

Examination Board for the Master's Programmes Department of Business and Economics

General decisions

01/2024, Examination board meeting (Master's) on 27 February 2024

Documentation of mandatory attendance

In all modules with mandatory attendance, lecturers need to record students' attendance in S.A.M.

02/2024, Examination board meeting (Master's) on 27 February 2024

Requirements for doctor's certificates as proof of incapacity to take an exam due to illness

The doctor's certificate must describe the student's incapacity to take the exam and the consequences for their performance in the specific examination in a sufficiently explicit way, so that the university can determine on the basis of this certificate whether a valid reason for not taking the exam is established. The study office decides if the doctor's certificate is accepted. A regular doctor's certificate (in German: *AU-Bescheinigung*) is not sufficient.

This decision of the examination board takes effect as of the summer semester 2024.

01/2023, Examination board meeting (Master's) 15.03.2023

No substitute permissible in the event of delayed commencement of studies due to visa problems

§ 13 section 2 RStudPrO stipulates that students able to present a valid reason for their absence are permitted to make an application to submit substitute work in compensation. This provision does not include lack of a visa enabling students to enter Germany. This prohibition does not apply if the student in question is able to demonstrate that the delay in issuing the visa was due to a procedural error on the part of the German authorities.

02/2023, Examination board meeting (Master's) 15.03.2023

A and B examinations and the repeat of in-person written examinations

1. In enrolling on an individual course, students are automatically registered for the associated first examination (A examination) in accordance with § 14 section 3 sentence 1 RStudPrO. The examination office determines the deadline for changing to the second examination (B examination) in accordance with section 14 (3) sentence 2 RStudPrO.
2. The date for the B examination should be set in the last two weeks of the semester. The B examination serves as the repeat examination for the A examination. The repeat examination for the B examination is the A examination of the following semester. In accordance with point 1, students who have chosen to repeat the course may change to the B examination.
3. Lecturers are expected to invigilate A examinations themselves. The deadline for submitting the grades via S.A.M. is set by the examination office, and is usually two weeks after the end of the A examination period. The invigilation of B examinations is organised by the examination office. Course teachers are to submit a sufficient number of examination papers for the B examinations to the examination office at least one week before the examination period.

Additional Explanation to Decision 02/2023:

Students who take their repeat examination in the A examination in the following semester may be registered for the course by the study office in case they do not register themselves. It is not possible for students to de-register themselves from the course.

This only is necessary so that the examination attempt of the student is displayed and counted correctly in S.A.M. The following semester refers to the next semester in which the course is offered.

03/2023, Examination board meeting (Master's) 15.03.2023

Written examinations with a combined examination

For organization reasons, written examinations run within a combined examination should be taken on the day of the last lecture before the examination period.

04/2023, Examination board meeting (Master's) 15.03.2023

A further examination attempt after course counselling

§ 17 section 4 RStudPrO regulating further examination attempt following course counselling does not apply to students who have been awarded the grade of final failure for a module on the grounds of serious misconduct.

01/2022 PA Master Meeting dated 14.02.2022

Selection of examination dates

(§ 30, Paragraph 7 of the BerlHG (Berlin Higher Education Act): *"Two examination dates must be offered per module for attendance examinations for the respective semester. The student may freely choose between the two examination dates."*)

By registering for a module with the examination form "written examination", the option of the first examination date is automatically chosen. It is possible to change this choice within a period of time communicated in the Campus Management System S.A.M. by changing to the second examination date. Another change is ruled out.

02/2022 PA Master Meeting dated 14.02.2022

Additional examination attempt in case of subject counselling: (§ 30, Paragraph 4, S. 1, HS 2 of the BerlHG: *"...by participating in a subject counselling, students receive a further examination attempt beyond the stipulated repeat attempts in the examination regulations."*)

The Office of Student Affairs informs the students of the date of the subject counselling according to § 30, Paragraph 4, S. 1, HS 2 of the BerlHG by email to their HWR email box. If the student misses the appointment, he/she is deemed to have definitively failed to attend the academic counselling. Students, who miss the appointment through no fault of their own, can apply for a new appointment at the Office of Student Affairs. The regulations in the study and examination regulations on withdrawal from examinations during the course of study apply accordingly.

03/2022 PA Master Meeting dated 14.02.2022

Public Health officer's certificate (amtsärztliches Attest) in case of repeated sick leave for the examination

Students, who were not able to take a module examination during their studies due to inability to take the examination, must prove their inability to take the examination on the repeat date by means of a medical certificate issued by a public health officer (Amtsarzt). The examination board can exempt students from this obligation on application, especially in the case of chronic illness.

04/2022 PrA Master meeting dated 05.05.2022

Procedural regulation for compensatory measures in case of chronic illness, pregnancy or disability

If students can claim facilitations in the examination procedure due to chronic illness, pregnancy or disability, e.g. an extension of the processing time or the use of certain aids (computers), a corresponding application must be submitted to the study office at least two weeks before the examination date. Otherwise, the facilitation may be denied.

05/2022 PrA Master meeting dated 05.05.2022

Note on the time limit for the substantiation of a valid reason for missing an examination

The Examination Board points out that a working day in the sense of § 16, Paragraph 3, S. 1 RPO 2022 is also a Saturday.

06/2022 PrA Master meeting dated 05.05.2022

Registration for repeat examinations

Registration for the resit examination is done by the study office. Only one date is available for the repeat examination. This will be announced to the student in good time.

07/2022 PrA Master meeting dated 05.05.2022

Carrying mobile phones and other Internet-enabled or programmable devices during examinations

The use of mobile phones, programmable calculators or Internet-enabled or programmable devices during examinations is not permitted unless this is expressly permitted by the examiner. The same applies to the carrying of such devices in the examination room. A device is considered to be carried along if it is within

reach of the candidate (e.g. on the table, on the body) during the examination. A violation of this prohibition is considered an attempt to cheat.

08/2022 PrA Master meeting dated 05.05.2022

Multiple-choice examinations

Multiple-choice examinations are examinations in which the correct answer(s) has/have to be chosen from given answer options. Examinations in the form of written examinations (also as partial examinations of a combined examination) may be partially carried out in multiple-choice procedure if the following conditions are fulfilled:

The proportion of multiple-choice tasks does not exceed 50% of the total points attainable in the examination. The planned processing time for the multiple-choice tasks does not exceed 50% of the planned total processing time for the examination.

The task must state whether only one answer is to be marked as correct (type 1) or whether several answers can be correct (type 2).

For type 2 tasks, it must be taken into account that not ticking the wrong answer option is just as much a correct answer as ticking the correct answer option. These two correct behaviours must be treated equally in the distribution of points. However, in the case that no answer at all was ticked, the task as a whole may be evaluated as not correctly solved. In this case, no points have to be awarded for the fields that were rightly left unchecked.

A permissible method of evaluation recommended by the examination board is as follows:

Up to (and including) 50% correct decisions: 0%

For 100% correct decisions: 100% of the points

For more than 50% but less than 100% correct decisions: proportional (e.g. linearly distributed) partial points

In the assessment procedure for type 2 examinations, it must be ensured that all correct answers are considered as such. This requires that no points are deducted for incorrect answers.

To avoid randomly correct answers, at least four answer options must be given for tasks of both types.

If a task is subsequently found to be impossible to solve beyond doubt, it must be removed from the evaluation as a whole. It may not be taken into account either in the assessment of the total number of points attainable or in the assessment of the individual points attained.

Other multiple-choice examinations are not permitted.

09/2022 PrA Master meeting dated 05.05.2022

Portfolio examination

A portfolio examination is in any case not the mere division of examination performances. That is a combined examination/partial examination. However, the study/examination regulations regulate these two forms of examination separately, from which it follows that the portfolio examination must be different from this.

It is also not sufficient to formally link individual parts of the examination. It is at least necessary that the desired learning process as well as the type of its evaluation are in the foreground of the examination concept. The examination board is currently not in a position to provide a more concrete definition. A supplement to this decision is therefore reserved and will be made if examples from practice make this necessary.

10/2022 PrA Master meeting dated 05.05.2022

Group examinations

Group performances will be assessed separately only if the students request individual evaluation before the examination or if the examiner is convinced that joint evaluation is not appropriate.

11/2022 PrA Master meeting dated 05.05.2022

No further examination date after repeat examination

If the repeat examination is not passed, no further dates will be offered before the next examination period.

12/2022 PrA Master meeting dated 05.05.2022

Postponement of examination dates due to stay abroad or professional prevention

No examination dates will be rescheduled with reference to professional activity or study abroad. A period of study abroad, which is caused by a compulsory study abroad, shall constitute a valid reason for missing the examination date.

13/2022 PrA Master meeting dated 05.05.2022

Courses during holiday semesters

Upon application, students, who are on leave of absence due to pregnancy, maternity leave, parental leave or the care of a minor child, may take individual courses during the semester of leave. The number of courses to be taken is limited to two. Missed and failed examinations can be taken or repeated in addition. Courses taken prior to the model study plan are not permitted.

14/2022 PrA Master meeting dated 05.05.2022

Written examinations for combined examination form

All written examinations from partial examinations of the examination form combined examination must be held before the examination period. In justified exceptional cases, the study office may approve deviations.

15/2022 PrA Master meeting dated 05.05.2022

Procedure in case of missing an examination date for combined examination and term paper

1. For courses with the examination form "combined examination", the following applies: If students miss an examination part of the combined examination and provide evidence of a valid reason for this, they will be given a one-off repeat examination date. The evidence can be provided to the lecturer or to the study office.

2. The following applies to courses with the examination form "term paper": Students, who can prove that they are unable to hand in the term paper within the processing period for a valid reason, will be granted an extension of the processing period by a maximum of two weeks on application.

16/2022 PrA Master meeting dated 05.05.2022

Repetition of partial performances in the case of combined examination form

The examiner decides on the form of the repeat examination in case of failure. If the examiner again selects the examination form "combined examination", he/she can determine the extent to which performance parts that have already been passed are to be credited for a part of the repeat examination.

17/2022 PrA Master meeting dated 05.05.2022

Attempts of cheating in a combined examination

If the form of examination is a combined examination and cheating occurs in a partial performance of the combined examination, the cheating covers the entire combined examination. The examination is therefore failed. Whether there is a possibility of repeating the examination depends on whether there is a particularly serious case (see § 24, Paragraph 2 of RPO 2022).

18/2022 PrA Master meeting dated 05.05.2022

Directive decisions regarding cheating

a) Cheating occurs when a candidate attempts to influence the result of his/her examination performance by using false facts, suppressing facts or using unauthorised aids. Facts include compliance with scientific standards in particular.

b) A candidate fakes adherence to scientific standards, in particular to make foreign thoughts known, if he/she violates the lecturer's instructions in this respect not only insignificantly.

19/2022 PrA Master meeting dated 05.05.2022

Resolution on the cover sheet for term papers

In future, the form of the student's declaration will read: "The paper was written independently and in accordance with the lecturer's instructions on scientific work."

20/2022 PrA Master meeting dated 05.05.2022

Elective and compulsory elective modules

The course selection for the choice of compulsory elective modules is final. A change is not permitted.

21/2022 PA Master meeting dated 05.05.2022

Choice of a programme-external elective subject - confirmation by receiving lecturer required.

Students are generally assigned to courses from their programme of study. If they wish to make use of an elective option, they must sign the relevant form and obtain the signature of the lecturer of the elective module, who must confirm the suitability for the enrolment. The application must then be submitted to the Office of Student Affairs by the end of the first week of lectures.

22/2022 PrA Master meeting dated 05.05.2022

Final examinations with registration in WS 21/22

Final examinations for which registration has taken place by 31/03/2022 are subject to the old examination regulations.

23/2022 PA Master meeting dated 05.05.2022

Delegation decision on the determination of the registration date for the master's thesis

The examination board delegates the decision regarding the registration date of the master's thesis to the chairperson of the examination board.

24/2022 PA Master meeting dated 05.05.2022

Registration for the master's examination despite outstanding examination results

The following must also register for the master's examination

- Students who have not yet taken repeat and/or substitute examinations or whose repeat and/or substitute examinations have not yet been assessed,
- Students who have not yet passed examinations from only one graded module.

Exceptions can be made on application for pregnant women and students who demonstrate a case of hardship.

25/2022 PA Master meeting dated 05.05.2022

External examiners

The examination board has summarised the suitability criteria for external examiners in the "*External examiners*" form. The suitability of external examiners is determined on a case-by-case basis by the director of studies.

26/2022 PA Master meeting dated 05.05.2022

Confirmation of topics for master's thesis

The examination board delegates the confirmation of topics for master's thesis to the respective directors of studies.

27/2022 PA Master meeting dated 05.05.2022

Registration date of the master's thesis in case of rejection of the topic

If the topic of the master's thesis is rejected, the processing time begins with the announcement of the confirmation of the new topic to the student.

28/2022 PrA Master meeting dated 05.05.2022

Affidavit of assurance

From now on, theses may only be accepted if students submit a declaration with the following wording:

„Eidesstattliche Erklärung

„Hiermit erkläre ich an Eides Statt, dass ich die vorliegende Master Thesis selbständig und ohne fremde Hilfe verfasst und andere als die angegebenen Quellen und Hilfsmittel nicht benutzt habe. Die den benutzten Quellen wörtlich oder inhaltlich entnommenen Stellen (direkte oder indirekte Zitate) habe ich unter Benennung des Autors/der Autorin und der Fundstelle als solche kenntlich gemacht. Mir ist bekannt, dass die wörtliche oder nahezu wörtliche Wiedergabe von fremden Texten oder Textpassagen aus Büchern, Zeitschriften, Zeitungen, aus dem Internet u.ä. ohne Quellenangabe als Täuschungsversuch gewertet wird und zu einer Beurteilung der Arbeit mit „nicht ausreichend“ bzw. „ohne Erfolg“ führt. Sollte ich die Arbeit anderweitig zu Prüfungszwecken eingereicht haben, sei es vollständig oder in Teilen, habe ich die Prüfer/innen und den Prüfungsausschuss hierüber informiert.“

Ort, Datum Unterschrift „

or

“Statutory Declaration

I hereby formally declare that I have written the submitted Master Thesis entirely by myself without anyone else's assistance. Wherever I have drawn on literature or other sources, either in direct quotes, or in paraphrasing such material, I have given the reference to the original author or authors and to the source where it appeared. I am aware that the use of quotations, or of close paraphrasing, from books, magazines, newspapers, the internet or other sources, which are not marked as such, will be considered as an attempt at deception, and that the thesis will be graded with a fail. I have informed the examiners and the board of examiners in the case that I have submitted the dissertation, entirely or partly, for other purposes of examination.

Place, date, signature”

29/2022 PA Master meeting dated 05.05.2022

Applications for extending the completion time of the Master's thesis

In exceptional cases not covered by § 29 section 4 RStudPrO, the examination board can grant an extension for completion of the final thesis. For this, the candidate must demonstrate that they are prevented from completing the Master's thesis by compelling circumstances. The extension granted for completing the Master's thesis may not exceed two weeks.

30/2022 PA Master meeting dated 05.05.2022

New topic in case of repetition of the master's thesis

Only a *new* topic can be confirmed when the master's thesis is repeated.