



Hochschule für Medien
Kommunikation und Wirtschaft
University of Applied Sciences

H M K W

RSTPO-MASTER BASIC STUDY AND EXAMINATION REGULATIONS

of all study programs awarding the degree of *MASTER OF ARTS* (M. A.) resp. *MASTER OF SCIENCE* (M. Sc.) by

**HMKW HOCHSCHULE FÜR MEDIEN,
KOMMUNIKATION UND WIRTSCHAFT**

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Preamble

- 1) Based on the *Berlin Higher Education Act* („Berliner Hochschulgesetz“, abbr. „BerlHG“) in its version from July 26, 2011 (GVBl. 378 ff.), and based on its own „Constitutional Statutes“ („Grundordnung“, abbr. „GO“), *HMKW Hochschule für Medien, Kommunikation und Wirtschaft* enacts the following *Basic Study and Examination Regulations – Master* („Rahmenstudien- und -prüfungsordnung, Master“, abbr. „RStPO-Master“) for study programs which award the degree of a *Master of Arts* (M. A.) resp. *Master of Science* (M. Sc.).
- 2) The numbering of the chapters of this document runs parallel to the numbering of the chapters of the *Basic Study and Examination Regulations – Bachelor* (RStPO-Bachelor) for study programs which award the degree of a *Bachelor of Arts* (B. A.) resp. *Bachelor of Science* (B. Sc.), to keep the numerous cross-references between these two basic regulatory documents easily comprehensible.

I General Topics

§ 1 Scope of the statutes

- 1) The herewith enacted *Basic Study and Examination Regulations* (RStPO-Master) implement the general provisions and procedures for all study programs of HMKW which award the degree of a *Master of Arts*, taking into account academic and higher educational didactic developments as well as professional requirements, esp. of communication and media related companies and institutions. Among other things, it provides the general framework for admittance and examination procedures in all phases of graduate studies at HMKW, from the admittance to regular module examinations to the final Master’s examination.
- 2) These *Basic Study and Examination Regulations – Master* are supplemented by the *Admittance Regulations for Master Programs* (ZgS-Master) at HMKW.
- 3) The *Basic Study and Examination Regulations – Master* are the foundation on which the respective specific *Study and Examination Regulations* (StPO-Master) and curricula for each Master’s study program are built.
- 4) These specific regulations establish the respective subjects, their weighting by ECTS Credit Points, and the structure and chronology of the modules of all graduate study programs at HMKW.

§ 2 Goals of graduate studies

- 1) According to its rather humanities/arts than natural science oriented profile, most graduate programs of HMKW award the degree of a *Master of Arts* resp. *Master of Science*. These programs aim at conveying deepened, advanced scientific knowledge and applicable skills and competences, which should qualify for responsible management and leadership tasks, esp. in media, communication and business related fields. Likewise, the acquired competences should lay the ground for possible doctorate studies and research projects, if an academic career path is preferred after graduating.
- 2) The graduate programs of HMKW try to fulfill the double claim of qualifying for professional purposes and for academic research, by emphasizing applied projects and research in their curricula. Even though practical usage of skills and competences and the furthering of professional, advanced job oriented chances are of high importance, research activities and academic competences are integral parts of the curricula.
- 3) HMKW offers *consecutive* as well as *non-consecutive* Master programs, in accordance with § 23 sect. 3 BerlHG. As a requirement for enrolment in *consecutive* study programs, proof of a Bachelor’s degree can be

demand, achieved through a specified undergraduate study programs, resp. through one of a specified group of such programs, which bear a certain affinity to the core subjects of the respective Master's program. *Non-consecutive* Master programs do not distinguish certain Bachelor's programs, a degree of which must have been achieved, but presuppose relevant professional experience of at least one year. Further details are given in the *Admission Rules* for Master's programs (ZgS-Master) and in the specific *Study and Examination Regulations* of the individual Master's programs.

§ 3 Compensation for disadvantages, parental leave, care period

- 1) In regard to all study related activities of HMKW's Master's programs, a strict committal and adherence to the requirements of equal rights and opportunities has to be maintained. Possible disadvantages caused by physical impairments and any discriminations because of ethnicity, religious creed, sexual preferences or other criteria have to be counteracted upon actively. In particular, all curricular and study related requirements and demands have to be designed in a way which allows them, in principal, to be mastered by every student, without exception.
- 2) All legal regulations with regard to maternity protection, parental leave and care periods must be observed, when it comes to supporting individual study paths and to planning examination dates, modes and durations.

II Duration of Studies and Study Achievements

§ 4 Form and duration of studies

- 1) Other than its Bachelor's programs, HMKW's Master's programs are offered exclusively in a 'classical', non-dual mode, i. e. without integrating a vocational training.
- 2) Depending on demand, all Master's programs can be offered also as part-time studies, parallel to keeping up with professional work. Part-time programs, if offered, can include classes in the evening and at the weekend.
- 3) The regular study duration of *full-time* Master's programs is *one* up to *two years*, i. e. *two* up to *four semesters*, including the final examination, depending on the program. The regular study duration of *part-time* Master's programs is *two* up to *three years*, i. e. *four* up to *six semesters*, depending on the program.
- 4) There is no maximum duration of Master's studies, i. e. no limitation of the number of semesters in which students can be enrolled in a Master's program.
- 5) Master's programs at HMKW can be offered in German or English as instruction and work language, depending on the demand situation at the respective branch. The only exception is currently the 'M. A. Visual and Media Anthropology (VMA)', which is only offered in Berlin and only in an English-language version as of now. The same curricula, module manuals and other regulations apply to the different language variants of a degree program. In other words, different language variants of one and the same study program are offered, not different independent study programs. Written or verbal examinations, including the concluding Master's Thesis and Colloquium, can be taken in another language than the regular instruction and working language, subject to the approval of the respective examiner.

§ 5 Objectives of the studies

- 1) The overall structure of the respective study programs and the objectives of their parts and stages are concretized in detail in the specific '*Study and Examination Regulations*' and in the curricular module chronologies and module descriptions, which are built on this '*Basic Study and Examination Regulations*' frame-

work. These program overviews are to be supplemented by module manuals, which deliver detailed explanations of all mandatory and optional subjects and goals as well as literature recommendations, etc.

- 2) According to Section 23 (3) BerlHG, a total of 300 credit points (in compliance with the European Credit Transfer System) must be acquired, including the first professional university degree, in order to successfully complete a Master's degree. As 30 credit points are usually earned per semester in the Bachelor's and Master's degree courses at HMKW, the total standard period of study for a Bachelor's and consecutive Master's degree at HMKW is five years. According to a respective KMK resolution, the total amount of 300 credit points acquired is also the prerequisite for being able to recognize the Bachelor's plus Master's degree as equivalent to a diploma or state examination.
- 3) HMKW offers Master's degree programs of various lengths, with different admission requirements regarding the previous acquisition of ECTS credit points. In addition, the Master's programs can be completed in two different study forms, full-time or part-time. In the following summary table of possible variants of Master's degrees at HMKW, all study achievements measured by ECTS credit points include the writing of the Master's thesis and the Master's colloquium as final examination respectively, both of which are required for awarding the Master's degree.

	standard period of study		ECTS credit points	
	full-time	part-time	required	to acquire
1. variant	2 semesters	4 semesters	240 CP	60 CP
2. variant	3 semesters	5 semesters	210 CP	90 CP
3. variant (standard)	4 semesters	6 semesters	180 CP	120 CP
4. variant	5 semesters	7 semesters	180 CP	120 CP

- 4) In all Master's programs of HMKW, 1 ECTS credit point is equivalent to approx. 30 workload hours (= 30 hours à 60 minutes).
- 5) Master's programs of HMKW can include internships or other industrial placements.

III Examination Bodies and Examiners

§ 6 Examination bodies and examinations in the course of studies

- 1) The examination bodies of HMKW are:
 - the ‚General Examination Board‘ (‚Allgemeiner Prüfungsausschuss‘, abbr. ‚APA‘), installed in Berlin as the highest decision-making organ, and its respective local instances at each branch of HMKW (currently: Cologne, Frankfurt).
 - the ‚Examination Offices‘ which are in charge of the implementation and administration of all examination related affairs.
- 2) These bodies are responsible for the proper and duly implementation of all examinations in all stages: before admittance to the program, during the study program, and after completing the program. They have to guarantee, in particular, that the regulations of all forms of examinations are observed and that, e. g., all candidates are informed, with proper preparation time, about the names of the examiners, the modes of the examination and the relevant dates, including submission deadlines of term tests.
- 3) The admittance or non-admittance to a Master's program of HMKW is decided upon by the *relevant Examination Board*, based upon the results of a study specific assessment and selection procedure. All legal conditions and general procedure descriptions of the admittance procedure are provided by the ‚Admittance Regulations‘ for Master's programs (§ 2 ZgS-Master) as well as by the supplementary descriptions of the assessment and selection process of the respective Master's program.
- 4) With the exemption of the initial admittance and the final Master's examination, all other examinations are bound to specific modules. Five modes of examination exist:

- *Term tests* usually take place in special ‚examination weeks‘ directly after the end of the lecture period.
- Module examinations in the form of *presentations* are taken regularly within the teaching sessions of the respective module.
- Submission dates of *term papers* and *project results* are set individually by the lecturers of the respective modules.
- *Oral tests* usually take place at the end of the lecture period within the respective module sessions.
- *Portfolio exams* are cumulative, made up of partial exams (‘portfolio elements’) of the four types of examination just mentioned above.

Further details are provided in division VI of these ‚*Basic Study and Examination Regulations*‘.

- 5) The study program ends with writing a ‚Master’s Thesis‘ and defending it in a ‚Master’s Colloquium‘. This final examination should demonstrate the candidate’s ability to analyse a complex, comprehensive and advanced problem-oriented topic of her/his specialized field of interest and to develop independently insights and solutions based on scientific methods, complying with academic and formal standards, within a restricted time-frame. If the final examination is passed, the student is awarded the academic degree of a ‚*Master of Arts*‘ resp. ‚*Master of Science*‘, and she/he is entitled to hold the title of the same name.

§ 7 Examination Board and Examination Office

- 1) In accordance with the ‚Constitutional Statutes‘ (Grundordnung) of HMKW, each *Examination Board* consists of five persons, representing three member bodies:

<i>number</i>	<i>Group</i>	<i>Elected by ...</i>
3	Professors	... the Academic Senate, which furthermore elects one of these three as chair of the board, and another one as deputy chair
1	Research assistants	... the plenary assembly of all research assistants of HMKW
1	Students	... the Student’s Council („AStA“: ‚Allgemeine Studierendenvertretung‘)

For each of these three groups – professors, research assistants, students – the respective elective body (Academic Senate, research assistant plenary, Student’s Council) elects at least one deputy member. If the chair of the board can not attend a meeting, she/he shall appoint the vice chairperson of the group of professors for the respective meeting.

- 2) The term of office of all members of the *Examination Boards* and their resp. deputies is two years. Re-elections are possible.
- 3) An *Examination Board* constitutes a quorum, if the majority of its members is present and if the majority of those present are professors. Decisions of the board need the majority of all valid votes delivered. Abstentions count as non-votes. If a majority of votes is not given because of abstentions, the vote of the chair of the board decides.
- 4) The competences of the *Examination Boards* lie in the field of operative controlling as well as decision-making. For all administrative procedures and decisions related to examinations they function as the court of appeal. They analyze periodically the development of examination results and study durations, and offer recommendations to amend the *Basic* and the *Special Study and Examination Regulations*.
- 5) Furthermore, the *Examination Boards* guarantee the proper and duly implementation of all examinations at HMKW, by monitoring the adherence of all examinations to the regulations of these basic framework regulations, of the *Admittance Regulations*, and of the *Special Study and Examination Regulations* of the respective study programs. The boards are responsible for the observance of all academic, didactic, and organizational quality standards, related to examinations. They control, in particular, the proper allocation of examiners, the compliance of all enrolments with the respective admittance regulations, the timely communication of examination dates, forms and results, and the proper documentation and archiving of examination documents.

- 6) In particular, the *Examination Boards* have to decide upon
 - the admittance to Master’s programs (§§ 1 and 2 ZgS-Master)
 - the recognition of study and examination achievements (§ 9 RStPO-Master)
 - the passing or failing of examinations (§ 13 RStPO-Master)
 - the consequences of violations of examination directives (§ 15 RStPO-Master)
 - the admittance to the final examination (§ 19 RStPO-Master)
- 7) All members of the *Examination Boards* have the right to attend all examinations. The head of an *Examination Board* binds all its members to the obligation to maintain confidentiality.
- 8) The *Examination Office* consists of an administrative employee resp., if required, of several administrative employees, who support(s) the *respective Examination Board* in implementing all examination related procedures. These include in particular the planning and communication of examination dates and rooms, the documentation of examination results and the archiving of term tests and papers and other examination documents.

§ 8 Examiners

- 1) Examinations which take place during the course of the study program (practical, written, or oral) can be taken by one examiner. In standard cases, the examiner will be the (main) lecturer of the module, the successful completion of which has to be proven by the examination.
- 2) In accordance with § 32 sect. 2 BerlHG, a person is authorized to take the examination, if she/he owns a qualifying certificate which is at least equivalent to the degree awarded by the respective study program. Therefore, each examiner in charge of admittance examinations, module examinations, as well as final examinations of a Master’s program of HMKW must at least hold a Master’s degree or a similar higher study degree (awarded by a university or university of applied sciences). If this demand is not overridden by other reasons, the examiner should have acquired teaching experience related to the subject(s) of the examinations. As exemption of the rule, examiners of module examinations can be persons with no teaching experience, in accordance with § 32 sect. 2 BerlHG.
- 3) If an examiner is no longer a lecturer of HMKW, her/his authorization as a regular examiner at HMKW is maintained up to one year.
- 4) All examiners and other attendants of examinations are obliged to maintain confidentiality according to § 7 sect. 7 of this RStPO-Master. All examiners are independent in their assessing and examination activities.

IV Acknowledgements and Admittance

§ 9 Acknowledgements of study achievements

- 1) The *Examination Board* decides upon the admittance to a study program and the acknowledgement of study and examination achievements. The acknowledgement of times of studies and of study or examination achievements at universities within or outside the scope of our constitutional statutes presupposes a written application, which must be submitted to the Examination Board not later than at the end of the first study semester at HMKW. The acknowledgement decision is based on the ECTS *European Credit Transfer System*. In case of applications of recognition of study or examination achievements from foreign universities, the ‚Zentralstelle für ausländisches Bildungswesen‘ (‚Central Institution for Foreign Educational Systems‘) can be consulted.
- 2) The decisive factors for the recognition of study achievements at German, European or Non-European universities are

- the ‚Convention on the Recognition of Academic Qualifications in the European Region‘ from 04/11/1997 (the ‚Lisbon Recognition Convention“, in effect in Germany since 10/01/2007), as well as,
- in case of achievements from non-European countries, the equivalence agreements, endorsed by the ‚Standing Conference of the Ministers of Educational and Cultural Affairs‘ (‚Kultusministerkonferenz‘, abbr. ‚KMK‘) and the ‚German Rector’s Conference‘ (‚Hochschulrektorenkonferenz‘, abbr. ‚HRK‘).

For applications of recognizing study achievements from Germany or other European or non-European countries, the burden of proof is inverted, in accordance with Article III.3 sect. 5 of the *Lisbon Recognition Convention*: To deny a recognition, HMKW must prove that the study achievements from the other university differ significantly from the achievements, which are demanded by the curriculum of its own respective study program.

- 3) When recognizing academic and non-academic achievements, the *Examination Board* has to comply with all provisions of § 23a BerlHG. Furthermore, when it comes to decide on motions regarding the non-equivalence of these achievements, the mutual resolutions of the ‚Standing Conference of the Ministers of Educational and Cultural Affairs‘ (‚KMK‘) and the ‚German Rector’s Conference‘ (‚HRK‘) have to be observed. The appropriate number of ECTS credit points which can be acknowledged, is determined by the respective competent examination board. For non-university achievements from vocational training and professional activities the restriction applies that a maximum amount of 50 % of the total of ECTS credit points, which have to be acquired in the respective study program, can be recognized.

§ 10 Admittance to examinations

- 1) The relevant Examination Board decides upon the admittance to module examinations in the course of the study program and to the final examination (Master’s examination). If the requirements for an admittance are not met, the admittance to the examination is prohibited.
- 2) To be eligible for admittance to a module examination presupposes being enrolled into the respective study program at HMKW and not having lost the right to be examined in the respective program or in a similar program at HMKW or at another university. If necessary, the Examination Board can call for a relevant clearance certificate from the candidate.
- 3) For quality assurance reasons, students are obliged to attend all classes of their respective Master’s program at HMKW. This applies irrespectively of whether a module awards ECTS credit points with or without examination.
 - For study programs resp. modules which are *not online-based*, a 50% rule applies. If a student missed more than 50% of the mandatory time of attendance in a module, the admission to the examination or recognition of the credit points has to be denied. In this case, the student can submit a written application to the relevant Examinations Board to be admitted to the examination anyway or, in the case of modules without examinations, to receive the credit points anyway. The application must explain the reasons for the absences in detail. The relevant Examination Board examines the application and decides whether the student can not be admitted to the examination and has to repeat the module or if he/she is admitted to the examination resp. if the credit points can be awarded with or without additional requirements. Admission or recognition is only possible if the student is not responsible for the reasons for the absences. Even in this case, it must be checked whether it is possible to ensure that the respective competence goals of the module can be achieved. If this possibility is not guaranteed in the opinion of the Examination Board, no examination admission or recognition of credit points may take place.
 - For *online-based* study programs resp. modules, this 50% rule does *not* apply. Here, the *specific Study and Examination Regulations* define the respective attendance rules which have to be adhered to.
- 4) A concretization of this compulsory attendance regulation, analogous to the 25%-tolerance-rule for classes of Bachelor’s programs (§ 3 RStPO-BA), is not given for Master’s programs, though. Nevertheless, the relevant Examination Board has to consider, if required in individual cases, whether the non-attendance rate of a module is too high to admit a student to an examination or to recognize ECTS credit points without violating basic standards of quality assurance.

- 5) In cases of high absentee rates, the admittance to an examination or the recognition of credit points is possible only if the student herself is not responsible for the non-attendance. Each of these cases demand proof that the respective competence goals of the module in question can still be reached. If this cannot be guaranteed in the opinion of the Examination Board, the admittance to the respective examination or the recognition of the respective credit points are prohibited.
- 6) A doctor's certificate proves, that a student is not responsible for a non-attendance. Yet, the following provisions apply:
 - a) The original doctor's certificates must be submitted – copies and digital formats (PDF etc.) are acceptable only as preliminary information.
 - b) Doctor's certificates must be submitted to the Examination Office not later than on the third day after the start of the illness or, in general, after the certified first appearance of the reason for the incapacity to work. For follow-up certificates this rule applies for the third day after the first certified following day of the occurrence of the incapacity to work. The word 'day' is to be understood in this context as 'workday', i. e. Monday till Saturday (Sunday does not count as workday). If e. g. a student falls ill on a Tuesday, the certificate must be delivered not later than next Friday. And if a Thursday is the first day of absence, the certificate must be delivered on next Tuesday, at the latest. The document may be submitted personally or as a registered letter (the date on the out stamp counts as the day of delivery). Alternatively, the certificate can be scanned and sent to the Examination Office via E-Masteril as a PDF-document not later than on the third day, and the original document can be delivered in person on the first day of recovery and coming back to the university.
 - c) In accordance with the rules and regulations for panel doctors with regard to certificates of incapacity to work, backdated certificates may only be accepted, if the start resp. follow-up day of the illness or, in general, of the incapacity reason, which is stated on the certificate, does not date back longer than two days before the issue date of the certificate.

Exemptions of rules b) and c) are only possible, if the student him-/herself is not responsible for the delayed issue of the doctor's certificate.
- 7) If the admittance to an examination or the recognition of credit points is denied because of a high non-attendance rate and if the module must therefore be retaken, this will not be registered as a 'failed try' to complete the module. In this case, HMKW cannot guarantee, though, due to schedule planning reasons, that the whole Master's program can be completed in its standard period of study.

V Examinations in the Course of the Study Program

§ 11 Types of examination

- 1) Module examinations exist as different types of term tests, term papers resp. practical work, presentations, oral tests or portfolio exams. For all modules of each study program, only one examination is allowed, to keep the overall examination load restricted. Exams can be conducted on-site in physical presence or via online media.
- 2) If students with physical impairments are disadvantaged by certain examination modes (room situation, time-frame, manual challenges, etc.), appropriate compensatory measures have to be taken. The compensation can take different forms, depending on the type of disadvantage: e. g. the provision of a different location for the examination or of supplementary aids, a higher rate of breaks or the extension of the time-frame, adjustments of the tasks which must be solved, etc. In each case it must be guaranteed, though, that the compensation measures do not lead to a lower aspiration level of the examination.

- 3) The same applies for compensation measures in other cases: When determining the quality levels of examinations and their formal procedures, a strict adherence to the principle of equal opportunities must be guaranteed. This applies esp. with regard to legal regulations and commitments to maternity protection, to parental leave and to care periods.

§ 12 Evaluation of examination performances and grading

- 1) The authorized examiners are responsible for the grading of individual examination performances. The following grading scale has to be applied in this process:

<i>grade</i>	<i>in words</i>	<i>meaning</i>
1.0 / 1.3	= excellent	an excellent accomplishment
1.7 / 2.0 / 2.3	= good	an achievement significantly above average
2.7 / 3.0 / 3.3	= satisfactory	an average achievement
3.7 / 4.0	= sufficient	a flawed achievement, which still satisfies the expectations
5.0	= failed	an achievement, which is too flawed to pass

- 2) In addition to the absolute grading of examination performances, using the above mentioned numeric scale, the final Master's Examination must be graded relatively, according to the ECTS scheme. This relative assessment must be based upon the following grades:

<i>grade</i>	<i>percentage of students</i>
A	10 % who passed with the best results
B	25 % who passed with the second-best results
C	30 % who passed with the third-best results
D	25 % who passed with the fourth-best results
E	10 % who passed with the fifth-best results
F	- failed – improvements are necessary for a recognition as sufficient
FX	- failed – major improvements are necessary for a recognition as sufficient

- 3) If an examination is taken by more than one examiner („collegial examination“), it is evaluated by the whole group of examiners, if no other arrangements are agreed upon. If no unanimous evaluation is found, the final grade is calculated arithmetically as the mean value of the individual evaluations.
- 4) All module grades are to be determined in accordance with the above mentioned absolute scale (section 1). In general, the following allocation table of verbal and numeric grades has to be applied:

<i>average of</i>	<i>grade</i>
up to 1.5 (incl.):	excellent
from 1.5 till 2.5 (incl.):	good
from 2.5 till 3.5 (incl.):	satisfactory
from 3.5 till 4.5 (incl.):	sufficient
from 4.1 (incl.):	failed

- 5) In addition to the grading of individual examination achievements, the expenditure of time necessary for all study and examination achievements is measured via ECTS credit points. In this calculation, only those study modules can be added up which are completed successfully by passing all their mandatory examinations. Additional ECTS credit points are awarded for the completion of the Master's Thesis.
- 6) ECTS credit points can be awarded only for achievements which were evaluated with at least grade 4.0 in accordance with the scale given in sect. 1 of this § 12.

§ 13 Pass/Fail, re-examinations

- 1) A module examination is classified as *passed*, if it is graded as ‚sufficient‘ (4.0) or better. A module examination is classified as *failed*, if it is graded as ‚failed‘ (5.0). A module examination is classified as *finally failed*, if it is graded as ‚failed‘ (5.0) and if no further re-examination is allowed (see section 4 of this paragraph).
- 2) If a candidate failed an examination or if her/his Master’s Thesis was graded as ‚failed‘, she/he is informed about the conditions (date, size etc.) of the re-examination or rewriting of the thesis, if applicable.
- 3) In accordance with § 30 sect. 4 BerIHG, failed module examinations can be retaken at most twice. Re-examinations of already passed modules are not permitted. The difficulty level of re-examinations must be equal to the difficulty level of the respective first, failed examination. In general this implies the same type (term test, presentation, term paper resp. practical project or oral test) as the first, failed examination. Re-examinations have to be scheduled in a timely manner after information about the failed result of the previous examination was provided, and an appropriate preparation time must be granted, which is usually between two and five weeks.
- 4) If even the second re-examination, hence, the third examination of one and the same module in total, was finally evaluated with grade ‚failed‘ (5.0), a further re-examination or repeating of the module is not permitted, and the student must be exmatriculated according to § 6 sect. 2a ZgS-Master.
In case of a third and last examination of a module, which decides upon continuing or terminating the entire study program, a second examiner must be called in.
 - In the case of the oral examination forms ‚oral examination‘ and ‚presentation‘, a second examiner must be present in each case
 - Written ‚examinations‘ and ‚papers‘ which are not rated at least as ‚sufficient‘ in the third and last attempt, must also be graded by a second examiner.For the common determination of grades in this case, § 20 para. 7 of these regulations applies analogously.
- 5) The Master’s program is completed successfully, if all module examinations which are mandatory according to the study regulations, and the Master’s examination are passed successfully. The Master’s examination is passed successfully, if the Master’s Thesis and the Master’s Colloquium are evaluated at least with the grade ‚sufficient‘.

§ 14 Examination advising

- 1) If an examination of a module is not yet passed after two semesters behind the curricular schedule, the respective student is obliged to attend a special examination counselling. These are offered by authorized examiners and/or members of HMKW’s study advisory service.
- 2) If the achievements which are necessary for a successful passing of the examination, are not delivered after two more semesters, the student is obliged again to attend a special examination counselling.
- 3) If the student does not fulfill her/his obligations arising from section 1 and 2 of this paragraph, she/he has to be exmatriculated. If the student cannot adhere to the time-frame mentioned in these sections for reasons, she/he is not responsible for, the respective time periods have to be extended appropriately.

§ 15 Omissions, withdrawals, violations, deceptions, plagiarism

- 1) If a candidate misses a mandatory examination date without cause, or if she/he withdraws after the examination has already started, the respective examination achievement has to be graded as ‚failed‘ (5.0). The same applies, if a written or practical examination achievement is not submitted within the predetermined time. In justifiably suspected cases, the *Examination Board* reserves the right to call for a doctor’s certificate of a medical officer.
- 2) In case of a missing of or withdrawal from an examination after its start, the candidate has to report and explain the reasons in written form to the *Examination Office* immediately. The *Examination Office* transfers

this explanatory document to the *Examination Board*. In case of an illness of the candidate the *Examination Board* reserves the right to call for a medical doctor's certificate. If the *Examination Board* acknowledges the reason, the candidate receives an information in written form, and a new examination date is set.

- 3) The examiners or proctors can expel any candidate from the examination, who disturbs the proper conduct of the procedures. The decision upon the expulsion, including its type and extension, has to be placed on record. The respective examination achievement of the expelled student has to be graded as ‚failed‘ (5.0). In grave cases of disturbances the *Examination Board* can expel the candidate even from subsequently following examinations. The candidate can appeal for a re-evaluation of decisions according to section 1 of this paragraph by the *Examination Board* within 14 days. Incriminating decisions are to be passed on to the respective candidate immediately, in written form, including a justification and details of remedies available.
- 4) If a candidate tries to influence the results of the examination by fraudulent means or unauthorised aids, the examiner or proctor has to place this on record. Depending on the severity of the deception, the candidate can be expelled from further attending the examination. The *Examination Board* decides if the examination achievements, which were delivered until the time of observing the deception, can be accepted as valid or not, since they already could have been delivered fraudulently. If they cannot be accepted as valid, the whole examination achievement has to be graded as ‚failed‘ (5.0).
- 5) If a student includes into her/his term papers, presentations or other examination achievements text or other media from third parties, literally or almost literally, without identifying this as a citation, thus pretending these third party achievements were his/her own, a case of plagiarism is given. If an examiner observes such a fact or she/he has a justified suspicion of plagiarism, the *Examination Office* must be informed immediately. The examiner has to deliver a juxtaposition of the incriminated and the original third party sections. If the examination document contains numerous incriminated sections, a selection of particularly obvious sections is sufficient. The *Examination Office* forwards these informations to the *Examination Board*.
- 6) The *Examination Board* has to examine each forwarded case of suspected plagiarism. If it comes to the conclusion that indeed parts of a paper or other work are plagiarised, the respective student has to be informed, and she/he is entitled to appeal against the decision within seven days. If the *Examination Board* decides to reject the appeal, the examination achievement has to be graded as ‚failed‘ (5.0). The student has to be informed about this decision in written form, including a justification and details of remedies available. All further regulations are equivalent to those regarding cases of deception, as described in section 3 of this paragraph.
- 7) In severe cases of deception, and if a student tries to deceive for the third or more time, the *Examination Board* can decide that the respective student has to be exmatriculated. This decision requires a diligent assessment of each individual case, after giving the respective student the opportunity to explain and justify his/her actions. The final decision has to be submitted to the student immediately, in written form, including an explanation and details of remedies available.

VI Module Examinations

§ 16 Term tests, term papers resp. practical projects, presentations

- 1) In term tests, the candidates should prove their ability to analyze complex problems of the respective study field on an advanced level and to develop adequate solutions, using only authorized aids, within a restricted time-frame. Term tests are written usually in two ‚examination weeks‘, immediately after the lecture period of 16 weeks per term. Only one examination per day and a maximum of three examinations per week should be assigned – exemptions of this rule are possible in justified cases. Term tests are proctored or unproctored, and they can be conducted on-campus or online.
 - a) Term tests written on-site shall be proctored. As a rule, their length shall be between one and a half and three hours. The examiner decides on the admission of aids.

- b) Online examinations that require supervision (usually via video conferencing software) may only be conducted in compliance with the data protection rules according to DSGVO (German GDPR). In any case, an alternative form of examination that does not require online supervision must be offered. They also require a written declaration of consent from the examinees to the respective form of supervision, in which the alternative form of examination is explicitly referred to. Their duration should also generally be between one and a half and three hours.
- c) 'Take-Home Exams' are a special form of online exams: they are conducted unsupervised and as open-book exams, i.e. aids of any kind, with the exception of contacting third parties, are permitted. More details on this are regulated by a handout.
- 2) In term papers, projects, as well as in presentations, the candidates should prove their ability to analyze comprehensive complex problems of the respective study field on an advanced level, to develop adequate solution strategies, and to communicate properly the analytic and problem solving process in written or oral form, complying with academic and formal standards. Esp. in creative study programs, examinations can be designed as practical rather than written or oral tasks.
 - 3) Module examinations in form of term tests, projects or presentations are assigned normally only by one examiner, and the examination result will be evaluated by this one authorized person. Where justified, esp. if the examination bundles different subjects together, the examinatory assignments can be composed and evaluated by several examiners.
 - 4) Group examinations as term papers or projects, presentations or oral examinations are only permitted if it is guaranteed, that the individual achievements of each candidate are clearly delimitable and assessable.
 - 5) The results of term tests, term papers and project results as well as presentations must be communicated to the student usually not later than six weeks after their submission resp. presentation. The examiner(s) have to return the original examination documents, with corrections, annotations and grades, to the university administration usually after not more than six weeks for archiving purposes – this correction period can be extended only in justified cases. All relevant documents of examinations (term tests, term papers, protocols of oral tests, documentations of practical projects etc.) have to be kept in the university archive for at least 10 years.

§ 17 Oral tests, Portfolio exams

- 1) Oral examinations take place in physical presence or online. As a rule, they last between 15 and a maximum of 60 minutes and are taken by the respective teacher of the module being examined, if necessary as a collegial examination also by two or more examiners (for the final oral examination see § 21). The examinations are to be recorded or alternatively recorded, provided that the student to be examined agrees to a recording. Oral tests can be given as individual or group examination. A necessary condition of group examinations is, that each individual achievement of candidates can be uniquely identified and evaluated. Oral tests, incl. the Master's Colloquium, are open to the attendance of other university members, if the respective candidate does not reject. The right to rejection does not apply to examiners, other attending persons of the examination, or members of the *Examination Board*. The admittance of attendants applies only to the presentation and questioning of the candidate, not, if applicable, to the discussion between the examiners about the grade which should be given and to the communication of the grade to the candidate.
- 2) Portfolio examinations are another uniform form of examination, which cumulatively consists of several partial achievements, which have been continuously provided as 'portfolio elements' in the course of the module. The examination grade is composed of the partial achievements according to pre-defined percentages, and none may be required alone to pass the examination (the elements must be compensable, i. e. none must necessarily be 'passed' for module success). Portfolio achievements may include, but are not limited to: written assignments (drafts, term papers, posters, etc.), tests (including multiple choice tests), papers, and practical work in/with a variety of media. In any case, it must be ensured that the portfolio elements do not lead to an overall unreasonably high examination load.

§ 18 [Practise papers – not applicable]

VII Master's Examination

§ 19 Examination parts, examiners, admittance

- 1) The Master's Examination consists of the Master's Thesis and a concluding Master's Colloquium. Exemptions of this rule are possible and must be defined in the specific Examination Rules of the respective study program. Its purpose is to prove the academic, research oriented, as well as professionally applied competences of the candidate, with regard to knowledge, skills and methods.
- 2) The Master's Thesis has to be evaluated by two examiners, who are determined by the *Examination Board*. Usually these two persons also are the examiners of the Master's Colloquium as concluding oral test. In her/his application form for admittance to the Master's Examination, the candidate can make a proposal for his/her preferred examiners (see the next section). These proposals do not establish a right to be accepted, though. In each case, the ‚first examiner‘ of the Master's examination must be a professor of HMKW. The ‚second examiner‘ can be a member of an external company, in which the candidate conducts practical studies in connection with her/his studies, provided the external examiner fulfills the requirements listed in § 8 sect. 2 of this document. In cases in which the first and second examiners have different opinions about the adequate planning and organizing of the Master's examination, the first examiner can override the second one. All provisions of § 20 sect. 7 with regard to diverging grading votes of the first and the second examiners apply. If the first examiner agrees, the second examiner can function as ‚main examiner‘ of the Master's thesis. The main examiner serves as the preferred person to support and advise the candidate in all subjects related to the Master's Examination, and she/he has to write the official ‚examination evaluation‘ (expert report).
- 3) Before starting to write her/his Master's Thesis, the candidate has to submit an application form for admittance to the Master's Examination to the *Examination Office*. This application form has to include proposals on the subject of the thesis as well as its starting and prospective end date. Furthermore, the candidate can suggest in this form who should function as first and second examiner and as main examiner of her/his Master's Thesis and thus, by default, of the concluding oral examination, if applicable.
- 4) The *Examination Board* decides upon the admittance or non-admittance to the Master's examination. Requirements for admittance are:
 - to be enrolled in the respective study program at HMKW,
 - not to have lost the right to be examined in the respective study program or in a similar program,
 - to prove that a minimum of 80 ECTS credit points have been reached (i. e. 10 Credit Points, approx. 11 %, below the total of 90 Credit Points which are awarded in the Master's program, without taking into account the Master's Examination which is credited with 30 ECTS points).
- 5) If all prerequisites for admittance to the Master's Examination are met, the *Examination Board* decides upon the acceptance or rejection of the submitted proposals on the subject, on extended submission dates, if applicable, and on the examiners. If a proposal is rejected, the candidate has to be informed immediately, in written form, including an explanation of the negative decision. An appropriate deadline has to be set for delivering a new subject, if the proposed one is rejected (usually two weeks). Optionally, suggestions for reformulating the subject can be given. This notification has to be placed on record.
- 6) If the proposed subject is accepted, the candidate has to be informed by the *Examination Office* immediately about the following:
 - the accepted subject of the Master's Thesis
 - the name of the first and second examiners, and who of these two persons is the main examiner

- the date of the start of the Master's Thesis: This is the day of delivery of a written notification of the acceptance of its subject
 - the date of the planned submission of the completed Master's Thesis
- This notification has to be placed on record.

- 7) After acceptance of the subject of the Master's Thesis by the *Examination Board* and after placing it on record, the candidate can return it once within a period of two weeks. In this case, the candidate must submit a new subject proposal to the *Examination Board* within another period of two weeks.
- 8) If not all mandatory or mandatory optional modules are completed when starting to write the Master's Thesis, a deadline has to be set for the candidate, until when she/he has to prove that all required module examinations are completed successfully. This deadline should not be scheduled later than two semesters after the start date of the Master's Thesis. The *Examination Board* can decide upon exemptions of this rule, e. g. in case of a severe illness. If the necessary module examinations are not completed successfully within the determined time-frame, the current Master's Thesis has to be declared as invalid. In this case, a new thesis must be written, on a new subject.
- 9) A date for the Master's Colloquium as conclusion of the Master's Examination can only be set when all ECTS credit points of all mandatory and mandatory optional modules are attained, i. e. the total of all credit points which are necessary for the completion of the study program, minus those credit points which are awarded through successful completion of the Master's Thesis.

§ 20 Master's Thesis

- 1) The ECTS Credit Points, which are awarded, the standard periods for writing and the minimum numbers of pages of Master's theses at HMKW are regulated as follows:

<i>type</i>	<i>standard study period</i>	<i>study mode</i>	<i>credit points</i>	<i>standard writing period</i>	<i>possible extension weeks</i>	<i>maximum writing time</i>	<i>minimum pages</i>
<u>consecutive</u>	2 semesters	full-time	20 CP	12 weeks	2 * 3 weeks	18 weeks	50 p.
	4 semesters	part-time	"	16 weeks	2 * 4 weeks	24 weeks	
	3 semesters	full-time	30 CP	16 weeks	2 * 4 weeks	24 weeks	60 p.
	5 semesters	part-time	"	22 weeks	2 * 5 weeks	32 weeks	
<u>consecutive</u>	4 semesters	full-time	30 CP	20 weeks	2 * 4 weeks	28 weeks	70 p.
	6 semesters	part-time	"	28 weeks	2 * 5 weeks	38 weeks	
	5 semesters	full-time	30 CP	20 weeks	2 * 4 weeks	28 weeks	70 p.
	7 semesters	part-time	"	28 weeks	2 * 5 weeks	38 weeks	
<u>non-consecutive</u>	4 semesters	full-time	30 CP	24 weeks	individually	24 weeks	see para. 2)
		(part-time mode is not yet offered)					

Program-specific study and examination regulations can define different requirements regarding standard and maximum writing periods and the minimum amount of pages which must be delivered. In cases of hardship, deviations from the restrictions of possible extension weeks listed above are also possible through individual regulations.

- 2) The topic, the task and the scope of the master's thesis are to be limited in such a way that the deadline for working on the topic can be met. The minimum numbers of pages specified in paragraph 1) relate to the pure body of the text, without cover sheets, tables of content, attachments, etc. Falling below the minimum page count is only permitted in particularly well-founded cases. Master's theses in advanced design courses are an exception, as they also contain practical work. The extent of Master's theses of non-consecutive programs is regulated by their respective study and examination regulations.
- 3) The writing period for Master's theses can be extended no more than twice, by a maximum of the number of extension weeks which is specified in table (1) respectively, provided that the maximum writing time is not exceeded in total (subject to hardship regulations). If the maximum writing time for a Master's thesis has not already been applied for and been approved with the admission form to the final examination, a maximum of two applications for an extension can be made during the writing phase, where each application is limited to

the number of extension weeks specified in table (1). If for example the standard writing time of 20 weeks was approved with the initial admittance for a Master's thesis of a consecutive full-time Master's program which takes four semesters, a first extension by a maximum of 4 weeks and a second extension also by a maximum of 4 weeks (even if the first extension time was less than 4 weeks) can be granted. The following rules apply to all Master's programs at HMKW:

- a) The *first* application for an extension does not have to give reasons for the need of more time, and in each case the examination office will issue an approval.
 - b) The *second* application for an extension, however, must contain reasonable grounds why still more time is needed. In addition to illness-related reasons and serious disorders in the social-psychological environment of the students, such grounds also include difficulties in obtaining and evaluating material that are not the fault of the students and could not have been foreseen. Examples of this are postponements of interview partners, slow participation in surveys, or technical problems with digital data analysis. The second application must be submitted to the examination office at least one week (seven days) before the end of the first extension period. The examination board decides on the acceptance or rejection of this second and last application for an extension. If the application for a second extension is rejected, the thesis must be submitted within the first extension period.
- 4) In case of a severe illness or other exceptional circumstances, which necessitate a longer interruption of the writing process of the Master's Thesis without fault of the student, the *Examination Board* has to decide if the writing of the thesis can be continued after the interruption, even if the maximum permissible time of writing will be surpassed, or if the student must submit a proposal for a new subject and start over again, without counting the discontinued first try of completing a thesis in time as a 'failed attempt'. This applies to all Master's programs of HMKW.
 - 5) If a Master's Thesis is not submitted in time, it must be evaluated with the grade 'failed'. If the maximum number of tries to complete a thesis is not yet exceeded, a new Master's Thesis must be written.
 - 6) Two copies of the completed Master's Thesis must be submitted to the *Examination Office* before the authorized writing period expires. The date of submission must be placed on record. In addition to the printed copies, the Master's Thesis must be submitted to the *Examination Board* also digitally, on CD-ROM, DVD or a similar data carrier. *Study and Examination Regulations* of *not online-based* consecutive study programs can define different provisions regarding possible forms of submission. Together with the Master's Thesis, the candidate has to submit a signed affidavit of having authored the thesis independently, of not having used any other sources and aids than those who are stated in the thesis, and of having marked and referenced all citations and paraphrases as such. Included into the Master's Thesis must be all attachments, which are necessary for its evaluation. In the case of quantitative or qualitative empirical theses, these are, particularly, data sets, transcripts, guidelines for interviews etc. The Master's Thesis must contain all attachments which are relevant for its evaluation and grading. This requirement includes in particular the underlying records of quantitative empirical theses resp. transcripts, guidelines for interviews etc. in qualitative empirical theses.
 - 7) The evaluation and grading of the Master's Thesis should be finished within a period of six weeks after its submission. In accordance with § 33 sect. 3 BerlHG, it shall be guaranteed that the evaluation is delivered to the *Examination Office* and that the Master's Colloquium can be carried out subsequently within a period of three months after submission of the Master's Thesis. This period can be extended by the amount of time which is necessary to acquire ECTS credit points which are possibly still missing, to attain the total of all credit points designated for the study program minus the credit points which are awarded by completing the Master's Thesis.
 - 8) If the evaluations of the two examiners differ by not more than two grade steps on the ECTS scale, the first examiner decides upon the final grade, taking into account the differing evaluation of the second examiner. If the evaluations of the two examiners differ by more than two grade steps (i. e. by at least one full grade) and no consensus between the two can be reached, the *Examination Board* appoints a third examiner. The same applies, if the Master's Thesis is evaluated with grade 'failed' only by one examiner. After the evaluation of the third examiner is submitted, the arithmetic average of the three grades is calculated and rounded to the ECTS grading scale, as final grade. If the distance between the calculated grade and the next lower grade on

the scale is equal to the distance between the calculated grade and the next higher grade on the scale, the next lower grade is set as the final grade of the thesis.

- 9) Master's theses written jointly by two or more people are permitted only under the following conditions, as a 'group examination':
 - a) It must be justified why a collaboration is conducive to solving the respective research question.
 - b) It must be explicitly stated how it is ensured that for each member of the examination group her/his individual contribution to scope and content of the joint result can be determined.

§ 21 Master's Colloquium

- 1) The candidate defends her/his Master's Thesis after its submission in a concluding oral examination – exemptions of this rule are possible, see above § 19 sect. 1. In this expert discussion subjects and results of the respective Master's Thesis are reflected upon and substantiated. Furthermore, questions concerning the respective study field shall be discussed which do not relate directly to the Master's Thesis of the candidate.
- 2) Prerequisite of admittance to the Master's Colloquium is a preliminary evaluation of the Master's Thesis as at least 'sufficient'. The Colloquium shall take place usually within four weeks after the preliminary evaluation of the Master's Thesis as at least 'sufficient'.
- 3) The colloquium is usually conducted by the two examiners of the Master's Thesis. If the colloquium is conducted by only one examiner, she/he must be a professor of HMKW. Furthermore, a competent proctor must be present in this case. Both, individual or group examinations are possible. Group examinations are only permitted if it is guaranteed that the individual achievements of each candidate are clearly delimitable and assessable. The standard duration of the colloquium is 45 to 60 minutes. Master's Colloquia are open to all members of HMKW; the relevant regulations of § 17 sect. 3 of this document apply. Non-members of HMKW are permitted as attendants of the examination if and only if examinee and all examiners give their permissions.
- 4) The evaluation of the colloquium is given with equal rights by both examiners. In case of a difference between the two gradings, their arithmetic average, rounded to the absolute ECTS grading scale, is determined as final grade of the colloquium. For additional regulations, § 17 ('Oral tests') applies. Immediately after the colloquium, both examiners inform the candidate about her/his grade of this final part of the Master's Examination.
- 5) By passing the colloquium, the Master's Examination as a whole is passed.

§ 22 Evaluation and repetition of the Master's Examination

- 1) The grade of the Master's Examination is calculated by dividing the double-weighted grade of the Master's Thesis and the single-weighted grade of the Master's Colloquium by three, and rounding the result to the ECTS grading scale. For study programs *without* a Master's Colloquium as a concluding oral examination, the grade of the Master's Thesis is identical with the grade of the Master's Examination in total. Additionally, § 12 ('Evaluation of examination performances and grading') of this document applies.
- 2) The Master's Thesis and the Master's Colloquium are evaluated independently, and both parts must be passed, to complete successfully the whole Master's Examination:
 - a) If the Master's Thesis is not evaluated with a grade of at least 'sufficient', the admittance to the Master's Colloquium must be denied.
 - b) If the Master's Colloquium is not evaluated with a grade of at least 'sufficient', the whole Master's Examination must be evaluated as 'failed'.
- 3) If the whole Master's Examination is evaluated with the grade 'failed', it can be repeated only once, a second repetition is not permitted (in accordance with § 30 BerlHG). For the repetition of the Master's Examination the regulations of §§ 19 till 21 of this basic regulatory document apply (an application of admittance to the examination must be submitted, including a proposal for a new subject etc.).

VIII Graduation

§ 23 Certificates, documents

- 1) After successfully completing the Master's Examination, the candidate receives four graduation documents, usually within two weeks:
 - a) the *Master's Document* (,Urkunde'), confirming the successful completion of the study program
 - b) the *Master's Certificate* (,Zeugnis'), registering the result of the Master's Examination
 - c) the *Transcript of Records*, listing all passed modules and their grades
 - d) the *Diploma Supplement*, delivering general information about the study program
- 2) After successfully completing the Master's Examination, the candidate receives a *Master's Document*, which entitles her/him to hold the academic title 'Master of Arts' resp. 'Master of Science'. This Master's Document is signed by the rector and bears the stamp of the university. The issuing date of this document is the day of successfully passing the Master's Colloquium or, for study programs without a final oral examination, the day on which all provisions for awarding the respective study degree are accomplished.
- 3) In addition to the Master's Document, the candidate receives a Master's Certificate about the passed Master's Examination. This certificate registers the subject and the grade of the Master's Thesis, the grade of the Master's Colloquium and the overall grade of the Master's Examination. The final Master's Examination grade is calculated by adding the double-weighted grade of the Master's Thesis and the single-weighted grade of the Master's Colloquium, dividing the sum by three and rounding the result to the grade on the ECTS grading scale nearest to the quotient. The Master's Certificate is signed by the rector, and it bears the stamp of the university. The issuing date of this document is the day of successfully passing the Master's Colloquium or, for study programs without a final oral examination, the day on which all provisions for awarding the respective study degree are accomplished.
- 4) Usually within two weeks after finishing the Master's Examination the candidate receives a complete *Transcript of Records (ToR)*. This document registers all modules completed successfully by the candidate and their respective grades, inkl., if applicable, the number of re-examinations. The ToR also lists the average grade of the total of all modules with the exception of the Master's examination, with a weighting of these grades relative to the amount of ECTS credit points awarded by the respective modules. This average grade is not rounded off, but given as a single-digit floating point number, with all further decimal places cut off after the first one.
- 5) Furthermore, the ToR registers the overall study grade, which is calculated by multiplying the overall grade of all modules with the exception of the Master's Examination, weighted relative to the amount of ECTS credit points awarded by the respective modules, with 0.75, and adding to this product the further product of 0.25 and the grade of the Master's Examination. The resulting grade is not rounded off, but given as a single-digit floating point number, with all further decimal places cut off after the first one.
- 6) For further information about the *Diploma Supplement*: see the attachment.

§ 24 Retrospective disqualification of examination achievements

- 1) If a candidate perpetrated deception, including plagiarism, in regular module examinations or in the Master's Examination, and if this fact is detected only after issuing the Master's Document and Certificate, the *Examination Board* can change the respective grades retrospectively and it can declare these examinations as 'failed'. Provided that the respective examination is not already the last valid try to pass a module, the candidate can repeat the examination, as long as the maximum number of tries is not exhausted.
- 2) If it transpires after issuing the Master's Document and Certificate for a candidate that she/he actually did not fulfill all requirements for being admitted to the Master's Examination, without any intention of deception by the candidate, this defect is overridden by the fact of successfully passing the examination. If, on the other

hand, it can be proved that the candidate committed deceptive or fraudulent acts to receive the admittance to the Master's Examination, the *Examination Board* decides upon further legal actions.

- 3) Before decisions are taken according to sect. 1 and 2 of this paragraph, the respective candidate has the right to declare her-/himself in regard to the affair. The time limit for decisions according to sect. 1 and sect. 2 sentence 2 is a period of five years after issuing the examination documents. After expiration of this period, no further decisions of the *Examination Board* in cases of retrospectively detected acts of deception and fraud are valid. If a decision has to be corrected retrospectively within this period, though, the incorrect examination documents have to be withdrawn, and new documents with corrected results are issued.
- 4) If the *Examination Board* decides upon declaring an examination retrospectively as ‚failed‘, according to sect. 1 or sect. 2 sentence 2 of this paragraph and within the time limit given in section 3, the Master's degree has to be denied, and the Master's Document and Master's Certificate, which were issued based on wrong assumptions, have to be withdrawn.
- 5) If a candidate's degree has to be denied retrospectively in accordance with sect. 1 of this paragraph, and if the deception or fraud relates to regular modules, not the Master's Examination, and if the candidate passes successfully the respective re-examination(s), the Master's Examination has not to be repeated. In this case the candidate receives, after successfully passing the re-examinations,
 - a new Master's Certificate and a new Master's Document with an updated issuing date and
 - a corrected version of the Transcript of Records and the Diploma Supplement.

§ 25 Appeals and access to examination files

- 1) The candidate can appeal against her/his examination results in written form at the *Examination Office* within four weeks after receiving them. The informal application for objection must contain the confirmation that a conversation with the respective teacher took place beforehand, which did not dispel the concerns about the grade, or that an unsuccessful attempt was made to contact the teacher regarding a discussion about the grading. In this case the candidate has to be granted access to the examination files, the related expert reports and examination protocols within reason.
- 2) The *Examination Board* decides upon the acceptance or rejection of the appeal.

IX Concluding Provisions

§ 26 Inception

- 1) This version of the *Basic Study and Examination Regulations for Master's programs* at HMKW replaces the last version of the RStPO-Master of HMKW from September 17, 2019.
- 2) It will be published at HMKW and takes effect on October 01, 2020 for all Master's students, who are already enrolled at this date or who will be enrolled after this date.

ATTACHMENT

1 Diploma Supplement (DS)

After successfully passing the Master's Examination, each graduate of the study program receives a *Diploma Supplement* (DS) in its currently valid version, in addition to the Master's Document and Certificate. All informations given in this additional document are determined in the so called 'European diploma supplement model', which is currently structured into the following eight sections:

1. Personal information
2. Achieved qualifications
3. Information about the level and duration of the qualifications
4. Information about the content of the study program and the achieved results
5. Information about the purpose of the qualifications
6. Additional information
7. Certification of the Diploma Supplement
8. Information about the national system of higher education

The DS contains information about the degrees of higher education and respective learning outcomes and qualifications, delivered in English (and in a German version), in a Europe-wide uniform way. It is issued as attachment to the official documents of HMKW confirming the successful completion of the respective Master's study program. Its purpose is to provide transparency and to increase the chances of graduates on the European job market.

2 DS-Muster

-[see further attachment]