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Study and Examination Regulations for the Postgraduate Master's Program
International Technical and Vocational Education and Training

On the basis of § 13 Para. 1 in conjunction with § 67 Para. 3 No. 8 and § 77 Para. 2 No. 1 of the Higher Education Act of the State of Saxony-Anhalt (HSG LSA) of 14.12.2010 (GVBl. LSA p. 600), as amended from time to time, Otto-von-Guericke-University Magdeburg has adopted the study and examination regulations for the postgraduate Master's degree program in International Technical and Vocational Education and Training:

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I. General part

§ 1

Area of application

(1) These study and examination regulations govern the objective, content and structure as well as the examinations and graduation of the postgraduate Master's program International Technical and Vocational Education and Training at the Faculty of Human Sciences of Otto von Guericke University Magdeburg.

(2) This postgraduate master's program is assigned to the profile type "more application-oriented". The program is offered as a German-language and an English-language program.

(3) The master's degree program in International Technical and Vocational Education and Training is subject to tuition fees. The fees are charged in accordance with the statutes for charging fees for the master's program in International Technical and Vocational Education and Training.

§ 2

Aim of the study

(1) Graduates of the advanced study program International Technical and Vocational Education and Training have a broad, but at the same time detailed and critical understanding of vocational pedagogical expertise. In the primarily application-oriented program, students acquire content-related and methodological knowledge in vocational education and training, in the didactics of vocational teaching and learning, in curriculum and media development, as well as in international vocational education and training and in vocational education and training management. The study program thus develops a broad spectrum of professional competencies.

Graduates of the program have the competence to independently develop a question for a problem, to pursue it based on the current state of research and to generate further findings and conclusions with the help of analytical thinking and judgment. They are able to present these to laypersons as well as to experts and to defend them in an argumentative and conclusive manner. Graduates have learned to independently explore new subject areas, evaluate information and draw practical conclusions that take into account both social and ecological aspects. The methodological competencies for critical analysis and the competencies for practical, independent application that have been developed in this way enable graduates to work in a self-organized manner and to contribute the specialist content they have acquired to individual and group projects. In addition, personal and social competencies are to be strengthened through project-based and practice-oriented learning. These include communication skills as well as competencies in work organization and the assumption of responsibility as well as self-reflection. The ability to develop cooperation and strengthen networks is also developed and reinforced.

Graduates are thus able, among other things, to use their acquired specialist methods flexibly and to develop new solutions to problems in complex contexts.

(2) The educational objectives of the Master's program are the qualification for a professional activity in the fields of:

- operational management and coordination activities in the field of vocational education and training;
- Management of vocational training projects in international development cooperation and international organizations;
- Teaching activities as a teacher in educational courses for continuing vocational training at educational institutions of the economy and in European vocational training institutions;
- vocational training policy development in an international context;
- Consulting and development activities in the field of teaching materials (textbooks, technical documentation, experimental systems, laboratory concepts, etc.), taking into account new media;
- Tasks in the field of vocational education research.

§ 3

Academic degree

After proof of the successfully passed examinations required for the degree, Otto von Guericke University awards the academic degree of

"Master of Science", abbreviated: "M. Sc."

II. Scope and sequence of studies

§ 4

Admission to studies / admission requirements

(1) Prerequisite for admission to the master's program is:

- a) The applicant provides evidence of a bachelor's degree, a university diploma or a comparable degree from a state or state-recognized vocational academy, a master's degree program or a degree program completed with a state or ecclesiastical examination.
- b) The college degree should be in an educational, cultural, social, technical, economic or natural science field.
- c) The applicant provides evidence of relevant professional experience based on his/her first professional university degree.
- d) The completed degree must be at least 180 CP.

(2) Admission is to be denied if the applicant has definitively failed examinations in the chosen course of study at a university or equivalent institution of higher education within the area of application of the German Basic Law (Grundgesetz) or is currently undergoing a corresponding examination procedure.

(3) Language requirements must be demonstrated for both the German-language and English-language programs:

German-language program: For students whose native language is not German, appropriate language requirements must be proven by: TestDaF at least level 3 at enrollment and for registration for the master thesis at least TestDaF level 4. Equivalent language exams are recognized.

English language program: If the program is conducted in English,

all applicants must have sufficient knowledge of the English language. Proof of this must be provided in the form of the TOEFL or an equivalent test. The minimum TOEFL score to be achieved is 550 (paper-based test) or 213 (computer-based test) or 79 (internet-based test).

(4) The certificates and supporting documents must be submitted in German or English or in a corresponding translation by a sworn translator.

(5) As a rule, a new study run can be started with a minimum of 15 participants in the German-language program and with a minimum of 11 participants in the English-language program.

§ 5

Start and duration of studies

(1) Enrollment is possible in the summer and winter semester. The courses offered are designed accordingly.

(2) The Master's program is designed in such a way that the advanced study program, including the preparation of the Master's thesis with associated project seminar, can be completed in the standard period of study of six semesters.

§ 6

Structure and scope of the study

(1) The study program is modular. Modules are usually concluded with an examination.

(2) The study effort is described with credit points (CP). It amounts to a total of 120 CP, which are distributed between the *compulsory and elective areas* as well as the Master's thesis. The completion of additional modules of free choice is also possible. The modules, the examinations and the allocation of credits to the individual modules can be found in the examination schedule in the appendix. For a successful completion of the Master's program, a total of at least 300 CP must be demonstrated together with the previous studies.

The workload is approximately 40 CP per academic year (20 CP per semester).

The specified credit points describe the study effort, which is composed of, among other things, the participation in the courses, the preparation and wrap-up of the courses, the independent processing and deepening of the material as well as the proof of the services rendered. 1 CP corresponds to an effort of approx. 30 working hours.

(3) The study contents can be found in the attached study and examination plans as well as in the module handbook.

§ 7

Study structure

(1) The *course* offerings include a compulsory and an elective section.

(2) Compulsory modules are all modules that are required by the examination and study regulations for the successful completion of the degree program.

(3) Elective compulsory modules are all modules that students have to select from the elective compulsory area in accordance with the examination and study regulations. The compulsory elective modules enable students to pursue their individual inclinations and interests or to take into account subject-specific requirements of their later field of activity. The list of compulsory elective modules can be changed according to the development of the subjects and the availability of teaching staff and adapted to the range of courses offered by the department.

(4) Module examinations must be taken in both the compulsory and elective modules. A module examination must be taken for each module. Examinations must be taken during or at the end of the respective module. For each successfully completed module, a certain number of credit points (CP) is awarded according to the European Credit Transfer System (ECTS).

(5) The program concludes with a final thesis, the so-called master's thesis, and an accompanying project seminar. The master thesis corresponds to a workload of 20 CP. The duration of the thesis is 6 months. The thesis should show that the students are able to work independently and competently on a scientific problem within a given period of time.

(6) The standard study plan listed in the appendix is to be understood as a recommendation for completing the program in the standard period of study.

§ 8

Type of courses

(1) Courses are taught in the form of lectures, seminars, tutorials, colloquia, internships, laboratory practicals, projects and field trips, or in combination.

(2) Lectures convey basic factual, theoretical and methodological knowledge in a coherent and systematic presentation.

(3) Seminars serve the scientific processing of theoretical and practical issues in the interaction of teachers and students. This can take place in changing forms of work (information presentations, papers, thesis development, discussions) and in groups.

(4) Exercises serve primarily to deepen the knowledge imparted in the lectures and to acquire methodological skills in conjunction with application-oriented practice.

(5) In colloquia, the in-depth scientific discussion between teachers and students takes place on selected issues. The character of a colloquium consists in the theoretical and practical reflection on a topic at a high professional level.

(6) Excursions serve the purpose of visualization and information gathering as well as contact with on-site practice.

(7) In a course designated as a "project", a complex task is dealt with using a practical example, taking particular account of theoretical principles. Projects serve the development of skills for independent scientific work and the practice-oriented solution of holistic problems. They are carried out in groups.

(8) Internships/laboratory practicals serve to consolidate the contents of the course through practical application.

(9) Internet-based teaching (individual internet-based learning/teaching forms can be adapted for the respective study program)

§ 9

Student Advisory Service

(1) To help new students find their way around Otto von Guericke University Magdeburg, an introductory event is offered at the beginning of the program.

(2) The faculty offers a student advisory service for each degree program. The corresponding persons are listed on the homepage of the faculty and in the examination office.

(3) Academic advising is available at any time and is particularly useful in the following cases:

- Start-up difficulties at the beginning of the study,
- Choice of major field of study,
- Substantially exceeding the standard period of study,
- failed exams,
- Study abroad and individual study plan design

(4) With regard to the Master's thesis, it is advisable to contact university teachers as early as possible.

§ 10

Individual study plans

(1) Individual study plans are generally possible with the approval of the program director/subject advisor.

(2) Individual study plans serve the successful completion of studies within the standard period of study as well as the compatibility of studies with family and career. They are offered in particular to students who, despite fulfilling the admission requirements, lack prior knowledge in one or more modules, or to students who require special support due to long illness, birth or care of their own children, or similar.

(3) The program director/advisor is the contact person for students in the preparation of an individual study plan.

III. Exams

§ 11

Audit Committee

(1) For the organization of examinations and the tasks assigned by these examination regulations, the Faculty of Human Sciences forms an Examination Board for Continuing Education Programs. It consists of 5 members who are elected by the Faculty Council. The chairing member, the deputy chairing member and one additional member are elected from the group of professors, junior professors, university lecturers, one member from the group of academic staff and one member from the group of students. The term of office of the members of the examination board is four years, that of the student member two years.

(2) The Examination Committee ensures that the provisions of the Examination Regulations are complied with and ensures that the examinations are conducted properly. It is responsible for deciding on appeals against decisions made in examination procedures. The examination board reports regularly, at least once a year, to the faculty on the development of examination and study times, including the actual processing times for the Master's thesis, as well as on the distribution of module grades and overall grades. It may delegate the execution of its tasks to the chairperson for all regular cases; this does not apply to decisions on appeals.

(3) The examination board has a quorum if at least two voting members, including the chairing or deputy chairing member, are present and if the number of professors is at least as large as the number of other members. It decides by simple majority. In the event of a tie, the vote of the chairing member shall be decisive. Abstentions shall count as votes not cast unless they constitute a majority.

- (4) The members of the examination board have the right to attend the taking of examinations.
- (5) The meetings of the Audit Committee are not public. The members are subject to official secrecy. If they are not in public service, they must be sworn to secrecy by the chairing member of the Audit Committee when they take up their duties.
- (6) The responsible examination office supports the work of the examination board.

§ 12

Examiners and assessors

- (1) The examination board appoints the examiners and the assessors. Professors, junior professors, university lecturers, academic staff members who perform teaching duties, lecturers and persons experienced in professional practice and training are authorized to conduct university examinations. Examination performances may only be assessed by persons who themselves hold at least a Master's degree or an equivalent degree.
- (2) At least two examiners shall be appointed for the assessment of written examinations. If the Examination Committee determines for an examination date that, even with the inclusion of all those authorized to take the examination in accordance with Paragraph 1, the additional workload for the person concerned resulting from an appointment would be unreasonable, taking into account their other official duties, or if two examiners are not available, it may decide that for this examination date the written examination performances concerned are to be assessed by only one examiner. The decision must be communicated to the students when they register for the examination.
- (3) Two examiners must be appointed for the evaluation of the Master's thesis, one of whom must be a university teacher. In the case of a cooperative Master's thesis, the examiner from Otto von Guericke University Magdeburg is a university lecturer.
- (4) Students can propose examiners for oral examinations and the master's thesis. The suggestion does not constitute a legal claim.
- (5) The auditors are independent in their auditing activities.
- (6) The examination board ensures that the names of the examiners are made known to the students in due time.

§ 13

Recognition of study periods, study and examination achievements

- (1) The examination board decides on the recognition of study periods, study and examination achievements upon written application. The application must be submitted to the examination board of the relevant degree program within one semester after commencement of studies. Students must submit the documents required for the crediting in the original or in certified form.
- (2) Periods of study, academic achievements and examinations in courses of study at institutions of higher education within the scope of the Basic Law shall be credited insofar as no significant difference can be ascertained. Periods of study, study achievements and examination achievements which were completed abroad shall be credited insofar as no significant difference can be ascertained according to the verifiable information to be submitted by the applicant on the achievements completed.
- (3) For the recognition of periods of study, academic achievements, and examination results obtained outside the Federal Republic of Germany, the Lisbon Convention of November 11, 1997, the equivalence agreements approved by the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany and the German Rectors' Conference, as well as regulations within the scope of

University cooperation agreements must be observed. The basis for evaluation is the European Credit Transfer System (ECTS), insofar as this has already been applied by both parties. The burden of proof that an application does not meet the relevant requirements lies with the examination board.

- (4) In the case of comparable grading systems, the grades are transferred and included in the calculation of the overall grade.
- (5) Evidence of knowledge and skills acquired outside the university can be recognized for the university study program up to a maximum of 50%, if they are relevant and equivalent to the modules of the study program in terms of content and level. The application for recognition must be submitted to the examination board within the first semester after commencement of studies. Students must submit the documents required for recognition in original or certified form.

§ 14

Cooperation with partner universities and recognition of examination results obtained at partner universities

- (1) In carrying out the study program, the faculty may cooperate with partner universities abroad that are connected to Otto von Guericke University Magdeburg by a cooperation agreement.
- (2) Module examinations taken at a partner university cooperating within the framework of this study program and certified by the partner university are recognized.
- (3) The examination regulations in force at the partner university apply to examinations taken at the partner university.
- (4) Special regulations for grade conversion of the partner universities can be found in the appendix.

§ 15

Responsibilities

- (1) The legal basis specific to each country and university applies to the conduct of studies and examinations.
- (2) Students are required to familiarize themselves with the applicable study regulations and the examination regulations of the universities.

§ 16

Types of course-related examinations

- (1) The following types of course-related examinations are possible:

written examination (E) (Para. 2)

Oral examination (O) (par. 3)

Term paper (T) (par. 4)

Scientific project (SP) (par. 5)

- (2) In a **written exam**, students should demonstrate that they can identify a problem and find ways to a solution in a limited time with limited aids and under supervision using the common methods of the subject area.

As a rule, written examinations are to be evaluated by two authorized examiners. A recording is permissible. A total of six weeks should not be exceeded for the correction. The criteria of the examination evaluation shall be disclosed. As a rule, grades are to be announced after 4 to 6 weeks at the latest. The processing time for a written exam

is at least 60 minutes, but no more than 240 minutes. The examiner decides on the aids that may be used in an examination. The permitted aids are to be announced before the examination. Preliminary corrections of written examinations may be made by academic staff.

(3) In the **oral examination**, the candidate should demonstrate that he or she has structured knowledge, recognizes the interrelationships of the subject area, is able to place special questions in these interrelationships within a limited time and can find ways to a solution.

Within the framework of the oral examination, tasks may also be set to a reasonable extent for written treatment, if this does not cancel out the oral character of the examination.

The oral examination takes place in front of several examiners (collegial examination) or in front of one examiner and one expert assessor as an individual or group examination, whereby up to 4 students can form a group. The assessor must be heard before the grade is determined. The duration of the examination for each student per subject area is usually at least 15 minutes, at most 45 minutes. The main subjects of the examination and the assessment of the examination performance are to be recorded in a protocol. It is to be signed by the examiners and the assessors. The examiners shall agree on the grade. The result of the examination is to be announced to the student after the oral examination.

(4) A **term paper** requires an experimental, empirical or theoretical treatment of a problem from the subject area. The students can make suggestions for the topic and the task. These do not constitute a legal claim. In suitable cases, the solutions worked out can be explained orally in a manner typical for the professional activity. If the student has an above-average workload with other examinations, the processing time can be extended once by up to half on application. In this case, attention must be paid to compliance with the standard period of study.

(5) By participating in a **scientific project**, students should prove that they are capable of independent scientific work and teamwork. The independent part of the project work has to be proven.

(6) The task for the examination performance is determined by the examiners. If they cannot agree, the task will be determined by the examination board.

(7) The forms of examination provided for in these regulations may be changed under the following conditions:

- If fewer than 12 candidates have registered or are expected to register for an examination scheduled as a written examination with an examiner, the Examination Committee may, at the request of the examiner(s), authorize oral examinations to be held instead. This approval is valid for one examination date at a time.

- If more than twenty candidates have registered for or are expected to register for an examination scheduled as an oral examination with one examiner, the Examination Committee may, at the request of the examiner(s), authorize this examination to be conducted in written form. This approval is valid for one examination date at a time.

The students concerned must be informed immediately of any change in the form of examination approved by the Examination Committee.

(8) The type and scope of the course-related examinations for the individual modules can be found in the examination schedule included in the appendix.

(9) The protective provisions according to §§ 3, 4, 6 and 8 of the Maternity Protection Act as well as according to the deadlines of the Federal Child-Raising Allowance Act on parental leave are to be taken into account appropriately in the application of these examination regulations, in particular in the calculation of deadlines, and their use is to be made possible. Students who have been granted leave of absence due to family obligations may voluntarily complete academic and examination work during their leave of absence. Upon written application to the board of examiners, a failed examination may be repeated during the period of leave of absence.

(10) For module examinations of other faculties, the regulations of the corresponding faculties apply.

§ 17

Protective provisions, compensation for disadvantages

(1) If students can prove by means of a medical certificate that they are unable to take all or part of the examination in the prescribed form due to prolonged or permanent illness, the examination committee must give them the opportunity to take equivalent examinations in another form.

(2) Disabled students can be granted disadvantage compensation in the form of additional work and auxiliary aids, insofar as this is necessary to establish equal opportunities. For this purpose, processing periods can also be extended to a reasonable extent or the taking of the examination in another form can be approved. A person is considered to be disabled if he or she is unable to take the examination in whole or in part in the intended form due to a long-term or permanent physical disability. The disability must be shown to be credible. The university can demand that the credible proof is provided by a medical certificate or by presentation of the disabled person's ID card. The request for compensation must be submitted in writing to the Examination Committee. The application should be made at the latest when registering for the examination.

(3) The protective provisions in accordance with the Maternity Protection Act as well as in accordance with the deadlines of the Federal Child-raising Allowance Act on parental leave are to be taken into account appropriately in the application of these examination regulations, in particular in the calculation of deadlines, and their use is to be made possible. Students who have been granted leave of absence due to family obligations may voluntarily complete their studies and examinations during their leave of absence. Upon written application to the examination board, a failed examination may be repeated during the leave of absence.

§ 18

Publicity of oral examinations

Students who wish to take the same oral examination at a later date, as well as legitimate representatives of the students (students in the collegial bodies as well as in the student university council and its branches) shall be admitted as listeners according to the space available, unless the examinee objects. However, admission does not extend to the discussion and announcement of the examination result to the candidate.

§ 19

Admission to examinations during the course of study

(1) Students who are enrolled at Otto von Guericke University or one of the partner universities in the degree program mentioned in § 1 can be admitted to the course-related examinations.

(2) Students of this degree program apply for admission to the course-related examinations and the repeat examinations within the period and in the form determined by the examination board. In the event of non-compliance with the registration deadline, the student is excluded,

unless the examination board decides otherwise upon written application by the student.

(3) The application for admission must be accompanied, if applicable, by examiner proposals as well as proof of prior examination achievements, unless corresponding documents are available at Otto von Guericke University.

(4) The application can be withdrawn at the latest one week before the respective examination date. In the event of withdrawal, admission must be applied for again at a later examination date in accordance with paragraphs 1 and 2.

(5) The examination board decides on the admission. It is to be refused if:

1. does not meet the admission requirements or

2. the documents are incomplete or

3. the examination performance has been definitively "failed" or is definitively deemed to have been "failed".

§ 20

Evaluation of the examination performances and formation of the module grades

(1) The grades for the individual examinations are set by the respective examiners. For the evaluation of the examinations the overviews from the appendix IV are to be used.

(2) Grades 0.7; 4.3; 4.7 and 5.3 are excluded.

(3) The module examination is only passed if each examination performance has been assessed with at least "sufficient".

Individual examination performances with the assessment "not passed" are to be repeated before the grade of the module examination is calculated.

(4) When calculating a grade according to the average, only the first decimal place after the decimal point is taken into account; all other places are deleted without rounding.

Average grade	Predicate
up to 1.5	= very good
above 1.5 to 2.5	= good
above 2.5 to 3.5	= satisfactory
above 3.5 to 4.0	= sufficient
with an average above 4.0	= failed

(5) The German grade will be supplemented with an ECTS grade as an attachment in accordance with the recommendations of the HRK.

§ 21

Repetition of examination performances

(1) Course-related examinations that have not been passed or are not considered to have been passed can be repeated once. The repetition is only permitted within 12 months after the notification of the failure of the examination performance, unless the student has been granted a grace period for special reasons for which he or she is not responsible. For the evaluation § 13 applies accordingly.

(2) As a rule, a second repetition of a course-related examination can be admitted on the next regular examination date. At the request of the student, the examination board can agree with the examiner on an earlier examination date.

- (3) The student must apply in writing to the Examination Committee for a second repetition of a course-related examination within a preclusive period of 6 weeks after notification of failure of the first repetition of the course-related examination and must state the reasons for this.
- (4) Unsuccessful attempts to take an examination from selected courses of study at another university within the scope of the Basic Law shall be counted towards the retake options.
- (5) The repetition of a passed course-related examination is not permitted.
- (6) If the student leaves the university, the college or changes the course of study, he or she will be issued with a certificate containing the examinations and academic achievements taken and their grades as well as unsuccessful attempts to take an examination.

IV. Master's degree

§ 22

Master thesis

- (1) The preparation of the master thesis is scheduled for the 6th semester.
- (2) The processing time for the Master's thesis is six months. In individual cases, the responsible committees of the respective universities can extend the processing time by a maximum of two months upon justified request. In the case of cooperative Master's theses, the agreement of the examination board of the respective international partner university is necessary. Further details are regulated by the cooperation agreement between Otto von Guericke University and the respective international partner university.
- (3) The master's thesis can be completed in two forms:
 - a) as a cooperative Master's thesis, which is written at the Magdeburg location and at the respective cooperating university and is evaluated in a joint procedure of both universities. The cooperative Master's thesis is jointly supervised by a person authorized to examine at Otto von Guericke University and a person authorized to examine at the partner university. Details are regulated by the cooperation agreement between Otto von Guericke University and the respective international partner university.
 - b) as a master's thesis, which is written and evaluated at the Magdeburg location. The master's thesis is supervised by a person authorized to examine at Otto von Guericke University.
- (4) The master's thesis should demonstrate that the student is able to independently work on a problem from the field of study within a given period of time using scientific methods.
- (5) The topic of the master's thesis is issued by a person authorized to conduct examinations in consultation with the examination office. This master's thesis is also supervised by this person. The student shall be given the opportunity to submit proposals for the topic. The student shall be given the topic of the Master's thesis within a reasonable period of time. The time of the issue of the topic is to be made a matter of record.
- (6) The topic and the task must be such that the deadline of six months set for processing can be met. The topic can only be returned once and only within the first month of the processing period.
- (7) Master's theses may also be admitted as group theses, if for each group member a contribution to be evaluated is clearly distinguishable on the basis of the indication of sections or page numbers or on the basis of other objective criteria that allow a clear delimitation. The contribution of each group member must meet the requirements of paragraph 3.
- (8) The Master's thesis must be submitted in duplicate by the deadline. When handing in the work, the student has to assure in writing that the work – in case of a group work the correspondingly marked part of the work – has been written independently and that no sources and aids other than those indicated have been used.

The date of submission is to be recorded. If the Master's thesis is not handed in on time, it is considered as "failed". An application for an extension of the submission deadline must be made by the student to the examination board in good time after the supervisor has given his/her opinion.

(9) The (cooperative) master thesis can be written in German or English as well as in the national language of the cooperating university. If the cooperative master thesis is written in German or English, an abstract of about 10 pages in the language of the cooperating university has to be included, explaining the topic and the background of the problem, the methodological approach, the results and the conclusions. If the Master's thesis is written in the national language of the cooperating university, a corresponding German or English summary must be enclosed. The master thesis, which is only written and evaluated at the Magdeburg location, is submitted in German or English.

(10) The Master's thesis must be examined and evaluated by two persons authorized to do so.

The first reviewer should be the person who issued the thesis. In the case of a cooperative Master's thesis, the second reviewer shall be provided by the cooperating university. The reviews must be accompanied by an evaluation according to

§ The reports for a cooperative master's thesis, which must conclude with a grade and a percentage, must clearly state the advantages and disadvantages of the master's thesis and be available within six weeks after submission of the thesis. Reports for a cooperative Master's thesis, which have been prepared by the reviewer of the cooperating university, must conclude with the indication of a percentage value.

(11) The overall grade of the master's thesis is calculated from the arithmetic mean of the percentages of the two expert opinions and is shown as a grade according to § 12. The Master's thesis is not passed if the individual grades in both evaluations are "not passed" or the arithmetic mean of the percentage points of both evaluations is less than 40 percent.

(12) For the master thesis 20 ECTS (processing time six months) are awarded.

(13) Registration for the Master's thesis must be made in writing to the Examinations Office.

(14) Only those who have demonstrated at least 75 CP can be admitted to the Master's thesis. Admission is granted by the examination board.

§ 23

Repetition of the master thesis

(1) The Master's thesis can be repeated once if it is assessed as "failed". The topic can only be returned once and only within the first month of the processing period. A second repetition of the master thesis is excluded.

(2) The new topic of the master's thesis is issued within a reasonable period of time, usually within three months.

(3) The repetition of a passed master thesis is excluded.

(4) In case of a repetition of the master thesis, the renewed participation in the project seminar for the master thesis is also mandatory.

§ 24

Formation of the overall grade / Diploma Supplement / Certificate

(1) The master's degree is awarded if all examinations and the master's thesis have been evaluated with at least "sufficient".

(2) The overall grade is formed from the arithmetic mean of the grades of the module examinations weighted according to the ECTS and the grade of the Master's thesis.

(3) In the case of outstanding performance (grade point average not worse than 1.2), the overall grade "passed with distinction" is awarded.

(4) If a candidate has successfully passed the subject examinations and the Master's thesis, he or she will receive a certificate of the results. The grades of the subjects, the grade of the master thesis and the overall grade as well as the ECTS grade are included in the certificate. Furthermore, the certificate contains the topic of the Master's thesis as well as – at the candidate's request – the results of the examinations of additional subjects.

(5) The certificate bears the logo of Otto von Guericke University and the date of the day on which the last examination was completed. The certificate is to be issued within eight weeks if possible. It is to be signed by the chairperson or the deputy chairperson of the examination board and the dean of the faculty and to bear the seal of Otto von Guericke University.

(6) A Diploma Supplement will be issued.

§ 25

Master certificate

(1) The Master's certificate bears the date of the certificate and the logo of Otto von Guericke University. The award of the degree "Master of Science" is certified.

(2) The certificate is issued by the Dean of the Faculty of Human Sciences of Otto von Guericke University Magdeburg and bears the seal of the university.

V. Final provisions

§ 26

Inspection of the examination files

(1) Students are granted access to the written examination papers, the related evaluations of the examiners and the examination protocols upon written application to the examination board after completion of each module examination.

(2) After the certificate has been issued, the written application must be submitted to the Examination Committee within an exclusion period of three months. The chairperson of the examination board shall determine the place and time of inspection.

§ 27

Default, withdrawal, deception, breach of order

(1) A course-related examination performance shall be deemed to have been graded "unsatisfactory" if the student, without good reason:

- fails to appear at an examination date that is binding for him or her,
- withdraws from an examination after it has begun,
- fails to repeat an examination within the specified period.

(2) The reasons asserted for the withdrawal or the failure to attend must be reported to the Examination Committee in writing without delay and must be made credible. If this is not done,

the examination performance is to be assessed as "not sufficient". In case of illness, a medical certificate must be submitted. If the reasons are acknowledged, the examination must be taken at the next regular examination date, unless the examination board decides on a different regulation.

(3) If the student attempts to influence the result of an examination by deception or the use of unauthorized aids, the examination in question shall be deemed to have been graded "unsatisfactory". Anyone who disturbs the proper course of the examination can be excluded from continuing the examination by the examiner or the supervisor. In this case, the examination performance is to be assessed as "insufficient". In serious cases, the examination board may exclude the student from taking further examinations.

(4) If the deadline for an examination is not met for reasons for which the student is responsible, the examination shall be graded as "unsatisfactory". Paragraph 2 applies accordingly.

§ 28

Invalidity of the examination results

(1) If a student has cheated in an examination and this fact only becomes known after the certificate has been issued, the board of examiners may declare the examination failed in whole or in part.

(2) If the requirements for admission to an examination were not fulfilled without intentional deception, and if the fact only becomes known after the certificate has been issued, this defect is cured by passing the examination. If students have intentionally obtained admission unlawfully, the examination board shall decide on the withdrawal of unlawful administrative acts in compliance with the statutory provisions.

(3) The students concerned shall be given the opportunity to discuss the matter before the Examination Committee before a decision is made.

(4) The incorrect certificate must be withdrawn and, if necessary, replaced by a new certificate or attestation. The Master's certificate shall be withdrawn if the Master's examination was declared "failed" due to the act of deception. A decision according to paragraph 1 and paragraph 2 is excluded after a period of five years from the date of the certificate.

§ 29

Decisions, opposition proceedings

(1) All decisions made in accordance with these examination regulations that constitute an administrative act must be justified in writing, accompanied by instructions on how to appeal, and announced in accordance with § 41 VwVfG LSA. An appeal against the decision can be lodged with the examination board within one month of receipt of the decision.

(2) The examination board decides on the objection. If the objection is directed against an assessment, the Examination Committee will forward the objection to the examiner(s) concerned for review. If the assessment is changed in accordance with the application, the Examination Committee shall uphold the objection. Otherwise, the board of examiners reviews the decision only to determine whether

1. the examination procedure has been conducted properly,
2. the examiner has assumed an incorrect set of facts,
3. generally applicable valuation principles have been observed,

4. the auditor has been guided by irrelevant considerations.

§ 30

Withdrawal/revocation of the academic title

The withdrawal or revocation of the Master's degree is carried out in accordance with § 20 of the Saxony-Anhalt Higher Education Act.

§ 31

University public announcements of the examination board

Decisions and other measures to be taken in accordance with these examination regulations, in particular admission to the examination, refusal of admission, registration and examination dates and deadlines, as well as examination results, shall be announced to the public in the manner customary at the university. Data protection regulations must be observed.

§ 32

Transitional arrangement

These regulations are valid for all students enrolled in the International Technical and Vocational Education and Training program as of the summer semester 2019. Students who are already enrolled in the study program International Vocational Education Profile Technical and Vocational Education and Training before 01.04.2019 can join these regulations upon application. The application must be submitted in writing to the Examinations Office of the Faculty of Human Sciences. The transfer is irrevocable.

§ 33

Entry into force

These study and examination regulations come into force on the day following their publication in the official announcements of Otto von Guericke University.

Issued on the basis of the resolutions of the Faculty Council of the Faculty of Human Sciences of 05.12.2018 and the Senate of Otto von Guericke University of 19.12.2018.

Magdeburg, 12.03.2019

Prof. Dr.-Ing. habil. Jens Strackeljahn
Rector
of the Otto von Guericke University Magdeburg

Attachments

- I. Study and examination plan
- II. List of partner universities
- III. Exam grades

Study and Examination Plan M.Sc. International Vocational Education and Training

		Start for the winter semester																																	
Modules		1st semester					2nd semester					3rd semester					4th semester					5th semester					6th semester					Workload		Proof of performance	
		CP	SHW				CP	SHW				CP	SHW				CP	SHW				CP	SHW												
			L	S	E	P		L	S	E	P		L	S	E	P		L	S	E	P		L	S	E	P	L	S	E	P	PT	LT	SC	ET	
CM1	Didactics and methodology of vocational training	10	2	2	2	1																								98	202	***	EC		
CM2	Structures and theories of vocational education	10	2	2																										56	244	***	EC		
CM3	Didactics of vocational teaching and learning						10		4																					56	244	***	TH		
CM4	International and comparative vocational education						10		4																					56	244	***	TH		
CM5	Vocational training management and evaluation											10		4																56	244	***	TH		
CM6	Curriculum and media development											10		4																56	244	***	TH		
CM7	Professional practice studies															10		2												28	272	***	Po		
EM	Area of specialization															10		4			20		8							168	732	***	**		
CM 8	Master thesis																								20		2			28	572	***	Ma		
Total per semester		20	4	4	2	1	20		8			20		8			20		6			20		8			20		2			602	2998		
Total CP		120																																	

CP=credit points, SHW=semester hours per week, L=lecture, S=seminar, E=exercise, P=practicum/project/workshop, ET =examination type, CM=compulsory module, PT=presentation time, LT=learning time, SC=study certificate, EM =elective module

O =oral examination, EX =exam, Pr=project, TH=thesis, PR=presentation, MP=media product, Po=portfolio, T=test/exercise certificate, D=documentation/protocols, TN=attendance certificate, Ma=master thesis

*Event type can be found in the overview for the start of the winter semester.

As needed:

** The type of examination will be announced at the beginning of the course (the type of certificate can be found in the module description of the respective course).

*** The proof of study is obligatory preliminary work for the module examination (e.g. presentation/seminar paper to the extent of an ungraded course work). The type of course certificate can be found in the module description of the respective selected module.

Note on elective modules: The study and examination plan indicates one option, further information can be found in the module descriptions.

II List of recognized partner universities

Status: 01.04.2017

In this list, those partner universities are to be included which have concluded a university agreement with Otto von Guericke University Magdeburg regarding the teaching export. By 01.04.2017, the Institute I had signed agreements with the following universities on the introduction and design of the study program and on the cooperative commencement of the study program and secured them through agreements with the respective government agencies responsible in the partner countries:

No. UniversityPlace

1. Southeast UniversityNanjing/China
2. Tianjin UniversityTianjin/China
3. University of Technical EducationHo Chi Minh City/Vietnam
4. Jiangsu UniversityChangzhou/China
5. Changshu UniversityChangsu /China

III Exam grades

Status: 01.04.2017

For the conversion of module examinations and for the reporting of cooperative master's theses, the grades are also shown as percentages. The conversion is carried out according to the following rule:

Vietnamese notes		Chinese notes		German grade according to guidelines of the OvGU		German procedures according to guidelines of the OvGU	
9,5 – 10	10	93 – 100	93–100	1,0	1 ("very good" – very good)	97–100	
	9,5		93 – 97	1,3		93 – 96	
8– 9	9	80 – 92	89 – 92	1,7	2("good" – good)	85 – 92	70–92
	8,5		85 – 88	2,0		77 – 84	
	8		80 – 84	2,3		70 – 76	
6,5 – 7,5	7,5	67 – 79	76 – 79	2,7	3 ("satisficing" – satisfactory)	65 – 69	56–69
	7		72 – 55	3,0		60 – 64	
	6,5		67 – 71	3,3		56 – 59	
5–6	6	60 – 66	62 – 66	3,7	4 ("adequate" – adequate)	48 – 55	40–55
	5		60 – 61	4,0		40 – 47	
0–4	0–4	0 – 59	0 – 59	5,0	5 ("did not stand" – fail)	0 – 39	0 – 39