

**Examination Regulations for the Examination in the Fee-Based English-Language Master’s Degree Program “International Material Flow Management Master of Science (M.Sc.)”**

**in the department Environmental Business/Environmental Law at Trier University of Applied Sciences dated xx.xx.201x**

In accordance with Art. 7 para. 2 No. 2 and Art. 86 para. 2 No. 3 of the Rhineland-Palatinate Higher Education Act (HochSchG) of 19 November 2010 [Law and Ordinance Gazette p. 463], last amended by Article 4 of the Act of 18 June 2019 [Law and Ordinance Gazette p. 101, 103], the faculty board of the Department of Environmental Business/Environmental Law at Trier University of Applied Sciences has enacted the following examination regulations at Trier University of Applied Sciences on 1 July 2020. The Examination Regulations were approved by the President of Trier University of Applied Sciences on xx.xx.201x.

It is hereby made public.

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## **§ 1 Scope and Superordinate Regulations**

These examination regulations regulate the examination requirements and examination procedures specific to the degree program for the fee-based, English-language master's degree program "International Material Flow Management Master of Science (M.Sc.)."

In addition, the general Examination Regulations for the examinations in the degree programs at Trier University of Applied Sciences apply in their respective version.

The basis for the English-language master's degree program is Art. 35 HochSchG.

The degree program is subject to a fee. Additional details are regulated by the fee scheme for the fee-based, English-language master's degree program "International Material Flow Management Master of Science (M.Sc.)" in Appendix 3 in the currently applicable version.

## **§ 2 Purpose of the Examination**

The master's examination leads to a professionally qualifying academic degree. The master's examination determines whether the students have an overview of the interrelationships in their subject and are able to independently apply and further develop scientific methods and findings; are able to take on complex development, planning and organizational tasks; are capable of competently and innovatively meeting the requirements of an ever-changing professional field and are able to take on management tasks. Furthermore, the examination determines whether the students possess the skills that will enable them to conduct research and other activities that require a high degree of abstracting and formalizing analysis and constructive problem-solving skills.

## **§ 3 Degree Title**

The academic degree "Master of Science" (abbreviated "M.Sc.") is awarded upon successful completion of the master's examination.

## **§ 4 Admissions Board**

**(1)** An admissions board, which is determined by the department, is formed for each master's degree program.

**(2)** The admissions board includes:

1. four professors,
2. a student from the department,
3. one person from each of the groups set by Art. 37 para. 2 No. 3 and 4 HochSchG.

**(3)** The admissions board decides on whether the admission requirements according to Art. 5 of these regulations have been fulfilled.

**(4)** The department can decide that the examination board will replace the admissions board for the examinations in the degree programs at Trier University of Applied Sciences in accordance with Art. 2 of the general Examination Regulations.

## **§ 5 Admission**

**(1)** Prerequisites for admission to the degree program are

1. A written application from the applicant,
2. Proof of a professionally qualifying university degree.

**(2)** In addition, the following special admission requirements must be fulfilled:

1. Proof of qualified practical work experience, usually lasting one year. This is to be understood as practical work experience acquired either in a job or internships that have sufficient contextual connections with the selected course of study and it must be the equivalent of at least half of the regular weekly working hours.

2. Sufficient English language competency corresponding to a B2 level of the Common European Framework of Reference (CEFR). Language competency may be assessed when necessary as part of the pre-selection of students, e.g. through a personal conversation. Evidence can be provided in particular

through a recognized language test (e.g. TOEFL, TOEIC), a semester abroad, an internship in an English-speaking country, English-language performance certificates in a university degree or the advanced English course (Leistungskurs) during school as well as certificates acquired at the Language and Communication area of Trier University of Applied Sciences department of Environmental Business/Environmental Law.

**[3]** According to Art. 35 para. 1 of the Higher Education Act, persons who do not have a university degree can also be admitted to the degree program. The admission of these persons requires:

1. One of the following university entrance qualifications:
    - a. (General or subject-related) higher education entrance qualification (Hochschulreife) or entrance qualification for studies at a university of applied science (Fachhochschulreife)
    - b. Completed vocational training with a qualifying end result and then at least two years of professional or comparable work
    - c. Master craftsman examination or comparable examination
  2. and thereafter at least three years of relevant professional activity that has sufficient contextual connections with this English-language master's degree program and in the course of which knowledge and skills were acquired that are beneficial for the English-language master's degree program,
  3. and then the successful completion of an aptitude test.
- The aptitude test referred to in number 3 is regulated in Appendix 2.

**[4]** The admissions board shall decide whether the admission requirements according to paragraph 2 and paragraph 4 as well as the conditions according to paragraph 5 have been fulfilled.

**[5]** Admission to the degree program according to para. 1 as well as to the aptitude test according to para. 3 number 3 requires a written application for admission, a letter of motivation and a description of a research idea. Applicants must enclose complete and informative documents with their application for admission, from which the requirements in para. 2 or para. 3 numbers 1 and 2 can be identified. The documents must be submitted to the university by the respective registration deadline. If it is not possible to provide the documents in the manner prescribed, the examination board may grant verification in another manner.

**[6]** Admission to the degree program is to be denied if the applicant

1. does not submit the required documents or does not submit them on time,
2. has lost the right in the Federal Republic of Germany to take the examination in the chosen study program or in two study programs in total.

In addition, admission to the degree program according to para. 3 number 3 will be denied if the aptitude test or a comparable test is failed in the final attempt.

## **§ 6 Standard Study Period, Program Structure, and Course Offerings**

**[1]** The period of study in which the degree program can usually be completed (standard study period) is 4 semesters in full-time studies. The master's examination can be completed within the standard study period. A student workload corresponding to 120 credit points (ECTS) is assigned to the degree program. One credit point (ECTS) corresponds to a student workload of 30 hours.

**[2]** The program offerings span the number of semesters indicated in para. 1. The program offerings are entirely modularized and comprise compulsory courses amounting to a total of 76 SWS (weekly contact hours) and compulsory elective courses amounting to a total of 4 SWS (weekly contact hours). In the compulsory elective area, students can choose their own focus areas. Compulsory elective subjects are announced in a suitable manner.

For the participation in courses with limited places, priority is given to those students who are enrolled in the degree program specified in Art. 1 or in the degree programs specified in Art. 1.

**[3]** A practical study phase (M 11 – Internship/Study Semester Abroad) amounting to 30 credit points (ECTS) is integrated into the standard study period. This corresponds to a workload of 900 hours and thus usually a duration of 16 weeks with weekly full-time participation. Completion with part-time participation is possible with a correspondingly adapted duration. The practical study phase can be replaced by corresponding periods at a foreign university or by a semester abroad or, in exceptional cases, by equivalent practical projects at the university. Details on this are regulated by the regulations for the practical study phase, the semester abroad and accompanying internships for practice-oriented theses for the bachelor's and master's degree programs in the department of Environmental

Business/Environmental Law at Trier University of Applied Sciences, Birkenfeld Environment Campus in the currently valid version.

**(4)** The courses offered in the compulsory and elective areas are exclusively in English. With the consent of the participating students, individual courses can be offered in other languages.

**(5)** The number of and award of credit points (ECTS) as well as the modules according to Art. 25 para. 2 of the Higher Education Act can be found in Appendix 1 of these regulations.

## **§ 7 Examination Board**

**(1)** In addition to the regulation in Art. 2 para. 10 of the general Examination Regulations for the exams in the degree programs at Trier University of Applied Sciences the following is specified:

The Examination Office, in cooperation with the examination board and the IMAT Management Office, is responsible for the organization and coordination of the examination system, including the issuing of the degree certificate, the diploma and the diploma supplement. Administrative activities of the examination board are usually carried out by the examination office. Announcements are usually made by the examination office. The examination office accepts registrations for the examination achievements and determines whether the requirements for admission to examinations are met. The examination office is the objection authority in examination matters.

## **§ 8 Examination Achievements**

Appendix 1 shows the modules that are only completed with an examination achievement.

## **§ 9 Final Thesis**

**(1)** The thesis is intended to demonstrate that the student is capable of independently working on a discipline-specific project using scientific methods within a limited time period. An interdisciplinary final thesis in combination with other disciplines is also possible.

**(2)** Students may register for the final thesis, at the earliest, after notification of the completion of 80 credit points (ECTS).

Students must register for the final thesis no later than six months after the notification of the completion of 90 credit points (ECTS). The notification shall take place via the IMAT Management Office in cooperation with the Examination Office. The date of the notification is to be recorded. Should registration of the final thesis not be done on time, it shall be considered as having failed the first attempt.

**(3)** The time period for working on the thesis is up to six months. It begins with the assignment of a topic. In individual cases, the examination board may extend the time period for working on the thesis upon substantiated request.

**(4)** The master's thesis must be submitted on time in triplicate to the office designated by the examination board. Upon submission the students must attest in written form that the work was independently produced – in the case of group work, the correspondingly marked share of the work – and that no other sources and aids were used, other than the ones indicated. The time of submission is to be recorded. If the master's thesis is not submitted on time, it is to be accorded a failing grade.

## **§ 10 Colloquium for the Final Thesis**

The students present their final thesis, which has been graded at least "sufficient," in a colloquium that generally lasts 60 minutes. Here the content of the final thesis in the context of the respective study program is to be examined. The presentation takes place in front of an examination committee. The committee consists of:

the examiner of the final thesis according to Art. 10 para. 6 of the general Examination Regulations for the examinations in the degree programs at Trier University of Applied Sciences and at least one other examiner according to Art. 3 para. 2 of the general Examination Regulations for the examinations in the degree programs at Trier University of Applied Sciences,

Art. 7 para. 4 through 6 of the general Examination Regulations for the examinations in the degree programs at Trier University of Applied Sciences apply accordingly.

## **§ 11 Calculation of the Overall Grade**

**[1]** The overall grade is a result of the weighted individual grades. The weighting of the individual grades can be found in Appendix 1 of these regulations.

**[2]** In the calculation of the overall grade only the first decimal place after the comma shall be factored in, all further decimal places shall be deleted without rounding. In the case of exceptional results (final grade up to 1.3) the overall evaluation can be awarded "with distinction."

## **§ 12 Passing, Failing and Repeating Examination Achievements**

**[1]** According to Art. 14 para. 3 of the general Examination Regulations for the examinations in the degree programs at Trier University of Applied Sciences the following is specified:

The repetition of an examination achievement, which was passed on the first attempt, is allowed once in order to improve the grade; the repetition is to be done at the next respective examination time. If a better grade is not achieved, the grade received on the first attempt of the examination is applied. For the final thesis as well as the colloquium for the final thesis repeating in order to improve the grade is not permitted.

## **§ 13 Certificate, Diploma Supplement**

In addition to the regulation in Art. 17 para. 3, 4 and 5 of the general Examination Regulations for the examinations in the degree programs at Trier University of Applied Sciences the following is specified: The certificate and the appendix are issued in German and English. The certificate is to be signed by the chairing member of the examination board and shall bear the date on which the last achievement was completed.

## **§ 14 Entry into Force**

The examination regulations take effect the day after their publication in "publicus," the official publication of Trier University of Applied Sciences. They apply to all students starting their studies in the **winter semester 2021/22**.

## **§ 15 Expiry of the Previous Examination Regulations and Transitional Regulations**

Expiry of the previous Examination Regulations as well as transitional provisions are specified separately in a revocation regulation.

Birkenfeld, xx.xx.2020

Prof. Dr. Klaus Helling

The Dean of the Department of Environmental Business/Environmental Law of Trier University of Applied Sciences

## Appendix 1: Curriculum of the Fee-Based, English-Language Master's Degree Program "International Material Flow Management Master of Science M.Sc."

Modules No.	M.Sc. in International Material Flow Management	Semester 1			Semester 2			Semester 3			Semester 4			Module Weight / Total Grade (in %)	
	Modules / Subjects	SWS	ECTS	Workload	SWS	ECTS	Workload	SWS	ECTS	Workload	SWS	ECTS	Workload		
M1	Global Environmental Challenges and Green Business Opportunities	4	6	180				<b>Option 1: Internship</b> With option 1 students are conducting an internship in companies, research organisations and (non) governmental entities with a duration of 16 weeks and (min) 20 semester week hours (SWH) per week  <b>Option 2: Study Semester Abroad</b> With option 2 students can conduct a theoretical study semester at any university with an equivalent workload of 20 SWH per week and a duration of 16 weeks	<b>Master Thesis Semester</b>				6,67		
M2	MFM Project Management and Financing	4	6	180											6,67
M3	Research Management and Applied Material Flow Management	4	6	180											6,67
M4	Economic Aspects of Sustainable Energy Systems	4	6	180											6,67
M5	Regional Material Flow Management	4	6	180											6,67
M6	Sustainability Management in Industry				4	6	180								6,67
M7	Circular Economy and Zero Emission Systems: Financing Strategies for Resilient Societies				4	6	180								6,67
M8	Industrial Ecology and Industry 4.0				4	6	180								6,67
M9	Economic Aspects of Integrated Water Resource Management				4	6	180								6,67
M10	Elective				4	6	180								6,67
M11	Internship / Study Semester Abroad*									20	30	900			
M12	Master Thesis										(20)	(30)			
	Colloquium											6	180	6,67	
	Thesis											24	720	26,67	
<b>TOTAL</b>		<b>20</b>	<b>30</b>	<b>900</b>	<b>20</b>	<b>30</b>	<b>900</b>	<b>20</b>	<b>30</b>	<b>900</b>	<b>20</b>	<b>30</b>	<b>900</b>	<b>100</b>	

\* Module 11 is completed with only an examination achievement in accordance with Art. 6 of the general Examination Regulations for the examinations in the degree programs at Trier University of Applied Sciences and Art. 8 of the Examination Regulations for the examination in the fee-based, English-language master's degree program "International Material Flow Management Master of Science M.Sc." in their respective versions and is assessed as "passed" or "failed."

## **Appendix 2: Regulation for the Aptitude Test According to Art. 5 para. 3 number 3 and para. 5 and 6 of the Examination Regulations for the Fee-Based, English-Language Master's Degree Program "International Material Flow Management Master of Science (M.Sc.)" of the Environmental Business/Environmental Law Department of Trier University of Applied Sciences, Birkenfeld Environmental Campus**

### **§ 1 Purpose of the Aptitude Test**

The aptitude test is intended to determine the equivalence of the professional qualification with that of a completed undergraduate degree.

### **§ 2 Responsibility for and Procedure of the Aptitude Test**

**(1)** The procedure for determining the degree-program-related suitability is carried out by the Admissions Board in accordance with Art. 4 of the Examination Regulations for the examination in the fee-based, English-language master's degree program "International Material Flow Management Master of Sc. (M.Sc.)" **dated XX.XX.2020 [published in publicus 2020-XX from XX.XX.2020]** as part of the admission process. The application must contain the following documents:

- a. an informal application stating the applicant's educational background,
- b. the evidence according to Art. 5 para. 3 and 5 of the Examination Regulations for the English-language master's degree program "International Material Flow Management" in the currently valid version.

**(2)** To carry out the aptitude test, the applicant's documents are evaluated by the admissions board [applicant evaluation]. If the evaluation of the documents has been approved by the admissions board, i.e. in addition to the admission requirements set out in the Examination Regulations, the prerequisites according to Art. 2 para. 1 letters a. and b. are fulfilled, the applicant will receive a written notification with an invitation to an aptitude test.

**(3)** The aptitude test is an oral examination that lasts approx. 30 minutes. The content of the examination is questions about the applicant's career path, the desired study goal, cultural, political, social and economic issues as well as the circular economy and serves to provide insight into the applicant's previous thematic knowledge of "International Material Flow Management." The examination will be conducted in English.

### **§ 3 Record**

**(1)** A record is to be made of the course of the procedure, from which must be visible:

- a) date and place of the assesment procedure,
- b) the names of the examiners involved,
- c) the name of the applicant and
- d) the decision as well as the reasons for the decision to pass or fail the aptitude test,
- e) the established equivalence of the professional qualification with that of a completed undergraduate degree and
- f) the determined linguistic aptitude.

**(2)** The record is to be signed by the chairing member of the admissions board in accordance with Art. 2 para. 1 of these regulations.

**(3)** The applicant shall be allowed to inspect the record upon written request. The request must be submitted within one month after the result of the assessment procedure has been announced to the degree program officer of the degree program listed in Art. 2 para. 1.

### **§ 4 Announcement of the Decision**

The decision on passing or failing of the aptitude test is communicated to the applicants through a written notification in German and English.

### **§ 5 Repetition of the Procedure**

If the applicant has failed the aptitude test or if he or she has, in accordance with Art. 5 para. 6 been excluded from further participation in the aptitude test, he or she is only allowed to repeat the examination twice.

## **§ 6 Period of Validity**

**[1]** The determination of the degree-program-related suitability extends to the master's degree for which it was awarded. As a rule, it is valid for three enrollment dates following the assessment. In justified cases, the admissions board can, according to Art. 2 para. 1, extend the period of validity.

**[2]** Other than the determination of the degree-program-related suitability for the English-language master's degree program "International Material Flow Management Master of Science (M.Sc.)" in the department of Environmental Business/Environmental Law at Trier University of Applied Sciences, no other statements from other universities are recognized.



## **Appendix 3: Fee Scheme for the Fee-Based, English-Language Master's Degree Program "International Material Flow Management Master of Science (M.Sc.)" of the Environmental Business/Environmental Law Department of Trier University of Applied Sciences, Birkenfeld Environmental Campus**

### **§ 1 Collection**

As a corporation under public law, Trier University of Applied Sciences charges students tuition fees in accordance with this regulation for the fee-based, English-language master's degree program "International Material Flow Management Master of Science M.Sc."

### **§ 2 Amount**

**(1)** Tuition fees totaling €12,000 are charged for the English-language master's degree program.

**(2)** For the reading and evaluation of the application documents, a one-time fee (application screening fee) in the amount of €200 is charged.

**(3)** In the event of repeated participation in a written examination or participation in repeat examination dates, in particular after the end of the standard study period, the students may be charged an additional examination fee, which is determined by the actual expense incurred by the university or the institution commissioned by it.

### **§ 3 Due Date**

**(1)** The tuition fees are due on August 15 for the winter semester and February 15 for the summer semester. Trier University of Applied Sciences or an institution commissioned by it will issue a corresponding invoice.

**(2)** The scale of the tuition fees is as follows:

Semester Amount

1	€4000
2	€4000
3	€2000
4	€2000

**(3)** The fee for reading and evaluating the application documents is due upon submission of the application documents by the applicant. Trier University of Applied Sciences or an institution commissioned by it will issue a corresponding invoice.

### **§ 4 Payment by Installments, Reduction and Grading, Deferral**

**(1)** Notwithstanding Art. 3, payment in installments can be agreed to upon request with the invoicing office of Trier University of Applied Sciences or the institution commissioned by it, if the immediate collection of the full amount would involve considerable hardship for the student. The amount of the installments should be based on the student's ability to pay and should be such that the full amount is usually paid within one semester. Payment in installments can also be granted if a request according to para. 3 or para. 4 is denied.

**(2)** The granting of the installment payments can be revoked by the examination board if the student is in arrears with the payment of the installments; it is to be revoked if they are in arrears with the payment of three installments.

**(3)** At the request of the student, tuition fees can be deferred by the degree-program management if the immediate collection would result in considerable hardship for the student and the deferral does not endanger the fulfillment of the claim. The deferral should be granted with appropriate interest and usually only with the collection of a security deposit. A deferral can also be granted if a request according to para. 4 is denied.

A reduction of the tuition fees is possible. The applicants are evaluated according to a set point system. The amount of the reduction in tuition fees depends on the score achieved in the evaluation.

## **§ 5 Reimbursement of Tuition Fees**

Tuition fees cannot be reimbursed.

## **§ 6 Consequences of Non-Payment**

Students in the English-language master's degree program "International Material Flow Management Master of Science (M.Sc.)" who have not paid the fees due or the agreed payment installments in accordance with the deadlines listed above cannot participate in the courses and the related examinations or cannot continue their participation. The decisive factor here is payment received by Trier University of Applied Sciences or an institution commissioned by it. Students who have not paid the fees due in the course of the current semester despite receiving a reminder will be denied re-registration for the following semester. A new enrollment in the degree program mentioned in Art. 1 is then only possible after the outstanding fees have been paid. If payment in installments is agreed upon that extends beyond the duration of the studies, the corresponding graduation documents (master's examination certificate, master's examination diploma, etc.) will not be handed over after the successful completion the program. The final documents will be handed over with the payment of the tuition fees in their entirety.

<b>Document History</b>				
<i>File Name</i>	<i>Created/Changed</i>	<i>Approval/Update</i>	<i>Intranet/Validity</i>	<i>Changes</i>
Muster-Fach-PO Master konsekutiv Version_1_0_0.docx		10.04.2019 Senate		
Muster-Fach-PO Bachelor Version_1_0_1.docx	18.12.2019			Formatting; Supplement to the form instructions