

Studies and Examinations Regulations

for the Master's Study Programme

Industrial Management

at the Hochschule Mittweida

Institut für Technologie- und Wissenstransfer (ITWM)

of 27 October 2015

On the grounds of § 34 Para. 1 Sentence 1, § 36 Para. 1 of the Sächsisches Hochschulfreiheitsgesetz (SächsHSFG) [Act on Freedom of Institutes of Higher Education in the Free State of Saxony] in its wording as publicly disclosed on 15 January 2013 (SächsGVBl [Saxony Government Gazette] p. 3), last amended by the Act of 29 April 2015 (SächsGVBl pp. 349, 354), the Hochschule Mittweida, hereinafter referred to as HSMW, hereby passes this Studies and Examination Regulations as an ordinance.

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1. Section: General Provisions

§ 1

Scope of validity, objectives of studies and examinations

- (1) This ordinance is applicable for the Industrial Management Master's Programme at the HSMW.
- (2) The objective of the Industrial Management Master's Programme is to expand on the knowledge and skills acquired in the preceding Bachelor's Programme. The graduates from this study programme have fundamental technical knowledge on
 1. management, operational/production and marketing processes, as well as management techniques,
 2. interdisciplinary and project-oriented working methods, and
 3. leadership and organisational skills.
- (3) The acquisition of key competences which will enable graduates to fully understand, design and further develop economic/company processes rounds off the skills profile. The extensive basic management training, as well as individual opportunities for specialisation and the generalised and flexible approach of the study programme, allows students to adapt the programme to their personnel, social, financial and technological development leanings in the long term.
- (4) Depending on the specialisation profile selection, graduates will have thorough technical knowledge in the following areas:
 1. **Specialisation I. Energy management** focusing on new energy technologies, energy and resource efficiency in general, as well as the design of optimisation processes to improve resource efficiency in companies, the services sector, public institutions, and other areas of the economy;
 2. **Specialisation II. Automation – Intelligent systems** focusing on the design, application engineering, and set-up of technical automation facilities, and the conception and realisation of embedded systems and their components;
 3. **Specialisation III. Management and marketing in fashion, brands and media** focusing on the analysis and evaluation of current fashion trends, and the planning, implementation and management of new fashion institutions and innovative brands on the market. Fashion marketing as a management analysis process, strategic planning, management and supervision of new fashion institutions and products, and the implementation of these as fashion brands on the market. The students will be sufficiently qualified to establish brands, and to manage these with the aim of ensuring sustainable identity of the brands and positioning of the brand image amongst target groups.
 4. **Specialisation IV. Media engineering** focusing on innovative media technologies and the analysis, conception and administrative implementation of complex workflows in the increasingly tri-medial media sector;
 5. **Specialisation V. Management and marketing in sport, events and healthcare** focusing on objective-based conception, coordination and supervision of communication processes. Processing of media-based models and methods of communication management in the application areas of sport, healthcare and events. The students will have knowledge on the conception, structure and systematics of sports management. They will be in the position

- to analyse and understand the economic demands of sports in companies, organisations and the media, and well as developments in sports communication and sports publicity.
6. **Specialisation VI. Media informatics** focusing on methods, models and concepts of developing complex and shared software systems in media informatics. The students will be in the position to take on leadership and project management tasks for developing highly complex, heterogeneous and widely distributed systems for the digital media sector or for the research applications thereof, or to oversee such as a software architect.
 7. **Specialisation VII. Informatics** focusing on methods, models/architecture and concepts for the development of complex, shared software systems and for the analysis of large quantities of data. The students will be in the position to lead project teams which deal with the development of such "large" systems for industrial applications or within the framework of research tasks.
 8. **Specialisation VIII Innovation and business expansion** focusing on methods and instruments of innovation management, technology management, and marketing research. Students will have a clear understanding of international markets and methods of researching and mastering markets, as well as methods for securing, developing and using one's own position within the competition. Students will be in the position to understand and communicate technical content compiled in English, and will therefore be well prepared for international assignments.
 9. **Specialisation IX Company management** focusing on processes and systems of company management, in particular strategic management and strategic controlling. The students will be in the position to apply instruments of annual accounts analysis, financial management, controlling based on indices, and marketing controls to a considerable extent. Analytical methodological skills in aspects of general and accounting law, as well as in terms of the International Financial Reporting Standards (IFRS) will also be taught.
 10. **Specialisation X. Project and process management** for methods and instruments of project processing, project transfer, and project optimisation, as well as the practical use of such for project work at companies and institutions. Students will be in the position to aid the management in various areas of business management and technical organisation with regards to specific projects, and to take on project and process management tasks in economics and administration as leader after appropriate integration.
 11. **Specialisation XI. Property and facility management** focusing on key functions and institutions of the property sector, the particular features of the property market and the interdependencies of this market with respect to others, the current challenges and tasks of spatial planning, the assessment, financing and management of properties (as an asset class) and property portfolios, complex property planning strategies and facility management concepts, energy management in the property sector, various sustainability strategies and building certification systems, and the various formal requirements for the awarding of service, planning and consultation contracts.
- (5) The Master's examination forms the conclusion of the study programme qualifying graduates for professional employment. This examination will determine whether the student has acquired the basic technical knowledge necessary for transitioning into the world of work, has an overview of the dependencies of their subject area, and possesses the ability to apply academic methods and knowledge independently.

- (6) If the student passes the Master's examination, the title of "Master of Science" (M.Sc.) for the subject area Industrial Management is awarded.

§ 2

Entry to the programme

- (1) The Industrial Management Master's Programme is a consecutive study programme.
- (2) The level of qualification necessary for studying the Industrial Management programme at the HSMW should be demonstrated in the form of a first high school diploma qualifying the holder to enter the world of work, or a diploma from a state or state-accredited technical academy in an engineering, media or economic sciences subject area.
- (3) For the Master's degree in Industrial Management, proof is required of a minimum of an eight-week practical activity in an engineering, media or business related subject area, demonstrating the application of knowledge and skills acquired in the course of studies as defined in sentence 2. The activity may have been completed within the study program as per sentence 1.
- (4) Admissions to the study programme are accepted for the winter and summer semesters, provided the Studies Commission of the ITWM does not rule anything to the contrary.
- (5) Applicants are accepted by the Department for Application Services and Legal Affairs at the HSMW.

§ 3

Structure of the study programme

- (1) The Industrial Management Master's programme can be taken as a part-time or full-time course, or alongside professional activities.
- (2) The programme is divided into the basic elements of "Management" and "Natural and Technological Sciences" in the first semester, and subsequently into the various specialisations from the second semester onwards.
 - I. Energy management
 - II. Automation – Intelligent systems
 - III. Management and marketing in fashion, brands and media
 - IV. Media engineering
 - V. Management and marketing in sport, Events and healthcare
 - VI. Media informatics
 - VII. Computer science
 - VIII. Innovation and business expansion
 - IX. Corporate management

- X. Project and process management
- XI. Property and facility management

The students select the specialisation profile before the start of the second semester by enrolling with the Examinations Committee of the ITWM. Upon selection of the specialisation, those modules allocated to the specialisation profile in the study plan (Annex) will become compulsory modules for the student. Students may only change specialisation by submitting a justified request to change to the Examinations Committee. If fewer than ten students enrol in a specialisation, the specialisation will generally be cancelled.

- (3) The programme is broken down into modules. Credits will be awarded according to the European Credit Transfer and Accumulation System for successfully completed modules according to the time required for
1. participation in lectures,
 2. preparation and follow-up work for lectures,
 3. independent study, and
 4. preparation for and taking of examinations.

The number of credits which must be acquired per module can be found in the study plan. Credits are only awarded to students who pass a module (§ 21 Para. 1). One credit corresponds to a workload of 30 hours for a student of average ability.

- (4) The modules offered are either compulsory, optional or extra modules. Compulsory modules are those modules in the study programme which are obligatory for all students. Optional compulsory modules are modules in the study programme which are offered as alternatives. The modules selected by the student are treated as compulsory modules. Extra modules are voluntary modules which may help the student to add to, refine, strengthen or specialise their knowledge, and are taken on a voluntary basis. There is no guarantee that all optional compulsory modules or extra modules will actually be on offer.
- (5) Teaching may take the form of lectures, seminars and hands-on training in particular. Tutorials will be offered as far as capacities allow for such in order to support students, in particular new students. According to the stipulations of the module descriptions, lessons may also be held in a foreign language.
- (6) Students who have not yet passed any examinations by the start of the third semester will participate in a studies consultation programme in the third semester.
- (7) If the study programme is being taken in DHS mode (Local High School Study Programme), the students will be obliged to take module 0813 "Reflection Module" at the start of the third semester.
- (8) The study programme is concluded with the Master's examination after attainment of at least 120 credits total.

§ 4

Study plan and catalogue of modules

- (1) The study plan (Annex) is applicable for the study programme. This contains:
1. the compulsory and optional compulsory modules, as well as the type of teaching and teaching hours;
 2. the module examinations to be taken, including the type of and duration of the examination, the weighting, and the number of credit points to be awarded upon passing the examination;
 3. the distribution of teaching hours by module and semester; and
 4. the recommended order of taking modules.

In the study plan, the framework plan Full-Time and Part-Time Study Programme applies only for students in full-time or part-time study, whilst the framework plan Studying alongside Professional Occupation applies only for students studying whilst in professional occupation.

- (2) A binding Handbook of Modules will be compiled for this study programme upon resolution of the Study Commission of ITWM. The content and layout of this must correspond to the framework stipulations for the introduction of credit point systems and the modularisation of study programmes (resolution of the KMK [Standing Conference of Ministers for Culture] of 15/09/2000 in its relevant wording). In the Handbook of Modules, a description shall be given for each module which will contain at least:

1. Contents and qualification objectives of the module;
2. Methods of teaching;
3. Requirements for participation;
4. Applicability of the module;
5. Requirements for awarding of credit points;
6. Credit points and grades;
7. Frequency of the module;
8. Level of work;
9. Duration of the module.

- (3) Subject to request, the Examinations Committee can guarantee the student that
1. they may take a partial module combination for a different basic profile, instead of a partial module combination for the selected basic profile, to the extent of maximum 10 ECTS points;
 2. they may on one occasion take a module from another of the specialisations named in § 3 Para. 1 in place of a module from their selected specialisation (I. to XI. pursuant to § 3 Para. 1) to the extent of a maximum of 5 ECTS points, provided the student has not already taken this module;
 3. they may take modules from other specialisations which have not already been taken (I. to XI.) according to § 3 Para. 1 instead of optional compulsory modules from the module pool for the individual specialisation, provided the student has not already taken these modules;

4. they may take modules from the basic profile which they are not taking according to § 3 Para. 2 Sentence 1, Clause 1 instead of optional compulsory modules from the module pool for the individual specialisation, provided the student has not already taken these modules.

The request may only be approved in cases of Sentence 1 No. 1 if the cross-profile combination of modules from both basic complexes is justified by the specialisation of the first degree or by the intended individual specialisation. In the cases of Sentence 1 Nos. 2 to 4, the request may only be approved if the module examination of the rejected module is equal to that of the newly selected module, and provided the qualification objectives of the rejected module can be achieved or have already been achieved.

- (4) The Industrial Management study programme can be conducted as a face-to-face or part-time programme, but can also be conducted as a local high school programme in semesters 1 and 2. In this mode, the reflection module and the modules allocated to semesters 3 and 4 in the Full Time study plan (Annex) are offered by the HSMW. Those students who have already taken the modules allocated to semesters 1 to 2 in the Full Time study plan (Annex), and who have acquired 60 credit points from these and passed a classification test are enrolled in the 3rd semester. The classification test is conducted at the end of the reflection module. The Classification Test Ordinance of the Faculty of Media of 13 July 2015 applies for this test.
- (5) The Industrial Management study programme can also be taken alongside professional employment. In this case, the Plan for Studies alongside Professional Employment applies.

§ 5 Structure of examination

- (1) The Master's examination consists of module examinations, including the Master's thesis.
- (2) One module is assessed on the basis of one module examination. Module examinations may also consist of several parts. The module examinations to be taken are described in the Study Plan (Annex).
- (3) If a module examination consists of several parts, it may be required that these be taken in a specific order. Equally, it may be required that modules be taken in a specific order. The descriptions of modules provide more detailed information on this.
- (4) The Study Plan (Annex) defines work which precedes the module examination, and which is a requirement for admission to the module examination (examination preparations).

2. Section: Admission to Master's examination

§ 6

General conditions for admission

- (1) The Master's examination can only be sat by students who

1. are enrolled in the Industrial Management study programme at the HSMW, and
 2. have completed the examination preparations specified in the study plan for the respective module, as applicable.
- (2) Admission to a Master's module examination may only be denied if
1. the requirements or processes stipulated stated in Para. 1 § 7 are not fulfilled according to Para. 1, or
 2. the documentation is incomplete, or
 3. the student has not fully passed the final examination in the same study programme or a study programme for the same subject, or if such is still being examined, or
 4. the student has not fully passed a module examination in another study programme that is necessary to complete this study programme.
- (3) Students who have completed the examination preparation allocated to an examination as specified in the Study Plan (Annex) may sit this exam without being admitted to the module examination. Paragraph 2 applies accordingly. This shall not give rise to any claim to admission to the module examination.
- (4) A module examination may also be sat by a student who is enrolled as a guest student at the HSMW, who is entitled to admission to a college of higher education, and whose participation in the examination has been approved by the examiner upon request.

§ 7

Registering and deregistering for the examination, admission process

- (1) For the examinations offered according to § 19 Para. 4 Sentence 1, registration forms shall be provided by the Study Organisation Department in a suitable manner within a period of four weeks to one week prior to the respective examination period. The student shall register for the examination electronically in the form of a personal declaration submitted within this period. Before the examination, he shall provide a signature to confirm that he has fulfilled all admission criteria for the examination. If the student is denied admission, he shall be informed of this by the examiner prior to the start of the examination. He shall be admitted to the examination in all other cases.
- (2) Up to one week before the date of the examination, the student can deregister from the examination by withdrawing the registration form without stating the reasons for such.
- (3) The examiner can admit a student to the examination even if he has failed to register for good cause, provided the examination itself is not disrupted by the late admission of this student and no cogent reasons exist for prohibiting this admission. Para. 1 Sentence 3 applies accordingly. Admission is performed temporarily until the admission criteria have been subsequently assessed.
- (4) At the start of the examination, the examiner or supervising person shall have the right to demand the student prove their identity. If a student participates in an

examination without fulfilling the admission criteria, he can be excluded from continuing the examination in question by the respective examiner or supervisor.

§ 8

Types of examination preparation

- (1) Examination preparations are requirements for admission to individual module examinations. These are assessed pieces of work which must be completed as part of the study programme but which are not necessarily graded. They can be repeated ad infinitum.
- (2) Examination preparations must be completed in the following form:
 1. Oral attestation

Oral attestations are discussions, in which performances shall be given independently at a stipulated time. In these, knowledge of a technical area will be applied, summarised, evaluated, documented and discussed. They may be performed individually or in groups of generally no more than four students.
 2. Written attestation

In written attestations, tasks must be completed independently at a stipulated time either in writing or using a computer. In these, knowledge of a technical area will be applied, summarised, evaluated, documented and discussed.
 3. Laboratory attestation

Laboratory attestations comprise experimental or software-based, self-contained academic tasks which can also be conducted with the use of a computer. These include preparation of the tasks, evaluation of data, and assessment and discussion of results. Laboratory attestations are generally conducted individually.
 4. Work sample

Work samples are independent pieces of work with no restriction on tools, in which knowledge of a technical area is applied, summarised, evaluated, documented and discussed. They may be performed individually or in groups of generally no more than four students. Parts of the work sample may be conducted in electronic form. These can be presented with an oral submission. Work samples are not graded.
- (3) The number and type of examination preparations to be performed can be found in the study plan. The basis of these examination preparations is determined by their allocation to a learning unit.

3. Section: Module examinations

§ 9

Types of examinations

- (1) Examinations are performed as oral (§ 10), written (§ 11) or other examinations (§ 12) or as multiple-choice examinations (§ 11a). It is therefore possible for examinations to be taken in alternative forms, that is, according to the wishes of the student. The study plan provides more detail in this regard.
- (2) Oral and other examinations can be taken as group examinations. The contribution of the individual to be assessed within the framework of the examination must in essence be clearly separated from the contributions of the other students and assessed on its own individual merits. The group should generally not comprise of more than three persons.
- (3) Upon written application of the student to the Examinations Committee, individual examinations may be performed in alternative forms, in exceptional justified cases and provided the scope of the examination remains the same, or individual examinations may be replaced by other forms of work provided this work is equal to the examination in terms of requirements and procedure. These pieces of work shall be treated as examinations with regards to assessment, passing grades, and re-sitting. The simultaneous recognition of a piece of work for multiple examinations is excluded.
- (4) If the student shows credibly that they are not in the position to sit examinations, partially or completely, in their stipulated form due to a persistent or constant disability, then they shall be permitted to take the examinations with extra time, or to take equal examinations in another form. Presentation of a doctor's note and, in cases of doubt, an official doctor's note can be requested in this regard. The same shall apply for examination preparations.
- (5) If the student shows credibly that they cannot take the examination in the stipulated form due to responsibility for a child under 14 years of age or the care of a close relative, the Examinations Committee shall, upon request, permit them to take the examinations in another, equal manner. Close relatives covers children, parents, grandparents, spouses and partners. The Chairman of the Examinations Committee, in consultation with the relevant examiner, shall decide how the examination shall be taken at his reasonable discretion. Suitable measures that can be taken into consideration for compensating for disadvantages include extra time, breaks in the examination, the use of other media, the use of other examination rooms within the school, or an alternative examination date. The same shall apply for examination preparations.
- (6) Applications according to Para. 3 to 5 shall be submitted no later than four weeks before the examination.

§ 10

Oral examinations

- (1) Oral examinations are examinations in the form of discussions.

- (2) In the examination discussion, the student should demonstrate the ability to recognise the interdependencies in the area of examination, and to allocate particular issues to each of these. It should furthermore be ascertained whether the student possesses extensive basic knowledge. Within the framework of an oral examination, written tasks may be set to an appropriate degree provided this does not destroy the oral nature of the examination.
- (3) The oral examinations should not last less than 30 minutes or more than 45 minutes per student.
- (4) Oral examinations shall be taken before at least two examiners or one examiner in the presence of a competent observer (§ 15). The names of the examiners present and the student, as well as significant subjects and results of the oral examinations shall be recorded in a log. The result shall be disclosed to the student after the oral examination.
- (5) Students who wish to take the same examination during a later examination period should be permitted to be present at such an examination as a listener, as far as the examination room permits such and provided the student being examined does not reject such. However, such admission shall not stretch to the provision of advice or disclosure of the examination results to the student.

§ 11

Written examinations

- (1) Written examinations are examinations with a fixed time and location, in which the student should demonstrate that they can solve tasks and deal with topics, either in writing or by using a computer, on the basis of the necessary basic knowledge in a limited time period and with limited resources, using the relevant methods of their subject area. Several tasks or topics may be offered, from which the student shall select a certain number. The study plan may stipulate that parts of a written examination be carried out as multiple choice examinations. These examination sections are subject to the regulations of the Ordinance on Examinations in the Multiple-Choice Procedure of the ITWM of 20/10/2015 in its applicable wording.
- (2) Written examinations shall be sat under supervision. The examinations must last between 90 and 240 minutes. If a student arrives to a written examination late, then they shall not be entitled to any extended examination time. Students may only leave the examination room with the permission of the invigilator.
- (3) The students present, the start and end of the examination, and remarkable occurrences shall be recorded by the invigilator.
- (4) Written examinations, the passing of which is necessary for a student to continue with their studies, shall generally be assessed by two examiners. This rule is obligatory in case of a second resit. The assessment process shall be completed within four weeks of the examination; the assessment process for examinations held in the summer examination period shall be completed within eight weeks of the end of the examination period provided that there exists no good reason to extend the assessment period.

§ 11a

Multiple-Choice Examinations

For multiple-choice examinations, the Ordinance on Examinations in the Multiple-Choice Procedure of the ITWM of 20/10/2015 shall apply in its relevant wording.

§ 12

Other examinations

- (1) Other examinations include project work, papers, presentations, lectures, reviews, laboratory work and practical work.
- (2) In project work, the students systematically deal with a given task during an extended but limited time period. In particular, the development, implementation and presentation of concepts and ability to work in a team should be demonstrated. In doing so, the student should demonstrate the ability to define the objectives for a larger task and to work with interdisciplinary approaches to solutions and concepts. The examination time for project work should not exceed 90 hours. Project work may include a short presentation during teaching time (10 to 15 minutes) on the conception and results of the work. Project work may be conducted in groups of up to four students.
- (3) Papers are independent written works with no restrictions on resources, in which theoretical or experimental knowledge from a completed area of the course is summarised, evaluated and discussed.
- (4) Presentations, lectures and reviews are independent oral presentations of theoretical or experimental results with the help of audio-visual media in front of an audience, in which the student should demonstrate his ability to prepare and present particular topics. This may include an expert discussion.
- (5) Laboratory work includes experimental, generally independent, completed scientific tasks, including the evaluation of measurement data, and the assessment and discussion of measurement results.
- (6) Practical work includes extensive calculation tasks or the written answering of individual questions.
- (7) Other examinations are generally assessed by the teacher. § 11 Para. 4 applies accordingly for other examinations which must be passed in order for the student to continue with their studies. Each other examination must be documented in terms of results and processes in the form of written documentation which the examiners sign.

§ 13

Subject of the module examinations

- (1) The study plan sets out the module examinations, as well as the type, arrangement and weighting of the individual examinations. The number of module examinations and of examinations in the sense of §§ 10 to 11a may not exceed six

per semester. The total number of all examinations per semester may not exceed ten.

- (2) The subject of the module examinations is the content of the teaching units allocated to the modules. The basis of these individual examinations is determined by their allocation to a learning unit in the study plan. In case of a module with just one examination, the content of the module as a whole shall be examined.

§ 14

Additional modules

A student can take module examinations in modules beyond those stipulated in the Industrial Management Master's Programme as well as module examinations from other study programmes (additional modules). The results of the module examinations in these modules shall not have any effect on the overall grading of the Master's examination. Participation in module examinations of another study programme require that the student is entitled to attend this study programme and that the examiner gives his prior consent.

4. Section: Examination Organs

§ 15

Examiners and Observers

- (1) Examiners are entitled to assess examinations. Observers are entitled to advise on the assessment. Only such members of the HSMW or another college who are authorised to teach independently in the respective examination area may be assigned as examiners. Insofar as is appropriate for the subject of the examination, any person who is authorised to teach independently on only a sub-area of this examination subject may also be assigned as examiner. In special exceptional cases, teachers for particular tasks or persons with professional experience and training may also be assigned as examiners, provided this is appropriate for the type of examination. Examinations may only be assessed by persons who have at least that qualification which is to be granted by the examination or a qualification of equal value.
- (2) § 16 Para. 6 applies accordingly for examiners and observers.
- (3) The names of the examiners should be disclosed to the student in good time.

§ 16

Examination Committee

- (1) The Senate of the Hochschule Mittweida shall establish an Examination Committee for the study programmes taught at the ITWM at the instigation of the Institute Director.
- (2) Upon request, the Examination Committee shall report to the Institute Director on the development of the examination and study times, including the actual working periods for the Master's dissertation, and on the distribution of module and

overall grades. The Examination Committee shall offer suggestions for reform of the study and examination ordinances, the module descriptions, and the study plans. The report shall be presented to the HSMW in a suitable manner.

- (3) The Examination Committee shall be composed of five members, of which at least one shall be a member of the student body. The professors must have the absolute majority of votes. The student members shall only have an advisory vote. These members shall be elected for one year by the Student Council. The other members shall be elected by the Senate for three years. It is possible for members of the Examination Committee to be re-elected.
- (4) The Senate shall assign the Chairman of the Examination Committee and his Deputy. Both must be professors. The Examination Committee shall be subject to by-laws. The Chairman, or his Deputy in case of his absence, shall manage business between the meetings of the Examination Committee. The work of the Examination Committee shall be documented in a comprehensible manner.
- (5) The members of the Examination Committee have the right to attend the certification of examinations. This shall not apply for student members who may be subject to the same examination during the same examination period.
- (6) The members of the Examination Committee are subject to official secrecy. Provided they are not employed in the civil service, they shall be obliged to secrecy by the Chairman. The proceedings of the Examination Committee are not public.

§ 17

College Examination Committee

The HSMW forms a College Examination Committee. The composition of this is set out in the articles of association. The College Examination Committee is the review authority for all decisions of the Examination Committee.

§ 18

Responsibilities

- (1) The monitoring of adherence to this examination ordinance is incumbent of the Examination Committee.
- (2) The Examination Committee takes decisions on:
 1. basic issues in examination matters;
 2. the taking of an exam in a form other than that stipulated (§ 9 Paras. 3 and 4);
 3. the assessment of grounds for extending the assessment period (§ 11 Para. 4);
 4. the assignment of examiners and observers (§ 15);
 5. the awarding of the overall grade "with distinction" (§ 20 Para. 4 Sentence 4);
 6. the passing or failing of exams (§ 21);
 7. the consequences of a breach of the examination stipulations (§§ 24, 25);
 8. the rejection or acceptance of grounds for absence or withdrawal from an examination (§ 24 Para. 1);
 9. the crediting of study times, work and examinations, and credit points (§ 26);

10. the crediting of performances outside of the college (§ 27);
 11. the ascertainment of invalidity of the Master's examination after issuing of certificate (§ 29);
 12. the inspection of examination files (§ 30);
 13. the opposition of examination decisions (§ 31);
 14. the authority to publish the Master's dissertation (§ 32 Para. 4);
 15. the extension of the deadline for the Master's dissertation (§ 32 Para. 6);
 16. the assignment of the Examination Commission for the congress (§ 34 Para. 1);
 17. the extension of the regular study period.
- (3) The College Examination Committee reaches decisions on opposing disclosures of the Examination Committee (§ 31 Para. 2 Sentence 2).
- (4) The Study Organisation Council is responsible for the necessary organisational tasks within the framework of this ordinance. These include in particular:
1. the managing of examination files;
 2. the organisation and coordination of examinations in terms of location and time, in cooperation with the faculties;
 3. providing information on processes relevant for examinations;
 4. the issuing of certificates;
 5. the issuing of reports and records (§ 28); and
 6. the issuing and signing of diplomas pursuant to § 21 Para. 7.

5. Section: Procedural Stipulations

§ 19

Timelines

- (1) The regular study period consists of four semesters for full-time students, and 6 semesters for part-time students or students pursuing a degree alongside professional occupation. This includes the theoretical study semester, the research/development project, and the module examinations, including the Master's project. The Master's examination should be sat within the regular study period, and shall be sat within four semesters after conclusion of the regular study period. Module examinations should be sat in the semester stipulated in the study plan (Annex).
- (2) Holiday periods are not counted as part of the regular study period. For students who have spent at least one elective period in the organs of the HSMW, the student body or the student union, or in the student commission of the Industrial Management study programme, the study period of one semester shall not count towards the regular study period. In case of multiple elective periods, a study period of three semesters shall not be counted towards the regular study period.
- (3) Failures to meet deadlines which are not the fault of the student shall not be counted in the calculation of holiday periods or in the examination process; the regular study period shall be extended accordingly. This shall also apply for periods of maternity and paternity leave, for the interruption of studies due to a long-

term illness or other compelling reason, for delays in the studies caused by a disability, and for study periods abroad.

- (4) At least those module examinations which are stipulated according to the study plan shall be offered by the end of each semester. Examinations should be arranged such that no teaching units are missed. Examinations which are not taken alongside the studies shall take place during an examination period following the teaching period. First resits shall generally be taken in the following semester, though no earlier than three weeks after release of the examination results.
- (5) The examinations to be held during the semester, as well as the times and examiners for such, shall be published by the ITWM as pre-information within four weeks of the start of teaching. Should the examination be held outside of the examination period, the time of the examination shall include the calendar week. The dates for examinations which take place outside of the examination period shall be arranged within the teaching plan and published by the examiner for the students no later than two weeks before the examination. At least the examinations stated in the study plan for compulsory modules shall be integrated into central examination planning. The central examination plan shall be disclosed as a binding document no later than two weeks before the start of the examination period.

§ 20

Assessment of examinations and grading

- (1) The grades for the individual examinations are determined by the respective examiners. The following grading system shall be used for assessing examinations:

1	very good	an outstanding piece of work
2	good	a piece of work which goes well beyond the average requirements
3	satisfactory	a piece of work which corresponds to the average requirements
4	sufficient	a piece of work which is sufficient despite a lack of some requirements
5	unsatisfactory	a piece of work which is no longer satisfactory due to significant failure to meet requirements.

In order to differentiate the examinations, individual grades can be increased or decreased by 0.3 points; the grades 0.7, 4.3, 4.7 and 5.3 are hereby excluded. If an examination is assessed by more than one examiner, grading shall be performed through the arithmetical averaging of the individual grades according to Para. 2.

- (2) If a module examination consists of several examinations, the module grade shall be calculated from the average of the weighted notes of the individual examina-

tions according to the study plan. Only the first decimal place shall be observed here; all other places shall be stricken without rounding.

- (3) The module grade corresponds to the valuation:

an average up to and including 1.5 = very good,
an average from 1.6 to 2.5 inclusive = good,
an average of 2.6 to 3.5 inclusive = satisfactory,
an average of 3.6 to 4.0 inclusive = sufficient,
an average of 4.1 or higher = unsatisfactory.
- (4) An overall grade shall be awarded for the Master's examination. All module grades for the Master's examination, including the grade for the Master's project, shall be included in the calculation of the overall Master's grade. Paras. 2 and 3 shall apply accordingly for the calculation of the overall grade. The title "with distinction" shall be awarded for an overall grade of 1.2 or better.
- (5) Within the framework of cooperation with domestic and international colleges, figures shall be released alongside the overall grade documenting how many students have graduated from the study programme in the last three years, and what percentage of these graduates achieved what overall grade (ECTS classification table).

§ 21

Passing and Failing

- (1) A module examination has been passed if the module grade is at least "sufficient" (4.0). In justified cases, a module examination with several examinations can only be considered passed if those examinations defined in the study plan (Annex) have been assessed as "sufficient" (4.0). Upon passing the module examination, the credit points described in the module description shall be awarded to the student.
- (2) A module examination has been failed if the module grade is worse than "sufficient" (4.0). It has ultimately not been passed if the module grade is not at least "sufficient" (4.0) and if a resit is no longer possible. A module examination has ultimately not been passed if the student has not enrolled for the second resit in time without a valid reason.
- (3) The Master's examination has been passed if all module examinations in the Master's examination have been passed, and if the Master's project was awarded at least the grade of "sufficient" (4.0).
- (4) The Master's examination has not been passed if a module examination, including the Master's project, has not been passed. A Master's examination which has not been taken within four semesters of conclusion of the regular study period shall not be considered passed. It has ultimately not been passed if a module examination, including the Master's project, has not been passed. The student can still participate in other module examinations, so long as it has not yet been definitively ascertained that the Master's examination has been failed.

- (5) The student shall receive a written decision, with instructions on right to appeal, regarding the ultimate failing of a module examination and the impossibility of successfully completing the selected study programme.
- (6) If the student has ultimately not passed the Master's examination, he will be issued with a certificate, upon request and subject to submission of corresponding evidence and certificate of removal from register of students, which contains the examinations taken, the grades and credit points awarded for these, and examinations still missing, and which makes it clear that the Master's examination has not been passed.
- (7) Upon request, the School will issue students who do not complete their studies with a transcript of records regarding performances and credit points achieved.

§ 22

Resitting Module Examinations and the Master's Examination

- (1) A failed module examination can only be resat one within one year of conclusion of the first examination attempt. The examination shall be considered failed after this time. Admission to a second resit is only possible upon application to the next possible regular examination time and no later than within one year, after which it shall be considered failed. Enrolment for the examination is a sufficient form of application.
- (2) It is not possible to re-sit a passed module examination.
- (3) In case of a failed module examination which consists of several examinations, only those examinations graded with at least "sufficient" (4.0) shall be resat.
- (4) A failed Master's examination can only be resat once a year. The examination resit shall be considered failed after this time. A second resitting of the Master's examination is only possible upon application to the next possible regular examination time and no later than within one year, after which it shall be considered failed. Enrolment for the examination is a sufficient form of application for a second resit.
- (5) Failed attempts taken at another college in the Federal Republic of Germany on the same or a corresponding study programme shall be counted towards the number of resits.

§ 23

(empty)

§ 24

Absence, Withdrawal

- (1) An examination shall be awarded a grade of "unsatisfactory" (5.0) if the student fails to attend a mandatory examination without good cause, or if he withdraws after the start of the examination without good cause. The same shall apply if an examination is not completed within the allotted time.

- (2) The student shall submit in writing and show credibly to the examiner the reason for the absence or withdrawal from the examination immediately. In case of illness, the student shall present a doctor's note to the Student Organisation Council within five working days of the examination. In cases of doubt, an official doctor's note can be requested in this regard. Illness shall include illness of the student himself or of a child predominantly in the sole care of the student or of a relative in need of care equally. The reason can be considered acknowledged if no written rejection of the same is submitted within one month of receipt of the application. In case of acknowledgement of the reason, the examination shall be considered not taken without fault of the student, and a new date shall be arranged. Results of examinations already taken shall be counted in this case.

§ 25

Cheating, Breach of Ordinance

If a student attempts to influence the result of his examinations by means of threat, cheating or use of non-permitted resources, or if he disrupts the orderly running of the examination, he can be excluded from continuing the examination in question by the respective examiner or invigilator. The examination in question can be awarded the grade of "unsatisfactory" (5.0). In serious cases, the Examination Committee can exclude the student from sitting further examinations at the request of the examiner.

§ 26

Crediting of Study Times, Work, Examinations and Credit Points

- (1) Study times, work, examinations and credit points which are performed at a college in the Federal Republic of Germany in an equal study programme shall be carried over automatically without assessment of equal value. Para. 2 Sentence 3 and Para. 4 shall apply accordingly.
- (2) Study times, work, examinations and credit points which do not fall under Para. 1 shall be counted upon request, unless there exists significant differences with regards to the skills acquired. The rejection of such shall be justified in writing. The documents necessary for counting such shall be presented by the applicant.
- (3) In case of an assessment of equal value according to Para. 2, this shall not be conducted as a schematic comparison, but rather as an overall assessment and evaluation. When counting study times, work, examinations, and credit points performed outside of the Federal Republic of Germany, the equivalence agreements approved by the Standing Conference of Culture Ministers and the German Rectors' Conference as well as agreements within the framework of university partnerships shall be observed.
- (4) When counting works and examinations, the corresponding study times shall also be counted automatically. The grades shall be carried over, insofar as the grading systems are comparable, and included in the calculation of the overall grade. In case of incomparable grading systems, the note "passed" shall be added to the student's file. § 27 Para. 6 Sentence 3, Clause 2, Sentence 4 shall apply accordingly. It is permissible to indicate such counting in the transcript of records.

- (5) Works, examinations and credit points can no longer be counted towards an examination after registration for such.

§ 27

Counting of Knowledge and Skills Acquired Outside of the College System

- (1) Knowledge acquired outside of the college system shall be counted, subject to Paras. 2 to 5, if they are of equal value with regards to the part of the study programme which they are to replace in terms of content and level. Equal value shall be ascertained if the results of learning or competences demonstrated essentially correspond to those being replaced. § 26 Para. 3 Sentence 1 applies accordingly.
- (2) Such shall be counted upon application of the student. The documents necessary for counting such shall be presented by the student. § 26, Para. 5 shall apply accordingly.
- (3) The student shall prove the acquisition of the knowledge and skills which he wishes to have counted, and shall also demonstrate that these correspond to the requirements of Para. 1. In case of doubt, a classification assessment can be conducted.
- (4) If several students request the recognition of knowledge and skills acquired in the same manner, then a generalised recognition process can be performed. In this case, it shall be ascertained in general that the knowledge and skills to be counted correspond to the requirements of Para. 1. This ascertainment can remain in place for several years, though shall in this case be assessed at regular intervals. The student must still provide evidence that he has acquired this knowledge and these skills.
- (5) Knowledge and skills acquired outside of the college system can only replace half of the study programme maximum. Knowledge and skills acquired outside of the college system shall not be counted in the "Master's project" module.
- (6) When recognising an entire module, a grade can be counted if the knowledge and skills to be counted were graded as part of an examination and provided the grading system is comparable and of equal value. If no grade is recognised, then the remark "passed" shall be added to the student's file for this module. When recognising individual examinations of a module, the remark "passed" shall be added to the student's file for these; only examinations which were actually sat shall be taken into consideration when calculating the module grade. In this case, the examinations sat shall be weighted such that they correspond to the ratio of the weighting set out for the examination in the study plan (Annex) to the total weightings set out here for all examinations sat. Such recognition shall be noted in the Diploma Supplement, and indication of such in the transcript of records is permissible.

§ 28

Transcript of Records and Master's Diploma

- (1) The student will receive a transcript of records for the passed Master's examination immediately, within four weeks as far as is possible. The transcript of records

for the Master's examination shall include the module grades, the topic of the Master's project and the grade awarded for this, and the overall grade. In addition to the verbal disclosure of the overall grade, the average grade to the first decimal place and the ECTS grade shall also be stated. Upon application of the student, examinations from other modules not stipulated shall also be documented in an Annex to the transcript of records (additional modules pursuant to § 14). Upon application of the student, the grades of the respective examination year (analysis of grades, ranking) shall also be stated on a supplementary sheet to the transcript.

- (2) The transcript of records shall bear the date, on which the most recent examination was sat. This shall be signed by the Institute Director and Chair of the Examination Committee, and stamped with the seal of the HSMW.
- (3) Along with the transcript of records for the Master's examination, the student shall also receive the Master's diploma with the date of the transcript. This proves that the student has been awarded the title of Master. This diploma shall be signed by the Institute Director and Chair of the Examination Committee, and stamped with the seal of the HSMW.
- (4) An English translation of the transcript and the diploma shall be attached in each case. This shall be stamped, but not signed. "Signed:" shall be added before the name on the signature line, and "Translation" shall be added to the header.
- (5) The HSMW shall issue a Diploma Supplement according to the "European Diploma Supplement Model" of the European Union, European Council and UNESCO. The text agreed upon between the Standing Conference of Cultural Ministers and the German Rectors' Conference in its applicable wording shall be used as a description of the national education system.

§ 29

Ascertainment of Invalidity of Master's Examination after Issuing of Diploma

- (1) If the student has cheated during an examination, and if this fact is only made known after the issuing of the diploma, then the grade of the examination can be corrected according to § 25. Failing that, the module examination can be declared "unsatisfactory" (5.0) and the Master's examination "failed". The same shall apply for the Master's dissertation.
- (2) If the conditions of sitting a module examination were not met, without the student intending to deceive in such a manner, and if this fact is only made known after issuing of the transcript of records, then this error shall be resolved by the passing of the module examination. If the student has wrongly ascertained with wilful intent that he was able to sit the exam, then the module examination can be declared "unsatisfactory" (5.0) and the Master's examination "failed".
- (3) The student shall be given the opportunity to react before any decision.
- (4) The incorrect transcript and the Diploma Supplement shall be withdrawn and replaced with a correct transcript or certificate of performances. The Master's diploma shall also be withdrawn with the incorrect transcript if the Master's examination has been declared "failed" on the grounds of deception. A decision accord-

ing to Paras. 1 and 2 shall be excluded after a period of five years from the date of the transcript.

§ 30

Inspecting the Examination Files

Within one year of conclusion of the examination process, the student will be granted access to his written examination papers, the assessments relating to such, and the examination records upon application to the Examination Committee within an appropriate period of time. The application to view the documentation of an individual examination can be submitted to the respective examiner.

§ 31

Opposition Proceedings

- (1) Incriminating administrative files which are affected by this examination ordinance shall be substantiated in writing and instructions on appeal proceedings shall be attached. The decision can be objected to in writing or in the form of a memorandum submitted to the Examination Committee within one month of its disclosure.
- (2) The Examination Committee, as examination authority, shall reach a decision on this objection. Insofar as the objection is aimed at a decision of the Examination Committee, the College Examination Committee shall reach a decision if the Examination Committee does not find a remedy.
- (3) Insofar as the objection is aimed at an assessment decision of one or more examiners, the Examination Committee shall forward the objection to the examiner for inspection. If the examiner changes his decision as a result of this application, the Examination Committee shall remedy the objection. Otherwise, the Examination Committee shall issue an objection decision.
- (4) A final decision regarding the objection should be made within three months. Insofar as the objection is not remedied, the decision shall be justified and an instruction on the right to appeal shall be attached.

6. Section: Deviation Regulations for the Master's Project

§ 32

Publication, Writing and Delivery of the Master's Dissertation

- (1) The study programme is completed with the Master's project. This comprises of the Master's dissertation and a defence. The Master's dissertation is a written examination piece. It is intended to show that the student is capable of dealing with a problem in the subject area of the study programme independently and according to scientific methods within a stipulated period of time.
- (2) The Master's dissertation may also be submitted in the form of group work provided the contribution of the individual student to be assessed can be clearly differentiated and assessed individually on the basis of section information, page

numbers, or other objective criteria which allow for clear differentiation, and provided the requirements of Para. 1 are met.

- (3) The Master's dissertation can be supervised by a professor or other person entitled to assessment according to the Sächsisches Hochschulfreiheitsgesetz, provided this person is employed at the HSMW in an area relevant for the Industrial Management study programme. Should the Master's dissertation be supervised by a person from outside of the HSMW, then this shall require the consent of the Chairman of the Examination Committee. The student may suggest the supervisor for his Master's dissertation. Such a suggestion does not justify any claim to a specific supervisor.
- (4) The topic for the Master's dissertation shall be issued by the Examination Committee. The topic and time of issue shall be recorded. The student can express desired topics. Upon application of the student, the Examination Committee shall release the topic of the Master's dissertation in good time. The topic shall be released no later than four weeks before conclusion of the module examinations. The topic can only be rejected once and only within two months of its release; however, in case of a retaking of the Master's dissertation, only if the topic was not already rejected during the previous attempt. The Institute shall ensure that each student can be issued with a topic for the Master's dissertation.
- (5) The Master's dissertation shall be completed in 6 months in case of full-time study, and 8 months in case of part-time study or study alongside professional occupation. In case of experimental and empirical topics, or if the Master's dissertation is being conducted at an institution outside of the college, this period can be extended accordingly, though to no longer than a period of 9 months. The topic, assignment of tasks and scope of the dissertation shall be limited by the supervisor such that the above deadline can be met. Consultations, discussions and research in preparation for setting the topic of the Master's dissertation shall not count towards this time.
- (6) If the completion of the Master's dissertation is not possible within this period for unforeseeable reasons which are not the fault of the student, an extension of up to two months can be granted upon timely written application of the student.
- (7) The Master's dissertation shall be submitted to the ITWM on time in two printed and bound copies, and in digital text form on a data carrier; the time of submission shall be recorded. Upon submission, the student shall provide written assurance that he has compiled the work - or the part of the work labelled as his in case of group work - independently, that he has not used any sources or resources other than those stated, and that he has not already submitted the work for assessment in any other way.

§ 33

Assessment and Repeating of Master's Dissertation

- (1) The Master's dissertation shall be assessed independently by two examiners, at least one of whom shall be a professor at the HSMW. This should also include the supervisory of the Master's dissertation. The Master's dissertation shall only be assessed once all other module examinations of the Master's examination have been successfully completed. The assessment of the Master's dissertation shall be completed before the defence, generally within four weeks of submis-

sion. The Master's dissertation shall be awarded the grade "unsatisfactory" (5.0) if it is not delivered on time.

- (2) The grade of the Master's examination is the average of both assessments. If the assessments of the examiners deviate by more than 2.0 marks in case of passing the work, then the average is appropriate if both examiners are in agreement on such. If this is not the case, then the Examination Committee shall obtain a further appraisal of the work; in this case, the assessment of the work shall be based on the average of the three appraisals. § 20 Para. 2 Sentence 2 applies accordingly.
- (3) If one examiner has awarded the Master's dissertation at least "sufficient" (4.0) or better whilst the other has awarded it "unsatisfactory" (5.0), then the Examination Committee shall obtain a further appraisal of the work. The Committee shall rule on whether the work is a pass or a fail. If the work is a pass, then the assessment of the work shall be based on the average of those appraisals in favour of a pass. § 20 Para. 2 Sentence 2 applies accordingly.
- (4) The grade of the Master's project is calculated from the weighted average of grades for the Master's dissertation and the defence pursuant to the study plan (Annex). § 20 Para. 2 Sentence 2 applies accordingly.
- (5) The student is obliged to hand over to the college library a one printed and one digital copy (obligatory copies) of the Master's dissertation with the same content as that submitted upon conclusion of the assessment of the Master's project. The obligatory copies shall be archived in the college library. The student shall cede to the library the right to distribution (§ 17 UrhG [German Copyright Act]) and the right to make the work publicly accessible (§ 19a UrhG). Restrictions of rights to use must be made known to the college library and shall be set out on the data collection sheet.
- (6) Admission to a second retaking of the Master's project is only possible upon application and only within two weeks of disclosure of the examination results of the first retaking of the Master's project.

§ 34

Defence

- (1) The student shall be permitted to defend his work if each of the examiners has awarded the Master's dissertation at least "sufficient" (4.0). In the 45-minute defence, the student shall demonstrate, in a discussion, that he is capable of discussing cross-subject and problem-related issues regarding the Master's dissertation independently and on a solid academic foundation. The defence shall be conducted by an Examination Commission as an individual or group exercise. The Examination Commissions shall be made up of the supervisor of the Master's dissertation, as examiner, and one further examiner. Further examiners may also be involved. The Examination Commission shall award the defence a grade.
- (2) § 10 Para. 5 shall apply accordingly for the defence. The public can be excluded with good cause.

7. Section: Final Provisions

§ 35

Temporary Arrangements

This ordinance is applicable for students starting their studies after 31 August 2016. For students who were enrolled before this date, the Studies and Examination Ordinance of 26 May 2010, last amended by articles of association of 14 July 2015, shall continue to be applicable.

§ 36

Coming Into Effect and Annulment

This examination ordinance comes into effect on 1 September 2016. It is published on the internet portal www.hs-mittweida.de/ordnungen. At the same time, the examination ordinance for the Industrial Management Master's Programme of 26 May 2010, last amended by articles of association of 14 July 2015, shall be annulled.

Issued on the grounds of the resolution of the Studies Commission ITWM of 9 October 2015 and the Approval of the Rector's Office of 27 October 2015.

Mittweida, 27 October 2015

The Rector

of the Hochschule Mittweida

Prof Ludwig Hilmer