



Hochschule
Zittau/Görlitz
UNIVERSITY OF APPLIED SCIENCES

Examination Regulations

for the

Bachelor's Degree Course in

European Business

at

Zittau/Görlitz University of Applied

Sciences

issued on

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**Examination Regulations
for the Bachelor's Degree Course in European Business
at Zittau/Görlitz University of Applied Sciences**

According to Section 14 (4) in conjunction with Section 35 of the act on the autonomy of higher education institutions in Saxony (Saxon Higher Education Autonomy Act, Sächsisches Hochschulgesetz – SächsHSG), in the version published on 31 May 2023 (SächsGVBl. p. 329), last amended by Article 2 of the act of 31 January 2024 (SächsGVBl. p. 83), the Zittau/Görlitz University of Applied Sciences has adopted the following Examination Regulations for the Bachelor's degree course in European Business as statutes.

Table of contents	Page
Section 1 Purpose of the final examination.....	5
Section 2 Academic degree.....	5
Section 3 Standard time to degree, structure and scope of the degree course ...	5
Section 4 Structure and deadlines of the final examination	6
Section 5 Evaluation of taken examinations, grade calculation for modules and the final examination.....	6
Section 6 Absence, withdrawal, cheating, breach of rules or regulations.....	7
Section 7 Passing and failing	8
Section 8 Recognition of modules, periods of study, learning and academic achievements, transfer of ECTS credits	8
Section 9 Faculty examination committee and central examination committee	9
Section 10 Examinations Office.....	10
Section 11 Examiners and observers.....	10
Division 2: Modules, module examinations, compulsory coursework and examinations.....	11
Section 12 Modules	11
Section 13 General admission criteria for module examinations	11
Section 14 Registration and de-registration for module examinations	11
Section 15 Free attempt.....	12
Section 16 Retaking module examinations.....	12
Section 17 Types of examinations, compulsory coursework and organization of examinations.....	12
Section 18 Oral examinations	13
Section 19 Written examinations.....	14
Section 20 Invigilated written examination	14
Section 21 Graduate thesis.....	14
Section 22 Alternative types of assessment	15
Section 23 Compulsory modules (core modules and elective core modules)	16
Section 24 Special admission requirement, subject, nature and scope of the final module	16

Division 3: Degree certificate, transcript, diploma supplement, supplemental modules.....	18
Section 25 Degree certificate, transcript and diploma supplement	18
Section 26 Supplemental modules (optional modules)	18
Division 4: Final provisions	19
Section 27 Invalidity of examinations.....	19
Section 28 Storage and access to examination documents.....	19
Section 29 Appeal proceedings	20
Section 30 Responsibilities	20
Section 31 Entry into force.....	21

Annexes

Annex 1):	Examination schedule
Annex 2):	Components and rules for composing the overall grade (weighting)
Annex 3):	Transcript of the final examination
Annex 4):	Degree certificate
Annex 5):	Diploma Supplement
Annex 6):	Conversion tables
Annex 7):	Application online video examination

Division 1: General provisions

Section 1 Purpose of the final examination

The Bachelor's examination (final examination) constitutes the degree of the Bachelor's programme in European Business, qualifying for a profession. The final examination determines whether the students have a grasp of the contexts in their subject area, have the ability to apply academic methods and findings and have acquired the thorough specialist knowledge necessary for the transition into professional practice.

Section 2 Academic degree

After the student has successfully passed the final examination, the University awards the academic degree of "Bachelor of Arts" (abbreviated: B.A.).

Section 3 Standard time to degree, structure and scope of the degree course

(1) The standard time to degree is six semesters. For students who have participated in committees of the Zittau/Görlitz University of Applied Sciences as defined by the SächsHSG or in such of the student body during at least one electoral term, one semester will not be counted towards the standard time to degree. In case of a multi-year contribution, three semesters will not be counted to the standard time to degree. This applies correspondingly to representatives of the student body on the Student Services organisations' (*Studentenwerke*) administrative board. For students with children, up to four semesters are not counted towards the standard time to degree, provided they have been applied for as semesters of leave of absence in due time.

(2) The degree course comprises the compulsory modules according to Section 23 including a internship, final thesis and its defence.

(3) The internship is a supervised study unit with content regulated by the "Practical Experience Regulations for Degree Courses of Zittau/Görlitz University of Applied Sciences" (*"Praxisordnung für Studiengänge der Hochschule Zittau/Görlitz"*) and the respective module description, which is held in principle in a company or another institution where the profession is practised.

(4) The degree course has a scope of 180 credit points (hereinafter referred to as "ECTS credits"). Generally, each semester thus corresponds to 30 ECTS credits.

(5) The programme is a cooperative course of study administered by Zittau/Görlitz University of Applied Sciences and Technical University of Liberec. The degree course and examination regulations of both Zittau/Görlitz University of Applied Sciences and Technical University of Liberec are harmonized in a way that generally enables students to obtain both degrees simultaneously. Students, who have passed all required examinations and met all other prerequisites, will be awarded with a degree from Zittau/Görlitz University of Applied Sciences. Students who have met all of Technical University of Liberec prerequisites for the Czech degree will at the same time be awarded with a degree from Technical University of Liberec.

Examination results and any other academic achievements obtained at the respective other university, including the bachelor thesis or, respectively, the Czech state examination are mutually recognized. The conversion tables provided in the annexes apply in this respect.

Students must observe the degree course and examination regulations of both universities at a time, depending at which university they are currently studying.

Students are given the opportunity to spend a significant part of their studies abroad. The teaching language is English.

Section 4 Structure and deadlines of the final examination

(1) The final examination is composed of several modules, each being completed by module examinations. The final examination has been passed with the successful completion of the final module (graduation module).

(2) A module examination encompasses one or more forms of examinations.

(3) The examination procedure and the courses on offer ensure that the final examination can be completed within the standard time to degree. A final examination which is not completed within four course semesters after the standard time to degree has expired, is deemed a fail. Furthermore, the final examination is to be marked with "*nicht bestanden*" ("failed"), if no compulsory coursework or no examination was completed according to the curriculum during the first four course semesters.

(4) A final examination with a failing grade can be repeated once within a year. After this deadline has expired, the final examination is deemed a fail. Admission to a second resit examination is only possible upon application and at the next possible examination date. Another resit examination is not permitted.

Section 5 Evaluation of taken examinations, grade calculation for modules and the final examination

(1) The examiner responsible sets the marks for the individual exams. The following marks or grades respectively must be given for the evaluation of exams:

- | | | |
|---|---|--|
| 1 | sehr gut (very good) | an outstanding performance; |
| 2 | gut (good) | a performance considerably above the average requirements; |
| 3 | befriedigend (satisfactory) | a performance corresponding to the average requirements; |
| 4 | ausreichend (sufficient) | a performance still meeting the requirements in spite of its shortcomings; |
| 5 | nicht ausreichend (not sufficient / failed) | a performance failing to meet the requirements due to considerable shortcomings. |

For a differentiated assessment of exams, individual marks can be raised or lowered by 0.3. The following marks cannot be awarded: 0.7, 4.3, 4.7, 5.3.

(2) If a module examination only consists of one individual examination, the mark given for the examination is also the grade of the module. If a module examination is composed of different examinations, the module grade is calculated through the weighted arithmetic mean of the marks of all individual examinations. The weightings of exams shall be in line with Annex 2). In calculating the grade of a module, only the first decimal (after the decimal point) is taken into account. All further digits are deleted without any substitution and without rounding.

(3) An overall grade is calculated for the final examination. The weighting factors set out in Annex 2) must be observed when aggregating the overall grade of the final examination. Subsection (2) applies correspondingly for the aggregation of the final examination's overall grade. The corresponding overall grade is:

with an average up to and including 1.5

sehr gut (very good)

with an average of 1.6 up to and including 2.5

gut (good)

with an average of 2.6 up to and including 3.5	<i>befriedigend</i> (satisfactory)
with an average of 3.6 up to and including 4.0	<i>ausreichend</i> (sufficient)
with an average of 4.1 and more	<i>nicht ausreichend</i> (not sufficient / failed)

(4) If an average mark of 1.2 or better has been achieved in the final examination, the attribute "sehr gut" (very good) shall be replaced by "*mit Auszeichnung bestanden*" (passed with distinction), which shall be awarded in addition to the overall grade of the final examination.

(5) With regard to the overall grade in accordance with subsection (3), all final grades shall, in addition to the absolute grading system, be presented in a transcript according to the current version of the ECTS Users Guide.

(6) The conversion tables provided in the annexes apply to the recognition of marks and grades obtained in the cooperative degree course in European Business offered by Zittau/Görlitz University of Applied Sciences and Technical University of Liberec. The grade conversion tables of the International Office apply to all academic achievements obtained during an ERASMUS stay.

Section 6 Absence, withdrawal, cheating, breach of rules or regulations

(1) An examination shall be marked with "nicht ausreichend" (Note 5), (not sufficient, (5)) if the student misses an appointment for examination that is binding for them without a substantive reason or if they withdraw without a substantive reason from an examination which was begun. The same applies if a written examination was not completed within the specified examination time or is not handed in for assessment on time.

(2) The reason given for the withdrawal or absence must be reported immediately (within one week from the examination date) to the Examinations Office and must be credible. Upon absence due to sickness, pregnancy or maternity leave, the Examinations Office must be provided with a doctor's note. In cases of doubt, a submission of a doctor's note by a public health officer can be demanded. With regard to the meeting of deadlines for the first registration for examination, for resit examinations, giving reasons for absence from examinations, and compliance with deadlines and times for examinations, the sickness of the child in the student's primary care is considered equal to their own sickness. If the reason is accepted, the examination can be completed at the next possible date.

(3) If the student attempts to influence the result of an examination by cheating or the use of non-approved aids, it will be marked with "nicht ausreichend" (Note 5), (not sufficient / failed (5)). A student who interferes with the proper proceedings of an examination can be excluded from the further sitting of the examination by the examiner or invigilator. In this case, the examination will be marked with "nicht ausreichend" (Note 5), (not sufficient / failed (5)). In serious cases, the faculty's examination committee can exclude the student from completing further examinations. The same applies for compulsory coursework.

(4) The student can within two weeks apply for a re-evaluation of a decision according to subsection (3). The faculty's examination committee must inform students of decisions that are to their disadvantage, immediately and in writing. Such decisions must be substantiated and include information on the student's right to appeal.

(5) Written examinations in particular can be checked using suitable plagiarism detection software for text passages that have not been made recognisable. An electronic version of the work may be requested for this purpose. In the case of written coursework (except for written examinations), the student must submit a written declaration together with the work that the work was written independently and that no sources and aids other than those specified were used. If such a declaration proves to be untrue or if there is any other attempt at cheating or a breach of regulations in the performance of coursework and examinations, paragraphs 3 and 4 shall apply accordingly.

Section 7 Passing and failing

- (1) The final examination is passed when all module examinations have been passed. It is deemed a fail when the final module's exam has not been passed or the requirements of Section 4 (3) or (4) apply.
- (2) A module examination is passed when all examinations of the module have been marked with at least "ausreichend" (Note 4), (sufficient (4)).
- (3) Students must be informed about their failed module examinations in the manner that is usually applied in the respective faculty. Students with a failing grade must be informed whether and, if applicable, to what extent and within what deadline the module examination can be retaken.
- (4) A module examination is deemed failed in the final attempt when the second resit examination was not marked with at least "ausreichend" (Note 4), (sufficient (4)).
- (5) If the student fails a module examination in the final attempt, they may continue to sit other examinations until the definite fail of the final examination has become definitive.
- (6) Students must be informed in writing of their definite fail and the impossibility of a successful completion of the Bachelor course, including information on their right to appeal.
- (7) A student who has failed the final examination in a final attempt shall receive an academic transcript that lists the courses taken and the ECTS credits accrued, including the statement that the final examination was failed, and that due to the definite fail they have lost their right to take examinations in the relevant Bachelor's degree course European Business.
- (8) Upon request, the university will issue students who do not complete their Bachelor's degree course with proof of their achievements and the ECTS points earned.

Section 8 Recognition of modules, periods of study, learning and academic achievements, transfer of ECTS credits

- (1) Modules, examinations and compulsory coursework that have been completed in a degree course at the Zittau/Görlitz University of Applied Sciences will be officially recognized.
- (2) Modules which were taken at another German or foreign university as well as in state-approved distance learning courses may be recognized upon request, provided there are no significant differences with regard to the skills acquired.

In the recognition of learning and academic achievements, which were performed outside the Federal Republic of Germany, the equivalence agreements approved by the Standing Conference of Ministers for Education (*Kultusministerkonferenz*) and the German Rectors' Conference (*Hochschulrektorenkonferenz*), the Convention on the Recognition of Qualifications in Higher Education in the European Region ("Lisbon Recognition Convention") and agreements within the framework of higher education partnerships must be observed. If the Technical University of Liberec recognises examination achievements for students who were first enrolled at the Technical University of Liberec, the study achievements will also be recognised at the Zittau/Görlitz University of Applied Sciences.

- (3) Academic achievements attained prior to enrolment in the degree course regulated in these Regulations may be recognized upon request at the beginning of the course. Such achievements may be:
 - Documented modules / academic achievements;
 - Documented equivalent competence and skills acquired outside the higher education system up to a maximum of 50 per cent of the credits earmarked for the degree course.

(4) Students must submit their respective request for recognition / transfer during the first course semester by 30 November for winter semester admissions or by 30 April for summer semester admissions to the faculty's examination committee. In exceptional and duly justified cases, a request for the recognition of exam achievements may be submitted to the faculty's examination committee no later than four weeks prior to the examination period in which the student would take the corresponding examination on their first attempt. The decision on the recognition and the choice of equivalence assessment will be made by the faculty's examination committee.

(5) When learning achievements are recognized, and the grading systems are comparable, the marks must be transferred and included in the calculation of the overall grade. In the case of non-comparable grading systems, decisions are to be made on a case-by-case basis. It is permissible to mark the credit transfer in the transcript.

(6) The principle of recognition is the rule. If it has been established that the achievements attained cannot not be recognized / transferred, the faculty's examination committee must notify the applicant in writing, including a substantiation and information on their right to appeal. Substantive reasons for a denial of credit transfer can be:

1. The academic achievements vary considerably from those of the university accepting the student.
2. The structure of the class or degree course shows significant differences.
3. There are considerable and evident differences in quality.
4. There are significant and evident differences in the learning objective of the degree course.

(7) Upon resuming studies after one or more semesters of leave of absence, the hitherto acquired academic achievements remain to be valid and unchanged. The same applies in the event of continuation or overall recommencement of studies at the Zittau/Görlitz University of Applied Sciences in the same degree course.

Section 9 Faculty examination committee and central examination committee

(1) An examination committee must be established in the faculty for the tasks assigned by these Examination Regulations. The examination committee comprises:

1. a chair;
2. their deputy;
3. two further professors;
4. a member of the faculty's academic staff;
5. two students.

The members are appointed by the faculty council of the Business Administration and Engineering. Authorized representatives shall be appointed for the examination committee's members listed under sentence 2 nos. 3-5. The term of office of members of the examination committee, who are full-time employees at the Zittau/Görlitz University of Applied Sciences is three years; that of the student board members and their representatives is one year. Members may be reappointed. Dismissal is only permitted for cause. If the appointment of a member or their representative/deputy has expired, their term of office will be extended until a successor has been appointed.

(2) The examination committee ensures that the Examination Regulations are being observed. It is responsible for the orderly conduct of examinations and takes decisions in the examination procedure. If it is not able to remedy an objection, it forwards it to the central examination committee to give a ruling thereon.

(3) The examination committee shall inform the faculty regularly on the development of examinations and courses, including the factual writing-up periods of graduate theses. The report shall be made publicly available by the Zittau/Görlitz University of Applied Sciences in a suitable manner. The examination committee provides the academic planning committee with suggestions for reforming degree course regulations/academic calendars and examination regulations.

(4) The examination committee may delegate the performance of its duties to the chair or to one or more members, excluding the student members. This does not apply to the decision on appeals and the report to the faculty.

(5) The examination committee constitutes a quorum if, in addition to the chair or their deputy and two professors, at least another member entitled to vote is present. The examination committee takes its decisions by simple majority. In the event of a tie, the chair's vote is decisive. The student members of the examination committee do not take part in the decision-making on the evaluation and recognition of course and examination credits.

(6) The members of the examination committee are entitled to be present during examinations.

(7) The meetings of the examination committee are not public. The members of the examination committee and their deputies are sworn to secrecy. If they are not public service employees they must be sworn to secrecy by the chair.

(8) The Zittau/Görlitz University of Applied Sciences has established a Central Examination Committee. It comprises the Vice-Rector for Academic Affairs & International Relations as chair, the chairs of the faculty's examination committees, and the head of Student Services & International Relations. The head of the Department of Teaching, Student and Examination Affairs will take the minutes of meetings of the Central Examination Committee without having voting rights.

(9) The committees' responsibilities are set forth in Section 30.

Section 10 Examinations Office

(1) The University has established an Examinations Office. It is responsible for enforcing examination regulations in addition to the resolutions and decisions of the examination committee. The Examinations Office supports the work of the individual examination committees. The members of the Examinations Office and all employees of the University dealing with examination matters are sworn to secrecy.

(2) The responsibilities are set forth in Section 30.

Section 11 Examiners and observers

(1) Examiners are permitted to evaluate examination performance; observers are entitled to give advice. The chair of the faculty's examination committee appoints examiners and observers.

(2) Eligible to examine are persons who themselves have completed the relevant final or an equivalent examination, or who have gained a comparable qualification and, unless there are compelling reasons that require an exception to be made, who have also engaged in independent, self-reliant teaching activities at a higher education institution in respect of the examined module. In accordance with the peculiarity of the university examination, lecturers with a specified function as well as persons experienced in professional practice and training may be appointed as examiners. If there are several examiners, at least one of the examiners shall have taught in the subject matter at hand.

(3) Eligible to observe examinations are persons who themselves have completed the relevant final or an equivalent examination, or who have gained a comparable qualification.

(4) The names of the examiners shall be made known to the students taking the exam in due time.

(5) For the examiners and observers Section 9 (7) applies.

Division 2: Modules, module examinations, compulsory coursework and examinations

Section 12 Modules

Modules according to Section 4 (1) and (2) shall be completed by passed module examinations in accordance with Section 7 (2). A module examination consists of one or more examinations. The corresponding examinations are assigned to the modules in Annex no 1).

Section 13 General admission criteria for module examinations

(1) Module examinations can only be taken by those who

1. have been admitted to the relevant degree course at the Zittau/Görlitz University of Applied Sciences on the basis of a general higher education entrance qualification, a subject-linked university entrance qualification, a university of applied sciences entrance qualification, a master craftsman's certificate (*Meisterprüfung*) related to the degree subject or on the basis of a qualification for access deemed equivalent by the Zittau/Görlitz University of Applied Sciences or by a government agency; and
2. have completed the compulsory coursework required (according to Sections 17 et seq) within the relevant module.

(2) Admission to module examinations may only be denied if

1. the requirements listed in subsection (1) and Section 2 of the Degree Course Regulations have not been met.
2. the required documents have not been fully submitted.
3. one or more of the reasons of rejection listed in Section 19 (2) and (3) SächsHSG apply; or
4. the student, pursuant to Saxon State Law, has lost their right to take examinations by exceeding the deadlines according to Section 4 (3) and (4).

Section 14 Registration and de-registration for module examinations

(1) By virtue of enrolment or re-enrolment, the student is by the Examination Office's own motion automatically registered for the module examinations designated in the academic and examination calendars for the current semester, the appropriate compulsory coursework and the examinations. Students shall undertake to register for elective core modules, optional modules and for free attempts in examinations. Registration for elective core modules and optional modules shall be made to the faculty; registration for free attempts shall be made to the University's Examinations Office.

(2) Students may de-register from a module examination. De-registration shall be made in writing to the University's Examinations Office at the latest two weeks before the beginning of the respective examination period. In this case, the student is automatically registered for the next examination or resit examination.

(3) Students can take examinations during a semester of leave of absence. This applies both to resit examinations and to further examinations. In this case, written registration for the examination is made by the student. The sitting of exams according to Section 15 is not permitted during semesters of leave of absence.

(4) The registration and withdrawal regulations for examinations issued by the Technical University of Liberec or another university abroad apply to modules and examinations that are taken at the Technical University of Liberec or the other foreign institution.

Section 15 Free attempt

(1) Upon registration by the student and if the admission criteria are met, module examinations may be taken before the recommended deadline in accordance with Section 14 (1). In this case, a failed module examination is deemed not taken (free attempt). A single examination that has been marked with at least "*ausreichend*" (Note 4), ("sufficient" (4)) as part of a module examination will be recognized during a retake module examination.

(2) In order to improve the grade, a passed module examination may be retaken once at the next regular examination date at the request of the student. If the module examination includes several examinations, all examinations shall be retaken. The better module grade shall be considered.

(3) When determining the times with regard to the observance of the point when the free attempt is taken, the following shall not be taken into account:

1. semesters of leave of absence;
2. semesters of study abroad unless they have been recognized equal to a course semester at the University; and
3. semesters at the University spent in other degree courses if no credit transfer to the respective Bachelor's degree course has been carried out.

Section 16 Retaking module examinations

(1) A failed module examination can be retaken once within a year after the first unsuccessful attempt. After expiry of this deadline it shall be deemed a fail. If a module examination comprises several examinations, an examination that has been marked at least with "*ausreichend*" (Note 4), ("sufficient" (4)), shall be credited as such and be excluded from the resit examination of the failed module exam. A resit of a passed module examination is not permitted except for the case regulated in Section 15 (2). Failed attempts at other German universities shall be recognized against resit examinations.

(2) If a module examination has not been passed, the student shall, upon notice of their fail, be automatically registered for resit. Sentence 1 shall also apply to examinations which have not yet been completed but are part of a commenced module examination for which no module grade according to Section 5(2) could hitherto be calculated. Students are entitled to de-register in writing from examinations at the Examinations Office. The faculty responsible shall facilitate the taking of resit examinations usually within the period for retake examinations (Section 17(5)).

(3) A second resit examination of a module examination or an individual examination within a module examination is permissible upon application. The application for taking a second resit examination must be submitted in writing to the Examinations Office within a month after the student had been informed on the result of their first resit examination. Late applications or non-submitted applications, which are critical for the passing or definite failing of a module examination shall result in disenrolment (exmatriculation) from the University. The second resit examination applied for in due time shall be carried out at the next possible examination date according to Section 17(5).

(4) If a second resit examination is marked by the examiner with "*nicht bestanden*" (Note 5), ie ("not sufficient / failed" (5)), a second evaluation by another examiner must be carried out. The exam grade shall be calculated by the arithmetic mean of all individual appraisals. Another resit examination is not permitted.

(5) The rules issued by the Technical University of Liberec governing the re-taking of module examinations apply to all modules the students have taken at the Technical University of Liberec.

Section 17 Types of examinations, compulsory coursework and organization of examinations

(1) The following are types of examinations:

1. Oral examinations (Section 18).
2. Written examinations (Sections 19-21); and
3. Alternative types of assessment (Section 22).

(2) Requirements for examinations ('compulsory coursework') are pieces of work which were completed in the form of the individual piece of assessment according to Sections 18 et seq and in the form of a confirmation of attendance (*Testat*, VT). Within the scope of compulsory coursework as a confirmation of attendance (*Testat*, VT), students must provide proof according to the conditions and guidelines of the subject that they have at least a sufficient level of knowledge and skills in a particular field or subject area. Compulsory coursework does not require a differentiated assessment and does not count towards the overall grade. All types of compulsory coursework are listed in Annex 1) and are not subject to constraints with regard to their possibility to retake. Compulsory coursework is deemed completed if, according to subject guidelines, it has been evaluated "successful", or when marked, if it has been marked with at least "*ausreichend*" (Note 4), ("sufficient" (4)).

(3) If a student furnishes credible evidence that due to a lengthy or continuous physical impairment, chronic illness, pregnancy, or maternal leave or parental leave, they are not able to complete compulsory coursework or examinations as a whole or in part, the affected student shall be permitted to complete these within a deferred deadline, within an extended examination time or in a different form. For this, a doctor's note may be required.

(4) Between individual examinations there should generally be an interim day.

(5) Periods for examinations and resit examinations in the degree course in European Business will be published on the faculty's website at the beginning of each semester. They can deviate from examination periods published on the Zittau/Görlitz University of Applied Sciences website for other degree programmes. Different examination periods may apply to examinations taken at the Technical University of Liberec or another foreign university.

Section 18 Oral examinations

(1) The oral form of assessment is an oral examination (PM). During the oral examination the student should prove that they are capable of recognizing the contexts in the examined field and understand particular questions in this context. Furthermore, it should be ascertained whether the student has a broad knowledge of the fundamentals.

(2) The oral examination is generally held before at least one examiner and one co-examiner, or one examiner and one observer, who is an expert in the subject matter at hand, as a group or individual examination.

(3) The duration of the oral examination is between 15 and 50 minutes per student. Shorter or longer examination times may be arranged within the scope of foreign language modules. The duration of group examinations is either a multiple of the duration per student, or it is designated as the total duration of the group examination.

(4) As part of the oral examination, written questions may be set to a reasonable extent, provided this does not override the oral character of the examination.

(5) The essential topics and results of the oral examination shall be recorded in the minutes by the observer or co-examiner. The student shall be immediately informed about the result of each examination. The examination minutes shall be included in the student's examination file.

(6) Students who are registered for the same examination at a later date shall be admitted as audience if the room allows for it, provided none of the examined students object. For oral examinations in the form of a thesis defence, the public may be admitted if the candidate agrees. The admittance of the public does not apply to the deliberations on and the disclosure of the examination result. If members of the audience try to influence or interfere with the examination, the public or the person interfering shall be excluded.

(7) The oral examination as part of the final module (defence of the final thesis) in accordance with Section 24 (2) and the oral examination as part of the practical examination in accordance with Section 22 (if required) can also be conducted as an online video examination at the request of the student with the consent of the examiner. The application must be submitted via the Examinations Office. The exam conditions (see appendix 7 on online video examination) must be noted by the examiner and the person being examined.

Section 19 Written examinations

(1) Written examinations are:

- 1) the invigilated written examination (Klausur, Section 20); and
- 2) the Bachelor thesis (Section 21).

(2) The result of a written examination shall be published no later than four weeks after grading in the way that is common practice at the Zittau/Görlitz University of Applied Sciences. The anonymity of the examined students must be preserved.

Section 20 Invigilated written examination

(1) Invigilated written examinations (*Klausur, PK*) are intended to prove that the student is capable of solving problems and/or working on a topic within a given time and with limited resources using the common methods of the respective examination area. Furthermore, it should be ascertained whether the student has a broad knowledge of the fundamentals. Students may be given a choice of topics.

(2) Invigilated written examinations have a duration of 90 to 180 minutes, are to be proctored and minuted, and are non-public. In foreign language modules and modules concluded with more than one type of examination, the duration of an invigilated written examination may fall below 90 minutes.

Section 21 Graduate thesis

(1) Graduate theses (PA) are intended to prove that the candidate is, within the scope of the final module, capable of applying academic methods when working on a topic on their own and within a given time.

(2) The writing-up of the graduate thesis shall be supervised by an examiner according to Section 11(1) and (2). This thesis adviser is usually an academic staff member of the Zittau/Görlitz University of Applied Sciences or the Technical University of Liberec. If the thesis adviser is not a member of the Zittau/Görlitz University of Applied Sciences or the Technical University of Liberec, then at least the second reader evaluation must be carried out by a member of the Zittau/Görlitz University of Applied Sciences or the Technical University of Liberec. The candidate may propose topics for their graduate thesis. This does not justify a claim to a particular topic. If the candidate has not proposed a topic within three months after admission to the final module, they shall be assigned a topic by motion of the Examinations Office.

(3) The graduate thesis may be written-up in cooperation with a company, a professional organization or an academic institution.

(4) The Dean of the faculty of Business Administration and Engineering shall set the task of graduate thesis. The following is required:

- 1) application for assigning a topic for the graduate thesis; and
- 2) submission of the proof of admission to the final module according to Section 24 (1).

Topic, assignment date, submission deadline and examiners shall be recorded on the proof of admission at the point of issuing. The topic may be returned for exchange only once and within the period of one month after its assignment.

Students writing their thesis at Technical University of Liberec are subject to the regulations issued by Technical University of Liberec for determining the thesis topic.

(5) The permitted writing-up period for the Bachelor thesis is three months. The deadline begins with the date of issue. The graduate thesis shall be submitted to the faculty within the deadline in hardback duplicate. In addition, an electronic version of the thesis, usually in PDF format, must be submitted on a suitable data carrier. If sent by post, the date of the postmark is decisive for adherence to the deadline. If the deadline cannot be met for unforeseeable reasons for which the candidate is not responsible, the deadline may be extended by up to two months upon written request in due time. When submitting the graduate thesis, the candidate must confirm in writing that they have written their thesis on their own and did not use any other sources and aids than those listed. When the graduate thesis is submitted the date of receipt shall be recorded. If the candidate does not adhere to the deadline according to sentence 1, 2 and 6 respectively, the graduate thesis shall be marked with "*nicht ausreichend*" (Note 5), ("not sufficient, failed" (5)).

For students who write their thesis at the Technical University of Liberec, the regulations of the Technical University of Liberec regarding the completion time and submission of the thesis apply.

(6) The thesis must be written in English.

(7) The graduate thesis may also be admitted in the form of a collaborative thesis. A maximum of three candidates are permitted in this group. Within the collaborative thesis, the contribution of every single candidate must be evaluable. This is the case if the contributions of all individual candidates can be clearly distinguished from one another on the basis of sections, page numbers or other transparent criteria that enable a clear classification. Subsection (5) sentence 7 applies to the collaborative thesis, providing that the written confirmation of each candidate does not refer to the entire thesis but to their contribution, which must be indicated accordingly.

(8) In general, the graduate thesis must be evaluated by the thesis adviser (first marker) and a second marker. The evaluation should be made within four weeks after submission of the thesis. The exam grade shall be calculated by the arithmetic mean of all individual appraisals. Section 5(1) applies for the calculation of individual marks.

(9) In the event of a mark that is lower than "*ausreichend*" (Note 4), ("sufficient" (4)), the graduate thesis can be repeated pursuant to the provisions of Section 16 hereof. A return of the topic according to subsection (4) sentence 4 is only permissible once and, when the graduate thesis is being repeated, if the candidate did not exercise their return option during their previous attempt.

Section 22 Alternative types of assessment

(1) The following alternative types of assessment (examinations) are permissible:

1. Short academic paper (*Belegarbeit*) (subsection (2));
2. Seminar paper (*Referat*) (subsection (3));
3. Lab work (*Laborleistung*) (subsection (4));
4. Placement report (*Praxisbeleg*) (subsection (5)).

(2) A short academic paper (*Belegarbeit, PB*) is an examination in which the student systematically deals with a given topic during the course of the semester, and which is accompanied by topic-related and methodical consultations. It shall be submitted to the examiner no later than on the first day of the examination period in the given semester.

(3) A seminar paper (*Referat, PR*) is an examination in the form of an independently written work on a topic and its subsequent presentation. The paper can also be submitted promptly during the semester's teaching weeks.

(4) Lab work (*Laborleistung, PL*) is an examination in the form of active and independent work in a laboratory combined with a subsequently written report on the topic. It is generally carried out during the semester's teaching weeks.

(5) The internship report (*Praxisbeleg, PP*) is an examination in the form of an independently written work on paramount findings during the practical semester.

(6) The alternative types of assessment may also be admitted as group projects. A maximum of three candidates are permitted in this group. Within the collaborative thesis, the contribution of every single candidate must be evaluable. This is the case if the contributions of all individual candidates can be clearly distinguished from one another according to objective criteria.

Section 23 Compulsory modules (core modules and elective core modules)

(1) The compulsory modules of the degree course in European Business are listed in Annex 1 of the Examination Regulations.

(2) The compulsory elective area is made up of the language modules in the 1st and 2nd semesters and the "Semester abroad" module in the 3rd semester. In the 3rd semester, students must choose modules, usually at a foreign partner university, totalling 30 ECTS credits. A learning agreement must be concluded in advance. At least 20 ECTS credits should come from the field of business administration or economics. In addition, at least 5 ECTS credits should come from the field of languages. If no languages are chosen, at least 25 ECTS credits should come from the field of business administration or economics. The modules chosen at the foreign university should deepen the knowledge and skills previously acquired.

If it is not possible for the student to complete a semester abroad at a foreign partner university for various reasons, in particular for private reasons, it is possible to choose modules from the Business Administration Bachelor's programme at Zittau/Görlitz University of Applied Sciences or from the relevant courses offered by the Technical University of Liberec. A Learning Agreement must also be concluded for this. The same applies if fewer than 30 ECTS credits are earned during the semester abroad. In both cases, an application must be submitted to the examination board of the faculty and a learning agreement must be concluded. The decision is made by the Faculty's Examination Board.

The individual marks of the module "Semester abroad" will be weighed per ECTS credits to an average grade that is truncated after the first decimal point. This average grade will then be weighed for the formation of the overall grade according to annex 2.

Section 24 Special admission requirement, subject, nature and scope of the final module

(1) Students are admitted to the final module if they have completed all compulsory modules according to Section 23 with the exception of the modules of the last course semester. If these requirements are met, the Examinations Office shall issue a proof of admission to the student.

Students whose thesis period is being supervised by a member of the Technical University of Liberec are subject to the Technical University of Liberec regulations for admission to the final module.

(2) The module examination of the final module includes the following two examinations:

- 1) Graduate thesis (PA) (Section 21); and
- 2) Defence of the graduate thesis (PM) (subsection (3)).

(3) The bachelor thesis, their peer review and the minutes of their defence must be in English. The defence of the thesis is an oral assessment according to Sections 17(1) nos. 1, 18 during the course of an oral examination (PM). The oral examination in the form of defending the thesis is held in the language of the thesis. The oral examination begins with an introductory presentation by the candidate.

Students whose thesis period is being supervised by a member of the Zittau/Görlitz University of Applied Sciences complete their studies with an examination in Zittau in accordance with the Zittau/Görlitz University of Applied Sciences examination regulations. In order for the defence of a bachelor thesis at the Zittau/Görlitz University of Applied Sciences to meet the requirements of the

Czech state examination, all relevant requirements of Czech law must also be met. These requirements include but are not limited to this examination being completed in the presence of an examination committee that is usually comprised of two members from the Zittau/Görlitz University of Applied Sciences and one member from the Technical University of Liberec. All members of the committee, including the German members, have to be appointed in advance as examiners by the Scientific Board of the Technical University of Liberec.

Candidates are admitted if their thesis has been marked with at least "*ausreichend*" (Note 4), ("sufficient" (4)), and when they have completed all compulsory modules. In addition to Section 18(1), the defence of graduate thesis serves in particular to ascertain whether the candidate is able to (i) present, (ii) explain orally, (iii) substantiate individually, and (iv) assess the practical significance of the results of the thesis, its academic basis, its interdisciplinary connections and its practical relevance. The defence must be assessed by the examiners in accordance with this paragraph. The exam grade shall be calculated by the arithmetic mean of all individual appraisals. Section 5(1) applies for the calculation of individual marks.

(4) The presentation materials of the introductory presentation of the defence according to subsection (3) must also be submitted digitally.

Division 3: Degree certificate, transcript, diploma supplement, supplemental modules

Section 25 Degree certificate, transcript and diploma supplement

(1) After the candidate has successfully completed the final examination, a transcript, a certificate confirming the award of the degree "Bachelor" and a diploma supplement will be issued in accordance with annexes 3) to 5) by the Zittau/Görlitz University of Applied Sciences.

(2) Students who wish to be awarded a degree from the Technical University of Liberec at the same time must cooperate and agree that their Bachelor thesis, its review and the minutes of the defence will be published in accordance with Czech regulations.

Section 26 Supplemental modules (optional modules)

Subject to the relevant module admissions criteria, students may sit examinations in modules additional to those stipulated in Section 23. The result of these modules shall be included in the transcript upon request, but shall not be taken into account when aggregating the overall grade.

Division 4: Final provisions

Section 27 Invalidity of examinations

(1) If a student has cheated during an examination, and if this fact only becomes known after the transcript referred to in Section 25 has been issued, or after the certificate referred to Section 7(8) has been issued, the examination committee can mark the examination according to Section 6(3) sentence 1 with "*nicht ausreichend*" (Note 5) ("not sufficient" (5)). If appropriate, the module examination can be declared "*nicht ausreichend*" (Note 5), ("not sufficient" (5)) or the final examination can be declared "failed". The same shall apply to the graduate thesis.

(2) If the prerequisites for conducting the module examination were not fulfilled without the student intending to hide this fact, and if this fact becomes known only after the transcript has been issued in accordance with Section 25, or after the certificate has been issued in accordance with Section 7(8), this defect shall be remedied by passing the corresponding exam. If the student has willingly unjustly obtained the admission to an examination, the examination may be declared "*nicht ausreichend*" (Note 5), ("not sufficient" (5)), and the final examination may be declared "failed". The same shall apply to the graduate thesis.

(3) The student shall be given the opportunity to make a statement before a decision is taken.

(4) The incorrect transcript or the incorrect certificate shall be recovered and, if applicable, reissued. Together with the incorrect transcript, the degree certificate and the diploma supplement according to Section 25 shall be recovered if the final examination was declared "failed" due to cheating.

(5) The decision referred to in subsections (1) or (2) shall be excluded after a period of five years. The date of the transcript marks the beginning of this period.

Section 28 Storage and access to examination documents

(1) The examination documents shall be kept at the University according to subsections (2) and (3).

(2) The faculty conducting the examination shall keep the following:

1. The documents concerning written forms of examinations and of alternative types of assessment for two years from the date of disclosure of the assessment.
2. The minutes of all oral and written forms of assessment and all documents relating to examinations and compulsory coursework for two years from the date of disclosure of the assessment; and
3. Graduate theses, evaluation reports referring to them as well as the minutes of the defence for five years from the end of the semester in which the examination was conducted.

(3) At the Examinations Office or in the University archives the following shall be kept, subject to the legal provisions:

1. Records of the examination results from the faculties.
2. Decisions and notifications from the examination committees of the faculties and the Central Examination Committee.
3. Evidence of examinations of the students and the minutes of the final examination.
4. Duplicates of the transcripts, certificates, transcripts of records and the diploma supplements.

(4) Within one year after completing the examination procedure of the relevant module examination, the student shall be permitted to inspect their written examinations, the evaluation reports referring to these and the examination minutes.

Section 29 Appeal proceedings

(1) If an appeal is permitted against an examination decision, the conditions according to Sections 68 et seq VwGO apply.

(2) If the student appeals, the examination committee of the faculty solely verifies whether

- 1) the examination procedure was conducted in a proper manner;
- 2) false assumptions were made;
- 3) generally valid policies of assessment were not adhered to; and/or
- 4) the examiner has been misled by considerations irrelevant to the case.

The same applies if the appeal is directed against decisions of several examiners.

(3) If the examination committee of the faculty does not resolve the appeal, the Central Examination Committee takes the decision.

Section 30 Responsibilities

(1) The examination committee of the faculty is responsible for checking compliance with the examination regulations.

(2) It decides on:

- 1) fundamental questions with regard to examinations;
- 2) the consequences of violations of examination regulations (Section 6);
- 3) the non-recognition of reasons for withdrawing from or absence in an examination (Section 6 (2)).
- 4) passing and failing an examination (Section 7).
- 5) the recognition of periods of study, compulsory coursework, examinations, modules and transfer of ECTS credits in individual cases (Section 8).
- 6) the appointment of examiners, observers and co-examiners (Section 11).
- 7) taking exams within a deferred deadline, within an extended examination time or in a different form (Section 17 (3)).
- 8) the extension of the deadline for the graduate thesis (Section 21 (5)).
- 9) the invalidity of examinations (Section 27).
- 10) the resolution of appeals (Section 29).

(3) The Examinations Office is responsible for the administrative tasks necessary within the scope of these Regulations and for supporting the examination committees. In particular, this involves:

- 1) implementing and executing the decisions of the individual examination committees;
- 2) ascertaining the admission for module examinations (Sections 13, 24 (1) and (3));
- 3) de-registration from a module examination (Section 14 (2));
- 4) registration for a free attempt (Section 14 (1));
- 5) keeping the examination file;
- 6) the chronological and spatial organization and the coordination of the examinations in conjunction with the faculties;
- 7) informing about events relevant to examinations;
- 8) issuing certificates;
- 9) issuing transcripts, certificates and diploma supplements (Section 25);

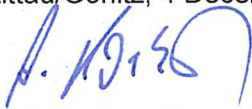
- 10) issuing academic transcripts (Section 7 (8));
 - 11) receipt of applications for a final resit examination (Section 16 (3));
 - 12) receipt of notifications of withdrawal and absence (Section 6 (2)).
- (4) The Central Examination Committee is responsible for examination matters that concern several faculties and for decisions on appeals, insofar as the faculty's examination committee does not resolve them.

Section 31 Entry into force

These examination regulations come into force on the day after publication at the Zittau/Görlitz University of Applied Sciences and apply to all students from matriculation year 2025 onwards.

Issued based on the decision of the Faculty Council Business Administration and Engineering of 16 October 2024 and the approval by the Rectorate of the Zittau/Görlitz University of Applied Sciences on 4 December 2024.

Zittau/Görlitz, 4 December 2024



Prof. Dr.-Ing. Alexander Kratzsch
Rector

Annex no. 1: Examination schedule

No.	Modules	Examinations per Semester						ECTS-credits*
		1	2	3	4	5	6	
1.1	293100 Business English B2	PM90 PK90						5
1.2	293600 Introduction to Economics	PK120						5
1.3	254850 Introduction to Global Marketing	PR						5
1.4	293750 Introduction to Management	PK90 VL						5
1.5	293800 Business Administration	PK90 VL						5
<i>Compulsory elective language modules 1st semester 5 ECTS-Punkte</i>								
1.6-1	293150 Spanish A1	PK80						5
1.6-2	293200 German as a Foreign Language (DaF) A1/A2	PK80						5
1.6-3	294100 Czech A1	PK90						5
2.1	294150 Business English C1/C2		PK90					5
2.2	293850 Application Software		PR VL					5
2.3	293950 Business Negotiations in Practice		PK90					5
2.4	293900 European Economic Integration		PK90 VR					5
2.5	294000 Introduction to International Economics		PK90 VK					5
<i>Compulsory elective language modules 2nd semester 5 ECTS-Punkte</i>								
2.6-1	294200 Spanish B1		PR					5
2.6-2	294250 German B1		PB VL					5
2.6-3	294300 Czech A2		PK90					5

3.1	292450 Semester Abroad			P				30
4.1	291700 Sustainable Project Management				PM15			5
4.2	293050 Human Resource Management				PK90			5
4.3	293350 Business Simulation Game				PL			5
4.4	257300 Market Research				PR			5
4.5	293650 Financial Management				PR			5
4.6	292700 European and International Tax and Social Security Law				PK90			5
5.1	294050 Corporate Internship					PP		35
6.1	294350 Intercultural Experience						PR	5
6.2	294450 Academic Writing						PL	5
6.3	294400 Final module (Bachelor thesis and defense)						PA PM45	15
ECTS-Punkte des Studiengangs		30	30	30	30	35	25	180

* 1 ECTS Credit corresponds to a student workload of 30 hours

Legend:

ECTS = European Credit Transfer System

PA = Examination in the form of the final thesis in accordance with § 21

PB = Alternative types of assessment in the form of the short academic paper according to § 22

PK = Written examination in the form of a written examination in accordance with §§ 19; 20

PL = Alternative types of assessment in the form of lab work in accordance with § 22

PM = Oral examination in accordance with § 18

PP = Alternative types of assessment in the form of the placement report according to § 22

PR = Alternative types of assessment in the form of a seminar paper according to § 22

P = Examination(s) corresponding to the compulsory elective components

VK = Preliminary examination performance in the form of written examination in accordance with § 17, § 19

VL = Preliminary examination performance in the form of lab work in accordance with § 17, § 22

VR = Preliminary examination performance in the form of a seminar paper according to § 17, § 22

(The number after the examination type indicates the duration of the examination in minutes).

Annex no. 2): Components and rules for composing the overall grade (weighting)

The final examination is an interdisciplinary examination. The grades for the individual modules will contribute towards the overall grade with the following weighting factors:

No.	Modules	Examination form	Weighting of the examination results	Weighting factor
1.1	293100 Business English B2	PM 90 PK 90	50.0 50.0	1.00
1.2	293600 Introduction to Economics	PK 120	100.0	1.00
1.3	254850 Introduction to Global Marketing	PR	100.0	1.00
1.4	293750 Introduction to Management	PK 90	100.0	1.00
1.5	293800 Business Administration	PK 90	100.0	1.00
<i>Compulsory elective language modules 1st semester 5 ECTS-Punkte</i>				
1.6-1	293150 Spanish A1	PK 80	100.0	1.00
1.6-2	293200 German as a Foreign Language (DaF) A1/A2	PK 80	100.0	1.00
1.6-3	294100 Czech A1	PK 90	100.0	1.00
2.1	294150 Business English C1/C2	PK 90	100.0	1.00
2.2	293850 Application Software	PR	100.0	1.00
2.3	293950 Business Negotiations in Practice	PK 90	100.0	1.00
2.4	293900 European Economic Integration	PK 90	100.0	1.00
2.5	294000 Introduction to International Economics	PK 90	100.0	1.00
<i>Compulsory elective language modules 2nd semester 5 ECTS-Punkte</i>				
2.6-1	294200 Spanish B1	PK 90	100.0	1.00
2.6-2	294250 German B1	PB	100.0	1.00

2.6-3	294300 Czech A2	PK 90	100.0	1.00
3.1	292450 Semester Abroad	P	100.0	6.00
4.1	291700 Sustainable Project Management	PM 15	100.0	1.00
4.2	293050 Human Resource Management	PK 90	100.0	1.00
4.3	293350 Business Simulation Game	PL	100.0	1.00
4.4	257300 Market Research	PR	100.0	1.00
4.5	293650 Financial Management	PR	100.0	1.00
4.6	292700 European and International Tax and Social Security Law	PK 90	100.0	1.00
5.1	294050 Corporate Internship	PP	100.0	1.00
6.1	294350 Intercultural Experience	PR	100.0	1.00
6.2	294450 Academic Writing	PL	100.0	1.00
6.3	294400 Final module (Bachelor thesis and defense)	PA PM 45	80.0 20.0	6.00

Legend:

PA = Examination in the form of the final thesis in accordance with § 21
PB = Alternative types of assessment in the form of the short academic paper according to § 22
PK = Written examination in the form of a written examination in accordance with §§ 19; 20
PL = Alternative types of assessment in the form of lab work in accordance with § 22
PM = Oral examination in accordance with § 18
PP = Alternative types of assessment in the form of the placement report according to § 22
PR = Alternative types of assessment in the form of a seminar paper according to § 22
P = Examination(s) corresponding to the compulsory elective components

(The number after the examination type indicates the duration of the examination in minutes).

Formation of the overall judgement N_P of the Bachelor's examination:

$$N_P = \frac{\sum_{j=1}^{xx} (w_j * N_j)}{\sum_{j=1}^{xx} w_j}$$

N_j : Grade of the module examination in module j
 w_j : Weighting factor for the module j
xx: Number of modules
j: Modules of the Bachelor's examination according to Annex 1

Annex no. 3): Transcript of the final examination



Hochschule
Zittau/Görlitz
UNIVERSITY OF APPLIED SCIENCES



Freistaat
SACHSEN

CERTIFICATE

[Name]

born on [...] in [...]

has attended the Bachelor's degree course in

European Business

at the Faculty of Business Administration and Engineering

and passed with an overall grade of:

[Overall predicate]

(average grade: [grade])

Results of the Bachelor's examination:

1. Final module

(Bachelor Thesis and Defence)

Topic of the Bachelor Thesis:

Overall Grade of the Bachelor Thesis:

2. Module examinations

Business English B2
Introduction to Economics
Introduction to Global Marketing
Introduction to Management
Business Administration
Compulsory elective language module 1
[module]
Business English C1/C2
Application Software
Business Negotiations in Practice
European Economic Integration
Introduction to International Economics
Compulsory elective language module 2
[module]
Spanish B1
Semester Abroad
Sustainable Project Management
Human Resource Management
Business Simulation Game
Market Research
Financial Management
European and International Tax and Social Security Law
Corporate Internship
Intercultural Experience
Academic Writing

3. Examination performance whose evaluation was not included in the overall assessment

Zittau/Görlitz, [Datum]

Seal

[Name]
Dean

[Name]
Audit Committee Chair

Annex no. 4): Degree certificate



Hochschule
Zittau/Görlitz
UNIVERSITY OF APPLIED SCIENCES



Freistaat
SACHSEN

It is herewith certified that

[Name]

born on «gebdatum» in «gebort»

having successfully completed the relevant Bachelor course
has been admitted to the degree of Bachelor
following a course of study in the field of

European Business

and that the Zittau/Görlitz University of Applied Sciences
hereby awards the degree of

Bachelor of Arts
- B.A.-

Zittau/Görlitz, [Datum]

Seal

[Name]
Rector

[Name]
Dean
Faculty of Business Administration
and Engineering

Annex no. 5): Diploma Supplement



**Hochschule
Zittau/Görlitz**
UNIVERSITY OF APPLIED SCIENCES

This Diploma Supplement model was developed by the European Commission, Council of Europe and UNESCO/CEPES. The purpose of the supplement is to provide sufficient independent data to improve the international 'transparency' and fair academic and professional recognition of qualifications (diplomas, degrees, certificates etc.). It is designed to provide a description of the nature, level, context, content and status of the studies that were pursued and successfully completed by the individual named on the original qualification to which this supplement is appended. It should be free from any value judgments, equivalence statements or suggestions about recognition. Information in all eight sections should be provided. Where information is not provided, an explanation should give the reason why.

Diploma Supplement

1 INFORMATION IDENTIFYING THE HOLDER OF THE QUALIFICATION

- 1.1 Family Name(s) / 1.2 First Name(s) «name», «vorname»
1.3 Date and Place of Birth «gebdatum», «gebort»
1.4 Student ID number or Code «Matrikelnr»

2 INFORMATION IDENTIFYING THE QUALIFICATION

- 2.1 Name of qualification and (if applicable) title conferred (including its abbreviation, in original language)
Bachelor of Arts – B.A.
2.2 Main field(s) of study for the qualification
European Business
2.3 Name and status of awarding institution (in original language)
Hochschule Zittau/Görlitz, University of Applied Sciences
Fakultät Wirtschaftswissenschaften und Wirtschaftsingenieurwesen (Faculty of Business Administration and Engineering)
Status (type and sponsorship)
Public University of Applied Sciences
2.4 Name and status of institution administering studies (in original language)
[see 2.3]
Status (type and sponsorship)
[see 2.3]
2.5 Language(s) of instruction/examination
English

Date of certification: «datum»

Lucie Koutková, Ph.D.
Head of Student Services and International Relations

3 INFORMATION ON THE LEVEL OF THE QUALIFICATION

3.1 Level of qualification

First degree

3.2 Official length of the programme (standard time to degree)

Three years (180 ECTS credits) including Bachelor thesis.

3.3 Access requirement(s)

- General Higher Education Entrance Qualification, Subject-Linked University Entrance Qualification or University of Applied Sciences Entrance Qualification, (see 8.7)
- Proof of knowledge of English at level B2 of the Common European Framework of Reference (CEFR) or a recognized equivalent, or whose German general higher education entrance certificate or subject-linked university entrance qualification shows at least 10 points in an English course.

4 INFORMATION ON THE CONTENTS AND RESULTS GAINED

4.1 Mode of study

Full-time

4.2 Learning outcomes

Since graduates of the program must be adaptable to new professional developments, emphasis is placed on acquiring a solid foundation in the fields of business administration and economics. In addition, they enhance legal, linguistic and intercultural competencies.

The study program is considered and defined as career-oriented. The program's curriculum therefore includes courses and seminars that enables students and graduates to acquire the basic knowledge and strong competencies needed for a rapid adaptation and a successful career in a wide range of employers. Among them can be multinational or internationally operating companies, as well as small and medium-sized enterprises, including family businesses, emerging or already functioning start-ups, and institutions, focused on the economic and entrepreneurial aspects of the current, turbulently developing world, the European space within it.

In addition, students have the opportunity to spend a significant part of their studies abroad and in a natural practical environment (with the help of a mandatory internship in the 5th semester of studies). This study program accordingly focuses on three vital elements of modern education – fundamental knowledge, international environment and career-oriented character of the study.

4.3 Programme details

See Transcript of Records and Final Examination Certificate for a list of examinations (written and oral) and the topic of the Bachelor's thesis.

4.4 Grading scheme and grade distribution guidance

See 8.6

4.5 Overall classification

„notetext“ (based on the results of the final examinations (see 4.3))

5 INFORMATION ON THE FUNCTION OF THE QUALIFICATION

5.1 Access to further study:

Graduates with a Bachelor's degree are qualified for admission to a Master's programme with possible additional admission requirements which may differ from institution to institution.

5.2 Professional status / Access to regulated professions (if applicable)

The Bachelor of Arts degree enables its holder to work in the respective field(s) of economics and business administration.

6 ADDITIONAL INFORMATION

6.1 Additional information

The study program is carried out within the framework of a double degree agreement between the Hochschule Zittau/Görlitz, University of Applied Sciences (Germany) and the Technical University of Liberec (Czech Republic).

6.2 Further information sources

University website: <http://www.hszg.de/>

Faculty website: <https://f-w.hszg.de/>

For information on the German education system see section 8.

7 CERTIFICATION OF THE SUPPLEMENT

This Diploma Supplement refers to the following original documents:

Degree Certificate, «pdatum»

Final Examination Certificate, «pdatum»

Transcript of Records, «pdatum»

8 INFORMATION ON THE NATIONAL HIGHER EDUCATION SYSTEM

The following pages provide information on the German higher education system including qualifications and types of awarding institutions.

Date of certification: «pdatum»

Lucie Koutková, Ph.D.
Head of Student Services and International Relations

8 INFORMATION ON HIGHER EDUCATION IN GERMANY¹

8.1 Types of institutions and their status:

Higher education (HE) studies in Germany are offered at three types of Higher Education Institutions (HEI):²

- **Universitäten (Universities)** including various specialized institutions, offer the whole range of academic disciplines. In the German tradition, universities focus in particular on basic research so that advanced stages of study have mainly theoretical orientation and research-oriented components.

- **Fachhochschulen (Universities of Applied Sciences)** concentrate their study programmes in engineering and technical disciplines, business-related studies, social work, and design. The common mission of applied research and development implies an application-oriented focus and professional character of studies, which include integrated and supervised work assignments in industry, enterprises or other relevant institutions.

- **Kunst- und Musikhochschulen (Universities of Art/Music)** offer studies for artistic careers in fine arts, performing arts and music; in such fields as directing, production, writing in theatre, film, and other media; and in a variety of design areas, architecture, media and communication.

Higher Education Institutions are either state or state-recognized institutions. In their operations, including the organization of studies and the designation and award of degrees, they are both subject to higher education legislation.

Types of programmes and awarded degrees:

Studies in all three types of institutions have traditionally been offered in integrated "long" (one-tier) programmes leading to *Diplom* or *Magister Artium* degrees or were completed by a *Staatsprüfung* (State Examination). Within the framework of the Bologna-Process, one-tier study programmes are successively being replaced by a two-tier study system. The implementation of tiered programmes (Bachelor and Masters) has begun in 1998. These programmes are designed to provide enlarged variety and flexibility to students in planning and pursuing educational objectives they also enhance international compatibility of studies.

The German Qualifications Framework for Higher Education Degrees³, the German Qualifications Framework for Lifelong Learning⁴ and the European Qualifications Framework for Lifelong Learning (EQF)⁵ describe the degrees of the German Higher Education System. They contain the

classification of the qualification levels and the resulting qualifications and competences of graduates.

For details see section 8.4.1, 8.4.2, and 8.4.3 respectively. Table 1 provides a synoptic summary.

8.3 Approval/Accreditation of programmes and degrees

To ensure quality and comparability of qualifications, the organization of studies and general degree requirements have to conform to principles and regulations established by the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany (KMK).⁶ In 1999, an accreditation scheme for Bachelor's and Master's degree programmes has become operational. All new programmes must be accredited under this scheme; after a successful accreditation they receive the quality-label of the Accreditation Council.⁷

8.4 Organization and structure of studies

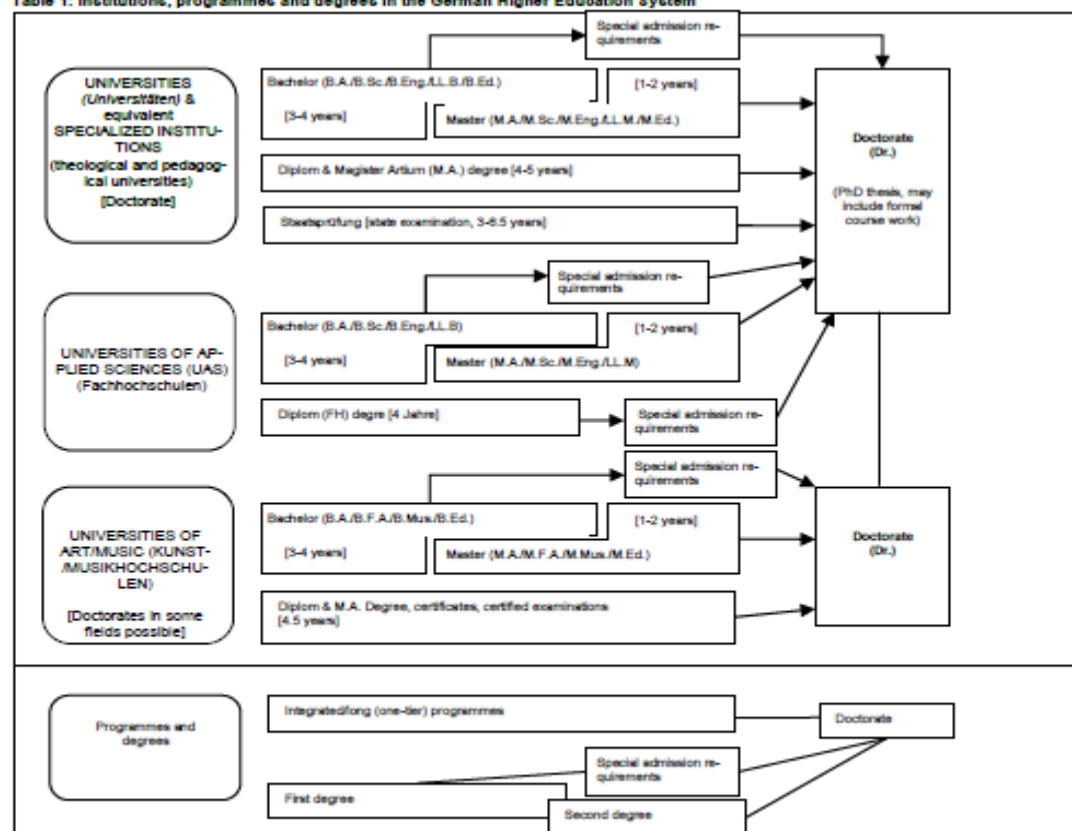
The following programmes apply to all three types of institutions. Bachelor's and Master's degree courses may be studied consecutively, at various higher education institutions, at different types of higher education institutions and with phases of professional work between the first and the second qualification. The organization of the study programmes makes use of modular components and of the European Credit Transfer and Accumulation System (ECTS) with 30 credits corresponding to one semester.

8.4.1 Bachelor

Bachelor programmes lay the academic foundations, provide methodological skills and lead to qualifications related to the professional field. The Bachelor's degree is awarded after 3 to 4 years.

Bachelor programmes include a written thesis requirement. Programmes leading to a Bachelor degree must be accredited according to the Law on the Establishment of a Foundation for the Accreditation of Study Programmes in Germany.⁸

Table 1: Institutions, programmes and degrees in the German Higher Education System



First degree programmes (Bachelor) lead to the degree of Bachelor of Arts (B.A.), Bachelor of Science (B.Sc.), Bachelor of Engineering (B.Eng.), Bachelor of Laws (LL.B.), Bachelor of Fine Arts (B.F.A.), Bachelor of Music (B.Mus.) or Bachelor of Education (B.Ed.). Bachelor degrees correspond to EQF Level 6.

8.4.2 Master

Master is the second degree after another 1 to 2 years. Masters programmes can be differentiated by the profile types "practice-oriented" and "research-oriented". Higher Education Institutions define the profile of each Masters programme.

The Master's degree programme includes a thesis requirement. Programmes leading to a Master's degree must be accredited according to the Law on the Establishment of a Foundation for the Accreditation of Study Programmes in Germany.¹

Second degree programmes (Masters) lead to the degree of Master of Arts (M.A.), Master of Science (M.Sc.), Master of Engineering (M.Eng.), Master of Laws (LL.M.), Master of Fine Arts (M.F.A.), Master of Music (M.Mus.) or Master of Education. Continuing education Masters programmes may have different designations (e.g. MBA). A Master's degree corresponds to EQF Level 7.

8.4.3 Integrated "long" one-tier programmes: Diplom, Magister Artium, Staatsprüfung

An integrated study programme is either mono-disciplinary (Diplom degrees, most programmes completed by a Staatsprüfung) or comprises a combination of either two major or one major and two minor fields (Magister Artium). The first stage (1.5 to 2 years) focuses on broad orientations and foundations of the field(s) of study. An Intermediate Examination (Diplom-Vorprüfung for Diplom degrees; Zwischenprüfung or credit requirements for the Magister Artium) is prerequisite to enter the second stage of advanced studies and specializations. Degree requirements include submission of a thesis (up to 6 months duration) and comprehensive final written and oral examinations. Similar regulations apply to studies leading to a Staatsprüfung. Their qualifications corresponds to those of a Masters programme.

- The standard time to degree at Universities is 4 to 5 years in integrated programmes (Diplom, Magister Artium) or 3 to 5.5 years (Staatsprüfung). Diplom programmes lead to degrees in engineering, natural sciences and economics/business administration. The respective degree in arts and humanities is usually Magister Artium (M.A.). In social sciences, the type of awarded degree depends on the tradition of each university in this respect. Law, medical, and pharmaceutical programmes are completed with a Staatsprüfung. In some states, this also applies for teaching degree programmes.

All three qualifications (Diplom, Magister Artium, Staatsprüfung) are deemed equal in academic terms and enter into EQF level 7. They are the prerequisite for doctorates. Universities (U) may set further prerequisites (see 8.5).

- The standard time to degree at Fachhochschulen (universities of applied sciences (UAS)) is 4 years in integrated programmes and are completed with the degree Diplom (FH). Diplom (FH) degrees correspond to EQF Level 6. While UAS are non-doctorate granting institutions, qualified graduates may apply for admission to doctoral studies at doctorate-granting institutions (see section 8.5).

- Studies at Kunst-/Musikhochschulen (Universities of Art/Music) are more diverse in their organization, depending on the field and individual objectives. In addition to Diplom/Magister degrees, their integrated degree programmes award include certificates and certified examinations for specialized areas and professional purposes.

8.5 Doctorate

Universities, equivalent higher education institutions and some universities of art/music are doctorate-granting institutions. Formal prerequisite for admission to doctoral work is a qualified Master (UAS and U), a Magister degree, a Diplom, a Staatsprüfung, or a foreign equivalent. Comparable degrees from universities of art and music can in exceptional cases (degree programmes such as music theory, musicology, pedagogy of arts and music, media studies) also formally qualify for doctoral work. Particularly qualified holders of a Bachelor or a Diplom (FH) degree may also be admitted to doctoral studies without acquisition of a further degree by

means of a procedure to determine their aptitude. The Universities (U), respectively the doctorate-granting institutions regulate entry to a doctorate as well as the structure of the procedure to determine aptitude. Admission further requires the acceptance of the PhD project by a professor as a supervisor. Doctoral degrees correspond to EQF Level 8.

8.6 Grading Scheme

The grading scheme in Germany usually comprises five levels (with numerical equivalents; intermediate grades may be given): "Sehr Gut" (1) = Very Good; "Gut" (2) = Good; "Befriedigend" (3) = Satisfactory; "Ausreichend" (4) = Sufficient; "Nicht ausreichend" (5) = Not Sufficient/Fail. The minimum passing grade is "Ausreichend" (4). Verbal designations of grades may vary in some cases and for doctoral degrees. In addition, grade distribution tables as described in the ECTS Users' Guide are used to indicate the relative distribution of grades within a reference group.

8.7 Access to Higher Education

The General Higher Education Entrance Qualification (Allgemeine Hochschulreife, Abitur) after 12 to 13 years of schooling allows for admission to all higher educational studies. Specialized variants (Fachgebundene Hochschulreife) allow for admission at Fachhochschulen (UAS), universities and equivalent higher education institutions, but only in particular disciplines. Access to degree programmes at UAS is also possible with a university of applied sciences entrance qualification (Fachhochschulreife), which can usually be acquired after 12 years of schooling. Admission to degree programmes at universities of art/music and comparable degree programmes at other higher education institutions, and admission to a degree programme in sports may be based on other or additional evidence demonstrating individual aptitude.

Applicants with a vocational qualification but without a school-based higher education entrance qualification are entitled to a general higher education entrance qualification and thus to access to all study programmes, provided they have obtained advanced further training certificates in particular state-regulated vocational fields (e.g. Meister/Meisterin im Handwerk, Industriemeisterin, Fachwirtin (IHK und HWK), staatlich geprüfte/r Betriebswirtin, staatliche geprüfte/r Gestalterin, staatlich geprüfte/r Erzieherin). Vocationally qualified applicants can obtain a Fachgebundene Hochschulreife (specialized higher education entrance) after completing a state-regulated vocational education of at least two years' duration plus professional practice of normally at least three years' duration, after having successfully passed an aptitude test at a higher education institution or other state institution; the aptitude test may be replaced by successfully completed trial studies of at least one year.²

Higher Education Institutions may in certain cases apply additional admission procedures.

8.8 National Sources of Information

- Kultusministerkonferenz (KMK) [Standing Conference of Ministers for Education of the Länder in the Federal Republic of Germany]; Graurheindorfer Str. 157, D-53117 Bonn; Tel.: +49 228/501-0; Fax: +49 228/501-777
- Zentralstelle für ausländisches Bildungswesen (ZaB) [Central Office for Foreign Education] as German NARIC; www.kmk.org; Email: Email:eurydice@kmk.org
- Deutsche Informationsstelle der Länder im EURYDICE-Netz [German Information Office in the EURYDICE Network]; www.kmk.org; Email:eurydice@kmk.org
- Hochschulrektorenkonferenz (HRK) [German Rectors' Conference]; Alster 39, D-53175 Bonn; Fax: +49 228/887-110; Tel.: +49 228/887-0; www.hr.k.de; Email: post@hrk.de
- Hochschulkompass [Higher Education Compass of the German Rectors' Conference] including comprehensive information on institutions, degree programmes, etc. (www.hochschulkompass.de)

¹ The following information on higher education in Germany includes only aspects directly applying to the Diploma Supplement. Last revised: 03/2019.

² Berufakademien (Academies of Cooperative Education) are not universities and they are not available in all federal states. They offer courses in close cooperation with private companies. Graduates receive a state-recognized qualification and complete a vocational training in a company. Some Academies of Cooperative Education offer Bachelor's degrees, which can be equated with a university degree if they have been accredited by a German accreditation agency.

³ German Qualifications Framework for Higher Education Degrees (Resolution of the Standing Conference of Ministers for Education of 16/02/2017).

⁴ German Qualifications Framework for Lifelong Learning, Joint Resolution of the Standing Conference of Ministers for Education, the Federal Ministry of Education and Research, the Standing Conference of Ministers for Economic Affairs and the Federal Ministry of Economics (Resolution of the Standing Conference of Ministers for Education). Detailed information on www.dar.de

⁵ Recommendation of the European Parliament and of the Council of 23 April 2008 on the establishment of the European Qualifications Framework for Lifelong Learning - European Qualifications Framework for Lifelong Learning - EQF.

⁶ Specimen statutory order pursuant to Article 4, subsections 1 - 4 of the Interstate Study Programme Accrediting Agreement (Resolution of the Standing Conference of Ministers for Education of 7 December 2017).

⁷ Interstate Agreement on the Organization of a Common Accreditation System for Quality Assurance in Teaching and Learning at German Higher Education Institutions (Interstate Study Programme Accrediting Agreement, Resolution of the Standing Conference of Ministers for Education of 8 December 2016), entry into force on 01 January 2018.

⁸ See footnote 7.

⁹ See footnote 7.

¹⁰ Access to higher education for applicants with a vocational qualification, but without a school-based higher education entrance qualification (Resolution of the Standing Conference of the Ministers of Education of 6 March 2009).

Annex no. 6): Conversion tables

Table 1: Conversion Table from Technical University of Liberec (TUL) to Zittau/Görlitz University of Applied Sciences (HSZG)

TUL		HSZG	
Grade	Numerical Value	Grade	Numerical Value
excellent	1.0	very good	1.0
excellent minus	1.5	good	1.7
very good	2.0	good	2.3
very good minus	2.5	satisfactory	3.3
good	3.0	sufficient	4.0
unsatisfactory	4.0	insufficient	5.0

Table 2: Conversion Table from Zittau/Görlitz University of Applied Sciences (HSZG) to Technical University of Liberec (TUL)

HSZG		TUL	
Grade	Numerical Value	Grade	Numerical Value
very good	1.0	excellent	1.0
	1.3	excellent	1.0
good	1.7	excellent minus	1.5
	2.0	excellent minus	1.5
	2.3	very good	2.0
satisfactory	2.7	very good	2.0
	3.0	very good minus	2.5
	3.3	very good minus	2.5
sufficient	3.7	good	3.0
	4.0	good	3.0
insufficient	5.0	unsatisfactory	4.0

Annex no. 7): Application online video examination



Surname, first name _____
Address _____
Seminar group _____ Student number _____
E-mail address _____

Zittau/Görlitz University of Applied Sciences
-Examination Office-
Theodor-Körner-Allee 16
02763 Zittau

Application Online Video Examination

Dear Sir or Madam

I hereby apply for an online video examination in accordance with the Senate Decree of 17 April 2023.

Master thesis ☐ Bachelor thesis ☐ Diploma thesis ☐ Placement report ☐

Topic: _____

The thesis was submitted on: _____ Date of the online examination: _____

Auditing persons:

First reviewer _____
title, surname, first name, academic degree

Second reviewer _____
Assessor title, surname, first name, academic degree
(if known)

I confirm that I have read the information on the back of this application and agree to its content. I further declare that the examiner has agreed to the online video examination and the examination date.

With kind regards

Place, Date

Signature



Notes on the online video examination

- 1) The examiners and the person to be examined must agree to the present examination situation in the form of the online video examination. Consent must be explicitly requested from the person to be examined at the beginning of the examination and documented in the examination record. It must also be established whether the person to be examined considers themselves fit to take the examination. This point must also be recorded in the minutes.
- 2) The university (examiner) will send an invitation to the online video examination by e-mail with a link and password. The person to be examined must identify themselves by means of a valid ID document with a photograph.
- 3) The camera of the person to be examined must show his/her location in such a way that it can be ruled out that other persons not involved in the procedure are in the room or enter the room during the examination. Communication devices in the room of the person to be tested (e.g. telephones, smartphones, etc.) that are not required to carry out the test must be switched off.
- 4) At the beginning of the examination, the person to be examined must be asked whether they are familiar with the technical system used so that the video conference can run smoothly. This point must be recorded in the minutes.
- 5) Technical problems are not the responsibility of the person being examined. If technical problems persist, the examiner should cancel the exam. The examination is then deemed not to have been started and must be restarted. This also applies if the connection is suddenly interrupted. Time required for the video conference connection (e.g. setting up the connection, necessary enquiries due to poor connection quality, etc.) is not counted towards the examination time. The progress of the examination must be recorded, starting with the establishment of the online video connection and ending with the disconnection. The time of continuation of the procedure is determined by the examiners and communicated to the person being examined.
- 6) Recording and storage of image and audio files during the examination is not permitted.
- 7) The result of the examination will be communicated to the examinee promptly after the end of the online video examination. For this purpose, a new invitation to the video conference will be issued after consultation with the examiners.
- 8) Telephone calls and audio conferences are not permitted as a form of examination.