

Gisma University of Applied Sciences
Volume 4

STUDY REGULATIONS FOR MASTER PROGRAMMES

Issued by the
President
Of Gisma University of Applied Sciences



Gisma
University of
Applied
Sciences



Binding Notices

Announce of the **Framework Admission, Examination and Study Regulations for Master's degree programmes**

of

Gisma University of Applied Sciences

adopted on 15.10.2024

In the event of any conflict or ambiguity, the wording of the German version shall prevail as legally binding.

Based on §§ 19 and 22 of the Brandenburg Higher Education Act (BbgHG) of 9 April 2024 (GVBl.I/24, [No. 12], p., Beschl. BVerfG GVBl.I/18 [No. 18]) last amended by Article 2 of the Act of 21 June 2024 (GVBl.I/24, [No. 30]), p. 32, Gisma University of Applied Sciences issues the following framework admission, examination and study regulations for Master's degree programmes.

§ 1 Scope of application

(1) These framework examination and study regulations govern the aim, content and structure of Master's degree programs at Gisma University of Applied Sciences. Additional information beyond these regulations can be found in the curriculum overviews and module descriptions available for the respective degree program.

(2) Deviating provisions from these regulations require the approval of the Senate of Gisma University of Applied Sciences and subsequently the approval of the competent Ministry of Science of the State of Brandenburg.

(3) To make the texts easier to read, either the masculine or feminine form of personal nouns has been chosen. This is in no way intended to discriminate against the other gender.

2 Aim and purpose of the study programme

(1) The study programme leading to the Master's examination is intended to impart the application-related contents of the study subjects on the basis of scientific knowledge, taking into account the general study objectives (§ 18 BbgHG), and to enable students to analyse processes and problems of economic practice, to find economically or technically justified solutions and to consider social and societal consequences. The degree programme is designed to promote creative and design skills and to prepare students for the Master's thesis.

(2) The Master's degree programmes build consecutively on the first professional qualification. The Global Master of Business Administration and International Agribusiness programmes are further education programmes (in German so called "weiterbildende Studiengänge"). The award of the academic degree "Master of Science" or "Master of Business Administration" represents a postgraduate university degree with an application qualification. In addition, the degree programme prepares students for continued academic work and a possible doctorate. The award of the Master's degree establishes that students have acquired the interdisciplinary specialist knowledge required for a job in the profession, can solve complex contexts after grasping them and are correspondingly qualified to work independently on the basis of advanced scientific knowledge and methods.

(3) The consecutive, applied Master's degree programme "Data Science, AI and Digital Business" provides students with in-depth skills and knowledge in the application of Big Data analyses and predictive modelling in relation to practical business decisions based on artificial intelligence and machine learning. Students are enabled to implement and realise their own ideas and concepts in a responsible position in the technical, customer and innovation strategy area of companies. They qualify to apply digital technologies in the improvement of business processes, in risk identification and assessment. Students can acquire the necessary knowledge and skills for a successful career in all industries and companies affected by digitalisation and digital transformation.

(4) The consecutive, applied Master's programme in Computer Science provides students with in-depth skills and knowledge in the application of algorithms, programming and machine learning in the context of practical business tasks. The concept of "computational thinking" is a central element of the programme. Students are enabled to use abstraction and decomposition to tackle large complex tasks, design a large complex system or analyse large amounts of data. In combination with project and innovation management as well as technology consulting, this provides the basis for demanding specialist and management tasks in a wide variety of areas of computer science and complementary fields, up to and including self-employment.

(5) The consecutive, applied Master's degree programme "International Business Management" aims to qualify students for independent entrepreneurial activity or a senior management position with leadership responsibility in globally positioned companies. The course imparts in-depth knowledge and skills in the areas of internationality, interdisciplinarity and information technology experience. In addition, management-relevant knowledge as well as application-related specialisation skills are taught. The students should develop into entrepreneurial personalities as well as be sensitised to the requirements of the globalised business world.

(6) The consecutive, applied Master's degree programme "Business Management" is a variant of the Master's degree programme International Business Management and supports various business management functional areas through several optional specialisations. The programme offers specialisation options in the areas of Marketing, Finance, Human Resources, Cybersecurity or Project Management. These clearly structured and clearly focused specialisations give students the opportunity to

acquire a qualification profile oriented towards professional fields.

(7) The consecutive, applied Master's degree programme "Digital Transformation Leadership" pursues the goal of imparting in-depth knowledge and skills in corporate and employee leadership as well as specialised management-relevant competences of digital change and transformation processes in companies. In particular, students should be able to shape and guide change processes through the professional combination of digital transformation and leadership. The degree programme is designed to prepare students in an academic manner for taking on extensive leadership tasks in newly founded companies or within the framework of transformation and change processes of existing national and international organisations.

(8) The postgraduate applied Master's programme "International Agribusiness" provides students with in-depth knowledge and skills of modern organisational and management concepts for internationally operating companies and organisations in the agricultural and food sector. The students think economically and their actions are characterised by an awareness of sustainability, ethically responsible behaviour and knowledge of the possibilities of digitalisation. They understand agribusiness as a system and thus the value chain and can develop application-oriented solutions to meet the current challenges of an industry in transition. The students are qualified to work as managers in internationally operating companies and organisations in the field of agribusiness.

(9) The advanced applied degree programme "Global Master of Business Administration" provides students with knowledge and skills for taking on demanding leadership or management tasks in an international environment. The programme is aimed at enabling participants to grasp the entrepreneurial environment from the aspects of its complexities, linkages, opportunities, risks and the consequences of entrepreneurial action, taking into account the perspectives of different stakeholders, to make innovative, as well as socially and ethically sound decisions, and to develop solutions to complex business and management problems on the basis of critical, creative and strategic thinking using appropriate theories, concepts, tools and skills. In addition, students learn to reflect on their leadership role with regard to the further development of employees' professional skills as well as human resource development.

§ 3 Access and Admission to Studies

(1) Pursuant to Section 10, Paragraph 5 of the BbgHG, access to a degree programme leading to a Master's degree is granted to those who can prove, by means of their degree certificate, that they hold a first degree qualifying them for a profession, regardless of the type of higher education institution.

(2) The degree according to paragraph (1) must be a university degree with at least 180 ECTS credit points. For Master's degree programme variants comprising 90 ECTS credit points, a Bachelor's degree with 210 ECTS credit points or, in the case of Master's degree programmes with 60 ECTS credit points, a Bachelor's degree with 240 ECTS credit points must be proven. Applicants for a 60 or 90 ECTS credit programme variant who do not reach a total of 300 ECTS credits due to the ECTS number from their previous studies can be admitted if they provide proof of the intended qualification:

a) Credit for relevant professional experience after completion of the first higher education degree. A maximum of 30 ECTS credits per year of professional experience and 60 ECTS credits in total can be credited. The prerequisite is reliable proof of uninterrupted work with a minimum duration of six months. Proof must be provided by means of employment contracts, job descriptions, references and the like. In the Master's study courses providing further education, the prescribed professional activity before the start of the study course can be credited in particular.

b) Crediting of further knowledge and skills acquired outside higher education in accordance with § 17 of these regulations.

c) Completion of certain modules recommended by the examination board to acquire missing competences, and/or

(3) In the programme "Global Master of Business Administration", a professional activity of at least three years after obtaining the first university degree is required.

(4) In deviation from paragraph (1), admission to a Master's degree programme at Gisma University of Applied Sciences can also be applied for in accordance with § 10 paragraph 6 BbgHG if the Bachelor's degree has not yet been obtained due to the absence of individual examination results and if, based on the course of studies to

date, in particular the examination results to date, it can be expected that the Bachelor's degree will be obtained in good time before the start of the Master's degree programme and the requirements for admission to the Master's degree programme in accordance with paragraph (1) will also be met in good time. An admission in the case of an application according to sentence 1 shall expire if the proof of fulfilment of the admission requirements is not submitted by the expiry of a period of two months, calculated from the time of enrolment.

(5) In the special Master's study courses providing further education, an entrance examination can be taken in place of the vocationally qualifying university degree, in which the applicant demonstrates knowledge and skills that correspond to a suitable vocationally qualifying university degree. Applicants without a professionally qualifying university degree must meet the requirements of Section 10, Paragraph 1 BbgHG, provide evidence of one of the qualifications listed in Section 10, Paragraph 2 or Paragraph 3 BbgHG (university entrance qualification) as well as at least eight years of relevant professional experience and successfully pass an aptitude test.

The aptitude test consists of a written academic paper in the form of a term paper, a written case study in the form of a written presentation and an oral presentation of the results including discussion. The examination in module three must correspond to the level of a Bachelor's degree with regard to the subject and methodological competences to be assessed. An applicant must pass each of the three examination modules with the grade "sufficient" in order to be admitted to the study programme. § 10 Para. 5 Sentence 6 in conjunction with. § 22 BbgHG shall be taken into account, in particular with regard to the persons authorised to take the examination. In case of failure, the aptitude test can be repeated once.

(6) Applicants must prove sufficient knowledge of the language of the degree programme in which the degree programme is conducted at a level of at least B2 according to the Common European Framework of Reference for Languages or a comparable level of another classification system or language certificate. The proof is not required if the student comes from a country in which the language of the degree programme is the usual language of communication and teaching or if the student already has a degree for which the above-mentioned conditions or comparable ones already had to be fulfilled. The examination board decides in individual cases.

(7) Applicants for the "Global Master of Business Administration" programme complete a personal interview to check their linguistic, professional and personal suitability with a permanent Gisma lecturer.

(8) There is no legal entitlement to admission to a course of study at Gisma University of Applied Sciences.

§ 4 Application documents

The applicant must submit the following application documents to the university for admission to a Master's degree programme:

- (1) Curriculum vitae in tabular form
- (2) Copy of the identity card, for foreign applicants of the passport
- (3) Letter of motivation (only for non-specialised Master Programmes)
- (4) Proof of having obtained the first professional qualification from a higher education institution of any type. Foreign-language certificates must be accompanied by a German or English translation, the accuracy of which must be certified by a sworn interpreter or translator. Degrees from non-European higher education institutions are checked for comparability using the current databases of the Central Office for Foreign Education (ZAB). If necessary, comparable information services such as ENIC-NARIC can be consulted.

Applicants for the consecutive Master's programmes "Data Science, AI and Digital Business", "International Business Management", "Business Management & Marketing, Finance, Human Resources, Cybersecurity or Project Management" and "Digital Transformation Leadership" should have a university degree in an undergraduate Bachelor's programme in economics or social sciences, psychology, law, engineering, computer science, or closely related sciences.

Applicants for the consecutive Master's programme "Computer Science" should have a university degree in an undergraduate Bachelor's programme in engineering, computer science, natural sciences, mathematics or closely related sciences.

Applicants for the postgraduate Master's programme "International Agribusiness"

should have a university degree in an undergraduate Bachelor's programme in economics, geography, agricultural sciences, agronomy or other comparable programmes.

Applicants from other disciplines or courses of study must prove that they have sufficient basic knowledge in the content area of the intended degree program. The proof can be provided by a university degree in a relevant subject, modules or courses taken during university studies. Knowledge and skills acquired outside of higher education may also be used as evidence, provided that they are equivalent in terms of content and level or have been acquired in the course of at least 3 years of relevant professional activity.

If proof cannot be provided, applicants can complete a bridging semester of 30 ECTS from the content area of the intended degree programme. This is immediately preceding the degree programme. Upon presentation of the certificate of the successfully completed bridging semester, the applicant can be admitted to the degree programme. The examination board decides on special cases.

(5) Other certificates or supporting documents in the original or as a certified photocopy

(6) If applicable, proof of previous studies, enclosing a certificate of exmatriculation and a clearance certificate if the applicant studied within the area of validity of the Basic Law of the Federal Republic of Germany. Prospective students who have already obtained study and examination credits at another higher education institution can be placed in a higher subject-related semester within the framework of a lateral entry. The previous study and examination achievements are examined and can be credited or recognised in accordance with § 17 of these regulations.

(7) If applicable, a statement as to whether and which examinations or certificates of achievement provided for in the study and/or examination regulations have not been passed by the applicant.

(8) In the case of Master's programmes leading to further education, proof of professional experience in accordance with § 3 paragraph (3) of these regulations, as well as, if necessary, the indication of a reference in accordance with the standard evaluation form of Gisma University of Applied Sciences.

Proof of required language skills according to § 3 paragraph (5) of these regulations.

§ 5 Study contract

(1) If the admission requirements according to § 3 of these regulations and, if necessary, the passing of the aptitude test are met, and as long as there are no enrolment obstacles according to § 6 of these regulations, a higher education contract for the chosen study program is concluded between Gisma University of Applied Sciences and the student for which fees are payable. This contract regulates the more detailed educational conditions of the respective degree programme.

(2) The amount of the tuition fee results from the price list underlying the study programme at the time of the conclusion of the contract.

(3) After signing the study contract according to paragraph (1), the applicant can be enrolled in the corresponding study programme.

§ 6 Obstacles to admission

(1) Enrolment must be refused in accordance with § 14 BbgHG if

a) the applicant does not possess the requirements of § 10 BbgHG.

b) the applicant has irretrievably failed an examination required under the Bachelor's and/or Master's examination regulations of Gisma University of Applied Sciences in the same degree programme at another university or the examination entitlement no longer exists.

c) If the available places on the Programme are fixed and the applicant has not been assigned a place or has not enrolled onto that place on time.

(2) Admission may be refused if, among other things, the applicant for admission to studies

a) has not observed the forms and deadlines prescribed for enrolment,

b) would endanger the health of other university members through illness

or would significantly impair the orderly running of studies.

(3) The certificate of health insurance must be presented for enrolment.

§ 7 Change of degree programme

A change of degree programme requires the consent of the university.

§ 8 Re-registration

(1) Re-registration is effected by payment of the semester fee, the fees otherwise incurred during the semester of study and the presentation of a current certificate of health insurance. The student then receives a certificate of enrolment.

(2) If the tuition fees are not paid on time, the students will generally not receive a certificate of enrolment. Further details are regulated by the University Study Contract and the Fee Regulations in the respective valid version.

(3) Not timely re-registration within the meaning of this regulation is deemed to have occurred if the student has not attended any courses or taken any examinations for at least the duration of a semester (excluding semesters on leave) and does not respond to the request to re-register within a reasonable period of time.

§ 9 Change of university

Students from other universities may continue their studies at Gisma University of Applied Sciences if they meet the admission requirements. The recognition of previous study and examination achievements in accordance with § 17 of these regulations is carried out by the Examination Board, which makes use of the assessment of the achievements by the relevant programme leader. The Examination Board may delegate this to the Recognition of Prior Learning Committee.

§ 10 Guest students

(1) Applicants who wish to attend individual lectures at Gisma University of Applied Sciences may be admitted as non-enrolled guest students, even if they are unable to provide proof of university entrance qualification in accordance with § 10 BbgHG.

(2) Registered students from other universities who are not on leave of absence may be admitted as secondary students with the right to attend courses and take examinations during their studies.

(3) Gisma University of Applied Sciences may restrict the admission of secondary or guest students if without the restriction a proper education of the students registered for the degree program cannot be guaranteed.

(4) Any fees incurred are set out in the contract for secondary and guest students.

§ 11 Exmatriculation

(1) The student will be exmatriculated if, despite a written reminder, he or she is in arrears with the payment of a tuition fee in whole or in part for more than two consecutive months and no other written arrangements have been made with the university in this regard.

(2) The student will be exmatriculated if they have not returned to a new semester in due time despite the written request to respond within a set timeline by the university.

(3) In all other respects, § 15 BbgHG applies.

§ 12 Organisation of studies

(1) The Master's programme comprises a standard period of study of four semesters for full-time study and eight semesters for part-time study. For the Global Masters of Business Administration programme, the standard period of study comprises two semesters for full-time study and four semesters for part-time study. The standard period of study includes all examination periods. It includes the theoretical study semesters, integrated semesters abroad or practical phases. Maternity leave and parental leave as well as periods of absence due to caring for persons are not counted towards the standard period of study to the full statutory extent. All deadlines and dates specified in these examination regulations are postponed in the event of maternity protection and parental leave as well as periods of absence due to the care of persons to the full statutory extent of the periods granted for maternity protection and parental leave or periods of care.

(2) Under the conditions of § 3 paragraph (2), if the prerequisites are met, the duration of study may be reduced to three or two semesters in full-time studies, and to six or four semesters in part-time studies.

(3) The winter semester begins in October, the summer semester in April. The semesters are divided into self-contained quarters. Students may begin their studies at the start of each quarter.

(4) The study programme is modularised. Full-time and part-time studies use the same modules, which do not have to be studied in sequence. A module is a grouping of subject areas into thematically and temporally rounded, self-contained and examinable units that carry credit points. Module descriptions are available for all modules of a degree programme. Credit points are assigned to each module on the basis of the European Credit Transfer and Accumulation System (ECTS). A workload of 25 hours is taken as a basis for one credit point. For the degree programme "Global Master of Business Administration", a workload of 30 hours per credit point is taken as a basis. The workload includes guided synchronous and asynchronous contact hours as well as self-study.

(5) Each module is assigned a fixed number of credits and concludes with an examination. The number and contents of the modules can be seen in the curriculum overviews or module handbooks for these regulations. In justified cases, the order and type of courses can be changed in individual cases by decision of the Examination Board.

(6) A distinction can be made between compulsory, optional and compulsory elective modules. Compulsory modules must be successfully completed. In the case of elective modules, a selection must be made from a series of equivalent modules. Compulsory elective modules must be taken; within the modules, a specified number must be taken from a canon.

(7) The total teaching load for a full-time semester is 30 ECTS credits, correspondingly less for part-time. For the Master's programmes, the total student workload for the courses is 60, 90 or 120 credits, depending on the variant.

(8) The language of instruction is English. If necessary, the content can also be taught in German or another language.

(9) The Master's examination is passed if the examination achievements of all modules of the degree programme as well as the Master's thesis are successfully completed.

§ 13 Periods for study visits at other higher education institutions and in practice (mobility window)

(1) Attendance phases of individual or several modules can be carried out within the framework of short study stays (so-called residencies) of a maximum of two weeks planned abroad. Residencies take place in cooperation with sister institutions of the Global University Systems, which have a special professional competence in the area of the relevant modules or where international or intercultural learning objectives of the degree programme are taught in a special way. The International Office is responsible for the organisational planning of the residencies.

(2) In the 120 ECTS credits variant, students can choose to complete a study abroad programme, an internship or a company project. 20 credits can be recognised for each of these.

(3) The study abroad programme is organised in close coordination with the Assessment Office of Gisma University of Applied Sciences. The list of possible institutions where the semester abroad can be spent is monitored by the Assessment Office.

a) Students are responsible for applying for a place at a recognized university. Gisma University of Applied Sciences supports them in this endeavour through the Assessment Office.

b) Each university has individual admission requirements. Admission to study abroad is granted by the respective university. Students are advised to inform themselves about the admission requirements of the desired university before choosing a university. It should be noted that students must allow for an organisational lead time of around six months and arrange for a place at a host university in good time.

c) During the study abroad, achievements equivalent to 20 ECTS credits according to the ECTS system in subject-related courses with the minimum grade of sufficient ("pass") should be obtained. The curriculum of the study abroad programme is usually based on the study structure of the host university.

d) After completion of the study abroad programme, the certificate of passed academic achievements abroad must be submitted to the Assessment Office. Upon submission of the certificate in the equivalent of 20 ECTS, the module is passed. For failed examinations in the study abroad programme that cannot be repeated at the university abroad for organisational reasons, the Examination Board will determine a substitute examination to be taken at Gisma University of Applied Sciences.

(4) For those who wish to complete an internship or equivalent, or company project, the following regulations apply.

a) The aim of the internship is to get to know complex entrepreneurial tasks in practice and to participate in the processing of the associated tasks. Subject-specific knowledge from the degree programme is to be combined with professional practice. By working on concrete project tasks, experience in the implementation of entrepreneurial concepts is to be promoted.

b) The duration of the internship is at least 12 weeks and can take place at home or abroad.

c) The organisations where the internships take place must be able, according to the nature and scope of their economic business operations and the qualification of their staff, to provide internships training that meets the objectives according to paragraph

d) The internship is to be pre-confirmed by the university. At its' conclusion, the company will share an employer feedback form, from which the internship company as well as the duration of the internship can be seen. An internship report must be submitted. The internship reports must be submitted to a lecturer at Gisma University of Applied Sciences. The lecturer evaluates the report to determine whether or not the requirements for the internship have been fulfilled and submits the report and evaluation to the Examination Office. An internship or part of an internship that is assessed as failed by a lecturer must be repeated.

e) Internship periods can be replaced by an equivalent practical activity or a company project of comparable scope, which are carried out during the course of study.

§ 14 Semester of Leave

(1) Upon written application, the student may be granted a semester of leave (or period of leave) if an important reason is proven.

(2) Important reasons are in particular:

a) Prolonged, serious illness (on presentation of a medical certificate stating that proper study is not possible).

b) Absence from the university location in the interest of the university or due to cooperation in a research project

c) Participation in the promotion of cadre athletes

d) Pregnancy

e) Raising your own children up to 3 years of age

f) Caring for relatives.

(3) The reasoned application must be submitted to the Intermission Panel one month before the start of the semester. The application for leave of absence must be accompanied by:

- a) The completed application form
- b) Evidence of the existence of an important reason.

(4) As a rule, leave of absence is granted for the duration of one semester. A leave of absence beyond one semester is only permissible for reasons that must be specially proven; it is granted subject to the proviso that the student proves the continued existence of the reason for the leave of absence for each semester in the period of re-registration by enclosing the necessary documents. The maximum period of leave of absence is two years. During the leave of absence for more than 6 months, membership rights and obligations can be suspended.

(5) Leave of absence for the first semester is not permitted, unless an exception is made by a designated member of the Presidium.

(6) Fees for administrative expenses incurred during a semester of leave are regulated in the study contract.

§ 15 Forms of teaching and learning

To achieve the study objective according to § 2 of these regulations, the following types of teaching and learning forms are offered in the form of classroom and digital teaching:

- (1) Lectures for concentrated teaching of the skills and scientific theories specific to the degree programme
- (2) Exercises to deepen and broaden the application of skills
- (3) Seminars for the guided, independent development, deepening or broadening of skills

(4) Projects for intensively supervised development of comprehensive design, social and conceptual skills and practical application

(5) Integrated courses for teaching and developing teaching content in a combined form, which can include lecture, exercise and seminar components.

(6) Internships to develop, deepen or expand knowledge and skills in practice

(7) Workshops as a combination of seminar and project-oriented work with lectures introducing the topic at the beginning of the course.

(8) Presentations by members of the professional public.

§ 16 Examination Board

(1) The Examination Board ensures that the provisions of the examination regulations are complied with and that the examinations are conducted properly. It is responsible in particular for:

- a) the admission of candidates to examinations,
- b) Deciding on the recognition of Prior Learning,
- c) the determination of examiners for examinations, insofar as it is either necessary to deviate from the regulations of the examination regulations or it is necessary to determine the examiners,
- d) the setting of examination dates,
- e) the decision on the recognition of examination achievements,
- f) confirmation of progressing and graduating students
- g) the decision on the recognition of extenuating circumstances in the case of missing examinations,
- h) the granting of a disadvantage compensation,
- i) admission to the Bachelor's or Master's thesis,
- j) deciding on appeals against decisions taken in examination proceedings.

k) Deciding on cases of academic misconduct

(2) The Examination Board has five voting members:

- a) Three professors
- b) one research assistant
- c) one student member.

(3) The voting members are elected by the Senate. The chairing member and the deputy are elected by the Examination Board. The term of office of the student member is one year, that of the other members three years. Members who retire prematurely shall be replaced by by-election for the remainder of the term of office. Re-election is possible.

(4) The chair and deputy chair are held by a professor. The Examination Board may delegate its powers in general or in individual cases to the chairman of the examination board.

(5) The meetings of the Examination Board are not open to the public and are possible both in presence and in the form of video conferences. The members of the Examination Board are subject to the obligation of secrecy. The deliberations and decisions of the Examination Board shall be recorded.

(6) The Examination Board has a quorum if at least half of the voting members, including the chairperson or deputy members, participate. Decisions shall be taken by a simple majority of the participating voting members. In the event of a tie, the chairing member shall have the casting vote. The student member shall not participate in the deliberation and decision-making on matters concerning the setting of examination tasks.

(7) The members of the Examination Board are entitled to attend the examinations. Student members who are taking the examination in the same examination session are excluded.

(8) Initial Decisions in examination matters which affect the rights of the addressee must be made in writing and must be justified and accompanied by instructions on how to appeal. The candidate shall be given the opportunity to comment before final decisions are made. The Examination Board may hear the competent examiners, in particular before issuing decisions on appeals.

(9) The Examination Board meets at least twice per semester, if necessary, at the invitation of the chairperson or at the request of one of its members. The Examination Board shall be convened with seven days' notice. In urgent cases, resolutions may be passed by circulation by telephone or e-mail, waiving form and deadline. The circulation procedure may be initiated by the chairperson of the Examination Board or by his/her deputy.

§ 17 Recognition of achievements

(1) Periods of study, study and examination achievements, degrees and work placements completed in courses of study at other state or state-recognised institutions of higher education, at state or state-recognised universities of cooperative education in the Federal Republic of Germany or in courses of study at foreign state or state-recognised institutions of higher education shall be recognised upon application, provided that there is no significant difference between the competences acquired and the achievements that are being replaced. Knowledge and skills acquired within other recognized higher education institutions at a comparable level of education shall be credited up to 67 per cent of the total programme credit value.

Any prior learning for which credits are awarded should have been acquired no more than five years before admission to the programme.

(2) In the cases of paragraphs (1) and (2), no schematic comparison shall be made, but an overall consideration and assessment shall be made.

(3) It is the applicant's responsibility to provide the necessary information on the achievement to be recognised. The Examination Board decides on the recognition.

(4) The burden of proof that an application does not meet the requirements for recognition shall lie with the body carrying out the recognition procedure. If recognition is refused, the applicant must be informed of the reasons in writing. The application must always be submitted before the first examination of the module to be recognised. A later recognition is not possible.

(5) If examination achievements are credited, the grades – insofar as they are comparable – are to be adopted or converted and included in the calculation of the overall grade in accordance with these regulations. In the case of credit transfer, the student shall be awarded the credit points for the examinations and internships provided for in the degree programme at Gisma University of Applied Sciences. In the case of incomparable grading systems, the remark “passed” is included. A marking of the recognition in the transcript is permissible.

§ 18 Examination achievements and types

(1) The curriculum overviews or the module handbooks belonging to these regulations specify for the respective Master’s examination which modules have to be taken for which examinations.

(2) The subject of the examinations are the taught contents of the courses which are assigned to the individual modules of the degree programme according to the curriculum overviews or the module handbooks.

(3) The examinations can only be taken by those who are enrolled in a degree programme at Gisma University of Applied Sciences.

(4) Examinations are taken in the language of the degree programme.

(5) Examinations are to be taken during the course of study. They document the achievements and constitute the examinations in accordance with § 20 of these regulations. The examination achievements are credited according to the ECTS (European Credit Transfer System).

(6) Students must attend the prescribed examination dates in the course. If the candidate fails to attend prescribed examination dates, the examination is deemed to have been failed. It shall be assessed with “0 Grade Points (not sufficient)”. In deviation from paragraph (4) sentence 1, Students may submit a request for an extension to an assessment submission date where Extenuating Circumstances have impacted on their learning and where a later submission would put them in a position of being able to complete the work. The student is required to submit accompanying evidence. All extension requests are being considered at the Examination Board.

(7) Examination requirements can be met in particular by means of the following types of examination:

a) Structured online examination: Students answer questions or analyse case studies online in a set time frame by choosing from given answer options or adding their own answers and giving an independent short justification for the choice of answer options or additions. The structured online examination can be based on both live material and material made available in advance.

b) Written examination: A written examination is a piece of work to be completed under supervision, in which the students work alone and independently on the tasks set, using the approved aids.

c) Written exam as case study: In this variant, a case study is sent to the students (e.g. as a pdf). The processing can take place individually, in groups, for a limited period of time or over a longer period of time. With the help of theoretical knowledge, students in this type of examination form should, for example, diagnose problems, develop and evaluate alternative solutions and make recommendations for implementation.

d) “Open book” exam: In this variant, an exam is sent to the students (e.g. as a pdf). The questions of the examinations are designed in such a way that the students can see the course materials and yet a challenging examination situation is created.

e) Oral examination: An oral examination is an examination discussion in which the candidate must demonstrate in free speech that he/she has mastered the examination material. The duration of an examination is usually between 20 and 30 minutes per candidate. Oral examinations can be conducted as individual examinations or as group examinations. If an oral examination is held by at least two examiners (collegiate examination), the candidate is responsible for being examined by only one examiner in each of the individual examination subjects. If the examination does not take place as a collegiate examination, it shall be conducted in the presence of an assessor. He or she shall be appointed by the chairing member of the examination board. He or she must belong to the group of persons entitled to take examinations according to § 19 of these regulations. The responsible examiner determines the grade together with the other examiners participating in the collegial examination or the assessor. The essential subjects and results of the oral examination shall be recorded in a protocol. It is signed by the examiners and remains in the examination files. The essential items and the results of the oral examination are to be recorded in writing in a protocol or online recording, provided the candidate does not object to this,

f) Written term paper or project work (assignment): A term paper or project work is an elaboration to be prepared using scientific methods and findings, not under supervision, or the execution of a project documented in a suitable manner, by means of which the student or a group of students proves the independent processing of a set topic or set task. The term paper or project work is submitted as a rule at the end of the respective module. A term paper or project work can be completed by a colloquium or a presentation. In the case of group work, documentation of the individual parts is obligatory.

g) Presentation (lecture on the basis of written work), also in a team: A presentation is a lecture maximum 30 minutes duration on the basis of a written work prepared by the student. In the written paper, the most important results are to be summarised, in the presentation these are to be presented in free speech and represented in the subsequent discussion.

h) Online Quizzes: Short questions or tasks designed to assess knowledge, the application of knowledge, analytical, problem-solving or evaluative skills. Examples include Multiple choice quizzes, short narrative pieces, data interpretation/analysis exercises and problem-solving exercises.

(8) The examination type intended for an examination is shown in the curriculum overview or the module handbook. If, in individual cases, a different type of examination is required, this can be proposed to the examination board for approval. The specific type of examination is to be announced to the students, as a rule at the beginning of the course, but at the latest six weeks before the examination date, by means of a notice or digital announcement.

(9) An examination can also be carried out as a combination or a portfolio of examinations of more than one type, e.g. Written term paper and presentation. In the case of such a combination, the weighting of the types of examination must be announced in advance.

(10) Documents made available to students by the university in the context of examinations remain the property of the university and are to be returned to the responsible supervisory staff at the end of the examination, unless expressly stated otherwise. All records and documents made in the context of written examinations are to be handed over to the responsible supervisory staff at the end of the respective written examination without being requested to do so. Students are obliged to assist in clearing up any suspicions relating to an attempt at cheating.

(11) In the event of a physical disability of the candidate, § 27 of these regulations shall apply accordingly to the achievements of examinations.

(12) An examination to be assessed with grade points is "passed" if it has been assessed with at least 50 grade points. In principle, the grade point scale from zero to one hundred is to be used for the evaluation (see § 22 Para. 3 of these regulations), so that the grade awarded is to be understood as the percentage value achieved. The candidate shall regularly be informed of the assessment of the examination no later than six weeks after the examination.

§ 19 Examiner

(1) The Examination Board appoints examiners for the individual examinations. The examiners are independent in their examination activities.

(2) Acceptance of a teaching assignment for a course automatically entails appointment as an examiner for the examinations for this course in the examination phases of the semester in which the course is held.

(3) All professors of Gisma University of Applied Sciences as well as other persons entitled to take examinations in accordance with § 22 Para. 5 BbgHG are entitled to take examinations, provided that they are or have been teaching at Gisma University of Applied Sciences on their own responsibility and independently, which relates to the subject area from which the topic originates.

(4) If more than one examiner is to be appointed, at least one examiner should have taught in the examination subject concerned.

The Master's thesis must be assessed by at least two examiners familiar with the subject area to which the thesis relates. One examiner must meet the employment requirements for professors according to the Brandenburg Higher Education Act and must have an independent teaching position at Gisma University of Applied Sciences.

§ 20 Master's thesis

(1) The Master's thesis, as the final paper accompanying the course of study, is intended to show that a problem from the subject can be worked on independently within a specified period of time according to scientific knowledge and methods. It is to be written in the language of the degree programme.

(2) Admission to the Master's thesis requires that the student has already earned at least two thirds of the total ECTS credits of the Master's programme at Gisma University of Applied Sciences. The Examination Board decides on admission to the Master's thesis. Admission is to be refused if the prerequisites according to sentence 1 and § 18 paragraph (3) are not met.

(3) The student must agree on the assignment and supervision of a topic suitable for achieving the aforementioned examination purpose with a supervisor (first examiner) authorised to conduct examinations in accordance with § 19 paragraph (5) in good time before the start of the processing period.

(4) With the registration for the Master's thesis, the student has to submit:

a) a statement as to whether and, if so, where and with what result the student has already taken a Master's examination or another higher education examination in the same degree programme;

b) a proposal for the title of the thesis. This proposal must be agreed upon with the supervisor(s).

(5) In justified exceptional cases, the Master's thesis may also be produced in the form of a group work if the contribution of the individual students to be assessed as an examination achievement is clearly distinguishable and assessable on the basis of the specification of sections, page numbers or other objective criteria that enable a clear demarcation.

(6) The processing time for the Master's thesis is six months in the 90 and 120 ECTS credits version. In the 60 ECTS credits version, the Master's thesis must be completed within three months. The topic, task and scope of the Master's thesis are to be limited by the supervisor in such a way that the deadline for completing the Master's thesis can be met. Insofar as this is necessary to ensure equal examination conditions or for other reasons for which the person to be examined is not responsible (illness, higher influences), the processing time may be extended by up to three months. The application must be made before the end of the processing period and immediately after the reason for the application has arisen. The decision on this is made by the

Examination Board on the basis of the supervisor's statement. In the case of a permanent physical or mental disability of the candidate, § 26 shall apply accordingly.

(7) The Master's thesis must be submitted in digital form as a searchable PDF file to the Examination Board or to a Gisma University of Applied Sciences office designated by the Examination Board by the deadline. The date of submission is to be recorded in the records. If the thesis is not submitted by the deadline, it is deemed to have been assessed as "insufficient" (0 grade points).

(8) The length of the Master's thesis should be approximately 12,000 words for 60 ECTS and 16,000 words for 90 and 12 (text part without appendices). In the case of joint theses by two students, the number of pages increases proportionally.

(9) When handing in the work, the candidate must affirm in lieu of an oath that the work – in the case of a group work, the corresponding marked part of the work – was written independently and that no sources and aids other than those indicated were used, that all passages in the work that were taken verbatim or in spirit from other sources are marked as such and that the work has not yet been submitted in the same or similar form to any examination authority. Created and used data sets, documentation (photos, etc.), programme code and analyses must be enclosed with the thesis and made accessible.

(10) The thesis is also defended in a viva voce (presentation) exam and the final mark is calculated as the aggregate of written and viva voce respective results. The viva exam takes place on campus, or, when this is not possible, online. The exam is evaluated by the first examiner and a moderator. The viva exam sessions are public and may be attended by other students or staff.

(11) The first examiner and, if applicable, the second examiner each receive a copy of the Master's thesis. After reviewing and evaluating it, they give an expert opinion to the Examination Office. If the examiners do not agree on the assessment of the Master's thesis, the Examination Board shall appoint a third examiner to further assess the thesis. All evaluations must be justified in writing.

(12) The completed assessment procedure should not exceed six weeks. Exceptions are those cases in which a third-party appraisal is required. This extends the evaluation period by two weeks.

(13) A Master's thesis that has been assessed as "insufficient" (less than 50 grade points) may be repeated once. A second repetition is not permitted.

§ 21 Assessment of examinations and formation of grades

(1) As a rule, examinations are to be evaluated differentiated by grade points. In individual cases, which are indicated in the curriculum or module handbook, an assessment as "passed" or "failed" is sufficient. The grades for the individual examinations are determined by the respective examiner.

(2) If several examiners are involved in an examination, they shall jointly assess the entire examination, unless otherwise stipulated below.

The following points (Grade Points) without decimal places are to be used for the evaluation of the examinations, which are based on the following grades:

GPA	Overall Grade	Result
100 – 90%	1.0 – 1.5	Very Good
89 – 75%	1.6 – 2.5	Good
74 – 58%	2.6 – 3.5	Satisfactory
57 – 50%	3.6 – 4.0	Sufficient

(4) An examination is passed if at least 50 points are achieved in the examination.

(5) The module grade results from the assessment of the individual module examination achievements. If a module consists of several partial examinations, the module grade is calculated from the arithmetic aggregate weighted by credit points. Courses in which the examinations are not assessed with grade points are excluded from the calculation.

(6) The Grade Point Average (GPA) represents the credit-weighted average of the graded examinations.

(7) The ECTS credits of a module are acquired if the examination provided for the module or all partial examinations are passed,

(8) i.e. have at least 50 grade points. (8) An overall grade with one decimal place is calculated on the final report according to the following formula: $\text{Overall grade} = 1 + 3 - (100 - \text{GPA}) / 50$. The digits after the first decimal place are deleted.

§ 22 Passing the Master's Examination

(1) The student earns credits for passing module examinations. For all examinations during the course of study, a "credit account" is created for each degree programme for each student. Only the credits for the courses listed in the curriculum of the respective degree programme are taken into account on the credit account.

(2) The Master's examination is passed when the student has accumulated 60, 90 or 120 credits on their "credits account", depending on the study programme variant, and all other compulsory subjects are passed.

(3) A Transcript of Records, approved by the Examination Board is issued within six weeks after the grade has been announced. The certificate bears the date on which the Examination Board decided to graduate the student. The transcript contains:

- (a) the examination grades of all subjects and the Master's thesis.
- (b) total number of credits earned out of maximum possible credits
- (c) the Grade Point Average according to § 21 paragraph (6) of these regulations

(4) When the Master's certificate is awarded, the student receives a Diploma Supplement, which lists the essential information on the content and orientation of the degree programme.

(5) Furthermore, the graduate will be issued with a Master's certificate signed by the

President of Gisma University of Applied Sciences and the Chairman of the Examination Board. This certifies the award of the academic degree in accordance with § 2 of these regulations.

(6) With an overall grade of 1.0 to 1.5, the addition "with distinction" is awarded in the Master's certificate.

(7) The overall grade is to be supplemented by an ECTS grade, which represents a relative evaluation of the grade in addition to the absolute evaluation. The relative grade is formed in each case according to the specifications of the ECTS User's Guide in the current version.

(8) If the student definitively fails the Master's examination, he or she will be certified for the work performed upon application.

§ 23 Repetition of examinations, failure to pass

(1) Examinations that have not been passed can be repeated twice. If the examination is assessed as "not sufficient" or "not passed" or is deemed to be assessed as "not sufficient" or "not passed" and there is no longer an opportunity to repeat the examination, the examination is irretrievably failed.

(2) In the case of parts of group examinations, a suitable individual substitute examination is provided by the lecturer in consultation with the Examination Board.

(3) The repetition of an examination is usually carried out in the same form as the first examination. This rule can be deviated from if

a) the examination constitutes a third attempt. In this case, the examination may be conducted as an oral examination.

b) a special situation makes the deviation from this regulation necessary.

c) A decision on this is made by the Examination Board. The respective form of examination is determined by the examiner in consultation with the Examination Board and communicated to the candidate in good time, at least 14 days before the examination.

(4) The regulations of the respective university abroad apply to repeat examinations in the study abroad. If the repeat examination abroad is not possible within the given deadlines, the Examination Board can determine a substitute examination at Gisma University of Applied Sciences.

(5) The Master's thesis can be repeated once.

(6) A repetition of passed parts of the examination is permitted up to one time for the purpose of improving grades.

(7) All Repeat examination attempts must be taken within nine months of the first failure. If this deadline is missed, the repetition of the examination shall be deemed to have been assessed as "irretrievably failed". Upon application, the examination board may extend the deadline according to this paragraph (7) sentence 1 by a reasonable period of time if the deadline is

a) for serious reasons, or

b) has been exceeded as a result of a disability, pregnancy or the care or upbringing of a family member.

The family environment includes all primary living arrangements in which long-term social responsibility is assumed for other persons. This includes in particular parents and children, life partners, siblings, grandparents and relatives in need of care and support. The reasons must be made credible.

(8) If the repetition of a part of the examination is no longer permissible and the candidate has no possibility of compensation, the Master's examination is irretrievably failed. The student receives a written decision from the examination board. The study programme in question is thus terminated. The student is exmatriculated.

§ 24 Missing and deferring from examinations, attempted cheating

(1) Candidates may extenuate from module examinations (deregistration) within the time limit set by the Examination Board and in accordance with the form specified in the implementing regulations.

(2) If candidates miss the extenuation deadline or miss the examination date, the examination is deemed to have been assessed as "failed" (5.0), unless the Examination Board recognises the reasons given for this. The same applies if a written examination is not completed within the prescribed processing time. The reasons for this must be notified to the Examination Board in writing without delay and must be made credible. In the event of extenuation or absence due to illness, a medical certificate stating the expected duration of the inability to take the examination must be submitted without delay.

(3) If candidates attempt to influence the results of examinations by cheating or using unauthorised aids to their own or another's advantage, the examinations in question shall be deemed to have been graded "unsatisfactory" (5.0). The persons concerned must be heard before such a decision is made.

(4) The student shall be informed immediately of the accusations made against him/her and shall be given the opportunity to comment. If the Examination Board determines that there has been an attempt to deceive, the module examination or course work shall be graded "insufficient" (5.0). The legally binding determination as to whether there has been an attempt to deceive shall be made by the Examination Board. In the case of attempted cheating, the examination can normally only be repeated once, unless the Examination Board decides otherwise. The student loses the right to further retakes. In serious cases, the Examination Board may exclude the candidate from taking further examinations and compulsorily deregister him/her. A serious case is regularly, e.g. in the case of repeated offence. In the case of exmatriculation due to attempted cheating, tuition fees are not refunded and must be paid in full.

(5) External software can be used to check for attempted cheating, especially plagiarism. Likewise, the examination can be transmitted to third parties for review (reviewer function).

(6) Incriminating decisions shall be communicated to the persons concerned in writing without delay, reasons shall be given and an appeal instruction shall be provided.

§ 25 Additional Subjects

(1) Students may take an examination or a preliminary examination in subjects other than those prescribed (additional subjects). However, there is no entitlement in this respect. The grades of these subjects are not included in the determination of the overall grade and are not taken into account on the credit account.

(2) Failure to pass an examination in an additionally chosen subject three times does not lead to exmatriculation, but to exclusion from this additional subject.

§ 26 Compensation for disadvantages

(1) If the person to be examined has impairments due to a permanent or temporary disability or a chronic illness which make it difficult to take an examination in the intended form, the Examination Board may, upon written application, take appropriate measures to compensate for the impairment or – insofar as the objective of the form of the examination can also be demonstrated in an equivalent manner by another form of examination – allow

the examination to be taken in another form. Proof of abilities that are part of the profile of the examination to be taken may not be waived. Equality of opportunity must be maintained.

(2) An application in accordance with paragraph 1 must be submitted to the relevant Examination Board. The following supporting documents must be enclosed:

a) In the event of a disability, a copy of the valid disability certificate must be enclosed.

b) A medical certificate containing the necessary facts of the findings and explaining the impairments and effects on the studies or the individual examination. The Examination Board may require the submission of a certificate from a doctor appointed by it.

§ 27 Programme leadership

(1) Gisma University of Applied Sciences appoints a university lecturer from among the members and affiliates of the university as programme leader.

(2) The programme leader is responsible for overseeing the implementation of these examination regulations, unless the Examination Board is responsible.

§ 28 Inspection of the examination files

(1) After completion of the examination procedure, the candidate shall be granted, access to his/her written examination papers, to the related feedback of the examiners and to the examination records.

(2) If not immediately available, the inspection must be requested from the chairperson of the Examination Board within one month after the examination certificate or the notification of the failed Master's examination has been handed out. The chairperson of the Examination Board shall determine the place and time of the inspection as well as the person in whose presence the inspection shall be carried out.

(3) Upon request, the candidate shall be allowed to inspect the examination documents relating to examinations during the course of study already after taking the respective examination. The application must be submitted within one semester after the announcement of the examination result.

Under data protection legislation there is no statutory time limit on when a request for copies of examination data may be submitted, and any request received must be answered within one month if the results have been announced. Based on the above stipulation, the data retention timelines would be as follows:

§ 29 Invalidity of examinations of the Master's examination

Degree classifications awarded	Indefinitely
Total marks and credits for each module	Indefinitely
Minutes of Examination board meetings	Indefinitely
Assignment submissions and feedback	At least two years after publication of results
Physical exam papers and oral exam protocols	At least two years after publication of results
All data retaining to appeals, extenuation requests and academic misconduct	5 years dated from the last action

(1) If the student has cheated in an examination and this fact only becomes known after the certificate has been issued, the grade of the examination can be corrected. If necessary, the examination can be declared “insufficient” and the Master’s examination can be declared “failed”. The same applies to the Master’s thesis. The Examination Board shall decide. The candidate shall be given the opportunity to comment. The decision of the Examination Board shall be communicated to the candidate in writing and shall be accompanied by instructions on how to appeal.

(2) If the requirements for admission to the Master’s examination were not fulfilled without the candidate intending to deceive, and if this fact only becomes known after the certificate or a certificate of the partial achievements achieved up to this point in time has been issued, this defect shall be remedied by passing the examination. If the candidate has intentionally obtained admission unlawfully, the Examination Board shall decide on the legal consequences. Before a decision is made, the person concerned shall be given the opportunity to make a statement.

The incorrect examination certificate or the incorrect certificate shall be withdrawn and, if necessary, reissued. A decision in accordance with paragraph (1) and paragraph (2) sentence 2 shall be excluded after a period of five years has elapsed after the examination certificate or the certificate of partial achievement has been issued.

§ 30 Objection

The Examination Board shall decide on an objection in accordance with § 68 of the Administrative Court Code, while respecting the examiner’s autonomy. In the event of an appeal against the assessment of an examination, it shall obtain the opinion of the persons involved in the examination.

§ 31 Duties to cooperate

The student must immediately notify the Gisma University of Applied Sciences Student Support Office of any change in details required for the administration of the programme (in particular postal address and bank details).

§ 32 Examination arrangements for study programmes also involving a degree-awarding body other than Gisma University of Applied Sciences

This section is relevant for programmes of study where Gisma University of Applied Sciences has an established collaborative arrangement with an international provider who has their own powers to award higher education qualifications.

Study regulations to be adapted include:

- (1) Entry requirements should satisfy both institutions.
- (2) Awarding of credits can be co-determined by the two institutions
- (3) Gisma University of Applied Sciences will apply its recognition of prior learning policy to match the provision primarily undertaken or credited by the collaborative partner.
- (4) Students successfully completing a programme offered in the context of a collaborative partnership, receive a certificate and transcript, record of achievement or Diploma Supplement from each degree-awarding body.
- (5) Deadlines to submit, and possible penalties for failing to submit assignments on time have to be agreed by the two institutions.
- (6) The procedures for retaking assignments, and the number of reassignment attempts have to be agreed by the two institutions.

(7)Examination Boards will be convened as per Gisma policy but will ensure designated representatives of the partner university have right to attend all relevant examination boards without a voting power.

§ 33 Processing of personal data

The higher education institution collects and processes personal data from applicants and enrolled students that is required for the lawful fulfilment of the tasks for which it is responsible and, for the purposes of legislation and planning in the higher education sector, the survey characteristics pursuant to Section 3, Paragraph 1, Nos. 1 and 2 of the Higher Education Statistics Act of 2 November 1990 (BGBl. I p. 2414) as last amended by Article 3 of the Act of 7 December 2016 (BGBl. I p. 2826). This also includes – upon explicit and justified request – the transfer of personal data in particular to examination offices and boards for study, planning and examination purposes in accordance with the examination regulations. The Act on the Protection of Personal Data in the State of Brandenburg (Brandenburg Data Protection Act – BbgDSG) of 8 May 2018 (GVBl.I/18, [No. 7]), amended by Article 7 of the Act of 19 June 2019 (GVBl.I/19, [No. 43], p.38) remains unaffected. The university shall be obliged to provide the data subject with the information required for the survey pursuant to section 3(1). Pursuant to Art. 17 DSGVO, the data subject has the right to have the data deleted if one of the grounds in Art. 17 DSGVO para. 1 applies. This paragraph does not apply insofar as the processing is required under Art. 17 DSGVO Para. 3

§ 34 Entry into force

These regulations shall enter into force on the day following their public announcement at the university.





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