

**Study and Examination Regulations for the Post-graduate Master Degree  
Course in Financial Management at the Fachhochschule  
[University of Applied Science] in Coburg (SPO M FM)  
Dated 16 September 2003, last revision of the regulations: October 1, 2004**

Based on Art. 6 par. 1, Art. 72 par. 1, Art. 81 par. 1, Art. 84 par. 2 sentence 3 and Art. 86a of the Bayerische Hochschulgesetz (BayHSchG) [Higher Education Act in Bavaria] (BayRS [official compilation of Bavarian laws] 2210-1-1-K), the following statutes are herewith stipulated by the university of applied science in Coburg:

§ 1

Scope of Application, Purpose of the Study and  
Examination Regulations

<sup>1</sup>These study and examination regulations stipulate the provisions for the Post-graduate Master Degree Course in Financial Management at the University of Applied Science in Coburg. <sup>2</sup>The purpose of these study and examination regulations is to complete and supplement the general examination regulations for universities of applied science (RaPO) dated 17 October 2001 (GVBl [law gazette of the individual states] p. 686, BayRS [official compilation of Bavarian laws] 2210-4-1-4-1 WFK), the regulations concerning the external practical semesters at universities of applied science in Bavaria dated 16 October 2002 (GVBl [law gazette of the individual states] p. 589, BayRS [official compilation of Bavarian laws] 2210-4-1-6-1 WFK) and the general examination regulations of the University of Applied Science in Coburg dated 20 May 1994 (KWKB I p. 778) as amended.

§ 2

Purpose of the Course

(1) Within the framework of the Master Degree Course in Financial Management, students can get a second degree in a specific business management area of application focusing on financial issues based on a first academic degree qualifying students to enter a profession.

(2)<sup>1</sup>The purpose of the Master Degree Course is to place students in a position to recognise business management problems as well as to see them in context with scientific methods, to analyse and solve them. <sup>2</sup>Graduates of this course are to be placed in a position to perform management tasks.

(3)<sup>1</sup>The purpose of the Master Degree Course is to prepare students for an international area of responsibility. <sup>2</sup>This is why the course of studies also includes lectures given in the English language and the assessment of academic achievements.

(4) The Master Degree Course is intended for students who intend to graduate from an internationally oriented business management course of studies in financial management consecutively or as a post-graduate course of studies.

§ 3

Conditions for Admission to the Course of Studies  
(1) Candidates shall only be admitted to the course of studies if they satisfy the following requirements:

1. they were awarded a degree in economics or a similar academic degree by a German university or an equivalent degree abroad with an overall grade of at least "good" or
2. they were awarded a different academic degree with an overall grade of at least "good" and have gathered experience in this specific field in a managing position in a commercial department for at least two years and
3. they have a knowledge of the English language at least on level 2 according to UNiCert or a comparable knowledge of the English language and
4. they furnish proof of their subject-related and methodological know-how required for analysing and interpreting economic background in an international context within the framework of a university selection procedure. This selection procedure is made up of a subject-related discussion with two professors teaching at the University of Applied Science in Coburg, a record of which is taken. This discussion can be dispensed with if the applicants provide internationally acknowledged evidence (such as the GMAT Graduate Management Administration Test or similar tests which were completed with an above-average result, for example) which provides proof of the fact that the candidate is sufficiently qualified for this course of studies.

(2)<sup>1</sup>The examination committee is responsible for performing the admission procedure. <sup>2</sup>This includes taking any decisions which may have to be taken under par. 1.

§ 4

Standard Period of Study,  
Structure of the Course of Studies

(1) The standard period of study in this course of studies is four semesters including one external practical semester which is regarded as third semester.

(2)<sup>1</sup>Students who are already working can also pursue the course of studies as a complementary part-time post-graduate course. <sup>2</sup>In this context it

may be provided in the syllabus that the course of studies is offered as a part-time course or as a correspondence course. <sup>3</sup>The part-time course comprises a standard period of study of six semesters; the practical semester is replaced by an employment relationship. <sup>4</sup>The commencement of a part-time course requires any students, apart from their obligation to make their choice with binding force prior to the beginning of the studies, to also prove their employment relationship of at least half the collectively agreed working hours with an enterprise which has its headquarters in the European Union.

#### § 5

##### Subjects and Assessment of Academic Achievement

(1) <sup>1</sup>For the subjects, the number of hours, the assessment of academic achievements as well as credits see Schedule 1 to these study and examination regulations. <sup>2</sup>The regulations are supplemented by the syllabus as far as the compulsory optional subjects are concerned.

(2) The study units within the framework of the courses or the entire course can be implemented externally and/or via some kind of distance learning.

(3) Subjects are either compulsory subjects, compulsory optional subjects or optional subjects:

1. Compulsory subjects are subjects in the course of studies which are binding for all students.
2. Compulsory optional subjects are subjects which are alternatively offered individually or in groups. Every student must select a number of these subjects based on the provisions of these study and examination regulations. The objects selected by the student shall be treated in the same way as compulsory objects. A student chooses a certain group by opting for the respective subject.
3. Optional subjects are subjects which do not constitute a binding precondition for the achievement of the purpose of the course. Students can opt for these subjects from the range of subjects offered by the university in addition to the compulsory and compulsory optional subjects.

(4) Results in optional subjects cannot be credited against compulsory and compulsory optional subjects.

#### § 6

##### Syllabus

(1) <sup>1</sup>A syllabus which specifies the individual order of courses is prepared by the relevant department for each special field so as to organise courses and provide information for the students. <sup>2</sup>The syllabus is approved through a resolution passed by the council of the particular department and must be published in the university. <sup>3</sup>New regulations must be published prior to the commencement of the

lecturing period of the particular semester in which the regulations are to be applied for the first time. <sup>4</sup>Changes subsequent to publication are only admissible if they have exclusively beneficial effects and do not impair the assessment of academic achievements as well as test procedures.

(2) The syllabus must specify the basic terms of these statutes and, in particular, it must comprise provisions and notes on the following:

1. how weekly lessons during the semester are broken down per subject and semester;
2. the subject-related compulsory optional subjects including lessons per week during the semester;
3. type of course in individual subjects unless they were ultimately defined in Schedule 1;
4. purposes and contents of individual subjects in the course of studies;
5. objectives and contents in practical courses and courses complementary to practical courses during the external practical semester as well as the nature and organisation thereof;
6. detailed notes on proof of academic performance and certificates of attendance.

(3) <sup>1</sup>The student does not have a right to demand that all compulsory optional objects originally planned are actually offered. <sup>2</sup>Students do not have a right to demand that the courses concerned are actually implemented if the minimum number of students attending required could not be achieved.

#### § 7

##### Course Guidance

<sup>1</sup>The purpose of course guidance or study counselling is to provide students with information on and explain structures, options and procedures in the course of studies as well as actual courses. <sup>2</sup>Those who have only just taken up their studies must also be provided with information within the framework of introductory events.

#### § 8

##### External Practical Semester with regard to Full-time Studies

(1) <sup>1</sup>In deviation from § 11 of the general examination regulations for universities of applied science (RaPO), only practical professional activities involving a particular degree of qualifications after a first academic degree can be counted towards the external practical semester. <sup>2</sup>Qualified support of a practice-related research and development project at a university with international links can be considered equivalent to an activity according to sentence 2 if the student is able to furnish credible evidence of his or her individual share by means of suitable documentary evidence. <sup>3</sup>The evidence of an adequate knowledge of German forms a prerequisite for admission to the practical semester.

(3) Any tests which must be taken in an external practical semester shall be taken at the end of the examination period.

#### § 9

##### Tests and Examinations

The purpose of examining the student is to assess academic achievements under the Master Degree Course to find out whether the student has acquired the subject-related knowledge required for superior practical professional activities, whether he or she has understood the subject-related background and whether he/she knows the scientific fundamentals and is able to apply them in professional practice.

#### § 10

##### Master Thesis

- (1) The studies are completed by a Master Thesis.
- (2) The Master Thesis has the purpose to show that the student is in a position to independently deal with a problem which pertains to the field of Financial Management.
- (3) <sup>1</sup>The Master Thesis is set at the end of the third specialised semester or, with respect to the part-time course, at the end of the fourth specialised semester. <sup>2</sup>The examination board assigns a subject to those students who have not yet registered by then. <sup>3</sup>The time limit as from the setting of the thesis up until the handing in of the latter is five months at maximum and, with regard to the part-time course, nine months at maximum.
- (4) The Master Thesis has to be submitted in the form of one copy or, if so requested by the person in charge of the students, in the form of two copies.

#### § 11

##### Examination Board, Disclosure of Grades, Duty to Co-operate

- (1) An examination board made up of one presiding member, its deputy and another member shall be appointed by the council of the particular department.
- (2) The grades are disclosed on the blackboard of the examination board in the university pursuant to § 18 par. 9 of the general examination regulations for universities of applied science (RaPO).
- (3) <sup>1</sup>The regulations to be stipulated by the examination board may only be changed for compelling reasons after their announcement during the current semester; in connection with this, aspects of confidence have to be taken into special consideration. <sup>2</sup>These regulations must be brought in line with the syllabus.
- (4) Every student is obliged to autonomously and continually keep themselves informed of any publications on the particular department, the examination committees and the examination office in

the university within the framework of their duty to co-operate in the test procedure.

#### § 12

##### Overall Examination Grade

For the weighting of grades in proof of academic achievements within the framework of the Master's Degree Course Examination and the divisor see Schedule 1 to these statutes.

#### § 13

##### Master's Degree Examination Certificate

<sup>1</sup>A certificate based on the model you will find in the schedule to the general examination regulations of the University of Applied Science in Coburg will be issued if the student has passed the Master's Degree Examination. <sup>2</sup>Only the student's first name but no middle name or any other Christian name shall be included in the certificate.

#### § 14

##### Academic Degree

<sup>1</sup>If the student has passed the Master's Degree Examination he/she is awarded the academic degree "Master of Business Administration" or M.B.A. for short. <sup>2</sup>A document certifying the academic degree based on the respective model you will find in the schedule to the general examination regulations of the University of Applied Science in Coburg will be issued.

#### § 15

##### Effective Date

- (1) <sup>1</sup>These study and examination regulations shall come into force on 1 October 2003. <sup>2</sup>They apply to students who take up first-semester studies after the summer semester of 2003. With regard to the regulations as laid down in § 4 par. 2 as well as those concerning the admission requirements they shall also apply to any students who took up their studies before the winter semester of 2003/2004.
- (2) Insofar as these study and examination regulations do not apply within the meaning of paragraph 1, the study and examination regulations for the Master Degree Course in Financial Management at the University of Applied Science in Coburg (Fachhochschule Coburg) (SPO M FM) of 17 May 2002 (KWMBI II 2003 p. 637) shall continue to apply; otherwise, they shall cease to be in force.

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Issued based on the resolutions of the senate of the university of applied science in Coburg on 27 June 2003 as well as on the approval of the Bavarian Ministry of State for Science, Research and Arts granted on 27 August 2003, file no. XI/3-3/313(2/14)-11/31 611.

Coburg, dated 16 September 2003

Signed by  
Dr. Gerhard Lindner  
President

These statutes were adopted by the University of Applied Science of Coburg on 16 September 2003. They were pub-

lished on 16 September 2003 on the blackboard. 16 September 2003 is the day of publication.

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**Enclosure: Subjects and Evidence of Academic Achievements**

**1. Theoretical Semesters of Studies**

1	2	3	4	5	6	7	8	9
Subject No.	Lectures				Evidence of Academic Achievements <sup>1)</sup>			
	Subjects	WHS	Credit Points	Type of Lecture	Examinations			Weight of Mark with respect to the Final Mark
					Type	Duration in Minutes	Prerequisites for Admission	

**Subject Group 1: Core Subjects of Financial Management 1 – Compulsory Subjects**

SG 11 CS	Fundamentals of Financial Management	2	3	SLT, S, E; IS	WE	90–120	EAA	1
SG 12 CS	Asset and Liability Management	4	6	SLT, S, E; IS	WE	90–120	EAA	2
SG 13 CS	Treasury Management	2	3	SLT, S, E; IS	WE	90–120	EAA	1
SG 14 CS	Risk Management	4	6	SLT, S, E; IS	WE	90–120	EAA	2
SG 15 CS	Corporate Finance	4	6	SLT, S, E; IS	WE	90–120	EAA	2
<b>Sums:</b>		16	24					8

**Subject Group 1: Core Subjects of Financial Management 1 – Compulsory Optional Subject <sup>2)</sup>**

SG 11 CO	Selected Topics in Corporate Finance	2	3	SLT, S, E; IS	WE	90	EAA	1
SG 12 CO	Investor Relations	2	3	SLT, S, E; IS	WE	90	EAA	1
SG 13 CO	Management of Import and Export Transactions	2	3	SLT, S, E; IS	WE	90	EAA	1
<b>Sums:</b>		2	3					1

**Subject Group 2: Fundamentals of Financial Management 2 – Compulsory Subjects**

SG 21 CS	Financial Markets	2	3	SLT, S, E; IS	WE	90–120	EAA	1
SG 22 CS	International Accounting	4	6	SLT, S, E; IS	WE	90–120	EAA	2
SG 23 CS	International Control and Budgeting	4	6	SLT, S, E; IS	WE	90–120	EAA	2
SG 24 CS	International Legal Systems	2	3	SLT, S, E; IS	WE	90–120	EAA	1
SG 25 CS	International Tax Systems	2	3	SLT, S, E; IS	WE	90–120	EAA	1
<b>Sums:</b>		14	21					7

**Subject Group 2: Fundamentals of Financial Management 2 – Compulsory Optional Subject <sup>2)</sup>**

SG 21 CO	Selected Topics in International Accounting	2	3	SLT, S, E; IS	WE	90	EAA	1
SG 22 CO	Financial Intermediaries	2	3	SLT, S, E; IS	WE	90	EAA	1
SG 23 CO	International Trade and Commerce	2	3	SLT, S, E; IS	WE	90	EAA	1
<b>Sums:</b>		2	3					1

1	2	3	4	5	6	7	8	9
Subject No.	Lectures				Evidence of Academic Achievements <sup>1)</sup>			Weight of Mark with respect to the Final Mark
	Subjects	WHS	Credit Points	Type of Lecture	Examinations			
					Type	Duration in Minutes	Prerequisites for Admission	

**Subject Group 3: Personal, Social and Leadership Skills – Compulsory Subject**

SG 31 CS	Intercultural Management and Leadership	4	6	SLT, S, E; IS	WE	90-120	EAA	1
<b>Sums:</b>		4	6					1

**Subject Group 3: Personal, Social and Leadership Skills – Compulsory Optional Subject<sup>2)</sup>**

SG 31 CO	Business Ethics	2	3	SLT, S, E; IS	WE	90	EAA	1
SG 32 CO	Conflict Management	2	3	SLT, S, E; IS	WE	90	EAA	1
SG 33 CO	Group Skills and Team Management	2	3	SLT, S, E; IS	WE	90	EAA	1
<b>Sums:</b>		2	3					1

**Subject Group 4: Information Management – Compulsory Subject**

SG 41 CS	Information and Communication Systems	4	6	SLT, S, E; IS	WE	90-120	EAA	1
<b>Sums:</b>		4	6					1

**Subject Group 4: Information Management – Compulsory Optional Subject<sup>2)</sup>**

SG 41 CO	Data Warehouses	2	3	SLT, S, E; IS	WE	90	EAA	1
SG 42 CO	Financial Online Systems and Security	2	3	SLT, S, E; IS	WE	90	EAA	1
SG 43 CO	Real-Time Financial Information Systems Conceptions	2	3	SLT, S, E; IS	WE	90	EAA	1
<b>Sums:</b>		2	3					1

1	2	3	4	5	6	7	8	9
Subject No.	Lectures				Evidence of Academic Achievements <sup>1)</sup>			Weight of Mark with respect to the Final Mark
	Subjects	WHS	Credit Points	Type of Lecture	Examinations			
					Type	Duration in Mintues	Prerequisites for Admission	

**Subject Group 5: Translation of Knowledge and Abilities into Practice – Compulsory Optional Subjects<sup>3)</sup>**

SG 51 CO	Business Simulation Game	2	3	SLT, S, E; IS	WE	90	EAA	1
SG 52 CO	Management of Business Projects	2	3	SLT, S, E; IS	WE	90	EAA	1
<b>Sums:</b>		4	6					2

**Subject Group 6: Supplementary Subject – Compulsory Optional Subject<sup>2)</sup>**

SG 61 CO	International Marketing	2	3	SLT, S, E; IS	WE	90	EAA	1
SG 62 CO	Human Resources Management	2	3	SLT, S, E; IS	WE	90	EAA	1
<b>Sums:</b>		2	3					1

**Subject Group 7: General Compulsory Optional Subject<sup>4)</sup>**

SG 71 CO	General Electives	2	3				EAA	1
<b>Sums:</b>		2	3					1

**Subject Group 8: Master Thesis**

SG 81 P	Master Thesis	2	9	S	MA			3
<b>Sums:</b>		2	9					3
<b>Total Sums:</b>		56	90					28

## 2. Practical Semesters of Studies

1	2	3	4	5	6
Subject No.	Lectures			Type of Lecture	Evidence of Academic Achievements <sup>6)</sup>
	Subjects	WHS	Credit Points		
SG 51CS	Business Project		15		
SG 52 CS	Project Placement and Coaching	4	5	S, E; IS	PEAA
<b>Sums:</b>		4	20		

### Explanation of all the Footnotes Used in the Sections of Enclosure 1:

- 1) The details are laid down in the course of study through resolutions passed by the Fachbereichsrat (Council for Specialist Fields). If there are no indications as to the exact number, one evidence of an academic achievement will be required.
- 2) Students are to choose one subject from the group of compulsory optional subjects. In the course of study further suitable subjects may be allocated to the group of compulsory optional subjects.
- 3) Instead of the subjects indicated students may also choose compulsory optional subjects from the group of compulsory optional subjects (CO) offered either in the subject groups 1-4 and in the subject group 6, for which they have not previously enrolled. The subject chosen should constitute 4 WHS.
- 4) Students are to enrol for one compulsory optional subject from the group of compulsory optional subjects (CO) offered in the subject groups 1-6, which they have not previously chosen, as a "General Elective".
- 5) The Master's thesis is completed in conjunction with a 2 credit seminar. Participation in this seminar is compulsory.
- 6) The marking is effected by means of grades in accordance with § 18 ss.4 sentence 1 RaPO (Rahmenprüfungsordnung/General Examination Regulations).
- 7) In order to be admitted to the final exams, participation in at least 80% of the individual course meetings is required.

### List of Abbreviations

GMAT	General Management Admission Test
WP	Written Paper
EAA	Evidence of Academic Achievement(s) Accompanying the Studies
MP	Master Paper
OEAA	Oral Evidence of Academic Achievement(s) Accompanying the Studies
IS	Internship
PEAA	Practical Evidence of Academic Achievement(s) Accompanying the Studies
S	Seminar
SLT	Seminar-like Teaching
WE	Written Examination
WHS	Weekly Hours per Semester
TOEFL	Test of English as a Foreign Language
E	Exercises
SG	Subject Group
CS	Compulsory Subject
CO	Compulsory Optional Subject
UNICert	College Certificate Extending to Several or All Institutions of Higher Education