
UNIVERSITY OF KASSEL - FB ECONOMICS
Resolutions of the Examination Board Wiwi, EBGo, Business Studies
(as of December 2023)

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(A) Crediting of Learning and Examination Achievements

(1) Recognition of learning and examination achievements obtained abroad

1. Examinations obtained abroad will be credited towards the course-related examinations of the economics degree programs if they are equivalent in terms of content, scope and requirements.
2. Equivalence is documented, for example, by excerpts from the corresponding examination regulations, details of the content of the examination areas, evidence of the scope of the examination area (ECTS or SWS), the type of examination and the duration of the examination.
3. The Examination Board (PA) will not make a schematic comparison when examining the equivalence of the examination conditions, but an overall consideration and assessment.
4. Recognition of examination achievements is generally only granted after commencement of studies (after enrollment) upon written application to the PA.
5. If examination achievements are recognized, the grades are to be adopted and included in the calculation of the overall grade in accordance with the PO.
6. Learning achievements that are not considered as examination achievements at the sending university will not be recognized.

(2) Procedure for the recognition of PL taken abroad (ERASMUS)

For ERASMUS students: The recognition recommendations of the subject examiners must be entered in a Learning Agreement and submitted to the ERASMUS coordinator.

The signature of the ERASMUS coordinator is a binding confirmation that the mentioned achievements can be recognized in the intended manner.

(3) Recognition of external examination achievements

If external examination achievements are to be recognized that were not previously submitted in the application process, the originals must be submitted. If there is any doubt about the authenticity of the documents, the achievements will not be recognized.

(4) Recognition of oral examinations taken abroad

Students must always provide proof of equivalence for the recognition of examinations taken externally. In the case of recognition of oral examinations, equivalence requires the submission of the minutes of the oral examination, which, in addition to the name of the examiner, show the time, duration and content of the examination.

(5) Examinations with a high ECTS score taken abroad

Achievements with a high ECTS number, e.g. 10-15 credits, completed abroad can be credited for two modules upon application if there is an additional achievement in addition to the graded examination achievement. The existence of this additional performance must be certified by the foreign university. Grading of this additional performance is not necessary.

(6) Recognition of external examination results as additional work

Recognition as an additional achievement is always possible if at least the same level of study is available.

(7) Examinations abroad

The completion of examinations in the form of written exams abroad is possible in principle. The following requirements must be met:

- a. the examiner agrees to this form of examination
- b. compliance with examination conditions is ensured, i.e.
 - the students abroad receive the exam at the same time as the students in Kassel,
 - the examination is properly supervised by a person to be named in advance.

(8) Requirements for change from related study program to Wiwi

In case of a change from a related study program (BA or MA WING; WiRecht, WiPäd) to BA Wiwi, all examination achievements of PO 2020 have to be fulfilled.

PLs taken in the business area will be credited; PLs taken in the integration area (WING) may be credited if equivalent.

The Bachelor's or Master's thesis must address an economics-related issue, the first examiner must be an economist and confirm the academic equivalence with FB 07 Bachelor's theses.

(9) Transitional regulations for change to the Master EBG0 and Business Studies

Change from

- Wiwi-Bachelor after Master EBG0: no subject-specific requirements
- Wiwi-Bachelor after Master Business Studies: no subject-specific requirements

(10) Requirements for Master's students: SL vs. PL

Enrollment until SoSe 2021: Requirements for the Master's program are not considered as PL, but as SL; they can therefore be repeated as often as desired. From the third examination attempt onwards, the examiner has the option of offering an oral examination instead of a written examination.

Enrollment from WiSe 2021/22: According to the AB (see glossary below), the requirements are treated as an PL with a maximum of three attempts. The possibility of an oral supplementary examination does not exist.

(11) Recognition of internships on requirements for Master's studies

If the relevant criteria for subject-related internships are fulfilled, the internships of foreign applicants for the study programs in Economics, Business Studies and EBG0 are usually credited with 6 CP towards the requirements. In individual cases, a credit of up to 12 CP is possible.

(12) Recognition of engineering mathematics

Bau-Ing: Math I for Math; Math II for Math and Methods.

Masch-bau: Higher Math I for Math; Higher Math II for Math and Methods; Higher Math III for Math and Methods.

E-technik: Analysis for Math; Linear algebra for Methods.

(13) ECTS Grade Conversion

The HRK recommendation of July 2000 should be applied to the conversion of PL taken abroad and awarded with ECTS-Grades, and should be specified as follows:

ECTS grades	ECTS definition	Translation	Application FB 07
A	Excellent	very good	1,3
B	Very good	good	2,0
C	Good	satisfactory	2,7
D	Satisfactory	satisfactory	3,3
E	Sufficient	sufficient	4,0
FX and F	Fail	Failed	5,0

In individual cases and upon providing evidence, it is possible to deviate from the conversion, for example to obtain a 1.0. The subject examiners must provide a justification for their respective recommendation.

(14) Grade conversion table for acquired SL and PL from abroad

See appendix

(B) Type and Conduct of Examinations during the Course of Study

(1) Registration procedure for examinations during the course of study

- 1) Registration for course-related examinations in the foundation modules (PO 2013 and PO 2020) must be completed no later than 8 days before the respective examination date; registration for other course-related examinations must be completed no later than 5 days before the respective examination date.
- 2) Registration is a prerequisite for participation in the examination. Registration is binding, i.e. failure to appear at the examination date despite having registered will be counted as an attempt (failed).
- 3) Students who have already registered can withdraw themselves up to one day before the examination without giving reasons.
- 4) Withdrawal between the end of the registration period and the start of the examination is only possible in the case of exceptional circumstances. The reasons for withdrawal as well as supporting documents must be submitted to the examination office by registered mail no later than three days after the day of the examination. In cases of hardship, the Examination Board will decide.
It is not necessary to inform the lecturer or the Examination Office (by phone or email) before the start of the examination.
- 5) If the withdrawal from the examination is due to illness, a medical certificate is required for the first withdrawal from a module examination. If several module examinations are missed as a result of this illness, this will be regarded as a first withdrawal.
- 6) For foundation modules: In the case of repeated withdrawal from the same or another module examination, an official medical certificate may be requested after individual examination. The medical officer must be seen on the day of the examination at the latest. In cases of hardship, the Examination Board will decide.
- 7) Students who are not on the list of participants must present a confirmation of registration before the exam begins. Failure to do so will result in the individuals not being able to participate in the exam.

(2) Participation in a PL despite a medical certificate

If a student participates in an examination despite a medically certified illness, this is a conscious risk decision on the part of the student. By taking the PL, the student indicates that he/she is able to complete the PL. The result of the examination will be evaluated, a cancellation is excluded. If the "health question" posed at the beginning of the PL is answered in the affirmative or not in the negative, the student cannot withdraw during the PL with reference to the medical certificate. In particular, there is no unrecognized inability to take the examination. By appearing for the PL, the student declares him/herself fit to take the examination. Any further PLs to be taken at a later date are no longer covered by the certificate. A new certificate may be required for this.

(3) Procedure for submission of official medical certificates

In accordance with the General Regulations, an official medical certificate from a medical officer is to be submitted only in cases of justified doubt and thus in individual cases. The

absence of an official medical certificate from a medical officer is considered a failed attempt, this also applies to the third and last attempt.

(4) Unrecognized inability to take exams

Withdrawal from the examination due to examination inability is still possible after the end of the examination if the examinee could not sufficiently recognize the significant impairment of his/her examination inability during the examination (unrecognized inability to take exams). In order to minimize the risk of a violation of equal opportunity, a strict examination of whether the alleged inability to take the examination could actually have escaped the examinee is required. More stringent requirements must be placed on the credibility of the claim.

- The examinee must make an immediate effort to clarify his or her state of health when the first subjective suspicion of illness arises.
- The application for withdrawal from the examination due to unrecognized inability to take the examination must be submitted in writing to the Examination Board without delay. The 3-day deadline does not apply.
- The request must be made before the result of the examination is announced. After that, withdrawal is excluded.
- For the recognition of an unrecognized inability to take an examination, the submission of a **medical** certificate from a **medical officer is always** required. A medical certificate or the certificate of a psychologist is not sufficient.

(5) Compensation for disadvantages for students with disabilities or chronic illnesses

General rule: § 11 paragraph 5 of the AB 2021

Concretization:

1. The disadvantage compensation must be applied for in writing to the PA. The application should be submitted at least four weeks before registering for the examination.
2. The submission of a medical certificate or a certificate from a psychotherapist according to PsychThG is mandatory. In individual cases, proof can also be provided by recognition as a severely disabled person (e.g. in the case of mark B1 - blind or G1 - deaf).
3. Compensation for disadvantages usually takes the following forms (a combination of different forms is possible):
 - extended writing time
 - Modified form of the examination; instead of a written examination, an oral examination can be used
 - Extension of the period between two examinations
4. The Examination Board decides in each individual case on the form of the disadvantage compensation. The additional effort required to organize the examination must be taken into account. The PA takes into account the support possibilities of the departments through the Representative for Disability and Studies and the BFD-Office of the University.
5. A granting of the disadvantage compensation over a longer period of time or the whole study is possible if it can be assumed that the disability will not change.
6. The PA strives for the applicant and the lecturer to find an amicable solution for the concrete implementation of the examination performance. The Examination Board only decides in exceptional cases.

(6) Substitute for the examination form “written exam”

If a candidate is unable to take the examination in whole or in part in the intended form due to the reasons specified in Section 11 (5) of the AB 2021, the candidate shall be permitted to take the examination with an extended writing time or equivalent examination in another form.

For the 15 foundation modules, the PA specifies the term "equivalent examination in another form" as follows:

The written examination required in the foundation modules can be replaced by an oral examination of equal value. A term paper/seminar paper is not equivalent to the written exam.

Justification: In the foundation modules, a sub-discipline of economics is examined in its entire breadth, whereas a term paper/seminar paper can only cover partial aspects.

(7) Form of examination for advanced modules

For the advanced modules, it is possible to replace an exam with a term paper. This must be done in consultation with the respective lecturer.

(8) Anonymized exams

1. All examinations, i.e. examinations in the foundation modules as well as examinations in the main areas of study, are anonymized.
2. In the case of the focus exams, the implementation is in the hands of the subject areas.
3. Anonymization is not mandatory, i.e. naming is still possible and unproblematic, in particular the name is not made unrecognizable.
4. Registration for the examinations is unchanged, i.e. lists with matriculation numbers and names are available to the examination organization, the examination supervisor and the department.
5. Foundation modules: Seating plans according to matriculation numbers
6. Cover sheet: only matriculation number and, if applicable, degree program, no name, no signature
7. It is imperative to avoid, for example, number transpositions in the matriculation number; the supervisor should certify the correctness of the matriculation number during the identity check.
8. Identity check: student ID and photo ID must be presented
9. Certify the correctness of the registered matriculation number
10. The written exams are to be sorted according to matriculation number (also helpful for exam inspection)
11. The entry of the grade in HISPOS is done exclusively by the departments; the list of participants can be sorted by matriculation number

(9) Regulations for the holding of written exams (I)

Study-related examinations must be taken under examination-related conditions. For examinations, these conditions are specified as follows:

1. In an exam, the same conditions must prevail for all students, and an exam must be conducted under supervision.

2. The personal identity of all examination candidates must be checked by the examination supervisor. Student ID and ID card are to be visibly placed on the desk at the beginning of the examination.
3. At least one supervisor must be provided for every 50 examination candidates. If a lecturer cannot recruit the required supervisory personnel, the PA must be informed.
4. Only members of the University of Kassel are allowed to serve as supervisory personnel. At least one person of the supervisory staff must have a Master's degree or a comparable degree and must be able to provide information on technical questions regarding the exam contents.
5. A written exam begins with the announcement of the examination tasks.
6. When temporarily leaving the examination room and after expiry of the examination period, the complete examination documents must be handed to the supervision.
7. In the case of online examinations, a question catalog must be created for every two groups of students. The majority of the question catalogs must contain different questions.

The aforementioned regulations also apply to online exams. A scenario in which students access an online exam from any location they choose (e.g. from home) is not permitted due to non-compliance with 1) and 2).

In case of violations of these regulations, the PA may declare the respective examination invalid.

(10) Regulations for the holding of written exams (II)

Especially with regard to the foundation modules (PO 2013 and PO 2020) applies:

1. The exam rooms will be unlocked at least 30 min. before the start of the exam, and the seats will be numbered. The PA will create a seating plan after the registration for the examination has been completed, in which each registered student will be assigned a seat. The seating plan will be published in an appropriate place well in advance of the exam. Students who are not on the list of participants must present a confirmation of registration before the start of the exam. If this is not done, those concerned will not be able to take part in the exam.
2. Bags and coats should not be within reach of students. Only pens and permitted aids are to be placed on the table (no pencil cases!). Mobile devices (e.g. smartphone, smartwatch) are to be switched off and stored out of reach.
3. Before the start of the exam, it should be pointed out that by taking the exam, it is implicitly stated that one is in good health and is able to complete the exam. Complaining about illness after the start of the exam does not lead to the cancellation of the attempt.
4. Assignment sheets will be distributed together with the pre-stamped exam sheets (stamp of the instructor and/or the date) to the students, who may start working on the exam immediately (!).
5. The exam begins after the assignment sheets have been distributed in full.
6. The last 15 minutes of the processing time will be announced. Early submission of the exam and leaving the exam room after this time is no longer possible. The last 5 minutes of the processing time will be announced.
7. After the specified time has elapsed, working on the exam must be completed immediately. The examination sheets are collected by the supervisor. The students leave their places only after collecting the examination sheets.
8. The identity of all students will be checked during the course of the exam; aids should be randomly checked.
9. In the event of attempted cheating in the form of a cheat sheet, the student will be notified that the exam will be graded "fail" and the student's name will be recorded in the transcript. The student is nevertheless free to continue working on the exam.

In the case of "copying", a first warning is given, which is noted in the protocol. In case of repetition, the following applies: 2nd warning = attempted cheating = failed. However, the student is also given the opportunity to continue the exam.

10. An exam protocol, including a restroom list, is created.

(11) Entries in legal texts (recommendation)

Legally binding is the § 12 paragraph 2 AB/BAMA:

"The permitted aids are determined by the respective examiner. They will be announced at least four weeks before the examination date."

In order to achieve that in the examinations of the FB 07 same regulations of the admissibility of entries in law texts, which may be used in examinations, apply, the PA recommends the following regulations to the examiners concerned:

Permitted entries:

- Underlining, colored markings (e.g. with highlighters) or highlighting

- References to other norms (articles or paragraphs, e.g. Art. 288 TFEU, § 1 BGB)

These references to standards include all information required to specify the respective standard, such as "§" or "Art.", "BGB", "StGB", "1. HS", "1. Alt.", etc. Examples of permissible references: "§ 263 para. 3 sentence 2 no. 1 StGB" or "§ 263 III 2 no. 1 StGB".

- Glued-in handles or tabs (e.g. Post-its)

For entries on the tabs, only paragraph or article numbers and law titles may be noted down (see previous bullet point).

Illegal entries:

- any words, word annotations and numbering

Exception: Names of laws (e.g. BGB, GG etc.) and "Art." (e.g. Art. 1 GG)

- all abbreviations, symbols, and other markings (including arrows, asterisks, exclamation and question marks, connecting lines, etc.), such as "a" or "~" for "analogous," "+" for "applicable," "=" to indicate a conclusion, etc.

Notes:

- Each examinee is responsible for the correctness of his or her aids. Therefore, in case of remaining doubts, it is recommended to refrain from making the entry in question.

- If a violation of the permissible entries is detected before the beginning of the exam, the law text is withdrawn, and the candidate writes the exam without this law text.

If a violation of the permissible entries is detected after the start of the examination, this constitutes an attempt to deceive, and the examination performance will be graded as "insufficient" (5.0).

(12) Repetition of foundation modules (PO 2013)

The regulation of the Wiwi-PO 2013 § 5, Abs. 6, Satz 1 (obligation to immediately repeat failed basic exams) is suspended or not applied with immediate effect. The suspension is indefinite.

(13) Handling of exam review

The amendment of § 32 General Regulations BA/MA dated 10.02.2016 makes it necessary to slightly modify the procedure of exam inspection for the foundation modules. The handling is as follows:

1. The exam review process is shifted to the respective departments. The respective departments are responsible for the inspection of "their" exams. The inspection takes place for all participants in the exam, i.e. for Wiwi-students and non-Wiwi-students.
2. Each department shall designate at least two appointments for exam review. Each appointment shall last at least one hour. At least one appointment shall be during the lecture period of the following semester.
3. The dates for the exam review are to be announced before the examination if possible. The channels that are used anyway for the respective course should be used (e.g. Moodle).
4. The respective department decides whether registration for the exam review is required.
5. According to current case law, the taking of notes, copying or photographing of the exam is usually allowed. The department provides the writing utensils, the making of copies is only done by employees of the department, when photographing the employee must be informed in advance.
6. The exam review in the presence of the staff of the department is generally limited to the two appointments. Only in justified exceptional cases (e.g. illness or stay abroad) a third appointment can be arranged, the chairman of the Examination Committee Economics decides. In principle, a third appointment requires proof that the student is unable to attend the first two appointments. The prevention should be reported at the latest before the second appointment.
7. The exams remain with the department until the second inspection is over. Afterwards they have to be handed in at the examination office for economics.
8. The examination office sorts the examinations into the respective personnel files, the examinations of the non-Wiwi students go to the respective examination offices.
9. Then, the Wiwi-students can view their exams under the guidance of the examination office. The non-Wiwi-students have to consult with their respective examination office. The monita found during this inspection will only be dealt with in a third appointment if the first two inspection appointments were missed through no fault of the student (see point 6).

(14) Exam review and sample solution

A sample solution does not concern the specific examination procedure of the individual examinee, but merely provides the examiners with general and non-binding assistance. Therefore, sample solutions are not administrative procedures in the sense of the Administrative Court Code, so that there is no general right to inspect the files of the sample solution.

(15) Supplementary oral examination

1. Students who have failed a second written repeat examination will be informed in writing by the examination office about the possibility of a supplementary examination. Those concerned must then submit an application for a supplementary examination within one month to the relevant examination committee, i.e. for Wiwi-students to the PA-Wiwi.

2. Once the application has been approved, the PA informs the examiner and examinee, and both parties are then required to arrange an examination date together, if possible.
3. The supplementary examination is not a fourth attempt, the entire range of grades is not available. It is exclusively a question of sufficient (4.0) or insufficient (5.0).
4. The supplementary examination is an examination whose passing is necessary for the continuation of the studies, therefore two persons authorized to examine must evaluate the performance. The PA therefore strongly recommends that first and second examiners are present at the supplementary examination.
5. Regarding the duration of the oral supplementary examination, the PA refers to the relevant provision in the AB, where a time window of between 10 and 30 minutes is provided for the oral supplementary examination.
6. The reasons for the grade must be recorded in the protocol in a way that is easily comprehensible to third parties. Upon request by the student, the grade must be justified.

(16) No substitution of professors in oral examinations

In principle, the conduct of an oral examination by a representative of the examiner is not permitted.

With the agreement of the candidate and the examiner, another examiner (including a research assistant(WB)) can be appointed by the PA if the examiner is ill.

Examinations relating to teaching obligations of previous semesters must also be taken during the research semester. This also applies if an exemption from examination obligations has been granted during the research semester. The exemption can only refer to the taking of "new" examination obligations during the research semester.

(17) Signatures on examination papers

Both the first and second examiners must evaluate the examination papers and also sign them (abbreviation sufficient, signature stamps are not permitted).

(18) Dealing with plagiarism

The PA implements the sanction options specified in the General Provisions for acts of deception in examinations as follows:

1. Every written paper in the sense of a term paper or presentation with written elaboration (seminar paper) has to be accompanied by a written declaration of the student about the independent preparation of the paper without unauthorized aids.
2. Any written work (Bachelor's thesis, Master's thesis, term paper or seminar paper) that has been graded "not sufficient" (5.0) due to an act of deception must be submitted separately to the Examination Committee.
3. If the act of deception takes place in the case of a term paper or seminar paper, no exclusion from the possibility of repeating is normally imposed in the case of a first-time deception. In case of a repetition, the student will normally be excluded from the opportunity to repeat the course.
4. If the act of deception occurs during the Bachelor's or Master's thesis, the PA reserves the right to pronounce exclusion from the possibility of repetition even in the case of a first-time

deception. In case of repetition, the student will be excluded from the possibility to repeat the thesis.

5. Prior to exclusion from the opportunity to repeat, the accused shall be given the opportunity to respond to the accusation before the Examination Committee. The PA chairperson has no emergency authority in issuing such an exclusion.

(19) English language courses

The PA specifies the requirement of English-language courses or English-language examinations found in various POs as follows:

For credit as an English-language course or English-language examination, both the course and the examination must be in English.

(20) Transfer of an SP-examination to module B23

PO 2013: The one-time rebooking of an examination performance from the modules B16 - B22 into the elective module B23 is also possible if 18 CP have already been achieved in the elective module. The key competence modules cannot be replaced; of the remaining achievements of the elective module, the chronologically last achievement is converted into an additional achievement.

(21) Too many PL

If more PLs are completed in a module than required by the PO (e.g. three instead of the two required PLs in the elective area), the PLs completed first (chronological order) are taken into account for determining the final grade. It is not possible to select the "best" PL.

(22) PL in the elective module

PO 2013: The rebooking of a course from the elective module B23 into the modules B16 - B22 (esp. focus modules) is excluded according to § 6 para. 11 PO 2013. If the same course is subsequently booked into the modules B16 - B22, the examination for this course must be taken again. The new grade counts, and the previous performance is cancelled in the elective module B23.

(23) Tutorials as additive skills (EBGo).

At least one semester of work as a tutor at FB 07 is recognized with 3 CP for the module M7 (additive skills) of the EBGo PO 2013. Participation in the tutor training is required.

Business language courses (UNICert III level) are recognized with 3 CP for module M7 (additive skills) of EBGo PO 2013.

(24) Intra-university commitment as a key skills

Intra-university involvement in the participation in

- Self-governing bodies of the university
- Organs of the student body
- Student Union, University Communities
- Tutorials (as a component of teaching)
- Freshman Orientation
- Academic advising

is recognized for the area of additive key skills. Regarding the proof of student engagement, the general conditions for key skills BA/MA apply. For the commitment of one semester, two to three CP are awarded as additive key skills (for 60 to 90 h of work). In total, student engagement can be included with a maximum of 6 CP.

Application for the respective examination regulations:

- Bachelor Wiwi PO 2013: Elective module B23
- Bachelor Wiwi PO 2020: Key skills B25
- EBG0: Module M7 (additive skills)
- Business Studies: no recognition possible because no elective module and no additive skills module available.

(25) Foreign languages as a key skill in EBG0

"German as a foreign language" from level A2 can be credited as a key skill. Due to the overriding quality standard CEFR, it does not have to be a university achievement.

To be counted as an Additive Skills, English language proficiency at the C2 level is required.

(26) Transition from the PO 2013 to the PO 2020

PO 2013	PO 2020
Wirtschaftsethik (6 CP)	B1 Wiwi studieren: Einführung (3 CP) (three CP can be booked into the module Key skills SK)
BWL Ia: Unternehmensführung BWL Ib: Leistungsprozesse	B2 Strategie und Leistungsprozess
BWL IIa: Investition und Finanzierung BWL IIb: Betriebsw. Steuerlehre	B4 Finanzwirtschaft
BWL IIIa: Controlling BWL IIIb: Marketing	B6 Marketing
Rewe I	B3 Bilanzielles Rewe
Rewe II	B5 Entscheidungsor. Unternehmensführung
Mathe I und Mathe II (12 CP)	B11 Mathematik (9 CP) (three CP can be booked into SK)
Recht I	B14 Wirtschaftsprivatrecht
Recht II	six CP can be booked into SK

The other foundation modules are de facto unchanged:

- B7 Wirtschaftsinformatik
- B8 Mikroökonomik (VWL I)
- B9 Makroökonomik (VWL II)
- B10 Wirtschaftspolitik (VWL III)
- B12 Deskriptive Statistik (Statistik I)
- B13 Induktive Statistik (Statistik II)
- B15 Wirtschaftspsychologie

Appropriate credit will be given for the advanced modules.

(C) Professional Practical Studies

(1) Subject-related internships

The following implementing regulations for subject-related internships are defined:

(1) Recognition of a relevant completed apprenticeship

An apprenticeship is called relevant if it has a recognizable focus in the commercial or administrative field. If successfully completed, 180 hours (PO 2013) will be credited towards the subject-related internships [6 CP for key skills PO 2020].

(2) Recognition of subject-related preliminary internships

Subject-related internships, which include relevant work experience, require the following prerequisites to receive credit for a maximum of 180 hours (PO 2013) [6 CP PO 2020]:

- The certificates of the internships must indicate a focus of the activity in the commercial or administrative area.
- Only internships with a minimum duration of one month (excluding sick leave and vacation) will be recognized.
- This must be a full-time position.

(3) A qualified certificate from the employing organization must identify

- the duration of employment,
- that the employment was predominantly in the commercial or administrative sector,
- that duties have been performed in the employing organization for which a degree in economics is desired or required.

(4) If a student has already completed a subject-related internship at another university, this will be credited up to a duration of 180 hours (PO 2013) [12 CP PO 2020].

(5) The contact person for the internship report is the FB07 Study Service "Internship and Career Orientation".

(2) Recognition of outstanding professional activity as subject-related internships

At least 3 years of relevant professional activity in an outstanding or managerial position can be recognized by the Examination Board upon request up to 180 hours (PO 2013) as subject-related internships [6 CP as key skills PO 2020].

(3) Practical stay at the university

PO 2013: The practical module does not have to be completed outside the university. Activities at the chair or in the context of research projects are possible, the other criteria such as full-time employment and practical report must be fulfilled. The regulation also applies analogously to the PO 2020.

(4) Working student

The activity as a working student is generally recognized for the practical module (PO 2013) [Key skills PO 2020].

(5) Internship in the parental company

An internship in the parental company, in the own business or in the business of the spouse can be recognized up to 180 hours (PO 2013) [6 CP Key skills PO 2020]. Before starting such an internship, the PA's approval must be obtained.

(6) Home office

Home office activities are recognized for the internship, provided that these activities are in line with the objectives of the internship module (PO 2013) as defined in the AB for internship modules and in the module handbook. For PO 2020, recognition as a key skill is possible in principle. A case-by-case decision is made.

(7) Internship abroad

Credit for internships abroad is generally possible if they meet the formal and substantive conditions formulated for internships in Germany.

(8) Absences during internships

The work stay at the internships is considered to be duly completed if the attendance of 180 hours (PO 2013) at the company training center is certified.

Unjustified absences must be made up. In the case of validly justified absences of more than 15 days, the absences exceeding 15 days must be made up.

(9) Consequences of failing the internship report

The PA determines that if the internship report is not passed, it must be repeated. A repetition of the internship itself is not required.

(10) Handling of practice reports

As of 01 July 2016, the FB07 Study Service "Internship and Career Orientation". (formerly Career Guide) takes over the supervision of the internship reports, which have to be prepared in the Bachelor's degree program in Economics as part of the internship module. For this purpose, students register their internship position with the Student Services Office before starting the internship and submit an internship report to the Student Services Office after completing the internship. The submitted internship reports are evaluated by the Dean of Studies.

(D) Examination Authorization, Approval of Courses

(1) Principles for granting examination authorization

An adjunct instructor is granted examination privileges in Wiwi, EBGo, and business studies programs only if:

- a. a completed doctorate or
- b. a minimum of three years of relevant professional experience in a prominent position is demonstrated,
- c. for academic staff, sufficient didactic knowledge and experience are present. This is usually demonstrated by non-independent teaching in the amount of 8 SWS and at least two years of work in the department.

In accordance with the decision of the Academic Planning Committee of 16.06.2004, the following principle applies: no examination authorization = no approval of the course.

(2) When does an examination authorization expire?

The examination authorization of an emeritus professor does not expire.

The examination authorization of lecturers, former chair representatives and former academic staff members expires as soon as there is no longer a contractual relationship with the University of Kassel.

(3) Opening of courses

Opening courses to multiple modules is subject to the following limitations:

- a) Each course is opened for a maximum of two modules.
- b) Opening the course for two modules is only possible if both modules belong to the same study section (Bachelor or Master).

(4) Procedure for approval of courses and appointment of examiners

In accordance with § 5 paragraph 1 of the General Regulations, the Wiwi Examination Board delegates to the chairperson of the PA Wiwi the authority to appoint the examiners for the individual examinations.

(E) Theses

(1) Registration Master Thesis: Requirements for Master Students

The General Regulations must be consistently observed. The requirements must be successfully completed in any case and without exception before registering for the master's thesis. A "pass" counts as successful completion, the exact grade does not have to be fixed.

(2) Theses (BA and MA): Regulations for awarding and utilization

The topic of the thesis should deal with a question in economics and should be coordinated with the supervisor.

Topic definition and delimitation should take into account the limited processing time.

By registering, the supervisor confirms:

1. The appropriate and scientifically correct formulation of the topic.
2. Willingness to provide supervision during the processing period.

In empirical work and case studies, the candidate is obliged to observe the provisions of data protection law, in particular the confidentiality of personal and company-related information. The collection of such data and its processing in a thesis should only take place with the consent of the persons or companies concerned and only in close consultation with them. Upon completion of the thesis, the persons or companies concerned must be provided with a copy of the thesis and given the opportunity to comment.

The use of a thesis for purposes other than examination, in particular the dissemination or publication, is only permitted with the consent of the PA.

Consent may only be granted if the dissemination of the thesis does not infringe any interests worthy of protection and misuse for examination purposes can be ruled out.

The consent requires:

1. The agreement of the reviewers.
2. The consent of the persons, companies, or institutions whose interests worthy of protection are affected by the thesis.
3. A justified scientific interest in the dissemination of the thesis, which can only be assumed in the case of outstanding theses.

(3) Theses: Examiners, evaluation

The theses should deal with economic issues. The PA derives from this the principle that at least one of the two reviewers must be an economist (BWL or VWL).

The first and second reviewers of a thesis should be assigned to different departments (chairs).

The first and second reviewers of a thesis may not both belong to the group of academic staff.

The same thesis topic may not be assigned more than once at any one time.

The supervisor's grading must be comprehensible to third parties on the basis of a report.

(4) Theses: Examiner

For theses, the assigned examiners must meet the following criteria:

1. the first or second examiner must be a full-time employee of the Department 07.
2. the first or second examiner must be an economist.

(5) Theses: Extension of processing time

If the deadline for submission of a thesis cannot be met for reasons beyond the candidate's control, the deadline will be extended.

Technical difficulties (e.g. procurement of literature and materials, printer problems) in carrying out the thesis are not considered to be a reason for obstruction within the meaning of the above provision. The same applies to difficulties in obtaining data for empirical work.

(6) Theses: Extension in case of illness

The application for an extension of the processing time for the thesis must be submitted to the Examination Board within the processing period and no later than three days after the occurrence of the impediment (postmark or date of stamp).

An extension of the processing time for the thesis as a result of illness can only be granted if the candidate submits a qualified medical certificate.

(7) Mandatory plagiarism check for bachelor's and master's theses

Theses written in FB 07 can be examined through the Turnitin program, a campus license is available.

Each thesis shall be reviewed by application of the Turnitin program. Without such verification - evidenced by the report - no recognition will be given.

(8) Theses: Publication of evaluation

The publication of evaluation on final theses, including through the Internet, may only take place with the consent of the reviewers.

(9) Bachelor thesis: Recognition of the thesis from a related course of study

A thesis from a related course of study may be accepted as a bachelor's thesis under the following conditions:

1. The level of education in economics at the beginning of the processing period is comparable to the level of education in the degree program in economics. Comparability is given if the candidate fulfills the criteria required for admission to the Bachelor thesis at FB 07 (foundation modules completed in full and at least 150 credits according to PO 2013 and 132 CP according to PO 2020).
2. The thesis deals with a topic in economics and meets the requirements for a thesis in economics.
3. The first examiner of the thesis in question must come from FB 07 and confirm the professional equivalence of the thesis. One of the two examiners must be a business economist or an economist.

(10) Recognition of theses completed abroad

1. Students who have written their thesis at another university and then transfer to the University of Kassel:

The recognition of the thesis is treated like any other examination. There is a check for equivalence; if it is equivalent, it is recognized and the grade is transferred.

2. Kassel students who go abroad to write their final thesis:

It is strongly recommended that the first examiner is an economist from Kassel. The foreign colleague can be appointed as second examiner. If the recommendation is not followed, the handling will be according to 1.

(11) Electronic form of theses

For the submission of the electronic form of a thesis, the sending of the thesis via email to the examination office is sufficient. To reduce the risk of virus transmission, the thesis should be sent as a pdf document.

(F) Other

(1) Requirements for graduation funding

Application for graduation funding is encouraged if no more than three examinations are missing.

(2) BAföG certificate according to § 48 BAföG

The certificate according to § 48 BAföG is issued if 90 credits are present after the fourth semester.

Glossary

BA, Bachelor – Bachelor´s degree
MA, Master – Masters´s degree
PL, Prüfungsleistung –Examination achievement
SL, Studienleistungen – Learning achievements
Wiwi, Wirtschaftswissenschaften –Economics
WING – Industrial engineering
WIRecht – Business law
WIPäd – Business and economics education
SP, Schwerpunktstudium– Focus
PO, Prüfungsordnung - Examination regulations
Werkstudent – Working student
SWS, Semesterwochenstunden - Hours per week per semester
PA, Prüfungsausschuss –Examination board
FB, Fachbereich - Faculty
Auflagen - Requirements
Studengangswechsel – Change of course
CP, Creditpoints
Bau-Ing, Bauingenieurswesen - Civil engineering
Mach-bau, Maschinenbau – Mechanical eningeering
E-technik Elektrotechnik – Electrical engineerng
Amtsarzt – Medical officer
Amtsärztliches Attest – Medical certificate
Attest - Certificate
Aufbaumodul – Advanced module
Verwaltungsgerichtsordnung – Administrative court code
AB – Allgemeine Bestimmung(en), general provisions
WB – wissenschaftliche/r Bedienstete/r, research assistant
SK, Schlüsselkompetenzen – Key skills