



Course and Examination Regulations of Ludwigsburg University of Education for the Master program "International Education Management (INEMA) - (Master of Arts - M.A.)

From 7th July 2011

On the basis of § 8 section 5 in connection with § 34 section 1 of the State of Baden-Württemberg Higher Education Act (LHG) of 1st January 2005 (GBl. p. 1), as currently valid, the Senate of the Ludwigsburg University of Education has approved the following Study and Examination Regulations for the Master in International Educational Management at its session of 9th June 2011.

The Study and Examination Regulations have been approved by the Rector of the University of Education Ludwigsburg according to § 34 section 1, sentence 3 of the LHG on the 10th of June 2011.

Preamble

A Course Regulations

- § 1 General Goals of the Program
- § 2 Admission to the Program
- § 3 Standard Duration of the Program
- § 4 General Structure of the Program
- § 5 Projects
- § 6 Internships
- § 7 Coaching
- § 8 Contents of the Master's Program
- § 9 Language of Instruction
- § 10 Recognition of Previous Academic Work (Course Unit Credits and Examination Credits)

B Examination Regulations

I. General Regulations

- § 11 Master's Examination R 2, B 17
- § 12 Examination Committee
- § 13 Examiners and Assessors R 8, R 10; B 9 – 10
- § 14 Examination Assessments (Grades)
- § 15 Absence, Withdrawal, Deception, Statutory Violations
- § 16 Students in Special Circumstances

II Continuous Assessment Examinations

- § 17 Continuous Assessment Examinations
- § 18 Module Grades
- § 19 Organisation of the Examinations, Registration and Deregistration
- § 20 Written Examinations
- § 21 Oral Examinations (Vivas)

- § 22 Homework, Minutes, Lectures, Reports
- § 23 Re-sit Examinations
- § 24 Supplementary Vivas

III Master's Thesis and Master's Degree

- § 25 Master's Thesis
- § 26 Resubmission of the Master's Thesis
- § 27 Final Grades for the Master's Degree
- § 28 Qualification and Non-Qualification for a Master's Degree
- § 29 Certificate and Diploma Supplement
- § 30 Master's Diploma

IV. Final and Transitional Regulations

- § 31 Invalid Master's Degree; Nullification of the Master's Degree
- § 32 Access to Examination Records
- § 33 Enactment and Publication

Preamble

Ludwigsburg University of Education and Helwan University have issued the following Course Regulations and Examination Regulations for the joint Master of Arts program of International Education Management, which are hereby promulgated.

A: Course Regulations

§ 1 General Goals of the Program

The purpose of the Master of Arts program of International Education Management is to aid students with a German or Arab background in the acquisition of the requisite knowledge, abilities and methods common to international education management that will enable them to contribute to scientific research, critically assess work in the field and act in a responsible manner in the context of the growing international integration of the profession. In view of the international orientation of this program, the training of education managers is tailored to the globalization of markets and the needs of German and Arab students.

The program aims to provide competences for dealing with cross-cultural challenges in education management. It equips participants with equitable ways of leadership-awareness as well as strategies and operational know-how to realise visions and abilities needed to lead teams and staff to specific goals which result from the reform processes. It enables them to take responsibility, to adopt innovative ideas for modern education processes, set up strategies and structures as well as implement quality development. Focusing on cross-cultural and sector-specific learning transfer induces relevance, as a guiding principle of the program. Individual learning-transfer management integrates issues of professional jobs in the learning process in order to meet the challenges and needs of the relevant sector. The transfer of knowledge into practical competences and vice versa is achieved by bringing real-life problems into training discussions which are then lead to solutions. The participants import new knowledge into their own fields of educational or management practice. Scientifically founded theories are integrated in this practical approach.

§ 2 Admission to the Program

(1) The applicants must fulfil the following admission criteria:

- Qualifying university degree (bachelor's or equivalent) with a final grade equivalent of 2.5 or higher at an accredited university provided this degree is recognised as comparable by the Examination Committee,
- two years of related career experience,
- English skills at an advanced level.

(For more details see the Admission Regulations.)

(2) During the program the students have to be enrolled at Helwan University and at Ludwigsburg University of Education.

§ 3 Standard Duration of the Program

The total duration of the program will be three academic years. The students have to gain 120 ECTS points during this period. The compulsory modules – including the attendance phases and the corresponding examinations – are concentrated into two academic years.

§ 4 General Structure of the Program

(1) The part-time Master of Arts program is structured as a blended learning program. It is conceptualized as an extra-occupational course that allows participants to continue with their profession.

(2) Two attendance phases per semester are offered: one at Ludwigsburg University, one at Helwan University. The duration of each attendance phase will be nine or ten days. An e-learning platform is used for the preparation of attendance phases, for reworking, for communication amongst students and lecturers, and for study packages.

(3) All course units of the program are modular. A module comprises a block of thematically organised and sequentially coordinated instructional units (blended learning units, seminars, lectures, practice materials and so on) to which a pre-determined number of European Credit Transfer System (ECTS) credits are assigned which relate to module work loads. An ECTS number, based upon a conversion formula explained in Annex 1, represents the hours a student can be expected to expend on completing a module. The goals and contents of the instructional units are recorded in writing in the Module Handbook that can be modified at the suggestion of the Examination Committee if the need arises. The ECTS credits themselves do not imply a qualitative evaluation of a student's performance. All graded modules entail continuous assessment examinations, and the grades received in them make up the student's final grade.

(4) In the Module Handbook (see Annex 1) the constituents of the program are structured in such a way that the program can be completed within the standard duration.

§ 5 Projects

(1) Cross-cultural tandem projects will enable students to develop managerial competence and to become acquainted with tools of project management and their application in institutions of education.

(2) The projects represent independent solutions to tasks or problems by a group usually consisting of more than two students.

(3) A project must be registered in accordance with the procedure defined in the 'Examination Regulations' (see below §§ 18 and 19). The precise definition of the topic to be

treated in the project must be formulated in writing by the students' project adviser.

§ 6 Internships

(1) During the Master's program an internship of three to four weeks must be completed. The internship is a part of the program.

(2) The Institutes responsible at both universities advise and support the students in their choice of an appropriate internship to be completed during their studies.

(3) A previously completed internship relevant for the chosen subject or the documentation of an equivalent activity can, following a detailed written application, be accepted by the Examination Committee as an internship.

§ 7 Coaching

Coaching is a part of the program. It aims to help develop the personality of future executives and as well as their personal goals, abilities, attitudes and perspectives.

§ 8 Contents of the Master's Program

The program contains the following study fields:

Study Field A: General Competences

Module A1: Educational Leadership and Management

Module A2: Human Resources Management

Module A3: Communication and Team Building

Study field B: Organizational Processes and Controlling

Module B1: Cost Management, Budgeting and Controlling

Module B2: Strategic Management

Module B3: Quality Management and Organizational Development

Study field C: Management of Educational Planning and Administration

Module C1: Education Marketing

Module C2: Management of Technologies in Education

Module C3: Curriculum Development and Learning Process Management

Study Field D: International Affairs and Intercultural Competences

Module D1: Development Cooperation in the Fields of Education

Module D2: Educational Systems and Capacity Building

Module D3: Cross-cultural Competences

Study Field E: Research and Practical Work

Module E1: Best Practice and Internships

Module E2: Project Management

Module E3: Coaching

Module E4: Master's Thesis

§ 9 Language of Instruction

The language of instruction is English. Arabic language courses are part of the program for students with a German

background. German language courses are part of the program for students with an Arab background.

§ 10 Recognition of Previous Academic Work (Course Unit Credits and Examination Credits)

(1) Course unit credits and examination credits gained in other academic programs at Ludwigsburg University of Education or at Helwan University or at other universities within the Federal Republic of Germany or the Republic of Egypt will be recognised if equivalency is established.

(2) Course unit credits and examination credits acquired at an institution of higher education not covered by § 10 (1) shall be recognised upon application if equivalency is established. Equivalency is established if course unit credits and examination credits fundamentally correspond in content, scope and academic standards to those in the corresponding curriculum of the Master's program. Here a point-for-point comparison should not be undertaken but rather an appraisal and evaluation of the whole program. For the procedure of establishing equivalency of course unit credits and examination credits at institutions of higher education not covered by § 10 (1), the equivalency agreements signed by the Standing Conference of the German Ministers of Education and Cultural Affairs and the German Rectors' Conference are to be observed. Equivalency of course unit credits and examination credits at institutions of higher education not covered by § 10 (1) can normally be established when they have been acquired in the framework of an exchange program in which the responsible Institutes of Ludwigsburg University or Helwan University participate. This is valid for all mobility programs for which agreements for University partnerships exist. In addition, in cases where doubt as to equivalency occurs, the International Offices of both Universities can be consulted.

(3) Recognition of course unit credits and examination credits is only possible for at the most up to half the compulsory course unit credits and examination credits of the program. A previously written Master's thesis cannot be recognised. Course unit credits and examination credits of a Bachelor program which is a requirement for admission to the Master's program cannot be recognised.

(4) Responsibility for recognising credits as defined in clause (1) above rests with the Examination Committee. Should doubts as to equivalency arise, specialists in the relevant fields must be consulted.

(5) When course unit credits and examination credits are recognised, the grades, insofar as the grading systems are comparable, are to be accepted and, consequently, the corresponding ETCS credits awarded. These grades are to be averaged into the course unit grade, the module grade, and the final grade. However, when the grading systems are not comparable, the notation 'passed' shall be used. This evaluation shall not be used in calculating the respective module grade nor shall it be averaged into the final grade. The recognition shall be entered into the Certificate as a footnote.

B Examination Regulations

I. General Regulations

§ 11 Master of Arts Examination

(1) The Master of Arts examination consists of continuous assessment examinations as described in § 17 and the Master's thesis concluding the program as described in § 25.

(2) A Master of Arts degree is attained when these requirements have been met successfully.

§ 12 Examination Committee

(1) The Examination Committee consists of eight members, four of whom are members of Ludwigsburg University and four of whom are members of Helwan University. The Chairperson, the Vice-Chairperson and at least two additional members shall belong to the group of professors; the other members will belong to the academic staff. All members will be chosen by the responsible faculties of the two universities. With the exception of the Chairperson and the Vice-Chairperson, substitutes for all members of the Examination Committee will be nominated. The term of office is three years. Re-election is possible. The nomination of the members and their substitutes is designed to ensure parity for both universities.

(2) The Examination Committee ensures that the provisions of the Examination Regulations are adhered to and is responsible for the proper supervision of examinations. The Examination Committee decides on a student's eligibility to sit examinations and on the recognition of course unit credits and examination credits as defined in §10. It is especially responsible for adjudicating matters in which appeals are lodged against decisions made in the course of examinations. The Committee has the right to suggest modifications to the Examination Regulations and the programs and publish the breakdown of examination results.

(3) In all normal cases the Examination Committee can delegate its duties to the Chairperson or the Vice-Chairperson; however, such authority does not apply to the establishment of joint procedural rules and decisions taken on appeals.

(4) The Chairperson convenes the Examination Committee. She or he must do so when it is demanded by one member of the Examination Committee or by the Dean of one of the responsible faculties.

(5) The Examination Committee is quorate when four members including the Chairperson or the Vice-Chairperson are present. Resolutions are passed with a simple majority vote. In the case of a tie vote, the final decision is taken by the Chairperson.

(6) The members of the Examination Committee have the right to be present at examinations.

(7) The meetings of the Examination Committee are not public. Its members and their substitutes are bound by an oath of confidentiality. If, because of a contractual obligation accruing to the status of civil servants or the like, they are not already bound by such an oath, the Chairperson of the Examination Committee will require them to comply with this obligation.

(8) The Examination Committee rules on the recognition of internship activities as well as on appeals lodged against such decisions. It is also possible to delegate recognition of internship activities to an Internship Office.

(9) The Examination Committee shall cooperate with the relevant Examination Office in the respective organisation and implementation of examinations in the Master's program.

§ 13 Examiners and Assessors

(1) Eligibility as an examiner or assessor is restricted to professors, visiting professors, academic staff who have completed their doctorate as well as academic staff who possess at least a Master's degree or an equivalent degree and have taught course units in the subject being tested. The first ex-

aminer or assessor must be a member of one of the two universities.

(2) The Examination Committee appoints the examiners and assessors. It can delegate this function to the Chairperson. Normally, examiners will be members of the teaching staff in conformity with clause (1), sentence 1 above, who have taught in the area comprising the examination subjects. Exemptions must be approved by the Examination Committee if a qualified examiner as defined in sentence 3 (da gibt es aber nur 2 Sätze!) is not available. In the case of compulsory core course units taught by visiting professors or other visiting teaching staff, the member of staff who regularly offers these course units shall be appointed examiner for resit examinations.

(3) Examiners work independently in their function as examiners. They are responsible for the drafting and the implementation of the examinations. They determine and announce the aids that students may use when taking examinations. In organisational matters (the scheduling of dates, places and invigilation of the examinations) the examiners work closely with the Examination Committee and the Examination Office.

(4) Students may propose the first examiner or adviser for their Master's thesis. These proposals should where possible be taken into consideration. The proposals do not, however, constitute a legal right.

§ 14 Examination Assessments (Grades)

(1) Grades for the individual course unit assessments are assigned by the appropriate examiners. For this assessment the following ECTS grades will be used:

1 = very good = a superior performance

2 = good = a better than average performance

3 = satisfactory = an average performance

4 = sufficient = a flawed but still acceptable performance

5 = insufficient = a seriously flawed, unacceptable performance

Lowering or raising individual grades by 0.3 results in a more precise grade in the range between 1.0 and 4.0.

(2) If a continuous assessment examination is evaluated by more than one examiner, then the examiners agree on a joint grade. If this is not possible, the grades shall be calculated from the arithmetic average of the individual grades. The grades shall be calculated to the first two decimal places; all additional decimal places shall be disregarded. The grading scale is as follows:

very good = an average of and including 1.5

good = an average of 1.6 to and including 2.5

satisfactory = an average of 2.6 to and including 3.5

sufficient = an average of 3.6 to and including 4.0

insufficient = an average of 4.1 and below.

(3) A continuous assessment examination has been passed when it has been awarded the grade of 'sufficient = 4.0' or higher. A continuous assessment examination has been failed if it has been given a grade of 'insufficient = 5.0'. It has definitively been failed if it has been given a grade of 'insufficient = 5.0' and all the possibilities to repeat it as defined in § 20 have been exhausted.

(4) Examinations which are irrelevant for the final grade are evaluated with either a 'pass' or 'fail'.

§ 15 Absence, Withdrawal, Deception, Statutory Violations

(1) A test or examination is deemed 'insufficient' (5.0) if a student fails, without previous notification, to appear at a test for which her or his name has been entered or if she or he withdraws with insufficient justification from an examination after it has begun. The same applies to examinations that are not submitted within the designated time.

(2) Should a student be prevented by illness from sitting an examination and has documented this incapacity by means of a medical certificate, then her or his absence at the examination shall not be deemed a fail. In such a case she or he shall take the examination at the next available opportunity. The medical certificate must be presented to the Examination Committee without delay, at the latest within three working days following the date of the examination. Pursuant to the reasons for the non-participation in examinations or for the non-compliance with other examination deadlines according to (1), a student's illness or that of a child for whose care she or he bears the chief responsibility is deemed equally applicable. In the cases of recurrence or doubt special requirements can be imposed on a candidate.

(3) Should a student attempt to influence her or his results by deception, including plagiarism, or the use of impermissible auxiliary aids, then the resulting work shall receive the grade of 'insufficient' (5.0). This determination shall be made by the respective examiner or assessor and officially recorded. A student who disturbs the ordinary course of an examination can be excluded from further participation in the examination by the responsible examiner or invigilator; in such a case the resulting work shall receive the grade of 'insufficient' (5.0). In serious cases the Examination Committee can exclude the student from additional examinations.

(4) The student so implicated can demand, within fourteen days following the examination date, that the decisions taken according to clause (3) be reviewed by the Examination Committee. The decisions made by the Examination Committee affecting the student, the reasons for making them and an explanation of legal remedies must be communicated in writing to the student.

(5) The Examination Committee can require and administer a student's declaration in lieu of an oath that her or his performance on the examination has been accomplished independently and without the use of inadmissible external help. Whoever wilfully a) incorrectly makes a declaration in lieu of an oath in the sense specified in sentence 1 or b) commits or undertakes a deception in the sense specified in clause (4) acts improperly. In the event of several or otherwise serious attempts to deceive, the examinee can be expelled from the University.

§ 16 Students in Special Circumstances

(1) For disabled students with special examination needs the Examination Committee, upon receipt of a student's application, shall make special and fair examination arrangements that take into consideration the student's individual disabilities.

(2) For students to whom the protection clauses corresponding to §§ 3, 4, 6 and 8 of the Maternity Protection Act apply or for whom the periods of time of the Federal Law on Child Raising Allowance and Leave are in effect, the Examination Committee, upon receipt of an application, will arrange special examination concessions to the rules stipulated in these Examination Regulations that conform to the individual needs of such students.

(3) In cases where students nurse or take care of spouses, registered life partners, direct descendants, in-laws of the first degree and when the dependent person is in need of nursing or intensive care, the Examination Committee, upon application of a student so affected, will modify those deadlines stipulated in the Examination Regulations to accommodate the student adversely affected with respect to her or his responsibility for care.

II Continuous Assessment Examinations

§ 17 Continuous Assessment Examinations

(1) In the continuous assessment examinations concluding each study field of the program, students must demonstrate their ability, during the time provided and using the allowed auxiliary aids and the established scientific methodology, to comprehend, analyse and solve a variety of problems and questions posed within the areas of their studies.

(2) With the exception of the Master's thesis (see. § 18 below) all examinations are assessed continuously. The subject of each examination is the contents of the respective module: e.g. blended learning units, lectures, exercises, and so on.

(3) The continuous assessment examination requirements can be satisfied

1. in written form or
2. in oral form or
3. as a lecture or
4. as an oral report or
5. as a combination of the forms in 1. to 4.

At the beginning of every module students are to be informed of the form and the duration of the examination that will conclude the module. The form and the duration will be determined by the examiner and apply to all candidates uniformly.

(4) The Examination Committee is responsible for the organisation of the examinations.

§ 18 Module Grades

(1) A module has been completed when all the continuous assessment examinations for course units comprising the module have been passed. When a module has been successfully completed, the requisite ECTS credits will be entered into the student's Credit Account.

(2) The grades for modules requiring grades are calculated from the arithmetic mean of the continuous assessment examinations for course units making up the module. For this purpose the ECTS credits assigned to a successfully concluded course unit is multiplied by the grade points (1.0 to 4.0) achieved in passing the continuous assessment test, yielding a certain number of credit points. The sum of all the credit points achieved within a module divided by the sum of all the ECTS credits in the module results in the grade point average (GPA) of a module. In this calculation only the first two decimal places are relevant; all other decimal places are to be disregarded.

§ 19 Organisation of the Examinations, Registration and Deregistration

(1) Continuous assessment examinations demonstrate an immediate confirmation of the successful completion of a module and of the acquisition of the knowledge and skills taught therein. These examinations demonstrate a student's

understanding of the module material and its interrelationships with other basic concepts.

(2) Continuing assessment tests are given at the latest in the semester break following the semester in which the course units they assess are taught. The test dates shall be announced in due time.

(3) For every test required in the program students are required to register during the period of registration and in the form determined by the Examination Committee. It may grant exceptions. The cancellation of the registration for an examination can be done in a manner also determined by the Examination Committee within the period of deregistration, which ends two weeks prior to the date of the examination

(4) Continuous assessment tests are normally held in English. Exceptions must be granted by the Examination Committee.

(5) If a supplementary viva accompanies a written examination (in compliance with § 21) the date of the viva shall be arranged by the examiner and the students, and the Examination Committee notified. The period of time between the announcement of the grades for a written examination and the date for a viva shall normally be at least seven days, but shall not exceed four weeks.

(6) If a student submits valid medical documentation that convincingly demonstrates his or her lengthy or chronic incapacity to sit an examination in the prescribed manner or in the prescribed scope, the Chairperson of the Examination Committee may grant this student, upon her or his application, the opportunity to present comparable work in another form.

§ 20 Written Examinations

(1) On the written examinations candidates must demonstrate, within the specified time limitations, that on the basis of a broad knowledge and with the help of auxiliary aids, they can identify a problem from the area being examined and with a sophisticated understanding of the applicable methods of their field apply independent ideas and means to finding a solution. Written examinations are to have a duration of between one and two hours. Exceptions have to be approved by the Examination Committee.

(2) Every written examination will be evaluated according to the grading scale in § 14. The grades are the result of the arithmetic average of the individual evaluations in accordance with § 14 clause 2. The criteria for the grading should be made clear. Students should have the opportunity to examine their examinations after they have been graded. The Examination Committee shall decide on additional matters.

(3) The last resit examination should be graded by two examiners according the grading scale in § 14. Only in extreme circumstances and with the permission of the Examination Committee can this regulation be deviated from; the circumstances are to be officially documented.

(4) The grading process shall normally not exceed four weeks. Deviations from this regulation are permitted only in extreme circumstances, and the reasons are to be officially documented. The grade assigned to a written examination is to be communicated in writing to the Examination Committee immediately after the grades are determined.

§ 21 Oral Examinations (Vivas)

(1) During a viva, students should demonstrate their ability to recognise interrelationships in the area being examined and to be capable of dealing with particular problems arising in these contexts. Moreover, the viva should additionally

establish that candidates have mastered the proposed educational goals in the modules.

(2) Vivas normally involve the testing of an individual or a group by two examiners or by one examiner in the presence of an assessor. Prior to the assigning of the grade as defined in § 14, clause 1, the assessor must be consulted. A

third examiner might be included if the international aspect is required in the defence of the Master's thesis (see § 25, paragraph 9).

(3) Vivas should last between 15 and 60 minutes. The time devoted to the examination should be commensurate with the number of ECTS credits to be awarded for the module being tested.

(4) The main points covered in a viva and the results are to be recorded in minutes to the viva. At the conclusion of the viva, a student is to be informed of the grade awarded. The grade for any viva must be communicated in writing to the Examination Committee immediately after, but within one week at the latest following, the date of the examination.

(5) Students who wish to take the equivalent viva at a later date are allowed, space permitting, to observe the proceedings prior to their own viva, unless the student being examined objects. However, this permission does not extend to the discussion or announcement of the examination results.

§ 22 Homework, Minutes, Lectures, Reports

The regulations governing homework, minutes, lectures and reports as well as other types of examinations are determined by the Examination Committee. For homework and minutes the regulations for the written examination apply correspondingly with the exception that the grading by one examiner is sufficient. Lectures or oral reports are to be given following more precise regulations laid down by the examiner and will be graded only by this person.

§ 23 Resit Examinations

(1) Continuous assessment examinations that have once been passed may not be repeated. The Examination Committee can make exceptions. Students will be notified about tests that have definitively been failed and provided with information on legal remedies available.

(2) Continuous assessment examinations that have not been passed or are regarded as not having been passed can be repeated once.

(3) For the resit opportunity of a continuous assessment examination, the student must sit the next available scheduled examination. The Examination Committee must guarantee that each continuous assessment examination must be made available within the following semester. If there are no justifiable grounds for a student's failure to observe the time limitations, she or he shall lose the right to resit the examination.

(4) If the student achieves a grade of lower than 4.0 on the resit opportunity for a written continuous assessment examination, then the student must be allowed to take a supplementary viva for the same course unit for which the written examination received a failing grade before a failing grade is given.

§ 24 Supplementary Vivas

(1) A supplementary viva in the event of a failed written continuous assessment examination (as mentioned in § 23, clause 4) enables students to demonstrate orally that they have, in fact, mastered the essentials taught in the course unit whose written examination they failed.

(2) The supplementary viva must be taken in the same continuous assessment examination period in which the written examination occurred. At the same time as the results of the written test are made known, prompt scheduling for the registration and conducting of the supplementary viva will be published.

(3) Based on the result of a supplementary viva, the continuous assessment examination is graded either as 'sufficient' (4.0) or 'insufficient' (5.0). The student is to be told the result of the viva immediately after the examination

III Master's Thesis and Master's Degree

§ 25 Master's Thesis

(1) The Master's thesis is the part of the examination procedure that concludes the academic education in the program. The purpose of the thesis is to demonstrate, by the student's use of recognised scientific methods, that she or he is capable within a prescribed period of time of dealing independently with a problem of a theoretical or applied nature. A defence is also part of the examination.

(2) Permission to begin work on a Master's thesis shall be extended only to those candidates who have

1. accumulated at least 60 ECTS credits
2. satisfied the obligatory conditions, where necessary, set out in § 2.

The thesis can be commenced only when a sufficient number of continuous assessment examinations has been passed and the resulting total of 60 credits has been accumulated. Prior to registration the precise formulation of the thesis topic is to be formulated in writing by the adviser.

(3) The Master's thesis is normally proposed and supervised by a professor, a tenured member of the academic staff, or a member of the academic staff authorised to examine students independently, or a visiting professor or a visiting member of the academic staff who teaches subjects in the program. The student has the right to propose a thesis topic. If the Master's thesis is to be done in another department of the University or at an institution outside of the University, the Examination Committee must approve this undertaking. In response to an application by a student, the Chairperson of the Examination Committee is responsible for ensuring that she or he be provided in reasonable time with a topic for the Master's thesis. The date of the issue of the topic for the Master's thesis is to be officially recorded by the Chairman of the Examination Committee issuing the topic.

(4) The time normally devoted to the Master's thesis is five months. In exceptional cases and in response to a written application to the Chairperson of the Examination Committee by the student at least two weeks before the expiration of the deadline, this period can be extended by up to six weeks. The topic and the purpose statement of the thesis have to be of such a nature that the prescribed deadline for the project can be met. The topic can be changed only once and only within the first month following the date of issue of the topic.

(5) The Master's thesis can in adequately substantiated cases be completed as a group project when the test performance under examination for each student is so clearly demarcated by means of the identification of sections or pages or other objective criteria that the evaluation of the individual contributions can be made and the requirements in clause (1) fulfilled.

(6) The Master's thesis, normally of 40 to 60 pages, must be drafted in English and submitted to the Examination Committee in triplicate, printed and bound in A4 or Letter format,

on or before the deadline. Significant detailed results can, where applicable, be summarised in an annex. When submitting the Master's thesis, students must guarantee in writing that they alone wrote the dissertation or, in the case of a joint project, their own part of the dissertation, and used no other sources or auxiliary aids than those ac-

knowledged and no quotations other than those cited. The date of submission should be registered officially. Should the Master's thesis not be submitted on time, it shall be graded as 'Insufficient' (5.0).

(7) The Master's thesis is normally to be graded, and the grade justified, by two examiners; the first examiner (adviser) should be the member of staff who proposed the topic of the dissertation. Exceptions to this rule must be approved by the Examination Committee. The Examination Committee appoints the second examiner. At least one of the examiners has to be a member of one of the responsible faculties. The individual grading is to be carried out in conformity with the grading scale in § 14, clause 1. The grade on the Master's thesis is an arithmetic average of the two examiners' grades as long as the difference is not more than 2.0. When, however, any difference is greater than 2.0, the Examination Committee shall appoint a third examiner to grade the Master's thesis. In this case the grade shall be computed by averaging the two best grades. However, the Master's thesis can be graded as 'sufficient' (4.0) or better only when at least two grades are 'sufficient' (4.0) or better.

(8) The time spent grading the dissertation normally is not to exceed six weeks. Only in extreme circumstances are deviations from this regulation acceptable; the reasons must be recorded officially. The grade on the Master's thesis must be communicated in writing to the Examination Committee directly after the grade has been determined.

(9) The defence can be extended to other topics than that of the Master's thesis. The candidate has the possibility to propose a plan of further research and/or two topics from the contents of the program (see § 7). The defence is organised in line with § 21.

§ 26 Resubmission of the Master's thesis

(1) A Master's thesis receiving a grade of '4.0' or better may not be resubmitted. The Examination Committee shall determine any exceptions.

(2) A Master's thesis that has not been passed can be resubmitted once with the issuing of a new topic.

§ 27 Final Grades for the Master of Arts Degree

(1) The final grade for the Master of Arts degree is calculated and expressed as a grade point average (GPA). In the calculation of this final grade point average only the first two decimal places are relevant; all other decimal places are to be disregarded.

(2) The grades of the successfully completed continuous assessment examinations correspond to 75 % of the final grade point average. The grade of each study field A to E (excluding module E4, the Master's Thesis) corresponds to 15 % of the final grade point average.

(3) The grade of the Master's thesis corresponds to 25 % of the final grade point average. The grade of the thesis itself corresponds to 15 %, that of the defence 10 %.

(3) If the GPA for the Master's degree is 1.4 or better, the notation 'Passed with Distinction' ('cum laude') will be entered on the Certificate and/or Diploma Supplement.

§ 28 Qualification and Non-Qualification for a Master of Arts Degree

(1) A Master of Arts degree has been attained when

1. all the continuous assessment examinations in accordance with § 17 and the existing conditions governing the chosen subject as enumerated in the annexes to these Examination Regulations and

2. the Master's thesis including the defence as described in § 25 have been successfully completed and 120 ECTS credits accumulated.

(2) A Master of Arts degree has definitively not been attained when one of the requisite examination requirements specified in clause (1), nos. 1 and 2, has not been met and a repetition of the requirement is not possible.

(3) When a Master of Arts degree has definitively not been attained, the Examination Committee, upon receipt of an application from the student so affected and of the appropriate documentation, as well as of the certificate notifying ex-matriculation from the university, shall certify the failure to qualify for a Master's degree and specify the tests passed, their grades and the ECTS credits accumulated.

§ 29 Master's Certificate and Diploma Supplement

(1) When the student has passed all the requirements leading to the Master of Arts degree, she or he shall receive a Certificate that contains the following information:

- name of the Universities and designation of the faculties
- surname, first name, date and place of birth of the student
- designation of the program and details of the standard duration of study
- designations of and grades earned for passed modules with the ECTS credits acquired and the prescribed ECTS grades
- designations and grades of the passed continuous assessment examinations with the ECTS credits earned
- the topic of and the grade received for the Master's thesis, the ECTS credits earned and the prescribed ECTS grade
- the final grade for the degree, the total ECTS credits earned and the prescribed ECTS grade
- the amount of time required to complete the degree
- upon application of the student the results, where applicable, of the examinations taken in the additional disciplines
- the date on which the last continuous assessment examination was passed
- the signatures of the Chairperson of the responsible Examination Committee and the relevant Deans of the respective Faculties or the Vice Presidents for Postgraduate Studies and Research and
- the seals of both Universities.

The Certificate bears the date on which the last continuous assessment examination in the program was passed.

(2) Together with the Certificate the graduate also receives a Diploma Supplement from the Universities. Besides personal data and general information about the degree, the name and location of the Universities granting the degree, the degree program, the Supplement also includes detailed information about modules and examination credits, as well as the corresponding grades and the ECTS credits earned. The Diploma Supplement shall bear the same date as that of the Certificate.

(3) The Certificate in accordance with clause 1 and the Diploma Supplement in accordance with clause 2 shall be issued in English. Upon application, the student shall re-

ceive, in addition, a copy of the Certificate and the Diploma Supplement in German or in Arabic.

§ 30 Master of Arts Diploma

(1) Upon receiving the Certificate and the Diploma Supplement, the graduate shall receive a Diploma bearing the same date as that of the Certificate. The Diploma shall certify the awarding of a Master of Arts degree. The Diploma shall bear the signatures of the Chairperson of the Examination Committee and the Rectors of both Universities and the seal of the Universities.

(2) Upon application, the student shall receive, in addition, a copy of the Diploma in German or in Arabic.

IV. Final and Transitional Regulations

§ 31 Invalid Master's Degree; Nullification of the Master's Degree

(1) Should a student have been guilty of practicing deception on a continuous assessment examination and should this information become known only after the issuance of the Master's Certificate, the Examination Committee can retroactively amend the grades for the examination results achieved by means of deception and declare the examination totally or partially failed.

(2) If the conditions for the eligibility for an examination have not been fulfilled and—assuming that the student is innocent of deception—should this circumstance become known only after the issuance of the Master's Certificate, this deficit can be remedied by the student's passing the examination. If the eligibility was intentionally and unjustly obtained, the Examination Committee shall decide upon the legal consequences.

(3) Before any decision is made the student in question must be heard.

(4) All incorrect continuous assessment examination documents are to be collected and if necessary reissued. A decision pursuant to clauses (1) and (2), sentence 2, is not possible once five years following the issuance of the examination documents have elapsed.

(5) If the examination in its entirety has been declared as not passed, then the granted degree is to be invalidated and the issued Diploma confiscated.

§ 32 Access to Examination Records

(1) After completion of individual continuous assessment examinations, students shall upon application be granted access to their written examination results.

(2) The continuous assessment examination records consist of

a) a card that contains at least the following entries:

- surname, first name, matriculation number, place and date of birth
- Master's program
- commencement of studies (date)
- examination papers
- examination qualifications
- dates of registration
- Diploma Supplement
- title of Master's thesis
- date of completion of degree
- date of the Certificate and the Diploma

b) copy of the Certificate and Master of Arts Diploma

c) written examinations/minutes of vivas

The examination records can be maintained electronically.

§ 33 Enactment and Publication

These Examination Regulations shall come into force on the day after their publication by Ludwigsburg University and Helwan University.

Ludwigsburg, 7th July 2011

Prof. Dr. Martin Fix

Rector

Annex 1: INEMA Study Schedule. ECTS-Points and Assessment

(Draft 4, 07.06.2011)

Semester	0	1	2	3	4	5	6	Total
Study Fields								
0 Basics of Arab/German Language/Culture	8,0							8
A General Competencies		10,1	8,9					19
A1 I Educational Management + Leadership		2,5	2,5					5
A2 Human Resource Management		3,8	3,2					7
A3 Communication & Teambuilding		3,8	3,2					7
B Organizational Process				15,5	3,5			19
B1 Cost Management, Budgeting & Controlling				6,0				6
B2 Strategic Management				5,0				5
B3 Quality Management & Org. Development				4,4	3,6			8
C International & Educational Planning			6,0		4,0			10
C1 Education Marketing			3,0					3
C2 Management of Technologies in Education			3,0					3
C3 Curriculum Development					4,0			4
D International Affairs & Cross-cult. Comp.		4,9	2,0	1,3	7,8			16
D1 Development Coop. in Education		2,0	2,0					4
D2 Educational Systems & Capacity Building					6,0			6
D3 Cross-cultural Competences		2,9		1,3	1,8			6
E 1 - 3 Research & Practical Work		5,6	3,4	4,4	4,4	6,0		24
E1 Best Practice & Internships		2,2		1,4	1,4	6,0		11
E2 Project Management		2,0	2,2	1,4	1,4			7
E3 Coaching		1,6	1,6	1,4	1,4			6
E4 Master's Thesis & Defence					1,1	13,9	9,0	24
Total	8,0	20,8	20,7	20,9	20,7	19,9	9,0	120,0

ECTS

Hours

Study Field A: General Competencies

27

810

Basics of Arab/German Language/Culture

8

240

Module A1: Educational Management and Leadership

5

150

Module A2: Human Resources Management

7

210

Module A3: Communication and Team Building

7

210

Assessment: Portfolio including at least one essay of about 10 pages

Study field B: Organizational Processes and Controlling

19

570

Module B1: Cost Management, Budgeting and Controlling

6

180

Module B2: Strategic Management

5

150

Module B3: Quality Management and Organizational Development

8

240

Assessment: Two hour written test

Study field C: Management of Edu. Planning and Administration

10

300

Module C1: Education Marketing

3

90

Module C2: Management of Technologies in Education

3

90

Module C3: Curriculum Development and Learning Process Management

4

120

Assessment: Portfolio including at least one essay of about 10 pages

Study Field D: International Affairs and Intercultural Competences

16

480

Module D1: Development Cooperation in the Fields of Education

4

120

Module D2: Educational Systems and Capacity Building

6

180

Module D3: Cross-cultural Competences

6

180

Assessment: Portfolio including at least one essay of about 10 pages

Study Field E: Research and Practical Work

24

720

Module E1: Best Practice and Internships

11

330

Module E2: Project Management	7	210
Module E3: Coaching	6	180
Assessment: Project documentation		
Module E4: Master's Thesis and Defence	24	720
Total	120	3600