

**Admission and Examination Regulations**

for the further training certificate programme

**International Management and Information Systems**

at the South Westphalia University of Applied Sciences

Soest campus

as of 18 February 2021

In accordance with § 2 (4) and § 64 (1) of the Law governing the universities of the federal state of North Rhine-Westphalia (Higher Education Act) of 16 September 2014 (GV.NRW.P.547), as amended by Law of 17 October 2017 (GV.NRW.P.1110), the South Westphalia University has issued the following Examination Regulations:

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Enclosure Modules Offer

**§ 1**  
**Applicability**

These Examination Regulations apply to the further training certificate programme "International Management and Information Systems" at the South Westphalia University of Applied Sciences, Soest campus.

**§ 2**  
**Objective of the Study Course**

The further training certificate programme "International Management and Information Systems" is aimed in particular at professionals who want to acquire further knowledge in the disciplines of management and IT support.

**§ 3**  
**Further Training Certificate**

In the framework of the further certificate programme, a module certificate of the South Westphalia University of Applied Sciences is acquired upon the successful completion of an individual module.

**§ 4**  
**Study Prerequisites**

- (1) Admission requirements for the certificate programme "International Management and Information Systems" are a first degree from a higher education institution within the area of application of the Basic Law, or an equivalent degree from a foreign higher education institution as well as at least one year of professional experience.
- (2) Beside the admission requirements according to section (1), proof of language skills must be provided as follows:
  - a) The applicant certifies the level of English proficiency by means of a TOEFL test with at least 575 points (paper-based) or 232 points (computer-based) or 91 points (Internet-based), or
  - b) by means of an IELTS test with a score of at least 6.5, whereby the writing and reading parts of the test must have a score of at least 6.0, or
  - c) the applicant proves successful completion of the Bachelor's degree course Business Administration with Informatics at the South Westphalia University of Applied Sciences.

- d) The burden of proof does not apply to applicants who have obtained their general or subject-linked higher education entrance qualification at a German-speaking institution.

## **§ 5**

### **Selection Procedure**

If the number of applicants exceeds the number of places for the respective module, admission will be made according to the order in which the application documents are received. The application must be submitted in due form and time with the necessary documents (diplomas, certificates of professional activities) to the Fachhochschule Südwestfalen, Standort Soest, Fachbereich Elektrische Energietechnik.

## **§ 6**

### **Structure, Modules and Credit Points**

- (1) The certificate programme lasts one semester per module and is studied part-time.
- (2) The range of courses includes the subjects listed in the enclosure. The description of the module contents can be found in the module handbook of the part-time Master's study course International Management and Information Systems - Online.
- (3) The certificate programme comprises five credit points (CP) according to the European Credit Transfer System (ECTS) per module. One credit corresponds to a student workload of 25 hours.
- (4) Approximately 70% of the course contents in the certificate programme are taught through asynchronous self-study materials (learning modules, e-lectures, study letters, textbooks, specialist literature, etc.) and approximately 30% through synchronous elements (face-to-face sessions and video conferences).
- (5) The certificate programme is conducted in English.
- (6) The studies start in the winter semester for modules from the first or third semester of the part-time Master's study course International Management and Information Systems - Online, and in the summer semester for modules from the second semester.

## **§ 7**

### **Performance Assessments during Studies**

- (1) Students can participate in module examinations for a performance assessment in the part-time Master's study course International Management and Information Systems - Online at the South Westphalia University of Applied Sciences, Soest campus. The performance assessments during the course of study are assessed in a differentiated manner by grades.

- (2) Participation in the performance assessments during the course of study does not constitute an examination relationship under public law.

## **§ 8**

### **Examination Board**

- (1) The examination board for the part-time Master's study course International Management and Information Systems - Online at the South Westphalia University of Applied Sciences, Soest campus, is responsible for the tasks related to the performance assessments.
- (2) The examination board shall ensure that the provisions of these Regulations are observed, in particular with regard to the proper conduct of the examinations.

## **§ 9**

### **Conducting Performance Assessments during Studies**

The provisions on examinations in §§ 9, 12, 13 and 15 to 23 of the General Examination Regulations for Bachelor's and Master's study courses at the South Westphalia University of Applied Sciences as well as §§ 6 and 8 to 14 of the Examination Regulations for the part-time Master's study course International Management and Information Systems - Online at the South Westphalia University of Applied Sciences, Soest campus, shall apply accordingly to the performance assessments during the course of study in their current version.

## **§ 10**

### **Certificate, Certificate of Attendance**

- (1) After successful completion of a module, a further training certificate is issued immediately, if possible within four weeks.
- (2) The further training certificate includes the exact name of the completed module, the number of ECTS credits obtained as well as the examination grade of the module.
- (3) The certificate is to be signed by the chairperson of the examination board.
- (4) It is issued in both English and German.
- (5) If the intended academic performance or course-related module examination is not successfully completed, but the lecturer of the module confirms that the candidate has worked on at least 75 percent of the contents and participated in at least 75 percent of the synchronous course elements, a certificate of attendance without grading is issued. Sections (2) to (4) apply accordingly to the certificate of attendance, with the exception of the credits achieved and the examination grade of the module.

**§ 11**  
**Coming into Effect, Publication**

- (1) These Admission and Examination Regulations shall come into effect on the day after their publication. They are published in the Public announcement “Amtliche Bekanntmachung der Fachhochschule Südwestfalen – Verkündungsblatt der Fachhochschule Südwestfalen” - of the South Westphalia University of Applied Sciences.
  
- (2) The provisions of these Admission and Examination Regulations apply for the first time to those participants who begin studying individual modules with a module certificate in the field of further academic training in the summer semester 2021.

The given Examination Regulations are issued after verification by the Rectorate of the South Westphalia University of Applied Sciences based on decision of the Faculty Council of the Faculty of Electrical Engineering as of 17 February 2021.

Iserlohn, 18 February 2021

Rector of the South Westphalia University of Applied Sciences

Professor Dr. Claus Schuster

## Enclosure Examination Regulations

Modules offer “International Management and Information Systems”

<b>Module</b>	<b>Credits Points (ECTS)</b>
WINTER SEMESTER	
International Management	5
International Economics	5
Management Accounting & Finance	5
Business Informatics	5
Business Marketing Management	5
Leadership & Change Management	5
Business Intelligence	5
Information Management	5
SUMMER SEMESTER	
Business Process Management	5
Corporate Entrepreneurship & Innovation	5
E-Business	5
Enterprise Resource Planning	5