

## **University of Tübingen exam regulations for Department of Economics degree programs culminating in an examination for a Master of Science (M.Sc.) degree - Sc.) – General Provisions**

In accordance with §§ 19 (1) item 2 nos. 7, 9, 32, para. (3) LHG of 04.01.2014 (GBl. P. 99), most recently amended by article 1 of the law dated 13 March 2018 (GBl. P. 85) the University of Tübingen Senate on 08.02.2018 passed the following General Provisions of the exam regulations for the degree programs at the Department of Business and Economics at the University of Tübingen culminating in an examination for a Master of Science (M. Sc.) degree.

Approved by the President and Vice-Chancellor on 24.04.2018.

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## **I General Provisions**

### **§ 1 Structure of the Master's programs**

(1) <sup>1</sup>In the Department of Business and Economics degree programs culminating in an examination for a Master of Science (M. Sc.) degree (hereinafter: Master's programs) the European Credit Transfer and Accumulation System (ECTS) is used, i.e., all components of the program are allocated ECTS credit points, the number of which is in line with the student's foreseeable workload. <sup>2</sup>One credit point assumes a workload for the students of 30 hours in class and in private study, unless otherwise stipulated in the module handbook.

(2) <sup>1</sup>The Master's programs are composed of modules. <sup>2</sup>The type, contents and workload of the required modules and the credit points allocated to them are set out in the Special Provisions of these exam regulations and/or in the module handbook.

(3) The Master's program is tied to a module-specific system of examinations.

(4) <sup>1</sup>The type A programs comprise 120 ECTS credit points, of which 30 are given for the Master's thesis in [program name] / Masterarbeit in [program name] module and 90 ECTS credits for the other subject-relevant coursework. <sup>2</sup>The type B programs comprise 90 ECTS credit points, of which 24 are given for the Master's thesis in [program name] / Masterarbeit in [program name] module and 66 for the other subject-relevant coursework. <sup>3</sup>If, in the Bachelor's degree providing the basis for admission to a type B degree program, fewer than 210 ECTS credits were obtained, a further 30 ECTS credits over and above the 90 ECTS credits under item 2 above must be obtained in a preparatory semester to Master's studies; these 30 ECTS credits are not included in the calculation of the Master's overall grade; this decision is to be made along with the details of admission; in this case study periods of up to one semester to obtain these further 30 ECTS credits will not count towards the regular duration of study nor the deadline under § 8a of these exam regulations. <sup>4</sup>The type C programs, which are offered in cooperation with partner universities, comprise 120 ECTS credit points (60 of those ECTS credits are obtained at the University of Tübingen), of which 24 are given for the Master's thesis in [program name] / Masterarbeit in [program name] module and 96 for the other subject-relevant coursework. <sup>5</sup>The type D programs, which are offered in cooperation with partner universities, comprise 120 ECTS credit points (60 or 78 of those ECTS credits are to be obtained at the University of Tübingen), of which 18 are given for the Master's thesis in [program name] / Masterarbeit in [program name] module and 102 for the other subject-relevant coursework. <sup>6</sup>Type A programs are the Master's programs in International Economics, Economics and Finance, and Economics. <sup>7</sup>Type B programs are the Master's programs in Accounting and Finance, General Management, and Management and Economics. <sup>8</sup>Type C programs are the Master's programs in European Economics and European Management. <sup>9</sup>Type D is the Master's program in International Business. <sup>10</sup>In addition to the Master's thesis, an oral final examination at the end of the Master's program, an oral examination on the contents of the Master's thesis and/or a final colloquium on the Master's thesis may be required; this will be set out in the exam regulations or in the module handbook. <sup>11</sup>For the Master's degree, 300 ECTS credit points are required – including the student's preceding studies up to his/her first professional degree.

(4a) <sup>1</sup>It is permissible for students to obtain up to 30 additional ECTS credits more than the number of credits prescribed by these exam regulations for each degree program; beyond that, no further ECTS credits may be obtained. <sup>2</sup>Additional ECTS credits will be counted in the student's ECTS credit account and listed in the transcript of records (cf. § 23 paragraph (2)). <sup>3</sup>The results from these additional ECTS credit units will not be included in the calculation of the module and overall grades.

(5) <sup>1</sup>The regular duration of study for type A, C, and D programs up to the obtaining of the academic degree is four semesters, including all the required coursework and assessment as well as any other required elements such as excursions and internships. <sup>2</sup>The regular duration of study for type B programs up to the completion of the academic degree is three semesters, including all the required coursework and assessment as well as any other required work such as excursions and internships. <sup>2</sup>All coursework and assessed work in these exam regulations can be carried out ahead of the appointed time, if the student has the necessary prerequisites and there is sufficient capacity. <sup>3</sup>In tiered programs leading to a Bachelor's degree and a Master's degree building upon it, the overall regular duration of study is set at a maximum of five years.

(6) <sup>1</sup>The Special Provisions may require students to carry out a practical exercise serving the aims of the course. <sup>2</sup>A period of study abroad may be provided for in the Special Provisions of these exam regulations.

## **§ 2 Graduation**

The academic degree "Master of Science" (abbr. "M.Sc.") is awarded on the basis of a successful completion of a Master of Science examination (hereinafter: Master's examination).

## **§ 3 Subjects**

<sup>1</sup>A Master's-level subject is studied in the Master's program. <sup>2</sup>Elective modules are listed in the Special Provisions of these exam regulations and are to be specified in the module handbook published for the semester.

## **§ 4 Board of examiners**

(1) <sup>1</sup>The Economics and Social Sciences Faculty forms an examination board for the organization of exams and all other tasks not expressly assigned elsewhere by these exam regulations. <sup>2</sup>The head of the board of examiners, his/her deputy on the board, the board members and their deputies are each appointed by the Faculty. <sup>3</sup>The board of examiners is composed as follows:

1. Four members of full-time academic teaching staff,
2. Two other members of academic staff,
3. Two students (in an advisory role).
4. The head of the examinations office (in an advisory capacity).

<sup>4</sup>Only a professor may be head of the board or its deputy; the head of the board and his/her deputy should be from two different departments. <sup>5</sup>The head of the board will usually conduct the board's active business. <sup>6</sup>In addition, the board may transfer revocably certain tasks to the head of the board, insofar as this is not expressly barred; not, however in decisions on appeals. <sup>7</sup>The board of examiners may receive the support of an examinations office to carry out its active business. <sup>8</sup>Decisions by the board of examiners are passed with a majority of the board members' votes; in the event of a tie, the head of the board casts the deciding vote. <sup>9</sup>There is no limit to the number of terms for which a board member may be appointed; if a member withdraws before the end of his/her term of office, a new member is appointed for the remainder of the term of office; members of the board remain in office after their term of office expires until new members are appointed.

(2) The board members' term of office is three years; that of the student on the board is one year.

(3) <sup>1</sup>The board of examiners ensures that the provisions set out in these exam regulations are met. <sup>2</sup>The board is to report regularly to the Faculty on the development of examinations and durations of study including the time to finish Master's theses, as well as reporting on the distribution of subject grades and overall grades. <sup>3</sup>The board of examiners must ensure that all coursework and assessment set out in these exam regulations can be carried out/ completed within the prescribed time periods. <sup>4</sup>To this end, students must be informed in good time both of the nature and number of required coursework units and the assessed coursework to be successfully completed, as well as on the deadlines by which these must be completed, and similarly the dates for the issue of topics for, and submission of, Master's theses. <sup>5</sup>The board of examiners must also ensure that protective legal provisions and the provisions under § 32 paragraph (4)(5) LHG are met.

(4) <sup>1</sup>Board of examinations members have the right to be present as observers during examinations. <sup>2</sup>The University President or a representative appointed by him/her also has the right to be present at examinations.

(5) <sup>1</sup>Meetings of the board of examiners are not open to the public. <sup>2</sup>Members of the board of examiners, their representatives, and any third parties involved are obliged to maintain professional secrecy. <sup>3</sup>If they are not state employees, the head of the board must pledge them to maintain confidentiality.

(6) <sup>1</sup>Decisions by the examination board or its head which negatively affect the candidate must be communicated in writing at the earliest possible opportunity to the candidate, explaining the decision; instructions on the right to appeal will be included. <sup>2</sup>Appeals must reach the examination board in writing within one month. <sup>3</sup>If the board of examiners does not remedy the appeal, it must be presented to the University's Vice-President for Academic Affairs for decision.

## **§ 5 Examiners and observers**

(1) <sup>1</sup>The board of examiners appoints examiners and observers - insofar as required by these exam regulations - for each exam. <sup>2</sup>The board may delegate appointments to the head of the board. <sup>3</sup>Suggestions by the candidate for potential examiners may be taken into account; however the candidate does not have the right to have his/her suggestion taken into account. <sup>4</sup>The observer is to take minutes of the proceedings. <sup>5</sup>Only persons with a degree in the relevant degree program or equivalent may be appointed as observers.

(2) <sup>1</sup>Only academic teaching staff, academics with habilitation, and other academic staff appointed by the President's Office at the suggestion of the Dean's Office are authorized to conduct examinations. <sup>2</sup>Other members of the academic staff, such as assistant lecturers, may act as examiners under exceptional circumstances only, if there are not enough examiners available under item 1 and if they have a qualification in the examined subject which is at least the equivalent of the degree for which the examination is taking place.

(3) <sup>1</sup>For module-specific assessment, the member of teaching staff under (2) who taught the relevant classes is the examiner unless some other arrangement is made; the exams are conducted by one examiner, unless some other arrangement is set out in the exam regulations or the module handbook. <sup>2</sup>If an examiner is absent, the examination board appoints another person qualified under (2). <sup>3</sup>If a repeat exam is conducted on module-specific coursework within the framework of the regular exam timetable, then the examiner is the member of teaching staff scheduled for this regular exam date; if the repeat exam is not conducted within the framework of regular exam dates, an examiner will be appointed.

(4) § 4 (5) items 2 and 3 apply for examiners and observers accordingly.

## **§ 6 Crediting of studies, coursework and assessed work**

(1) <sup>1</sup> Coursework, assessed work, degrees, and semesters of study completed in study programs at the University of Tübingen, other state-administered or state-recognized institutions of higher education and universities of cooperative education in Germany or in study programs at state-administered or state-recognized institutions abroad will be credited if the competencies thus obtained show no significant difference from the coursework or degrees they replace. <sup>2</sup>This accreditation serves the continuation of studies, the completion of exams, the commencement of further studies, or admission to a doctoral program. <sup>3</sup>Insofar as equivalency agreements between Germany and other countries favor students from other countries in a way not in accordance with items 1 and 2, the equivalency agreements take precedence; in addition accords struck within the framework of university partnerships, collaboration agreements and dual-degree programs must be taken into account. <sup>4</sup>Intermediate exams completed in the same or in a related study program at the University of Tübingen or another German institution of higher education will be recognized.

(2) Participation in recognized correspondence courses will be treated like the equivalent of on-campus studies and credited accordingly to the duration of study.

(3) <sup>1</sup>Knowledge and skills obtained outside of the higher education system may be credited to studies if:

1. at the time of recognition, the student met the requirements for admission to higher education,
2. the knowledge and skills to be credited to studies are equivalent in content and standard to the coursework and assessment they are to replace, and
3. the criteria for recognition within the framework of accreditation have been assessed.

<sup>2</sup>Knowledge and skills obtained outside of the higher education system may be credited to studies to a maximum of 50 percent of a university study program. <sup>3</sup>There must be a careful check to ensure that knowledge and skills obtained outside the higher education system are, in the nature and volume of coursework they replace, equivalent regarding the competencies obtained. <sup>4</sup>When the decision is made, the form in which the competencies were learned must be taken into consideration.

(4) <sup>1</sup>If coursework and assessment are recognized, the grades are to be transferred - insofar as the grading schemes are comparable - and taken into account in the overall grade according to the key to grading set out in § 14. <sup>2</sup>If the grading schemes are not comparable, a note is made of a "pass," and in this case the result will not be included in the calculation of module grades or the overall grade and the rules regarding its calculation are applied in consideration of this. <sup>3</sup>Accredited grades may be identified as such in the Transcript of Records. <sup>4</sup>In addition, the board of examiners may establish regulations for the conversion of grades given at another institution of higher education, particularly those of a partner university.

(5) <sup>1</sup>It is up to the applicant to provide the necessary information about the work to be accredited. <sup>2</sup>The onus is on the office carrying out the accreditation process to show that an application for accreditation does not meet the requirements. <sup>3</sup>Decisions on academic certificates from outside Germany are to be made with reference to the assessment criteria set out by the Zentralstelle für ausländisches Bildungswesen at the secretariat of the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder of the Federal Republic of Germany (ZAB).

(6) <sup>1</sup>For credit points from senior studies (Kontaktstudien) to be credited to a university study program, paragraphs (1), (2)(4) items 1-3 and (5) apply accordingly, if the prerequisites for

admission to university were met at the time of crediting.

## **II. Examinations in the Master's program/ Master's examination**

### **§ 7 Purpose of examination**

<sup>1</sup>The Master's examination comprises a further professional qualification degree which goes beyond the first degree in the field of economics. <sup>2</sup>In completing the Master's examination, students demonstrate that they have obtained well-founded basic knowledge beyond that gained in a first degree and a systematic orientation and in-depth proficiency in their chosen special field and have developed the ability to process academic questions in their Master's subject independently using the relevant methods.

### **§ 8 Workload and nature of the Master's examination**

(1) <sup>1</sup>Along with the required coursework and other possible required additional work, the Master's examination consists of module-specific assessed work as well as the Master's thesis and an exam which may be required at the end of the Master's degree studies, any required oral exam on the contents of the Master's thesis and/or a final colloquium which may be required as part of the thesis process; the Master's examination has been passed when these have been successfully completed. <sup>2</sup>Regulations are set out in the Special Provisions and/or in the module handbook as to which module-specific assessment is relevant for the final grade and must be completed in which modules.

(2) The type and workload of the assessed coursework and the demands of the examinations as well as any other, particular requirements for admission are set out in the Special Provisions of these exam regulations.

(3) The module handbook contains the following information on the individual modules:

1. Name of the module,
2. Content and goals,
3. Teaching method(s) according to § 4 item 1 of the Special Provisions,
4. Prerequisites and limitations on admission,
5. Interchangeability of module and recommended semester,
6. The credit points set out in these exam regulations, the requirements for obtaining them, in particular the demands of each examination, as well as whether grades are given,
7. The frequency with which modules are offered,
8. Workload and duration of classes.

### **§ 8a Timing of Master's examination**

<sup>1</sup>The Master's examination must be concluded by the end of the third or fourth semester, as applicable – in line with the prescribed regular duration of study. <sup>2</sup>If the Master's examination, including any repeat assessment, has not been concluded by the end of the sixth semester in the case of a three-semester regular study duration, or by the end of the seventh semester in the case of a four-semester regular study duration, the student's right to be examined expires, unless the failure to meet the deadline is not the fault of the student. <sup>4</sup>The board of examiners shall decide on this matter; this may be done upon application by the student.

## **III. Coursework and module-specific assessment**

### **§ 9 Obtaining ECTS credits**

(1) <sup>1</sup>The ECTS credits designated to each class, module, or other coursework are to be

allocated when all required assessed and non-assessed coursework as well as any required further work has been successfully completed. <sup>2</sup>ECTS credits are allocated for graded work regardless of the grade given, as long as it is “sufficient” or better.

(2) <sup>1</sup>Regulations are set out in the Special Provisions and/or in the module handbook as to which assessed and non-assessed coursework and any further work is required and in which modules and classes assessed coursework must be completed. <sup>2</sup>If assessed coursework must be completed in a class or module, additional assessed and non-assessed coursework as well as further supplementary work may be required for the student to obtain the ECTS credits allocated to this class or module. <sup>3</sup>In those classes and/or modules in which no assessed coursework is required, the relevant ECTS credits are obtained via the completion of non-assessed coursework and any supplementary work.

(3) The type, form, number, and scope of the required pieces of assessed and non-assessed coursework and any supplementary work are to be fundamentally agreed in such a way that the time required to complete it is in line with the ECTS credits assigned to the relevant class and/or the relevant module.

### **§ 10 Coursework and module-specific assessment**

(1) <sup>1</sup>Coursework consists of individual written, verbal, or practical work conducted by the students usually in connection with classes. <sup>2</sup>The coursework completed must be evaluated by the person responsible for the relevant class. <sup>3</sup>Coursework may be provided for in an ungraded form.

(2) <sup>1</sup>Module-specific assessment for the purposes of these exam regulations is the final assessment (including any relevant repeat assessment) in each module; it may also be calculated overall from several components. <sup>2</sup>The Special Provisions of these exam regulations and/or the module handbook set out what type of final exam is to be completed in each module: Oral and/or written and/or practical. <sup>3</sup>The Special Provisions of these exam regulations may also allow for other supervised assessed coursework, to be appraised according to the same standards. <sup>4</sup>The Master's thesis and any associated oral Master's examinations, any associated colloquia or oral exams on the contents of the Master's thesis are not module-specific.

(3) The nature and workload of module-specific assessed and non-assessed work and any supplementary work, as well as the time for its completion, must be made known to all students taking part by the person responsible for the class - usually at the beginning of the class.

(4) <sup>1</sup>If a candidate can show credibly, by presenting a doctor's certificate, that he/she is unable to complete assessed coursework in whole or in part in the form provided for due to lingering or constant medical condition, impairment or disability, the head of the board of examiners will allow him/her an extension in which to complete the assessed coursework or equivalent assessed coursework in a different form, upon application by the candidate. <sup>2</sup>The same applies to coursework and any other relevant work. <sup>3</sup>This also applies in the event of illness of a child in the candidate's care.

(5) <sup>1</sup>Students on leave are not entitled to attend classes or to take part in module-specific assessed coursework; differing provisions in cooperation agreements remain unaffected. <sup>2</sup>Students on leave under § 61 (3) LHG (maternity leave, parenting leave, carer's leave) have the right to take part in classes and to carry out coursework and assessed work. <sup>3</sup>The regulations governing admission and enrollment at the University of Tübingen, as amended, are paramount.

(6) <sup>1</sup>The manner, content, and scope of the non-assessed coursework and module-specific or other assessed coursework, the requirements for examinations as well as any other required supplementary work and any further, particular requirements for admission may be set out in the module handbook. <sup>2</sup>However, provisions set out in the exam regulations take precedence over those set out in the module handbook.

(7) The head of the board of examiners ensures that each exam date is announced in good time.

## **§ 11 Registration and admission to module-specific assessment**

(1) Students must register for every piece of module-specific assessment by a date set by the board of examiners in accordance with the provisions set out by the board of examiners.

(2) <sup>1</sup>A student can only be admitted to module-specific assessment if he/she:

1. is enrolled at the University of Tübingen in the relevant Master's program, and
2. has not lost the right to be examined in the relevant Master's program or in a comparable degree program at an institution of higher education, and
3. has not failed, with no option to repeat, a Master's or final examination in the relevant degree program or in a comparable degree program at an institution of higher education, and
4. meets any further necessary prerequisites set out in the Special Provisions.

<sup>2</sup>Equivalent degree programs are business management, political economy or economic science Bachelor's, Master's, or diploma degree programs at institutes of higher education covered by the German Framework Act for Higher Education (HRG); the board of examiners will decide on the equivalency of further degree programs. <sup>3</sup>In an equivalent degree program, this is only valid for the loss of the right to be examined in exams or modules which are also required in the relevant degree program at the Department of Economics under these exam regulations.

(3) <sup>1</sup>The board of examiners will decide on admission to a piece of module-specific assessment. <sup>2</sup>If admission is denied, the student will receive written notification of this within four weeks; this notification must include reasons for the denial and instructions on the right to appeal. <sup>3</sup>Admission will be denied if:

1. the requirements set out in (2) are not met, or
2. the application is incomplete and the missing documents were not submitted on time.

<sup>4</sup>Admission may also be denied if the student in the relevant subject of the Master's program or in a comparable degree course under (2) is involved in a current examination process. <sup>5</sup>No other reasons for denial are permitted.

## **§ 12 Verbal assessment**

(1) <sup>1</sup>Oral assessment may be conducted in the form of oral exams, presentations, colloquia.

<sup>2</sup>Other forms of assessment may be designated in the module handbook.

(2) <sup>1</sup>During verbal assessment the candidate must demonstrate that he/she recognizes the interrelated themes of the field being assessed and is able to analyze particular issues within these interrelated themes. <sup>2</sup>Oral exams also aim to determine whether the candidate has broad-based basic knowledge. <sup>3</sup>In addition the candidate may be given the opportunity to nominate special themes as the object of his/her oral exam. <sup>4</sup>The duration of an oral examination is usually between 15 and 30 minutes per candidate. <sup>5</sup>No observer is to be present.

(3) <sup>1</sup>An official record must be kept of the main subject-matter and the main results of the oral exam; this official record must be signed by the examiner and, insofar as an observer is



consulted, also by the observer. <sup>2</sup>The result of the oral examination is to be communicated to the candidate at the conclusion of the oral exam.

(4) <sup>1</sup>The exams are not open to the public. <sup>2</sup>Provided there is no objection from the candidate, other students wishing to carry out the same assessment at a later date may be admitted to attend an oral exam as members of an audience, subject to the limits of the examination venue. <sup>3</sup>This admittance does not extend to the discussion of exam results, nor to the notification of these to the candidate.

### **§ 13 Written assessment**

(1) <sup>1</sup>Forms of written assessment are chiefly exams, assignments, research reports, and written work submitted as part of a presentation. <sup>2</sup>Other forms of assessment may be designated in the module handbook.

(2) <sup>1</sup>In exams and in other written work the candidate demonstrates that he/she is able to recognize a problem and, in a limited time using limited aids, is able to apply methods appropriate to the subject to find ways of solving it. <sup>2</sup>The candidate may be given several tasks from which he/she chooses one or more to complete. <sup>3</sup>The duration of a written exam should usually be at least 60 minutes and not more than 240 minutes.

(3) <sup>1</sup>An official record must be kept of the proceedings of an exam, recording particular events, especially attempts by a candidate to influence the result by cheating or using unauthorized aids. <sup>2</sup>The official record must be signed by the invigilator.

### **§ 14 Grading of assessed work**

(1) <sup>1</sup>Grades for individual assessed work are determined by the relevant examiners. <sup>2</sup>The following grades are to be used for grading assessed work:

1 = very good	= an outstanding performance;
2 = good	= a performance well above the average requirements;
3 = satisfactory	= a performance in line with the average requirements;
4 = sufficient	= a performance which, despite its failings, nevertheless meets the requirements;
5 = insufficient	= a performance which does not meet the requirements due to considerable failings.

<sup>3</sup>For precise grading of assessed work, whole grades may be raised or lowered by a value of 0.3. <sup>4</sup>The grades 0.7, 4.3, 4.7 and 5.3 are not given.

(2) The grades in the modules are as follows:

average of 1.50 or less	= very good
average grade of 1.51 to 2.50	= good
average grade of 2.51 to 3.50	= satisfactory
average grade of 3.51 to 4.00	= sufficient
average of 4.01 or more	= insufficient

(3) <sup>1</sup>If the final exam in a module consists of several graded components, the module grade is calculated from the average grades of the individual pieces of assessed coursework, weighted by credit points, unless otherwise set out in these regulations and particularly in the Special Provisions of these exam regulations. <sup>2</sup>This average takes into account whole

numbers and the first two decimal places only; all further decimal places are deleted with no rounding.

(4) <sup>1</sup>If coursework is assessed by several examiners, the grade will be calculated from the arithmetic mean of the individual assessments. <sup>2</sup>Paragraphs (2) and (3) item 2 apply accordingly.

(5) Calculation of the overall Master's grade is set out in § 21.

(6) If assessed coursework from other study programs is credited, the provisions of the relevant other degree program apply to the assessment of the coursework.

#### **IV. Master's thesis**

##### **§ 15 Prerequisites for admission to the Master's thesis process and any other oral examinations to be completed in the final phase of the program**

Persons may be admitted to the Master's examination and any oral exam which may be required at the end of the Master's degree studies, oral exam on the contents of the Master's thesis and/or any final colloquium which may be required as part of the thesis process only if:

1. they meet the admission requirements according to § 11 (2), and
2. they meet the further subject-related admission requirements set out in the Special Provisions of these exam regulations.

##### **§ 16 Admission procedure**

(1) <sup>1</sup>The application for admission to the Master's examination process and any oral exam which may be required at the end of the Master's degree studies, any oral exam on the contents of the Master's thesis and/or any final colloquium which may be required as part of the thesis process must be submitted to the examination board in writing. <sup>2</sup>This application must include details of the relevant study program and the candidate's suggested examiner where appropriate. <sup>3</sup>The application must be accompanied by:

1. the student's Studienbuch or equivalent academic records, and
2. documentation that the requirements set out in § 15 (1-2) have been met, as well as
3. a declaration on whether the candidate has ever lost the right to take an exam in a Master's program or equivalent program under § 11 (2) at an institution of higher education or has ever failed, with no option to repeat, a piece of module-specific assessment required by the exam regulations or a Master's or final examination or in a comparable degree program under § 11 (2) at an institution of higher education and whether he/she is currently involved in an examination process in the same or under § 11 (2) equivalent degree program. <sup>4</sup>Failed attempts at other state-administered institutions of higher education in Germany will be taken into account.

(2) If the candidate cannot provide documentation as required under (1) in the manner stipulated, the examination board can in individual cases allow evidence to be shown in some other way.

(3) The board of examiners will decide on admission.

(4) <sup>1</sup>The candidate is considered admitted if his/her application is not rejected within two weeks. <sup>2</sup>The application must be rejected if the requirements for admission have not been met. <sup>3</sup>Admission may also be denied if the student in the relevant Master's program or in a comparable degree course under § 11(2) is involved in a current examination process. <sup>4</sup>No

other reasons for denial are permitted. <sup>5</sup>Reasons for rejecting an application must be given in writing.

## **§ 17 Master's thesis**

(1) <sup>1</sup>The Master's thesis is a piece of assessed work. <sup>2</sup>It is meant to demonstrate that the author is able to process a problem independently and by applying academic methods within a set time and to present the results thus arrived at appropriately and in written form. <sup>3</sup>The topic must be drawn from the field of economics, including economics-relevant areas of law; generally, and subject to the Special Provisions, it should be set by an examiner under § 5 in the second year - or in the case of type B programs in the third semester - within the framework of the Master's thesis module. <sup>4</sup>If the student does not find a topic for his/her Master's thesis, the head of the examination board ensures, upon written application, that the student receives a topic for his/her Master's thesis in good time. <sup>5</sup>The topic is issued via the board of examiners; the time of issue and the topic must be recorded. <sup>6</sup>The student is to be given the opportunity to make suggestions for a Master's thesis topic; however the examination board is under no obligation to consider such suggestions.

(2) <sup>1</sup>The time limit for writing a Master's thesis - from the issuing of the topic to submission of the thesis - is six months in type A programs and 18 weeks in type B, C, and D programs; the topic must be set out and the task must be formulated by the thesis supervisor in such a way that the Master's thesis can be completed within this time limit. <sup>2</sup>The deadline for submission may be extended upon application by the examination board if there is good reason.

(3) <sup>1</sup>After consultation with the module coordinator, the student may choose to write the thesis in German or English unless otherwise set out in the Special Provisions of these exam regulations; the board of examiners will decide on applications to write the thesis in any other language. <sup>2</sup>The finished Master's thesis must be submitted to the examination board within the allotted time as one bound copy and in a file format determined by the examination board. <sup>3</sup>The time of submission must be recorded. <sup>4</sup>Along with the printed text, the Master's thesis may contain multimedia elements on electronic data storage media, if the topic requires it. <sup>5</sup>The process of evaluation must be completed 3 months at the latest after submission of the thesis; it is the examination board's task to supervise this deadline. <sup>6</sup>If examiners are prevented from keeping the deadline due to illness or any other circumstances, the examination board may appoint other examiners in this respect.

(4) The candidate must include with the submitted Master's thesis a signed declaration in which he/she ensures that he/she wrote the thesis independently, did not use any sources or resources other than those cited, that he/she has clearly indicated as such all information taken from other works - either verbatim or paraphrased - and that the thesis has not been submitted as a whole or in any significant part as part of any other examination process, and that he/she has not published the thesis as a whole or in any significant part, and that the copy submitted in electronic file form is identical in content to the bound copies submitted.

(5) <sup>1</sup>The Master's thesis is assessed by two people as examiners; one of them may be the thesis supervisor. <sup>2</sup>§ 14 (1), and insofar as an assessment by more than one person is required, § 14 (4) apply accordingly. <sup>3</sup>If assessment by two people is required and the individual assessments diverge by more than a whole grade as defined in § 14 (1) item 2 or if one is "insufficient," the head of the examination board must obtain a further assessment from a further examiner.

(6) <sup>1</sup>For any oral exam which may be required at the end of the Master's degree studies, oral exam on the contents of the Master's thesis and any final colloquium which may be required as part of the thesis process, the rules for oral exams apply, unless otherwise set out in the Special Provisions of these exam regulations or in the module handbook. <sup>2</sup>They are assessed by one examiner and take place in the additional presence of an observer; for

grading, § 14 applies.

## **V. Passing/ failing assessment**

### **§ 18 Passing/ failing exams**

(1) <sup>1</sup>A piece of assessed work passes if it is given the grade of 4 (sufficient) or better; a final exam in a module comprising several graded components passes if each piece of assessment passes and each component has been graded at least 4 (sufficient). <sup>2</sup>The Master's examination and any oral exam which may be required at the end of the Master's degree studies, oral exam on the contents of the Master's thesis and any final colloquium which may be required as part of the thesis process pass if they are given the grade of 4 (sufficient); each of these pieces of assessed work must pass.

(2) <sup>1</sup>If the candidate fails a piece of assessed coursework or the Master's thesis, the head of the examination board communicates this to him/her, including information on the right to appeal and on whether and to what extent the assessment may be repeated. <sup>2</sup>Apart from cases of failure in the Master's examination, notification of assessment results may be announced in other ways. <sup>3</sup>For any oral exam which may be required at the end of the Master's degree studies, any oral exam on the contents of the Master's thesis and any final colloquium which may be required as part of the thesis process, the provisions for the Master's thesis set out in items 1 and 2 apply accordingly.

(3) <sup>1</sup>If a candidate fails a piece of assessed coursework with no option to repeat, he/she may apply for a certificate detailing the assessed and (where appropriate) non-assessed coursework he/she has completed along with the grades given as well as the pieces of assessment not achieved, and showing that the candidate did not pass; the application must be accompanied by appropriate documentation and proof that the candidate's enrollment has been terminated. <sup>2</sup>This still applies when the candidate's right to be examined has expired.

(4) If assessed coursework from other study programs is credited, the provisions of the relevant other degree program apply to the passing and failing of coursework.

## **VI. Repetition of a failed exam**

### **§ 19 Repetition of module-specific assessment**

(1) <sup>1</sup>Module-specific assessment which results in a fail or which is considered a fail may be repeated twice. <sup>2</sup>Registration according to § 11 (1) is considered to be conditional registration for the corresponding repeat exam. <sup>3</sup>In a repeat exam, only assessment given a grade lower than "sufficient" (4.0) in the previous exam may be repeated; the grades given for the other pieces of assessment in the previous exam are taken into account in the calculation of the grade. <sup>4</sup>Repetition of assessment in seminars, colloquia, and PC practical work is carried out by renewed attendance of the classes and the corresponding exam or other assessment, if there is no special exam date for a repeat exam for the failed unit, class, or module to take place in the following semester; if there is no special exam date set for a repeat exam for a part of a module, the repeat assessment is in this case also carried out by renewed attendance of the relevant classes and the corresponding exam or other assessment in the following semester.

(2) <sup>1</sup>The repeat exam must be taken - in observance of any deadlines set out in the exam regulations for the Master's examination - in the same semester or in the semester following the fail in the first exam or at the latest in the semester after that; it is usually conducted within the time and content framework of the scheduled regular exams. <sup>2</sup>Failure to repeat a failed exam will result in a grade of "insufficient" (5.0) unless the failure to repeat was not the fault of the student.

(3) If the failed exam or piece of assessment was conducted at least six weeks before the start of lectures in the following semester and if passing a repeat exam is required for admission to a piece of assessment in the following semester or for attendance at a class in the following semester, the student must be given the opportunity - upon written application to the examination board - to repeat the failed exam in good time so as to be able to be admitted to the assessment or attend the class; this need not happen in the case of para. (1) item 4.

(4) There must usually be a period of at least three weeks between notification of results in the first exam and the repeat exam.

(5) <sup>1</sup>In the case of a repeat exam which is not conducted within the framework of regular exams in the following semester, the type of assessment to be completed may diverge from the type of assessment set out in the subject-specific provisions, particularly those in the module handbook, insofar as the subject-specific circumstances require it. <sup>2</sup>The student must be notified of the type and volume of assessment to be completed in the repeat exam at the time of notification of the repeat exam date at the latest.

(6) Assessment resulting in a pass cannot be repeated.

## **§ 20 Repetition of the Master's thesis and other possible oral examinations to be completed in the final phase of the program**

(1) <sup>1</sup>A Master's thesis which has failed or which counts as failed may be repeated once; there can be no second repetition. <sup>2</sup>The application for a repetition must be submitted two months at the latest after the exam result comes into force; if the student fails to apply in time, his/her right to be re-examined expires, unless the failure to apply is not the fault of the student. <sup>3</sup>The topic may be rejected only once and that only within the first month of the time allotted for the writing of the thesis; in this case, the allotted time period for the writing of the thesis begins again from the start. <sup>4</sup>In the case of a repeat exam, a student may reject the topic only if he/she did not make use of the option to reject a topic when writing the first thesis.

(2) An examination of a Master's thesis resulting in a pass cannot be repeated.

(3) For any oral exam which may be required at the end of the Master's degree studies, any oral exam on the contents of the Master's thesis and any final colloquium which may be required as part of the thesis process, the provisions set out respectively in para. (1) items 1, 2 and para. (2) apply accordingly.

## **VII. Master's overall grade**

### **§ 21 Calculation of the overall grade**

(1) If the Master's examination results in a pass, an overall grade is calculated; the relevant decimal grades are to serve as the basis of this calculation.

(2) <sup>1</sup>The Master's overall grade is calculated according to the Special Provisions of these exam regulations. <sup>2</sup>For the Master's grade, §14 (2) and §14 (3) item 2 apply accordingly, provided that no other provisions are set out in these exam regulations or in the Special Provisions of these exam regulations.

## **VIII. Certificates**

### **§ 22 Certificate and other documentation**

(1) <sup>1</sup>If the candidate has passed the Master's examination, he or she receives a certificate. <sup>2</sup>The certificate details the overall grade and the Master's thesis topic. <sup>3</sup>The Special Provisions of these exam regulations may include the entry "mit PhD- Orientierung" (PhD orientation) on the certificate. <sup>4</sup>The certificate is signed by the Dean of the Faculty and by the head of the board of examiners. <sup>5</sup>It bears the date of the day on which the last piece of assessment for the Master's examination was completed. <sup>6</sup>It is issued in German; an English translation will be issued upon application.

(2) <sup>1</sup>The University issues a diploma supplement (DS) in accordance with the Diploma Supplement Model of the European Union/ Council of Europe/ UNESCO; it describes the profile of the study program as well as a transcript of records. Each of these is issued in German; an English translation will be issued upon application.

<sup>2</sup>The transcript of records includes the following:

- modules taken during the course of the Master's program as well as their components and ECTS credit points,
- the grades given in the modules,
- the grade given for the Master's thesis and any oral exam required at the end of the Master's degree studies, any oral exam on the contents of the Master's thesis and/or any final colloquium required as part of the thesis process,
- upon written application to the examinations office by the student the entry "mit PhD-Orientierung," if all requirements for it are met as set out in the relevant Special Provisions of these exam regulations.

<sup>3</sup>Grades are listed in the form of decimal numbers.

(3) <sup>1</sup>The overall grade is supplemented by a relative grade based on the European Credit Transfer and Accumulation System. <sup>2</sup>This can be done in particular by listing an ECTS grade according to the following scale

the best 10%	A
the next 25%	B
the next 30%	C
the next 25%	D
the next 10%	E
failed	F

in the certificate or in the transcript of records or insofar as the necessary data are available in accordance with the ECTS Users' Guide via an ECTS grading table (giving the statistical distribution of grades as percentages of the reference group) in the diploma supplement.

<sup>3</sup>Details on the relative grade are set out by the examination board with regard to European guidelines.

### **§ 23 Degree certificate**

(1) <sup>1</sup>The candidate receives a Master's degree certificate at the same time as the certificate, including the date. <sup>2</sup>It certifies the awarding of the academic degree of Master according to § 2. <sup>3</sup>An English translation of the degree certificate will be issued upon application.

(2) The Master's degree certificate is signed by the Dean of the Faculty of Science and by the head of the board of examiners and bears the seal of the University.

(3) The academic title may only be used after the degree certificate has been issued.

### **§ 24 Certification in the event of an overall fail**

(1) Students who have failed the Master's examination with no option to re-sit receive written

certification from the examination board, including instructions on the right to appeal.

(2) <sup>1</sup>If the student has failed the Master's examination with no option to repeat, he or she may apply to be issued with certification signed by the head of the examination board, listing the assessed and non-assessed coursework completed and showing that the Master's examination overall was failed with no option to repeat. <sup>2</sup>This still applies when the candidate's right to be examined has expired.

## **IX. Closing remarks**

### **§ 25 Absence, withdrawal, deception, breach of regulations**

(1) <sup>1</sup>A piece of assessed work counts as graded "insufficient" if the candidate fails to attend an exam without good reason and without having deregistered him/herself from the exam in the form set out by the examination board and within the period prescribed, or if he/she for no good reason withdraws from the exam after it begins. <sup>2</sup>The same applies if a written or practical piece of assessment is not submitted within the allotted time period. <sup>3</sup>Deregistration from a written or practical piece of assessment or from the Master's thesis without providing reasons is possible on working days - Monday to Friday - up until the working day before the first day of the examination. <sup>4</sup>In the case of oral exams, deregistration must take place at the latest on the fourth working day (not counting Saturdays) before the day of the relevant examination.

(2) <sup>1</sup>The reasons given for withdrawing or failing to attend must be communicated in writing and at the earliest possible opportunity to the examination board. They must be credible. <sup>2</sup>In the case of illness of the candidate or of a child in his/her care a doctor's certificate may be required; in particular cases of doubt, certification by a public health officer may be required. <sup>3</sup>If the reasons are recognized, a new date for the exam will be set. <sup>4</sup>In such a case, the existing exam results must be accredited.

(3) <sup>1</sup>If the candidate attempts to influence the result of his/her assessed work using deception or resources which are not permitted, the relevant work will be given a grade of "insufficient" (5.0). <sup>2</sup>A candidate who disrupts the regular proceedings of an exam may be excluded from continuing the exam by the examiner or invigilator; in this case the candidate's assessment for that exam will be a grade of "insufficient" (5.0). <sup>3</sup>In severe cases of 1 and 2, the examination board may exclude the candidate from carrying out further assessment.

(4) <sup>1</sup>The examination board decides on the recognition of reasons for absence or withdrawal. <sup>2</sup>Within a time limit of one month, the candidate can request that decisions under (3) be reviewed by the examination board.

(5) If assessed coursework from other study programs is credited, the provisions of the relevant other degree program apply to deregistration, absence, withdrawal and deception.

### **§ 26 Protection provisions**

(1) <sup>1</sup>The opportunity to claim statutory time off under the Maternity Protection Act as well as time off for parenting leave in accordance with the relevant law on parental benefits and on parenting leave (Bundeselterngeld- und Elternzeitgesetz – BEEG) is guaranteed. <sup>2</sup>The examination board decides on whether to extend such time off periods and for how long upon application. <sup>3</sup>The opportunity to meet family obligations under § 32 (1)(2) LHG is guaranteed; the examination board decides on whether to extend such time off periods and for how long, upon application.

(2) <sup>1</sup>Students who are unable to attend classes regularly or are unable to carry out expected assessed and non-assessed coursework or any other work due to lingering illness or due to

lingering or permanent disability - without being unable to study - may apply to the examination board to complete their Master's examination within a reasonable period after the planned time limit under these exam regulations. <sup>2</sup>The student must stipulate the length of time by which he/she seeks to extend the deadline; the examination board decides on the length of the extension. <sup>3</sup>The application must be accompanied by relevant documentation, medical certificates in particular. <sup>4</sup>In particular cases of doubt, the University may require certification by a public health officer. <sup>5</sup>The student is obliged to make notification of changes in the prerequisites for extension at the earliest possible opportunity. <sup>6</sup>The examination board must check to see whether the changes in the prerequisites for extension mentioned above exist in fact and, if they do, the board must notify the student at the earliest possible opportunity of the new time limits.

(3) Activities as an elected member of statutory bodies or organs of the University or of student services (Studentenwerk) during at least one year does not have to be taken into account in the calculation of exam time limits; the decision rests with the University President.

### **§ 27 Invalidity of an examination or assessed coursework**

(1) <sup>1</sup>If the candidate has used deception in a piece of assessed work, the grade for that assessed work may be corrected even if the deception becomes known after the certificate has been issued. <sup>2</sup>In such cases the exam and the assessed coursework can be declared "insufficient" and the Master's examination a fail, as applicable.

(2) <sup>1</sup>If the requirements for admission to an exam or piece of assessed coursework were not met, and the candidate did not intend to deceive, and if the fact becomes known only after the certificate has been issued, this fault is remedied by the candidate having passed the exam or piece of assessed coursework. <sup>2</sup>If the candidate deliberately obtained admission wrongfully, the pieces of assessment to which the deception applies may be declared "insufficient" and the grades for them corrected accordingly. For pieces of assessment made up of several components, the overall grades may be corrected accordingly and if appropriate in such cases declared "insufficient" - and the Master's examination declared a fail if appropriate.

(3) <sup>1</sup>The candidate must be given a chance to speak on the matter prior to the decision. <sup>2</sup>The option of withdrawing the Master's degree under statutory provisions remains unaffected by paras. (1) and (2).

(4) <sup>1</sup>The incorrect certificate as well as any incorrect transcript of records must be confiscated and a new one issued, where applicable. <sup>2</sup>Along with the incorrect certificate, the Master's degree is to be confiscated if the exam or piece of assessment has been declared a fail due to deception under (1) or (2) item 2. <sup>3</sup>There can be no decision under (1) and (2) item 2 after a period of five years starting on the date of the certificate.

(5) Paragraphs (1-4) apply accordingly to non-assessed coursework and any other additional work.

### **§ 28 Inspection of examination files**

(1) For one year following the conclusion of the Master's examination process, graduates are guaranteed the right to inspect their Master's thesis and the examiner's reports relating to it as well as the minutes of any oral exam required at the end of their Master's degree studies, any oral exam on the contents of the Master's thesis and/or any final colloquium required as part of the thesis process.

(2) <sup>1</sup>For the inspection of module-specific written assessed work and/or of the minutes of



module-specific oral exams there is usually a time limit of four weeks after notification of the exam results. <sup>2</sup>Additionally, general times for inspecting certain pieces of assessed work may be offered.

(3) <sup>1</sup>The relevant applications must be made in writing to the head of the examination board.  
<sup>2</sup>The board of examiners determines the time and date of the inspection.

## **§ 29 Effective date and transitional arrangements**

<sup>1</sup>These exam regulations come into effect on the date of their publication in the University of Tübingen's official bulletin, the Amtliche Bekanntmachungen. <sup>2</sup>Their first semester of validity is the winter semester 2018/19. <sup>3</sup>Students who commenced their Master's program in economics at the University of Tübingen prior to the semester specified above may complete their Master's examination at the University of Tübingen under these exam regulations upon written application, which must be submitted to the Examinations Office by 30.9.2019. <sup>4</sup>If no application is made according to item 3, the provisions of the previous exam regulations apply. <sup>5</sup>If an application is made under item 3, previously completed assessment will be credited on the basis of these new exam regulations and the accompanying module handbook, subject to the following provisions. <sup>6</sup>These exam regulations do not grant any new or additional right to be assessed in an area already assessed; any fails in assessed work under the previous exam regulations will be included. <sup>7</sup>Furthermore the board of examiners may agree appropriate transitional arrangements in individual cases, particularly if previous classes are no longer offered as before or if certain classes have been completed, particularly if a "learning agreement" is to be considered.

Tübingen, 24.04.2018

Professor Dr. Bernd Engler  
President