

EXAMINATION REGULATIONS

for the study course
Master of Science in Management
at the Leipzig Graduate School of Management

as of 28th June 2005
with changes as of 22 February 2007, and 29 January 2009

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Pursuant to § 21 of the Law concerning universities in the Free State of Saxony as at 11th June 1999 (Higher Education Act of the Free State of Saxony – SächsHG), the Leipzig Graduate School of Management issues the following examination regulations:

I. Section: General

§ 1 Purpose of the examination

(1) The Master's examination forms a second degree in respect of the course Business Administration at the Leipzig Graduate School of Management (HHL), which qualifies the graduate for the labour market.

(2) The Master's degree course in Business Administration at HHL shall convey scientific knowledge and abilities to students¹, who are required to successfully cope with commercial leadership responsibilities, in the broadest sense in a professional function as an executive or a junior executive.

(3) The Master's examination should establish whether a candidate has acquired the necessary knowledge and abilities to enter the labour market, whether he understands the coherence of the subject and has the ability to apply scientific methods and knowledge when solving practical problems.

§ 2 Master's degree

After having passed the Master's examination in the course Business Administration, HHL awards the academic degree of "Master of Science in Management" (MSc).

§ 3 Standard period and scope of study

The standard period of study including studies abroad at a partner university of HHL is six terms. The scope of the course is 3,600 hours, which include both studies where the student is in attendance as well as unsupervised studies undertaken alone. This corresponds to 120 credit points (1 KP = 1 ECTS Credit Point² = 30 hours). HHL regulates course contents and course structures in its study regulations in such a way, that the study course can be completed within the standard period of study.

¹ Names of persons and functions, which are stated in the masculine form in these examination regulations, also apply to the female form.

² ECTS = European Credit Transfer System

§ 4 Examination committee

(1) The examination committee is established for the organisation of all examinations and all responsibilities allocated through these regulations. The examination committee makes sure that all stipulations of these examination regulations are adhered to. It regularly informs the senate of HHL about the development of the examinations, in particular about the awarded grades as well as the real processing time for the Master Thesis and provides ideas for reforming the examination and study regulations. HHL will disclose such reports in a suitable manner. The members of the examination committee are entitled to attend examinations.

(2) Three professors, who represent an examination subject, which is admitted at HHL, a scientific member of staff as well as two students of HHL are members of the examination committee. The student members do not take part in pedagogic scientific decisions, in particular with respect to assessing, recognizing or crediting examination achievements, in establishing examination tasks and the appointment of examiners and assessors. Other members of the University can be invited to participate in the meetings in an advisory role.

(3) The members of the examination committee are appointed by the senate of HHL at the proposal of the individual group of members. The tenure of professors is three years, of the scientific member of staff and of the students one year. A deputy has to be appointed for the scientific member of staff. A member, who retires prematurely, has to be replaced by a suitable subsequent appointment. The senate selects the chairman and his deputy from the circle of professors who are members of the examination committee.

(4) The examination committee may transfer the fulfilment of its tasks for all standard cases to the chairman. The members of the examination committee as well as the person affected by a decision can bring about the decision of the examination committee against the decisions of the chairman. The person affected can appeal against decisions of the examination committee to the senate of HHL.

(5) The examination committee is competent to pass a resolution, when apart from the chairman or his deputy at least another member of each group of members is present. The examination committee decides by the majority of votes of the members who are entitled to vote. In the event of an equality of votes the chairman, or in his absence his deputy has the casting vote. The meetings of the examination committee are not public. The members of the examination committee are bound to secrecy. Members, who are not employed by HHL, have to be committed to observe secrecy by the chairman.

(6) The branch office of the examination committee is the examination office of HHL. The examination office is in particular responsible for monitoring the concrete application of the examination and study regulations, the acceptance of examination applications, for preparing examination schedules, the publication of examiners' names, for fixing and publishing examination dates for the candidates, for informing the candidates about the examination result, for preparing examination certificates and for accepting contradictions. Any notifications and setting of dates of the examination committee, which are not in respect of individual persons, will be displayed with binding effect by the examination office.

§ 5 Examiners and assessors

(1) The examination committee appoints both examiners and assessors. Only those persons may be appointed as examiners, who – provided compelling reasons do require a change – taught independently at HHL in the course section preceding the examination. Only those persons may be appointed as assessors, who have successfully passed an Economics based diploma or comparable examination (MA; MSc).

(2) The examination committee appoints one examiner for each course associated examination. In principle, an examiner is a person who had the professional responsibility for the contents of the course preceding the examination. In case of oral examinations, the examination committee appoints an examiner who conducts the examination in the presence of an assessor.

(3) Normally, the examination committee notifies the appointment of an examiner in accordance with Paragraph (2) at least 6 weeks before the start of an examination.

(4) § 4 Sections 5 clauses 5 and 6 apply to examiners and assessors accordingly.

§ 6 Taking into account course and examination results

(1) Courses and examinations in Economics or Business Administration based Masters courses within the Federal Republic of Germany will be taken into account in part or in full as far as equality exists. Course and examination results are equivalent if they essentially correspond in respect of content, scope and requirements to those of the study in the Master's course Business Administration at HHL. Thereby not a schematic, but an overall view and overall assessment should be applied. The examination committee will decide in respect of the taking into account of such results.

(2) On the application of the candidate, course and examination results achieved in other Master courses or at other universities will be taken into account in full or in part, if an equal study course can be proven and if the candidate's course and examination results are equal in respect of type and scope to course and examinations achievements at HHL. The taking into account of a complete optionally compulsory module, however, is excluded. The examination committee will decide in respect of taking these results into account. With respect to taking into account course and examination results, which have been achieved at universities abroad, the equivalence agreements as well as any agreements within the framework of university partnerships, which have been approved by the Conference of German Cultural Ministers and the Conference of University Principals, will be authoritative. Thereby the ECTS will be taken into account. In case of doubts about the equality, the Central Authority for Foreign Education should be consulted.

(3) If course and examination results are taken into account, all grades as well as the ECTS Grade and ECTS Credits – provided they are comparable – will be taken over and integrated into the calculation of the overall grade, the final ECTS Grade and the overall achieved number of ECTS Credits. If the grading systems are not comparable, the examination committee will decide about an appropriate new evaluation of the course and examination results to be taken over.

(4) If the requirements of paragraphs 1 - 2 are met, there is a legal entitlement to these results being taken into account. All course and examination results, which were achieved in the Federal Republic of Germany, will be officially taken into account. The students will have to submit all documentation required for taking any results into account.

§ 7 Absence, withdrawal, deception, breach of regulations

(1) An examination in a module is deemed to be evaluated as “not sufficient” (5.0) if the candidate does not appear on an examination date, which is binding for him, without important reason or if he, after the examination has started, withdraws from the examination without significant reason.

Paragraph 2 applies with regard to notification and recognition of any claimed reasons.

An examination is also deemed to be evaluated as “not sufficient” (5.0), if a written examination is not completed within the provided processing time.

(2) The examination committee must be informed immediately in writing and satisfied about any reasons claimed for the absence or the withdrawal. In case of the candidate’s sickness or if he has to care of a child alone, a certificate by a public health officer has to be provided. If the examination committee recognizes the reasons, the candidate will be admitted to the next examination date for the module concerned. The not completed examination will then not be regarded as an examination attempt.

(3) If the candidate attempts to influence the result of an examination by deception or using non-approved aids, the examination in the module concerned will be deemed evaluated as “not sufficient” (5.0); the facts will be ascertained by the examiner or supervisor, reported to the examination committee and recorded on file. A candidate, who is guilty of interrupting the course of an examination, may be excluded by the examiners or supervisors from continuing the examination; in this case the respective examination is deemed evaluated as “not sufficient” (5.0). The reasons for the exclusion have to be recorded on file and reported to the examination committee. The examination committee confirms the existence of an attempt to deceive or a breach of regulations and informs the candidate immediately about this decision with appropriate information on any legal remedies.

II. Section: Master’s examination

§ 8 Scope of the Master’s examination

(1) At HHL, the Master’s examination covers eight module examinations: four module examinations within the framework of compulsory modules and four module examinations within the framework of optionally compulsory modules. One module is a fixed and coherent course section with respect to content. A module may consist of part modules, which are normally provided in form of lectures, exercises, seminars and project works.

(2) The compulsory course in the Master study course Business Administration covers the following four modules, which are binding components of the Master's examination at HHL:

- Economics,
- Integrated Management,
- Leadership Skills as well as
- Practical Experience.

(3) Seven optionally compulsory modules are currently available at HHL, of which four chosen optionally compulsory modules by the student are components of the Master's examination:

- Finance,
- Accounting,
- Strategy,
- Entrepreneurship.
- Marketing,
- Supply Chain Management as well as
- Advanced General Management.

In individual cases or in general, the eligibility of further modules can be approved on application by the examination committee and by decision of the senate of HHL.

§ 9 Structure of the Master's examination

(1) The Master's examination at HHL consists of two parts:

- First part: Examination in respect of the modules
- Second part: Preparation of a Master Thesis

(2) The first part of the Master's examination includes the examinations, which have to be taken within compulsory and optionally compulsory modules. These can be rendered as written examinations, homework, vindicated reports, oral examinations, project works or presentations with discussion. Detailed particulars are regulated by the attachments of the study regulations for the Master's study course Business Administration (module descriptions). The examination committee will decide about taking into account examination results, which were achieved abroad, in particular about their conversion into the grading scale in accordance with § 17 of these examination regulations.

(3) The second part of the Master's examination includes the preparation of a written Master Thesis. The subject of the Master Thesis has to be taken from a module represented by HHL.

§ 10 Admission to the Master's examination

(1) The admission to the Master's examination will be separate for each part.

(2) Any student, who is enrolled at HHL for the Master's study course Business Administration and who has registered for the relevant modules, will be admitted to the first part of the Master's examination. A separate application for admission to the examination is not required.

(3) A candidate is normally admitted to the second part of the Master's examination (Master Thesis), if he has completed a course of three terms in the Master's study course Business Administration. The candidate is admitted on the basis of a written application to the examination committee, which also names the module, for which the subject of the Master Thesis has to be taken.

§ 11 Enrolling in additional optionally compulsory modules

(1) The candidate can take a Master's examination in an additional optionally compulsory module.

(2) On application of the candidate, the result can be integrated in the Master's degree certificate (§ 21 of these examination regulations), will however not be taken into account when the overall grade is ascertained in accordance with § 17 of these examination regulations.

§ 12 Master Thesis

(1) The Master Thesis is the second part of the Master's examination. It should demonstrate that the candidate is in a position to work on an Economics or Business Administration based problem within a given deadline. Each professor or university lecturer, who is independently teaching at HHL, is entitled to supervise a Master Thesis. To prepare the Master Thesis in a facility outside HHL requires the approval of the head of the examination committee.

(2) The subject of the Master Thesis has to be taken from one of the modules, which are represented at HHL. The candidate proposes the module from which he wants to work on a subject. In the event that individual modules are represented by several professors, the candidate has the additional right to propose the examiner. In justified cases, the examination committee has the right to deviate from the candidate's proposals.

(3) The candidate is able to suggest a subject. If the candidate returns the subject within the first two weeks after issue, he is able to name another supervising professor on the examination committee. After having agreed on a subject, the professor informs the examination committee of the agreed subject and the start date and completion date of the processing time. The examination committee will issue the confirmed subject of the Master Thesis. Subject and time of issue have to be recorded on file. In principle, the processing time for the Master Thesis is 9 weeks. The nature of the subject must be such that the Master Thesis can be completed within the given period of time. In justified exceptional cases, the processing time can be extended by up to four weeks on the candidate's application. The examination committee will decide about the application.

(4) The candidate must attach a list of all used aids in respect of the Master Thesis. All quotations, which had been taken from other publications or sources either verbatim or analogue, have to be marked appropriately stating the source. A declaration, signed by the candidate has to be attached to the Master Thesis, stating that the Master Thesis had been written by him and that he did not use any other than the listed sources and aids. The declaration must also include a statement that the work has not been submitted to another examination committee either in the same or in similar form.

(5) The Master Thesis has to be machine typed and must be in English. It has to be submitted in three bound copies and on CD ROM (in a generally accessible format) by 12.00 noon on the day, when the processing time ends, either to the examination office or HHL. In case of delivery by mail, date and time of the post stamp apply. A Master Thesis, which has not been submitted in time has to be evaluated as “not sufficient” (5.0). The same applies in case of submitting a false declaration (§ 12 Paragraph 4).

(6) The Master Thesis should be evaluated by the professor or university lecturer as a first assessor. The second assessor is appointed by the examination committee. § 17 Paragraph 1 of these examination regulations apply to the evaluation of the Master Thesis. In case of deviating evaluations by first and second assessors the grade will be ascertained as arithmetic average (pursuant to § 17 Paragraph 4). As a rule, the duration of the evaluation process should not exceed four weeks.

§ 13 Types of examinations

(1) Examinations have to be taken

1. by examination papers or other written works (§ 14) and/or
2. orally (§ 15) and/or
3. through project works (§ 16).

The module descriptions may include other controlled examinations (alternative examinations), which have to be evaluated in accordance with the same standards such as lectures, supporting documents, homework, seminar work and similar.

(2) If the examinee can demonstrate that he is not in a position, due to longer or permanent disablement, to take his examination in full or in part in the intended form, the examinee will be permitted to take his examination within an extended processing time or an equivalent examination in another form. The submission of a certificate by a public health officer may be requested. The same applies to course achievements.

§ 14 Examination papers and other written works

(1) The examinee should be able to prove in written examinations and other written works that he is in a position to structure problems with the common methods of the individual subject and to find routes to their solution within a limited time and with limited aids.

(2) Examination papers and other written works, whose existence is a condition for continuing the study course, are normally, at least in the case of the last repeat examination, to be evaluated by two examiners. The evaluation process should not exceed four weeks.

(3) The duration of an examination paper should not fall below 90 minutes.

§ 15 Oral examinations

(1) The examinee shall prove through oral examinations that he recognizes the coherence of the individual examination sectors and knows how to apply special questions to these coherences and that he is able to solve any problems in a proper form.

(2) As a rule, the duration of an oral examination per candidate and examination is at least 20 and maximum 30 minutes. The duration of the examination is notified beforehand. Oral examinations can take place as individual examinations or as examinations in groups.

(3) Oral examinations are conducted by an examiner in the presence of a proficient assessor (§ 5).

(4) The essential subjects and results of the oral examination have to be recorded in a protocol. The examinee has to be informed about the result after the oral examination.

(5) Unless the examiner does not agree, students, who at a later examination date want to take the same examination, should, provided there is sufficient room, be able to attend an examination as an observer. This admission, however, does not include the advice and notification of the examination results to the examinee.

§ 16 Project works

(1) Normally, project works proves teamwork ability and in particular the ability to develop, implement and present concepts. The examinee should prove that his is able to define targets of a major task as well as interdisciplinary solution approaches and concepts.

(2) § 14 Paragraph 2 applies accordingly to project works, whose existence is a condition for the continuation of the study course.

(3) The duration of projects is regulated in individual module descriptions.

(4) In the event of project work, which is a result of teamwork, the contribution of each individual examinee must be clearly stated and assessable and meet the requirements in accordance with paragraph 1. The processing time for the evaluation of project works should not exceed four weeks.

§ 17 Evaluation of individual exams, finding and weighting of grades

(1) The grades for the individual examinations are fixed by the appointed examiner(s). The following grades have to be used for evaluating the achievements:

1	=	very good	=	an excellent achievement
2	=	good	=	an achievement, which is significantly above average requirements

3	=	satisfactory	=	an achievement, which meets average requirements
4	=	sufficient	=	an achievement, which in spite of its shortcomings still meets the requirements
5	=	not sufficient	=	an achievement, which due to significant shortcomings does not meet the requirements

In order to differentiate the evaluations of the achievements, grades within a grading scale can be increased or decreased by 1.0 to 5.0 each; grades 4.3 and 4.7 are thereby excluded.

The evaluation in the documentation is complemented by an ECTS grade in accordance with statistic view points. The evaluation system is structured as follows:

- A the best 10 %
- B the next 25 %
- C the next 30 %
- D the next 25 %
- E the next 10 %
- FX not passed, repeat examination possible
- F conclusively not passed

(2) The grade of the module results from weighted arithmetic means of all examinations in this module. The weighting is carried out applying the credit points of the underlying part modules.

(3) The overall grade of the Master's examination results from weighted arithmetic means from:

- a) the grades of the modules, each weighted with the credit value of all examinations of the module;
- b) the grade of the Master Thesis, weighted with 18 credit points

(4) Only the first digit after the comma will be taken into account when forming the grades for the modules and the overall grade of the Master's examination; all other digits will be cancelled without rounding off. The grade of a module resp. the overall grade of the Master's examination is the average grade. The grade is at an average:

up to 1.5	-	very good
from over 1.5 to 2.5	-	good
from over 2.5 to 3.5	-	satisfactory
from over 3.5 to 4.0	-	sufficient
from over 4.0 to 5.0	-	not sufficient.

§ 18 Passing and not passing, deadlines

(1) A module examination has been passed successfully, if the module grade is at least "sufficient" (4.0). Credit points are awarded for successfully passed module examinations.

(2) The Master's examination has been passed successfully, if all module examinations, which are required for the Master, have been passed successfully and if the Master Thesis has been evaluated at least as "sufficient" (4.0).

(3) The Master Thesis should be taken within the standard period of study. A Master's examination, which has not been taken within eight terms after completion of the standard period of study, is regarded as not passed. A Master's examination, which has not been passed, can only be repeated once within a period of one year. After the expiry of this deadline it is regarded as conclusively not passed. A second repeat examination can only be taken in particularly justified exceptional cases to the next possible examination date.

(4) Should the examinee not have passed a module examination or if the Master Thesis has been evaluated worse than "sufficient" (4.0), he will be informed whether and to what extent and in which period the module examination and the Master Thesis may be repeated.

§ 19 Repeat of module examinations

(1) Module examinations, which were not passed, can be repeated within one year of the first examination attempt. Thereby only these examinations will be repeated, which were not evaluated as at least "sufficient" (4.0). After the expiry of the period in accordance with Clause 1, the module examination is regarded as conclusively not passed. Unsuccessful attempts at other universities and equal colleges in the Federal Republic of Germany have to be taken into account. The repeat of a passed module examination resp. part module examination is not admissible, with the exception of the case, which has been regulated in § 20.

(2) The grade for a repeated examination results from achieving grade 1.0 - 2.9 in the repeat examination as arithmetic means of the grades of the first examination attempt and the repeat examination. If a grade of 3.0 to 4.0 has been achieved for the repeat examination, then this examination has only been passed with the grade "sufficient" (4.0), without taking the first examination attempt into account. Apart from that § 17 Paragraph 4 applies to the formation of grades.

If the repeat examination is not passed, a second repeat examination can be taken on application of the candidate at the next possible examination date, however, in only particularly justified exceptional cases. In this case, the examination can only be passed with the grade "sufficient" (4.0).

(3) The second part of the Master's examination (Master Thesis) can only be repeated once. A second repeat of the Master Thesis is excluded.

§ 20 Trial examinations

(1) If all admission conditions have been met, module examinations resp. part module examinations can also be taken before the fixed deadlines. In this case a module examination, which has not been passed, is regarded as taken (trial examination). Examinations, which were evaluated as at least "sufficient" (4.0) or better, can be taken into account in a new examination process.

(2) On the application of the candidate, module examinations or part modules in the cases of Paragraph 1 Section 1, which have been evaluated as at least “sufficient” (4.0) or better, can be repeated to improve the grade at the next regular examination date. In these cases the better grade will be taken into account.

§ 21 Certificate and Master’s diploma

(1) If a candidate has passed the Master’s examination, he will receive a certificate in German and English, which will include all grades achieved in individual modules as well as the overall grade of the Master’s examination. The subject and the grade of the Master Thesis will be stated separately. The date of the Master’s certificate is the day when the last examination was taken; the certificate is issued immediately, preferably within four weeks, at a unified agreed date, which has been set by the examination office. The certificate will be signed and sealed by the Principal of the university and the head of the examination committee.

(2) Apart from the certificate, the candidate will receive a Master’s diploma in German and in English, including a Diploma Supplement stating the date of the certificate. Therein the award of the academic degree in accordance with § 2 will be certified. The Master’s diploma will be signed by the scientific principal of HHL as well as by the head of the examination committee and stamped with the seal of HHL.

(3) If the Master’s examination has not been passed or is deemed as not having been passed, the examination committee will issue a written notification, which also states to which extent and if appropriate within which period, the Master’s examination can be repeated. The notification about any examination, which was not passed, has to be furnished with information on legal remedies. On application and against submission of a deregistration certificate, the candidate will receive a certificate, which states all taken examinations and their grades as well as the required examinations for the Master’s examination, which were not taken. This certificate has to be signed by the examination committee.

III. Section: Final stipulations

§ 22 Invalidity of the Master’s examination

(1) If the candidate has used deception during an examination and if this fact becomes only known after the certificate has been handed out, the examination committee is entitled to subsequently correct those grades, where the candidate has used deception in accordance with § 7 Paragraph 3 and declare the examination in full or partly as not passed.

(2) If the requirements for the admission to an examination were not met, without the candidate wanting to deceive, and if this fact only becomes known after the certificate has been handed out, this fault will be need to be remedied by passing the examination successfully. If the candidate has intentionally wrongly achieved his admission, the examination committee is entitled to declare the module examination as “not sufficient” (5.0) and the Master’s examination as not passed.

(3) Before a decision is made, the person concerned will be given the opportunity to comment.

(4) An incorrect examination certificate has to be confiscated and if appropriate a new certificate will be issued; if appropriate, also the Master's Diploma and the Diploma Supplement will be confiscated. A decision in accordance with Paragraph (1) and Paragraph (2) after a period of five years from the date of the examination certificate is excluded.

§ 23 Inspection of examination files

After the completion of an examination, the candidate will be granted access to his written examination work of the examination date, related expert opinions of the examiners and into the examination protocols on application. The relevant application has to be made to the examination office up to four weeks after issuing the examination results at the latest. The examination office determines place and time of the inspection.

Objection against examination related decisions is allowed. The objection has to be submitted in written form six weeks after the notification of the decision at the latest. In case the examination committee accepts the objection, the original decision will be corrected. In case the examination committee declines the objection, the chair of the examination committee will issue an official notification

§ 24 Retention of examination documents

(1) The following documents have to be retained for 50 years:

- a) a copy of the Master's certificate
- b) a copy of the Master's diploma

(2) The following examination documents have to be retained for 10 years:

- a) the archive copy of the Master Thesis
- b) the expert opinion for the Master Thesis

(3) The following examination documents have to be retained for 5 years:

- a) Proofs of written examinations (in particular examination papers)
- b) all examination protocols

(4) The examination papers may not be discarded, if an examination decision has been objected to and the appeal procedure was not absolute.

§ 25 Coming into effect

These examination regulations come into effect on the date of their publication. It applies to all students who enrol in the autumn term of 2009.

The equivalence of the examination regulations compared to relevant regulations of other state universities was confirmed by the Saxon State Ministry of Science and Fine Arts with decree from April 3, 2006, Reference 3-7831-17-0630/4-1.

Leipzig, 28th June 2005

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Principal
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