

*EXAMINATION REGULATIONS of
the German Sport University, Co-
logne for Sport Science Master's
Degree M.A. Olympic Studies
from 22nd April 2015*

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is legally binding*



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OFFICIAL NOTICES

Nr.: 03/2015

Department 2

Cologne, 22nd April 2015

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EXAMINATION REGULATIONS of the German Sport University,
Cologne for Sport Science Master's Degree M.A. Olympic
Studies from 22nd April 2015

Editor: The President

**Modification of the Examination Regulations of the GermanSport University Cologne for the
sport science Master's Degree**

**M.A. Olympic Studies
from 22nd April 2019**

As a result of § 2 section 4 and § 64 section 1 of the Higher Education Act in North Rhine Westphalia (HEA), as amended by the Higher Education Act of 16th September 2014 (GV.NRW p. 547), the German Sport University, Cologne has enacted the following Master's Course examination regulations:

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§ 1

Scope of the Master's Degree examination regulations

These Master's Degree Examination Regulations (MER) apply to the Sports Science Master's Degree course M.A. Olympic Studies at the German Sport University, Cologne. They regulate in a general part the basic structures of the Master's Degree program. Content and requirements are regulated by degree-specific provision outlined in the module handbook. This has been enclosed in it the curriculum and study course plan.

§ 2

Aims of the course

The Master's Degree course – building on a first university degree in an appropriate degree course and two years of work experience – leads to a further professional degree.

Through study in the framework of staged Master's Degree courses, a candidate should demonstrate that he or she has acquired the content-related specifics of their subject, a methodological instrument and a systematic orientation, an overview of professional relationships and has the ability to apply scientific methods and findings in the professional fields of the Olympic Movement (including education, industry, media, sports organizations). In addition, knowledge of the subject and its related research methods can be demonstrated by the Master's Degree program that will prepare for a subsequent admission to doctoral studies.

§ 3

Master's Degree

After successful completion of studies, the academic degree of "Master of Arts" (M.A.) is awarded by the German Sport University, Cologne.

§ 4

Admission

(1) Admission to Master's Degree for students who

1. can prove the successful completion of studies in a relevant Bachelor-Course degree program with at least 180 ECTS (European Credit Transfer and Accumulation System)
2. have at least two years of professional experience in the field of the Olympic Movement
3. can provide proof for the crediting of 60 Credit points due to external activities (see §10).

- (2) Applicants with a degree obtained abroad may be admitted provided that equivalence with a degree in accordance with sections 1 is established. For the decision on the equivalence of foreign degrees, the equivalence agreements from the Conference of Ministers for Cultural Affairs and the Conference of University Rectors are to be taken into account. Moreover, the Central Office for Foreign Education is to be heard in any doubts concerning equivalence.
- (3) The required knowledge of English must be provided by one of the following proofs:
Test score
IELTS (British Council) 6,5
TOEFL (paper-based) 500
TOEFL (computer-based) 213
TOEFL (internet-based) 80
English native speaker such as graduates of English bachelor's programmes from a university in a Member State of the EU or another country whose official language is English do not need to provide this proof for admission.
- (4) The head of the study programme is responsible for the implementation and assessment of the admission procedure. This does not apply to §1 par. 3.

§ 5 **Beginning of study**

The Master's Degree program usually starts in September of a year.

§ 6 **Normal period and scope of study**

- (1) The regular study time until graduation is two academic years. An academic year consists of two semesters.
- (2) For a successful completion of the course, an equivalent of 120 ECTS-points (European Credit Transfer System) must be obtained including the Master's Degree thesis. Since it is a further post-graduate educational degree, which follows a part time structure in congruence with professional work, 60 of the 120 credits are credited through the recognition of external achievements (see §10).

§ 7

Structure and requirements of the study, credits

- (1) Modules combine subjects in thematically and chronologically complete, self-contained study units that lead to a partial qualification related to the particular study objective. Modules can be composed of different teaching and learning forms.
- (2) The scope of a module is generally 7,5 credits. Two modules are completed in one semester. Details are described in module handbooks.
- (3) Admission to a module can be made subject to certain conditions, in particular on the successful participation in one or more other modules. Details are described in the module handbooks.
- (4) Within the scope of modules, courses are to be taken. In principle, attendance is not compulsory. Exceptions may be specified in the module handbooks for study trips, a language course, an internship, a practical exercise or similar classes. By the beginning of the first course/class at the latest, the students are made known of the conditions for regular and successful participation.
- (5) In such courses/classes, successful learning checks can be carried out. This may be a prerequisite for participation in the module examinations or partial examinations. Successful learning checks are not graded. Details are described in module handbooks.
- (6) The completion of a module requires the completion of a graded module examination (see § 12). Details are described in module handbooks.
- (7) As far as examination results are proven by means of a system of credits, the results points system (credits) for a module indicate the amount of work on the part of a student which is usually necessary in order to meet the respective requirements and achieve learning objectives. It includes not only the participation in courses that are part of the module, but the entire preparation and review of course materials, the preparation and development of their own contributions, the preparation for and participation in successful learning checks and examinations. 900 hours per year of study are recognized as an average workload. 30 credits per academic year must be attained. This corresponds to a reasonable burden of an extra-occupational study. The attainment of a credit is based on a workload of approximately 30 hours. Credits are awarded for passed modules and passed Master's Degree thesis.
- (8) A credit under section 6 corresponds to a credit according to the European Credit Transfer System (ECTS).

§ 8

Board of Examiners

- (1) The Board of Examiners is responsible for the organization and control of proper implementation of the module examinations and other tasks referred to by these examination regulations.
- (2) The Board shall consist of:
 1. the chairperson,
 2. an alternate,
 3. two other members

The chairperson is the head of the study programme. The deputy as well as another member are responsible for the modules from the course of study. The second member is elected from the group of students. The members of the examination committee are appointed by the rector for a period of three years. Re-election is admissible.

- (3) The Board of Examiners has authority within the meaning of the administrative procedure and administrative procedural law.
- (4) The Board of Examiners shall ensure that the provisions of these examination regulations are adhered to and ensure the proper carrying out of examinations. It is particularly responsible for decisions on appeals against decisions taken in review procedures. The Board of Examiners reports regularly to the Senate on the development of examinations, at least once a year, and the duration of study. It makes suggestions for the reform of the examination regulations and the module handbooks. The Board of Examiners may delegate the performance of its tasks for all normal cases to the Chairperson; this does not apply to contradictions and the reporting to the Senate.
- (5) The Examination Board has a quorum if, in addition to the chairperson of the Board or deputy, at least one other member with a voting right is present. The Examination Board decides with a simple majority. In the case of a tied vote, the vote of the chairperson, or in his or her absence, the vote of their deputy is decisive. The student member of the Examination Board shall not take part in the evaluation and recognition of academic performance and examination.
- (6) The members of the Board of Examiners have the right to attend the acceptance of examinations.

- (7) The Board of Examiners meetings are not public. The members of the Board of Examiners and their representatives are sworn to secrecy. If they are not in the public service, they are bound to secrecy by the Chairperson of the Board of Examiners.
- (8) Negative decisions of the Board of Examiners shall be communicated immediately to the examinee. Before any final decisions of the Board of Examiners, the candidate must be given the opportunity to be heard.

§ 9 **Examiners**

- (1) The Board of Examiners appoints examiners and assessors. As Examiners, only persons who are authorized according to § 65 section 1 Higher Education Act may be appointed, and, unless there are compelling grounds requiring a deviation, who has been teaching independently and autonomously in that field to which the module examinations relate. As assessors, only persons who have achieved a relevant university degree level or an equivalent qualification may be appointed.
- (2) The Board of Examiners may also order more Examiners for individual modules, who carry out the courses in the modules in question.
- (3) The examiners are independent in their examination work.

§ 10 **Recognition of external services**

- (1) Since it is a Master's degree, which follows a part-time structure in congruence with professional work, 60 Credit points are covered by external recognition. Further details can be found in the module handbook.
- (2) The examination committee is responsible for the recognition procedure.

§ 11 **Failure, deception, breach, deregistration**

- (1) An examination achievement shall be graded as "insufficient" (5.0), when a candidate fails an examination without good cause or if he or she withdraws from the examination operation without good reason. The same applies if a written examination is not completed within the specified timeframe.

- (2) Should any students attempt to influence the results of an examination by cheating, for example by use of unauthorized aids, the examination concerned shall be deemed not performed and evaluated as "insufficient" (5.0); the actual determination with oral examinations is made by the respective examiner, in written tests, by the supervising person and placed on record.
- (3) A candidate who disrupts the orderly conduct of the examination can be excluded from continuation of the examination by the respective examiner or the supervising person, usually after a warning; in this case the examination will be graded as "insufficient" (5.0) and the grounds for the exclusion are to be recorded. In serious cases, the Board of Examiners may exclude the candidate from taking any further examinations.
- (4) Negative decisions according to sections 1 - 3 shall be notified to the person concerned immediately in writing and justified. Before a decision, the person concerned shall be given an opportunity to comment.
- (5) The German Sport University, Cologne can demand and receive an affirmation in lieu of an oath from the candidate that the academic performance has been produced independently and without undue assistance. Deliberate violations against these rules are deemed as an administrative offense. The offense may be punished by a fine of up to 50,000 Euros. The competence for the prosecution of administrative offences is the Chancellor. In the event of multiple or other serious attempts of deception, the examinee can also be deregistered/exmatriculated.
- (6) Should a candidate be found to have cheated in an examination and this fact only becomes knowledge after the issuance of the certificate, the Chairperson of the Board of Examiners may subsequently declare the result and the score for that particular examination in which a candidate had cheated, totally or partially failed and amend the score and results of that examination accordingly.
- (7) If the requirements for participation in a module, into which an examination was taken, was not fulfilled without the candidate intending to cheat, and this fact is disclosed only after issuance of the certificate, this deficiency is remedied by the passing of the examination. If the candidate has gained admission by intentionally deceitful means, the Chairperson of the Board of Examiners shall decide, in accordance with the Administrative Procedures Act for North Rhine-Westphalia, on the legal consequences.
- (8) The candidate has the opportunity to comment before a decision is made pursuant to sections 5 - 7.
- (9) The incorrect certificate is retracted and a new one issued. A decision according to sections 6 and 7 item 2 is excluded after a period of five years from the date of the certification.

§ 12

Module examinations, their partial examinations and examination dates

- (1) Examinations within the Master's Degree program are the module examinations or partial examinations and the Master's Degree thesis.
- (2) With the completion of the module with the appropriate marks and the successful participation in the courses intended for the module, each module is completed. The recognition of credits takes place after successful participation in courses and after the final module. Module examinations are passed if each part examination has been evaluated the grade of at least "sufficient" (4.0) in accordance with § 16. If individual partial tests of a module examination is not passed, only that particular module has to be repeated in accordance with § 17. The module examinations or partial examinations are carried out throughout the studies. Passed examinations or partial examinations may not be repeated. Failed or existing as a failed module examinations or partial examinations must be repeated.
- (3) The examination periods are module specific and are at the beginning of the semester, the actual examination dates are usually made known at least two weeks before the examination date. The respective repeat dates for these tests are given to the candidate. Oral examinations and oral repeat tests can be scheduled.
- (4) Grounds for withdrawal of an examination or the failure to carry out an examination must be submitted to the examination office immediately in writing and justified. In cases of illness, a medical certificate must be submitted no later than the third business day after the test to the examination office. If the certificate is submitted by post, this has to be postmarked on the second day after the examination at the post office. In counting days, the examination day itself is one of the days and any Saturday is a working day. A medical certificate of disability is not enough, proof or certification of inability to take an exam has to be differentiated. The Chairperson of the Board of Examiners may require the submission of a certificate of a designated trusted doctor or medical officer by the Board of Examiners in justified individual cases. If the Board of Examiners recognizes the grounds, the students will be notified in writing. The student will be admitted to the next possible examination period. The examination results already obtained shall be counted.
- (5) If a candidate makes it plausible that they are unable to take the module examination wholly or partly in the required form, due to prolonged or permanent physical or mental incapacity, by submitting a medical certificate, the Chairperson of the Board of Examiners checks whether equivalent examinations are to be provided in another form.
- (6) Study and examination credit results can only be provided to students as long as they are enrolled or accepted for this degree of study.
- (7) In accordance with § 48 section 5 HEA, students on semester leave are not eligible to take credits or examinations. An exception to this is in repeat taking of examinations that were previously failed.

§ 13

Admission to module examinations

- (1) The admission to module examinations can only be granted to those students which are registered in the M.A. Olympic Studies at the German Sport University, Cologne.
- (2) To be admitted to a module examination, the admission requirements for the module test must be met. Further details can be found in the module handbook.
- (3) Admission may only be refused if a candidate has permanently lost their right to examination by missing a repetition examination or failure of the module examination.

§ 14

Forms of examination

- (1) As part of a module examination or its partial examinations respectively, the following examination forms, also in combination, are:
 - a) Group presentation
 - b) Academic paper
 - c) Research proposal
 - d) Written exam

These are normally completed in English, but can be taken in another language, only when an announcement is made by the organizer at the beginning of the course/lecture or according to the regulations in curricula/module handbooks.

- (2) Arrangements for the provision of the examination and further details on the procedure, including the provision of individual authorship of the examination are determined by the respective lecturers carrying out the examination on the basis of the module handbook, and at the beginning of the course, and announced not later than four weeks before the date of the examination to be taken, in an appropriate form.
- (3) In accordance with the curricula/module handbooks, grades can be awarded for examination taken and calculated together into a module mark from several graded examinations per module. The grading is based on § 16. It is notified by the module representative and supported in the dv.
- (4) The assessment of the examination or the module and partial examinations shall be made known to the students at the latest six weeks after taking of the examination or after completion of the module. If that is not possible, the grounds are to be substantiated and recorded by the examiners. When carrying out oral examinations and otherwise any retests, the Two-examiner principle must be observed according to §65 section 2 HEA.
- (5) In the last academic year, the preparation of a Master's Degree thesis is compulsory according to § 15.

§ 15

Master's Degree Thesis

- (1) The Master thesis should show that a candidate is capable of processing and independently presenting an "Olympic issue" using scientific methods within a predefined period. Hereby, generally speaking, the thesis is written in English, but on specific request and in agreement with a module leader, it can be written in the module leader's mother tongue. The Master's Degree thesis should have a scope of 15.000 words. The thesis is to be submitted including an abstract in English.
- (2) The application for the assignment of the topic for the Master's Degree thesis is submitted at the beginning of the second academic year. Further dates are listed in the module handbook.
- (3) The Master's Degree thesis is supervised by an examiner appointed by the Board of Examiners in accordance with § 9. The subject proposal is made in agreement between the candidate and the supervisor and the study program head. The approval of the subject is carried out by the Board of Examiners. The date of issue shall be recorded.
- (4) On application, the Board of Examiners ensures that a candidate receives the subject matter for a Master's Degree thesis in due time.
- (5) Due to the part-time structure of the study programme, the time allowed for the Master's Degree Thesis is two semesters. Subject, task and scope of the Master's Degree thesis are to be limited by the supervisor so that the period for editing the Master's Degree thesis can be met. The Board of Examiners is under obligation to pay particular attention to the compliance of these tasks.
- (6) In individual cases, the Board of Examiners may grant an extension, once, on the receipt of a justified application by the candidate, by up to four weeks.
- (7) The subject can be returned - without justification - only once and only within the first two weeks of the processing time.

- (8) The Master's Degree thesis is evaluated by the supervisor and by a second person who is determined by the Board of Examiners based on a proposal from the Head of Studies, pursuant to § 16 section 1. The Master's Degree thesis grade results from the arithmetic average of the two evaluations, if they differ by less than 2.0 from one another. If the evaluations deviate by 2.0 or more, a third person is commissioned with the evaluation by the Board of Examiners. In this case, the grade is then formed from the arithmetic average of the three individual evaluations.
- (9) If the Master's Degree thesis cannot be submitted in time, because of unforeseen prolonged prevention or other impossibility, the Master's Degree thesis can be returned before the end of the processing time by submitting the corresponding evidence. If the grounds are recognized, the non-submission is deemed as excused. Once the grounds of prevention no longer exist, a new subject must be requested/assigned within two months.
- (10) The candidate shall insure in writing on a separate sheet of paper at the end of the Master's Degree thesis, that he or she has completed their work independently and none other than the specified sources and aids have been used and quotations have been made known.
- (11) The Master's Degree thesis must be submitted at the Examination Office by the due date, in triplicate in a bound version. The date of submission has to be put on record. Should the Master's Degree thesis not be submitted on time, it is deemed as "in- sufficient" in accordance with § 16.

§ 16

Evaluation of the module examinations and partial examinations, calculation of the final grade

- (1) The following grades shall be used for the evaluation of the module examinations and partial examinations (§ 12) such as the Master's Degree Thesis (§ 15) respectively:

Distinction (= very good; 1.0)	
A+	Work of an extremely high (and potentially publishable standard)
A	Work of a very high standard; very skilled handling of material; very high level of critical argument
Merit (= good; 2.0)	
B+	Very skilled handling of material; high level of critical argument
B	Skilled handling of material; high level of critical argument
Pass I (= satisfactory; 3.0)	
C+	Some evidence of advanced skills of critique and argumentation

C	No significant weakness
Pass II (= sufficient; 4.0)	
D+	Satisfactory handling of material; some weaknesses
D	Generally acceptable handling of material despite several weaknesses; just meets requirements to pass
Fail I (= inadequate; 5.0)	
E+	Vague and generalized work; needs some rewriting
E	Major rewriting and/ or additional research required in order to raise to pass standard
Fail II (= Poor; 6.0)	

- (2) If a module is completed with several partial examinations, these should be graded accordingly according to section 1. The module grade is calculated according to the weighting of the examinations. Details are described in module hand- books.
- (3) The module grade is for a value

From 80 – 100 = A
 From 75 – 79 = A
 From 70 – 74 = B+
 From 65 – 69 = B
 From 60 – 64 = C+
 From 55 – 59 = C
 From 50 – 54 = D+
 From 45 – 49 = D
 From 40 – 44 = E+
 From 35 – 39 = E
 From 0 – 34 = F

The overall grade of the Master's Degree program is calculated working from the results of the module examinations and the Master's Degree thesis; weighted is carried out according to the number of credits of the modules and the Master's Degree thesis. Details are described in Module Handbooks. All decimal places apart from the first are to be removed without rounding up.

The module grade is for a value

From 80 – 100 = A+
 From 75 – 79 = A
 From 70 – 74 = B+
 From 65 – 69 = B
 From 60 – 64 = C+
 From 55 – 59 = C
 From 50 – 54 = D+

From 45 – 49 = D
From 40 – 44 = E+
From 35 – 39 = E
From 0 – 34 = F

Details are described in the module handbooks.

§ 17

Re-taking of module examinations, partial examinations and the Master's Degree thesis

- (1) The examinations which have been failed or are deemed as not passed can be repeated once.
- (2) If a module examination is failed again, the Chair of the Board of Examiners issues a written notification that outlines the grounds for final failure of the module examination. The notification shall be provided with a right of appeal and communicated to the students. The consequence of a failed repeat examination is compulsory de-registration.
- (3) The Master's Degree thesis may be repeated only once. A return of the subject matter of the Master's Degree thesis within the period referred to in § 15, however, is only permitted if the candidate has not exercised this possibility in their preparation of the first Master's Degree thesis. The repetition of the Master's Degree thesis shall start within three months of receipt of the decision on a failure of a Master's Degree thesis.

§ 18

Completion of studies

- (1) The Master Course program is deemed successfully completed, when students have successfully participated in all modules required in accordance with the module handbooks for the course, has produced and passed the Master's Degree thesis and thus acquired 120 credits and who have achieved at least the overall grade of "sufficient" (4.0).
- (2) If a candidate's Master Course program has not been completed successfully, they will be issued, upon request and conditional to the relevant documentation submitted and the de-registration certificate, a written confirmation which contains the grades attained and the marks as well as the courses that are still missing for the successful completion of the Master Course program, and which recognizes that the Master Course program is completed unsuccessfully.

§ 19

Master's Degree Transcript and Master's Degree Certificate

- (1) A certificate that the Master Course examination has been passed is immediately issued in German and English after the submission of completed examination documents, containing the individual module grades, the grade of the Master's Degree thesis and the overall grade. The transcript must be signed by the Chairperson of the Board of Examiners and bears the seal of the German Sport University, Cologne. All other universities involved (module leaders) are mentioned by name, as this is an international course of study. The date of the creation of the certificate is also given.
- (2) At the same time, the candidate is also presented with a Master's Degree certificate with the date of the transcript. Therein, the awarding of the academic degree under § 3 is authenticated. The Master's Course certificate must be signed by the Rector of the German Sport University, Cologne and the Chairperson of the Board of Examiners and bears the seal of the German Sport University, Cologne.

§ 20

Diploma Supplement and Transcript of Records

- (1) With the transcript of completion of the Master's Course program, the graduate is presented with a diploma supplement and a transcript of records.
- (2) The diploma supplement contains information about the type and level of the Master Course degree, the status of the university as well as the details about the study programme of the Master's Degree courses.
- (3) The transcript of records includes all completed modules and the associated module examinations and their partial examinations including ECTS points and grades awarded.

§ 21

Withdrawal of the Master's Degree

The withdrawal of the Master Course degree can be carried out if it is subsequently found that it was achieved by deception or if essential prerequisites for the award have been mistakenly taken for granted. The Chairperson of the Board of Examiners is responsible for the decision.

§ 22

Inspection of examination documents

Upon completion of the examination procedure, the examinee is granted, on request within a reasonable time, to inspect their written examinations and look at the evaluations of the examinations or the Master's Degree thesis by the examiners. The request must be made with the Chairperson of the Board of Examiners within one month after issuing the certificate. §32 of the Administrative Procedures Act [Verwaltungsverfahrensgesetz] shall apply accordingly. The Chairperson of the Board of Examiners shall determine the place and time of inspection.

§ 23

Entry into force and publication

These regulations enter into force on the day of notification in the Official Announcements of the German Sport University Cologne.

Drawn-up on the basis of the resolution of the Senate of the German Sport University Cologne on 16th April 2019.

These regulations have been drafted in the German and English languages. In case of any ambiguities between the German and the English version the German version shall prevail.

Cologne, 22nd April 2015

The President of the German Sport University Cologne
Univ.-Prof. Dr. Heiko Strüder