

**Study and Examination Regulations
for the full-time Master's Degree Program
General Management
at Hof University of Applied Sciences**

From 9th January 2017*

***Only the German version of this document is legally binding.
This English translation is for your convenience only.***

Based on the Article 13 Section 1 (2) and Article 43 Section 5 (2) of the Bavarian Higher Education Act (Bayerisches Hochschulgesetz - BayHschG) (BayRS 2210-1-1-WFK), the Hof University of Applied Sciences hereby implements the following study and examination regulations:

Preliminary Note

To ensure legibility and clarity of the study and examination regulations, these regulations waive to use both gender forms and separate notations for female and male persons. All references to one gender shall be deemed and construed to include the other gender as well.

§ 1

Purpose of the Study and Examination Regulations

¹These regulations govern the admission criteria for the full-time Master's program in General Management, as well as its content and structure. ²Furthermore, these regulations complement the guidelines for the examination for the Universities of Applied Sciences (Rahmenprüfungsordnung für die Fachhochschulen - RaPO - BayRS 2210-4-1-4-1-WFK) and the General Examination Regulations of Hof University of Applied Sciences (APO) by defining the regulations of the examinations of this degree program.

§ 2

Admission Requirements for the Master's Degree Program

(1) ¹Admission requirements for the full time master's degree program in General Management are

1. a successfully completed professional bachelor's degree in engineering, humanities, social sciences, economics or an equivalent degree with a minimum of 180 credits (according to the European Credit Transfer System – ECTS) from a German or a foreign university,
2. the proof qualification for this specific degree program in accordance with § 3,
3. A work experience in accordance with Article 2.

²The examination board determines whether these requirements have been fulfilled or not.

*as per the edition of the fourth amendment record

(2) ¹After having obtained the professional qualification in accordance with Article 1 Section 1 (1) applicants must have worked in a specialized professional or management position, in which they must have acquired experience in the area of supply chain management, production management or marketing management.

²The work experience according to Section 1 must have been at least for one year and have included at least 1500 working hours.³ Positions that typically meet the requirements of Section 1 are in particular:

- Junior Lean Manager,
- Junior Project Manager,
- Junior Developer,
- Junior Quality Manager,
- Junior Technical Advisor,
- Junior Business Manager,
- Junior Operations Controller,
- Junior Product Manager,
- Junior Process Manager,
- Junior Key Account Manager,
- Junior Sales Manager,
- Junior Marketing Manager,
- Junior Program Manager,
- Junior Brand Manager.

§ 3

Proof of eligibility for this specific Degree Program

¹Only those applicants who have completed a bachelor's degree program in accordance with § 2 Article 1 Section 1(1) with an overall minimum grade of 2.5 or equivalent, qualify for this Master's degree program.

²The grading criterion in Section 1 is also met if applicants can provide evidence that they belong to the top 50 percent of graduates in their prior degree program.

§ 4

Degree Program Objectives

¹The degree program is intended to give graduates of the bachelor's degree programs listed in § 2 Article 1 Section 1 (1) after their first professional experience the tools to optimally and efficiently implement future requirements in the management of business departments, units or entire companies. ²The graduates of the program shall be able to take up specialist and leadership positions in management in internationally operating companies. ³The degree program in particular provides in-depth knowledge of project, quality and risk management as well as of controlling. ⁴The international orientation of this program plays an important role in the acquisition of intercultural competence.

§ 5

Standard Duration of Study, Program Structure

(1) ¹ The standard duration of study is four semesters. ²The program is structured as a full-time course.

(2) ¹The program generally comprises two compulsory internships, namely the module "Internship" with duration of 900 hours (30 credits) and the module "Master's Thesis" with 900 hours (30 credits). ²The module "Master's Thesis" can exceptionally be completed in another form under the prerequisites of § 8 Article 3.

³Lecturers of Hof University of Applied Sciences will supervise and provide technical guidance to the students during their tenure of mandatory internship.

§ 6

Modules

- (1) ¹The modules required for passing the master's examination, type and scope of courses, required types of examination and the evaluation according to the European Credit Transfer System (ECTS) are specified in the appendix. ²Teaching and examination language is generally English. The teaching and examination language in the modules "German..." is German; for the modules "Internship" and "Master Thesis", students may choose to use German entirely or partly as the language of instruction and examination, however the choice of the language of instruction requires the agreement of the internship company concerned. ³In the case of elective modules, which can be chosen from the range of other study programs, the teaching and examination language is determined by the regulations of the corresponding study and examination regulations.

- (2) ¹Study and examination of the module "Internship" require the acquisition of 50 credits in the master's program. ²Students who wish to complete this module at a company or at a company location in the German-speaking area must also have proof of German language proficiency with minimum level B1 of the CEFR before starting the module; §2 Article 1 Section 2 shall apply accordingly. ³A proof in accordance with the Section 2 is not required if the university entrance qualification or a university degree or equivalent has been acquired in German or if the company in question informs the examining board in writing that the internal and external communication with the student during the course of the internship would not be in German or only to minor extent in German.

- (3) ¹For students who have neither acquired their university entrance qualification nor a university degree or equivalent qualification in German, the modules "German A2" and "German B1" are compulsory, unless they provide the examination board with evidence of German language skills at least at level A2 of the CEFR. ²If they have German language skills at this level, they must complete the module "German B1" and one compulsory elective module of their choice; if they have German language skills at least at level B1 of the CEFR, they must complete two compulsory elective modules of their choice, whereby access to the modules "German C1.1" and "German C1.2" requires proof of German language skills at least at level B2 of the CEFR. ³In all other cases, two elective modules must be selected. ⁴Students who have obtained their university entrance qualification or a university degree or equivalent degree in German cannot select the modules "German ...".

- (4) In addition to those listed in the Appendix, elective modules from other ifw master's courses may also be chosen, provided the students fulfil the admission requirements specified in § 2 Article 1 Section1 (1) and (2) of the relevant study and examination regulations.

- (5) ¹Students are not entitled to being offered all the elective modules. ²The offered courses shall be laid out in the curriculum by the ifw Scientific Advisory Board, taking into account the demand and the capacities as well as the requirements of an efficient use of the available resources in agreement with the Examination Board.

§ 7

Module Handbook, Study Plan

- (1) ¹The Institute for Continuing Education of the University of Applied Sciences Hof (ifw) provides a module handbook. ²The module handbook defines the teaching content and learning objectives of the modules in detail. ³In addition, it contains, in particular, a detailed provision on the examinations listed in the Appendix. ⁴Furthermore, the module handbook shall describe the workload of the students, the recommended prerequisites for participation and the usability of the modules. It shall give indications for the preparation and post-processing of the teaching and examination material, determine the duration of the modules as well as the frequency of the courses. ⁵If the same module is offered several times in a semester, the module handbook determines the criteria for the distribution of students on the courses offered.
- (2) ¹In addition, the Institute for Continuing Education of the Hof University of Applied Sciences (ifw) provides a study plan. ²The study plan provides detailed information about the courses offered by the institute and the recommended course of study.
- (3) ¹The module handbook and study plan are approved by the Scientific Advisory Board of the Institute for Continuing Education of the University of Applied Sciences Hof (ifw) in agreement with the Examination Board and are to be published by the University. ²The announcement of new regulations must take place latest by the beginning of the semester, in which the regulations are to be applied for the first time.

§ 8

Master's Thesis

- (1) In the master's thesis, students shall demonstrate their ability to apply the knowledge acquired during their studies in an independent application-oriented scientific work to solve a holistic technical problem.
- (2) ¹In principle, the master's thesis serves to deal with a concrete operational problem and is therefore prepared within the framework of a special related internship. ²This consists of 900 hours (30 credits).
- (3) Upon request, notwithstanding with Section 2 the examination board may permit the Master's thesis to be written independent of a concrete operational problem and therefore outside an internship, provided that the practical relevance of the thesis is nevertheless ensured and the topic is suitable for a particular theoretical specialization.
- (4) The time from the proposal of the topic of the master thesis to the submission is six months.

§ 9

Academic Degree

Based on the passing of the master's examination Hof University of Applied Sciences awards students a Master of Business Administration (M.B.A.) degree.

§ 10

Examination Board

¹The Institute for Continuing Education of Hof University of Applied Sciences (ifw) establishes an examination board for the full-time master's degree program of General Management. ²The examination board consists of a chairperson and two further members. ³The members of the examination board are elected by the Scientific Advisory Board of the Institute for Continuing Education of the University of Applied Sciences Hof (ifw).

§ 11

Coming into force

The original regulations have not been reproduced because they are no longer of significance for the applicability of the present version. This version is effective from 1st October 2019.

Appendix (for § 6 Section 1)

1	2	3	4	5
Module groups and numbers	Modules	Credits	Course types	Examinations
Basic modules				
1	Applied Economics and Research on the German Market	5	SU, Ü	KI90
2	Communication and Negotiation Skills	5	SU, Ü	KI90
3	Leadership and Change Management	5	SU, Ü	Präs20 with Concept Paper
4	Strategic and Financial Framework	5	SU, Ü	Koll25
5	Internship	30	Pr	PrB
6	Master's Thesis	30	Pr	AA
Core modules				
7	Information and Process Management	5	SU, Ü	KI90
8	Corporate Strategy and Controlling	5	SU, Ü	KI90
9	Project Management	5	SU, Ü	KI90
10	Procurement Management and Risk Management	5	SU, Ü	KI90
11	Industrial Marketing and Sales Strategies	5	SU, Ü	KI90
12	Quality Management	5	SU, Ü	KI90
Compulsory elective modules				
13	Production Execution and Logistics	5	SU, Ü	KI90
14	Supply Chain Management	5	SU, Ü	mdIP20
15	Production Process Excellence	5	SU, Ü	StA with Koll25 ¹
16	International HR Management	5	SU, Ü	StA with Präs15
17	Recent Trends in Management	5	SU, Ü	P ²
18	German A2	5	SU, Ü	KI90 and mdIP15 ³
19	German B1	5	SU, Ü	KI90 and mdIP15 ³
20	German B2.1	5	SU, Ü	KI90 and mdIP15 ³
21	German B2.2	5	SU, Ü	KI90 and mdIP15 ³
22	German C1.1	5	SU, Ü	KI90 and mdIP15 ³
23	German C1.2	5	SU, Ü	KI90 and mdIP15 ³

Annotations:

¹ Admission to the examination requires 75% attendance during course.

² KI90, CP90, StA (also with Präs15) or Ref30. The details are regulated in the module handbook.

³Admission to the examinations requires 75% attendance during the course.

Translation of Abbreviations:

AA	Final Thesis
CP	Computer aided Exam*
KI	Written Exam*
Koll	Colloquium * (Presentation of Approx. 15 minutes with subsequent questions on the subject of the presentation)
mdIP	Oral Examination*
P	Examination
Pr	Internship
PrB	Internship report (not graded, but evaluated as “successfully completed” or “not successfully completed”)
Präs	Presentation* PPT
Ref	Presentation *
StA	Course Assignment ⁺
SU	Lecture or seminar
Ü	Tutorial

* With indication of the examination duration in minutes.

⁺ Regular processing time 50 hours, when combined with colloquium then 40 hours