

Based on § 19 par. 2 S. 1, § 22 par. 2 S. 1, § 23 par. 1 S. 2 and § 72 par. 2 S. 1 Nr. 1 of the Higher Education Act of Brandenburg of 28 April 2014 (GVBl. I/14, Nr. 18), amended by article 2 of that Act of 01 July 2015 (GVBl. I/15, Nr. 18) in connection with § 1 par.1 of the Regulation on the design of examination regulations to ensure the equivalence of studies, examinations and qualifications (University Examination Regulation – HSPV) of 04 March 2015 (GVBl.II/15, Nr.12) in connection with § 13 par. 5 Nr. 1 of the Basic order of the European University Viadrina Frankfurt (Oder) of 28 January 2015 (Official notice of the European University Viadrina Frankfurt (Oder), Nr. 01/2015, S. 1), last amended by amendment statute 27 January 2016 (Official notice of the European University Viadrina Frankfurt (Oder), Nr. 01/2016, S. 1) in connection with § 1 par. 2 of the Study and Examination Regulations for Bachelor and Master programs (SER) revised version of 27 January 2016 (Official notice of the European University Viadrina Frankfurt (Oder), Nr. 01/2016, S. 3), amended by statute of 02 November 2016 (Official notice of the European University Viadrina Frankfurt (Oder), Nr. 1/2017, S. 1), the faculty councils of the Faculty of Law, the Faculty of Social and Cultural Sciences, and the Faculty of Business Administration and Economics of the European University Viadrina Frankfurt (Oder) issue the following regulations:¹

**Study and examination regulations for the academic Master program
Master of Digital Entrepreneurship (Master of Arts)**

of 15 January 2020

Table of contents

- § 1 Applicability
- § 2 Aims of the program
- § 3 Degree
- § 4 Start of program
- § 5 Standard period of study and structure of program
- § 6 Examination board
- § 7 Methods of teaching and examinations, authorized examiners and organization of exams
- § 8 Recognition of study periods, academic achievements and exams as well as approval of knowledge and skills acquired in extracurricular activities
- § 9 Mandatory course guidance
- § 10 Master thesis
- § 11 Oral examination/ Colloquium
- § 12 Assessment of exams and calculation of final grade
- § 13 Supervision of student projects by mentors
- § 14 Coming into force/Expiration

**§ 1
Applicability
(on § 1 SER)**

The regulations of the Study and Examination Regulations for Bachelor and Master programs (SER) at the European University Viadrina Frankfurt (Oder) of 27 January 2016, last amended

¹ Authorized by the president by decree of 29 January 2020.

with statute of 2nd November 2016, are amended and outlined for the Master program Master of Digital Entrepreneurship at the Europa-Universität Viadrina Frankfurt (Oder) as well as the Master degree at the Adam-Mickiewicz-Universität Poznań after 1 par. 2 SER as follows.

§ 2

Aims of the program (on § 1 par.2 S.2 Nr. 1 SER)

- (1) ¹The course aims to enable students to analyze the challenges and prospects of the developing digital European society and to develop concrete design ideas to this effect. ²In the master exam, students are to demonstrate knowledge that allows an interdisciplinary view on cultural, economic, and legal developments of the digital European society. ³In a master thesis, students prove their ability to explore a specified issue scientifically in a given time period.
- (2) ¹Lectures are held in English. Lectures and seminars in other languages can be recognized in elective modules.

§ 3

Degree (on § 1 par. 2 S. 2 Nr. 2 and § 2 Abs. 2 SER)

- (1) At successful completion of the master's program the academic dual degree of „Master of Arts“ (M.A.) of the European University Viadrina Frankfurt (Oder) as well as „Magister“ of the Adam-Mickiewicz-University Poznań are acquired.
- (2) The degrees can only be earned in the framework of this dual program.

§ 4

Start of program (on § 1 par. 2 S. 2 Nr. 5, § 5 par. 2 S. 2 SER)

- (1) The program commences in winter term of each year.
- (2) The course schedule, which is integrated as amendment to the SER at hand, offers orientation for synchronized studies.

§ 5

Standard period of study and structure of program (on § 1 par. 2 S. 2 Nr. 6, § 4 par. 2, § 5 par 1 S. 2 to 4 and § 7 SER)

- (1) ¹The standard period of study comprises four semesters. ²Required course work is 120 ECTS credits. This course is a consecutive, project-orientated master's program. ³The structure of the program, the allocation of ECTS credits and the workload as well as the weighting of grades are shown in the following module table:

Module	ECTS	Compulsory attendance	On-campus study	Self-study	Performance record	Total effort	Weight total grade
A1 Digital Law and Ethics	6	4	60 hours	120 hours	based on module	180 hours	75%
A2 Sociology of Technology and Digital Society	6	4	60 hours	120 hours	based on module	180 hours	
A3 Management Theories in the Digital World	6	4	60 hours	120 hours	based on module	180 hours	
A4 Computer Science in Management	6	4	60 hours	120 hours	based on module	180 hours	
A5 Human Resource Management	6	4	60 hours	120 hours	based on module	180 hours	
B1 Project Management	6	3	45 hours	135 hours	based on module	180 hours	
B2 Technical skills	6	3	45 hours	135 hours	based on module	180 hours	
B3 Entrepreneurship in Action	6	3-4	45-60 hours	120-135 hours	based on module	180 hours	
B4 Digital Business and Commercial Law	6	3	45 hours	135 hours	based on module	180 hours	
C Individual specialization	18	4-5	180-225 hours	315-360 hours	based on module	540 hours	
D Practical module	12	2	30 hours	330 hours	based on module	360 hours	
E Individual Project	15	2	30 hours	420 hours	based on module	450 hours	
F Concluding module	4	6	60 hours	60 hours	Preparatory colloquium	630 hours	
	15			450 hours	Master thesis		20%
	2			60 hours	Final colloquium		5%
Totals	120	48	840	2760		3600	100%

⁴On-campus study comprises a minimum of 800 hours with a maximum scope of self-study of 3000 hours. Further information on lectures, in particular methods of lecture, requirements for participation as well as type of and scope of performance records can be found in the module catalog (see attachment 1 to this SER).

- (2) The program consists of 6 modules:
- Core modules (A1-5)
 - Competency modules (B 1-4)
 - Elective compulsory modules (C 1-2)
 - Practical module (D)
 - Project module (E)
 - Concluding Module: Master thesis (MA) (F)
- (3) Five core modules (A-modules) have to be successfully completed, with 6 ECTS credits awarded in each module A1-A5.
- (4) ¹Four competency modules have to be successfully completed, with 6 ECTS credits awarded in each module B1 - B4 according to publication in the course catalog. ²If necessary, prior knowledge has to be proven for specific classes. ³Students without a first university degree in Economic sciences or a related subject can have bachelor courses approved as master modules. Recognition of modules or attendance of the same or a content-related module twice is not permitted.
- (5) ¹Within the module 'Individual consolidation and specialization' (C) one further course from module B2 is compulsory. ²The remaining 12 ECTS can be earned through one of the following options, totaling 18 ECTS in combination:
- a) C1 Scientific-technical consolidation:
- Selected courses from modules A and B according to publication in the course catalog,
 - Selected Master courses and modules of the Faculty of Law, the Faculty of Social and Cultural Sciences and the Faculty of Business Administration and Economics of the Europa-Universität Viadrina Frankfurt (Oder) as well as the Adam-Mickiewicz-University Poznań according to publication in the course catalog (individual courses can be restricted).
- b) C2 consolidation of practice-oriented skills and knowledge:
- Graded foreign language exams after § 7 par. 5, comprising up to 12 ECTS,
 - Selected courses from modules A and B according to publication in the course catalog,
 - Selected Master courses and modules of the Faculty of Law, the Faculty of Social and Cultural Sciences and the Faculty of Business Administration and Economics of the European University Viadrina Frankfurt (Oder) as well as the Adam-Mickiewicz-University Poznań according to publication in the course catalog (individual courses can be restricted).
- (6) ¹12 ECTS credits can be earned in the practical module (D). ²There is a choice of a 10-week full-time work placement (see Guideline for work placements, attachment 3) or a 10-week group project. ³The work placement should be qualifying for profession and bear reference to digital society. ⁴The group project should be realized with partner organizations of the Frankfurt (Oder) or Słubice (Poland) communities. ⁵In case of shorter work placements (after Guideline for work placements, attachment 3), workshops of the business start-up center can be recognized, with 30 hours corresponding to one ECTS credit. ⁶The program director and the Career Center provide support in finding a suitable work placement, locally as well as abroad. ⁷Further details are provided by the Guideline for work placements, applicable to the Master of Digital Entrepreneurship (attachment 3). ⁸The examination board decides on recognition. ⁹Performance is graded with pass/fail. ¹⁰The work placement or group project is supervised by an internal mentor, see § 13.

- (7) ¹15 ECTS credits are awarded in the individual project module at successful completion of the individual project. ²The individual project realizes an innovative entrepreneurial scheme aiming at providing solutions for the digital society and digital transformation, which contributes to solving collective problems and serves public interest. ³Students assemble a team (from university and associated context) and provide goal-oriented instruction. ⁴The projects can be profit-oriented, non-profit or a combination of both and involve the launch of a business/start-up or other organization. ⁵Students realize their project under the supervision of an internal as well as an external mentor.
- (8) 21 ECTS credits are awarded for the master thesis including its written part, and for colloquia.

§ 6

Examination board (on § 9, esp.par.1 S. 3 SER)

- (1) ¹An examination board is formed for the organization and conduct of exams which are taken responsibility for by the European University Viadrina Frankfurt (Oder). ²The Adam-Mickiewicz-University Poznań organizes and conducts the exams it has taken responsibility for.
- (2) ¹The examination board consists of three university lecturers, one research assistant as well as one student representative and one non-academic member of staff. ²The Adam-Mickiewicz-University Poznań assigns one professorial representative to the examination board. ³Staff members of the European New School, the Collegium Polonicum as well as the European University Viadrina Frankfurt (Oder) who are officially involved in examination matters can be consulted in meetings of the examination board.

§ 7

Methods of teaching and examinations, authorized examiners and organization of exams (on § 4, § 7, § 10 par. 3 S. 2, § 11, § 13, §§ 14 to 16, § 17 par. 3, § 18 S. 3 and 4, § 23 par. 7 SER)

- (1) ¹Within the framework of the program the following possible methods of teaching are provided:
- Seminars
 - Colloquia
 - Associated mentoring
 - Project and practical seminars
 - Lectures
 - Exercises
 - Work groups
 - Internships
 - Language courses
 - Group and individual projects
 - Digital workshops
 - Blended/e-learning (incl. webinars, e-portfolios, flipped classroom)
 - Online courses

²Proof of at least one individual achievement graded 'D/sufficient' is required for successful completion of all forms of records of achievement acquired during studies listed below.

- (2) ¹The university lecturer responsible for the module announces the criteria for course assessment at the start of the module. Eligibility for exams can depend on successful participation in exercises or other academic performances.
- (3) The performance record of a module contains the name of the particular module as well as the achieved grade.
- (4) ¹45 of the 120 required ECTS credits that are necessary for successful completion of the program have to be earned at the European University Viadrina Frankfurt (Oder) as well as 45 ECTS credits in courses at the Adam-Mickiewicz-University Poznań. ²Students are supported by the program director and the International Student Office in organizing a voluntary stay abroad.
- (5) ¹After § 4 par.2 SER, qualifying aims as well as methods of teaching and examinations, including the required performance records are specified in the module catalog. ²Exam performances can be successfully completed in form of performance records specified in the following paragraphs. ³If a module consists of several graded individual performances, weighting of the individual grades is based on the number of ECTS credits, to calculate the total grade for this module.
- (6) ¹The following criteria determine the number of ECTS credits for a performance record in a course:
 - (a) 3 ECTS credits are awarded for one of the following performances:
 - Report or Presentation
 - Essay comprising 4 pages
 - (b) 6 ECTS credits are awarded for one of the following performances:
 - One seminar paper comprising 12 pages
 - Several essays totaling 12 pages
 - Written exam (90 – 120 minutes)
 - Oral exam (20 minutes)
 - Conducting and public presentation of a final practical task, individually or in team
 - (c) 9 ECTS credits are awarded for:
 - Seminar paper comprising 25 pages
 - (d) The examination method is determined by the respective lecturer for all courses of the Faculty of Law and the Faculty of Social and Cultural Sciences, listed in the module catalog.
 - (e) For all courses listed in the module catalog in the Faculty of Business Administration and Economics ECTS credits are awarded as follows:
 - Written exam (120 min)
 - Oral exam (approx. 20 min)
 - One home assignment (e.g. seminar paper)
 - Written paper (90 minutes) and one home assignment
 - Oral exam (15 min) and one home assignment
 - Written exam in MPC format are permissible. The candidate answers questions in written form under supervision, selecting the appropriate answers supplied with

the questions. Exam questions have to facilitate reliable exam results. Permissible answers have to be determined when questions are compiled as well as the pass mark/required score. Should individual questions prove not to render reliable results, they are to be disregarded in determining the exam result. In this case the pass mark is to be adjusted. This adjustment must not affect the candidate's final result. The exam is considered passed when the candidate has reached the minimum percentage announced prior to the exam (pass mark). Deducting points for incorrect answers of the candidate is not permissible. Evaluation of MPC exams can be conducted as automated evaluation. In case MPC questions constitute only one part of the exam, regulations in this paragraph are to be applied accordingly.

- (7) ¹A maximum of 9 ECTS points can be awarded in one individual course. ²Performance records for foreign language proficiency have to be produced after enrollment in the program. ³Requirements for language exams are specified in the current exam regulations for language acquisition as part of the course, at the language center of the European University Viadrina Frankfurt (Oder).
- (8) ¹Furthermore it is possible to acquire a performance record for foreign languages in module C as follows:
- ²6 ECTS credits for:
a language exam in a modern language (except English, after admission regulations for this program), resulting in UNICert Basis or A2 Level of the CEFR. Recognition of other types of language certificates is decided upon by the examination board.
- ³6 ECTS credits for:
a language exam in a modern language (except English, after admission regulations for this program), resulting in UNICert I or B1 Level of the CEFR. Recognition of other types of language certificates is decided upon by the examination board.
- ⁴12 ECTS credits for (based on UNICert I or B1 Level of the CEFR):
a language exam in a modern language (except English after admission regulations for this program), resulting in UNICert II or Level B2 of the CEFR. Recognition of other types of language certificates is decided upon by the examination board.
- ⁵12 ECTS credits for:
a language exam in a modern language (except English, after admission regulations for this program), resulting in UNICert III or Level C1 of the CEFR. Recognition of other types of language certificates is decided upon by the examination board.
- (9) ¹Authorized examiners can only be persons who have successfully completed the disputation of the doctoral examination in one of the subjects listed in the subject catalog of the European University Viadrina Frankfurt (Oder) and who fulfil the requirements of §21 par. 5 Higher Education Act of Brandenburg in connection with § 11 par. 1 S. 1 and 2 SER. ²Regulations for authorization to assess the master thesis and the final colloquium in § 17 par.3 as well as §18 S. 3 and 4 SER, take precedence over this regulation. ³ Persons who fulfil the requirements after § 11 par.3 SER can be appointed associate examiners for oral exams after § 15 2 SER; the examination board is entitled to bestow competency upon its head or deputy by board decision.
- (10) ¹As a rule, examinations in associated courses are conducted by the lecturers who teach the particular course and who fulfil the requirements after § 6 par.9 S. 1 for written and § 6 par.9 s.1 and 3 for oral exams; in case of 2nd retaking an exam, the examination board

appoints a second examiner who fulfils the requirements after § 6 par.9 S.1. ²The examination board is entitled to bestow competency for appointment upon its head or deputy by board decision after par.10 S.1 half sentence 2.

§ 8

(on § 10 par.3 S.2 and § 12 SER)

Recognition of study periods, academic achievements and exams as well as approval of knowledge and skills acquired in extracurricular activities

- (1) Recognition of study periods, academic achievements and exams as well as approval of knowledge and skills acquired in extracurricular activities is specified in § 12 SER.
- (2) ¹The applicant is required to submit the necessary information about achievements they wish to have recognized. ²Approval and recognition is granted after validation of the submitted documents. ³Should recognition of achievements after § 12 par. 1 S.1 SER be denied by the examination board, the applicant has the possibility to submit a written application to the examination board for assessment for approval, if the applicant is able to prove having acquired his knowledge and skills elsewhere. ⁴ Assessment for approval is conducted by a university lecturer of the European University Viadrina Frankfurt (Oder) or the Adam-Mickiewicz-University Poznań, who has been appointed by the examination board; the examination board is entitled to bestow competency upon its head or deputy by board decision. ⁵The exam method of the assessment for approval is determined by the examination board in collusion with the university lecturer after § 23 par.5 S.1, par.6 S. 1 SER, taking into account the required qualifying aims for the respective module and the range of exam methods listed in the study and exam regulations at hand.
- (3) ¹On passing the exam with at least 'D/sufficient', the achievement will be approved. ²On failure the student is to be informed of non-recognition as decided by the examination board after § 12 par. 6 S. 1 SER, grounds for non-recognition are to be explained.

§ 9

Mandatory course guidance

(on § 1 par.2 S.2 Nr.8, § 3 par.3 and § 6 SER)

- (1) ¹If students have not earned the 120 ECTS credits necessary for successful completion of the program, including the final exam, by the end of the eighth semester and had them recognized by the examination office, they are required after §§ 21 par.2 S.3 and 20 par. 3 S. 1 Higher Education Act of Brandenburg to attend mandatory course guidance after § 3 par. 3 in connection with § 6 SER. ²This regulation is void if exceeding the deadline by the student is not sustainable.
- (2) ¹Mandatory course guidance after par.1 S. 1 is provided by the head of the examination board. ²Students will be invited in writing to course guidance after commencement of the ninth semester. ³Counselling is provided in form of a personal interview; in exceptional cases a written form is possible. ⁴The aim of the course guidance interview is a written agreement for the course of studies after § 6 par. 3 and 4 SER. ⁵The determination of obligations takes into account the personal situation of the student. ⁶The agreement is to be concluded by the end of the lecture period of the ninth semester at the very latest. ⁷A sample agreement for the master course of studies has been included in amendment 2 of this SER.

- (3) ¹In case of defaulting on the agreement for the course of studies for strong reasons, proof of strong reasons has to be submitted to the examination board in written form and immediately after they became known. ²In case of illness as strong reason, this has to be proven by medical certificate. ³In case of doubts about the accuracy of the medical certificate, the examination board is entitled to request a certificate by a public medical officer. ⁴The consideration of other strong reasons has to be applied for in written form and includes submitting appropriate proof. ⁵The submitted strong reasons are assessed/validated by the examination board. ⁶On approval of the reasons a new agreement for the course of studies is drawn up.
- (4) ¹Students will be exmatriculated after § 14 par. 5 S. 2 Nr. 2 Higher Education Act of Brandenburg, should they oppose the drawing up of an agreement for the course of studies, fail to agree to such within the deadline after par.2 or fail to have earned the required ECTS credits for successful completion of the program as specified in the agreement for the course of studies and have them recognized by the examination office after expiry of the deadline. ²This regulation is void if exceeding the deadline by the student is not sustainable.

§ 10

Master thesis

**(on § 1 par. 2 S. 2 Nr. 7, § 10 par. 3 S. 2,
§ 17 par. 3, 4, 5 S. 2 and 3, par. 16, par. 7 S. 4, §18 S. 5 and 6 SER)**

- (1) The 21 ECTS credits for the master thesis are composed of:
- 4 ECTS preparatory colloquium (not graded)
 - 15 ECTS written part of thesis (graded)
 - 2 ECTS final colloquium (graded)
- (2) The successful completion of modules A, C, D and E after § 5 as well as attendance of the preparatory colloquium in semester 2 and 3 are required for admission to the written part of the master thesis.
- (3) Processing time for the written part of the thesis is 8 weeks from registration.
- (4) In preparation of the thesis, mandatory colloquia are held from 2nd semester. These will not be graded and recognized with 2 ECTS credits each.
- (5) The exact length of the master thesis will be determined by the primary assessor on assignment of topic and should comprise approx. 20,000 words.
- (6) ¹The master thesis is to be assessed by at least two assessors of the particular subject area. ²One member of staff each of the European University Viadrina Frankfurt (Oder) and the Adam-Mickiewicz-University Poznań respectively is to be appointed as assessor. ³One of the assessors, usually the primary assessor, must fulfil the formal requirements for appointment after Higher Education Act of Brandenburg, in the subject area the master thesis refers to, must hold an independent, autonomous teaching position at the European University Viadrina Frankfurt (Oder) and is to be a member of the faculty responsible for the program. ⁴He or she can be a junior professor in the applicable subject area. ⁵§ 44 par. 6 S. 3 Higher Education Act of Brandenburg is not affected by this. ⁶The secondary assessor needs to fulfil the requirements after § 6 par.8 S.1. ⁷The assessors are

appointed by the examination board, which is entitled to bestow competency for appointment upon its head or deputy.

- (7) The thesis is assessed after § 17 par. 14 SER in connection with § 11 par. 1 and 2.
- (8) The grade of the master thesis is calculated as follows:
- Written part of the thesis: 80%
 - Final colloquium: 20%

¹In case the master thesis is graded 'not sufficient' (5.0), the student is entitled to write a new thesis once on a different topic. ²Registration of the second thesis topic has to take place no later than six months after the announcement of failure.

- (9) The assessments must be made known to the candidate no later than one week before the final colloquium.
- (10) The master thesis can, in variation with § 17 par. 7 S.1 and 2 SER, be identical in content to a master thesis previously or simultaneously submitted by the student at the Adam-Mickiewicz-University Poznań in the framework of the dual degree agreement, and the pass grade of which is or was required for the awarding of an academic title.

§ 11

Final colloquium

(on § 10 par.3 S.2 and § 18 SER)

- (1) Required for admission to the final colloquium (oral master's exam) is proof of:
- a written part of the master thesis with a minimum grade of 4.0,
 - the successful completion of all study and exam performances after § 5 totaling 103 ECTS credits.
- (2) ¹The topic of the oral exam has to be determined with reference to sentence 2 and 3 in mutual agreement with the examiners and the candidate. ²The topic can correspond to the master thesis, in which case a defense of the master thesis takes place. ³Alternatively, a topic can be chosen from one of the mandatory elective modules. ⁴The exam takes approx. 25 minutes per student. ⁵The exam is assessed with a grade after § 11 par. 1 and 2. ⁶The exam is considered passed when the average grade of the examiners' assessment is 'sufficient' (4.0). ⁷The essential subject matter and results of the exam are to be recorded in a transcript. ⁸The result is to be announced to the candidate immediately after the exam.
- (3) ¹The final colloquium is to be taken in attendance of two examiners. § 9 par. 6 sentences 2 to 5 are applicable. ²The examiners are appointed by the examination board; the examination board is entitled to bestow competency for appointment upon its head or deputy. ³If possible primary and secondary supervisors of the master thesis should be appointed examiners.
- (4) ¹A maximum of three university staff are entitled to be present at the exam in addition to the directly involved persons, upon approval by the candidate. ²Approval of participation is however not extended to the consultation and announcement of the candidate's exam results.
- (5) ¹In cases the final colloquium is graded 'not sufficient' (5.0), it can be repeated once after § 25 par.3 SER. ²The repeat exam should take place no later than three months after the

first attempt of sentence 1. ³If the repeat exam is not graded with a minimum of 'sufficient' (4.0) either, the Master program has not been passed conclusively.

§ 12

Assessment of exams and calculation of final grade (on § 23 par. 1 S. 3 lit. a), par. 2, § 26 par 1 S. 1 and 4 SER)

- (1) Exam performances, including the master thesis and the final colloquium, are graded according to § 23 par. 1 S. 3 lit. a SER.
- (2) Interim values/grades of the exam performance are calculated for differentiated assessment after par. 1 on § 23 par.2 SER.
- (3) The final grade is calculated as follows:

75%	Performance records (Modules A - C)
20%	Master thesis
5%	Final colloquium

- (4) The final grade is expressed in grades after § 26 par.1 S.4 SER.

§ 13

Supervision of student projects by mentors

¹Every student is assigned a mentor who supports him or her when required during the course of their studies, particularly with regards to organizing the study program, time management and content aspects of their studies. Mentors belong to the faculty/area of studies of the student; they can be university lecturers, academic staff, suitable scientific or artistic assistants or tutors. ²The assignment takes place within a year of commencement of studies at the university. ³In order to guarantee regular supervision of students' project schemes, students are advised to independently seek out a mentor of a professional practical field. ⁴All students are advised to attend a consultation with their mentors at least once every semester.

§ 14

Coming into force

This study and exam regulations will come into force on the day after its publication in official notices of the European University Viadrina Frankfurt (Oder) and applies to all students who enroll for this program at the university from the day of coming into force.

Attachment 1: Module catalog

Attachment 2: Sample of an Agreement for the course of studies

Sample of an Agreement for the course of studies
(after § 8 par. 2 of study and exam regulations in connection with § 6 par. 3 and 4 SER)

Study program: Master of Digital Entrepreneurship (Master of Arts)

Name:	Matriculation No:
	Number of Semesters:.....
ECTS achieved:.....	ECTS lacking:

Study and exam performances yet to be achieved based on analysis of course of studies until now:		
Semester	Module	ECTS

Remarks/ Additional agreements:

Note:

In case the specified requirements in the above-mentioned agreement for the course of studies have not been fulfilled by the agreed deadline, the student will be exmatriculated after § 14 par.5 sentence 2 Nr.2 Higher Education Act of Brandenburg.

I agree to the above-mentioned agreement for the course of studies:

Date, signature
Student

Date, signature
Head of examination board

Guideline for work placements of the European University Viadrina Frankfurt (Oder)

Applicability: Master of Digital Entrepreneurship (MoDE)
(after Study and exam regulations of 15.01.2020)

The study and exam regulations for the Master of Digital Entrepreneurship that have come into force in 2020, include an optimal work placement. Organization and realization of the work placements are the responsibility of the students.

Recognition of the work placements is decided upon by the examination board. Recognition is prepared by the MoDE program coordinator.

Requirements for the recognition of the work placement as course achievement

Time of work placement

Student work placements take place during the program. They will usually be completed during semester breaks.

Work placements before commencement of study program

Work placements that have been completed before the commencement of the program and comply with the requirements listed below can be recognized if they have been completed no longer than one year before commencement of studies and have not been recognized as study performance with ECTS credits in any other course of studies.

Duration of work placement

The duration of the work placement is specified in the study and exam regulations for the MoDE in connection with the SER of the European University Viadrina. The specified duration always refers to a full-time work placement (35-50 hours per week, overtime will not be recognized). Part-time work placements have to be extended accordingly.

Overview of the allocation of ECTS credits for work placements

5-6 weeks	6 ECTS-Credits
7-8 weeks	9 ECTS-Credits
10-11 weeks	12 ECTS-Credits

Work placements that exceed the maximum duration, will be recognized, however, no more than the listed number of ECTS credits will be awarded.

Content-related and formal requirements for the recognition of work placements

1. The work placement should bear subject-specific reference to MoDE.
2. The focus of work should correspond to the level of the master program and the professional fields connected to it. Professional skills should be contributed and expanded by practice-oriented competences. Telephone duty, cashier duties, clean-up activities, serving, copying, manual activities etc. are therefore not permitted as main tasks.
3. The work placement is part of the program, so the focus should be on learning and

gathering experience. Side jobs and other profit-oriented activities can therefore not be recognized.

4. Jobs of student employees are recognized if the criteria specified in 1-3 above are met and minimum duration has been adhered to.
5. Professional employment before commencement of studies, e.g. between BA and MA programs, can be recognized when the requirements specified above have been fulfilled and the employment contract was ended no longer than one year before commencement of studies.
6. Employment as student/research assistant at an academic chair or another facility of the European University Viadrina can be recognized on fulfillment of the above-mentioned criteria on the condition that the activity comprises an active autonomous share, requires independent work activities and clearly indicates practical relevance.⁶The program director and the Career Center provide assistance with all matters regarding student work placements and recognition. The decision about exam-relevant recognition of the work placement lies with the examination board.

Attempts at deception

With their signature on the application for recognition of the work placement students confirm that they truthfully completed the work placement. If an application contains incorrect information or is forged (signature of employer, work placement certificate), it is considered an attempt to deceive after § 21 SER.