

**Study and Examination Regulations
for the Master's degree programme International Security Management
of the Department of Police and Security Management
of the Berlin School of Economics and Law (HWR Berlin)
Date: 16.05.2017¹**

In accordance with § 71 section 1 of the *Gesetz über die Hochschulen im Land Berlin (Berliner Hochschulgesetz – BerlHG)* in the version from 26 July 2011 (*GVBl.* p. 379), last amended on 09.05.2016 (*GVBl.* p. 226) the department council of the Department of *Police* and Security Management issued the following study and examination regulations on 16.05.2017. They supplement the Framework Study and Examination Regulations of the Berlin School of Economics and Law (*HWR Berlin*).

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¹ The English translation is for information purposes only. The German version is the original and constitutes the sole legally-binding version of this text.

§ 1 Scope, terminology

- (1) These study and examination regulations regulate the study of the Master's degree programme International Security Management from the Department of Police and Security Management at the Berlin School of Economics and Law (*HWR Berlin*).
- (2) These study and examination regulations supplement the valid edition of the Framework Study and Examination Regulations (RStud/PrüfO) of the Berlin School of Economics and Law.
- (3) The study and examination regulations are supplemented by the Admissions regulations (*ZulO/ISM*) the Internship regulations (*PrakO/ISM*) for the Master's degree programme International Security Management from the Department of Police and Security Management.

§ 2 Particular aims of the degree programme

Supplementing § 3 *RStud/PrüfO*, the degree programme has the following aims:

- (1) Graduates of the Master's degree programme International Security Management are qualified to fill security-related management positions in the public, private and not-for-profit sectors. They will have developed high-level management skills relevant to their chosen field of practice. This degree course enables its graduates to integrate subject-specialist, methodological and social skills to produce a holistic professional approach attuned to the needs of the modern security sector.
- (2) The skills imparted to the graduates satisfy both the theoretical and practical demands of the security sector. The constitutive elements of this degree programme:
- A well-grounded, internationally-oriented qualification integrating aspects of Law, Security Law and Administration Law all set in an inter-cultural context. Application-oriented problem-solving skills grounded on a sound theoretical and methodological understanding of the security sector.
 - A high level of methodological, personal and social skills. These key skills cover both situational qualifications and character traits. This includes an ethics-based attitude towards values-based working practices, empathy, responsibility, team, conflict and moderation skills, flexibility, creativity and internal and external leadership skills.
- (3) Graduates of the degree programme will be able to:
- Understand the interaction of political, social and economic aspects and potential for conflict in a range of international and global issues.
 - Evaluate a range of different information in a structured fashion.
 - Evaluate various security situations and relate them to all the business processes in a differentiated and decision-oriented manner.
 - Apply an awareness of the social and legal frameworks of international affairs and evaluate the impact of these issues on their own field; this application will enable a legally compliant approach to the pending decisions.
 - Reach an understanding of complex issues and apply it to their operative and strategic action.
 - To act and manage their area of responsibility in a gender-compliant fashion.
 - Develop internal and external communication processes in an international context in such a way as to ensure the best possible implementation of the aims of their employer.
 - To conceive and implement process-oriented and integrated data protection architecture, subjecting it to systematic quality management.

- Develop and manage a department active in the security sector in such a way that addresses the challenges of structural change.
- Act early and proactively to recognize the opportunities and risks arising from the development of the security requirements and markets and act to develop, apply and evaluate the requisite strategies which best promise success.
- Understand the internationally-relevant legal, political and economic structures of the state and private security-related action and to develop structures of international co-operation.

§ 3 Commencing study, capacity, the admissions procedure

- (1) Admission to the degree programme is possible in the summer semester.
- (2) The number of places on the degree programme is set out in the admissions regulations. The admissions procedure and the subject-specific university entrance qualifications are specified in separate admissions regulations (*ZuLO/ISM*).

§ 4 The standard period of study, the internship semester and characteristics of the degree programme

- (1) The standard period of study covers a period of four semesters. Students completing the course are awarded 120 ECTS credits.
- (2) A six-month internship is usually organized in the third subject-specific semester. The aims and implementation of the internship are established in the internship regulations (*Prako/ISM*).
- (3) The degree programme is concluded with the final examination.
- (4) Students who hold 180 ECTS credits within the scope of the first university degree, qualifying its holder for professional entry, and who completed an internship amounting to 30 ECTS credits within the scope of this first degree, cannot attain the missing credits (Admission requires 210 Credits from the first degree) by completing a further internship. In such a case, the missing credits are to be gathered by other means such as attendance of a non-German partner university of the *HWR Berlin*.
- (5) Details regarding sections 2 and 4 will be settled by the Department Council.
- (6) The degree programme has a modular structure. The time-scale of the degree programme is established by the plan of study. Each module carries credit points in accordance with the European Credit Transfer System (ECTS). These are earned by passing the module examinations. A credit corresponds to the workload of 30 hours.
- (7) Proof of English-language skills at the level B2 of the Common European Framework (CEF) for admission to the degree programme.
- (8) This Master's degree programme is taught in English.

§ 5 The study and examination plan

(1) The study and examination plan (see appendix) represents a binding component of these regulations. It establishes the modules which need to be completed for the award of the degree qualification; the nature and scope of the classes which this involves and the number of credit points which the student is required to achieve and the permissible forms taken by the examinations.

(2) The examination board will take all decisions pertaining to the recognition of elective courses from other departments; those taken within the scope of the General Studies programme; and those from other institutions.

§ 6 The examination form and the attendance requirement

- (1) Module examinations are held in the form of
1. Written examinations (abbreviated in the study plan as "WE")
 2. Oral examinations ("OE")
 3. Written assignments ("WA")
 4. Presentation with written part ("PWP")
 5. Active participation in classes ("AP")
 6. Project work / case study ("P/C")
 7. Management game ("MG")

(2) Minimum attendance of 75 % is required. The attendance requirement is to be communicated to the students in a suitable fashion in the first class of the course at the latest. If a student fails to provide a valid reason for not fulfilling the attendance requirement, the module examination is taken as not having been passed. Should a student provide a substantiated valid reason for failure to fulfil the attendance requirement before the expiry of the deadline for doing so, s/he can repeat the course without this repeat being recorded as such. Should a student fail to fulfil the attendance requirement, the member of staff teaching the course can set a substitute piece of work to make up for the missed classes. The nature and scope of this substitute work is to be set by the teacher of the course. The time required to complete the item of substitute work should not exceed that of the classes from which the student was absent and serves to ensure that the learning outcomes of the missed instruction hours are implemented. Alternative tasks can include the production of texts pertaining to the material of the class missed.

(3) Written examinations are designed to ascertain whether students are able to demonstrate and develop solutions to problems drawn from their area of study using commonly-used methods within a restricted time and using restricted resources. As a rule, written examinations are to be completed within two clock hours in classes of two weekly hours in length and three clock hours for classes of more than two weekly hours in length. Written examinations of three clock hours in length can be divided into two parts, the sum of which amounts to the total examination time. Both component examinations are awarded an overall grade; the two partial grades are not averaged.

(4) Oral examinations are designed to ascertain whether a candidate has acquired an in-depth overview of the material taught in the course and is able to hold a scholarly discussion about the subject matter itself and its significance for professional and social practice. Oral examinations are conducted by the examiner as individual or group examinations. § 32 section 7 *BerlHG* stipulates that oral examinations are open to all members of the university. The length of the oral examination amounts to a minimum of 15 and a maximum of 30 minutes per candidate. A record of the oral examination is to be made. This is to include the assessment

of the candidate's performance. The record is to be signed by the examiner. § 17 section 3 *RStud/PrüfO* is not affected by this provision.

(5) Written assignments are designed to ascertain whether the student is able to deal critically and independently with academic literature and / or the structured and critical evaluation of empirical findings and / or the solution of practical problems and the analysis of case studies. As a rule, the topics covered in the written assignments are set by the examiner in consultation with the student. They should be based on the teaching content covered in the module. The task is to be completed by the student in an entirely independent fashion. The written assignment is to be prefaced by the statement that it has been composed independently and only with the assistance of the referenced sources. Written assignments are to be written in a period not exceeding 6 weeks. As a rule, the written assignments should be between 4,000 and 6,000 words in length, not counting the cover sheet, contents page, bibliography, appendices etc. Written assignments are to be submitted in printed form. Should the examiner require it, written assignments are also to be submitted in digital form. The examiner is also entitled to require that the written assignment be submitted via a plagiarism detection software. The examination can also be undertaken as group work if the nature and scope of the topic to be addressed justifies such an approach. The contribution of the individual students must be clearly delimited in a way permitting individual assessment.

(6) A presentation with written part consists of at least two weighted assignments, of which at least one is to be provided in written form and one in oral form. Taken together, the components of the examination correspond in scope and value to an examination in accordance with section 5. A minimum of 40 % and a maximum of 80 % of the weighting should be allocated to the written component. The examiners will inform candidates in an appropriate manner of the nature of the examinations and their weighting upon the start of the teaching period. An overall grade is awarded: this can be calculated by averaging all the component examinations. If written assignments or written examinations are to be completed as a component examination, the scope of the examinations set out in sections 5 and 3 are to be shortened in accordance with the weighting of the component examination.

(7) Active participation serves to ascertain whether students have acquired the skills and knowledge taught in the lessons. The form assumed by the assignment is determined by the examiner. The assignment can be separated into component parts. Active participation is not to be subject to differentiated assessment, rather is to be graded "successful" or "unsuccessful".

(8) Project work / cases studies are intended to determine whether the student is able to work as part of a team to perform tasks pertaining to their chosen field of professional activity using the relevant academic literature, empirical findings, the applicable laws and any further requisite sources. The evaluations of individual pieces of work - presentations, small-scale empirical surveys or text contributions to a project report - are incorporated in an overall grade and are marked as such. The quality and scope of the individual pieces of work are taken into account in the evaluation.

(9) Participants in management games must fulfil specific requirements in accordance with the assignment of roles.

(10) In well-founded exceptional cases and given a timely application from the examiner, the examination board can rule that the examination assume a form other than that foreseen.

§ 7 The assessment of examinations

- (1) § 14 section 2 *RStud/PrüfO* regulates the assessment of examinations. The assessment requires substantiation.
- (2) If an examination is to be assessed by two examiners, the assessment is to be agreed by both examiners. If the examiners are unable to agree, the assessment will be ascertained by averaging the results of the two assessments.
- (3) If the grade is calculated by averaging two varying assessments, the assessment is calculated in accordance with the weighted mean of these two grades. Only the first decimal after the decimal point shall be considered for this purpose, all other decimals shall be deleted without rounding. In such a case, § 14 section. 2 *RStud/PrüfO* does not apply.
- (4) Given the permission of the examiner, examinations can also take the form of group work, if the nature and scope of the topic to be addressed justifies such an approach. The contribution of the individual students must be clearly delimited in a way permitting individual assessment.

§ 8 Repeating examinations

- (1) Module examinations assessed as "fail" (5.0) or "unsuccessful" can be repeated in max. twice. Examination attempts from which the student was prevented from attending by a valid reason will not be recorded as a failed attempt.
- (2) Repeat examinations graded with a minimum of "pass" (4.0) will replace the original examination which has been repeated. Students are not permitted to repeat an examination with the aim of improving an examination graded with a minimum of "pass" (4.0).
- (3) As a rule, repeat examinations are to take the same form as the original examination. Exceptions to this rule require the ruling of the examination board.
- (4) Repeat examinations are to be performed in consultation with the examiners and are to be completed by the end of the following semester (re-sit deadline). Pregnant students can apply for and will be granted other repeat dates.
- (5) The re-sit deadline can be extended by the length of
 - Intermission semesters
 - Semesters in which the module is not taught.
 - Semesters which were spent outside the *HWR Berlin* as an internship semester or a semester spent studying abroad outside.
 - Periods in which the student was not enrolled.
- (6) The examination board can extend the re-sit deadline following an application lodged by the student before the end of the deadline which provides proof that s/he were not responsible for exceeding the deadline.
- (7) A final examination attempt is to be subject to two assessments from two examiners. If the final examination attempt is conducted as an oral examination, a second examiner must be present and provide an independent assessment.

(8) If the assessment of the final examination attempt varies between the two examiners, the final grade will be calculated in accordance with the arithmetic mean of the two grades or the marks awarded. If the module examination is subject to undifferentiated assessment with “pass” or “fail”, a “pass” is required to pass the module examination.

(9) Students registering three unsuccessful examination attempts or who have exceeded the re-sit deadline are no longer able to complete their degree programme.

§ 9 The objectives and structure of the final examination

(1) The final examination constitutes the completion of the degree programme and qualifies its holder for professional entry. Together with the module examinations, the final examination demonstrates that the candidate has fulfilled the aims of the degree programme set out in the study regulations.

(2) The final examination consists of the Master's thesis and the final oral examination.

§ 10 The Master's thesis

(1) Students can register to complete a Master's thesis if:

- a) They are enrolled as a student on the Master's degree programme International Security Management at the *HWR Berlin*.
- b) They have been awarded the requisite number of ECTS credits stipulated in the study and examination plan.

(2) Students who have completed all the specified modules and have not been granted permission to complete a semester of work experience, abroad or on intermission, should register for the final examination after gaining all the credits. Students currently completing an internship semester, study abroad or who are on intermission must do so in the following semester.

(3) Students are required to register for their Master's thesis within the registration period set by the examination board. The application for registration is to be made to the examination board in writing. The application is to include a proposal for the topic of the Master's thesis, an outline of the project and a proposal of the examiners. The application is to be accompanied by a corresponding declaration of agreement from the examiners. The declaration of consent from the first examiner must also include their agreement to supervise the Master's thesis. Confirmation of the topic and the appointment of the two examiners follows the decision of the examination board immediately after assignment of the topic. The decision is communicated to the candidate and the examiners in writing.

(4) The topic of the Master's thesis can be changed once within the first month of the period of completion.

(5) As a rule, the Master's thesis should be between 12,000 and 17,000 words in length, not counting the cover sheet, contents page, bibliography, appendices etc. The completion time amounts to 15 weeks. The Master's thesis is to be written in the language of instruction of the degree programme. The examination board is responsible for arranging the details.

(6) The Master's thesis can also be completed in the form of group work completed by a maximum of two students. The contributions of the individual students must be clearly delimited in a way permitting

individual assessment. Each contribution must represent a significant proportion of the thesis. The students are to be subject to separate assessment. The scope of group work must significantly exceed that of a Master's thesis produced by a single student working alone.

(7) The Master's thesis will be supervised and assessed by an examiner (first examiner); a further (equal) assessment will be performed by a second examiner. At least one of the examiners must be a member of the *HWR Berlin* professoriate; at least one examiner should have taught in one of the Master's degree programmes provided by the *HWR Berlin*. Deviations to this regulation in well-founded exceptional cases are to be decided upon by the examination board. A Master's thesis written on an interdisciplinary topic is to be examined by examiners drawn from different areas of disciplinary expertise. In well-founded exceptional cases, the examination board can appoint an external second examiner.

(8) In exceptional cases, the examination board is able to grant an extension for completion of the thesis by up to two weeks, as long as proof is provided that compelling circumstances prevent completion of the Master's thesis. Students fulfilling the requirements of § 18 section 5 *RStud/PrüfO* (Framework Study and Examination Regulations) and those who can demonstrate a case of hardship can (given the presentation of a well-founded reason) be granted an extension of up to a maximum of six weeks.

(9) The candidate is to submit three printed copies of the thesis and a copy in digital form to the examination office. The time of submission is to be recorded. An examiner or the examination board can also require that a copy be submitted via a plagiarism detection software. When submitting the thesis, the candidate is to certify in writing that s/he has prepared the thesis independently and without using any sources or resources not cited therein and that all quotations have been marked as such.

(10) Both examiners are to grade the Master's thesis on the basis of § 14 section 2 *RStud/PrüfO*. The grade awarded is to be subject to written substantiation. The grade awarded to the Master's thesis is calculated in accordance with the arithmetic mean of the two grades awarded.

(11) If the assessment of the Master's thesis varies between the examiners by more than a single grade, the examination board is to appoint a third examiner. The grade awarded to the Master's thesis is then calculated in accordance with the arithmetic mean of the three grades awarded. The grade "pass" can only be awarded to the Master's thesis if at least two of the individual assessments are "pass" or better.

(12) A Master's thesis graded with min. "good" (2.3) will be stored in printed and digital form in the *HWR Berlin* library unless the author objects.

§ 11 The final oral examination

(1) The oral final examination covers the subject area of the Master's thesis set in the overall context of the degree course. Candidates are required to demonstrate that they have achieved all the aims set out in § 3 *RStud/PrüfO* and in § 2 of these regulations. It serves to establish whether the candidate is in possession of secure knowledge and skills in the area covered by the Master's thesis and is able to substantiate his/her Master's thesis independently, applying the relevant knowledge to problems of professional and social practice. If a Master's thesis is the product of group work, the oral examination is to be carried out as a group examination as a matter of course. Each member of the group must demonstrate their understanding of the overall problem and outline their own contribution.

(2) The final oral examination is conducted by an examination committee. The board consists of two members who can be drawn from the pool of full-time lecturers and examiners of the Master's thesis. As a rule, the first examiner chairs the examination committee.

(3) The final oral examination has a minimum duration of 30 minutes, and a maximum duration of 45 minutes. The examination is open to all members of the university. Within the final oral examination, the student is to give a 15-minute lecture in which s/he presents the most significant aspects of the Master's thesis.

(4) The final oral examination is conducted only after the student has gained all the ECTS credits for the module examinations as specified in the study and examination plan. It will only be conducted if the Master's thesis has been awarded the minimum assessment of "pass".

(5) The result of the final oral examination is determined by the examination committee following private consultation. The committee will award a grade in accordance with § 7. The grade will be communicated to the candidate immediately after the examination. The topic of the examination, its course and the outcome will be recorded.

§ 12 Repeating parts of the final examination

(1) If the Master's thesis is graded with "fail", the examination board will grant a fresh application to write a new Master's thesis with a new topic. As a rule, the examination board will permit the student to begin their new Master's thesis in the following regular completion period. The candidate can only alter the topic of their repeat Master's thesis if they did not change the topic of their first thesis as permitted by § 10 section 4. The candidate is not permitted to submit a third Master's thesis.

(2) If the final oral examination is graded with "fail" (5.0) the examination is to be repeated within a semester after the failed attempt. The grade awarded in the repeat examination will replace the original grade. Should the candidate fail to achieve a minimum grade of "pass" (4.0) s/he is unable to complete their degree programme.

§ 13 Passing the degree and the overall grade

(1) The degree programme has been passed (and thus completed) if the final examination has been passed and the candidate has achieved the total number of degree programme-specific ECTS credits in the modules listed in the study and examination plan.

(2) An overall grade will be awarded for the Master's degree programme. This is expressed as the weighted mean of the grades awarded for the components of the final examination and the module examinations. The calculation will take into account the unrounded grades with the following weightings and combine (through addition) them to form an overall grade:

a) Final examination	25 %
b) Using the weighted mean of the credits the grades from the module examinations	75 %

(3) The overall grade is expressed in words as follows:

• Value up to and including 1.5	Very good
• Value over 1.5 up to and including 2.5	Good
• Value over 2.5 up to and including 3.5	Satisfactory
• Value over 3.5 up to and including 4.0	Pass
• Value over 4.0	Fail

Exceptional grades (over 1.3) will be graded with “Passed with distinction”.

§ 14 The degree qualification

Successful completion of the module examinations and the final examination leads to the award of the degree qualification

“Master of Arts”

§ 15 The degree transcript and certificate

The form assumed by the degree transcript and its award is regulated by § 23 *RStud/PrüfO*.

§ 16 The examination board

An examination board is constituted for the Master’ degree programme International Security Management in accordance with § 23 *RStud/PrüfO*. The examination board ensures adherence to all the provisions of the Framework Study and Examination Regulations and the provisions of these regulations. It makes all its decisions in accordance with § 32 Abs. 1 BerlHG. The Academic Director should belong to the examination board as a member or deputy.

§ 17 Commencement

These regulations take effect on the day after their publication in *the Mitteilungsblatt / Bulletin der HWR Berlin*.

Appendix

Study and examination plan of the Master's degree programme International Security Management (90 Credits)				1. Sem			2. Sem			3. Sem		
Module No	Module designation	Teaching Method	Examination Form	SH	CP	% of the Final Grade	SH	CP	% of the Final Grade	SWH	CP	% of the Final Grade
1	Research and Methodology	S	AT	1	2	0	1	2	0	2	4	0
2	Globalisation, Security Challenges & Governance	S	OE	3	6	10,465						
3	International Management of Risks and Crises	S	MG and AP	4	7	0						
4	Organisation, Leadership and Economics of Security Management I	S	PWP	3	4	6,977						
5	Normative Theories, Ethics and Accountability in International Security Management I	S	WA	3	4	6,977						
6	Crime Control in a Global Environment	S	WE	4	7	12,209						
7	Organisation, Leadership and Economics of Security Management II	S PS	AP				3	6	0			
8	Information, Knowledge Protection and Cybersecurity	S	P/C				3,5	6	10,465			
9	Normative Theories, Ethics and Accountability in International Security Management II	S	PWP				3	6	10,465			
10	Current Issues in International Security Management	S	PWP				2	4	6,977			
11	Elective A: Mobility and Transport	PS	PWP				3	6	10,465			
	Elective B: Event Security		PWP						0			
12	Internship											
13	Final Examination											
	Master's Thesis										20	20
	Final Oral Examination										6	5
	Total SWH	35,5		18			15,5			2		
	Total Credit Points	90			30			30			30	
	% of the Final Grade	100				36,63			38,37			25

Abbreviations			
Active participation in classes	AP	Project work / case study	P/C
Presentation with written part	PWP	Semester hours	SH
Credit Points	CP	Seminar (40 students)	S
Management game	MG	Written assignment	WA
Oral examinations	OE	Written examination	WE
Project seminar (20 students)	PS		

Study and examination plan of the Master's degree programme International Security Management (120 Credits)				1. Sem			2. Sem			3. Sem	4. Sem		
Module No	Module designation	Teaching Method	Examination Form	SH	CP	% of the Final Grade	SH	CP	% of the Final Grade	Internship	SH	CP	% of the Final Grade
1	Research and Methodology	S	AT	1	2	0	1	2	0	Internship	2	4	0
2	Globalisation, Security Challenges & Governance	S	OE	3	6	10,465							
3	International Management of Risks and Crises	S	MG and AP	4	7	0							
4	Organisation, Leadership and Economics of Security Management I	S	PWP	3	4	6,977							
5	Normative Theories, Ethics and Accountability in International Security Management I	S	WA	3	4	6,977							
6	Crime Control in a Global Environment	S	WE	4	7	12,209							
7	Organisation, Leadership and Economics of Security Management II	S PS	AP				3	6	0				
8	Information, Knowledge Protection and Cybersecurity	S	P/C				3,5	6	10,465				
9	Normative Theories, Ethics and Accountability in International Security Management II	S	PWP				3	6	10,465				
10	Current Issues in International Security Management	S	PWP				2	4	6,977				
11	Elective A: Mobility and Transport	PS	PWP				3	6	10,465				
	Elective B: Event Security		PWP						0				
12	Internship									30			
13	Final Examination												
	Master's Thesis										20	20	
	Final Oral Examination										6	5	
	Total SWH	35,5		18			15,5				2		
	Total Credit Points	120			30			30		30	30		
	% of the Final Grade	100				36,63			38,37			25	

Abbreviations			
Active participation in classes	AP	Project work / case study	P/C
Presentation with written part	PWP	Semester hours	SH
Credit Points	CP	Seminar (40 students)	S
Management game	MG	Written assignment	WA
Oral examinations	OE	Written examination	WE
Project seminar (20 students)	PS		