

**- Unofficial Draft -**

With excerpts from the **General Provisions** for master programs at the Philipps-Universität Marburg dated 13 September 2010 (official bulletin of the Universität Marburg, No. 52/2010)

**The legally binding character of the examination regulations, published in the official announcements bulletin of the Philipps-Universität, remains unaffected.**

The Faculty Council of the School of Business and Economics has on 1 February 2017 adopted in accordance with § 44 Section 1 of the Hessian Law on Higher Education (HHG) in the version dated 14 December 2009 (Gesetz- und Verordnungsblatt I No. 22/2009, p. 666), as last amended on 30 November 2015 (Gesetz- und Verordnungsblatt I No. 29/2015, p. 510), the following the examination regulations:

**Examination Regulations for the Program  
"Economics of the Middle East"  
which concludes with the academic degree  
"Master of Science (M.Sc.)"  
at the School of Business and Economics  
of the Philipps-Universität Marburg  
adopted on 1 February 2017**

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## **I. General**

### **§ 1 Ambit**

These examination regulations supplement the **General Provisions** for master programs at the Universität Marburg dated 13 September 2010 (official announcements bulletin of the Philipps-Universität Marburg, No. 52/2010) in the currently valid version - subsequently referred to as General Provisions - objectives, content, design and structure of the program, as well as requirements and procedures of the examination in the degree program "Economics of the Middle East" that concludes with the degree "Master of Science (M.Sc.)".

### **§ 2 Program objectives**

The Master of Science (M.Sc.) program in "Economics of the Middle East", which is offered in English, consists of two components that are a unique combination, namely macroeconomic theory and methodologies in connection with a detailed analysis with economies from the Middle East and North Africa (MENA) region and in particular Arab countries.

The modules cover the central topics of a master's degree program in economics (macroeconomics, econometrics, and specialized courses). Additionally, the program provides students a detailed examination of various issues on the economies of the MENA countries. An optional semester abroad in a university in the region can furthermore improve the regional competences.

Furthermore, the study program prepares its alumni systematically for their professional life as economic experts with a focus on the countries of the MENA region. This helps to increase the number of needed economists with regional knowledge in a direct way.

Students learn scientific application of key research methods of economics. These methods allow the program participants to learn about economic issues related to the MENA region. The inclusion of case studies and practice sessions in the degree program add weight to professional qualification of the graduates. The master's thesis combines the theoretical and methodological components of the program with an application to relevant economic research questions about the countries of the MENA region.

In order to do the economical-political reality of this region justice, the modules of the study program are distinguished by a plurality of various scholarly approaches. This allows both for a choice of the appropriate methods of analysis for each topic and it also maintains an intellectual openness and discussion culture.

The study program prepares its graduates for an academic career, especially doctoral studies. Possible careers of graduates can be found in international corporations that focus their business operations on the MENA region, in the economics divisions of banks, insurance companies and industrial companies, international organizations and research institutes, public administration, ministries, associations and regulatory authorities. The program is particularly effective at qualifying its graduates for work that deals with the countries of the MENA region.

### **§ 3 Master's degree**

(1) The master's examination has been passed when all of the prescribed modules of the various academic disciplines have been successfully completed in accordance with § 6.

(2) Upon successful completion of studies, the School of Business and Economics confers the academic degree "Master of Science (M.Sc.)" in accordance with Paragraph 1.

## **II. Studies-related provisions**

### **§ 4 Admissions requirements**

(1) General admission requirement for the master's program is the proof of completion of a relevant undergraduate degree program in the area of business administration and economics or evidence of a comparable domestic or foreign professionally qualifying university degree.

In the professionally qualifying bachelor's degree or equivalent university degrees, the applicant must have acquired basic knowledge of economics, i.e., must have completed at least 72 credits (ECTS) in economics subjects and the associated methodological courses (e.g., mathematics for economics and business administration, statistics). Here the applicant must have completed at least 18 credits in economics and up to 12 credits in the associated ancillary sciences.

If no graduation certificate with a final overall GPA has been submitted by the application deadline, a conditional matriculation is still possible. A completed bachelor's degree must demonstrate completion of 180 credits and provide proof of having successfully passed module examinations or partial module examinations totaling at least 80% of necessary credits for the degree. The transcript must include a grade point average that was calculated on the basis of the graded module examinations and partial module examinations that were part of the documented minimum of 80% of necessary credits. Matriculation can only take place on the condition that all coursework and examination requirements for the conferral of the bachelor's degree have been fulfilled prior to the start of the master's program (no later than 30 September) and proof of conferral of the degree certificate is provided by the end of the first semester of study in the master's program.

(2) In addition, sufficient knowledge of the English language must be demonstrated (at least level C1 on the "Common European Framework of Reference for Language").

(2) The admissions suitability committee - appointed by the Faculty Council - decides on the relevance of prior studies (as described in Paragraph 1) in accordance with § 2 of Appendix 4 "Special admissions requirements."

(3) The admissions suitability committee - appointed by the Faculty Council - decides on the equivalency of the acquired university degree (as described in Paragraph 1).

(4) Appendix 4 regulates the special admissions requirements.

### **§ 5 Student advising**

General student advising is done through the Central Student Advising Office - Zentrale Allgemeine Studienberatung (ZAS) - of the Philipps-Universität Marburg. Specialized academic advising is normally provided by professors or by individuals commissioned to assist with specialized academic advising.

### **§ 6 Studies: Structure, content, curricular schedule and information**

(1) The master's degree in "Economics of the Middle East" is broken down into the following areas of study: "Introduction to the MENA Region," "Economic Analysis,"

"MENA Economics," "Specialisation Institutional Economics," "Specialisation Accounting and Finance," "Specialisation Management," "Electives" and "Master's Thesis."

(2) The program consists of modules that are assigned to the various fields of study in accordance with Paragraph 1. The following program schedule is derived from the grouping of the modules, their degree of commitment and the calculated student workload in credits:

	<b>Compulsory [CO] / Elective [EL]</b>	<b>Credit Points</b>	<b>Comments</b>
<b>Introduction to the MENA Region</b>		<b>12</b>	
Economies of the MENA-Region	CO	6	
Empirical Development Economics with Reference to the MENA-Region	CO	6	
<b>Economic Analysis</b>		<b>12</b>	
Empirical Economics (according to Appendix 3)	CO	6	
International Institutional Economics (according to Appendix 3)	EL	6	
Theoretical Institutional Economics (according to Appendix 3)	EL	6	
Theoretical Economics (according to Appendix 3)	EL	6	
<b>MENA Economics</b>		<b>30</b>	
Demographic Transition, Economic Growth and Political Stability in the MENA-Region	CO	6	
Islamic Finance	CO	6	
Political Economy of Corruption and Shadow Economy	CO	6	
Political Economy of Islam	CO	6	
MENA Economics	CO	6	
<b>Specialisation Institutional Economics</b>		<b>24</b>	Selection of one Specialisation
Import modules for Institutional Economics according to Appendix 3	EL	24	
<b>Specialisation Accounting and Finance</b>		<b>24</b>	
Import modules for Accounting and Finance according to Appendix 3	EL	24	
<b>Specialisation Management</b>		<b>24</b>	
Import modules for Management according to Appendix 3	EL	24	
<b>Electives</b>		<b>24</b>	
Import modules according to Appendix 3	EL	24	
<b>Master's Thesis</b>		<b>18</b>	
Master's Thesis	CO	18	
<b>TOTAL</b>		<b>120</b>	

(3) The modules in "Introduction to the MENA Region" serve as an introduction to the national economies of the MENA region. The focus is here on the one hand, the application of models from political economy and development economics, and on the other hand, the impacts of formal and informal institutions on MENA economies. Basic knowledge about geographic, ethnic, economic and socioeconomic structures of the MENA countries will be part of the courses. The modules are designed to prepare students for the specialized courses in "MENA Economics."

(4) The modules in "Economic Analysis" should provide students with specific theories and methods from the fields of macroeconomics, microeconomics and econometrics, and prepare students to apply those theories in other academic fields, particularly their master's thesis.

(5) The modules in "MENA Economics" build on the "Introduction to the MENA Region" modules and deepen the students' knowledge of the economies of the MENA region. The focus is on the treatment of specific issues such as the impact of Islamic values and ideas on economic institutions or economic policy in the countries of the MENA region.

(6) The modules in "Specialisation Institutional Economics" provide students with advanced knowledge of theories and methods of the discipline institutional economics.

(7) The modules in "Specialisation Accounting and Finance" provide students with advanced and specific knowledge in accounting and finance.

(8) The modules in "Specialisation Management" provide students with advanced knowledge in management.

(9) The "Electives" modules allow students to deepen their knowledge in various fields. Students should be taught in particular the ability to pursue specific research questions independently. In terms of learning content, students can also choose emphases based on their own interests. Therefore, students can specialize according to their individual interests.

(10) The "Master's Thesis" module is to demonstrate that by preparing a master's thesis the students are able to apply scholarly methods to independently process and write about a clearly defined problem related to their study program within a specified time frame.

(11) The program is more research-oriented.

(12) A sample sequence of the modularized program is shown in the sample schedule of study (see Appendix 1).

(13) Up to date general information and regulations are available on the program Web site at

<http://www.uni-marburg.de/emea>

The module handbook and the sample schedule of study can be viewed there. A list of current import modules offered through the program is also published there.

(14) Which of the individual courses are associated with which program modules can be seen in the Philipps-Universität Marburg course catalog, which is available on the university's website.

## **§ 7 Regular duration of study and commencement of studies**

(1) The regular duration of study for the master's program in "Economics of the Middle East" is four semesters. Based on these examination regulations, the faculty ensures an academic curriculum that enables students to complete all degree requirements including the completion of the thesis within the regular duration of study.

(2) The program can only be commenced in the Wintersemester.

## § 8 Studying abroad

(1) A voluntary semester abroad can be integrated into the course of study without extending the duration of studies. The third semester of study is the time window that is intended for study abroad. The modules planned for this semester in the prescribed schedule of study (Appendix 1) are particularly well suited to be completed at foreign universities and transferred toward graduation requirements at the Philipps-Universität Marburg.

(2) The departmental study abroad advisors and the study abroad office of the Philipps-Universität Marburg advise on various target universities and internship opportunities abroad, technical requirements, transfer credit options and funding opportunities.

(3) Students make a learning agreement with their department and the foreign host institution before going abroad. In these learning agreements, the student's schedule and credits to be transferred toward graduation requirements at the home institution upon successful completion of a module or a course are determined. The students agree to complete the agreed-upon program of study at the host university as an integral part of their studies and the department grants transfer credit for the work completed. The learning agreement is binding for all parties. When establishing learning agreements it is important that the targeted learning outcomes and competencies are essentially in accordance with one another. Matching content is not required.

(4) In duly justified cases the learning agreement can be modified at the request of the student prior to and/or during the student's term abroad with departmental approval. The host institution's consent is required.

(5) Deviations from the learning agreement arrangements will subsequently only be permitted in instances where the deviations are not the responsibility of the student and appropriate documentation is submitted.

## § 9 Structural variant of the degree program

The master's degree program in "Economics of the Middle East" correlates to the structural variant of a "single-subject degree program."

## § 10 Modules, credits and definitions

The provisions set forth in **§ 10 General Provisions** apply.

*Excerpt from the **General Provisions**:*

### **§ 10 Modules, credits and definitions**

(1) The academic curriculum is offered in modular form.

(2) In accordance with their degree of commitment, they are referred to as compulsory modules and elective modules. Based on their competency levels and didactic function, modules are additionally designated as follows:

- a) Basic module,
- b) Intermediate module,
- c) Advanced module,
- d) Practical module, § 11 Paragraph 1,
- e) Profile module, § 11 Paragraph 3,
- f) Final module, § 23 Paragraph 1.

(3) The academic workload is expressed in credit points (CP) in accordance with the European Credit Transfer and Accumulation System (ECTS). One CP consists of a maximum of 30 hours of working time for an average student.

(4) The standard workload to achieve the objectives of a semester is normally 30 CP. Deviations of up to 3 CP are possible, but should be brought back into balance within one academic year. A balanced workload throughout the course of study is important.

(5) A module consists of 6 CP or 12 CP. This rule does not apply to the master's thesis. In justifiable cases credit allocations may deviate from this rule; the module size shall then be a multiple of 3 CP and not exceed 18 CP.

(6) Modules are one semester and no more than two semesters in duration. For modules lasting two semesters, the respective courses must be offered and completed in immediately consecutive semesters.

(7) The requirement for receiving credit points is the successful completion of the entire module.

(8) Participation in a module can be made conditional on the successful completion of other modules. To enable greater flexibility in regard to individual study plans while still providing support for completing the degree within the prescribed duration of studies, only those stipulations for course participation that are absolutely necessary are defined.

## § 11 Practical modules and profile modules

(1) No practical modules are planned as part of the master's program "Economics of the Middle East."

(2) Otherwise the provisions set forth in **§ 11 General Provisions** apply.

### Excerpt from the General Provisions:

#### **§ 11 Practical modules and profile modules**

(1) To help improve students' qualifications for the job market, programs can include internal and external practical modules. External modules are generally graded on a pass/fail basis, and internal practice modules generally receive a grade. More detailed provisions regarding external internships can be made to apply beyond the module description in an internship provisions document to be amended to the examination regulations.

(2) If the student is unable to find an internship despite efforts, the department may arrange a suitable external internship within a reasonable time frame. Instead, or additionally, the department can ensure that equivalent modules (internal opportunities) may be offered that match the practical module in regard to competencies taught and assessment modalities (graded / not graded).

(3) In addition to the technical modules the program should include profile modules that enhance personality development and general job market qualifications among the students. These modules can be completed as part of the program, within the framework of other degree programs or independent of any degree programs (e.g., in the language center, at the university's IT center). The examination regulations may stipulate that - in the context of a profile module - special student involvement in self-government or similar activities specifically referred to in the examination regulations and that enhance general job market qualifications, can receive credit. Under which conditions work performed in the profile modules can receive credit is to be determined by the examination regulations. Working relationships and activities that are commonly viewed as an employment relationship can not receive credit.

(4) Wherever the acquisition of skills that enhance job market qualifications are integrated into a specialized module, this should be evident through the title of the module, and the proportionate amount of key qualifications should be reflected in credit points.

## § 12 Module registration

(1) A binding registration for modules is required on an individual basis if so specified in the module handbook.

(2) The registration process and registration deadlines will be announced well in advance on the program's website in accordance with § 6 Paragraph 13. When capacities are limited, acceptance into modules and courses is determined in accordance with § 13 of these examination regulations.



### **§ 13 Access to the elective modules or courses with limited opportunities for participation**

(1) The number of students that can be admitted to elective modules and courses can be determined by the Faculty Council as long as this is absolutely necessary to carry out university level teaching and learning activities and to accomplish educational objectives. An enrollment cap will be announced well in advance of the start of the elective module or course.

(2) A student is not entitled to enrollment in an elective module or a course with capped enrollment if registration is still open for at least one other alternative elective module or course. A place in an English-speaking course is guaranteed for foreign students.

(3) If the number of registrations for an elective module or a course surpasses the enrollment cap, a selection must be made as to who will be admitted.

The selection is to be made by lot.

When making admissions decisions, it is of utmost importance that the selection process takes into account cases of hardship, especially those falling under the definition thereof in § 26 Paragraphs 1 and 2 (priority group 1) and students who are particularly interested in participation (priority group 2). Particularly interested is applicable especially to those students

- for whom the elective module or course is obligatory on the basis of an internal specialization,
- who were not admitted in a previous semester in spite of having registered, even though the prescribed schedule of study requires the elective module or course,
- who did not pass the elective module or the course if re-taking the course is required in order to sit for the repeat test.

In the event that there is not enough room to admit both priority groups, students from priority group 1 are to be admitted first; a lot is to decide within each of the groups.

### **§ 14 Using interdisciplinary modules**

Modules that conform in content and testing regulations with the provisions of other degree courses ("import modules") are planned to be included. Details on these modules have been summarized in Appendix 3.

### **§ 15 Academic performance and compulsory attendance**

Insofar as it is specified in the module list, attendance is mandatory for all or for certain parts of a module. A student's physical presence ("presence") in class does not count as academic performance. Regular attendance in this case is required for admission to the module examination or for the allocation of credit. Attendance is to be kept in an appropriate manner. Where attendance is compulsory, the maximum allowable time of absence is 20%. The Examination Board may provide the opportunity in cases of hardship to make up for absences beyond this amount by granting permission upon substantiated request to complete, for example, make-up work. Otherwise **§ 15 General Provisions** applies.

#### **Excerpt from the General Provisions:**

##### **§ 15 Academic performance and compulsory attendance**

(1) Academic performance, unlike examination performance, is characterized as being non-credit bearing. Academic performance remains without a grade. Academic performance can be a prerequisite for admission to the module examination. If the module examination (e.g., an oral presentation) takes place before the course is complete, the rewarding of credit will be conditional upon the successful completion of the course.

### III. Examination-related provisions

#### § 16 Examination Board

(1) The Faculty Council appoints the Examination Board.

- (2) The Examination Board is comprised of
1. three faculty members (professors),
  2. a member of the academic staff and
  3. a member of the student body.

An alternate member shall be elected for each member.

(3) The term of office, the chair of the board, decision-making capacity and other issues are outlined in **§ 16 General Provisions**.

Excerpt from the **General Provisions**:

**§ 16 Examination Board**

(1) For each program of study there is an Examination Board, which is appointed by the Faculty Council. It is permissible to form a joint committee for several degree programs.

(2) The examination regulations normally call for a joint Examination Board where degree programs are offered by several departments together.

(3) Each Examination Board is comprised of at least five members, including three faculty members (professors), one academic staff member and one student. For larger Examination Boards, all of the aforementioned groups are to participate and the group of faculty must constitute the majority. An alternate member shall be elected for each member. The term of office for non-student members is two years; for student members the term is for one year. Re-election is possible.

(4) The members and alternate members shall be appointed by the Faculty Council or councils upon recommendation by their respective group representatives. The Examination Board selects from among its members a chairperson and a deputy chairperson. He or she must be an authorized examiner.

(5) The Examination Board has a decision-making authority once at least half of the members or alternate members are present and the meeting has been duly convened. The board meetings are not public. Decisions are made by majority vote of those present. In the event of a tie vote, the vote of the chairperson decides. Secret ballots are not permitted in matters concerning examinations.

(6) In examination matters that personally affect a member of the Examination Board, that member's involvement in relation to this matter is suspended and he or she is to be excluded from the discussion and decision making process relating to this matter.

(7) The members of the Examination Board have the right to be present at oral examinations. This right does not extend to the discussions and the disclosure of the grade.

(8) The members of the Examination Board are bound to secrecy. They are required to swear to secrecy in writing to the chairperson unless they are civil servants.

#### § 17 Duties of the Examination Board and the Examinations Administration

The regulations of **§ 17 General Provisions** apply.

Excerpt from the **General Provisions**:

**§ 17 Duties of the Examination Board**

(1) The Examination Board is responsible for ensuring compliance with the examination regulations. It is specifically responsible for the following tasks:

1. Organization of the entire examination process;
2. Appointment of examiners and assessors;
3. Decisions on admissions to examinations;
4. Decisions on credits in accordance with § 19;
5. The imposition of conditions on make-up work and examination results in regard to credits in accordance with § 19 paragraph 7;
6. Making placement recommendations for students changing majors or transferring to be submitted to the Office of the Registrar;
7. Timely issuance of grade reports, certificates, transcripts and the Diploma Supplement;

8. The archiving of data using a template provided by the administration;
  9. The annual report to the Faculty Council and the Office of the Dean, particularly addressing developments in the duration of study, student demand for various elective modules including module imports and exports and the distribution of the module grades and overall grades;
  10. Supervision and monitoring of the Examinations Administration;
  11. The submission of proposals for the reform of the study and examination regulations.
- (2) The Examination Board may delegate the recognition of examination results and other tasks to the chairperson. The Examination Board may delegate responsibility for credit transfer in the context of study abroad in accordance with § 8 to the ECTS officer who makes credit transfer decisions on behalf of the Examination Board. In cases of doubt, the chair of the Examination Board and, if applicable, the ECTS officer are to consult with the Board.
- (3) In order to perform individual tasks, particularly for the current Examinations Administration, the Board otherwise uses its office (the Office of Examinations).
- (4) Individual decisions by the Examination Board shall be communicated in writing immediately to the student concerned. These communications are to include information on legal rights and options for appealing decisions.

## § 18 Examiners and observers

The regulations of **§ 18 General Provisions** apply.

### Excerpt from the General Provisions:

#### **§ 18 Examiners and observers**

- (1) Only professors or other individuals authorized under § 18 Paragraph 2 of the HHG (Hessian Higher Education Act) may be appointed as examiners. Only those individuals who have passed at least the corresponding final examination or an equivalent examination may be appointed as an observer.
- (2) An examination committee for written examinations normally consists of one examiner. The final thesis and written examinations that may not be repeated and may lead to loss of eligibility to sit for an examination should be assessed by two examiners.
- (3) Oral examinations are to be administered either by several examiners or by one examiner in the presence of a knowledgeable observer. A written record is to be kept. The observer is to be heard before determining the grade.
- (4) The examiners and observers are bound to secrecy. They are required to swear to secrecy to the chairperson of the Examination Board unless they are civil servants.

## § 19 Transfer credit, academic performance and examination performance

(1) Periods of study, academic performance and examination performance are generally granted credit in accordance with the Lisbon Convention when dealing with university transfer and changing of majors within the signatory states as long as no significant differences between the acquired competencies can be determined.

Significant differences in the meaning of Clause 1 are most likely present when there are different durations of study, academic requirements and examination requirements in the final qualification, scope and requirements significantly vary from the degree requirements of the Philipps-Universität Marburg. Here there is no schematic comparison to conduct, but an overall review and assessment with special consideration of the achieved learning outcomes.

For applying credit transfer a reversed burden of proof applies. If the university cannot prove the essential difference, the periods of study, academic credit and credit for examinations are to be granted.

The applicant must provide sufficient information to enable a decision (information requirement).

(2) In the remaining cases (school transfer from non-signatory states) the periods of study, academic credit and credit for examinations are to be granted at the Philipps-Universität Marburg as long as the equivalency has been established. Equivalency is established when time of study, academic workload and examination performance in terms of content, breadth and requirements correspond in essence to the program

requirements in the same field of study at the Philipps-Universität Marburg. Otherwise Paragraph 1 Clause 3 applies.

(3) For periods of study, academic performance and examination performance in state-recognized distance learning programs, for multimedia-supported studies and examinations as well as for studies and examinations of advanced placement students in accordance with § 54 Paragraph 5 of the Hessian Higher Education Act (HHG), Paragraph 1 shall apply accordingly. This also applies to periods of study and examination results at other educational institutions, especially at state or state-recognized tertiary-level vocational academies; demonstrated equivalent skills acquired outside of college or university may only count toward no more than half of the degree program credits.

(4) When transferring study and examination credit, grades - insofar as the grading systems are comparable - are to be transferred and included in the calculation of the overall grade point average according to § 28. The credits are added to the transfer credits provided for this purpose in the examination regulations. For non-comparable grading systems, only the word "passed" will be listed as a grade. Credit-bearing work is marked on the certificate, the transcript of records and the grade certificate as "recognized."

(5) The applicant shall submit to the Examination Board the necessary documents for credit transfer; these should reflect the grade, credits and the semester of examination for which the student has sat to date in another degree program or at other universities. The documentation should clearly show what examinations and course work have been failed or repeated.

(6) Failed attempts in courses at other universities will be counted if they would have been counted if passed.

(7) If the requirements of Paragraphs 1, 2, and 3 in conjunction with Paragraph 5 are met, a legal entitlement to receive credit exists. The recognition of academic work and examination results obtained in Germany takes place by virtue of office.

(8) Credit transfer can be made subject to fulfill requirements to perform make-up work and examinations. Requirements and, if applicable, deadlines for fulfilling the requirements are to be communicated to the applicant in writing.

## **§ 20 Module list, import list and module handbook**

(1) The modules to be completed as part of the degree program are summarized in the module list (Appendix 2) and in the list of import modules (Appendix 3). The type of modules, their classification in the different areas of the program, choices between modules and within modules, the requirements for participation in the modules and credits to be earned, form of examination, evaluation and competency objectives are included on these lists and in § 6.

(2) Import modules are offered under the provision that changes in the teaching units offered (especially, for example, through accreditation) can be made. This does not necessitate any changes to these examination regulations. Such changes will be announced in due time by the Examination Board on the degree program website. The Examination Board can decide - as a standard or on an individual basis with a

substantiated request - that additional modules are to be admitted as import modules, provided that the department or institution offering the module(s) approves.

(3) Further information including detailed module descriptions as well as a listing of import modules currently offered will be published in a module handbook on the degree program's website.

## § 21 Examination requirements

The regulations of **§ 21 General Provisions** apply.

### Excerpt from the General Provisions:

#### **§ 21 Examinations**

(1) Normally only those students who are regularly matriculated at the Philipps-Universität at the time of the examination and who have not lost their eligibility to sit for the examination are eligible to take examinations. The module being tested must be offered either as part of the degree program regulated by the examination regulations or as an import module belonging to another degree program in accordance with § 14 Paragraph 1 to 3 or by a department or scholarly institution of the Philipps-Universität of Marburg in accordance with these regulations. § 54 Paragraph 5 of the Hessian Higher Education Act (especially gifted secondary level students) remains unaffected.

(2) Module examinations are to be completed parallel to studies. Module examinations mark the end of a given module. The module examination should enable the candidate to demonstrate that he or she has achieved the defined learning outcomes on the module list.

(3) Modules normally conclude with a single module examination. If examination regulations call for multiple module examinations, the passing of each of the module examinations shall normally be required to pass the module. If examination regulations call for a grade point average to be calculated for the individual module components, the most recent grades achieved shall count in the case of re-taken failed examinations. The repetition of a module component examination is not permitted if it has already been passed or it was possible to counterbalance it with another sub-module and thereby meaning that the module has been passed. In cases where grades are cumulatively calculated, the examination regulations may require the passing of certain component examinations or that no component examination receives a grade of 0 points in accordance with § 28 Paragraph 2 in order to pass the module. The module list is to contain the respective weighting - expressed in credits - of the module component examinations within the overall grade of the module.

(4) The prescribed schedule of study calls for no more than a total of six module examinations or module component examinations per semester.

(5) The module examinations and, where applicable, module component examinations are to be administered in oral, written or other form in accordance with § 22. The form and duration of the module examinations and, where applicable, module component examinations of the individual modules are to be clarified on the module list (Appendix 3). The form of examination is to be pre-defined. Up to three variants are allowed if the test forms are equivalent in their conditions, which implies that the test conditions (e.g., preparation time and level of the examination) must consistently remain equivalent over the course of time. If various forms of examinations are offered, the examination form of the respective examination date is to be determined by the examiners and announced at the same time as the examination date. The examination duration should be listed either by specifying a time span generally applicable for all test forms listed in § 22 of the examination regulations or, if possible, estimates for the individual examinations on the module list.

(6) Participation in module examinations and, where applicable, module component examinations requires a binding pre-registration pursuant to § 24 Paragraph 4.

(7) Students from the same degree program are authorized to attend and listen to oral examinations. This does not apply to advising and announcing of examination results. The audience can be limited related to capacities such as room size. The public may be excluded at the request of the candidate.

(8) The examiner decides whether and which aids may be used during an examination. A list of approved aids is to be announced in due time prior to the examination.

## § 22 Forms of examination

(1) Written examinations are administered in the form of

- Exams (including "e-exams") that can also be fully or partially administered as multiple choice tests
- Essays
- Seminar papers (Hausarbeiten)
- Worksheets

- The master's thesis

(2) Oral examinations are administered in the form of

- Individual exams
- Group exams

(3) The duration of individual examinations is 60 to 120 minutes for written exams. The length of the master's thesis is 30-80 pages. The length of a worksheet is 1-5 pages. The length of an essay is 5-15 pages. The length of a seminar paper is 5-20 pages. The working time for a worksheet is 2-3 hours. The working time for seminar papers and essays is 2 to 4 weeks (as pure examination period). The whole period that should be provided for work should be larger.

(4) Multimedia-based written examinations ("e-exams") are offered in accordance with the regulations in the General Provisions, Appendix 6.

(5) Otherwise the provisions set forth in the **§ 22 General Provisions** apply.

**Excerpt from the General Provisions:**

**§ 22 Forms of examination**

(1) It shall be ensured that the form of the examinations is suitable for determining the acquisition of the applicable learning objectives and competencies.

(2) Tests are completed as

1. written examinations (e.g., in the form of written exams, term papers, written compositions, protocols, thesis papers, reports, drawings and descriptions);
2. oral examinations (e.g., in the form of individual or group oral tests, technical discussions, colloquiums; disputations); for group examinations the size of the group is to be limited to no more than five students;
3. other forms of examination (e.g., in the form of seminar lectures, oral presentations, presentations, software development, qualitative and quantitative analyses, specimen).

(3) The examination regulations should require students to complete modules in the course of their studies with different forms of examination.

(4) The duration of examinations should be between 60 and 120 minutes for written exams and 20 to 30 minutes for oral exams (per student). Term papers should comprise at least two weeks and no longer than four weeks of work (like actual test duration) with a 90 to 180 hour workload for 3 to 6 credits. The total time period allowed for working on the term paper should cover a greater time span.

(5) Provisions in accordance with Appendix 6 apply for multimedia-based written examinations ("e-exams").

**§ 23 Master's thesis**

(1) The master's thesis (final written work) is a required component of the degree program. It is an independent graduation module. The master's thesis is to be completed in English.

(2) The master's thesis is a graded written work via which the candidate should demonstrate the ability within an established time limit to independently apply scholarly methods in examining and writing on a topic from a range of subjects related to national economics and relevant to the economies of the MENA region. The master's thesis bears 18 credits.

(3) The master's thesis can be completed as an individual or group work project. For final theses completed as a group project, the work completed by each individual candidate must be clearly identifiable and measurable as examination performance by listing the sections written, page numbers or other criteria that enable a clear demarcation.

(4) Admission to the master's thesis requires successful completion of at least 48 credits in the study areas "Introduction to the MENA region," "Economic Analysis," "MENA Economics," Specialisations and Electives. Moreover, the module "Empirical Economics" has to be successfully completed.

(5) The candidate proposes an advisor and an authorized examiner as primary supervisor for the master's thesis. The advisor and the primary supervisor may be identical. The proposals do not serve as a basis for any entitlement. The primary supervisor must be appointed by the Examination Board for the assessment of master's theses. The thesis topic is presented by the primary supervisor to the Examination Board and assigned by the Examination Board. Should the candidate be unable to find an advisor, the chair of the Examination Board will appoint an advisor and primary supervisor and ensure that the candidate is issued a master's thesis topic in a timely manner. The secondary supervisor is not entitled to submitting recommendations or proposals.

(6) The master's thesis must be completed within four months. The topic of the final thesis must be of such a nature that it can be completed within this designated time limit. An extension of the time allotted to work on the thesis by up to 20% (e.g., due to unforeseen problems in obtaining literature or data) is possible if the candidate submits a substantiated request; an extension does not lead to the awarding of additional credits. The time limit for working on the thesis begins with the assignment of the thesis topic; the time at which the thesis topic is assigned is to be recorded on file. The topic assignment should be timed in such a way that even if an extension to work on the thesis must be granted, a student will not need to extend his or her studies.

(7) The master's thesis is to be submitted by the due date to the Examination Board or to an office or individual designated by the Examination Board, in digital form and in accordance with the Examination Board's specifications. The time of submission is to be recorded and kept on file. The candidate is to affirm in writing when submitting the thesis that he or she has written the thesis with no outside help and with no other sources or aids than the ones listed in the thesis. If a master's thesis is not submitted by the deadline, it is to receive the grade "not sufficient" (0 points) in accordance with § 28 Paragraph 2.

(8) The master's thesis is not passed if the total score is not at least 5 points ("sufficient") in accordance with § 28 Paragraph 2. The thesis can be repeated one time. The Examination Board ensures that the candidate receives a new topic within six weeks after disclosure of the failing grade. The candidate may decline the topic within timeframe specified in Paragraph 7 Clause 1 of the General Provisions only if the candidate did not make use of this option when completing his or her first master's thesis. A third attempt at the master's thesis is not permitted.

(9) Averaging of grades is not admissible for a failed master's thesis.

(10) Otherwise the provisions set forth in **§ 23 General Provisions** apply.

**Excerpt from the General Provisions:**

**§ 23 Master's thesis**

(1) The master's thesis (final written work) is a required component of each master's degree program. The master's thesis constitutes either a stand-alone culmination module or is part of a joint culmination module along with a colloquium or a disputation.

(2) The master's thesis is a graded work in which the candidate should demonstrate the ability within an established time limit to independently apply scholarly methods in examining a topic from a range of subjects related to his or her field of study. The examination regulations describe the examination goal of the final thesis with a concrete reference to the final qualification sought in the degree program and they determine the number of credits allocated to the final thesis. The master's thesis bears 15 to 30 credits.

(3) The master's thesis is normally to be completed as an individual work project. If the examination regulations allow final theses to be completed as a group project, the work completed by each individual candidate must be clearly identifiable and measurable as examination performance by listing the sections written, page numbers or other criteria that enable a clear demarcation.

(4) The examination regulations establish the conditions under which a student may be admitted to work on the master's thesis.

(5) The candidate proposes an advisor and an authorized examiner as primary supervisor for the master's thesis. The advisor and the primary supervisor may be identical. The proposals do not serve as a basis for any entitlement. The primary supervisor must be appointed by the Examination Board for the assessment of master's theses. The thesis topic is presented by the primary supervisor to the Examination Board and assigned by the Examination Board. Should the candidate be unable to find an advisor, the chair of the Examination Board will appoint an advisor and primary supervisor and ensure that the candidate is issued a master's thesis topic in a timely manner. The secondary supervisor is not entitled to submitting recommendations or proposals.

(6) The topic of the final thesis must be of such a nature that it can be completed within the designated time limit. The time allowed to work on the master's thesis is to be defined in the examination regulations. An extension - unaffected by § 26 - of the time allotted to work on the thesis by up to 20% (e.g., due to unforeseen problems in obtaining literature or data) is possible; an extension may not lead to the awarding of additional credits. The time limit for working on the thesis begins with the assignment of the thesis topic; the time at which the thesis topic is assigned is to be recorded on file. The topic assignment should be timed in such a way that even if an extension to work on the thesis must be granted, a student will not need to extend his or her studies.

(7) The topic can be declined only once and only within the first two weeks of the allotted writing time. A new topic is to be issued immediately, within no more than four weeks. The writing time commences anew with the re-issuing of the topic.

(8) The master's thesis can be completed in an external faculty or at an external academic institution in Germany or abroad as long as professional advising / supervision is provided. The decision rests with the Examination Board.

(9) The master's thesis is to be submitted by the due date to the Examination Board or to an office or individual designated by the Examination Board. The examination regulations determine how many copies and in which form the thesis is to be submitted. The time of submission is to be recorded and kept on file. The candidate is to affirm in writing when submitting the thesis that he or she has written the thesis with no outside help and with no other sources or aids than the ones listed in the thesis. If a master's thesis is not submitted by the deadline, it is to receive the grade "not sufficient" (0 points) in accordance with § 28 Paragraph 2.

(10) The master's thesis is to be evaluated by two examiners. The Examination Board forwards the master's thesis to the primary supervisor. At the same time the Examination Board appoints an additional reviewer from the pool of authorized examiners for a second assessment and forwards the thesis to him or her. At least one of the two assessors should be an authorized examiner at the relevant department of the Philipps-Universität Marburg. The assessment should be completed within six weeks after the thesis is submitted.

(11) If both assessments are either less than 5 points or greater than or equal to 5 points, the thesis grade will be determined by averaging the two assessments. If the two assessments vary from one another by no more than three points in accordance with § 28 Paragraph 2, the two grades shall form an average grade in accordance with § 28 Paragraph 3, Clauses 2 and 3; otherwise the Examination Board is to initiate an additional assessment, and the average of all three assessments shall form an average grade in accordance with § 28 Paragraph 3 Clauses 2 and 3. If one of the assessments is less than 5 points and the other is greater than or equal to 5 points, the Examination Board shall also initiate an additional assessment. The final grade of the thesis will be the median of all three grades.<sup>1</sup>

(12) The master's thesis is not passed if the total score is not at least 5 points ("sufficient") in accordance with § 28 Paragraph 2; the thesis can be repeated one time. If the culmination module includes a colloquium or a disputation, this examination may also be repeated one time. § 30 Paragraph 2 does not apply. The Examination Board ensures that the candidate receives a new topic for a master's thesis within six weeks after disclosure of the failing grade. Rejection of a topic within the time allocation outlined in Paragraph 7 Clause 1 is only admissible when the candidate did not make use of this option while preparing the initial master's thesis. A second repeat of the bachelor's or master's thesis is not permitted.

(13) If the master's thesis is, together with another examination, part of a culmination module, then averaging of grades is not admissible for a failed master's thesis. A grade balance of the colloquium or disputation can be planned in accordance with § 21 Paragraph 3.

<sup>1</sup> The median is the point value that is in the middle of the three grades when the grades are sorted by size. Example 1: Grades of 11 and 7 points, the third assessor gives 10 points: the median = 10 points; Example 2: Grades of 11 and 7 points, the third assessor gives 7 Points: the median = 7 points; Example 3: Grades of 4 and 5 points, the third assessor gives 5 points: the median = 5 points.



## **§ 24 Examination dates and registration for examinations**

(1) The Examination Board shall announce in the course catalog the examination and re-examination times. Dates for written exams and other test dates that apply equally for all module participants will also be announced in the course catalog. Examination dates such as presentations that are to be determined individually are marked "tbd" in the course catalog.

(2) Examinations take place within the respective module or directly thereafter. If examinations take place directly following a module, it should normally be offered either in a two to three-week examination period at the end of the semester or at the beginning or the end of the following semester break. Exams should be held on the same day of the week and at the same time during which the module normally takes place. The examiner should plan to be grading (for example term papers) during the semester break as well.

(3) The first date for the re-examination should be organized in a way, so that it will not prevent the successful participation of the further studies in the following semester.

(4) A binding pre-registration is required to sit for an exam. The Examination Board shall announce in an appropriate manner the deadline and form of registration no later than four weeks before the start of the registration period. Admission to the examination is to be denied if the deadline is not met or if admission requirements are not met.

(5) When registering for examinations, students can choose between the first test date and the re-test date. If a student chooses the date for re-testing and does not pass the examination, there will be no opportunity to re-test within the same semester. In this case and if the subsequent modules build on each other (consecutive modules) and the failed module is a prerequisite for the subsequent modules, continuation of studies in the following semester in deviation from § 24 (3) can not be guaranteed.

(6) A binding examination registration may be withdrawn without citing any reasons for the withdrawal, as long as the withdrawal takes place by the deadline set by the Examination Board. Information about these deadlines and how to withdraw will be announced together with the corresponding guidelines for registering.

## **§ 25 Time guidelines for completing work**

There are no time limits provided for completing specific work.

## **§ 26 Family support and disadvantage compensation**

(1) Consideration is to be taken with courses and examinations for students under additional stress due to pregnancy and raising children, caring for dependent family members and for students with a disability or a chronic illness. The type and severity of the stress is to be communicated by the student to the course instructors and/or the Examinations Office along with appropriate documentation. In cases of doubt, the Examination Board shall decide upon written request. In cases of illness, the Examination Board may request an official medical attestation. Taking statutory maternity leave and parental leave is to be made possible.

(2) If a student demonstrates that he or she is - due to a disability, a chronic illness, caring for dependent family members, pregnancy, the rearing of children - either wholly or partially unable to fulfill examination requirements in the standard form, the

Examination Board is to take appropriate measures to compensate for this disadvantage, such as through an extension of the allotted time or coming up with a different form of testing.

(3) If the examination regulations provide for time limits for the fulfillment of certain requirements in accordance with § 25, they are to be extended to match the duration of the statutory maternity leave and parental leave. Upon request a reasonable extension of the deadlines may be granted if burdens as outlined in Paragraph 1 are documented.

### § 27 Failure to appear, withdrawal, cheating, breach of regulations

(1) An examination result is deemed "insufficient" (0 points) in accordance with § 28 Paragraph 2 if the candidate does not appear for a binding examination date without a valid reason or if he or she withdraws without a valid reason from an examination that has already begun. The same applies, if the examination task is not fulfilled in the given time period.

(2) The reason for failure to appear for or withdrawal from an exam must be reported immediately in written form and must be made credible. In the case of illness, students have to submit an official medical attestation, and in the case of a repeated illness, students need to provide an official medical attestation from the municipal doctor (Amtsarzt). In the case of staying in a hospital, this special attestation is not necessary. The test results already present are to be counted in this case.

(3) Should the candidate attempt to influence the outcome of his or her grades by deception or unauthorized aids, the examination grade in question shall be "not sufficient" (0 points) in accordance with § 28 Paragraph 2. A candidate who is disruptive at the examination may be expelled from the examination by the examiner or the proctor; in this case the examination grade shall also be "not sufficient" (0 points) in accordance with § 28 Paragraph 2. In severe instances, the Examination Board may exclude the candidate from sitting for any further examinations in the degree program.

(4) Rulings in accordance with Paragraphs 1 to 3 are to be communicated to the candidate in writing immediately, including the reasons for the ruling and information on how to appeal.

### § 28 Performance evaluation and determining grades

The regulations of § 28 General Provisions apply.

Excerpt from the General Provisions:

**§ 28 Performance evaluation and determining grades**

(1) Grades for the individual examinations shall be determined by the respective examiners.

(2) A rating system is used that links the grade points with grades. The examinations are to be assessed with the following table using a numerical scale from 0 to 15 points:

(a) Points	(b) Assessment in the traditional grade system	(c) Grade in words	(d) Definition
15	0.7	very good	excellent work
14	1.0		
13	1.3		
12	1.7	good	work that is significantly beyond the average requirements
11	2.0		
10	2.3		
9	2.7	satisfactory	work that corresponds to the average requirements
8	3.0		
7	3.3		
6	3.7	sufficient	work that, in spite of its shortcomings, still meets

5	4.0		the requirements
4	5.0	not sufficient	performance that, due to significant
3			shortcomings, does not meet the requirements
2			
1			
0			

(3) Grades for modules that include multiple component examinations in accordance with § 21 Paragraph 3 are normally calculated using weighted partial credits. The values obtained by averaging are rounded and all decimal places are removed. If the first decimal place is 5 or larger, the value will be rounded up to the next full point value, otherwise the value will be rounded down; except for values greater than or equal to 4.5 and less than 5.0, which are rounded down to 4 points.

(4) An examination is passed if at least 5 points have been obtained.

(5) Unlike in Paragraph 2, external practical modules receive a grade of "pass" or "failed." The examination regulations may provide that, in addition to the external practical modules, additional modules are also not rated with points (i.e., they do not receive a letter grade). The total of pass/fail modules shall be limited to a maximum of 20% of the total credits accumulated for the degree program.

(6) The cumulative grade of the master's examination in points in column (a) on the following table is normally calculated using the weighted average of the credit points of the module grades. Modules not receiving grade points in accordance with Paragraph 5 do not affect the overall assessment. The cumulative grade point value is listed down to one decimal point, all subsequent decimal values are deleted without rounding. The cumulative grade of the master's examination is also to be listed as on the following table as a numerical grade as in column (b) and in words as in column (c).

(a) Average Point Value	(b) Numerical Grade	(c) Assessment
14.9 – 15.0	0.7	
14.6 – 14.8	0.8	excellent
14.3 – 14.5	0.9	
13.9 – 14.2	1.0	
13.6 – 13.8	1.1	
13.3 – 13.5	1.2	very good
13.0 – 13.2	1.3	
12.7 – 12.9	1.4	
12.5 – 12.6	1.5	
12.2 – 12.4	1.6	
11.9 – 12.1	1.7	
11.6 – 11.8	1.8	
11.3 – 11.5	1.9	
10.9 – 11.2	2.0	good
10.6 – 10.8	2.1	
10.3 – 10.5	2.2	
10.0 – 10.2	2.3	
9.7 – 9.9	2.4	
9.5 – 9.6	2.5	
9.2 – 9.4	2.6	
8.9 – 9.1	2.7	
8.6 – 8.8	2.8	
8.3 – 8.5	2.9	
7.9 – 8.2	3.0	satisfactory
7.6 – 7.8	3.1	
7.3 – 7.5	3.2	
7.0 – 7.2	3.3	
6.7 – 6.9	3.4	
6.5 – 6.6	3.5	
6.2 – 6.4	3.6	
5.9 – 6.1	3.7	
5.6 – 5.8	3.8	sufficient
5.3 – 5.5	3.9	
5.0 – 5.2	4.0	

(7) If more credits were earned in an elective subject area than required, those modules that were completed first will count toward the cumulative grade; where multiple modules have been completed within the same semester, the modules with the best grades are counted. The examination regulations may call for provisions that vary from Clause 1. When an individual module not only reaches but exceeds the number of credits required in an elective subject area, this module is only weighted with the credits necessary to reach the required number of credits.

(8) The cumulative grade is converted into the relative grading system of the European system for calculating academic work / European Credit Transfer System (ECTS). Module examination grades can also be converted

in the same fashion. Here the points are expressed as a relative ECTS grade, which indicates the ranking within a peer group that has passed the same test:

A = ECTS grade of the top 10 %  
B = ECTS grade of the next 25 %  
C = ECTS grade of the next 30 %  
D = ECTS grade of the next 25 %  
E = ECTS grade of the next 10 %  
Failed examinations are reported as follows:  
FX / F = did not pass

### § 29 Free examination attempt

There is no free examination attempt.

### § 30 Re-taking examinations

(1) Module examinations that have been passed may not be repeated.

(2) Failed examinations may be repeated three times.

(3) The change of an elective module which is not completed is possible one time.

(4) If a candidate who has earned at least 90 credit points does not pass a repeat examination, the Examination Board can, upon request, offer the candidate an earlier test date than the next regular examination date for this examination in which the credits of the corresponding test can be earned. The examiner is determined by the chairperson of the Examination Board from among the examiners of the corresponding module.

(5) § 23 Paragraph 8 Clause 1 (master's thesis) and § 21 Paragraph 3 Clause 3 General Provisions (counterbalanced module component examinations) remain unaffected.

### § 31 Loss of examination eligibility and conclusive failure to pass an examination

(1) Examination eligibility in the program of study for which the student is enrolled is permanently lost when

1. an examination has not been passed after exhausting the number of allotted attempts
2. there has been a severe case of cheating or deception as described in § 27 Paragraph 3 Clause 3

(2) A notice that the examination has conclusively not been passed (and the resulting loss of examination eligibility) is issued and is to include information on filing an appeal.

### § 32 Invalidity of examination results

The regulations of § 32 General Provisions apply.

#### Excerpt from the General Provisions:

#### § 32 Invalidity of examination results

(1) If the candidate has cheated on an examination and this fact becomes known only after conferral of the master's degree, the grade of the examination may be adjusted or the master's examination declared "failed."

(2) If the requirements for taking a module examination were not met without the examination candidate intending to deceive, and this fact becomes known only after conferral of the degree, this deficit will be remedied by passing the exam. If the candidate obtained admission to an examination by means of deception, the module examination result shall be "not sufficient" (0 points) in accordance with § 28 Paragraph 2.

(3) The candidate shall be given the opportunity to make an explanatory statement before a decision is made.

(4) The incorrect degree certificate is to be returned and, where applicable, a new one is to be issued. Along with the incorrect certificate, the degree, Diploma Supplement and transcript of records and the complete grade certificate should be returned if the master's examination was declared "failed" due to cheating.

### § 33 Certificate

The regulations of § 33 General Provisions apply.

Excerpt from the General Provisions:

#### § 33 Certificate

- (1) The candidate is to receive immediately, if at all possible within four weeks, a certificate for having passed the master's examination; the certificate must be in accordance with the template of the Philipps-Universität Marburg. The certificate is to list the modules with credits and grades earned, the topic of the final thesis with its final grade, the cumulative grade value in points and as a grade in words in accordance with § 28 Paragraph 6.
- (2) The examination regulations may stipulate that academic areas of emphasis are listed in the master's certificate.
- (3) Where the examination regulations call for the grouping of modules into content-related areas and / or electives and their inclusion on the certificate, the assessment of the subject area is to be listed in accordance with § 28 Paragraph 6 as a point value and as a numerical grade.
- (4) The certificate shall be signed by the chairperson of the Examination Board. The certificate bears the date on which the final examination was taken.
- (5) If a candidate has conclusively failed the examination, the candidate will, upon request, be issued a certificate by the Examination Board that verifies which module examinations were taken along with their respective grades and the number of credits earned for each module; the certificate will also clearly show that the candidate conclusively failed the examination.
- (6) Upon request an English translation of the certificate will be issued (see binding template of the Philipps-Universität Marburg).

### § 34 Degree

The regulations of § 34 General Provisions apply.

Excerpt from the General Provisions:

#### § 34 Degree

- (1) Along with the master's examination certificate, the candidate is to receive the master's degree certificate reflecting the conferral of the degree, bearing the same date as on the certificate. The conferral of the academic degree will be certified (see binding template of the Philipps-Universität Marburg). The document is to be signed by the chair of the Examination Board and the dean and bears the seal of the university.
- (2) Upon request an English translation of the degree will be issued (see binding template of the Philipps-Universität Marburg).

### § 35 Diploma Supplement

The regulations of § 35 General Provisions apply.

Excerpt from the General Provisions:

#### § 35 Diploma Supplement

A Diploma Supplement is issued along with the degree and the certificate in accordance with the international standards; here the most current version of the text agreed upon between the German Rectors' Conference and the Standing Conference of the Ministers of Education and Cultural Affairs is to be used (see binding template of the Philipps-Universität Marburg).

### § 36 Transcript of records and grade certificate

The regulations of § 36 General Provisions apply.

Excerpt from the General Provisions:

#### § 36 Transcript of records and grade certificate

- (1) The candidate is to receive upon request a confirmation of the examinations passed in the form of a transcript of records in accordance with the ECTS standard (see binding template of the Philipps-Universität Marburg).

Marburg). Upon completion of studies, a transcript of records is issued along with the certificate, the degree and the Diploma Supplement.

(2) Upon request the candidate is to receive a complete transcript reflecting all examinations completed within the course of study (including failed attempts and withdrawals). See binding template of the Philipps-Universität Marburg.

## IV. Final provisions

### § 37 Access to the examination documents

The regulations of **§ 37 General Provisions** apply.

Excerpt from the **General Provisions**:

#### **§ 37 Access to the examination documents**

Shortly after the announcement of the examination results, the candidate shall be granted access to his or her examination documents including the assessment of the master's thesis and the examination protocols. The Examination Board determines the time and place of the inspection of the examination records.

### § 38 Applicability and transitional provisions

(1) These regulations take effect the day after their publication in the official bulletin of the Philipps-Universität Marburg. At the same time the examination regulations from 24 April 2013 for the degree program Economic Change in the Arab Region for the degree of Master of Arts expire.

(2) These regulations apply for all students who commence their studies in the Wintersemester 2017/2018.

(3) Students who commenced their studies before these examination regulations come into effect can sit for the master's examination as late as the Wintersemester 2019/20 in accordance with the examination regulations from 24 April 2013. The Examination Board can make provisions for this transitional period that make a voluntary switch to these examinations easier. Changing to these examination regulations is to be made in writing and is irrevocable.

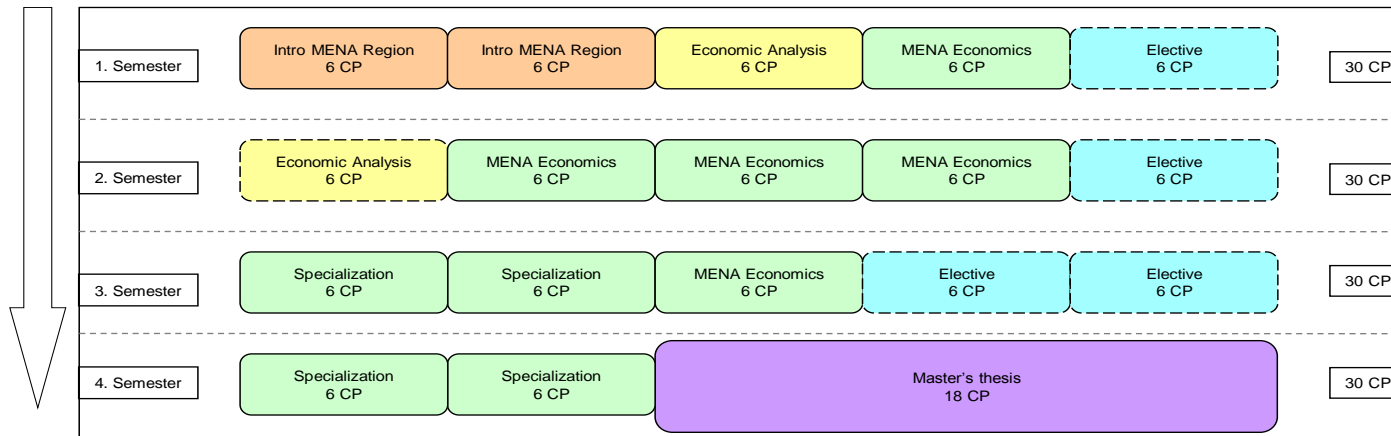
Marburg, 1 March 2017

signed

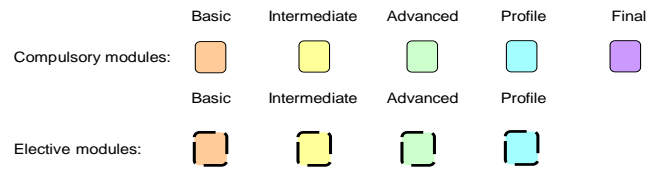
Prof. Dr. Elisabeth Schulte  
Dean of the  
School of Business and Economics  
at the Philipps-Universität Marburg

## Appendix 1: Sample schedule of study

Study plan – M.Sc. EMEA: Start in Winter semester –



**Legend**



## Appendix 2: Module list

Module title	CP	Degree of obligation	Level	Learning objectives	Prerequisites for course enrollment	Requirements for awarding credits
Empirical Development Economics with Reference to the MENA-Region	6	CO	Basic	The students should become familiar with general concepts and questions from development economics with a special focus on the application of empirical methods. The course introduces and discusses critically several concepts of economic development and its connection to the MENA region. Different factors of macroeconomic development will be discussed, while taking into consideration theories of economic growth and the role of institutions for the long-term development. The focus will be on following fields: environmental management and management of natural resources; institutions and governance; sanctions, conflict and violence; development aid and remittances; globalization; inequality and gender studies.	None	Module examination: Exam (120 minutes) or  Exam (60 minutes) and presentation or essay or worksheet
Economies of the Middle East	6	CO	Basic	The students should receive basic knowledge about the geographical, ethnic, economic, and socioeconomic structures of the countries of the Near and Middle East.	None	Module examination: Exam (60 minutes) or  Essay and presentation
Demographic Transition, Economic Growth and Political Stability in the MENA-Region	6	CO	Advanced	The students should critically discuss the economic and political consequences of demographic transition, especially with focus on those MENA countries which have high population growth rates. Students should receive competences to participate in academic discussions, and in exchange with students from other disciplines receive alternative points of view of the discussed topics.	None	Module examination: Term paper  Presentation or essay or worksheet



Political Economy of Corruption and Shadow Economy	6	CO	Advanced	This module covers the topics of political economy of corruption and shadow economy. With the help of usual theories and empirical methods, the reasons and consequences of corruption, shadow economy, and their interaction with the formal economy will be discussed. The analysis of political, economic and organizational incentives for corruption offers students the possibility of a deep understanding for this topic. Furthermore, students can learn the skills of applying empirical methods. This will help to understand and interpret relevant literature and to develop and operationalize own projects. This research-intensive module demands active and constructive participation of students.	None	Module examination: Exam (120 minutes) or  Exam (60 minutes) and presentation or essay or worksheet
Political Economy of Islam	6	CO	Advanced	The aim of this module is the study of modern empirical literature with the focus of the relationship between Islam, politics, and development economics, as well as Islamic banking and finance. With the help of relevant historical and theoretical backgrounds as well as empirical methods, this module sheds a light on the role of Islam (and religion in general) for the development process of the region.	None	Module examination: Exam (120 minutes) or  Exam (60 minutes) and presentation or essay or worksheet
Islamic Finance	6	CO	Advanced	The students should learn key components from the field of Islamic finance and banking. Here, the focus lies on characteristics of different products and its evaluation and optimization in comparison to conventional products. Students should learn to evaluate effects of Islamic finance and banking on events in the MENA region.	None	Module examination: Exam (120 minutes) or  Exam (60 minutes) and presentation or essay or worksheet

MENA Economics	6	EL	Advanced	The students should discuss critically recent questions about the economies of the MENA region. Here, students should especially receive the competence to apply learned methods or models on specific research questions related to the MENA region. Students should receive competences to participate in academic discussions, and in exchange with students from other disciplines receive alternative points of view of the discussed topics.		Module examination: Term paper  Presentation or essay or worksheet
Master's thesis	18	CO	Final	The master's thesis should demonstrate that the student is able to independently apply scholarly methods while processing and writing about a specific problem having to do with the economies of the MENA region within a designated time limit.	At least 48 credits in the study areas "Introduction to the MENA region," "Economic Analysis," "MENA Economics," Specialisations and Electives; the module "Empirical Economics"	Master's thesis (appr. 60 pages)

### Appendix 3: Import modules

Students in the Economics of the Middle East master's program acquire supplemental and advanced scholarly knowledge in the subject areas „Economic Analysis“, „Specialisation Accounting and Finance“, „Specialisation Economics“ and „Electives“. They receive training for an interdisciplinary professional profile with course work from disciplines that provide the relevant theoretical and empirical knowledge as related studies.

Students must obtain a total of 60 credits here. These can be acquired within the framework of their profile development and specialisation from one subject area / study program listed in the table below. We advise students to check timely, if there are special requirements or combination restrictions of offered modules.

The courses listed below are available to choose from at the time of adoption of these examination regulations. Für diese Module gelten gemäß § 21 Abs. For these modules the information in the study and examination regulations of the General Provisions outlined in § 14 Paragraph 1 apply, in the framework of which the modules are offered (particularly in regard to qualification objectives, prerequisites, credits, and examination modalities). The possible combinations of modules are determined, if applicable, by what courses are currently offered.

The course catalog can be modified or amended by the Examination Board if there are changes in the course offering throughout the faculties at the Philipps-Universität Marburg where courses are offered for this degree program. Such changes will be published by the Examination Board on the respective degree program's website. Attendance of the following courses of study can be made conditional - either in individual cases or in general - upon prior academic advising or a binding course registration. In the event of capacity constraints, the relevant provisions of the examination regulations apply. Furthermore, there is no guarantee that the courses listed below can and will actually be offered.

Upon a substantiated request by the student, it is permissible to approve additional import modules beyond the standard course offerings on an individual basis; this requires prior approval from the department or institution offering the course.

At the time of the latest decision by the Faculty Council on these study and examination regulations, there was an agreement on the following modules:

<b>Offered in faculty</b>	<b>Module title</b>	<b>CP</b>
<b>Applicable for academic discipline</b>	<b>Economic Analysis (6 CP)</b>	
<b>School of Business and Economics (FB 02)</b> (M.Sc. Economics and Institutions program)	Empirical Economics	6
	International Institutional Economics	6
	Theoretical Institutional Economics	6
	Theoretical Economics	6
<b>Offered in faculty</b>	<b>Module title</b>	<b>CP</b>
<b>Applicable for academic discipline</b>	<b>Specialisation Institutional Economics (24 CP)</b>	
<b>School of Business and Economics (FB 02)</b> (M.Sc. Economics and Institutions program)	Theoretical Economics	6
	Theoretical Institutional Economics	6

	International Institutional Economics	6
	Law and Economics	6
	Public Economics	6
	Cooperative Economics	6
	Seminar on Institutional Economics	6
	International Economic Policy	6
	Macroeconomic Policy	6
	Seminar on Economic Policy	6
<b>Offered in faculty</b>	<b>Module title</b>	<b>CP</b>
<b>Applicable for academic discipline</b>	<b>Specialisation Accounting and Finance (24 CP)</b>	
<b>School of Business and Economics (FB 02)</b> (M.Sc. Business Administration program)	Advanced Management Accounting I: Value-based Management	6
	Advanced Management Accounting II: Managerial Decision Making under Uncertainty	6
	Asset Pricing Theory/Capital Market Theory	6
	Behavioral Finance	6
	Selected Problems in Banking and Finance/Banking	6
	Seminar Advanced Management Accounting	6
	Seminar Empirical Finance	6
	Seminar Finanzierung und Banken	6
<b>Offered in faculty</b>	<b>Module title</b>	<b>CP</b>
<b>Applicable for academic discipline</b>	<b>Specialisation Management (24 CP)</b>	
<b>School of Business and Economics (FB 02)</b> (M.Sc. Business Administration program)	Business Model Innovation	6
	Culture, Leadership, and Knowledge Management	6
	Entrepreneurship	6
	Management of International Companies	6
	Strategic Management	6
	Strategic Management of Technology and Innovation I: Intellectual Property Management	6
	Strategic Management of Technology and Innovation II: Case Study	6
	Seminar Innovative Wertschöpfungskonzepte	6
	Seminar Strategisches und Internationales Management	6
	Seminar Technologie- und Innovationsmanagement	6
<b>Offered in faculty</b>	<b>Module title</b>	<b>CP</b>
<b>Applicable for academic discipline</b>	<b>Electives (24 CP)</b>	
<b>Sociology (FB 03)</b> (B.A. Social Sciences program, modules from Peace and Conflict Studies)	Einführung in die Friedens- und Konfliktforschung	6
	Einführung in die Theorien der Konfliktforschung	6
	Einführung in die Formen der Konfliktregelung	6

(M.A. Peace and Conflict Studies program)	Gewaltkonflikte und Friedensprozesse in der Weltgesellschaft – Violent Conflicts	6
	Aktuelle Beiträge der Friedens- und Konfliktforschung – Current Debates in Peace and Conflict Studies	6
	Entwicklung und Frieden – Development and Peace	6
	Mediation	6
	Sozialstruktur von Konflikt und Frieden – Social Structure of Conflict and Peace	6
	Critical Approaches to Peace and Conflict Studies	6
(B.A. Social Sciences program)	Arbeit und Geschlecht	12
	Politische Sozialisation	12
	Politik und Wirtschaft	12
	Globalisierung und gesellschaftlicher Entwicklung	12
(M.A. Sociology and Social Research program)	Soziologische Theorien	12
	Angewandte Soziologie	12
	Vergleichende Sozialstrukturanalyse	12
<b>Political Science (FB 03)</b> (B.A. Political Science program)	Politische Theorie	6
	Politisches System der Bundesrepublik Deutschland	6
	Internationale Beziehungen	6
	Vergleich politischer Systeme	6
	Politik und Geschlechterverhältnis	6
(M.A. Political Science program)	Politische Theorie und Ideengeschichte	12
	Gesellschaftliche Strukturkonflikte und Politikfeldanalyse	12
	Demokratieprobleme und empirische Demokratieforschung	12
	Europäische Integration	12
	Internationale Beziehungen	12
<b>European Ethnology / Cultural Sciences (FB 03)</b> (M.A. European Ethnology / Cultural Sciences program)	Forschungsfelder und Selbstverständnis der Europäischen Ethnologie / Kulturwissenschaft	12
	Historische Anthropologie / Kulturgeschichte	12
	Globalisierung, soziale Dynamiken und regionale Kulturentwicklung	12
<b>Cultural and Social Anthropology (FB 03)</b> (B.A. Comparative Cultural and Religious Studies program)	Europäische Ethnologie/Kulturwissenschaft	12
	Kultur- und Sozialanthropologie	12
(M.A. Cultural and Social Anthropology program)	Kultur, multiple Modernitäten & Postkolonialismus	6
	Aktuelle Probleme und Sachgebiete der Kultur- und Sozialanthropologie	12
	Konfliktanthropologie	12
<b>Political Science (FB 03)</b> (M.A. Religious Studies program)	Forschungsfelder und Selbstverständnis der Religionswissenschaft	12
	Theorie und Methodologie der Religionswissenschaft	12

	Religionen im Wandel (insbesondere Europa und Asien)	12
	Facetten des Islam	12
	Visuelle und materielle Repräsentation von Kultur und Religion	12
	Alltag, Religion und Kultur	12
<b>Philosophy (FB 03)</b> (B.A. Philosophy program)	Geschichte der Philosophie I	12
	Theoretische Philosophie I	12
	Praktische Philosophie I	12
	Logik und Argumentationstheorie	12
	Geschichte der Philosophie II	12
	Theoretische Philosophie II	12
	Praktische Philosophie II	12
	Epochen der Philosophie	12
	Disziplinen der Philosophie	12
	Probleme der Philosophie	12
	Geschichte der Philosophie B6	6
	Theoretische Philosophie B6	6
	Praktische Philosophie B6	6
	<b>Profile module of FB 03</b> <a href="https://www.uni-marburg.de/fb03/studium/qualitaet/lehrschwerpunkt">https://www.uni-marburg.de/fb03/studium/qualitaet/lehrschwerpunkt</a>	Profile module "Lehrschwerpunkt"
<b>Center for Gender and Feministic Future Studies (FB 03)</b>	Gender Studies und feministische Wissenschaft (B1, B2, und B3)	12
	Grundlagen Gender Studies und feministische Wissenschaft (B1 und B2)	6
<b>Psychology (FB 04)</b> (B.Sc. Psychology program)	Einführung in die Psychologie und ihre Forschungsmethoden	6
	Grundlagen der Biologischen Psychologie	6
	Grundlagen der Sozialpsychologie	6
	Einführung in die Entwicklungspsychologie	6
	Grundlagen von Wahrnehmung und Kognition	6
	Lernen, Motivation und Emotion	6
	Grundlagen von Lernen, Emotion und Motivation	6
	Einführung in die Pädagogische Psychologie	6
	Einführung in die Klinische Psychologie	6
	Grundlagen der Persönlichkeitspsychologie	6
	Einführung in die Arbeits- und Organisationspsychologie	6
	Einführung in die Kinder- und Jugendlichenpsychologie: Pädagogisch-psychologische und klinische Handlungsfelder	6
	Einführung in die Psychologie und deren Forschungsmethoden mit Schwerpunkt	12

	Lernen, Motivation und Emotion	
	Einführung in die Psychologie und deren Forschungsmethoden mit Schwerpunkt Persönlichkeitspsychologie	12
<b>History (FB 06)</b> (B.A. History program)	Basismodul Alte Geschichte	12
	Basismodul Mittelalterliche Geschichte	12
	Basismodul Neuere Geschichte	12
	Theorie und Methoden	6
(M.A. History of Social and Economic Development in Europe program)	Alte Geschichte	12
	Wirtschafts- und Sozialgeschichte I: Alte Geschichte	12
	Mittelalterliche Geschichte	12
	Wirtschafts- und Sozialgeschichte II: Mittelalterliche Geschichte	12
	Neuere und Neueste Geschichte	12
	Wirtschafts- und Sozialgeschichte III: Neuzeit	12
	Historische Grundwissenschaften I	6
	Theorie und Methoden	6
<b>German Studies (FB 09)</b> (B.A. German Language and Literature program)	Deutsche Sprache (A1)	12
	Literatur des Mittelalters (A2)	12
	Neuere deutsche Literatur (A3)	12
<b>Center for Near and Middle Eastern Studies (FB 10)</b> (B.A. Near and Middle Eastern Studies program)	Geschichte der vorislamischen und islamischen Welt	6
	Politik und Wirtschaft des Nahen und Mittleren Ostens	6
	Sprachen, Kulturen und Religionen des Nahen und Mittleren Ostens	6
	Einführung ins Studium der Nah- und Mitteloststudien	6
	Literatur, Kultur und Sprachen des Nahen und Mittleren Ostens	12
	Geschichte und Zeitgeschichte	12
	Politik, Gesellschaft und Ökonomie	12
	Religionen	12
	Literatur, Kultur und Sprachen des Nahen und Mittleren Ostens	12
	Arabisch 1	9
	Arabisch 2	9
	Arabisch 3	9
	Arabisch 4	9
	Arabisch 5	6
	Arabisch 6	6
	Persisch 1	9
	Persisch 2	9
	Persisch 3	9

	Persisch 4	9
	Persisch 5	6
	Persisch 6	6
	Türkisch 1	9
	Türkisch 2	9
	Türkisch 3	9
	Türkisch 4	9
	Türkisch 5	6
	Türkisch 6	6
(M.A. Middle Eastern Politics and Economics program)	Der Nahe und Mittlere Osten im regionalen und internationalen System	12
	Polit-ökonomische Strukturen und Transformationen im Nahen und Mittleren Osten	12



## **Appendix 4: Special admissions requirements and aptitude testing procedures**

### **§ 1 Special access criteria**

Only those individuals who have demonstrated - in addition to the general admission requirements of § 4 Paragraph 1 of the master's program regulations - a personal subject-related aptitude via an aptitude test that has been administered in accordance with the following aptitude testing procedures may be admitted to the "Economics of the Middle East" master's degree program.

### **§ 2 Application to participate in the aptitude testing**

(1) The application is to be completed using the form supplied by the University. The following documentation is to be submitted along with the application:

1. Proof of having completed a bachelor's degree in business administration and economics or at least the equivalent thereof at a German or a foreign university, or Official documentation reflecting the grade point average from the course work completed to date in accordance with § 4 Paragraph 1 of the Master program examination regulations.
2. Proof of basic economic knowledge as well as competences in scientific methods in accordance with § 4 Paragraph 1 of the Master program examination regulations.
3. Proof of English language proficiency at level C1 of the "Common European Framework of Reference for Languages."
4. Resume in table form on one DIN A4 page.
5. Approximately two-page letter on DIN A4 paper in English in which the applicant outlines his or her professional aptitude; explaining in particular why the applicant is choosing to study the program Economics of the Middle East (letter of motivation).
6. If applicable, proof of relevant work or practical experience.

### **§ 3 Admissions Suitability Commission**

(1) The implementation of the aptitude testing procedures to determine whether an individual is academically suitable for admission is the responsibility of the Admissions Suitability Commission, which is appointed by the Faculty Council. The Admissions Suitability Commission consists of at least two representatives of the study program who are certified examiners in accordance with § 18 Paragraph 2 of the Hessian Higher Education Act (HHG). A deputy needs to be appointed for each member of the commission.

(2) Upon completion of the admissions testing procedures, the Admissions Suitability Commission reports to the Faculty Council of the department on the experiences and provides suggestions for the continued development of the testing process.

### **§ 4 Aptitude testing procedures**

(1) An individual who applied in accordance with § 2 shall participate in the aptitude testing. Incomplete applications, applications not submitted in the proper format, and late applications shall not participate in the aptitude testing.

(2) Suitability is determined by the following criteria:

1. Cumulative grade in accordance with § 2 Number 1: Points for the cumulative grade are awarded as follows:

Numerical grade 13.0 to 15.0 (Decimal grade 1.3 to 0.7) = 4 points

Numerical grade 10.9 to 12.9 (Decimal grade 2.0 to 1.4) = 3 points

Numerical grade 8.6 to 10.8 (Decimal grade 2.8 to 2.1) = 2 points

Numerical grade 7.0 to 8.5 (Decimal grade 3.3 to 2.9) = 1 point

Numerical grade 5.0 to 6.9 (Decimal grade 4.0 to 3.4) = 0 points

The above is based on the grade scale from § 28 General Provisions of the Philipps-Universität Marburg.

2. Supplemental subject-specific qualifications from the initial professional degree that exceed the requirements of § 4 Paragraph 1 of the Master program examination regulations.
  - Proof of intermediate or advanced knowledge in economics or business administration (e.g., intermediate modules in the subject areas macroeconomics, econometrics, accounting, management, finance, marketing, or other specialisations) through successful completion of relevant advanced and / or final modules (maximum of 1.5 points).
  - Proof of knowledge in methods of economics and business administration (e.g., mathematics, statistics, operations research, econometrics, or empirical scientific research) (maximum of 1.5 points).
3. Letter of motivation and supplemental criteria (maximum of 1 point)
  - In the motivational letter and accompanying resume, the applicant should explain his or her personal and academic suitability and motivation for commencing studies toward the Master of Science in Economics of the Middle East in the School of Business and Economics at the Philipps-Universität Marburg.

(3) The Admissions Suitability Commission invites all candidates who have achieved at least 5 points on the written aptitude testing outlined in Paragraph 2 to a 15 to 30-minute interview, either in person or by telephone. The subject of the conversation will be questions on the applicant's knowledge of national economics. The conversation also serves to find out more about the applicant's motivation for the planned focus and the candidate's general ability to successfully complete an academically oriented master's program in English. One point each is granted for identification of economic knowledge and motivation, including the ability to successfully complete the degree program.

(4) A suitability assessment totalling at least 7 of up to 10 possible points is required for admission to pursue studies.

(5) A protocol is to be created showing the main criteria that led to the resulting assessment in § 4 Paragraph 2. A protocol is also to be kept showing the main questions and answers of the interview in accordance with Paragraph 4 as well as their assessment. The protocol must include the day and location of the interview, the names of the commission members, the name of the applicant and the main criteria that led to the resulting assessment.

## **§ 5 Completion of the process**

Applicants who are admitted receive a letter of admission from the university. The letter includes a deadline by which the applicant must matriculate. The letter of admission becomes invalid should the candidate not meet the deadline for matriculation.