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FH Dortmund Communication
Official Announcement

1. Examination Regulations for Master's Degree (MER)
for European Master in Project Management – EuroMPM –
at Fachhochschule Dortmund, University of Applied Sciences
Dated 25.08.2006

2. Regulations for the Assessment
of Educational Qualifications Prerequisite
for European Master in Project Management – EuroMPM –
at Fachhochschule Dortmund, University of Applied Sciences
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Examination Regulations for Master's Degree (MER)

for

European Master in Project Management – EuroMPM –

at Fachhochschule Dortmund, University of Applied Sciences

Dated 25.08.2006 *

In accordance with paragraph 2, section 4 and paragraph 94, section 1 of the Higher Education Act (Hochschulgesetz - HG*)* of North Rhine Westphalia, dated 14th March 2000 (GV. NRW. p. 190), and last amended 21th March 2006 (GV. NRW, p. 119), Fachhochschule Dortmund, University of Applied Sciences has issued the following regulations for examination leading to a master's degree in European Project Management (EuroMPM):

*   changed by amendment, dated 26th June 2007 (Amtliche Mitteilungen – Verkündungsblatt – der Fachhochschule Dortmund, Nr. 14, vom 07.07.2007)

Contents

I. Introduction

The European Master in Project Management (EuroMPM) course leads to the attainment of both high-level academic and professional skills, culminating in the award of a master's degree. By equipping students with the requisite specialist knowledge, skills and methodologies the course serves as excellent preparation for the challenge of high-level project managerial activity in industry, commerce, professional associations and the civil service. To do justice to the demands and changes of the professional world, the contents of the course modules are taught according to an application-oriented approach on the basis of scientific knowledge. Students are thus equipped with the skills required to analyse practical processes and problems, to work out rationalized solutions and also to seek benefit from receptiveness to interdisciplinary input. In addition to gaining specialist and methodological skills, personal development is also seen as an important course component. Students acquire professional skills that equip them to act responsibly. Attendance at one of the partner universities for a minimum of one semester cultivates international competences.

Course content accommodates the requirements profile of international project management associations (PMI◦, IPMA◦ und GPM). The teaching language is English.

Representatives from various European universities have co-operated to develop this course and it is run parallel in the following institutes:

- Norwegian University of Science and Technology, NTNU, Trondheim, Norway
- University of Zaragoza, Spain
- University of The Basque Country, Bilbao, Spain
- Ecole Supérieure de Commerce – ESC – Lille/Paris, France
- University of Maribor and GEA College Ljubljana/Piran, Slovenia
- University of Applied Sciences Gießen-Friedberg, Germany
- University of Applied Sciences Dortmund, Germany

The European Master in Project Management (EuroMPM) at Fachhochschule Dortmund, University of Applied Sciences was developed and is run by the faculties of Business Administration and Computer Sciences. The Faculty of Business Administration is responsible for the organizing and running of the course.

Course design and content material fully acknowledges equal opportunities for men and women.

II. Course admission

§ 1
Start of the course

Students start the European Master in Project Management (EuroMPM) course in the winter semester. The teaching programme is generally designed to run on an annual basis.

§ 2
Course requirements

(1) Requirements for admission to the course are as follows:

1a. Successful completion of a Diploma (Diplom) or Bachelor degree course in business administration, Economics or Business Data Processing, or degree course in a similar subject, from a university, polytechnic or university of applied sciences, or a similarly accredited Bachelor degree course from a professional academy with a final mark or grade of at least "good" (2,8) or

1b.   successful completion of a Diploma (Diplom) or Bachelor degree course in a different subject from those under 1a from a university, polytechnic or university of applied sciences, or from a similarly accredited Bachelor degree course of a professional academy, with a final mark or grade of at least "good" (2,8) in conjunction with proof of knowledge of the fundamentals of Business Administration and Computer Sciences as a special educational qualification -- details of which are contained in the Regulations for the Assessment of Educational Qualifications Prerequisite for European Master in Project Management at Fachhochschule Dortmund, University of Applied Sciences (Ordnung zur Feststellung der besonderen Vorbildung für den Studiengang Master in European Project Management an der Fachhochschule Dortmund (VorbO))-- and

2.   Proof of adequate English language skills, such as a paper or computer-based TOEFL test, taken max. two years before application, with a minimum score of 550 (paper) or 213 (computer) or 79 (internet based) points respectively. Proof of language skills based on tests, courses, etc equivalent to TOEFL or by means of the successful completion of a written language test on the level C1 of the Common European Framework of Reference for Languages (CEFR) by FH Dortmund, may also be accepted. English language competence is considered adequate if an applicant can prove a minimum of 45 points in the European Credit Transfer System (ECTS, see § 3, section 6) in an examined English course.

(2)   A specially appointed Commission for the Assessment of Educational Qualifications Prerequisite determines recognition according to section (1), No. 2 clauses 2 and 3.

III. Course structure

§ 3
Course duration, scope, plan and credit points

(1)   The normal duration of the course, including all examinations, is four semesters. The course is organized as follows:

1. Semester: study at home institution

2. Semester: study at home institution

3. Semester: study at an international partner institution

4. Semester: thesis

(2)   The course consists of a total of 3,600 hours (1,800/year) including the Master's Thesis. Course contents have been selected and limited such that the entire course of study can be completed within the time prescribed. Also included within these examination regulations is provision for students to select their own specializations.

(3)   The course consists of a total of six modules, each of which covers 8-12 semester week hours and usually includes several study modules (courses) thematically and chronologically co-ordinated with another. The language of instruction and examination is English.

(4)   The chronology and scope of the various study modules is described in **Appendix 1**.

Modules 1 to 4 (**Appendix 2**) are compulsory modules. Modules 5 and 6 are designed as elective modules and serve as the focus of subject specialization.

Students who start their studies in Dortmund are required to select one of the following specializations for their study semester at one of the international partner universities (**Appendix 3**):

- Project Management for IT Projects (Trondheim).
- Project Management in Logistics (Zaragoza)
- Quality Management and Project Management (Bilbao).

Students who start their course of study at one of the international partner universities are required to select one of the following specializations for their study semester at Fachhochschule Dortmund, University of Applied Sciences **(Appendix 4)**:

- Project Management for IT Projects
- Project Management for Projects in E-Commerce, E-Business, and E-Government.

(5)   No guarantee is made that the complete range of specializations will be regularly available. However, a minimum of two specialization subjects are offered.

The detailed contents of individual modules and their respective study modules are described in corresponding publications by the Faculty of Business Administration.

(6)   Each study module is completed by a study module examination. Credit points are awarded for study module examinations that satisfy the provisions of § 11. The number of credit points awarded reflects the study effort required to pass each examination. Credit points are awarded according to the European Credit Transfer System (ECTS). Study effort includes attendance at courses, pre- and post work, course and finals work, and preparation for and participation in examinations. The study effort per year is 1,800 hours. 60 credit points can be obtained per academic year. One credit point is equivalent to 30 hours of study. Successful completion of the course of study requires 120 credit points.

(7)   As supplement to compulsory and elective subject courses, voluntary study modules in one of the subjects of specialization or languages are recommended, according to what is offered by the Faculty of Business Administration. The master's thesis seminar in particular is recommended as an appropriate study course during the final semester.

§ 4
Teaching and learning modalities

Appropriate to the course content and with regard to didactic requirements, one of the following teaching and learning modalities is used:

(a)   Lecture: This modality serves the delivery of specific subject and methodological knowledge in the form of presentation and discussion. In an interactive environment, students assimilate and further develop subject-specific learning material which is applied to practical examples.

(b)   Tutorial: Subject knowledge is systematically dealt with and applied to practical examples. Under guidance and working either singly or in groups, students pursue solutions to the questions set.

(c)   Seminar: This modality is used to work through specialist knowledge and the processing of complex problems by means of interactive sessions of lecture/presentation/discussion. To maintain and culture a practice-orientated learning environment, special working formats such as case studies, role plays and simulations are deployed.

(d)   Practice phase: This serves to consolidate and expand knowledge already gained by working through practical tasks within the framework of a project.

(e)   Professional experience: Excursions and visits serve to underpin practice-orientated learning.

§ 5
Student counselling

(1) A general student counselling service is provided by Fachhochschule Dortmund, University of Applied Sciences and the Centre for Student Counselling and Information (Zentrum für Studieninformation und Beratung (ZIB)) at Dortmund University (Universität Dortmund). Counselling is offered on course admission qualifications, course options, content, structure and requirements, and study-related personal difficulties, as well as psychological counselling.

(2) Counselling with regard to course content is undertaken by the Faculty, providing support on questions about studying in general and how to study for the courses.

(3) Students are strongly recommended to seek counselling for the following:

- the start of the course of study

- before changing course of study or institution

- before choosing a specialization

- failure in examinations

- planned interruption of studies

- before abandoning studies

IV. Admission to study abroad

§ 6

Admission to study abroad or
admission of students from partner universities

(1) Students who start their Master of European Project Management (EuroMPM) course of study in Dortmund are admitted to a study semester abroad at a partner institution by submitting an application.

(2) Admission is conditional upon passing all but two of the course module examinations in the first and second semesters as described in **Appendix 1**.

(3) The application must be made in writing to the Examining Board Chair before the deadline issued by the Examining Board.

(4) Decisions concerning admission to the course are made by the Chair or, in cases of doubt, by the Examining Board itself. Admission is refused if the conditions outlined in section 2 (above) are not fulfilled. The Examining Board decides on any exceptions.

(5) Students from international partner institutions registered by their native university to continue their EuroMPM course at Fachhochschule Dortmund, University of Applied Sciences in Dortmund as part of the co-operation programme are officially admitted.

V. Master's examination - general

§ 7
Master examination, master's degree

(1)   The master examination represents the achievement of high-level qualification, both scientifically as well as professionally, as completion of the master degree course European Master in Project Management.

(2)   Fachhochschule Dortmund, University of Applied Sciences confers the degree of Master of Arts (M.A.) on students who have passed the master's examination. The universities involved in the programme are aiming for a 'double degree" in the spirit of the Erasmus Mundus concept.

(3)   The master's examination consists of course module examinations and a final examination. Course module examinations are generally staged to accompany their respective course modules, outlined in the course plan (**Appendix 1**). The final part of the master's examination consists of a thesis and its defence in an oral defence or viva voce.

(4)   The examination system must be designed in such a way that the course, including all examinations, can be completed by the end of he fourth semester. Due consideration must be awarded to legal maternity or paternity leave, absence due to care commitments (§ 94 section 2, nos. 8 and 9 HG) as well as the interests of disabled or chronically ill students.

§ 8
Examining Board

(1)   The tasks outlined in these examination regulations are the responsibility of the Examining Board for the course of study European Master in Project Management (EuroMPM); the duties of the Dean, outlined in § 27, section 1, clause 2 HG remain unchanged. The Examining Board is an examination organ of Fachhochschule Dortmund, University of Applied Sciences. It is an authority on administrative procedure and administrative process rights. The Examining Board is empowered to create its own set of procedural rules.

The Examining Board consists of:

1. the chair

2. and their deputy

3. two further professors

4. a representative from the academic staff (§13 section 1, no. 2 HG) and

5. two student representatives

The chair, their deputy and other members of Examining Board as outlined in clause 5, nos. 3 to5 are elected by the Board of the Faculty of Business Administration. The members mentioned in clause 5, nos. 1 and 2 must be drawn from the professors. Deputizing members must also be selected for those positions mentioned in clause 5, nos. 3 to 5. Members of the Examining Board and their deputies must be members of one of the faculties at Fachhochschule Dortmund, University of Applied Sciences involved in the European Master in Project Management course of study.

The period of office of members of the examining board listed in clause 5, nos. 1 to 4 and their deputies is two years. The period of office for student members and their deputies is one year. Re-election is permitted.

(2)   The Examining Board are responsible for ensuring adherence to the provisions of these examination regulations and correct undertaking of examinations. The Board is specifically responsible for judgement on appeals against decisions reached during examination process. The Examining Board regularly reports to the participating faculties of Fachhochschule

Dortmund, University of Applied Sciences (minimum once a year) on the development of the examination and study times, including the actual work up times of theses. It reports further on the distribution of marks amongst the various parts of the master's course (§ 7, section 3) and the final marks (§ 27, section 2, clause 1). The Board provides suggestions for further development of these regulations and the course plan. Measures proposed by the Examining Board with regard to the organization of the examinations require ratification from the Dean of the Faculty. The Examining Board can leave execution of all its uncritical duties to the chair, with the exception of appeal decisions and the report to the faculty.

(3) The Examining Board is quorate if a minimum of three representatives as referred to in section 1, clause 5, nos. 1 to 3 and a minimum of two representatives as referred to in section 1, clause 5, nos. 4 and 5, are present. A simply majority is required. In the event of a hung decision, the chair's vote is decisive. Should the chair not be present in the event of a tied vote, then the vote of the deputizing chair is decisive. Student members of the Examining Board do not participate in educational/technical decision making, and in particular in matters concerning the allowance or assessment of study course and examination results, and the appointment of examiners and co-examiners. Furthermore, student members of the board do not take part in consultations and decision making that concerns the setting of examination content or any matters that concern their own examinations.

(4) Members of the Examining Board have the right to be present at the sitting for examinations, except student board members who will be taking the same examination on the same day.

(5) Meetings of the Examining Board are not open and its proceedings are not published. Members and their deputizing representatives are bound by a code of confidentiality. If members are not members of the civil service, they are requested to pledge their confidentiality by the Examining Board Chair.

(6) Incriminating, detrimental or potentially prejudicial decisions by the Examining Board or its chair must be conveyed without delay to the candidate concerned who must be given adequate opportunity prior to the final decision being taken of providing an explanation. § 2 section 3 nr 3 of the Administrative Procedures Law (*Verwaltungsverfahrensgesetz)* of North Rhine Westphalia (VwVfG), in particular concerning the exemptions from compulsory appellation and justification concerning scientific or artistic judgement, remains unchallenged.

§ 9
Examiners and co-examiners, exam dates

(1) An examiner and co-examiner are appointed by the Examining Board for the execution of the master's examination. Examiners may only be appointed to this task if they themselves have at least passed the identical master's examination or an equivalent, or posses an equivalent qualification and, in the absence of any compelling reason otherwise, have worked as an independent educator in the field of study. If more than one examiner is required, at least one should have experience of teaching the module examined. Co-examiners may only be appointed if they themselves have at least passed the identical master's examination or an equivalent, or posses an equivalent qualification (expert co-examiner). Examiners in their designated function are independent of instruction or directives.

(2) The candidate can suggest examiners for oral examinations and the thesis. Depending on the options available, candidates' suggestions should be heeded, where possible. The Examining Board ensures equal distribution of examining duties amongst examiners.

(3) The Examining Board Chairperson is responsible for ensuring the candidate is informed of the examiners names in due time: as a rule two weeks in advance of the examination or submission date for the thesis. Notification takes place via an electronic or written announcement.

(4) For the examination elements at least one examination date is fixed for each semester.

(5) Both examiner and co-examiner are bound by the provisions of § 8, section 5, clauses 2 and 3 (confidentiality).

§ 10
Accreditation of study time, course and examination results

(1)   Study time, courses and examination results in the same course at another institution of higher education falling within the jurisdiction of the Basic Constitutional Law of the Federal Republic of Germany (Grundgesetz) are recognized and transferred without assessment of equivalence. Recognition is official.

(2)   Study times, course and examination results in other degree courses or at other institutes of higher education falling within the jurisdiction of the Basic Constitutional Law of the Federal Republic of Germany (Grundgesetz) are officially recognized and transferable in as far as equivalence can be established. Study times at institutes not falling within the jurisdiction of the Basic Constitutional Law of the Federal Republic of Germany (Grundgesetz), course components taken and examinations results achieved therein are accredited on application, as long as equivalence can be established. Study times and examination results from state or state-recognized professional institutions, as well as further education courses or training can be transferred on application if equivalence is established.

Equivalence is established where study times, course and examination results correspond in essence, with regard to content, scope and the demands made of the student, to those required for the European Master in Project Management study course. In this context, an overall assessment of equivalence should be established rather than a detailed one to one match. To determine the equivalence of study times, components taken and examination results from institutions outside the jurisdiction of the Basic Constitutional Law of the Federal Republic of Germany (Grundgesetz), equivalency agreements issued by the Association of Ministries of Education in Germany (Kultusministerkonferenz) and the Association of Universities and Other Higher Education Institutions in Germany (Hochschulrektorenkonferenz) should be used. Consideration should be made of agreements made between partner universities. In the event of doubt, the Central Organisation for Foreign Education (Zentralstelle für ausländisches Bildungswesen) may be consulted.

(3)   The provisions of sections 1 and 2 apply for the equivalence and transfer of study times, course components taken and examination results from state-recognized distance learning institutes.

(4)   For course and examination results that are transferable, the students receive the award of the equivalent number of credit points as indicated in **Appendix 1**.

(5)   The Examining Board is responsible for transfer as described in sections 1 to 3. The opinion of the relevant specialists should be sought before establishing equivalence. Students must provide the appropriate documentation if applying for transfer.

(6)   If course and examination results are transferred, then their marks, provided the marking schemes are comparable, can be carried over and included in the calculations for the final mark. With non-comparable marking schemes, "pass" is awarded. Transfer is indicated on the certificate.

§ 11
Examination marking, marking system

1)   Exam performance is assessed and graded by the award of marks. Marks for individual examinations are awarded by their respective examiners.

(2)   The following marking scheme is used:

1	=	very good	=	excellent performance
2	=	good	=	performance clearly better than average
3	=	satisfactory	=	average performance
4	=	pass	=	performance that despite shortcomings is sufficient to pass
5	=	fail	=	failure to satisfy the basic requirements for a pass

The further level of differentiation is by raising or lowering the integer mark by 0.3: marks of 0.7, 4.3, 4.7 and 5.3 are invalid.

(3) If more than one examiner is involved in an examination the entire performance is evaluated together, unless subsequently decided otherwise. Where the marks awarded by two (or more) examiners differ, the arithmetic mean is taken as the final mark for that examination.

(4) If the mark is calculated as an arithmetic mean, from individually weighted or unweighted marks, the result is rounded off to a single decimal place. The evaluation of marks thus calculated is as follows

up to	1.5	very good
more than	1.5 – 2.5	good
more than	2.5 – 3.5	satisfactory
more than	3.5 – 4.0	pass
more than	4.0	fail

§ 12
Retaking examinations, compensation

(1) Those parts of the master's examination where candidates have not satisfied the examiners (failed) may be retaken.

(2) Course module examinations not passed may be retaken twice. If a candidate fails an examination, registration for a retake attempt must be made in the next but one semester at the latest. Should no registration to retake be forthcoming, the examination is marked as "failed", unless the candidate can prove they cannot be held are responsible for missing the deadline.

(3) The retaking of course module examinations already passed (to improve marks) is not permitted.

(4) The course thesis and its corresponding oral defence may be repeated once.

(5) Should a candidate fail either module 5 or module 6, as described in **Appendix 3**, this may be compensated by changing to another specialization. This type of compensation is possible only once.

(6) If the candidate unequivocally cannot be admitted to the examinations prescribed in **Appendix 1**, or has failed an examination as described in par. 6 (compensation), they are removed from the course register.

§ 13
Absence, withdrawal, cheating, infringement of regulations

(1) An examination result is designated "fail" (5.0) if one of the following applies:

The candidate…

   a) fails to appear at examination without good reason, or
   b) leaves the examination hall after start of the examination, without good reason, or
   c) does not attempt to address the tasks set in the examination, or if it is obvious from the manner in which the questions have been answered that the candidate has shown no serious desire to attempt to answer
   d) fails to submit written work before the given deadline

Section 1, letter a) does not apply to module examinations (see § 15 section 8 clause 3).

(2) Reasons for withdrawal or absence must be credible and submitted in writing to the Examining Board at the earliest possible juncture. If illness of the candidate is offered as reason for absence, a doctor's certificate to that effect may be requested. If the Examining Board accepts a candidate's reasons for absence or withdrawal, the latter will be informed in writing.

At the same time, the candidate will also be informed they must apply once again for admission to the respective examination.

(3) Attempts to cheat by candidates, for instance by using unauthorized aids, will result in the examination being graded as "fail" (5.0). Any such attempt to cheat must be documented by the examiner or chief invigilator.

(4) Anyone deliberately breaking any of the regulations concerning cheating is in direct contravention of examination regulations of the institution for higher education. This breach of the regulations can be punished with a fine of up to 50,000 Euro. The Chancellor of the institution for higher education is responsible for pursuing, prosecuting and punishing breaches of the regulations. Cases of persistent and serious attempts at cheating can result in expulsion from the institution for higher education.

(5) A candidate who disrupts the orderly and correct execution of an examination can be removed, after a warning, by the examiner or invigilator. In such cases the ejected candidate's examination is scored as "fail" (5.0). The reason for expulsion from the examination must be documented.

(6) In accordance with section 3 clause 1 and section 5, clause 1, the candidate can lodge a request within 21 days that the Examining Board review their case. Decisions of the Examining Board against the candidates must be communicated to the latter in writing as soon as possible, outlining reasons for the decision and clarification of the legal situation.

V. Course module examinations

§ 14
Objective, scope, type and number of course module examinations

(1) The course plan (**Appendix 1**) shows the organization of modules into course modules, compulsory and elective, each completed by an examination. The examinations are designed to establish whether candidates have absorbed and mastered the fundamentals of the material content and methodologies covered in the course, and are capable of independent application of the knowledge and skills thus gained. Course module examinations consist of an end-of-seminar written examination of maximum two hours duration (§ 17) or an oral examination (§18) lasting no longer than 45 minutes per candidate. Course module examinations can also consist of an end-of-seminar examination as described in clause 3 and one or more continuous assessment assignments as described in § 19.

(2) The form, scope and requirements of the examination are orientated towards the contents of the course module, as indicated in course regulations for that module. As a rule, the Examining Board, in agreement with the examiners, lays down for the candidates taking course modules, the type, modality and in case the course module examination consists of multiple or single components, or of a combination of different examination forms, the respective weight for each of the component parts.

(3) A mark of 4.0, graded as "pass", is the lowest pass mark. A module consisting of more than one course module is recognized as having been passed if the mark of each constituent course module is at least "pass" (4.0). The same applies for course module examinations that, as described in section 1, clause 4, consist of more than one examination. Assessment of such examinations is described in § 11, sections 1 to 3. The final mark for the module is calculated as the arithmetic mean of the weighted marks for each course module examination, as described in § 11 section 4. If a course module is passed then, the ECTS points (credit points) as indicated in the course plan (**Appendix 1**), are awarded.

§ 15
Admission to module examinations

(1)   Only candidates who have satisfied the following conditions are admitted to end-of-semester examinations of types described in §§ 16 and 17 and …

    1.   are enrolled in the European Master in Project Management (EuroMPM) course and not taking leave of absence – although retaking a study module examination is possible in this case;

    2.   have completed the examinations during the semester described in § 14, section 2, clause 2, as laid down by the Examining Board.

(2)   Application for admission must be made in writing to Examining Board Chair before the deadline issued by the Board. Alternatively, applications can be made online at Fachhochschule Dortmund, University of Applied Sciences, after securing access rights, using the Online Services for Students – registering for examinations and withdrawals (Online-Dienste für Studierende (ODS) – Prüfungsanmeldung und Rücktritte"). The deadline for online applications is three days before the deadline issued by the Examining Board for written applications. Applications can be made simultaneously for more than one course module examinations if these fall within the same examinations period or the dates are planned for the start of the following semester at the latest.

(3)   Should no application be made for the end-of-semester component of a course module examination, then the results obtained for examinations during the semester for this course module are void.

(4)   The elective specialization described in **Appendix 3** (modules 5 and 6) automatically includes entry for the end-of-semester examination for module 6.

(5)   Applications must include the following documentation, unless the documentation was presented on a previous occasion or can only be submitted subsequently, before a deadline set by the Examining Board:

    1.   proof of meeting all the criteria for admission outlined in section 1

    2.   a statement of whether the candidate has already not fully or unsuccessfully completed a similar examination as part of a master's course in Project Management or the master's examination of a Project Management course

    3.   a statement of whether third parties are refused admission to the oral examination

If the candidate is unable to provide the necessary documentation as prescribed by clause 1, the Examining Board can permit the submission of proof in other forms.

(6)   Admission is decided by the Chair; in cases of doubt, by the Examining Board. Candidates are generally informed of decisions on admittance two weeks prior to the date of the examination. Notification is in electronic or written form.

(7)   Admission is denied if one or more of the following applies:

    1. the conditions outlined in sections 1 and 2 are not fulfilled, or

    2. documentation is incomplete and any shortfall not rectified before the deadline issued by the Examination Board, or

    3. the candidate has definitely not passed a corresponding examination in a master's course in Project Management, or has failed, fully or in part, a Project Management Master's examination in the Federal Republic of Germany.

(8)   Application for admission to an end-of-semester course module can be withdrawn by writing to the Chairperson of Examining Board a week before the date of the examination without this counting as an examination attempt. Alternatively, application can be made online at Fachhochschule Dortmund, University of Applied Sciences, using the Online Services for Students – registering for examinations and withdrawals (Online-Dienste für Studierende

(ODS) – Prüfungsanmeldung und Rücktritte") service. The absence of a written withdrawal from an end-of-semester component of a module examination - in contrast to § 13 section 1, clause 1, point a – is not however, counted as an examination attempt scored as "fail". Nevertheless, for reasons of scheduling module examinations, it is strongly recommended that applications for withdrawal are made in writing. Withdrawal from the examination results in all previous intermediate examination components being scored as void (see section 3).

(9)   If the candidate takes more than the prescribed number of examinations for specializations as described in **Appendix 3** (modules 5 and 6), then, in accordance with par. 4, the chronological sequence of results is used for the master's examination, unless the candidate requests a different order, in a written application to the Examining Board, to be submitted at the latest together with their application for the oral defence. The examinations not taken into consideration are, however, listed as outlined in § 28 on the certificate.

§ 16
Execution of end-of semester course module examinations

(1)   Written (§ 17) and oral examinations (§ 18) take place outside the normal teaching programme. They should be scheduled to take place within an examination period, set by the Examining Board and which is announced either at beginning of the semester or at the end of the previous semester or. Examination periods can also be scheduled after the end or before the beginning of the teaching period.

(2)   Candidates are informed in good time of examination dates, usually at least two weeks in advance. Notification is by electronic or written form.

(3)   The candidate must offer some form of photographic identification (student ID) if requested by the examiner or invigilator.

(4)   Should the candidate, supported either by doctor's certificate or another credible source, indicate they are unable to undertake or complete the examination in the form planned, due to lengthy or chronic physical disability or chronic illness, the Chair is required to provide an equivalent examination in a different format. The Chair is required to ensure that provision is made within the conditions of the examination such as to compensate for any potential disadvantage to disabled and chronically ill candidates. In case of doubt, the can request further proof.

(5)   For all unsupervised work, such as finals assignments, project work and written homework students are -bound to declare on oath that they have worked independently and without the help of unauthorized persons or sources.

§ 17
Course module examinations in written form

(1)   In written examinations candidates are required to demonstrate that with limited time and resources they can identify and solve problems relevant to the content of the corresponding course module using methods appropriate to their studies.

(2)   Written exams are supervised. The examiner decides on which aids are permitted, announced in good in good time electronically or in written form.

(3)   The examination questions are usually set by one single examiner.

(4)   In certain cases, particularly when an examination covers more than one subject area, the questions may be set by more than one examiner. In such cases examiners must decide on and set the relative weighting of the marks given for the respective sections. Irrespective of parts and their weightings, each examiner examines the complete examination script. However, in some cases, due to the special nature of the subject area, the Examining Board can decide that an examiner need only award points for their own part. In case of clauses 2 and 3, the translation of points gained into a final mark is set by the examiners together.

(5)   Every exam script should be marked by two examiners (§ 95, section 3, clause 1 HG). The Examining Board may depart from this ruling in specific cases, documenting the reasons. The final marks are calculated as the arithmetic mean of the individual sets of marks.

(6)   The results of examination must be announced at the latest six weeks after the examination has taken place. Notification of the results is performed either electronically or by notice board.

§ 18
Course module examinations in oral form

(1)   Oral examinations are generally conducted by a single examiner in the presence of an expert co-examiner (§ 9 section 1, clause 3) or more than one examiner (collective exam) as a group examination or individual examination. As a general principle, each candidate is examined by only one examiner. Before deciding on the final mark, the examiner must consult the co-examiner or other examiners. The co-examiner does not have the right to ask questions of the candidate. In specific cases, in particular where more than one subject area is being examined simultaneously, the examination can be undertaken by more than one examiner. In this case, each examiner only examines their own teaching area. In this case weighting of the various parts is set before the examination: § 17, section 4, clause 4, applies for establishing pass mark and grades.

(2)   The basic examination content and results, in particular those determining the final marks awards, should be included in a protocol. The final mark should be conveyed to the candidate at the end of the exam.

(3)   Students who wish to take the same examination at a later date can register to attend as a "listener", depending on whether sufficient space is available, as long as the examined candidate raises no objection. Admission as listener to the examination does not include the presence at the examiners discussion and announcement of the result.

§ 19
Further examination types of semester course module examinations

(1)   Within a course module examination, either as an addition or instead of written or oral examinations, other types of testing can be deployed as tests of specific course skills attainment, such as homework assignments (section 2), presentation (section 3), reports (section 4) and written test (section 5). These examination forms are marked by an examiner. The type and scope of these types of examination are agreed between the examiner and Examining Board according to § 14, section 2, clause 2 at the start of the semester.

(2)   Homework assignments are designed to establish whether the candidate is capable of producing a solution in written form to a given task within a set deadline, using scientific and practical techniques. Candidates must justify and defend the contents of their work. The examiner must notify the candidate of the mark within three weeks of its submittal.

(3)   A presentation serves to determine whether the candidate is able to deliver an oral work-up of a set task within a given time limit using scientific and practical techniques. The contents and criteria used for awarding marks must be included in a protocol. The marks for the presentation are announced to the candidate at the end of the examination.

(4)   A report (presentation based on written work) serves to establish whether the candidate is capable of independently preparing a given task in written form within a given time limit, using scientific and technical methods, and presenting the results orally. The relevant contents and criteria used to determine the marks award are protocolled. Marks for the report are announced to the candidate not later than two weeks after report delivery.

(5)   Written tests are designed to establish whether the candidate's knowledge has reached a particular level. Standardized forms are permitted. The marks for the written test are announced to the candidate no later than three weeks after the test.

(6)   Group work is also another type of permitted examination form, if the contributions of the individual candidates under examination allow a clear distinction and meaningful, separate evaluation, based for instance on the specific sections or numbers of pages contributed (home assignments and written work) or some other objective criteria which can be applied.

VII. Thesis

§ 20
Thesis

(1)   Registration for the final part of the master's examination (application for thesis) should usually take place before the end of the third semester.

(2)   The thesis is a written work of scholarship that should document that a candidate is independently capable of applying scientific and practical techniques to the processing of challenging tasks taken from specified subject areas, including not only specific individual technical details but also the wider implications. The basis of the thesis should, if possible, be published in an academic journal.

(3)   The thesis is supervised and examined by an examiner appointed by the Examining Board, according to § 9 section 1. The candidate can apply to the Examining Board to appoint an honorary professor or other member of the teaching staff as described in § 9 section 1 as supervisor, if it can be demonstrated that no permanent members of staff are in a position to deal with the proposed subject matter of the thesis. If the first examiner is a contracted lecturer, the second examiner must be a professor from one of the faculties at Fachhochschule Dortmund, University of Applied Sciences involved in the EuroMPM course. Candidates have the right to propose the theme for their theses.

(4)   The work for the master's thesis can, on agreement from the chair of the Examining Board, be conducted at an external institute so long as there is sufficient proof of adequate supervision.

(5)   The thesis can also be worked up in the form a group work if the contribution of individual candidates, based on the section, pages or some other objective criteria can be applied such that it allows clear distinction of individuals separate contributions and their meaningful evaluation.

§ 21
Admission to thesis

(1)   Only candidates that have fulfilled the following conditions are allowed to prepare a thesis. This means that…

    1.   the admission requirements for course module examination as described in § 15 section 1, nos. 1 and 2 are fulfilled.

    2.   all preceding course module examinations with the exception of module 6 have been passed.

(2)   Application to be allowed to prepare a thesis must be made in writing to the Chair of the Examining Board. The application must include the following documents, if they have not already been submitted:

    1.   proof of fulfilment of admission requirements described in section 1,

    2.   a statement whether the candidate has already not fully or successfully attempted a master's examination for a course in Project Management.

The application should contain a mention of which examiner is prepared to issue and supervise the thesis. If the candidate has not suggested a topic for their thesis, the Examining Board Chair will ensure they are provided with a suitable topic.

(3) Application for permission to prepare a thesis can be withdrawn by the candidate before announcement by the Board of a decision on the application without counting as an examination attempt.

(4) The Examining Board Chair decides on admissions; in cases of doubt, the Board itself. Admission is refused if one of the following applies:

a) the requirements outlined in section 1 are not fulfilled

b) the documentation described in section 2 is incomplete

c) a prior attempt at a master's thesis as part of a Project Management course registered in the Federal Republic of Germany has been marked as "fail" (5.0) with no retake option, or the candidate has not conclusively passed the master examination in a Project Management course.

Notification is performed electronically or in written form.

§ 22
Assignment and thesis work-up

(1) The thesis topic is set by the thesis supervisor (§ 20, section 3). The Examining Board Chair issues the topic. The date of issue, officially documented, is that on which the candidate is notified of the topic.

(2) The work-up or processing time (time from assignment to submission) is 20 weeks. Candidates are informed of this when they receive written confirmation of their thesis topic. The topic and constellation of tasks must be so structured that it is possible to submit the completed thesis within the time allocated. In exceptional circumstances and on receipt of a written application the Examining Board Chair can grant a one-off extension of four weeks. The opinion of the thesis supervisor should be solicited. Furthermore, the deadline for submission can be relaxed on submission of proof of illness during the write-up.

(3) The thesis topic assigned can be returned once only, within the first four weeks of the work-up time without providing a reason. In case of retake, as described in § 12 section 4, a return is only permitted if the candidate did not exploit this option when attempting their first thesis.

(4) § 16 section 4 applies in cases where candidates suffer persistent or permanent physical disability or chronic illness.

§ 23
Submission of thesis

(1) The thesis must be submitted before the deadline in triplicate to the Examining Board or a location designated for this purpose by the Board. Submission as electronic copy is not permitted. The submission date is documented. If the thesis is sent by post, the timing of submission is counted from the time of delivery by the postal service. Failure to submit the thesis before the deadline results in it being marked as "fail" (5.0) as outlined in § 13 section 1.

On submission of the thesis the candidate is bound by oath (see § 16 section 5) that the work submitted is their own, or their contribution to group work, and that they have used no sources, resource or aids other than those cited.

(2) Consistent with the regulations controlling the electronic creation of finals assignments for Diploma (Diplom), Bachelor and Master's courses at Fachhochschule Dortmund, University

of Applied Sciences, valid from 27ᵗʰ July 2004, such work should be accompanied by an abstract in German and if possible also in English covering no more than one A4 page.

§ 24
Oral defence

(1) The oral defence, or viva voce, supplements the thesis. This examination serves to determine whether the candidate is capable of describing, justifying and rationally evaluating the results of their thesis, the rationale and technical details of the methodologies used, the interrelationships between the various modules studied and their wider interdisciplinary implications. In addition, the oral exam should include discussion with the candidate of the manner in which they have dealt with the thesis topic.

(2) A candidate may only be admitted to the oral if the following stipulations have been complied with. This means that: …

    1.   the thesis requirements outlined in § 21 section 1, have been met and enrolment complies with § 65 HG or admission as listener concurs with § 71, section 2 HG but only for first admission to oral defence,

    2.   all course module examinations have been passed,

    3.   it has not become apparent that after the thesis is marked, the subsequent oral examination together with the thesis must be marked as "fail" (5.0).

Admission is official, via the Examining Board Chair when all the conditions outlined in clause 1 have been fulfilled. Reasons for refusal as outlined in clause 1, no. 3 are only issued if two examiners agree on this assessment; this finding must be provided in writing within eight weeks. Admission and refusal to the defence are governed by § 21 section 4.

Allowed access to all the aids normally associated with presentations, the candidate is expected to provide an oral account of the content and results of their thesis in a competent and convincing manner. The oral examination is executed by the same examiners appointed for the thesis, unless a third examiner has been appointed by the Examining Board as outlined in § 25 section 2, clause 5.

The oral defence of the thesis lasts approximately 30 minutes. The regulations are those applied for oral module exams, whereby the second examiner is also granted the right to pose questions.

§ 25
Marking the thesis and accompanying oral defence

(1) The thesis and oral defence are assessed and marked as an integrated examination entity.

(2) The thesis and oral defence is examined by two examiners. One of them should be the thesis supervisor. The second examiner is appointed by the Examining Board. In the event of circumstances described in § 19 section 2, clause 2, the second examiner must hold the title of professor. If the sets of marks from both examiners do not agree, the thesis is marked as the arithmetic mean of the two sets of marks, as long as it is not apparent before the oral defence that the difference exceeds 2.0 or more. In this case the Examining Board must appoint an additional, third examiner to sit in on the oral defence. The final mark for the thesis and oral defence are then averaged from the two best sets of marks. The thesis and oral defence can however, only be scored as passed or better when a minimum of two of the three sets of examiners' marks are "pass" (4.0) or better. All sets of marks have to be explained in writing. The candidate is notified of the result within eight weeks of thesis submission. Marks are awarded for the thesis and accompanying oral defence as outlined in **Appendix 1**.

(3) Should an oral defence not take place, as described in § 24 section 2, No. 3, the thesis is marked as "fail" (5.0).

VIII. Results of master examination, additional module

§ 26
Results of the master's examination

(1)   A candidate has passed the master's examination when all prescribed module examinations and the thesis plus oral defence have achieved a mark equal or better than "pass" (4.0).

(2)   The master's examination is not passed if one or more of the examinations referred to in section 1 is marked as "fail" (more than 4.0) or has been assessed as equivalent to "fail" (5.0) with no possibility of compensation as outlined in § 12, section 5. Candidates who fail the master examination are duly informed and have the right of appeal. After de-registration, and on application the Examining Board Chair can issue a certificate stating the course components and examinations successfully completed.

§ 27
Certificate, final mark, Diploma Supplement

(1)   Candidates that pass the master's examination, receive the results as a certificate, usually within four weeks of the last examination. The certificate contains information about the course and specializations, names of the course modules, and course module marks, the combined marks of the thesis and oral defence, and the final mark. Furthermore, the certificate also contains the credit points gained.

Examinations described in clause 2, acquired at another Institution of Higher Education and transferred as prescribed in § 10 are indicated.

2)   The final mark for the master examination is computed as the arithmetic mean of the individual marks described in section 1, as indicated in § 11, section 4. The following indicates the weighting of the various sets of marks:

Thesis and oral defence …………………………………………………………………………. ………….. 25 %
Module examination marks …………………………………………………………………………. ………….. 75 %

(3)   Incorporation of the final mark into the ECTS assessment scale follows the general guidelines at Fachhochschule Dortmund, University of Applied Sciences.

(4)   The certificate is undersigned by the Examining Board Chair. It also bears the date on which the last examination referred to in § 26, section 1 was completed.

(5)   In addition an English language Diploma Supplement with the date of the certificate is issued. The Diploma Supplement contains additional information about the course, the qualifications gained and the awarding institution; the diploma is undersigned by the Examining Board Chair.

§ 28
Additional modules

The candidate can opt for a further course module examination (additional course module), in addition to those required of the course. The result of this examination can be added to the certificate if so requested by the candidate; however it has no influence on the final mark.

§ 29
Masters Degree Certificate

(1) Candidates that have passed the master's examination receive a Master's Degree Certificate recording the award of the Degree of Master in accordance with § 7 section 2.

(2) The Master's Degree Certificate bears the date of certificate (§ 27 section 4). It includes information about the course studied. The Master's Degree Certificate is undersigned by the Principal of Fachhochschule Dortmund, University of Applied Sciences and bears the institute's official seal.

IX. Concluding agreements

§ 30
Access to examination files

(1) After completion of the master's examination candidates may request access to their written exam work, exam protocols and examiners' assessments.

(2) Access must be arranged with the Examining Board Chair within one month after the award of examination certificates or notification of an unsuccessful master's examination attempt. § 32 of the Administrative Procedure Law (Verwaltungsverfahrensgesetzes) for North Rhine Westphalia applies for cases of restoration. The Chairperson decides on the time and place for, and the persons present during access.

(3) Access to the documentation of a course module examination can be requested by candidates and can be granted directly after completion of the last examination in the module. Applications for access must be made to the examiner within a month of the announcement of the examination result. The conditions of section 2 are generally applicable.

§ 31
Void examinations

(1) Should a candidate have cheated and this only come to light after presentation of the certificates described in § 27, section 1 or § 26, section 2, clause 3 respectively, the Examining Board is empowered to readjust the examination results gained by cheating and either wholly or partially declare the master's examination "fail".

(2) Should the conditions and requirements for admission to the examination prove not to have been fulfilled after award of the certificates described in § 27 section 1 or § 26, section 2, clause 3 respectively, without a conscious attempt on the part of candidate to cheat, this error is readjusted by declaring the examination "pass". The Examining Board, in full consideration of the legal consequences as referenced by the Administrative Procedure Law (Verwaltungsverfahrensgesetzes) for North Rhine Westphalia, decides on whether attempts at cheating are wilful.

(3) Incorrect examination certificates described in § 26 section 1 or § 25, section 2, clause 3 respectively are re-examined and if necessary re-awarded. A decision according to section 1 and section 2, clause 2 is not possibly five years after the issuing of the examination certificates, according to § 27, section 1 or of the certificate according to § 26, section 2, clause 3.

§ 32
Appeals procedure

Appeals in accordance with § 68 of the Administration Procedural Law (Verwaltungsgerichtsordnung) are decided by the Examining Board, in instances of objections to examination assessment, on the basis of the requested statement(s) of the person(s) involved in assessing the examination.

§ 33
Take effect and publication

(1)   This set of master's examination regulations come into effect on 1ˢᵗ September 2006 and apply to all students starting the European Master in Project Management course in the Faculty of Business Administration at Fachhochschule Dortmund, University of Applied Sciences in the winter semester 2006/2007.

(2)   This master examination regulations will be published in the Official Communications – Announcements -- of Fachhochschule Dortmund, University of Applied Sciences.

Issued in accordance with the resolutions of the Board of the Faculty of Business Administration, of 15ᵗʰ May 2006, and of the Governing Board (Rektorat) of Fachhochschule Dortmund, University of Applied Sciences, of 11ᵗʰ July 2006.

Dortmund, 25ᵗʰ August 2006

The Principal
Fachhochschule Dortmund,
University of Applied Sciences Dortmund

The Dean
of the Faculty of Economics,
Fachhochschule Dortmund,
University of Applied Sciences Dortmund

Prof. Dr. Menzel

Prof. Dr. Kracke

Master's Course in "European Master in Project Management"   **Appendix 1**

Course plan

Module / course module	MP		Type	Semester Timing of exam				SWH	ECTS points
				1	**2**	**3**	**4**		
Module 1: **Essentials of Project Management**								10	15
Project Concepts, Context and Organization	MP01	Cm	1ul,1tu	2				2	3
Phases and Life-cycle Concepts	MP02	Cm	1ul,1tu	2				2	3
Standards and Mainstreams	MP03	Cm	1ul,1tu	2				2	3
Project Planning	MP04	Cm	1ul,1tu	2				2	3
Project Control	MP05	Cm	1ul,1tu	2				2	3
Module 2: **Establish Teams and Organization**								10	15
Team Building and Leadership	MP06	Cm	1ul,1tu	2				2	3
Project Organization	MP07	Cm	1ul,1tu	2				2	3
Managing Quality	MP08	Cm	1ul,1tu	2				2	3
Managing Risk	MP09	Cm	1ul,1tu	2				2	3
Project economics	MP10	Cm	1ul,1tu	2				2	3
Module 3: **Communication, Managing Change and Creativity**								10	15
Communication, Negotiation and Conflict	MP11	Cm	1ul,1tu		2			2	3
Social Competencies	MP12	Cm	1ul,1tu		2			2	3
Managing Change – Organizational Development	MP13	Cm	1ul,1tu		2			2	3
Creativity and Decision Making	MP14	Cm	1ul,1tu		2			2	3
Intercultural Communication	MP15	Cm	1ul,1tu		2			2	3
Module 4: **Knowledge, Finance and Contracts – and advanced Concepts**								10	15
Information and Knowledge Management	MP16	Cm	1ul,1tu		2			2	3
Project finance	MP17	Cm	1ul,1tu		2			2	3
Contracts, Procurement and Legal Aspects	MP18	Cm	1ul,1tu		2			2	3
Programme and Portfolio Management	MP19	Cm	1ul,1tu		2			2	3
Safety, Health and the Environment	MP20	Cm	1ul,1tu		2			2	3
Module 5 and 6: **Modules 5 and 6 are taken at one of the partner universities. Specializations are selected from Appendix 3 or Appendix 4.**								12	30
Course module	MP30	Em	4s			4		4	6
Course module	MP31	Em	4s			4		4	6
Course module	MP32	Em	12p			12		12	18
Thesis (5 months 27 ECTS) and **Oral defence (3 ECTS)**							X		30
Totals				20	20	20	0	60	120

Abbreviations

SWH	Semester Week Hours
Cm	compulsory module, not elective right
Em	elective module, elective right
ul	university lecture with interactive practical exercise work
tu	tutorials
s	seminar
p	practical
X	2 SWH contact hours for thesis supervision
MP	module examination.
ECTS	European Credit Transfer System, regulates the award of examination performance (credit points): for one credit point students work contact and self-study 30 hours. Example: a module scheduling teaching of 1ul/1tu per week, for an 18-week semester allocated 3 ECTS credit points (3x30=90) results in a study work load time of 2 x 18 = 36 h for contact study, the hours remaining 90 h - 36 h = 54 h for preparation and work-up of contact study, exam preparation and continuation of studies.

Master's Course in "European Master in Project Management" **Appendix 2**

Modules 1 to 4: compulsory modules
Course modules and course module examinations; timing of course module examinations; ECTS points

Module / Course module	MP		Type	Semester Timing of exam				SWH	ECTS points
				1	2	3	4		
Module 1: **Essentials of Project Management**								10	15
Course module: Project Concepts, Context and Organization Management and project management; project types and categorization, project success and failure; project organization, general introduction; project context, sponsor, stakeholders	MP01	Cm	1 ul 1 tu	2				2	3
Course module: Phases and Life-cycle Concepts Project phases and life-cycle concepts in general; specific life-cycle concepts for various applications; projects, programmes and portfolios	MP02	Cm	1 ul 1 tu	2				2	3
Course module: Standards and Mainstreams International standards and associations; qualifications of project members; legal aspects; gender mainstreaming; cultural mainstream; health and safety mainstreaming	MP03	Cm	1ul 1 tu	2				2	3
Course module: Project Planning Project scope, activities and milestones; WBS, resources, time and cost planning; risk planning, quality planning	MP04	Cm	1 ul 1 tu	2				2	3
Course module: Project Control Project start, reporting progress, project performance management, controlling change, project close-out	MP05	Cm	1 ul 1 tu	2				2	3

See Appendix 1 for abbreviation key.

Module / Course module	MP		Type	Semester Timing of exam				SWH	ECTS points
				1	2	3	4		
Module 2: **Establish Teams and Organization**								10	15
Course module: Team Building and Leadership Working in teams; management and leader-ship; intercultural working, team building, project mobilization, concepts of time, personal time management	MP06	Cm	1 ul 1 tu	2				2	3
Course module: Project Organization Types of organizations, public and private sector, organizational structures, organiza-tional environments, organizational resources, project structures	MP07	Cm	1 ul 1 tu	2				2	3
Course module: Managing Quality Quality on projects, quality strategies, quality assurance, quality control, quality plans, quality reviews, configuration management	MP08	Cm	1 ul 1 tu	2				2	3
Course module: Managing Risk Concept of risk; risk strategies; risk manage-ment processes; risk focus, risk appraisal; HSE; identifying risk, categorizing risk; qualitative assessment, quantitative analysis, Monte Carlo risk responses; risk control	MP09	Cm	1 ul 1 tu	2				2	3
Course module: Project economics Estimating costs and revenues, investment appraisal, earned value analysis	MP10	Cm	1 ul 1 tu	2				2	3

Module / Course module	MP		Type	Semester Timing of exam				SWH	ECTS points
				1	2	3	4		
Module 3: **Communication, Managing Change and Creativity**								10	15
Course module: Communication, Negotiation and Conflict Communication concepts and models; opinions and perceptions; agency theory; management of conflicts, negotiation; intercultural negotiation	MP11	Cm	1 ul 1 tu		2			2	3
Course module: Social Competencies Self management; perspectives, values, social and cultural awareness; social structures, shape social life	MP12	Cm	1 ul 1 tu		2			2	3
Course module: Managing Change – Organizational Development Theories of management, managing strategy, the learning organization, organizational development – impact of project management	MP13	Cm	1 ul 1 tu		2			2	3
Course module: Creativity and Decision Making Understanding creativity, training in creativity, creative problem solving; decision making	MP14	Cm	1 ul 1 tu		2			2	3
Course module: Intercultural Communication Definitions of culture, culture in business; impact of culture on performance; managing culture on projects; cultural integration and intercultural communication; ethics	MP15	Cm	1 ul 1 tu		2			2	3

Module / Course module	MP		Type	Semester Timing of exam				SWH	ECTS points
				1	2	3	4		
Module 4: **Knowledge, Finance and Contracts – and advanced Concepts**								10	15
Course module: Information and Knowledge Management Concepts of information and knowledge in projects; semantical models, web-based concepts and web-based systems – including mobile systems; W3C standards; project management information systems	MP16	Cm	1 ul 1 tu		2			2	3
Course module: Project Finance Financing of projects, project finance; public-private partnership; build-own-operate-transfer; design-finance-build-maintain	MP17	Cm	1 ul 1 tu		2			2	3
Course module: Contracts, Procurement and Legal Aspects Contract law, forms of contracts, contract strategy, contract administration; partnering, bidding, procurement; fundamental aspects regarding employment law and data protection	MP18	Cm	1 ul 1 tu		2			2	3
Course module: Programme and Portfolio Management Strategic management; programme manage-ment, project portfolio management; project office	MP19	Cm	1 ul 1 tu		2			2	3
Course module: Safety, Health and the Environment Health and safety law, environmental law; health and safety strategy; managing health and safety; managing the environment, environmental impact assessment; sustainable project approvals,	MP20	Cm	1 ul 1 tu		2			2	3

Master's Course in "European Master in Project Management"   **Appendix 3**

Modules 5 and 6: Specializations Catalogue (elective module)
Course modules and their respective examinations, timing of course modules examinations, ECTS points for students who have started their studies at Fachhochschule Dortmund, University of Applied Sciences

Specializations are selected for modules 5 and 6 from the catalogue.

Specialization Module / Course module	MP		Type	Semester Timing of exam				SWH	ECTS points
				1	2	3	4		
Project Management for IT-Projects (Trondheim)									
Module 5: **Project Management for IT Projects**	MP3 a	Em	S			x			7.5
Module 6: Selected IT Project	MP32 a	Em	P			x			22.5
Project Management in Logistics (Zaragoza)									
Module 5b: Project Management in Logistics	MP30 b	Em	S			x			12
Module 6b: Selected Logistic Project	MP32 b	Em	P			x			18
Project Management in Quality Management									
Module 5: Quality Management and Project Management	MP30 c	Em	S			8		8	12
Module 6c: Selected Quality Management-Project	MP32 c	Em	p			12		12	18
Total each specialization									**30**

Master's Course in "European Master in Project Management"   **Appendix 4**

Modules 5 and 6: Specializations Catalogue (elective modules)
Course modules and their corresponding examinations, timing of course module examinations, ECTS points for students who have started their studies at an international partner university.

Specializations are selected for modules 5 and 6 from the catalogue.

Specialization Module / Course module	MP		Type	Semester Timing of exam				SWH	ECTS points
				1	2	3	4		
Project Management for IT-Projects									
Module 5: Project Management for IT Projects									
Course module: Special Methods and Tools for IT-Projects	MP30 a	Em	S			4		4	6
Course module: Information Supply Chain, Analytical Applications	MP31 a	Em	S			4		4	6
Module 6: Selected IT Project	MP32 a	Em	P			12		12	18
Project Management for Projects in E-Commerce, E-Business and E-Government									
Module 5b: Project Management for in E-Commerce, E-Business or E-Government									
Course module: Special Methods and Tools for Projects in E-Commerce, E-Business and E-Government	MP30 b	Em	S			4		4	6
Course module: Information Supply Chain, Analytical Applications	MP31 b	Em	S			4		4	6
Module 6b: Project in E-Commerce, E-Business or E-Government	MP32 b	Em	P			12		12	18

See Appendix 1 for abbreviations key.

**Regulations for the Assessment
of Educational Qualifications Prerequisite
for European Master in Project Management – EuroMPM –
at Fachhochschule Dortmund, University of Applied Sciences**

Dated 28.08.2006 *

In accordance with § 2, section 4 and § 66, section 5, clause 1 of the Higher Education Act (*Hochschulgesetz – HG)* of North Rhine Westphalia, dated 14th March 2000 (GV. NRW. p. 190), and last amended 21st March 2006 (GV. NRW, p 119), and § 2, section 2, clause 3 of the Masters Examination Regulations (MER) (Master-Prüfungsordnung (MPO) for the study programme European Master in Project Management of the University of Applied Sciences Dortmund, dated 25th August 2006 (Official Publications and Communiqués issued by the University of Applied Sciences Dortmund, nr. 29, dated 28th August 2006, (Amtliche Mitteilungen – Verkündungsblatt – der Fachhochschule Dortmund, Nr. 29, vom 28.08.2006 **) the University of Applied Sciences Dortmund has issued the following set of regulations:

Contents

§ 1
Reason for assessment

(1)   In addition to graduation in an appropriate degree course and proof of adequate English language skills, registration for the European Masters Course in Project Management also requires proof of the necessary educational qualifications as described in § 2, section 1, clause no. 1b in the Masters Examination Regulations (MER).

(2)   The course is designed as a continuum to a prior degree course providing the fundamental knowledge of both computer sciences and business administration. Such basic knowledge is essential for acceptance into the master's course; applicants graduating in business studies or business data processing are recognized as fulfilling these requirements. Applicants graduating in subjects related but not directly those mentioned above are required to demonstrate their command of basic knowledge in an oral or written exam as described in § 4 of these regulations or through previously acquired and assessed knowledge which is recognized as at least equivalent.

§ 2
Process of assessing for required educational qualifications

(1)   The process for assessing whether applicants possess the educational background appropriate for admission to the European Master in Project Management at the University of Applied Sciences Dortmund is generally undertaken by the university's Faculty of Business Administration at every admission date.

(2)   The dates for the submission of admission applications and the assessment process are set by the Faculty of Business Administration and announced in good time both by the university and the appropriate publications.

(3)   Applications for admission, including all the required documentation, must be submitted to the University before the designated deadline for submissions. Proof of compliance is receipt by the University of Applied Sciences Dortmund. Applications not submitted before the deadline will not be considered unless the applicant can prove they were unable to submit on time due to no fault of their own.

(4)   Applications as described above in section 3 must be accompanied by officially accredited proof of graduation such as described in § 1, section 2, from an institute of higher education, including the final mark to one decimal place as well as proof of previously acquired and assessed knowledge which is recognized as at least equivalent according to § 4, section 1 nr. 2

(5)   Admission to the assessment process is conditional on the submission of the complete documentation as described in section 4.

(6)   The Commission decides on admission to the assessment process (see § 3).

§ 3
Commission

(1)   The Computer Sciences and Business Administration faculties jointly appoint a commission to run the assessment process.

(2)   The Commission consists of four members, selected from the faculty committees of Computer Sciences and Business Administration and the pool of professors as well as from the pool of lecturers (Lehrkräfte für besondere Aufgaben) from the University directly involved in the European Master course. Both faculties contribute two members to the commission.

(3)   The members of the commission select from amongst themselves a chairperson and their deputy. The commission is quorate when, in addition to the chair, or in the event of their not being able to be present, their deputy and one other member of the commission is present. Decisions are reached by simple majority. In the event of a tied vote, the chair or their deputy has the deciding vote.

(4)   The commission conducts its proceedings and decision in closed session.

§ 4
Scope and content of assessment process; evaluation

(1)   Assessment of prerequisite educational qualifications is a check carried out by the Commission as indicated in § 3 to determine whether applicants for the European Master in Project Management course possess the required basic knowledge of business administration and computer sciences. The assessment can be undertaken either as

1. a technical discussion in English lasting approximately 30 minutes, or as a written assignment in English of approximately 2 hours duration. The Commission sets a uniform assessment process for all applicants or

2. previously acquired and assessed knowledge which is recognized as at least equivalent.

The Commission determines beforehand for all applicants within a period of application, whether the assessment will take the form of a technical discussion or a written assignment.

(2)   The check of adequate prior educational qualifications is considered proven if the Commission scores either the oral or written examination as "passed" (see section 1) or if the prior educational qualifications are officially admitted.

(3)   Attempts to cheat by candidates, for instance by using unauthorized aids, will result in the examination being graded as "failed".

§ 5
Announcement of results

The result of the assessment process is communicated to applicants in writing. Notification of an unsuccessful assessment should include information on the legal appeals process.

§ 6
Report, report inspection and appeals procedure

(1) A report of the assessment proceedings is prepared, noting the date and location of the assessment, the names of the members of the Commission present, the participant's name, the decision and reasons for the decision according to § 1, section 4.

(2) On request, applicants may inspect the assessment report. Application to inspect the report must be submitted in writing to the Dean of the Faculty of Business Administration within a month of announcement of the result. The Dean decides on the location and timing of the inspection.

(3) An appeal as described in § 68 of the Administration Regulations (Verwaltungsgerichts-ordnung) is decided by the Commission (see § 3).

§ 7
Re-take

Applicants who fail to provide evidence of the required educational qualification as described in § 4 may re-apply for assessment at the next available assessment process.

§ 8
Validity period

Successful confirmation of prerequisite educational qualifications is valid for both dates set for after the assessment process. The validity period may be extended accordingly if candidates can demonstrate reasons beyond their control for not registering on the dates.

§ 9
Taking effect and publication

(1) This set of regulations takes effect from 1st September 2006.

(2) This set of regulations will be published in the Official Publications and Communiqués of University of Applied Sciences Dortmund, issued by the University of Applied Sciences Dortmund.

Created in accordance with a decision reached by the Faculty Committee of Business Administration on 15.05.2006 and Principal's Office of University of Applied Sciences Dortmund, 11.7.2006.

Dortmund, 28.08.2006

The Principal
of Fachhochschule Dortmund,
University of Applied Sciences

The Dean
of the Faculty of Business University
Administration, Fachhochschule Dortmund,
University of Applied Sciences

Prof. Dr. Menzel

Prof. Dr. Kracke