



ADMISSION AND EXAMINATION REGULATIONS for the Further Education **Certificate of Advanced Studies**
“**European Handball Manager**” from 8th December 2014

§1

Area of validity of the examination regulations

These examination regulations are only valid for the Further Education Certificate Course with the qualification **European Handball Manager** of the Department of Further Education and the Institute of Sport Economics and Sport Management (Department of Sports Business Administration) at the German Sport University Cologne in cooperation with the European Handball Federation.

The certificate course is offered in alternate years in German and English.

§2

Admission

Persons will be accepted on the certificate course who

- a) have completed a university degree or have demonstrated the necessary suitability through relevant work experience or on a voluntary basis. This is the case with applicants who have completed a commercial traineeship and have at least 2 years' work experience or
- b) have worked full-time in top-level handball (players, trainers) for 5 years of the last 10 year period.

If, after admitting applicants who gain their eligibility through the above-mentioned criteria, there are still free places, then persons who have completed their basic studies in economics/management or sport science with the major economic/management may be allowed to take part in selected modules of the certificate course.

§3

Examination Board

The Examination Board consists of

1. the Chairperson (the Head of the Department of Further Education) or their representative
2. the nominated expert from the “European Handball Federation” (EHF). Their representative is a university graduate who majored in sport economics and/or sports management and
3. the Academic Head of the Further Education course (their representative is a person with at least equal qualifications from the Institute of Sport Economics and Sport Management).

The Examination Board is quorate when the chairperson and the academic head or their representative takes part in the meeting.

The Examination Board is responsible for

- a) the supervision of the adherence to and the interpretation of the examination regulations and
- b) the organisation and guarantee of the proper implementation of the exams.



In particular the Examination Board is responsible for:

- deciding who will be admitted,
- deciding about recognition of previous achievements. A maximum of 2 modules can be recognised from equivalent courses/degrees. Exam passes cannot be recognised as part of or as the complete exam of the certificate course according to §6 of these regulations.
 - choosing the examiners,
 - decision-making with regard to appeals against exam results,
 - giving advice on reforming the examination regulations and procedures,

The members of the Examination Board are appointed by the Rector of German Sport University Cologne.

§4

Authorized examiners

Examinations will be conducted by the Academic Head as well as by an additional qualified person (from the field of economics/management). The Academic Head can (according to clause 1) be substituted by a representative (according to § 3, sections 3). The Examination Chairperson is the academic head or their representative. The member/representative of the Examination Board has the right according to § 3, sections 1 and 2, to sit in on exams.

§5

Admission to exams

1. Only students who have taken part regularly in all of the modules of the Certificate Course "European Handball Manager" at the German Sport University Cologne may be admitted to the examinations.
2. 85% attendance is necessary to be counted as regular participation. In the case of longer absences, the Examination Board decides on admission.

§6

Types of exams

1. The final exams consist of the following types of exams:
 - a) Exam on Modules 1 - 4 (2 hours). The exam can either be multiple choice questions or open questions or both.
 - b) Oral exam on Modules 1 -5 (20 – 30 minutes).
The exams are either in English or German depending on the language of instruction.
2. The type of exam and appropriate details will be announced by those responsible – Academic Head of the Certificate or the Department of Further Education - 4 weeks before the date of the exam.



§7

Evaluation of the exam

The following assessment criteria are used:

Written exam

50% of the questions answered correctly = pass

Performance in the written exam is measured as follows:

“Good” = over 80%

“Satisfactory” = 50% - 79%

“Fail” = under 50%.

Oral exam

50% of the questions answered correctly = pass.

Performance in the oral exam is measured as follows:

“Good” = over 80%

“Satisfactory” = 50% - 79%

“Fail” = under 50%.

The exam counts as “passed” when students pass both parts of the exam.

A distinction is awarded if both parts of the exam were over 80%.

§8

Re-sit of exams (re-examination)

1. If a student fails, he/she can re-sit the parts of the exam which he/she failed. Passed exams will be credited.
2. A charge of €250 will be made for a re-sit.
3. Students may only re-sit an exam twice.

§9

Missed exam, withdrawal, cheating

1. If a participant misses an exam appointment wholly or partly, the exam counts as failed except if the reasons for missing the exam were not the fault of the exam candidate and this can be proven. The Examination Board will decide on the recognition of the reasons for missing the exam. §8, section 2 may not be applicable.
2. Withdrawal from the exam is possible up to 1 week before the exam date. A written statement of the reasons accompanied by relevant proof / documents is/are required. The Examination Board will decide on the recognition of the reasons for missing the exam. §8, section 2 may not be applicable.
3. If a participant is caught cheating, he/she will be excluded from the exam and will receive a fail grade. The Examination Board decides about re-admission to the exam.



§10

Certificate

The pass certificate will be handed out at the latest 6 weeks after the final exam. It will be signed by the Academic Head and the Head of the Department of Further Education.

Participants who, according to §2, section 3 have not yet completed their undergraduate degree will receive their certificate after graduating in economics/management or sport science with their major in economic/management (§6, section 1, sentence 1)

The certificate shows Credit Points following the principles of the European Credit Transfer and Accumulation System. The basis for the conversion factor is a workload of 25 hours for 1 Credit Point.