

**Subject-specific Examination Regulations for the Consecutive
Master's Degree Programmes
Financial Services Management,
International Management and Finance,
Mittelstandsmanagement and Wirtschaft und Recht
at Kaiserslautern University of Applied Sciences
in the version of November 10, 2020**

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This English translation serves solely for information purposes. Please note that only the German version is legally binding.

This unofficial reading version applies to all students of the Master's degree programmes Financial Services Management, International Management and Finance and *Mittelstandsmanagement* who enrol in the programme starting with the summer semester 2021, and for students of the Master's degree programme *Wirtschaft und Recht* who enrol in the programme starting in the summer semester 2022.

Students who began their studies at an earlier point in time can get information at the Examination Office about the version applicable to them and a possible transfer to this new version.

For information purposes: In the portal/QIS, the name PO 2021 is used (PO being the German abbreviation for *Prüfungsordnung* = Examination Regulations).

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Sec 1 Area of Applicability of these Subject-specific Examination Regulations

(1) These Subject-specific Examination Regulations (German abbreviation: FPO) govern the subject-specific prerequisites for participation in examinations, the examination requirements and the examination procedure for the consecutive Master's degree programmes Financial Services Management, International Management and Finance, *Mittelstandsmanagement* and *Wirtschaft und Recht*. Interdisciplinary examination regulations are specified in the General Master's Examination Regulations (German abbreviation: AMPO) of Kaiserslautern University of Applied Sciences. The AMPO shall apply unless otherwise provided for in these Regulations. In particular, they contain provisions on the following aspects:

- Purpose of the Master's Examination (Sec 2 AMPO)
- Examination Board (Sec 3 AMPO)
- Examiners and Assessors, Master's Thesis Supervisors (Sec 4 AMPO)
- General Admission Conditions and Admission Procedure (Sec 5 AMPO)
- Types and Forms of Examinations, Module Examination, Deadlines (Sec 6 AMPO),
- Oral Examinations (Sec 7 AMPO), Written Examinations (Sec 8 AMPO), Project Theses (Sec 9 AMPO)
- Master's Thesis and Colloquium (Sections 10 und 11 AMPO)
- Assessment of Exams and Module Examinations (Sec 12 AMPO)
- Examination Procedure and Credit for Graded Exams and Academic Achievements (Sec 13 – 16 AMPO)
- Scope of Master's Examination, Calculation of Overall Grade, Transcript of Records (Sections 17 and 18 AMPO)

(2) The Annexes listed in the Table of Contents are an integral part of these Subject-specific Examination Regulations.

Sec 2 Type of Degree Programme and Academic Degree

(1) These Master's degree programmes are application-oriented, scientific degree programmes leading to a second academic degree that qualifies the graduate for a profession.

(2) Upon successful completion of the Master's examination in the Master's degree programmes Financial Services Management, *Mittelstandsmanagement* and *Wirtschaft und Recht*, the academic degree "Master of Arts" (abbreviated as "M.A.") is awarded.

(3) Upon successful completion of the Master's examination in the Master's degree programme International Management and Finance, the academic degree "Master of Arts" (abbreviated as "M.A.") is awarded. In addition, the Universidad Nacional del Litoral (UNL), which is a participant in the degree programme, awards the academic degree "Magister Internacional en Administración y Finanzas", provided that students have participated in the Double Degree Programme with UNL and have successfully completed the required academic achievements and graded exams.

(4) Academic degrees may be awarded at partner universities if the degree programmes based on cooperation agreements (Double Degree Programme) specified in Sec 1 (1) are studied in accordance with the agreements made with the partner universities, provided that the provisions of Sec 13 (3) are met accordingly. The Examination Board shall inform students of the requirements for obtaining academic degrees at Kaiserslautern University of Applied Sciences and at the partner university.

Sec 3 Start of Studies, Regular Duration of Studies, Scope and Structure of Courses Offered

(1) Studies can be started in the winter semester or in the summer semester. An exception is the International Management and Finance degree programme which can usually only be started in the winter semester. The Examination Board shall make decisions regarding special provisions relating to the start of studies for Double Degree Programmes. The department may impose restrictions.

(2) The time frame during which the studies in the Master's degree programmes can generally be completed (regular duration of studies) is three semesters (full-time degree programme); the *Wirtschaft und Recht* degree programme offers the option of studying part-time in accordance with Sec 14 (2) and (3). Overall, a total workload corresponding to 90 ECTS (European Credit Transfer System) credits is assigned to these degree programmes. Each ECTS credit represents a workload of 30 hours.

(3) The courses offered in the full-time degree programmes extend over three semesters. The first two semesters of the Financial Services Management, *Mittelstandsmanagement* and *Wirtschaft und Recht* degree programmes consist of compulsory elective modules (core modules and supplementary modules), each worth 10 ECTS credits. A total of six of these modules must be taken. At least three of the selected modules must belong to the group of core modules. The elective and compulsory elective modules to be completed as part of the International Management and Finance degree programme are listed in Annex 1b. The third semester is primarily dedicated to the writing of the Master's thesis, including the colloquium on the Master's thesis. Within the framework of a Double Degree Programme, the course of study may differ. The same applies accordingly for part-time study in the *Wirtschaft und Recht* degree programme.

(3a) The *Wirtschaft und Recht* Master's degree programme is studied in the "Management" specialisation.

(4) For the International Management and Finance degree programme, special regulations apply in accordance with Sec 13; for the *Wirtschaft und Recht* degree programme, the supplementary provisions specified in Sec 14 of these Subject-specific Examination Regulations apply.

(5) German and English are permitted as examination languages; in the International Management and Finance degree programme, Spanish is also permitted. Other languages may be authorised by the Examination Board. As a rule, the language of the examination is the language in which the corresponding courses are held.

Sec 4 Admission Conditions and Admission Procedure for the Master's Degree Programmes

Admission to the degree programmes is based on the "Regulations for Selection and Admission" in Annex 3.

Sec 5 Examination Board

(1) The Examination Board comprises:

1. three professors,
2. one student member and
3. one member of the joint group of staff pursuant to Sec 37 (2) No. 3 and 4 of the German Higher Education Act (HochSchG), insofar as the General Regulations do not make use of Sec 37 (2) Sentence 5 2nd Half-Sentence of the HochSchG.

(2) The Examination Board decides by majority vote. In the event of a tied vote, the presiding member shall cast the deciding vote.

(3) If an examination matter involving students of the International Management and Finance degree programme is to be decided by the Examination Board, students may request that a member nominated by the Argentinian cooperation partner participate in the Examination Board in an advisory capacity. Participation can take place via telephone or video conference.

Sec 6 Admission Requirements for Examinations

Admission to the Master's thesis is only granted to students who have earned at least 40 ECTS credits and who have fulfilled any potentially existing condition as specified in Annex 3 Sec 1 (3) of these Regulations.

Sec 7 Module Selection and Compulsory Elective Modules

(1) The core and supplementary modules (Sec 3 (3)) are compulsory elective modules within the meaning of Sec 6 (11) AMPO. In their application for admission, applicants for the Financial Services Management, *Mittelstandsmangement* and *Wirtschaft und Recht* Master's degree programmes shall indicate the order of priority of the selected modules for the first two semesters according to Annex 1. The letter of admission shall include the individual compulsory elective modules to which the applicants are admitted. Upon enrolment, the choice of compulsory elective modules is considered to be binding. Sec 14 (2) and (3) apply to part-time study in the *Wirtschaft und Recht* degree programme. By resolution of the Examination Board, a minimum number of participants may be required for courses to be held in selected compulsory elective modules; students shall be informed of this before making their selection.

(1a) In the case of participation in Double Degree Programmes, the selection of the compulsory elective modules for recognition at the partner university may be specified on the basis of the agreements on the Double Degree Programme. In these cases, switching modules in accordance with Para. (2) is not possible. The Examination Board shall announce these requirements accordingly.

(2) A compulsory elective module may be switched once during the degree programme, provided that an examination associated with the module has not been failed without the possibility of appeal. Any further module switch is only permitted in particularly justified cases to avoid undue hardship. The decision about the switch is made by the Examination Board. Failed attempts of the switched module shall not be counted towards the newly selected module. The switch is irrevocable. The switch must be applied for in writing no later than six weeks after the start of a semester.

(3) The Faculty Council may decide to offer additional compulsory elective modules in agreement with the Head of the degree programme and the Office for Quality in Teaching and Learning. The compulsory elective modules shall be announced in good time and bindingly in terms of content, scope and examinations, prerequisites to admission to examinations as well as types of examinations; attention shall be paid to a balanced ratio of the different forms of examinations.

Sec 8 Types and Forms of Examinations, Times for Completion, Deadlines for Retakes

(1) Graded exams and academic achievements are labelled as such in Annex 1, which also specifies the examination forms of graded exams.

(2) Written exams generally last 180 minutes. Sec 7 AMPO applies to oral exams, with the proviso that no more than four students may take part in group exams.

(3) The time allowed for completion of term papers and project theses is six weeks following the issue of the topic. As a rule, they shall be completed during the lecture-free period. Graded papers must be issued and submitted in the same semester. They may be completed in groups, provided the contribution of the individual students that is to be graded can be clearly distinguished and assessed. Students' individual contributions must be specially marked. In the context of project theses, oral presentations such as presentations, lectures or talks may also be required in addition to the written paper; the assessment shall be carried out by the examiner; in other respects, the regulations for oral examinations shall apply accordingly.

(4) In particularly justified cases (e.g. absence of examiners, special organisational obstacles, imminent impossibility of offering examinations), the Examination Board may decide that a graded exam for the respective semester may be taken in a form other than that specified in the Subject-specific Examination Regulations. As a rule, this decision shall be announced in an appropriate format four weeks before the exam is to be held or at the latest at the end of the course, stating the examination modalities (e. g. procedure, date, registration deadline, aids); it must be ensured that students can adequately prepare for the change.

(5) The time limit according to Sec 15 (4) Sentence 1 of the AMPO for the retaking of examinations shall not apply. This shall also pertain to Sec 13 (2) Sentence 8 of the AMPO.

Sec 9 Learning Portfolio

(1) The learning portfolio is one of the competence-oriented forms of examinations in accordance with Sec 6 (3) AMPO and serves the personal exploration of the individual learning process, in which the aspired

and achieved competence gains are documented and reflected upon in relation to the respective module objectives.

(2) With a learning portfolio, documents or materials on a teaching-relevant topic that demonstrate a student's learning progress and level of achievement are created, resp. collected, documented and self-reflected upon.

(3) The creation of a learning portfolio shall take place under the continuous supervision of a lecturer during the course of the studies/semester.

(4) The design and content framework of a learning portfolio is specified by the lecturer.

(5) The reflection on/evaluation of the documents collected or created as part of the learning portfolio can be carried out in terms of content, individually/personally and/or formally.

(6) The assessment of a learning portfolio shall be done according to the criteria specified in advance by the lecturer. These criteria shall be announced to the students at the beginning of the course. The lecturer is authorised to set deadlines for the interim submission of documents and materials in order to ensure continuous monitoring, insofar as this is necessary for the preparation of further teaching and learning steps. Failure to meet these deadlines does not lead to failure of the learning portfolio.

Sec 10 Combined Examinations

(1) Combined examinations are among the competence-oriented forms of examinations. They serve to achieve theoretical and practical competences and integrate these in terms of content in order to learn subject-specific and context-related skills and abilities in the respective module.

(2) The selection of the form of an examination element shall be made depending on the form of the respective course.

(3) Combined examinations consist of one theoretical and one practical examination element each. If one examination element is failed, it can be retaken individually.

(4) Examples used for the theoretical examination element include written exams, term papers or oral exams. Forms of the practical examination element may include, for example, group work, lab reports, experiment logs, model development, practical assignments / transfer assignments / case studies and presentations in fields related to communication and presentation skills.

(5) Examination elements are graded. The grade of the combined examination shall be calculated from the graded examination element. If grades are awarded for each examination element, the grade of the combined examination shall be calculated like a module grade (Sec 12 (4) AMPO) according to the information about the weighting in the table in Para. 7.

(5) The time for completion and the scope of the individual examination elements must be included in the overall workload of the module and must correspond to the designated ECTS credits of the module. There must be a good balance between the time for completion and the scope of the work.

(6) Retaking of examination elements shall be regulated in accordance with that of examinations pursuant to Sec 15 AMPO.

(7) The following forms of combined examinations are possible:

Abbreviation	Practical Part	Theoretical Part
KOM1	Practical assignment (graded)	Written exam (graded)
	Both examination elements must be passed independently of each other. The grade for the practical assignment accounts for two-thirds of the examination grade, while the grade for the written exam accounts for one-third.	
KOM2	Practical assignment (graded)	Written exam (graded)

	Both examination elements must be passed independently of each other. The weighting of the parts is 50/50.	
KOM3	Practical assignment	Written exam
	In order to pass the examination, participation in the practical assignment and the written exam is required to achieve a minimum score in each. The requirement for achieving the minimum number of points per examination element shall be communicated to the students before the examination. The examination is graded based on the sum of the points achieved in the practical assignment and the written exam. If the examination is failed, at least the element that was below the minimum requirement must be retaken; Para. 6 shall apply accordingly.	
KOM4	Presentation (graded)	Term paper (graded)
	Both examination elements must be passed independently of each other. The weighting of the parts is 50/50.	
KOM5	Practical assignment (graded)	Term paper (graded)
	Both examination elements must be passed independently of each other. The weighting for calculating the grade is 2/3 for the theoretical part and 1/3 for the practical part.	
KOM6	Practical assignment (graded)	Oral exam (graded)
	Both examination elements must be passed independently of each other. The weighting for calculating the grade is 1/3 for the theoretical part and 2/3 for the practical part.	

Sec 11 Mobility Semester

(1) Studying abroad is encouraged and the university will provide organisational support where possible.

(2) The Financial Service Management and *Mittelstandsmanagement* degree programmes include the option of a mobility semester in the second semester. A "Learning Agreement" for the mobility module must be agreed upon in advance with the Head of the degree programme. If the required 30 ECTS credits have not been earned during the stay at the higher education institution abroad, the Examination Board may determine academic achievements/graded exams to be earned/taken at Kaiserslautern University of Applied Sciences with which the mobility module can still be completed; in such a case, the originally required number of 30 ECTS credits may be exceeded by the selection of the coursework to be completed. However, a total of at least 20 ECTS credits must be earned at the university abroad. The further requirements for the mobility semester are set out in the module description. The requirement to select at least three core modules of the degree programme (Sec 3 (3) Sentence 3) remains unaffected. The grade of the mobility module shall be calculated from the grades of the academic achievements/graded exams completed as part of the mobility module, weighted according to the assigned ECTS credits, in accordance with Sec 12 (4) AMPO.

(3) In the International Management and Finance degree programme, the academic achievements/graded exams to be earned/taken at UNL in the second semester in accordance with Sec 13 (1) Sentence 2 No. 2 can also be completed in a mobility module in accordance with Para. 2.

Sec 12 Master's Thesis and Colloquium about the Master's Thesis

(1) The Master's thesis must be registered before it is started. Admission can only be granted if the requirements according to Sec 6 (1) are fulfilled. The time for completion of the Master's thesis is four months, counted from the date of issue of the topic by the supervisor of the Master's thesis. In justified exceptional cases, the deadline may be extended by up to six weeks.

(2) Master's theses written as group work may be permitted, provided the contribution of the individual students that is to be graded can be clearly distinguished and assessed, and provided the stipulations pursuant to Sec 10 (1) AMPO are fulfilled.

(3) The Master's thesis shall be submitted in triple bound form and in electronic form by the deadline.

(4) In the colloquium, the students present their Master's thesis in a presentation that usually lasts 30 minutes and is followed by questioning about the topic of the Master's thesis, usually lasting 10 minutes.

Sec 13 Special Provisions for the International Management and Finance Master's Degree Programme

(1) The study plan for this degree programme can be found in Annex 1. In addition to or in deviation from the regulations of these Subject-specific Examination Regulations, the following shall apply to students in the "International Management and Finance" degree programme:

1. By the end of the first semester, students must provide proof of basic knowledge of the Spanish language at level A1 of the Common European Framework of Reference for Languages in order to study at UNL.
2. In accordance with Annex 1b, students must complete 30 ECTS credits of the second semester at UNL. Graded exams and academic achievements to be completed at UNL shall be carried out in accordance with the regulations applicable at UNL, in particular with regard to registration, withdrawal, completion, assessment and retaking.
3. The decisions of UNL regarding admission to examinations, assessment and, if applicable, the possibility of retaking examinations are binding for Kaiserslautern University of Applied Sciences.
4. In accordance with Annex 2 of these Subject-specific Examination Regulations, academic achievements and graded exams completed at UNL are converted into grades as specified in Sec 12 AMPO. The corresponding ECTS credits can be found in Annex 1b.
5. Examinations that were to be taken in the semester before the study abroad programme and that were not passed at Kaiserslautern University of Applied Sciences or were not taken due to illness may be retaken at UNL in the following semester. In the case of oral examinations, the examination shall be conducted by means of a video conferencing system.
6. The time allowed for completion of the Master's thesis in the International Management and Finance degree programme is three months. In amendment to Section 10 (5) AMPO, the Master's thesis may also be written in Spanish provided the supervisors agree. In amendment to Section 12 of these Subject-specific Examination Regulations, the Master's thesis must be supervised by one professor each from Kaiserslautern University of Applied Sciences and UNL. The regulations and deadlines of UNL apply if students register their Master's thesis at UNL.
7. The UNL degree is conferred following the award of the degree of Kaiserslautern University of Applied Sciences.

(2) In deviation from Para. (1), students may complete a mobility module in accordance with Sec 11 (3). In this case, the academic degree at UNL or in another Double Degree Programme is not earned.

(3) As part of cooperation agreements with other partner universities in accordance with Sec 2 (4) (Double Degree), students can be offered the opportunity to earn an academic degree at another partner university. The implementation of a Double Degree requires the approval of the Office of Quality in Teaching and Learning following a resolution by the Senate Committee for Quality and Teaching. In order to implement a Double Degree, the regulations according to Para. 1 must be adapted accordingly to the Double Degree Programme by resolution of the Examination Board. These regulations shall apply to students participating in the respective Double Degree Programme, in deviation from the existing regulations of their degree programme. A resolution must also be passed on the requirements for the recognition of academic achievements and graded exams from the partner university for the degree programme at Kaiserslautern University of Applied Sciences, including a conversion table for grades in accordance with Annex 2. The information on examinations shall be provided in a form corresponding to Annexes 1a-d. The Examination Board shall inform the students of the regulations adopted.

Sec 14 Special Provisions for the Wirtschaft und Recht Master's Degree Programme

(1) The *Wirtschaft und Recht* Master's degree programme is studied in the "Management" specialisation.

(2) The core modules specified in Annex 1d shall be deemed to have been selected unless the Faculty Council has passed a resolution on further core modules in accordance with Sec 7 (3).

(2) As an alternative to the three-semester full-time degree programme, the *Wirtschaft und Recht* degree programme can also be studied in a 7-semester part-time model. Students in a work-study programme can choose the 5-semester part-time model.

(3) When enrolling, students must state that they wish to study in a part-time model in accordance with Annex 1d. Studying in the part-time model “Students in a Work-Study Programme” requires corresponding proof of employment as a student in a work-study programme. Students in the part-time models take part in the module selection every year in the summer semester. Switching to the part-time model during the degree programme is possible once upon application before the start of a semester. Any further switch to part-time study is only possible in particularly justified cases (e.g. caring for relatives in need of care, raising a child, employment). Part-time study is not permitted for dual degree programmes (enrolment in more than one degree programme, with the exception of the option under Sec 19 (3) HochSchG). Upon application, a return to full-time study is possible for the following semester. Such a decision shall be made by the Examination Board.

(4) The Master’s thesis is aligned with the content of the entire *Wirtschaft und Recht* degree programme and in particular with the interdisciplinary interconnection of these disciplines. The Master’s thesis must demonstrate the competence to work on a topic assigned in this regard. In this respect, the Master’s thesis is of particular, summarising importance for the completion of the degree programme. These requirements for the Master’s thesis apply analogously to the colloquium.

Sec 15 Transcript of Records and Calculation of Overall Grade

(1) The weighting for calculating the overall grade in accordance with Sec 18 (1) AMPO is carried out according to the ECTS credits of the modules for the module examinations.

Sec 16 Area of Applicability, Effective Date, Expiration Date, Transitional Regulations

(1) These Subject-specific Examination Regulations shall apply to students enrolled in the Master’s degree programmes Financial Services Management, International Management and Finance and *Mittelstandsmanagement* from the summer semester 2021.

(2) They shall become effective the day following their publication in the *Hochschulanzeiger* of Kaiserslautern University of Applied Sciences. At the same time, the Subject-specific Examination Regulations for the Master’s degree programmes Financial Services Management, International Management and Finance and *Mittelstandsmanagement* at Kaiserslautern University of Applied Sciences dated November 4, 2015 (*Hochschulanzeiger* No. 25, dated November 30, 2015), last amended by the Regulations dated July 02, 2019 (*Hochschulanzeiger* No. 51 dated July 31, 2019) shall expire.

(3) Students who are pursuing their studies at Kaiserslautern University of Applied Sciences in a degree programme pursuant to the Subject-specific Examination Regulations named in Paragraph 2 shall have the option to finish their studies in accordance with their Subject-specific Examination Regulations up to and including the winter semester 2022/23. In deviation from the regulations of the existing Subject-specific Examination Regulations, the Examination Board can, in particularly justified exceptions, decide that a module for which no equivalent courses and, if applicable, no equivalent examinations can be offered after the last regular course offering can be fulfilled by completing another module; in addition, the Examination Office can decide on forms of examination that deviate from the Subject-specific Examination Regulations, of which the students shall be informed at the beginning of the course.

(4) Upon application, students may transfer to these Subject-specific Examination Regulations in the most recent version applicable for the respective semester and continue and complete their studies according to the stipulations of these Subject-specific Examination Regulations. The application is irrevocable. After the end of the semester specified in Sentence 1, the continuation of the degree programme by renewal of enrolment in the relevant degree programme shall be governed by the most recent Subject-specific Examination Regulations applicable for the following semester, unless otherwise specified elsewhere.

(5) Transfer to these Subject-specific Examination Regulations and enrolment in the degree programme named in Paragraph 1 in a higher subject-specific semester can only be approved if the course offer for the corresponding higher subject-specific semester is guaranteed. In exceptional cases, the Examination Board may approve enrolment in accordance with the regulations of the Subject-specific Examination Regulations specified in Paragraph 2. In the case of a transfer to these Subject-specific Examination

Regulations, students shall be given credit for graded exams and academic achievements already completed in accordance with Sec 16 AMPO; failed examination attempts shall be counted as failed attempts on identical examinations of these Subject-specific Examination Regulations. Further details of the transition shall be determined by the Examination Board.

Zweibrücken, November 10, 2020

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Annex 1a: Examination Subjects, ECTS Credits – Financial Services Management

Financial Services Management - Master of Arts (FSM20-X)											
Module	1st Semester			2nd Semester			3rd Semester			Total CP	Total SWS
	CP	SWS *	Exam **	CP	SWS *	Exam **	CP	SWS *	Exam **		
Module Group: Core Modules (1)	20	12		10	6					30	18
International and Monetary Economics	10	6	PL/KOM3							10	6
	5	3	K								
	5	3	PA								
Merger & Acquisition: Quantitative und qualitative Methoden	10	6	PL/K							10	6
Operatives Bankgeschäft / Operational Banking Business	10	6	PL/K							10	6
Prüfungswesen und Bankenaufsicht	10	6	PL/K							10	6
Quantitative Methods in Finance	10	6	PL/KOM3							10	6
	5	3	K								
	5	3	PA								
Financial and Managerial Accounting	10	6	PL/H							10	6
Asset Management				10	6	PL/P				10	6
Cash and Treasury Management				10	6	PL/K				10	6
Commercial Bank Management				10	6	PL/P				10	6
International Finance				10	6	PL/KOM3				10	6
				5	3	K					
				5	3	PA					
Reinsurance				10	6	PL/KOM2				10	6
				5	3	PA					
				5	3	K					
Module Group: Supplementary Modules (2)	10	6		20	12					30	18
Compliance für KMU	10	6	PL/M							10	6
Intercultural Management and International Business Ethics	10	6	PL/H							10	6
Management and Organisational Behaviour	10	6	PL/KOM4							10	6
	5	3	H								
	5	3	PS								
International Marketing and Corporate Communication				10	6	PL/KOM4				10	6
				5	3	H					
				5	3	PS					
Strategisches Personalmanagement				10	6	PL/KOM6				10	6
				7	4	PA					
				3	2	M					
Module Group: Mobility Semester (3)											
Mobility Module - Financial Services Management				30	18	PL/H				30	18
Module Group: Thesis							30			30	
Master Thesis							20		PL/MA	20	
Master Thesis Colloquium							10		PL/MAC	10	
Gesamtsumme	30	18		30	18		30			90	36

*(V/Ü/S) Lecture / exercise / seminar
 **(PL) Graded exam, (H) term paper, (K) written exam, combined exam, (M) oral exam, (MA) Master's thesis, (P) project thesis, (PS) presentation, (PA) practical assignment, (MAC) Master's colloquium

(1) At least 3 core modules must be taken. The modules can only be taken in the designated terms (SS/WS).
 (2) The number of supplementary modules depends on the number of core modules selected. The modules can only be taken in the designated terms (SS/WS).
 (3) A term can be completed at a partner university abroad in lieu of the second term. It comprises 30ECTS. The number of weekly tuition hours depends on what is offered at the partner universities. The number of tuition hours shown is just an example.

Annex 1b: Examination Subjects, ECTS Credits – International Management and Finance

International Management and Finance (Double Degree) –Master of Arts (in cooperation with Universidad Nacional del Litoral (UNL)) (IMF20-X-DD)											
Module	1st Semester			2nd Semester			3rd Semester			Total CP	Total SWS
	CP	SWS *	Exam **	CP	SWS *	Exam **	CP	SWS *	Exam **		
Module Group: Management ***	10	6		20	12					30	18
International Marketing and Corporate Communication	10	6	PL/KOM4							10	6
	5	3	H								
	5	3	PS								
Advanced Management				5	3	PL				5	3
Business and Economics				5	3	PL				5	3
Corporate Finance				5	3	PL				5	3
Information Systems for Decision Making				5	3	PL				5	3
Business Valuation				5	3	PL				5	3
Global Competitiveness Program				5	3	PL				5	3
Business Simulation				5	3	PL				5	3
Hidden Champions, Strategic Management, Internationalization				5	3	PL				5	3
Management in International Financial and Capital Markets				5	3	PL				5	3
Module Group Finance - Compulsory Elective Modules****	10	6					10	6		20	12
International Finance	10	6	PL/KOM3							10	6
	5	3	K								
	5	3	PA								
Reinsurance	10	6	PL/KOM2							10	6
	5	3	PA								
	5	3	K								
Asset Management							10	6	PL/P	10	6
Cash and Treasury Management							10	6	PL/S	10	6
Commercial Bank Management							10	6	PL/P	10	6
Module Group: Finance - Compulsory Modules	5	1		5	1					10	2
Finance Seminar	5	1	PL/P							5	1
Company Internship				5	1	PL/S				5	1
Module Group: Language and Culture	5	4		5	4					10	8
Language and Culture I	5	4	PL/M							5	4
Language and Culture II				5	4	PL/M				5	4
Module Group: Mobility Semester (1)											
Mobility Module - International Management and Finance				30	18	PL/H				30	18
Module Group: Thesis							20			20	
Master Thesis							15		PL/MA	15	
Master Thesis Colloquium							5		PL/MAC	5	
Total	30	17		30	17		30	6		90	40

* (SWS) Weekly tuition hours, (Proj) project, (V/U) lecture / exercise, (V/U/S) lecture / exercise / seminar

** (PL) Graded exam, (K) written exam, (KOM) combined exam, (M) oral exam, (MA) Master's thesis, (P) project thesis, (PA) practical assignment, (S) written (term paper or written exam) (MAC) Master's colloquium

*** In the 2nd semester, 4 out of 9 modules must be selected at UNL. The modules are assigned depending on the range of courses offered by UNL (no Compulsory Elective Modules).

**** Two out of five modules must be selected. The modules of the first and third semester can be exchanged. Each module may be selected only once.

Sec 13 FPO: Examinations and non-graded work to be completed at UNL have to be conducted in accordance with the regulations applicable to UNL, in particular with regard to registration, withdrawal, type of examination, assessment and retaking. This concerns the modules of the 2nd semester.

The 1st semester shown here is the winter semester.

(1) The mobility semester at another partner university abroad can optionally be completed as a substitute for the 2nd semester (at UNL).

Annex 1c: Examination Subjects, ECTS Credits – Mittelstandsmanagement

Mittelstandsmanagement – Master of Arts (MM20-X)											
Module	1st Semester			2nd Semester			3rd Semester			Total CP	Total SWS
	CP	SWS *	Exam **	CP	SWS *	Exam **	CP	SWS *	Exam **		
Module Group: Core Modules (select 3 to 6 modules) (1)	10	6		20	12					30	21
Compliance für KMU	10	6	PL/M							10	6
Controlling und Risikomanagement	10	6	PL/K							10	6
Marketing im Mittelstand	10	6	PL/KOM1							10	6
	7	4	PA								
	3	2	K								
Nachhaltige Unternehmensführung				10	6	PL/H				10	6
Steuern und Finanzen				10	6	PL/K				10	6
Strategisches Personalmanagement				10	6	PL/KOM6				10	6
				7	4	PA					
				3	2	M					
Unternehmen in Krise und Sanierung				10	6	PL/M				10	6
Module Group: Supplementary Modules (select 3 modules max.) (2)	20	12		10	6					30	18
Intercultural Management and International Business Ethics	10	6	PL/H							10	6
Management and Organisational Behaviour	10	6	PL/KOM4							10	6
	5	3	H								
	5	3	PS								
Management im Wandel	10	6								10	6
	5	3	PL/P								
	5	3	PL/P						S		
Quantitative Methods in Finance	10	6	PL/KOM3							10	6
	5	3	K								
	5	3	PA								
Internationales Marketing und Unternehmenskommunikation				10	6	PL/KOM4				10	6
				5	3	H					
				5	3	PS					
Kommunikation und Führung				10	6	PL/Assignment				10	6
Wettbewerbspolitik und strategisches Management				10	6	PL/KOM3				10	6
				7		K					
				3		PA					
Module Group: Mobility Semester (3)											
Mobility Module - Mittelstandsmanagement				30	18	PL/S				30	18
Module Group: Thesis										30	3
Topic of the Year								3	SL	5	3
Master Thesis								20	PL/MA	20	
Master Thesis Colloquium								5	PL/MAC	5	
Total	30	18		30	18			30		90	36

*(SWS) Weekly tuition hours, (V/Ü/S) lecture / exercise / seminar

** (PL) Graded exam, (SL) academic achievement, (H) term paper, (K) written exam, (PS) presentation, (KOM) combined exam, (M) oral exam, (MA) Master's thesis, (P) project thesis, (PA) practical assignment, (S) written (term paper or written exam), (MAC) Master's colloquium

(1) At least 3 core modules must be taken. The modules can only be taken in the designated terms (WS or SS). (Example module selection) The 1st semester shown is the summer semester!

(2) The number of supplementary modules depends on the number of core modules selected. The modules can only be taken in the designated terms (SS/WS). (Example selection of supplementary modules)

(3) The mobility semester can be completed at a partner university abroad in lieu of the second semester. It comprises 30 ECTS. The number of weekly tuition hours (SWS) depends on what is offered at the partner universities.

Annex 1d: Examination Subjects, ECTS Credits – *Wirtschaft und Recht, Management Specialisation*

Full-Time

Wirtschaft und Recht – Master of Arts (MM21-M) Work-Study Programme																	
Module	1st Semester			2nd Semester			3rd Semester			4th Semester			5th Semester			Total CP	Total SWS
	CP	SWS *	Exam **	CP	SWS *	Exam **	CP	SWS *	Exam **	CP	SWS *	Exam **	CP	SWS *	Exam **		
Module Group: Core Modules ***	10	6		10	6					10	6					30	18
Legal Risk	10	6	PL/K													10	6
IT				10	6	PL/K										10	6
Personal										10	6	PL/K				10	6
Module Group: Supplementary Modules (select 3 modules max.) (1)	10	6		10	6		10	6								30	18
Controlling und Risikomanagement							10	6	PL/K							10	6
Management and Organisational Behaviour							10	6	PL/KOM4							10	6
							5	3	H								
Management im Wandel	10	6														10	6
	5	3	PL/P														
	5	3	PL/P														
Kommunikation und Führung				10	6	PL/Assignment										10	6
Nachhaltige Unternehmensführung										10	6	PL/H				10	6
Strategisches Personalmanagement				10	6	PL/KOM6										10	6
				7	4	PA											
				3	2	M											
Lernende Organisation										10	6	PL/KOMS				10	6
										7	4	H					
										3	2	PA					
Module Group: Thesis							5	4					25			30	4
Current Issues							5	4							SL/M	5	4
Master Thesis													20		PL/MA	20	
Master Thesis Colloquium													5		PL/MAC	5	
Total	20	12		20	12		15	10		10	6		25	0		90	40

*[SWS] Weekly tuition hours, (V/U/S) lecture / exercise / seminar

**[PL] Graded exam, (SL) academic achievement, (H) term paper, (K) written exam, (PS) presentation, (KOM) combined exam, (M) oral exam, (MA) Master's thesis, (P) project thesis, (PA) practical assignment, (MAC) Master's colloquium

*** Three modules must be completed.

(1) Three supplementary modules must be selected. These modules can only be taken in the designated semesters (SS/WS). (Example module selection)

Part-Time

Wirtschaft und Recht - Master of Arts (MM21-M) Part-Time																							
Module Group: Core Modules ***	1st Semester			2nd Semester			3rd Semester			4th Semester			5th Semester			6th Semester			7th Semester			Total CP	Total SWS
	CP	SWS *	Exam **	CP	SWS *	Exam **	CP	SWS *	Exam **	CP	SWS *	Exam **	CP	SWS *	Exam **	CP	SWS *	Exam **	CP	SWS *	Exam **		
Module Group: Core Modules ***	10	6		10	6					10	6											30	18
Legal Risk	10	6	PL/K																			10	6
IT				10	6	PL/K																10	6
Personal										10	6	PL/K										10	6
Module Group: Supplementary Modules (select 3 modules max.) (1)							10	6					10	6								30	18
Controlling und Risikomanagement							10	6	PL/K													10	6
Management and Organisational Behaviour													10	6	PL/KOM4							10	6
													5	3	H								
													5	3	PS								
Management im Wandel													10	6	PL/P							10	6
													5	3	PL/P								
													5	3	PL/P								
Kommunikation und Führung				10	6	PL/Assignment																10	6
Nachhaltige Unternehmensführung				10	6	PL/H																10	6
Strategisches Personalmanagement				10	6	PL/KOM6																10	6
				7	4	PA																	
				3	2	M																	
Lernende Organisation																10	6	PL/KOMS				10	6
																7	4	H					
																3	2	PA					
Module Group: Thesis																25						30	4
Current Issues										5	4	SL/M										5	4
Master Thesis																20		PL/MA				20	
Master Thesis Colloquium																5		PL/MAC				5	
Total	10	6		10	6		10	6		10	6		15	10		25	0				90	40	

*[SWS] Weekly tuition hours, (V/U/S) lecture / exercise / seminar

**[PL] Graded exam, (SL) academic achievement, (H) term paper, (K) written exam, (PS) presentation, (KOM) combined exam, (M) oral exam, (MA) Master's thesis, (P) project thesis, (PA) practical assignment, (MAC) Master's colloquium

*** Three modules must be completed.

(1) Three supplementary modules must be selected. These modules can only be taken in the designated semesters (SS/WS) (example module selection)

Work-Study Programme

Wirtschaft und Recht - Master of Arts (MM21-M) Work-Study Programme																	
Module	1st Semester			2nd Semester			3rd Semester			4th Semester			5th Semester			Total CP	Total SWS
	CP	SWS *	Exam **	CP	SWS *	Exam **	CP	SWS *	Exam **	CP	SWS *	Exam **	CP	SWS *	Exam **		
Module Group: Core Modules ***	10	6		10	6					10	6					30	18
Legal Risk	10	6	PL/K													10	6
IT				10	6	PL/K										10	6
Personal										10	6	PL/K				10	6
Module Group: Supplementary Modules (select 3 modules max.) (1)	10	6		10	6		10	6								30	18
Controlling und Risikomanagement							10	6	PL/K							10	6
Management and Organisational Behaviour							5	3	PL/KOM4 H							10	6
							5	3	PS								
Management im Wandel	10	6														10	6
	5	3	PL/P														
	5	3	PL/P												S		
Kommunikation und Führung				10	6	PL/Assignment										10	6
Nachhaltige Unternehmensführung										10	6	PL/H				10	6
Strategisches Personalmanagement				10	6	PL/KOM6 PA										10	6
				7	4	PA											
				3	2	M											
Lernende Organisation										10	6	PL/KOMS H				10	6
										7	4	PA					
										3	2	PA					
Module Group: Thesis							5	4					25			30	4
Current Issues							5	4							SL/M	5	4
Master Thesis													20		PL/MA	20	
Master Thesis Colloquium													5		PL/MAC	5	
Total	20	12		20	12		15	10		10	6		25	0		90	40

*[SWS] Weekly tuition hours, (V/U/S) lecture / exercise / seminar

**[PL] Graded exam, (SL) academic achievement, (H) term paper, (K) written exam, (PS) presentation, (KOM) combined exam, (M) oral exam, (MA) Master's thesis, (P) project thesis, (PA) practical assignment, (MAC) Master's colloquium

*** Three modules must be completed.

(1) Three supplementary modules must be selected. These modules can only be taken in the designated semesters (SS/WS) (example module selection)

Annex 2: Grade Conversion – HS KL / UNL

UNL → HS KL	
UNL	HS KL
10	1.0
9	1.7
8	2.3
7	3.3
6	4.0
< 6	5.0

HS KL → UNL	
HS KL	UNL
1.0	10
1.3	10
1.7	9
2.0	9
2.3	8
2.7	8
3.0	7
3.3	7
3.7	6
4.0	6
5.0	5

Annex 3: Regulations for Admission to the Master's Degree Programmes Financial Services Management, International Management and Finance, *Mittelstandsmanagement* and *Wirtschaft und Recht*

- Sec 1 – Special Admission Requirements
- Sec 2 – Application for Admission, Application Deadline
- Sec 3 – Commission for the Review of Admission Documents
- Sec 4 – Assessment Procedure

Sec 1 Special Admission Requirements

(1) The prerequisites for admission to the Master's degree programmes Financial Services Management, International Management and Finance and *Mittelstandsmanagement* are proof of the completion of a Bachelor's or German Diplom degree programme in the field of economics with a total of 210 ECTS credits and a grade of at least 2.9, plus evidence of aptitude.

(1a) The prerequisites for admission to the Master's degree programme *Wirtschaft und Recht* are proof of the completion of a Bachelor's or German Diplom degree programme in the field of economics with a grade of at least 2.9 and proof of knowledge of German civil law amounting to at least 15 ECTS credits. Knowledge of civil law must include knowledge of individual labour law amounting to at least 5 ECTS credits. Admission to the degree programme is also possible if the applicant can prove that, following completion of a degree programme at a German university, they have passed their first postgraduate law examination valued at 6 credits or better and have earned 15 ECTS credits in business administration.

(2) An application for the Master's degree programmes listed in Para. (1) and (1a) may also be submitted by those who have earned a higher education degree in another degree programme for which subject affinity has been established. In this case, further conditions may be imposed to fulfil the admission requirements. The Head of the degree programme shall determine the subject affinity referred to in Para. (2) in consultation with the Commission specified in Sec 3.

(3) The Admissions Commission may admit applicants who have fewer than 210 ECTS but at least 180 ECTS and impose conditions on their admission. These conditions can be fulfilled, for example, through extra-curricular studies abroad, through relevant professional experience after the Bachelor's degree, through a practical phase that meets the requirements of a practical study phase of the Bachelor's degree programmes in the Department of Business Administration (for example, Project 1) or through the successful completion of modules from Bachelor's degree programmes at Kaiserslautern University of Applied Sciences, insofar as the degree programme permits. The Head of the degree programme shall determine the conditions. The Admissions Commission shall inform the admitted student of the conditions in writing before the start of the Master's degree programme. All conditions must be fulfilled at the latest by the time the Master's thesis is registered. The conditions may stipulate that examinations in the Master's degree programme may only be taken once the conditions have been fulfilled in full or in part.

(3a) Admission to the *Wirtschaft und Recht* degree programme may also be granted subject to conditions if proof of the required knowledge of civil law cannot be provided. Para. (3) shall apply accordingly.

(4) Admission before completion of a Bachelor's degree programme (Sec 5 (1) Sentence 2 AMPO) is only possible if only the grade of the final examination, i.e. that of a registered Bachelor's thesis and, if applicable, the colloquium or the final internship required by the Examination Regulations after the Bachelor's thesis, is still outstanding. Sec 5 (1) AMPO shall remain unaffected.

(5) Aptitude for the Master's degree programme shall be determined by the assessment procedure specified in Sec 4 of this Annex. It shall be determined on the basis of professional and personal aptitude. Professional aptitude shall be proven by means of relevant, good professional knowledge and skills. Personal aptitude shall be demonstrated by a strong interest in the selected Master's degree programme, a correspondingly high level of motivation and outstanding commitment, and shall be documented in a personal selection interview by means of a written presentation of the personal history and professional career (e.g. outlining internships, experience or studies abroad, professional or practical experience), the reasons for intending to take up the degree programme in the form of a letter of motivation and the objectives pursued with the degree programme, and shall be documented in a personal selection interview.

(6) Applicants for the International Management and Finance and Financial Services Management degree programmes whose native language is not English require a good knowledge of English, at least at level B2; TOEIC Listening and Reading 785; TOEIC Speaking and Writing 310; TOEFL iBT 87; IELTS 5,5; BULATS 60; Cambridge English: First (FCE); Cambridge English: Business Vantage (BEC Vantage); LCCI EfB Level 2 (Distinction); LCCI EfB Level 3 (Pass) or equivalent. Apart from that, Sec 5 (4) AMPO shall apply.

(7) Applicants for the *Mittelstandsmanagement* and *Wirtschaft und Recht* Master's degree programmes must provide proof of German language skills in accordance with the Enrolment Regulations of Kaiserslautern University of Applied Sciences. In the International Management and Finance and Financial Services Management degree programmes, proof of German language skills is only required if modules are chosen that are taught in German. Applicants shall submit a self-assessment of their language skills in the chosen module language. This is not required if a recognised language certificate is submitted. Language proficiency can also be demonstrated, for example, by corresponding stays in the language area.

(8) Further special admission requirements for the International Management and Finance degree programme are regulated in Sec 13 of these Subject-specific Examination Regulations.

(9) Insofar as the provisions of this Annex do not conclusively regulate the procedure, the corresponding provisions of these Subject-specific Examination Regulations and those of the General Master's Examination Regulations of Kaiserslautern University of Applied Sciences in the respective amended version shall apply *mutatis mutandis*.

Sec 2 Application for Admission, Application Deadline

(1) The provisions of the Regulations on the Enrolment of Students (Enrolment Regulations) in their respective amended version shall apply to the application for admission and the application deadline.

(2) In addition to the documents listed in the Enrolment Regulations, the following documents must also be enclosed with the application for admission to the Master's degree programmes listed in Sec 1 (1):

1. Proof of the special admission requirements according to Sec 1 (1), (1a), (2) and (4) of this Annex as well as Sec 13 and Sec 14 of these Subject-specific Examination Regulations,
2. Presentation of the personal history and professional career and the intended objectives to be achieved by taking up and pursuing the degree programme in accordance with Sec 1 (5) of this Annex and
3. A recent passport photo.

Sec 3 Commission for the Review of Admission Documents

(1) The commission tasked with assessing the application documents and conducting a selection interview (Admissions Commission) shall be appointed by the Examination Board of the respective Master's degree programme. It shall consist of:

1. The Head of the degree programme or their representative and
2. An authorised examiner in accordance with Sec 4 AMPO who holds at least a Master's level degree.

One or more Admissions Commissions may be appointed.

(2) The Commission shall examine whether the documents submitted in accordance with Sec 2 (2) fulfil the special admission requirements pursuant to Sec 1 or Sec 1a.

(3) For the oral selection interview, the regulations of Sec 7 of the General Master's Examination Regulations of Kaiserslautern University of Applied Sciences in the respective amended version shall apply *mutatis mutandis*. The decision shall be made by the Commission in accordance with Para. (1).

Sec 4 Assessment Procedure

(1) Aptitude shall be determined in an assessment procedure based on a points system. Assessment points shall be awarded for professional and personal aptitude in two assessment categories each.

(2) Professional aptitude shall be assessed as follows in the assessment categories Degree of coverage of the undergraduate degree programme and Final grade:

Professional aptitude: Coverage of undergraduate degree programme	Professional aptitude: Final grade
3 p. = Fidi, MÖ or WuR or identical	5 p.: x ∈ [1.0]; or 7.51 or more points for 1st Postgraduate Law Examination
2 p. = strong content overlap or 1st Postgraduate Law Examination	4 p.: x ∈ [1.1;1.5]; or 7.00 – 7.50 points for 1st Postgraduate Law Examination
1 p. = low content overlap	3 p.: x ∈ [1.6;2.0]; or 6.50 – 6.99 points for 1st Postgraduate Law Examination
	2 p.: x ∈ [2.1;2.5]; or 6.0 – 6.49 points for 1st Postgraduate Law Examination
	1 p.: x ∈ [2.6;2.9]
Minimum number of points per column: 1 p.	

As a rule, professional aptitude shall be assessed according to the ECTS grade. If an ECTS grade cannot be determined, the grade of the first degree that qualifies the graduate for a professional career shall be decisive. If a final transcript of records is not yet available at the time of application, an unweighted average shall be calculated from the grades of the certified transcript of records available at the application deadline.

(3) Personal aptitude shall be assessed in the assessment categories, Personal history and Motivation, as follows:

Personal aptitude: Personal history	Personal aptitude: Letter of motivation
4 p. = very good	4 p. = very good
3 p. = good	3 p. = good
2 p. = satisfactory	2 p. = satisfactory
1 p. = sufficient	1 p. = sufficient
0 p. = insufficient	0 p. = insufficient
Minimum number of points per column: 1 p.	

(4) The Admissions Commission may also request supplementary written explanations or proof of the documents submitted from applicants, subject to setting a reasonable deadline.

(5) The members of the Admissions Commission shall reach agreement on the allocation of assessment points.

(6) A maximum of 16 assessment points can be achieved in the assessment procedure. Applicants who have achieved a total of 10 or more assessment points in accordance with Para. (2), with at least 1 point being achieved in each assessment category, fulfil the admission requirement of aptitude for the Master's degree programmes in accordance with Sec 1 (1).