensure that students are assigned a thesis topic after submission of the proper application.
- (4) The master's thesis can also be admitted as group work if each student's individual contribution fulfils the requirements in subsection (1) above and is clearly distinguishable – and thus assessable – due to clear and distinct identification by section, page numbers or other criteria.
- (5) The text portion of the thesis should generally be between 60 and 100 DIN A4 pages in length. The thesis may also be supplemented with other media as well, provided their use is appropriate and helpful as additional documentation within the context of the assigned task. In this case the length of the text portion of the thesis may deviate from the aforementioned minimum requirement.

Section 20

Requirements for admission to the thesis

- (1) Students are eligible for admission to the master's thesis if they:

1. have fulfilled the admission requirements defined under Section 3; and
2. are officially enrolled as students at Rhine-Waal University of Applied Sciences or as visiting students (refer to Section 52(2) HG NRW) in this master's degree programme for the duration of the thesis; and
3. have obtained at least 50 credit points in this master's degree programme.

(2) The proper application must be submitted in writing to the Chair of the Examination Board. This application must include a disclosure of any previously failed attempts at a master's thesis. Further, the application must clearly indicate the name of the examiner who will be assigning the topic and acting as thesis supervisor.

(3) Students may withdraw their applications in writing at any time without loss of an examination attempt until a decision has been disclosed.

(4) The Chair of the Examination Board, or the Examination Board itself in cases of doubt, is responsible for decisions on admission to the thesis. Applications for admission shall be denied if:

- a) the prerequisites in subsection (1) have not been met; or
- b) application documents are missing or incomplete; or
- c) the student in question has previously failed the final attempt at a mandatory examination in the same programme of study, or the final attempt at a master's thesis in a related or comparable programme of study at a university subject to the German Basic Law.

Section 21

Date of assignment and conditions for writing the thesis

(1) The master's thesis is formally issued by the Chair of the Examination Board. The assignment date is defined as the day on which the Chair of the Examination Board notifies the student of the topic assigned by the supervisor in writing or digitally; this date shall be documented.

(2) Students are given a period of four months – from the assignment date to the submission deadline – to complete the thesis. The thesis may not be submitted within eight weeks of the assignment date. The topic and task of the thesis must be set in such a way that it is feasible to complete the thesis before the deadline. In exceptional cases, the Chair of the Examination Board can extend the deadline by up to four weeks on the basis of a duly justified request that was submitted before the original deadline. The thesis supervisor shall be consulted in connection with this request.

(3) Students may request a new thesis topic for any reason, but only once and only within four weeks of the assignment date. Students on their second attempt at the master's thesis may only request a new topic if not done so on the first attempt.

(4) In the case of a thesis candidate with a disability as defined under Section 3 of the Equal Rights for Persons with a Disability Act, Section 15(4) of these regulations shall apply accordingly.

Section 22
Submission and evaluation of the thesis

- (1) The thesis must be submitted on time to the Examination Office in the Student Advisory Service in triplicate hard copy as well as an additional copy in a format specified by the Chair of the Examination Board. The date of submission shall be put on official record; if a thesis is submitted by post, then the postmarked date is considered the date of submission. Students must also include a written confirmation that all work – or, in the case of group work, his or her appropriately identified individual contribution – was produced independently and made use of no resources or sources other than those which were clearly cited, with quotations duly marked as such.
- (2) Differing from sentence 1, if submitting three hard copies of the thesis can be considered unsuitable or infeasible, a more suitable form of documentation for the thesis and/or individual media can be submitted, subject to the approval of the Chair of the Examination Board.
- (3) The master's thesis shall be evaluated by two examiners. One of the examiners should be the student's thesis supervisor. If the thesis supervisor is an honorary professor, lecturer or specialist subject teacher, then the second examiner must be a professor of the Faculty of Society and Economics. If the marks awarded are not identical, but the difference is less than 2.0 points, then the final mark shall be calculated by averaging the two scores. If the difference is greater than or equal to 2.0 grade points, then a third examiner shall be arranged by the Examination Board. In this case, the final mark is calculated by averaging the best two out of three marks. A final mark of "Sufficient" (4.0) or better can only be awarded if at least two of the marks were "Sufficient" (4.0) or better. All marks shall be justified in writing.
- (4) Twenty-two credits are awarded for passing the master's thesis.

Section 23
Colloquium

- (1) The colloquium, a final oral examination, supplements the thesis, but is evaluated independently. It serves to ascertain whether a student can orally express the findings of their thesis and relevant correlations within the field and with other disciplines, substantiate these details in their own words, and assess their broader practical significance. The colloquium should take the form of an in-depth discussion on the thesis topic. The colloquium can be held in a language other than English, subject to the approval of the Examination Board.
- (2) Students are eligible for admission to the colloquium if they:
 - a) have fulfilled the admission requirements defined under Section 3; and
 - b) are officially enrolled as students at Rhine-Waal University of Applied Sciences or as visiting students (refer to Section 52(2) HG NRW) in this master's degree programme at the time of the colloquium; and
 - c) have obtained 60 credits.
- (3) The proper application must be submitted to the Chair of the Examination Board. This application must include a declaration of any previously failed attempts at a colloquium.

(4) The colloquium is an oral examination jointly conducted and evaluated by the two examiners of the master's thesis. In the case of a situation such as described by Section 22 (2) sentence 5, the colloquium shall be jointly conducted and evaluated by the two examiners whose scores were used to calculate the final mark for the thesis. The colloquium is usually no longer than 45 minutes. The provisions governing oral examinations (Section 17) apply analogously to the colloquium.

(5) In the case of a thesis candidate with a disability as defined under Section 3 of the Equal Rights for Persons with a Disability Act, Section 15 (4) of these regulations shall apply accordingly.

(6) Three credits are awarded for passing the colloquium.

Section 24

Conclusion of the master's examination

(1) Students pass the master's examination by successfully obtaining 90 credits.

(2) The master's examination is considered failed when a student's final attempt at passing a mandatory examination, the thesis or the colloquium has been assessed as "Failed" (5.0) or is otherwise considered to be assessed as "Failed" (5.0). In this case, the affected student shall receive a written declaration informing him or her of the failed master's assessment or the loss of the right to sit for additional examinations as per Section 11 (1) and providing an explanation of available legal recourse. On written request, the Chair of the Examination Board can issue to the affected student a certificate containing all successfully completed examinations and the marks awarded to-date, as well as the remaining examinations required to pass the master's assessment. This certificate must clearly show that the affected student has definitively and irreversibly failed the master's assessment or has exhausted all remaining examination attempts as per Section 11 (1).

Section 25

Final certificates, overall grade and diploma supplements

(1) Students shall be promptly issued a final grade certificate (*Abschlusszeugnis*) upon passing the master's examination, when possible within four weeks of the colloquium. This certificate contains a full accounting of completed modules and awarded marks; the thesis topic, its mark and the names of the examiners; the mark for the colloquium; and the overall cumulative mark for the master's examination. If credits were transferred from a different university as per Section 8, their origin shall also be noted here.

(2) The overall cumulative mark for the master's examination is calculated on the basis of the individual marks listed in subsection (1) sentence 2 and the grading scale defined in Section 10 (4). The marks are weighted as follows:

- Average of marks earned for course-based modules, weighted by credit point value of the corresponding module: = 65 %
- Mark for the thesis: = 30 %
- Mark for the colloquium: = 5%

(3) The final grade certificate shall be signed by the Chair of the Examination Board and affixed with the official seal of the Examination Board. It shall also indicate the date on which the colloquium occurred.

(4) In addition, each graduate shall receive a diploma supplement and a transcript of records issued in English. The seal of Rhine-Waal University of Applied Sciences will be affixed to the diploma supplement.

(5) Students who withdraw from the University without passing the master's evaluation may apply for a leaving certificate (*Abgangszeugnis*) that lists all examinations completed during their studies. Subsection (3) sentence 1 applies accordingly.

Section 26

Master's degree certificate

(1) A master's degree certificate bearing the same date of issue as the final grade certificate shall also be issued to students. This certificate is official confirmation that the title specified in Section 2(4) has been conferred.

(2) The master's degree certificate shall be signed by both the Dean and the Chair of the Examination Board of the faculty and affixed with the official seal of Rhine-Waal University of Applied Sciences.

Section 27

Additional examinations

(1) Students may voluntarily sit examinations in modules and courses which are not compulsory for this degree programme. Upon request, the results of these examinations can be noted on the final grade certificate or leaving certificate, as appropriate, but will not contribute to the final cumulative mark.

Section 28

Viewing examination records

(1) After successful or unsuccessful conclusion of the master's examination, students may request an opportunity to view their marked examinations, the evaluation notes of the examiners, and the minutes of the corresponding examinations.

(2) Students must submit a request to view examination records to the Chair of the Examination Board within one month of the date of issue of the final grade certificate, leaving certificate or declaration of a failed master's assessment. Section 32 of the Administrative Procedure Act of North Rhine-Westphalia applies with respect to students' right to submit a request after expiry of this deadline. The Chair of the Examination Board shall arrange the time and place for viewing.

(3) Students may request an opportunity to view course-related examination documents once the examination in question has been completed. Requests must be submitted within one month of announcement of the examination results. Subsection (2) shall apply accordingly.

Section 29
Nullification of examinations

(1) If a student cheated on one or more examination and this fact first comes to light after the final grade certificate, leaving certificate or certificate defined under Section 24 (2) sentence 3 has been issued, then the Examination Board is entitled to nullify the marks for the affected examinations retroactively and declare the final master's examination as partially or fully failed.

(2) If the prerequisites for admission to an examination were not fulfilled and it can be shown that this was not the result of deliberate deception by the student, and this inconsistency first comes to light after the final grade certificate, leaving certificate or certificate defined under Section 24 (2) sentence 3 has been issued, then this error shall be remedied by the successful completion of the examination. However, if the student used deliberate deception to obtain wrongful admission to the examination, then the Examination Board shall decide upon any subsequent legal action under consideration of the Administrative Procedure Act of North Rhine-Westphalia.

(3) An incorrect final grade certificate, leaving certificate, master's degree certificate or certificate defined under Section 24 (2) sentence 3 shall be revoked and, where appropriate, reissued. The statute of limitations for decisions relating to subsection (1) and subsection (2) sentence 2 is five years from the date of issue of a final grade certificate, leaving certificate or certificate defined under Section 24 (2) sentence 3.

Section 30
Entry into force and transitional provisions

(1) These examination regulations shall enter into force on the day after publication of the German-language original in the Official Notices of Rhine-Waal University of Applied Sciences. They apply to students who first enrolled in Sustainable Development Management M.A. of the Faculty of Society and Economics of Rhine-Waal University of Applied Sciences on or after 1 March 2017.

(2) Students who first enrolled in Sustainable Development Management M.A. before 1 March 2017 may continue their studies according to the version of examination regulations dated 1 July 2015 (published in Official Notices No. 12/2015 on 14 October 2015) until 28 February 2019 at the latest.

(3) Students currently studying under the previous version of examination regulations dated 1 July 2015 ("old") may submit a written request to Examination Services to switch to the examination regulations defined in this document ("new"). Successfully completed modules M-SD_01 to M-SD_08 will be transferred analogously. Credits successfully earned for M-SD_09.03 (old) and M-SD_09.06 (old) will be transferred for M-SD_09.12 (new); M-SD_09.1 (old) for M-SD_09.11 (new); M-SD_09.02 (old) for M-SD_09.23 (new); M-SD_09.4 (old) for M-SD_09.13 (new); M-SD_09.05 (old) for M-SD_09.14 (new); M-SD_09.07 (old) for M-SD_09.21 (new); and M-SD_09.10 (old) for M-SD_09.24 (new). The Faculty Examination Board is responsible for decisions regarding the transfer of credits for previously completed modules and examinations.

Note: These examination regulations entered into force on 1 March 2018.

Annex

Study and examination plan for Sustainable Development Management M.A.

Version from 4 October 2016

No.:	Module Modules	CH	Type					Ex	CP	CH WT	CH ST	CH WT/S T
			V	S	Ü	Pra	Pro					
M-SD_01	Current Issues in Sustainable Development Current Issues in Sustainable Development	4	2		2			P	6			4
M-SD_02	Development Economics Development Economics	4	2		2			P	6	4		
M-SD_03	Development Theories and Development Policy Development Theories and Development Policy	4	2		2			P	6	4		
M-SD_04	Data Collection and Analysis Data Collection and Analysis	4	2		2			P	6	4		
M-SD_05	Impact Evaluation Impact Evaluation	4	2		2			P	6		4	
M-SD_06	Macroeconomics in LDCs Macroeconomics in LDCs	4	2		2			P	6		4	
M-SD_07	International Law and Compliance International Law and Compliance	4	2			2		P	6		4	
M-SD_08	Management of Development Projects Management of Development Projects	4	2			2		P	6		4	
M-SD_09	Elective subjects *** Elective subjects **	8	4	4				P	12	4	4	
	Final Phase Final Phase											
M-SD_10	Applied Project in International Development Cooperation Applied Project in International Development Cooperation	4	1				3	P	5			4
M-SD_11	Thesis Master's Thesis							P	22			
M-SD_12	Colloquium Colloquium							P	3			
	Gesamt Total	44	21	4	12	4	3		CH CP	20 30	20 30	8 30

Summer semester

Summer Term

No.:	Elective catalogue (summer term)	CH	CP
No.	List of elective subjects (Summer Semester)		
M-SD_09.11	Gender and Development Gender and Development	4	6
M-SD_09.12	International Institutions in Development Cooperation International Institutions in Development Cooperation	4	6
M-SD_09.13	Infrastructure and Human Development Infrastructure and Human Development	4	6
M-SD_09.14	Resources and Sustainability Resources and Sustainability	4	6

Winter semester

Winter Term

No.:	Elective catalogue (winter term)	CH	CP
No.	List of elective subjects (Winter Term)		
M-SD_09.21	Diversity Management and Negotiation Skills Diversity Management and Negotiation Skills	4	6
M-SD_09.22	Poverty and Vulnerability Poverty and Vulnerability	4	6
M-SD_09.23	Verhaltensökonomie Behavioural Economics	4	6
M-SD_09.24	Management of Non-Profit-Organisations and Fundraising Management of Non-Profit-Organisations and Fundraising	4	6

Abbreviations:

Ex	Art der Prüfung, <i>Type of Examination</i>
CH	Semesterwochenstunden, <i>Contact Hours per Week</i>
WT	Wintersemester, <i>Winter term</i>
ST	Sommersemester, <i>Summer term</i>
CP	Kreditpunkte, <i>Credit Points</i> (= ECTS credits)
V	Vorlesung, <i>Lecture</i>
S	Seminar, <i>Seminar</i>
Ü	Übung, <i>Exercise</i>
Pra	Praktikum, <i>Practical Training</i>
Pro	Projekt, <i>Project</i>
P	Prüfung, <i>Examination</i>

* As elective subjects, a maximum of 6 CP can be selected from any degree programme at Rhine-Waal University of Applied Sciences with the consent of the Examination Board.

* As elective subjects, a maximum of 6 CP can be chosen with the consent of the Examination Board from any degree programme at Rhine-Waal University of Applied Sciences.

** The faculty reserves the right to set a minimum number of participants for an elective subject. The possibility of obtaining the required number of credit points remains unaffected. ** The faculty reserves the right to determine a minimum number of participants for offering an elective subject. The possibility of obtaining the required number of credit points remains unaffected.