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**General examination and study regulations of the Bachelor's and  
Master's degree programmes of the Department of Economics,  
Faculty of Business and Social Sciences, Hamburg University of  
Applied Sciences (APSO-W))\***

Dated 22 November 2012

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) \* Found in: *Hochschulanzeiger* no. 81/2012 dated 30 November 2012, page 92 ff.

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On 22 November 2012, in accordance with § 108, section 1, sentence 3, *Hamburgisches Hochschulgesetz (HmbHG)* [Hamburg universities act] of 18 July 2001 (*HmbGVBl.* [*Hamburgisches Gesetz- und Verordnungsblatt*, Hamburg law and ordinance gazette], page 171) last amended on the 20 December 2011 (*HmbGVBl.*, page 550), the presiding committee of Hamburg University of Applied Sciences has approved of the "General examination and study regulations of the Bachelor's and Master's degree programmes of the Department of Economics, Faculty of Business and Social Sciences, Hamburg University of Applied Sciences" as agreed upon by the faculty council on 27 September 2012 according to § 91, section 1, number 1, *HmbHG*, as indicated hereafter.

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## 1 Section – General

### §1 General provisions

The general examination and study regulations of the Bachelor's and Master's degree programmes of the Department of Economics, Faculty of Business and Social Sciences, Hamburg University of Applied Sciences (APSO-W) regulate the Bachelor's and Master's degree programmes of the Department of Economics, Faculty of Business and Social Sciences, Hamburg University of Applied Sciences. In the degree-programme specific examination and study regulations, further provisions may be stipulated to the extent admitted by these general examination and study regulations.

### §2 List of abbreviations

The following abbreviations are used in this order:

GBS = General business studies

CA = compulsory attendance

APSO-W = *Allgemeine Prüfungs- und Studienordnung der Bachelor- und Masterstudiengänge des Departments Wirtschaft der Fakultät Wirtschaft und Soziales der Hochschule für Angewandte Wissenschaften Hamburg* [general examination and study regulations of the Bachelor's and Master's degree programmes of the Department of Economics, Faculty of Business and Social Sciences, Hamburg University of Applied Sciences]

BA = Bachelor

Con = Controlling

CP = Credit points

ECTS = European credit transfer system

Ex = Excursion

SSS = subject-specific semester

TP = Term paper

HAW = *Hochschule für Angewandte Wissenschaften Hamburg* [Hamburg University of Applied Sciences]

HmbHG = *Hamburgisches Hochschulgesetz* [Hamburg universities act]

US = University semester

IBA = International business administration

InCo = Intercultural communication

T = Test

Coll = Colloquium

L = Laboratory tutorial

ToC = Type of course

MA = Master

O = Oral examination

Prac = Practical course

PracR = Practical course report

ProSem = Project (seminar)

EP = Examination performance

ESR = Examination and study regulations

QM = Quantitative methods

Rep = Report

Acc = Accounting

Sem = Seminar

AcA = Academic advice

StP = Study performance

Sm = Semester

SoMa = Social studies and management

WHS = Weekly hours per semester

TiS = Tuition in seminars

Te = Test

ToR = Transcript of records

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)\* Found in: *Hochschulanzeiger* no. 81/2012 dated 30 November 2012, page 92 ff.

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Lec = lecture

Tut = tutorial

comp- = comparative

Eco = Economics

CI = Commercial informatics

### **§3 – Prescribed period of study and academic degree**

(1) The prescribed period of study for a Bachelor's degree programme amounts to six to eight semesters, while the prescribed period of study for a Master's degree programme amounts to two to four semesters.

(2) Upon the successful completion of a Bachelor's degree programme, the university will award the academic degree of "Bachelor of Arts" (B.A.) or "Bachelor of Science" (B.Sc.); upon the successful completion of a Master's degree programme, the university will award the academic degree of "Master of Arts" (M.A.) or "Master of Science" (M.Sc.).

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)\* Found in: *Hochschulanzeiger* no. 81/2012 dated 30 November 2012, page 92 ff.

## **2 Section – Appointees and committees**

### **§4 Academic advisor**

The faculty council appoints one professor as academic advisor for one or several degree programmes. The term of office amounts to two years. It will be extended automatically by the above-mentioned term provided that no new elections are held at the end of the term of office. Their task consists of offering course-related professional advice regarding all related questions. The academic advisor may invite students who have achieved less than half of the prescribed credit points after the first two subject-specific semesters as well as students whose period of study exceeds the prescribed period of study to a meeting in which they will be provided with advice regarding the further course of their studies.

### **§5 Practical course supervisor**

(1) The faculty council appoints the practical course supervisor for one or several degree programmes. In particular, they will have the following tasks:

- a) Advising and supporting the students during the practical course in all matters related to the practical phase, in particular in finding placements for the practical course,
- b) Confirmation of the successful completion of the practical phase,
- c) Adoption or modification of the practical course regulations with the agreement of the head of department.

(2) The term of office amounts to two years. It will be extended automatically by the above-mentioned term provided that no new elections are held at the end of the term of office.

### **§ 6 Examination board**

(1) For the organisation and implementation of the tasks prescribed by these regulations and the respective degree-programme specific examination and study regulations, an examination board is formed. The examination board has seven members: four members of the group of professors, one member of the group of scientific staff, and two members of the group of students. For every member, a representative is to be appointed. The term of office of the student members amounts to one year while the term of office of the other members amounts to two years. The term of office of the non-student members is extended automatically by the above-mentioned term provided that no new elections are held at the end of the term of office.

(2) Both the respective members of the examination board as well as the representatives for every individual member are appointed by the faculty council. The examination board elects a presiding member and their deputy amongst its members. In the event of a permanent withdrawal of a member or their representative, the faculty council appoints a successor for the remaining term of office.

(3) The examination board ensures that the provisions of the examination regulations are complied with and that the correct procedural sequence of the examinations is guaranteed. By means of a corresponding organisation of the study and examination offer, the examination board ensures that the prescribed performances and the Bachelor and/or Master thesis can be achieved/ submitted within the prescribed period of study. The examination board will report the current status and development of the examination system and the periods of study to the head of department as needed and provides ideas for reformation of the degree programme and the examination and study regulations.

(4) The members of the examination board have the right to attend examinations. This right of attendance also applies to the resolutions regarding marks and their publication.

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)\* Found in: *Hochschulanzeiger* no. 81/2012 dated 30 November 2012, page 92 ff.

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- (5) The members are sworn to secrecy regarding all processes and discussions with respect to the examination of individual students. If a member or their representative is not employed in the public sector, they are to be sworn to secrecy by the presiding member or their proxy.
- (6) The meetings of the examination board are not public.
- (7) The examination board has a quorum if at least three members, including the presiding member or their proxy and one member of the group of professors, are present. In the case of a tie, the vote of the presiding member is decisive.
- (8) The examination board may stipulate in the rules of procedure in which cases resolutions can be made in a circulation procedure. In the rules of procedure, the examination board may transfer individual authorities to the presiding member. In order to object the decisions of the presiding member, the examination board may be appealed to; the appeal has a suspensive effect.
- (9) The resolutions of the examination boards are to be recorded. The resolutions of the examination board and the resolutions of the presiding member in the framework of the individual authorities conferred to them are binding for all parties involved. The rights of the students regarding an implementation of the objection procedure and legal proceedings remain unaffected.
- (10) The examination board bindingly fixes the dates for the examinations to be rendered and the corresponding registration procedure for all parties involved. Insofar as the examination board does not make any stipulations, the responsible examiner shall fix the dates and the corresponding registration procedure upon agreement with the examination board.
- (11) The examination board may also stipulate a compulsory registration for courses, as well.
- (12) The examination board will publish their orders, stipulations, and other decisions, in particular the announcement of the registration and examination dates as well as examination results in due time, taking into consideration the data-protection stipulations with a legally binding effect via posting, in the internet or another suitable method.

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)\* Found in: *Hochschulanzeiger* no. 81/2012 dated 30 November 2012, page 92 ff.

### 3 Section – Modules, credit points, degree course scheme and courses

#### § 7 Modules, credit points and degree course scheme

(1) The degree programmes are to be structured in modules. One module is a self-contained teaching and learning unit consisting of one or several courses with a relating content and which is generally completed with an examination (performance in the sense of § 10, section 1). The module confers a partial qualification of the qualification target of the entire degree programme. The participation in the courses of a module might depend on the successful completion of other modules.

(2) Compulsory modules are mandatory for students, while optional compulsory modules can be selected from the existing offer in the prescribed number according to the student's own discretion. They aim at deepening and extending the basics as well as at specialisation. The degree-programme specific examination and study regulations may prescribe additional modules. These are modules from the optional compulsory modules offer which the students select additionally but are not included in the calculation of the overall mark. The access to compulsory, optional compulsory and additional modules may be restricted according to § 15, section 2.

(3) The student workload for the individual modules, including the practical module, as well as for the Bachelor and Master thesis is indicated in credit points (CP). These credit points are based on the European Credit Transfer System (ECTS). According to this system, one credit point corresponds to an average workload of 25 to 30 hours. For every successful semester, 30 credit points are to be granted while any exceedance or shortfalls are admissible in justified exceptional cases. A year of study is completed with 60 credit points. The following applies to the distribution of credit points:

(a) The entire study offer and the distribution of credit points and weekly hours per semester can be obtained from the degree course scheme of the respective degree-programme specific examination and study regulations (see section 4).

(b) The credit points to be attributed to a module are obtained by the student if they meet the requirements stipulated in the respective degree-programme specific examination and study regulations.

(3) In particular, the degree course scheme of a degree programme contains the following binding stipulations:

(a) The specific designation of the individual modules and their classification as compulsory or optional compulsory modules,

(b) The credit points allocated to the respective module,

(c) The number and the specific designation of the courses allocated to the individual module,

(d) The

aa) subject-specific semester,

bb) type of course,

cc) credit points,

dd) weekly hours per semester,

ee) type and forms of examination,

ff) admission requirements for the individual courses, modules and examinations,

gg) group size and faculty-student ratio (capacitive weighting factor) insofar as they do not correspond to the number one,

hh) and compulsory attendance

allocated to the respective course.

The degree course scheme is an integral part of the respective degree-programme specific examination and study regulations.

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)\* Found in: *Hochschulanzeiger* no. 81/2012 dated 30 November 2012, page 92 ff.

(4) The module guides contain summarized, detailed module descriptions in addition to the provisions of the degree-programme specific examination and study regulations, in particular information on the qualification and competency objectives, contents, types of courses and course languages, requirements for the participation in the module and the module examination and workload. The module guides are not an integral part of these regulations and the respective degree-programme specific examination and study regulations. The module guides must not deviate from the provisions of these regulations and the degree-programme specific examination and study regulations. The module guides, any amendments and annulments are resolved by the examination board.

## **§ 8 Courses**

(1) Courses are, in particular:

### **1 Tuition in seminars (TiS)**

In tuition in seminars, scientific general and special knowledge and methods are presented and taught by the lecturers with an active participation of the students. The tuition in seminars should be the predominant type of course.

### **2 Colloquium (Coll)**

In the colloquium, lectures on individual subjects are held, which are followed by discussions.

### **3 Seminar (Sem)**

The seminar is a course with compulsory attendance, in which the presentation and teaching of scientific general and specific knowledge and methods are supplemented by reports or other own contributions by the students.

### **4 Practical course (Prac)**

The practical course is a course in which the students elaborate a (subject-specific) practical tasks set largely independently, according to the instructions and under the supervision of the teaching staff, individually or in groups.

### **5 Project seminar (ProSem)**

The project seminar is an interdisciplinary course. It contains an interdisciplinary tasks set, which the students elaborate in groups, independently, in an application-oriented manner, applying subject-specific and organisational problem-solving methods.

### **6 Tutorial (Tut)**

The tutorial is a course in which the students have to process prescribed tasks set under the supervision of the teaching staff.

The degree-programme specific examination and study regulations may prescribe further types of courses.

(2) If the degree-programme specific examination and study regulations prescribe compulsory attendance for the individual courses, this requirement is fulfilled if at least 80% of the prescribed course hours in the semester have been attended; the degree-programme specific examination and study regulations may prescribe a compulsory attendance of up to 100%.

(3) In the framework of the individual courses, excursions lasting one or several days may be conducted. Compulsory excursions are subject to the approval by the head of department. The approval is granted under the precondition that the financing of the excursion is secured and that the excursion does not hinder the teaching. During a compulsory excursion, no courses and examinations in the subject-specific semester to which the excursion applies may be held. The participation in the excursion is certified by the head of the excursion.

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)\* Found in: *Hochschulanzeiger* no. 81/2012 dated 30 November 2012, page 92 ff.



## 4 Section - Examinations

### §9 Examiners

(1) Professors of the faculty are entitled to examine students in their specific field. Scientific staff and employees and teaching staff are entitled to examine students on the examination material presented in their courses. For second opinions and in particularly exceptional cases, persons who do not belong to the faculty may also be appointed as examiners if they possess the qualification to be determined by the examination or an equivalent qualification as a minimum requirement. They are appointed by the examination board.

(2) The examiners are not bound by instructions when it comes to the assessment of examination and study performances. The stipulations of § 6, section 5, on the confidentiality obligations are applicable correspondingly.

### §10 Performances

(1) The performances are either in the form of examination performance (EP) or study performance (SP) examination type. Examination performances are evaluated and marked. Study performances are only evaluated as pass or fail.

(2) Performances are achieved along with the studies via the following forms of examination:

#### 1 Test (T)

A test is a piece of work to be produced under supervision in which the students process the task given on their own and independently, without the use of aids or using the admissible aids. The duration of a test amounts to a minimum of 60 minutes but no more than 240 minutes. A test may wholly or partially consist of selective exercises (cf. section 5).

#### 2 Oral examination (O)

An oral examination is an assessment interview in which the students have to demonstrate in free speech that they have a good command of the examination topics. It usually lasts 15 to 45 minutes per student tested. Oral examinations can be carried out as individual examinations or as group examinations. The test is to be implemented in the presence of an observer. The latter must be one of the persons entitled to examining students according to § 9, section 1. The performance in the oral examination is only assessed and, if applicable, marked by the responsible examiner. The main objects and results of the oral examination are to be recorded in a protocol. This protocol is signed by the examiner and remains attached to the examination file. Members of the Hamburg University of Applied Sciences are admitted as audience to oral examinations in accordance with the free spaces available. Here, students who wish to take the same examination during the next examination period are to be preferred. The admission does not apply to the consultation and the publication of the examination results. Upon a corresponding request by the student, the public will be excluded.

#### 3 Colloquium (Coll)

The colloquium is an assessment interview which also aims at determining if an examination performance which has not been rendered under supervision has been achieved independently by the student. The duration of the colloquium amounts to at least 15 but not more than 45 minutes per student to be examined. The provisions for the oral examination apply correspondingly.

#### 4 Report (Rep)

A report is a lecture of 15 to 45 minutes based on a written elaboration produced by the student themselves. In the written elaboration, the most important results are summarized which are to be presented in free speech in the presentation and to be represented in the subsequent discussion – which is held by the moderator of the discussion. Together with the presentation, a written declaration is to be submitted which indicates that the work – in the case of group work, the correspondingly marked parts of the work (§ 17, section 1) – has been created independently and without the help of others and that only the indicated sources and aids have been used. The written elaboration as well as the presentation and graphics used in the lecture are to be submitted in written and electronic form.

#### 5 Term paper (TP)

A term paper is a piece of work to be produced without supervision, applying scientific methods and findings by means of which the student verifies the independent processing of a stipulated subject matter. The time given for producing a term paper amounts to a maximum of six weeks and it is to be submitted at the end of the respective module. The term paper can be completed with a colloquium or a presentation. Together with the term paper, a written declaration is to be submitted according to which the piece of work - in the case of group work, the correspondingly marked parts of the piece of work (§ 17, section 1) - has been created independently without any help and that only the indicated sources and aids have been used. The term paper may also be created in the lecture-free period.

#### 6 Laboratory tutorial (LT)

In a laboratory tutorial, the students have to successfully execute the tasks stipulated by the examiner and/or verify their knowledge via accompanying colloquiums and/or by means of protocols and/or by a written/electronic task solution. The written elaborations are to be submitted within a period stipulated by the examiner.

#### 7 Project report (P)

A project report is an interdisciplinary task from the respective occupational field of the degree programme which is to be processed. The processing time amounts to a maximum of 24 weeks and ends with the completion of the respective module, at the latest. The project is completed with a colloquium.

#### 8 Practical course report (PracR)

The practical course report is an elaboration to be written without supervision via which the student verifies the independent demonstration of the occupational activities and tasks in the framework of the practical phase, which is completed with a presentation. The processing time for the practical course report including preparing and holding the presentation amounts to four weeks.

(3) Unless otherwise stipulated by these regulations or the respective degree-programme specific examination and study regulations, the examiner will determine the admissible duration of the respective examination as well as the type and scope of the admissible aids within due time before the examination. If the degree-programme specific examination and study regulations indicate more than one examination form per examination, the examiner shall decide on the examination form to be implemented or the combination of examination forms to be implemented, within due time at the beginning of the lecture period.

(4) The period for the assessment of a performance should not exceed four weeks, eight weeks for Bachelor theses and twelve weeks for Master theses, calculated as of the point in time of submission.

(5) As selective tasks, in tests, selectable self-contained questions are admissible in the form of

- a) Multiple-choice questions (selective questions in which one or several correct answers are to be selected from several possible answers);
- b) Single-choice questions (selective questions in which one correct answer is to be selected from several possible answers); and
- c) Decision questions (selective questions in which one correct answer is to be selected from two possible answers - true/false, yes/no etc.)

(6) To tests containing selective tasks, the following applies in particular:

- a) The tests can be done completely or partially on machine-readable sheets of paper or PC-supported, insofar as the technical requirements for a proper implementation of the examination are fulfilled;
- b) The questions of the examination must be comprehensible, consistent and unambiguous;
- c) Deducting a point for incorrect answers is inadmissible;
- d) Maximally 25% of the test may be decision questions with two possible answers;

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)\* Found in: *Hochschulanzeiger* no. 81/2012 dated 30 November 2012, page 92 ff.

- e) Decision questions can be combined to question complexes.
- f) The examination questions are to be elaborated by two examiners or to be elaborated by one examiner and checked for possible mistakes, ambiguity, etc. by a second examiner.

(7) If more than 50% of a test is made up by selective tasks, the following applies additionally:

- a) At least 40 students must take the test.
- b) The test is considered passed if the student to be examined achieves at least the average of all examination participants minus 20% (relative pass mark).
- c) It must not be a pure re-examination.

The above-mentioned restrictions are not applicable to tests with selective tasks in which the students may optionally add further details to the answers selected by them and these details are then additionally considered in the assessment by the examiner. 100

### **§11 Academic advice**

(1) Academic advice may be provided in individual or group consultations. The head of department will regulate any more details. The academic advice shall provide information on the objectives of the degree programme, its contents and structure, in particular with respect to the examination and study performances to be gained as well as on the areas of activity of the occupational practice.

(2) An orientation unit is to be implemented as an introduction into the degree programme. The students shall participate in its organisation. In the degree-programme specific examination and study regulations, the participation in the orientation unit can be stipulated as part of the academic advice.

### **§12 Practical phase**

(1) In the Bachelor's degree courses, the practical phase lasts 24 weeks. The practical phase includes an occupational activity. Here, the knowledge and skills acquired in the study courses are to be implemented in practice, whereby the students are supposed to independently process operational tasks. The practical phase is completed with a practical phase report and a presentation or a colloquium – each as study performance. In the degree-programme specific examination and study regulations, further requirements may be regulated. The procedure and organisation of the practical phase are regulated by the examination board in concert with the practical course supervisor in the form of practice guidelines.

(2) In Master's degree programmes, a practical phase may be scheduled. The stipulations of section 1 apply correspondingly.

### **§13 Bachelor thesis**

In order to complete the Bachelor's degree programme, the student shall write a thesis in a subject area corresponding to the respective degree programme (Bachelor thesis). In the Bachelor thesis, the students shall demonstrate that they are able to independently process tasks from their occupational area of activity corresponding to the degree programme, applying scientific methods and findings. The processing period for the Bachelor thesis is eight weeks.

(2) The requirements for the registration for the Bachelor thesis are regulated by the degree-programme specific examination and study regulations.

(3) The Bachelor thesis is issued by the presiding member of the examination board. The point in time of the issue is to be recorded in the files. The students may submit topic suggestions.

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)\* Found in: *Hochschulanzeiger* no. 81/2012 dated 30 November 2012, page 92 ff.

(4) The thesis can be supervised by any examiner according to § 9 in the framework of the organisational possibilities. The students may suggest the examiner with their consent; their suggestion should be adhered to if possible.

(5) The topic must be construed in a way that it can be processed within the stipulated periods. Three copies of the thesis are to be handed in (one copy for display and two copies for the examiners) at the presiding member of the examination board or to be sent with the post mark of the last day of the period. The point in time of submission is to be recorded in the files.

(6) Before the expiration of the period, the student may file an application for an extension to be submitted at the chairman of the examination board. If a good cause is given, they can extend the processing period by a maximum of six weeks. Prior to the decision on the application, a declaration of the supervising examiner is to be obtained by the chairman of the examination board. With the extension, the total processing period may not exceed fourteen weeks. In extreme cases, an interruption of maximally six weeks or a withdrawal may be accepted by the examination board; § 24 applies correspondingly.

(7) In the thesis, any sections which are taken over from other works either in letter or in spirit are highlighted correspondingly, indicating the source. Together with the thesis, the student shall provide a written declaration stating that they have written the thesis themselves without any external help and have only used the sources and aids indicated.

(8) Unless stringent contradicting reasons are given, the thesis is assessed and marked by the supervising examiner and a second examiner, who are members of the circle of examiners according to § 9, section 1, and are appointed by the presiding member of the examination board.

(9) The mark of the thesis is calculated from the average of the assessments. The examiners may additionally hold a colloquium in order to determine whether the thesis is an independent performance of the student.

#### **§14 Master thesis**

(1) In order to complete the Master's degree programme, the student shall write a thesis in a subject area corresponding to the respective degree programme (Master thesis). In the Master thesis, the students shall demonstrate that they are able to independently process a problem from their occupational area of activity corresponding to the degree programme, applying scientific methods and findings, to classify the problem in the interdisciplinary context and to independently deepen and further develop scientific findings. The processing period for the Master thesis is 26 weeks.

(2) Sections 2 to 9 of § 13 apply correspondingly. The entire processing period with extension (§13, section 6) may not exceed 32 weeks.

#### **§ 15 Taking examinations – Participation requirements and admission restriction**

(1) The student may only participate in an examination if they have registered for the examination in the framework of the procedure according to § 6, section 10. If the student participates in an examination without such registration, the examination is deemed not taken. If they miss the examination, § 23, section 3 applies. The registration period may also be extended with the precondition that, additionally, a registration for the course in the framework of the procedure according to § 6, section 11, is to be effected.

(2) The examination board in concert with the head of department may restrict the admission to individual courses and, if applicable, refer the remaining students to the same course of another professor provided that this is required for a proper implementation of the course.

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)\* Found in: *Hochschulanzeiger* no. 81/2012 dated 30 November 2012, page 92 ff.

## § 16 Repetition of examinations

(1) Examinations which have been passed cannot be repeated.

(2) All examination and study performances which are not passed in the first attempt can be repeated twice, a failed Bachelor and Master thesis may only be repeated once; in justified exceptional cases, the chairman of the examination board may approve a second repetition.

(3) If no further repetition options exist, the examination is to be deemed a final fail.

(4) Students who have finally failed one examination in an economics degree programme are not allowed to take the examinations. The same applies to degree programmes of the same university or other universities if the examination objects of the examination which has been ultimately failed are also bindingly prescribed in the respective degree programme by the examination and study regulations.

## § 17 Assessment and marking

(1) The examination and study performances as well as the Bachelor and Master thesis of the individual student are assessed. Group work may be acknowledged as the independent performance of one individual student to the extent to which the individual performance can be unambiguously delimited and evaluated. The elaboration of the Bachelor or Master thesis in the form of group work is excluded.

(2) The mark of a module (module mark) corresponds to the mark of the examination performance allocated to it. In the event of several examination performances, the module mark is the mean value of the individual examination performances weighted according to the credit points. If in doubt, the examination performances are to be weighted in equal parts.

(3) If an examination is divided into several examination performances, e.g. because several forms of examination are used, a uniform evaluation standard is to be stipulated before the beginning of the first partial examination performance at the latest. An examination performance may also be divided such that every individual examination performance is to be passed in order to pass the overall examination. The weighting proportions of the individual examination performances are to be stipulated taking into consideration the workload of the students and the qualification objectives of the module. If in doubt, the equal weighting proportions are to be stipulated.

(4) An examination performance is passed if it has been assessed with the mark "*ausreichend*" [adequate] (4.0).

(5) For the assessment of an examination performance as well as for an individual assessment and the assessment of the Bachelor or Master thesis, the following marks are used:

1.0 = *sehr gut* [very good] (an excellent performance)

2.0 = *gut* [good] (an performance which is significantly above the average requirements)

3.0 = *befriedigend* [satisfactory] (an performance which meets the average requirements)

4.0 = *ausreichend* [adequate] (an performance which still meets the requirements despite some shortcomings)

5.0 = *nicht ausreichend* [inadequate] (an performance which fails to meet the requirements due to significant shortcomings)

For a differentiated assessment, the marks are formed by lowering or increasing the mark number by 0.3. The marks 0.7, 4.3, 4.7 and 5.3 are excluded here.

(6) The module mark, the mark of the Bachelor and Master thesis and the overall mark are:

up to and including 1.5: *sehr gut* [very good]

above 1.5 up to 2.5: *gut* [good]

above 2.5 up to 3.5: *befriedigend* [satisfactory]

above 3.5 up to 4.0: *ausreichend* [adequate]

above 4.0: *nicht ausreichend* [inadequate]

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)\* Found in: *Hochschulanzeiger* no. 81/2012 dated 30 November 2012, page 92 ff.

(7) If the Bachelor's or Master's degree programme is passed (§18, section 1), an overall mark is formed. The overall mark is calculated as follows: a weighted mean value is calculated from all module marks and the mark of the Bachelor or Master thesis; here, the weighting is based on the credit points allocated to the respective module.

(8) When forming the module mark, the weighted partial mark and the overall mark, only the first two decimal places are taken into consideration, all other places are annulled without rounding.

(9) In addition to the overall mark, the relative mark is calculated. As percentage value, the relative mark expresses the ranking of the graduate with their overall mark. Its calculation is based on the ECTS guidelines passed by the European Union in its respective valid version and the related resolutions of the presiding committee and the examination board.

(10) A study performance is evaluated with "passed" (the mark "*ausreichend*" [adequate] (4.0) as minimum requirement) or with "failed" ("*nicht ausreichend*" [inadequate]) but is not marked. Section 3 applies correspondingly.

### **§ 18 Passing as well as diploma, diploma supplement and certificate of academic degree**

(1) The Bachelor's or Master's degree programme is passed if all prescribed examinations of the individual modules and the thesis have been passed and the certificate for the attendance of Hamburg University for Applied Sciences for the respective degree programme is present.

(2) If the requirements of section 1 are met, the Bachelor's or the Master's diploma and the certificate of the academic degree are issued in the German and English language within four weeks. The certificate contains:

- a) The modules, their designations, the module mark and the credit points achieved therewith;
- b) The topic and the mark of the Bachelor or Master thesis and the credit points achieved therewith;
- c) The overall mark and a reference to the formation of the overall mark, the total number of credit points achieved, as well as the designation of the degree programme and
- d) The relative final mark.

The diploma is signed by the presiding member of the examination board. The date of the diploma is the date on which the fulfilment of all requirements according to section 1 is determined. Furthermore, the date on which all requirements according to section 1 have been fulfilled is noted.

(3) Together with the diploma and the certificate of academic degree, a diploma supplement is issued. The diploma supplement contains the following information:

- a) Information on the holder of the qualification
- b) Information on the qualification
- c) Information on the level of the qualification
- d) Information on the content and the results achieved
- e) Information on the status of the qualification
- f) Transcript of Records (ToR)
- g) Further information,

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)\* Found in: *Hochschulanzeiger* no. 81/2012 dated 30 November 2012, page 92 ff.

[15]

h) Certification and

i) Information on the national university system.

The diploma supplement is issued in the English language.

(4) Students who terminate the degree programme without degree will receive a certificate indicating the completed modules, marks and the credit points achieved upon request. The certificate must state that the Bachelor's and Master's examination has not been taken or not been passed.

(5) Students who ultimately failed the Bachelor's or Master's examination will receive a written notification on this, in which information on the legal remedies available is to be included.

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)\* Found in: *Hochschulanzeiger* no. 81/2012 dated 30 November 2012, page 92 ff.

## 5 Section – Other examination matters

### § 19 Recognition of performances – examination and study performances, duration of studies and other knowledge and skills

(1) Study and examination performances as well as the duration of studies are recognised, as far as no significant difference exists between the knowledge gained at other universities in Germany or abroad and the knowledge to be gained in the respective degree programme of the Department of Economics. For the crediting of study and examination performances and study periods gained outside of the Federal Republic of Germany, the equivalency agreements as well as agreements in the framework of university partnerships are to be observed. A crediting of the Bachelor and Master thesis and of more than two thirds of the examination and study performances as well as study periods is excluded.

(2) Any knowledge and skills gained outside of university studies are to be credited in a scope of up to half of the examination and study performance to be gained as well as the study periods if they are equivalent and required for the graduation in the respective degree programme. Crediting the Bachelor and Master thesis and more than half of the examination and study performances to be gained as well as study periods is excluded.

(3) Equivalent practical phases are credited.

(4) Performances gained at a foreign university in the framework of one or several semesters abroad and which cannot be credited according to section 1 may be recognised as optional compulsory modules (called "open optional compulsory module"). The preconditions for such recognition are that the courses on which the performance to be acknowledged is based have been completed successfully and that such courses reasonably supplement the academic offer of the degree programme of the Department of Economics. This is always the case if the course attended abroad is a component of the academic offer of a related degree programme. Related degree programmes are all economic degree programmes, as well as the commercial informatics and commercial engineering degree programmes. Performances gained in the remaining academic offer of Hamburg University of Applied Sciences or another domestic or foreign university may be acknowledged as optional compulsory modules according to sentences 1 to 4. Every optional compulsory module in the degree programmes of the Department of Economics may be replaced by an open optional compulsory module in the sense of sentence 1, having the same number of credit points as the regular optional module. A crediting of performances extrinsic to the degree programme is only implemented to the amount of the credit points of the respective optional compulsory module. The open optional compulsory module is to be marked. § 17, section 2 applies accordingly. Unmarked performances are to be considered as 4.0.

(5) A recognition on condition is admissible. For the crediting, the marks – provided that the marking systems are comparable – are to be taken over and to be included in the calculation of the overall mark. In the event of mark systems which cannot be compared, the mark "*ausreichend*" [adequate] (4.0) will serve as basis unless the student requests an examination to be held for determining the mark.

(6) The examination board will decide on the crediting, based on a declaration of the respective specialist professor. The examination board will also decide on the crediting of practical course periods based on a declaration of the respective practical course supervisor. The examination board will also decide which conditions are to be met.

(7) Study periods as well as examination and study performances are credited upon the student's request. The student shall provide the documents required for such crediting. A crediting of examination and study performances after the first examination attempt has started is excluded.

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)\* Found in: *Hochschulanzeiger* no. 81/2012 dated 30 November 2012, page 92 ff.



## **§ 20 Examination files, retention periods, inspection of files**

(1) An examination file will be maintained for every student. It may be maintained in written and/or electronic form. The examination file documents all examination results relevant to the success of the studies.

(2) The retention periods for examination files, student files and examination work are based on the "*Aktenordnung für die HAW Hamburg (HAW Aktenordnung)*" [documentation procedures for Hamburg university of applied sciences] in their respective valid version. Insofar as *HAW Aktenordnung* or any other statutory stipulations do not prescribe any mandatory retention periods, a retention period of two years applies.

(3) The students may be granted insight into the correction of their written work with the examiner after a prior announcement of appointments until the expiration of the following semester at the latest. After the following semester has expired, the documents can no longer be viewed.

## **§ 21 Compensation for disadvantages for disabled and chronically ill students**

(1) If a student verifies that they are unable to take the examination wholly or partially in the prescribed form or within the prescribed processing periods due to a chronic illness or a disability, the examination board may extend the processing period correspondingly or admit equivalent, suitable examination forms. If the prescribed attendance obligations cannot be met, the examination board may stipulate reasonable compensatory performances as compensation. If a compensation for disadvantages is possible, the examination board shall stipulate the details. Furthermore, in necessary exceptional cases for prescribed practical courses and periods abroad, a compensation performance is to be stipulated as well if possible.

(2) If the examination board makes a decision according to section 1, the representative officer for students with disabilities according to §§ 88, section 3, *HmbHG* is to be involved.

(3) For the verification of a disability or chronic disease, the presentation of suitable evidence, in particular a medical certificate, may be demanded. In cases of doubt, the presiding member of the examination board may demand the presentation of a qualified medical certificate. The latter must at least contain information on the physical and/or psychological dysfunctions caused by the disability and/or chronic disease, its effects on the examination and studying capabilities of the student from a medical point of view, the point in time of the examination on which the medical certificate is based as well as a medical prediction regarding the duration of the chronic disease or disability. The presiding member may forego the presentation of a medical certificate if the chronic disease or disability of the student is obvious.

## **§ 22 Compensation for disadvantages for specific life situations**

(1) Upon request, the maternity periods according to the respective *Gesetz zum Schutz der erwerbstätigen Mutter (MuSchG)* [German maternity protection law] as well as the periods of the laws on parental leave and nursing care leave are to be considered correspondingly.

(2) Upon request, the maternity periods as well as the periods of parental and nursing care leave interrupt or extend any examination in the framework of the admissible time limits stipulated by these regulations or the degree-programme specific regulations. Any interruption or extension exceeding the admissible statutory frame is excluded. If the work assigned cannot be completed in time due to the utilisation of these periods, the examination shall be deemed aborted for good cause. The topic or the specific task cannot be assigned to the student again; a new topic or task shall be assigned when the examination is taken again.

(3) Insofar as the persons affected are unable to attend courses and examinations, it is to be verified upon request if and how the knowledge can be otherwise acquired and tested. If the prescribed compulsory attendances cannot be complied with, the examination board may stipulate appropriate compensatory performances. If a compensation for disadvantages is possible, the examination board

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)\* Found in: *Hochschulanzeiger* no. 81/2012 dated 30 November 2012, page 92 ff.

shall stipulate the details. Furthermore, in required exceptional cases, compensatory performances rendered for prescribed practical courses and semesters abroad are to be stipulated if possible, as well.

(4) The preconditions for the utilisation of the maternity periods as well as parental and nursing care leave are to be verified immediately upon submission of the request.

### **§ 23 Deceit, infringement of regulations, default**

(1) If the student attempts a deceit during an examination, the examiner and/or, in the event of a performance rendered in a controlled manner, the supervising person shall make a separate note of the event which they shall submit immediately to the presiding member of the examination board. If the attempted deceit becomes obvious during an examination, the student is not excluded from continuing the examination provided that no infringement of the regulations according to paragraph 2 is given. The student shall be informed immediately regarding the accusations against them. The decision on the existence of an attempted deceit is made by the examination board; before, the student is granted the opportunity to make a statement in this matter. If the examination board determines an attempted deceit, the examination or study performance shall be assessed with "*nicht ausreichend*" [inadequate] (5.0) and the study performance shall be deemed failed. If other students assist the attempted deceit, sentence 1 to 5 shall apply to their performances correspondingly. If the infringement has been made under a criminal violation or if three attempted deceits are determined within two subsequent semesters, the student may ultimately lose their right to repetition according to § 16.

(2) A student who culpably infringes the regulations in a manner that other students are disturbed during the examination, may be excluded from continuing the examination by the examiner and/or, if applicable, the supervising person if they continue their disturbing behaviour despite having been warned. Section 1, sentences 1, 3 and 4 shall apply correspondingly. If the examination board determines an infringement of the regulations justifying the exclusion, the examination performance shall be assessed with the mark "*nicht ausreichend*" [inadequate] (5.0) and the study performance shall be deemed failed. Otherwise, the student shall be granted the opportunity to render the examination or study performance again within due time.

(3) If a student has registered bindingly for an examination and if they fail to comply with the processing time for the examination or if they fail to appear for the examination date in time (default), the examination performance shall be assessed with the mark "*nicht ausreichend*" [inadequate] (5.0), while the study performance shall be deemed failed unless the student has failed to comply with the processing time or the examination date for good cause. A good cause is given if the student was prevented from complying with the date or the period for reasons beyond their control. The presiding member of the examination board may correspondingly extend the processing period for an examination if a good cause is given, which is to be reported by the student immediately in writing and verified. § 24, section 2, shall apply correspondingly.

(4) The decision of the examination board shall be reported to the affected student immediately, be justified and equipped with corresponding information on the available legal remedies.

### **§ 24 Interruption and withdrawal**

(1) The student may interrupt the examination or withdraw from the examination for good cause. In the event of an interruption, the examination may be continued upon elimination of the reason for interruption if this is legally or actually possible; in the event of a withdrawal, the examination may be taken again if legally possible.

(2) The reason for such interruption or withdrawal is to be reported to the presiding member of the examination board immediately, i.e. without culpable delay, in writing and verified. In the event of illness, a medical certificate is to be presented to the presiding member of the examination board which confirms the student's inability to take the examination at the point in time of the examination. The presiding member may forego such presentation if the illness of the student is obvious.

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)\* Found in: *Hochschulanzeiger* no. 81/2012 dated 30 November 2012, page 92 ff.

(3) If a student interrupts the examination or withdraws from the examination without good cause, the examination in the respective examination subject is assessed with the mark "*nicht ausreichend*" [inadequate] (5.0), a study performance shall be deemed failed.

### **§ 25 Invalidity of the examination**

(1) If a student has conducted a deceit during an examination that is required for the successful completion of the degree programme and if this fact only becomes known after the handing-over of the diploma, the examination board may subsequently assess the respective examination performance or study performance with the mark "*nicht ausreichend*" [inadequate] (5.0) and/or as failed, correct any other marks affected by this and declare the degree programme wholly or partially unsuccessfully completed.

(2) If the preconditions for granting the diploma according to § 18, section 1, were not given and the student did not attempt a deceit in this regard and if this fact only becomes known after the handing-over of the diploma, this defect is remedied by the passing of the respective examination.

(3) The incorrect diploma, diploma supplement and the certificate of academic degree of the Bachelor or Master degree are to be confiscated. A decision according to sections 1 and 2 is excluded upon the expiration of a period of five years as of the date of removal from the register of students.

### **§ 26 Objection**

(1) Any objections regarding examinations are to be submitted in writing to the presiding member of the examination board or to the objection committee of Hamburg university of applied sciences. The objection should be justified in writing. If the examination board does not redress the objection wholly or partially, the objection is presented to the responsible objection committee of Hamburg university of applied sciences for a decision.

(2) The examination board and the objection committee shall only verify the assessment of a performance as to whether the examiner has failed to observe significant process regulations, assumed incorrect circumstances, misjudged the general assessment principles or made irrelevant considerations.

(3) If the examination board deems an objection directed against the assessment of a performance justified and if this does not mandatorily lead to a specific assessment of the performance, they will order a new assessment of the written performance and a new rendering of other performances. Here, the examination board shall simultaneously appoint a new examiner. The examination board may have a hearing of the involved examiner before taking their decision.

(4) The right of the student to claim a subsequent correction shall remain unaffected.

### **§ 27 Deviating regulations with joint degree programmes**

In joint courses, i.e. courses with other departments of the same university as well as with other universities in Germany or abroad (cross-university degree programmes), deviations from the stipulations of these regulations are possible if such deviation does not endanger the qualification target. Details can be obtained from the cooperation agreement and other agreements. For joint degree programmes, separate degree-programme specific examination and study regulations shall be agreed upon.

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)\* Found in: *Hochschulanzeiger* no. 81/2012 dated 30 November 2012, page 92 ff.

## 6 Section - Concluding provisions

### § 28 Entry into force and annulment of the APSO-W, change of the examination and study regulations

(1) These regulations (APSO-W) shall become valid as of the date of their publication in the *Hochschulanzeiger* [official internal gazette of the university]. They shall apply to students who have first been admitted to and matriculated for one of the Bachelor's degree programmes of the Department of Economics as of winter semester 2013/2014, as well as for future degree-programme specific Master's degree examination and study regulations. Section 5 of these regulations shall furthermore apply to all existing examination and study regulations for Master's and Bachelor's degree programmes and thus replace the previous regulations. In degree programmes according to § 27, these regulations shall only apply if their applicability has been expressly stipulated.

(2) For students who have been admitted to and matriculated for one of the Bachelor's degree programmes before the winter semester 2013/2014, the previous examination and study regulations for Bachelor's degree programmes shall remain valid until the winter semester 2018/2019 without prejudice to the stipulations of section 1, sentence 3; then these regulations shall become void. The following examination and study regulations are affected:

- a) *Außenwirtschaft/Internationales Management* [foreign trade/international management] as of 14 December 2006 and 08 February 2007 (*Amtl. Anz.* [official gazette], 2007, page 2178), first amendment dated 22 May 2008 (*Hochschulanzeiger* 29, page 8), second amendment dated 12 March 2009 (*Hochschulanzeiger* 39, page 2) and third amendment dated 30 June 2010 (*Hochschulanzeiger* 52, page 2).
- b) *Logistik/Technische Betriebswirtschaftslehre* [logistics/technical business administration] as of 14 December 2006 and 08 February 2007 (*Amtl. Anz.* 2007, page 2210), first amendment dated 22 May 2008 (*Hochschulanzeiger* 29, page 8) and second amendment dated 12 March 2009 (*Hochschulanzeiger* 39, page 2009, sentence 2) and third amendment dated 30 June 2010 (*Hochschulanzeiger* 52, page 26);
- c) *Marketing/Technische Betriebswirtschaftslehre* [marketing/technical business administration] as of 14 December 2006 and 08 February 2007 (*Amtl. Anz.* 2007, page 2240), first amendment dated 22 May 2008 (*Hochschulanzeiger* 29, page 13) and second amendment dated 12 March 2009 (*Hochschulanzeiger* 39, page 2009, sentence 2) and third amendment dated 30 June 2010 (*Hochschulanzeiger* 52, page 50).

A change to degree-programme specific examination and study regulations for the Bachelor's degree programmes which become valid after 1 September 2013 is excluded. After the above-mentioned Bachelor's degree programme examination and study regulations have become void, the remaining students are re-registered in the respective degree-programme specific Bachelor's degree programme examination and study regulations. The details are regulated by the equivalence regulations passed by the examination board.

**Hamburg University of Applied Sciences  
Hamburg, 22 November 2012**

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)\* Found in: *Hochschulanzeiger* no. 81/2012 dated 30 November 2012, page 92 ff.