



GHU

GLOBAL HUMANISTIC UNIVERSITY

COURSE REGULATIONS

BACHELOR OF SCIENCE IN BUSINESS & MANAGEMENT (BSc)

MASTER OF SCIENCE IN BUSINESS & MANAGEMENT (MSc)

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General

1. SCOPE

- (1) These course regulations apply to all validated study programs offered by Global Humanistic University (GHU) except for the doctoral programs, to which different regulations apply.

2. AIMS OF THE PROGRAMS

- (1) Bachelor degrees in business administration tend to give a general overview of the main aspects of organisational missions, structures and processes. Learners develop knowledge and skills through a mix of core (subject-specific) and generic-skills (subject independent) courses. GHU BSc - Business and Management covers the knowledge, understanding and skills expected of successful graduates in business and management. The program aims to provide students with a wide knowledge and deep understanding of the functional aspects of a business organisation and their interconnection. It develops students' practical, managerial and communication skills as well as their business decision-making capability. Students will acquire a broad and comparative knowledge of the general scope of their degree subject, current developments in the subject, its different areas and applications, and its interactions with related subjects. In addition, the program aims to provide students with a critical understanding of the essential theories, principles and concepts of the subject, the ways in which these are developed through its main methods of enquiry, as well as an awareness of the provisional nature of knowledge. Furthermore, the BSc - Business and Management is designed to provide students with the opportunity to gain familiarity with and competence in the use of subject-specific routine materials and practices, and to develop their command of subject-specific skills for the gathering, evaluation, analysis and presentation of information, ideas, concepts and quantitative and/or qualitative data, drawing on a wide range of current sources including the use of ICT as appropriate to the content of the individual modules. The Program is on level 6 *European Qualifications Framework*.
- (2) Master degrees normally tend to focus on knowledge-deepening courses, with the possible orientations either in a vertical direction where students go in-depth in a

subject area from the first cycle, or horizontally/intra-disciplinary meaning that students add new subject areas of business, or finally going diverse, which means including courses and topics not directly linked to business, for instance psychology or engineering. Master programs normally contain a substantial thesis component, usually involving empirical research. The aim of the GHU Master of Science (MSc) program is to equip students with in-depth knowledge and understanding of their professional field, informed by current and emerging practice, scholarship and research, including a critical awareness of current issues and developments in their subject areas and their profession. Students will be provided with the opportunity to develop their ability to apply research to professional situations, both practical and theoretical, and to effectively employ and critically evaluate a range of subject-specific techniques and research methods applicable to their professional activities in management and leadership positions. The Program is on level 7 *European Qualifications Framework*.

- (3) The assessments on the programs are designed to provide students with the opportunity to demonstrate achievement of the intended learning outcomes including expertise and skills relevant to their professional career goals.
- (4) The programs prepare students for a wide range of careers in the areas of business, government, public administration and the media. However, the qualifications awarded do not guarantee automatic access to jobs in these sectors or promotion (e.g. to senior civil service positions) for those in employment.

3. REQUIREMENTS FOR ADMISSION TO THE PROGRAMS

(1) Admission requirements for the BSc program:

- Candidates will normally possess an A-level, High School Diploma, Licencia de la Educacion Media, Bachiller en Ciencias; *Abitur* or equivalent qualification/certificates which grant admission to higher education
- Candidates without an A-level, High School Diploma or equivalent qualification need to hold a National Vocational Qualification (compare level

4 European Qualification Framework) and have at least 4 years' managerial or professional work experience in a full-time position before graduation.

- Other outstanding applicants, who do not meet these exact criteria may also be considered. Compare document: "Recognition of prior learning and experience"

(2) Admission requirements for the MSc programs:

- Bachelor Degree or above in a relevant subject, or
- Candidates with other relevant qualifications and a minimum of six years' relevant work experience may also be considered for admission. Those need to demonstrate relevant work experience and the ability to study at postgraduate level. (CV, testimonials and documents/certificates about education, work history, projects, skills and strengths, responsibilities and accomplishments, studying, working and volunteering abroad, adaptability, communication skills, critical thinking/problem solving skills etc.)

Offers of admission are made by Global Humanistic University (GHU) Admissions unit. Compare document: "Recognition of prior learning and experience"

4. FINAL QUALIFICATION

Global Humanistic University will confer the following academic titles to students who successfully complete their study program:

5. RECOGNITION OF PRIOR LEARNING AND EXPERIENCE

The basis for recognition at the GHU is the Lisbon Convention, which focuses on the examination regarding the essential difference in the acquisition of competences and considers recognition to be the norm.

According to the Lisbon Convention, the guiding principle of the recognition of prior learning¹ examination should be to enable recognition and to handle differences flexibly. Recognition procedures should be transparent, reliable and binding.

Procedure:

- Student: Examination documents, certificates, transcript of records, other documents²: The GHU has a form to list all academic achievements
- Office: Check for completeness: if necessary, submit the missing documents within a period of 2 weeks
- Office: Authenticity check - Only in case of reasonable doubt regarding the authenticity of documents, e.g. by requesting a duplicate at the issuing institution, verification by the issuing institution
- Admission Officer: Subsequently, critical evaluation of the study and examination achievements acquired in Curaçao or abroad.

Guiding principles for the GHU:

Are the differences so significant that they would endanger the student's success in continuing his or her studies? The key elements of the examination at the GHU are based on five essential points.

¹ Compare: **European Commission** (2015) *Recognition of prior learning and experience*
https://ec.europa.eu/education/ects/users-guide/recongnising-prior-learning_en.htm (12.06.2019)

² Candidates with other relevant qualifications and a minimum of six years' relevant work experience may also be considered for admission. They need to demonstrate relevant work experience and the ability to study at postgraduate level. (CV, testimonials and documents/certificates about education, work history, projects, skills and strengths, responsibilities and accomplishments, studying, working and volunteering abroad, adaptability, communication skills, critical thinking/problem solving skills, mapping of learning outcomes from prior formal or non-formal learning to the relevant qualification components, questioning (oral or written), observations of performance in work based and/or simulated environments, challenge examinations/assessments, consideration of third-party reports and/or other documentation such as articles, reports, project material, papers, testimonials or other documents prepared by the candidate that relate to the learning outcomes of the relevant qualification components.

5.1. Quality:

- Checking whether the institution / university is recognized as a higher education institution (See: e.g. Naric/Enic Network)
- Checking whether the foreign higher education institution and, if applicable, the study program in the host country are accredited according to the legal provisions in force there.
- If yes: the work performed is of enough quality to be recognized.
- Questions about accreditation University/program: national information centers (compare: http://www.eurorecognition.eu/Manual/EAR_manual_v_1.0.pdf)

5.2. Level:

- Question: To which level (Bachelor, Master) does the performance acquired abroad belong?
- Identify the place the stated qualification occupies in the respective educational system
- Assignment to the corresponding qualification in the educational system (see Level 6, Level 7, Level 8 European Qualification Framework)

5.3. Learning outcomes:

- The recognition test should be learning outcomes based. (See also: Anderson, Lorin W. u. Krathwohl, David R. (Eds.) (2001). A Taxonomy for Learning, Teaching, and Assessing: A Revision of Bloom's Taxonomy of Educational Objectives. New York: Longman.
- The learning outcomes are not to be compared in detail at the micro level, but with regard to the requirements for successful further study.

5.4. Workload

- For applicants from the European Higher Education Area: presentation of workload by ECTS credits. For international applicants, corresponding conversion systems
- Deviations in the quantitative extent of the study achievements (i.e. differences in the number of ECTS credits earned) are generally not a reason for the GHU to refuse

recognition. The focus is on the qualitative learning outcomes achieved, i.e. the competences and skills acquired.

5.5. Profile

- Examination of whether the learning outcomes achieved and submitted relate to the profile of the study program at the home institution (e.g. focus, qualification and competence objectives, research or application orientation, etc.)

Main Differences

- The GHU follows the recommendations of the Lisbon Convention. According to the recommendations published by the Lisbon Recognition Convention Committee, non-recognition should only be considered if there are significant differences in the following areas.
- For example:
- highly divergent learning outcomes. These are to be documented by the GHU with regard to learning target taxonomies (e.g. Bloom or Anderson and Krathwohl).
- Serious differences in the requirements for admission to further programs (e.g. master's or doctoral programs)
- significant difference in the focus of the study programs leading to a recognizable qualification.
- The comparability of study program should always be examined regarding the comparability of learning outcomes and the ability to continue studies, and not as an independent, necessary condition for the recognition of academic achievements.
- In exceptional cases: Significant differences in the quality of study programs Serious differences in the quality of study programs are documented by the GHU in order to meet the shift in the burden of proof. In cases of doubt, the GHU consults an external evaluator or agency who assesses the study programs, e.g. with regard to learning outcomes and level assignment. In this case we contact an international evaluation organization, which is a member of the Association of International Credential Evaluators, Inc. (AICE) or the National Association of Credential Evaluation Services (NACES).

Refusal/recognition decision:

If there are no significant differences, full recognition of the study and examination achievements achieved will be granted. In cases where substantial differences exist, consideration should be given to whether partial recognition is possible. The reasons for the differences considered substantial will be clearly explained to the applicant by the GHU. The rejection of recognition will be made in writing. Students have the right to complain. In case of non-recognition, students can turn to the GHU's complaints office. Information about the procedure is provided with the rejection notice.

GHU is able to award credits for learning outcomes acquired outside the formal learning context through for example work experience, voluntary work, student participation, and independent study, provided that these learning outcomes satisfy the requirements of their qualifications or components. The recognition of the learning outcomes gained through non-formal and informal learning should be automatically followed by the award of the same number of ECTS credits attached to the corresponding part of a formal program³. Recognition of academic achievements from the non-university sector follows the same rules stated above.

6. CURRICULUM, DURATION

- (1) The BSc, and MSc programs are delivered online, via GHU-website, a 24-hour access online learning system. There are no fixed entry points and students can enroll onto the programs of study at any time during the year.
- (2) To complete the BSc Business and Management program students must pass 180 ECTS in total (18 modules, each worth 10-ECTS). To be awarded the Master of Science, students must pass 120 ECTS credits at Level 7 (one taught module, worth 5 ECTS, nine taught modules, each worth 10 ECTS, and the 25-ECTS dissertation). To pass a module, students must complete the assessments (case study analyses,

³Compare: **European Commission** (2015) Lifelong learning - open learning opportunities, https://ec.europa.eu/education/ects/users-guide/lifelong-learning-open-learning-opportunities_en.htm#ectsTop (12.03.2020)

written examinations, coursework, essay, report, presentation or viva voce, field project) as specified in the appropriate program handbook.

- (3) The BSc Business and Management program consists of three stages. To progress from one stage to the next, all modules of the previous stage have to be passed. Modules within each stage can be completed in random order.
- (4) The MSc program modules can be completed in random order. Each student will be provided with a “recommended curriculum”. Students need to have passed 65 ECTS before they can register for the Dissertation module.
- (5) Students can enroll onto their program at any time during the year. The individual start date will be confirmed as the official date of enrolment/registration. The minimum duration of the BSc program is six semesters (one semester is the equivalent of 15 calendar weeks). The minimum duration of the MSc is four semesters. The maximum duration of the BSc, MSc is seven years.
- (6) Students may apply for credit transfer for studies undertaken elsewhere (provided their previous studies were at an appropriate level). A maximum of 60 ECTS credit transfer can be awarded towards the BSc program and up to 30 ECTS towards the MSc programs. Credit transfer will reduce the number of modules students need to complete for their award, however, the minimum duration of study cannot be reduced by credit transfer.

II. ASSESSMENTS

7. ASSESSMENT AIMS

- (1) The assessments are designed with the aim to provide all students with the opportunity to demonstrate achievement of the module and program learning outcomes as specified in the appropriate program handbooks.
- (2) The overall assessment strategy aims to ensure an appropriate balance between formative and summative assessment in order to maximise students' learning and research outcomes. To cater for a range of learning styles, summative assessment methods include case study analyses, written examinations, coursework, essay, report, presentation or viva voce, field project (a number of them based on case studies) and, in the case of the postgraduate programs, the dissertation.

8. ACADEMIC BOARD

- (1) The Academic Board consists of six members. Additional members will be co-opted as appropriate.
- (2) The Academic Board ensures adherence to the course and assessment regulations. It may make recommendations on assessment regulations and decide on formal appeals against provisional assessment results (see §16) about a provider's action or lack of action, or about the standard of service provided by or on behalf of the provider.
- (3) The Academic Board is quorate when at least two eligible members are present.
- (4) The Academic Board decides with simple majority.
- (5) The meetings of the Academic Board are not open to the public. Members are bound by a strict requirement of confidentiality. At the start of a meeting, the Chair will remind attendees that the proceedings and discussions are strictly confidential.

9. ASSESSMENT BOARDS

(1) The Bachelor Assessment Board consists of the Academic Board

President

Rector

Two students

Two academic staff

For general advice:

A diversity officer

A quality management representative

(2) The Bachelor Assessment Board meets three times a year (see program handbooks).

(3) Terms of reference:

- To recommend to the appropriate GHU President, within the approved regulations, the form and nature of assessment and reassessment for all modules which comprise the program concerned.
- To determine the grades awarded to each student in respect of all modules which comprise the program concerned.
- To make recommendations to the Master Assessment Board, where appropriate, on the classification of final qualifications awarded.

(4) The Master Assessment Board consists of the Academic Board

President

Rector

Two students

Two academic staff

For general advice:

A diversity officer

A quality management representative

(5) The Master Assessment Board meets three times a year (see program handbooks).

(6) Terms of reference:

- To award the relevant qualifications, in the light of recommendations from the appropriate programs.
- To consider the implementation of GHU assessment policy and related matters of principle and to make any recommendations arising to GHU Academic Board.

(7) The conduct of the Assessment Boards is subject to the appropriate specifications of GHU regulations.

10. INTERNAL EXAMINERS

(1) Assignments are marked and internally moderated by module tutors and other appropriately qualified staff appointed by GHU.

11. ASSESSMENT TYPES

Possible types of assessment on the MSc and BSc programs:

- Case study analyses
- Written examinations
- Coursework
- Essay
- Report
- Presentation or viva voce
- Field project
- Master thesis

12. ASSESMENT DATES AND LOCATIONS

(1) Coursework assignments can be taken all year round.

- (2) Coursework assignments usually must be completed within 21 days. Assignments must be submitted via GHU assessment portal by midnight on the 21st day after receipt of the assignment questions. Failure to submit an assignment by the deadline will result in a fail grade.
- (6) GHU reserves the right to change examination dates and/or centres in case of insufficient number of registrations. In such cases, paid examination fees will be refunded in full.

13. ASSESSMENT PROCEDURE, REGISTRATION AND REASSESSMENT

- (1) The following deadlines for registration, re-registration and deferral of examinations must be observed:

- **Registration:** Up to four weeks before the examination date (via the Assessment Portal).
- **Deferral:** Not later than three weeks before the examination date (via the Assessment Portal).

In cases of no shows or late cancellations, the assessment in question will be deemed to have been attempted. The next attempt at the module assessment will be treated as reassessment for which a reassessment fee will be charged. Reassessment fees cannot be refunded for failure to defer in time or in cases of no show.

- **Re-Registration:** Students can re-register (via the Assessment Portal) for another examination date once per module without charge (up to four weeks before the examination date). Any further re-registration is subject to a charge.
- (2) Late requests for deferral of assessment or reassessment may be granted where exceptional circumstances prevent a student from attending examinations or completing assessment through no fault of the student. Students must advise the Student Office immediately of the circumstances surrounding the request for

deferral and provide, where appropriate, a medical certificate or other supporting evidence.

- (3) Coursework assignments can be requested via the Assessment Portal at any time. The assignment will be available within 2 working days. Once an assignment is requested and available, it is not possible to defer the assessment unless a deferral has been granted on the grounds of exceptional circumstances preventing the student from completing the assessment through no fault of their own.
- (4) Students must report any long term disability or long term medical condition which may require special assessment arrangements to the Student Office.
- (5) Students are entitled to three reassessment opportunities in any module. Reassessment shall normally be taken at the next available opportunity.
- (6) For each reassessment a reassessment fee of \$ 60.00 will be payable by a specified deadline before the reassessment period.

14. SUBMISSION OF ASSIGNMENTS, GRADING SCHEME AND MARKING

- (1) Within one semester not more than 30 ECTS credits can be taken. The assessment date is relevant to apportion credits to semesters.
- (2) Coursework assignments must be submitted to the assessment portal as PDF files. If more than one version of an assignment is submitted, the document submitted first will be marked.
- (3) Students have usually 21 days to complete coursework assignments. The assignments have to be submitted by midnight on the 21st day after receipt of the assignment questions. Failure to submit an assignment by the deadline will result in a fail grade. Students have three opportunities for reassessment to pass the assignment.

- (4) Examination scripts are collected by the invigilators at the examination centres and forwarded to GHU.
- (5) Students will normally receive the assessment results within six weeks after the examination period/submission of their assignments.
- (6) The following grading scheme is applied:
- | | | |
|-----------------|---|------------------|
| 44 to 50 Points | = | Excellent (1) |
| 38 to 43 Points | = | Good (2) |
| 32 to 37 Points | = | Satisfactory (3) |
| 26 to 31 Points | = | Pass (4) |
| below 25 | = | Fail (5) |
- (7) In modules with two assignments, the grades for the assessment components will be averaged to determine the overall grade for the module.
- (8) All assessments are marked by the module tutor or by another appropriately qualified person appointed by GHU. A minimum of 10% of all coursework and examinations are moderated. The percentage of work moderated will reflect the number of students completing a particular assignment but will always meet the 10 per cent minimum. All coursework and examinations which have been failed or awarded a first class grade (grade of 1 on the GHU scale) will be second marked. In addition, a cross section of coursework and examinations are moderated internally. After being marked, all examination scripts are checked to ensure that mark totals are correct and all sections have been marked.

15. ACADEMIC MISCONDUCT

- (1) Academic misconduct comprises forms of academic dishonesty such as infringement of examination room regulations or the submission of work for

assessment (written, visual or oral) which is wholly or partially the work of another, either in concept or expression, or which is a direct copy. Students who violate examination room regulations (e.g. through use of unauthorised equipment or material) or present work for assessment which is not their own, commit academic misconduct.

- (2) Plagiarism is the use (copying and paraphrasing) of other people's published or unpublished (written, oral or visual) work or ideas without proper acknowledgement of the sources. Patchwriting, i.e. paraphrasing acknowledged sources too closely, is not acceptable for academic assignments either. Plagiarism also extends to cases where students use their own previously assessed or published work without properly referencing this work. GHU takes plagiarism very seriously and will take serious action against any student who plagiarises, whether through negligence, foolishness or deliberate intent. GHU uses Turnitin as an originality checking and plagiarism prevention tool. Turnitin allows students to submit their written coursework online and to check the originality of that work.

16. CONSEQUENCES OF ACADEMIC MISCONDUCT

- (1) Where invigilators suspect a candidate of contravening the regulations in written examinations, they will endorse the candidate's work on the front cover with a note detailing the attempt of deception and mark the script as failed. Being in possession of any unauthorised paper or item after the examination has started is deemed as an attempt to deceive. Students who cause a disturbance in the examination room shall be admonished once and in the case of a second offence be instructed to leave the examination room without completing the examination. In such cases the examination will be marked as failed and the reasons for disqualification will be noted by the invigilator.
- (2) If plagiarism is proven in written coursework assignments, the work will be graded "fail".

- (3) In both instances (15.1 and 15.2) the assessment has to be retaken to pass the module. The grade for the reassessed component will be capped and the minimum pass grade (4) will be awarded (for reassessment fees see 12.6).
- (4) Where the examiners detect plagiarism/academic misconduct in the dissertation module, the dissertation will be graded „fail“. The dissertation must be resubmitted within three months. The maximum grade for the resubmitted work will be a grade of 4 (pass).
- (5) Grave offences (e.g. recurring plagiarism) will be referred to the Academic Board. The Board will decide on an appropriate penalty to be imposed which can range from a warning to expulsion from study program.
- (6) Where academic misconduct is suspected, the student/s concerned will be informed by the Panel of Investigation about the allegation and requested to explain in writing how the allegation may have arisen and to provide any mitigating circumstances which may be taken into account when a penalty is considered.

17. APPEALS / COMPLAINT

- (1) For the purpose of this regulation, an academic appeal is defined as “a request for a review of a decision of an academic body charged with making decisions on student progress, assessment and awards”. This may include a request to change marks or progress decisions, or final award classifications. A student complaint is defined as: “an expression of dissatisfaction by one or more students about a provider’s action or lack of action, or about the standard of service provided by or on behalf of the provider.”
- (2) To appeal an informal request for reconsideration (including reasons and evidence) shall be sent (by e-mail) to the GHU-Office (office@ghu.edu.cw) within two weeks after notification/incident. Student complaints in the first step send as an informal request to the GHU (office@ghu.edu.cw). The Office will discuss the request with the involved people, consider the case and subsequently inform the student about

the decision, or advise the student to submit a formal complaint to Secretary to the Assessment Board.

(3) To appeal formal against notification/incident or these decisions, a formal appeal has to be submitted to the Secretary to the Assessment Board. E Mail: quality@ghu.edu.cw. Secretary to the Assessment Board will consider the case and forward it to the Assessment Boards if it considers that there may be grounds for an appeal. The Assessment Boards will make either a decision in the student's favour or advise the student to submit a formal complaint to GHU rector.

(4) To appeal formal against notification/incident or the decisions of the Assessment Boards, a formal appeal has to be submitted to the Rector (rector@ghu.edu.cw) The Rector will consider the case and forward it to the Academic Board if it considers that there may be grounds for an appeal. The Assessment Boards will make a final decision.

(3) Appeals may be based on the following grounds⁴:

- A student's performance in an assessment suffered through illness or other factors which the student was unable or for valid reasons unwilling to inform the Assessment Board through the extenuating circumstances procedures before it reached its decision.
- An administrative error occurred in the management of the assessment.
- The assessment was not run in accordance with the program regulations.
- The Assessment Board failed to consider material circumstances, relating to the delivery of a module, which have adversely affected a student's performance.

⁴ See additional Document: Framework Appeals/Complaints Procedure

- (4) An appeal application must be supported by medical or other evidence. Students may only make a formal appeal against the decision of the Assessment Board if the informal appeal and discussion with the Academic Board was not satisfying or the Academic Board recommended a formal appeal.
- (5) If a student does not agree with the decision of the Assessment Boards, they may consider further steps of appeal and submit a formal complaint to GHU rector. E-Mail: rector@ghu.edu.cw
- (6) Every student has the right to view their examination scripts after publication of the results. To view their scripts, they will submit a request via e-mail. Viewing of scripts will take up to 30 minutes. Students may not take photos or copies of the scripts. Questions related to the marking of the scripts will not be answered during viewing sessions. Students who have queries about the marking of their examination script/s need to contact the Student Office.

18. CREDIT TRANSFER

- (1) A student may be permitted to transfer credit from another institution, provided that
- The credit was taken at a recognised national or international institution of higher education (including colleges, teacher training colleges, and recognised national education institutes which require a general university entrance qualification).
 - That the level of this study can be established, the credits are graded and convertible to ECTS. Ungraded credit cannot be transferred.
- (2) To apply for credit transfer, the completed application form including any documents required for approval will be submitted with the application for admission to the study program. Late submissions of credit transfer applications will be assessed by

Education Management staff. Final approval for credit transfer will be given by the program leader.

- (1) Students may appeal against a decision on their application for credit transfer. Appeals must be submitted in writing within 10 working days. If an application for credit transfer has been unsuccessful or the application is withdrawn, any modules for which accreditation was not granted must be completed.
- (2) A maximum of 60 ECTS credit transfer can be awarded towards the BSc program and up to 30 ECTS towards the MSc program. Credit transfer can only be considered for whole taught modules. The dissertation cannot be compensated by credit transfer.
- (3) Credit transfer will reduce the number of modules students need to complete for their award, however, the minimum duration of study cannot be reduced by credit transfer.
- (7) Grades will not be transferred with the credit. Transferred credit (approved modules) will appear in the diploma supplement with a Y grade. Furthermore, the institution where the credit was taken will be stated.

III. DISSERTATION

- (1) BSc Business and Management students are not required to undertake a dissertation and will instead demonstrate their research skills by means of written coursework in their taught modules especial in “Leadership and Management” and by completing an “Research Methods” and “Scholarly Writing” course.
- (2) On the MSc program, students are required to undertake a dissertation (on which they will also give an oral presentation).

- (3) The dissertation enables students to design and carry through an independent in-depth research project on a topic of their particular personal and professional interest. It provides them with the opportunity to consolidate the experience of the course by producing original work of significant length, exercising their own initiative and demonstrating their professionalism and judgment as a practitioner, theorist and/or researcher. Practice-based, applied research must demonstrate originality and intellectual rigour, illustrating advanced knowledge and understanding of relevant practice and critical debates in the field, including critical evaluation of epistemologies and methodologies pertaining to the particular research project and area of study. It should generate new knowledge and understanding through scholarship and creative, innovative practice.

19. ADMISSION, SUBMISSION AND ASSESSMENT

- (1) Students can register for the dissertation module upon completion of 60 ECTS credits. Forms for dissertation registration are available on GHU-website.
- (2) The average time for researching and writing up the dissertation will normally be up to six months. The dissertation will be submitted once all other modules have been completed.
- (3) The assessment procedure shall not take more than 6 weeks. The written dissertation (PDF document) and oral presentation of the dissertation (MP4 file) must be uploaded in the required format via the Assessment Portal. Two hard copies of the dissertation must be submitted to GHU. In addition, students must submit a signed and dated form confirming that the dissertation is their own work and that all sources used have been appropriately acknowledged. This form, which is available on GHU-website, must be submitted together with the dissertation.
- (4) Dissertations will be double blind marked by the student's supervisor and another GHU member of staff. Double blind marking means that both internal examiners mark the work and assign a grade independently. The marks awarded by both

markers are then discussed before a grade is agreed. If the grades proposed by each marker differ by two or more grades on the GHU scale, a third marker will be involved.

- (5) If a dissertation is awarded a “fail” grade, the work may be resubmitted once within three months. A third submission is not permitted.

20. TOPIC AND EXPECTED LENGTH OF THE DISSERTATION

- (1) Students choose their own topic for the dissertation, however, it must fall within the scope of their program and must be approved by their program leader.
- (2) Once topic and draft dissertation proposal are approved, students will be assigned a supervisor who will provide guidance and feedback on the design and execution of their dissertation project. A record of approved dissertation titles will be kept by the program leader.
- (3) Dissertations may be supervised by appropriately qualified part-time staff from other institutions. Appointment of these part-time members of staff must be approved by the Academic Board.
- (4) Students may only change their dissertation topic within the first month after registration for the dissertation module.
- (5) The length of the dissertation will be between 15,000 and 20,000 words (between 70 and 90 pages).

21. RESEARCH ETHICS

- (1) Students who wish to undertake a dissertation project that involves human participants or may raise issues of a socially sensitive nature are required to complete a Research Ethics Screening form in partnership with their supervisor. A

copy of the application form for Research Ethics Committee approval can be downloaded from GHU-website along with the Code of Practice for Research.

- (2) The Research Ethics Screening form must be completed, signed and submitted to GHU Research Ethics Committee well in advance of the proposed fieldwork. Students must not begin any fieldwork until the Research Ethics Committee has given approval for their research.
- (3) No dissertation will be allowed to proceed which seeks to conduct empirical research among participants under the age of 18, or among 'vulnerable' participants (i.e. individuals who lack the ability to fully consent to participate in a study).

22. RESTRICTING ACCESS TO A DISSERTATION

- (1) Students who believe that there are valid reasons why they need to restrict access to their dissertation must complete and submit the appropriate restriction notice form together with their dissertation.

IV. AWARD OF QUALIFICATION

23. AWARDS

- (1) Students' qualifications are awarded by the Bachelor or Master Assessment Board. In order to be awarded all relevant modules (including the dissertation module on the postgraduate program) must have been passed and confirmed by the Assessment Board.
- (2) There is no overall degree classification for the BSc and MSc programs. The grades for the individual modules are listed in the Diploma Supplement.
- (3) There is no exit award for students enrolled on the programs. Where students do not finish their program, they will receive a transcript to include the credits (ECTS) and grades of the modules passed.

24. CERTIFICATE, DIPLOMA SUPPLEMENT

- (1) Once the qualifications are awarded, students are permitted to hold the appropriate academic title of
 - “Bachelor of Science in Business and Management” (BSc)
 - “Master of Science in Business and Management” (MSc)
- (2) The final qualification certificate will be issued by GHU and will show the details of the student’s qualification.
- (3) The Diploma Supplement will list the student’s program and level of qualification, the name of the institution responsible for delivering the program, each module the student has taken stating the academic year in which the module was taken, the module credit rating and grade, and the language of instruction and assessment. For the postgraduate programs the title of the dissertation is shown. Transferred credit will appear with a Y grade (ungraded pass) and the name of the institution where the credit was gained. Diploma supplements are intended to help external parties such as employers or higher education providers understand more about the program in addition to the grades.
- (4) The degree certificate will be forwarded within 4 months to the student’s postal address as registered in the database.
- (5) Replacement or reissuance of degree certificates or diploma supplements may be requested at an administrative charge.

25. GRADUATION CEREMONY

- (1) Graduates may attend GHU University graduation ceremony.

- (2) Only students who have been awarded their qualification may attend the graduation ceremony.

26. RESCINDING OF QUALIFICATIONS/CREDITS

- (1) An award or credit obtained may be revoked where, after an appropriate investigation, it has been established that a person has gained the qualification or credits through deception, academic misconduct, administrative error or irregularities.
- (2) Where an award has been rescinded, the student's record will immediately be amended. In addition, they will be asked to return the award certificate and advised of the consequences should they continue to use the award following revocation.

V. FINAL PROVISIONS

27. AMENDMENT OF CURRICULUM AND MODULES

- (1) Where students have not completed their course within one year of the introduction of a new curriculum they will automatically be transferred to the new curriculum. Assessment results will be accredited accordingly.
- (2) All module materials will be updated periodically. Students will be informed of any updates. "Old" material will remain relevant for assessments for one month after the update.

VI. RECOGNITION OF PRIOR LEARNING AND EXPERIENCE

Higher education institutions should be competent to award credits for [learning outcomes](#) acquired outside the [formal learning](#) context through work experience, voluntary work, student participation, independent study, provided that these learning outcomes satisfy the requirements of their [qualifications](#) or components. The

recognition of the learning outcomes gained through non-formal and [informal learning](#) should be automatically followed by the award of the same number of ECTS credits attached to the corresponding part of the formal programme⁵.

Candidates with other relevant qualifications and a minimum of six years' relevant work experience may also be considered for admission. Those need to demonstrate relevant work experience and the ability to study at postgraduate level. (CV, testimonials and documents/certificates about education, work history, projects, skills and strengths, responsibilities and accomplishments, studying, working and volunteering abroad, adaptability, communication skills, critical thinking/problem solving skills etc.)

Important for recognition of prior learning (RPL) are significant real-world experience with equivalent bachelor's experience, other Education/ Professional Certificates or Graduate Diploma and references from employers.

These might include:

- mapping of learning outcomes from prior formal or non-formal learning to the relevant qualification components
- questioning (oral or written)
- observation of performance in work based and/or simulated environments
- challenge examinations/assessments
- consideration of third-party reports and/or other documentation such as articles, reports, project material, papers, testimonials or other products prepared by the RPL applicant that relate to the learning outcomes of the relevant qualification component
- consideration of a portfolio and review of contents, and - participation in structured assessment activities that individuals normally would be required to undertake if they were enrolled in the qualification components.

⁵ Compare: **European Commission** (2015) *Recognition of prior learning and experience* https://ec.europa.eu/education/ects/users-guide/recognising-prior-learning_en.htm (12.06.2019)

The assessment outcomes may enable the student to meet the entry requirements and/or components of the Bachelor or Master.

The Office together with the Admissions Officer and the Program Leader Prof. Dr. Angerer is responsible for the procedures of recognition of prior learning under the supervision of Quality Management. We orient ourselves here according to the guidelines as they are available in the [UK](#), [US](#), [Netherlands](#), [Australia](#) and in German-speaking area, see e.g. Rhineland-Palatinate.

Compare Lisbon Convention Artikel III5 "... If recognition is withheld, the reasons for the refusal to grant recognition shall be stated, and information shall be given concerning possible measures the applicant may take in order to obtain recognition at a later stage. If recognition is withheld, or if no decision is taken, the applicant shall be able to make an appeal within a reasonable time limit."

VII. COMMENCEMENT OF REGULATIONS

(These Course Regulations will come into effect on the day of publication.

Rector Magnificus

Prof. Dr. Helmar Grabner MBA, Dipl.-Päd.

English: Declaration of Authorship:

I hereby declare that the Bachelor/Master/PhD thesis/dissertation submitted is my own unaided work. All direct or indirect sources used are acknowledged as references. I am aware that the thesis in digital form can be examined for the use of unauthorized aid and in order to determine whether the thesis as a whole or parts incorporated in it may be deemed as plagiarism. For the comparison of my work with existing sources I agree that it shall be entered in a database where it shall also remain after examination, to enable comparison with future theses submitted. Further rights of reproduction and usage, however of this complete work, are not granted here. This paper was not previously presented to another examination board and has not been published.

Spanisch: Declaración jurada:

Yo xxxxxxxxxxxxxxxxxxxxxxxx declaro bajo juramento que he realizado de forma independiente la presente tesis de Bachelor / Master / Doctoral, titulada xxxxxxxxxxxxxxxxxxxxxxxx. Los pensamientos tomados directa e indirectamente de fuentes externas han sido identificados. Sé que el trabajo se puede digitalizar para verificar si se ha utilizado ayuda ilícita y si presenta plagio parcial o total. Para comparar mi trabajo con las fuentes existentes, se puede almacenar en una base de datos y permanecer allí después de la verificación para comparar con futuros trabajos entrantes. No se otorgan otros derechos de reproducción y explotación de todo el trabajo. El documento no ha sido enviado ni publicado a ninguna otra autoridad examinadora.

German: Eidesstattliche Erklärung:

Ich erkläre hiermit ehrenwörtlich, dass ich die vorliegende Bachelor-/Master-/Doktoratsarbeit selbständig angefertigt habe. Die aus fremden Quellen direkt und indirekt übernommenen Gedanken sind als solche kenntlich gemacht. Ich weiß, dass die Arbeit in digitalisierter Form daraufhin überprüft werden kann, ob unerlaubte Hilfsmittel verwendet wurden und ob es sich – insgesamt oder in Teilen – um ein Plagiat handelt. Zum Vergleich meiner Arbeit mit existierenden Quellen darf sie in eine Datenbank eingestellt werden und nach der Überprüfung zum Vergleich mit künftig eingehenden Arbeiten dort verbleiben. Weitere Vervielfältigungs- und Verwertungsrechte der Gesamtarbeit werden dadurch nicht eingeräumt. Die Arbeit wurde weder einer anderen Prüfungsbehörde vorgelegt noch veröffentlicht.