Examination Regulations for the Erasmus Mundus Master of Science in Public Sector Innovation and eGovernance (PIONEER Master) at the Katholieke Universiteit Leuven, Belgium, the Westfälische Wilhelms-Universität Münster, Germany, and the Tallinn University of Technology, Estonia

Approved by the Faculty Council on September 5, 2017

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§ 1
Scope of the Examination Regulations

These Examination Regulations apply the Erasmus Mundus Master of Science in Public Sector Innovation and eGovernance (PIONEER Master) at the Katholieke Universiteit Leuven, Belgium, (KU Leuven), the Westfälische Wilhelms-Universität Münster, Germany (University of Münster), and the Tallinn University of Technology, Estonia (TTÜ).

§ 2
Goal of the Programme and Aim of the Examination

(1) This Master’s programme builds on the knowledge acquired in a prior undergraduate degree programme. In addition to conveying the academic fundamentals of the subject of study, it aims to provide students with the knowledge, skills and methods necessary to meet the academic and professional standards in the fields of public management, information systems and e-Governance. Students are trained to evaluate complex academic problems in an independent and responsible manner and apply practical methods to solve them.

(2) The Master’s examination determines whether the students have acquired the necessary knowledge and skills for their prospective professional field, particularly in the areas of research and teaching.

§ 3
Joint Master’s Degree

After successfully completing the programme, the student is awarded the academic degree of “Master of Science” (M.Sc.).

§ 4
Admission to the Master’s Programme and to the Master’s examination

(1) In order to be admitted to the master’s programme “Public Sector Innovation and eGovernance”, the following admissions requirements must be met:

a) the general terms for enrolment at the University
b) successful completion of an undergraduate degree programme in a related field of study with at least 180 credits. This degree programme must have resulted in a bachelor’s degree or other degree (Diplom, Staatsexamen etc.) at a state or state-recognised university. Related fields of study are Public Administration, Social Sciences, Political Sciences, Information Systems, Computer Sciences, Engineering, Economics, Law or comparable disciplines.

c) sufficient English language skills

d) admission to and enrolment in the degree programme at KU Leuven and enrolment at TTÜ and University of Münster (or statement that the admissions requirements for enrolment at these universities are met; enrolment at University of Münster requires previous and consisting enrolment at KU Leuven and TTÜ.).

The master’s programme “Public Sector Innovation and eGovernance” always starts at KU Leuven in Belgium. KU Leuven is also responsible for admission to the programme. The selection process, including verification of compliance with the admissions requirements in § 4 (1) a-d, is regulated according to Belgian law and takes place at KU Leuven. For more details, see the Admission Regulations at KU Leuven.

(2) Unless these Examination Regulations require additional admissions requirements for the master’s examination, admission to this examination is granted with enrolment in the master’s programme at KU Leuven, TTÜ and the University of Münster, provided the student remains enrolled at all three universities.

§ 5
Administration of the Programme

(1) Every university is responsible for organising their respective examinations in the Master programme Public Sector Innovation and E-Governance, according to § 8. They ensure that the stipulations put forward in these Examination Regulations are observed. In particular, they are responsible for dealing with contested decisions taken during the examination process and for recognising examinations. All disputes and protests related to examinations shall be resolved in accordance with the procedures established at the university, where they arose. Permitted retakes are facilitated by the University where the student is studying at the time of the retake.
(2) The Master programme is managed by the Academic Committee. In particular, the Academic Committee ultimately consolidates the reported grades, decides on appeals related to the Master thesis and its defence and is responsible for awarding the students the Master’s diploma. At each of the universities there is also an academic as well as an administrative local coordinator, who is responsible for the management of the Master programme at the local level. In case of appeals related to course examinations (KU Leuven, TTÜ) / module examinations (University of Münster), the respective Local Coordinator shall inform the members of the Academic Committee after he/she has decided on an appeal. Further details are outlined in the subsequent articles and in the Course Descriptions.

(3) The Academic Committee consists of one representative of each university. The representatives of the universities must be professors. For each member a substitute must be elected. The term of office for professors is two years. Re-election is possible. KU Leuven as Consortium Coordinator provides the chair of the Academic Committee. Every university appoints a Local Coordinator by the faculty councils. The term of office is also two years. Re-election is possible. At the University of Münster, the Examination Office of the Faculty Business and Economics (Prüfungsamt der wirtschaftswissenschaftlichen Fakultät) is the administrative office of the Local Coordinator.

(4) The members of the Academic Committee and the Local Coordinators may attend all examinations.

(5) Meetings of the Academic Committee are not open to the public. The members of the Academic Committee, their substitutes and the Local Coordinators are obliged to maintain confidentiality. Committee members and Local Coordinators who are not already under such an obligation through their position as state employees are placed under this obligation by the chair.

(6) The agenda of the Academic Committee will be made up by the chair of the Academic Committee and sent to all members of the Academic Committee at the latest one week before the meeting. All members can ask the chair of the Academic Committee to add a topic to the agenda at the latest a week and a half before the fixed meeting in order to prepare the agenda. Decisions of the Academic Committee will be made as much as possible by consensus. If asked for by a member of the Academic Committee, a vote can be held. Decisions will be taken in that case by the majority of the members present, (both physically and via electronic channels), each member of the Academic Committee having one vote. Minutes of the meetings will be sent to each member.
as soon as possible. If a member of the Academic Committee thinks a decision is unacceptable for any good reason, he can ask within a period of 14 days starting from the sending date of the minutes to postpone the execution of the decision by a further 14 days in order to find an extraordinary settlement by all members of the Academic Committee. If no extraordinary settlement by all members of the Academic Committee is found within this period, the decision adopted by the majority of the members of the Academic Committee present, (both physically and via electronic channels) is agreed.

§ 6
Standard Duration, Workload and Credits

(1) The standard duration of the programme is two academic years. One academic year consists of two semesters.

(2) In order to obtain the degree, students must earn a total of 120 credits. The programme is structured in such a manner that 60 credits can be earned each year. Academic credit serves as a quantitative measure of a student’s overall workload. This includes attending courses as well as time spent on pre- and post-preparation of the course content (i.e. course attendance and self-study time), taking examinations, preparing for examinations, including term papers and the Master thesis, as well as, if applicable, work placements or other types of courses. One credit is equivalent to 25-30 hours of academic work. The workload for one academic year thus amounts to 1,500 - 1,800 hours. Consequently, the entire Master’s programme has a workload of 3,000 – 3,600 hours. One credit is equivalent to one ECTS (European Credit Transfer System) point. In detail, the effort per ECTS-credit is defined as follows:

- KU Leuven: 25-30h/ECTS-credit defined by responsible lecturer in the course description
- University of Münster: 30h/ECTS-credit
- Tallinn University of Technology: 26h/ECTS-credit.

For the master thesis, a common workload of 26h/ECTS is defined.

§ 7
Structure and Content of the Programme, Courses / Modules

(1) All students start their first semester at the KU Leuven (5 courses). For the second semester, students move to the University of Münster (5 modules), and for the third semester, students move to
the TTÜ (7 courses). The last semester is dedicated to the Master thesis and its thesis defence, which is organised in a rotating system between KU Leuven, University of Münster and TTÜ.

(2) Students are required to earn a total of 120 credits to complete the Master programme, of which the Master thesis including the defence accounts for 30 credits. In addition to the Master thesis and its defence, the programme consists of 17 courses (KU Leuven, TTÜ) / modules (WWU Münster) which are units of instruction varying in topic, content and duration, and which lead to partial qualification in Public Sector Innovation and E-Governance. These are defined in a learning goal related to the academic objective in question. Courses / modules can consist of different types of courses with different teaching and learning formats.

(3) In detail, the Master programme consists of the following courses / modules:

   a) KU Leuven:

<table>
<thead>
<tr>
<th>Course</th>
<th>Type of Course</th>
<th>Type of Examination</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Administration and Public Sector Innovation: Capita Selecta</td>
<td>Lecture</td>
<td>Paper/project, report, participation during contact hours</td>
<td>6 ECTS</td>
</tr>
<tr>
<td>Research Seminar</td>
<td>Assignment</td>
<td>Paper/project, presentation, process evaluation</td>
<td>6 ECTS</td>
</tr>
<tr>
<td>Information Management in the Public Sector</td>
<td>Lecture</td>
<td>Oral examination, take-home examination, presentation, paper, collaboration</td>
<td>6 ECTS</td>
</tr>
<tr>
<td>Principles of Database Management</td>
<td>Lecture</td>
<td>Written examination, take-home examination, oral examination</td>
<td>6 ECTS</td>
</tr>
</tbody>
</table>
### Business Information Systems
- **Type of Course**: Lecture
- **Type of Examination**: Written examination, participation during contact hours, take-home examination
- **Credits**: 6 ECTS

b) **University of Münster**

<table>
<thead>
<tr>
<th>Module</th>
<th>Type of Course</th>
<th>Type of Examination</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Management</td>
<td>Lecture + exercise</td>
<td>Written examination, presentation, essay</td>
<td>6 ECTS</td>
</tr>
<tr>
<td>Information Management: Theories</td>
<td>Lecture + exercise</td>
<td>Written examination, written report, presentation, written comment</td>
<td>6 ECTS</td>
</tr>
<tr>
<td>Enterprise Architecture Management</td>
<td>Lecture + exercise</td>
<td>Written examination, case study, presentation</td>
<td>6 ECTS</td>
</tr>
<tr>
<td>Selected Chapters: E-Government</td>
<td>Lecture + exercise</td>
<td>Written examination</td>
<td>6 ECTS</td>
</tr>
<tr>
<td>Integrated Research Seminar</td>
<td>Seminar</td>
<td>Seminar paper (elaboration), oral examination</td>
<td>6 ECTS</td>
</tr>
</tbody>
</table>

c) **TTÜ**

<table>
<thead>
<tr>
<th>Course</th>
<th>Type of Course</th>
<th>Type of Examination</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Title</td>
<td>Lectures, Seminars, Exercises</td>
<td>Assessment</td>
<td>Credits</td>
</tr>
<tr>
<td>--------------------------------------------------</td>
<td>-------------------------------</td>
<td>--------------------------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>Recent Issues in E-Governance</td>
<td>Lecture, seminar, exercise</td>
<td>Home assignment (essay/case study), presentation, written test</td>
<td>6 ECTS</td>
</tr>
<tr>
<td>E-Governance and Democracy Instruments</td>
<td>Lecture, exercise</td>
<td>Home assignment (essay/case study)</td>
<td>3 ECTS</td>
</tr>
<tr>
<td>Integrated Research Seminar</td>
<td>Seminar</td>
<td>Seminar paper (case study), presentation</td>
<td>6 ECTS</td>
</tr>
<tr>
<td>Peer Production and Theories of the Commons</td>
<td>Lecture, seminar, exercise</td>
<td>Written report, presentation</td>
<td>3 ECTS</td>
</tr>
<tr>
<td>E-Governance</td>
<td>Lecture, seminar, exercise</td>
<td>Written examination, case-study analysis, presentation</td>
<td>3 ECTS</td>
</tr>
<tr>
<td>Entrepreneurship and Technology Management</td>
<td>Lecture, seminar, exercise</td>
<td>Group work, written examination</td>
<td>6 ECTS</td>
</tr>
<tr>
<td>Technology and Society</td>
<td>Lecture, exercise</td>
<td>Home assignment (essay)</td>
<td>3 ECTS</td>
</tr>
</tbody>
</table>

(4) The examinations of the courses (KU Leuven, TTÜ) and modules (University of Münster) are organised by the University that is responsible for the course / module, according to § 8 and the Course Descriptions. Permitted retakes are facilitated by the University where the student is studying at the time of the retake.

(5) Furthermore, § 8 and the Course Descriptions define the structure of the examination and the internal structure of the courses (KU Leuven, TTÜ) / modules (University of Münster).
§ 8
Structure of the Examination, Admission to Courses / Modules

(1) The Master’s examination is taken in cumulative form over the course of the programme. It consists of the examinations of courses (KU Leuven, TTÜ) / modules (University of Münster) as well as the Master thesis and its defence.

(2) A course / module is successfully completed if all course / module-related coursework has been completed and all examinations have been passed. All required coursework and examinations have to be completed in English, and the student must obtain at least 36 ECTS to be admitted to courses at the TTÜ. Furthermore, admission to a module (University of Münster) / course (KU Leuven, TTÜ) or a certain type of course or a examination of a module / course can depend on further conditions, which are outlined in the Course Descriptions.

§ 9
Required Coursework and Examinations, Registration

(1) Within each course (KU Leuven, TTÜ) / module (University of Münster), students must complete at least one examination, which comprises a part of the master’s examination as a part of the calculation of the course grade / module grade and the overall grade. Besides, in accordance with the provisions in these examination regulations, students may be obliged to complete coursework as directed and announced by the instructor.

(2) The language of instruction and examination is English, see § 8 (2) sentence 2.

(3) Further regulations concerning the type, duration and scope of the examinations for the respective course (KU Leuven, TTÜ) / module (University of Münster), are stipulated in § 7 and the Course Descriptions.

(4) The Course Descriptions also stipulate if and how students must register in advance in order to take part in any examination or coursework.
§ 10

Master Thesis and Master Thesis Defence

(1) The Master thesis module examination comprises the Master thesis and its defence and should demonstrate that a student is capable of independently working on a topic from the field of public management, information systems and e-Governance within a specified period of time in accordance with scholarly methods and that he/she is able to document and present the results appropriately. The thesis should comprise about 80 pages in length. A deviation of 10% in length is accepted. Appendices are not part of this counting.

The Master thesis defence is the last examination in the degree course and is approximately 45 minutes in length. It is split into two parts: a presentation of the Master thesis (not exceeding 30 minutes) and a discussion about the thesis and the presentation.

(2) The topic of the Master thesis is set by the Academic Committee upon request of one member of the Thesis Defence Committee, who is responsible for supervising the thesis process. The student has the right to propose both, the choice of topic and the choice of the supervisor.

(3) Upon receiving the student’s application, the topic of the Master thesis is assigned to the student on behalf of the Academic Committee by the examiner who requested the Academic Committee to set the topic of the Master thesis. Topics can only be assigned on the condition that the student has already earned a total of 90 credits. The date of the topic assignment must be put on record.

(4) The Master thesis must be completed within 16 weeks. The topic, task and scope of the thesis are to be limited in such a manner that the time allocated will suffice. The student is permitted to change his/her topic only once, and only within the first four weeks of the 16-week period.

(5) Upon substantiated request, the Academic Committee may extend the submission deadline of the Master thesis in exceptional cases by up to twelve weeks. Related requests must be submitted before the regular submission deadline. In serious cases, which would make it difficult or even impossible for the candidate to submit the Master thesis on time, e.g. in cases of severe illness or immutable technical difficulties, the deadline may be extended upon the candidate’s request. Other valid reasons may include taking care of one’s children aged 12 years and under, nursing or caring for a spouse, a registered civil partner or direct relative or first-degree relative by marriage if such care or assistance is necessary. The Academic
Committee is responsible for deciding on and granting extensions (see sentences 1 and 2). Upon request of the Academic Committee, the candidate must present proof of a “valid reason” (if necessary in the form of a medical certificate). Instead of extending the deadline, the Academic Committee can, with regard to sentence 2, also assign a new topic for the Master thesis if the candidate was unable to work on the thesis for more than one year in total. In this case, the assignment of a new topic does count as a second attempt at the Master thesis in the sense of § 15 (2).

(6) The Master thesis must be submitted in English. It must include a title page, a table of contents and a list of works and sources cited. All parts of the thesis that contain wording or content taken from other sources must be identified as such and cited accordingly. The candidate must attach a written declaration to the thesis which states that he/she has written the thesis himself/herself, has not used sources and means other than those indicated and has identified all direct quotes. The declaration also applies to tables, sketches, drawings, graphic illustrations etc. Furthermore, the candidate must include a written declaration consenting to have the thesis stored in a database and compared with other texts to detect possible plagiarism.

(7) Candidates are required to submit three copies of the Master thesis (typewritten, bound and paginated) as well as one digital version for a possible plagiarism check to the Academic Committee by the assigned deadline. Its submission is only considered on time and complete if both the bound and digital versions are submitted to the Academic Committee before the deadline. The date of submission must be put on record.

(8) Within an eight-week period after the proper submission of the Master thesis, a defence of the thesis is mandatory; in substantiated and exceptional cases the Academic Committee may extend the eight-week period by up to 4 weeks. The Master thesis defence is organised preferably in a rotating manner and will take place before the Thesis Defence Committee at one of the three universities, see § 11. In the case that a student exceeds the nominal period of studies (2 years), he/she defends his/her Master thesis in the university whose turn it is to host the Master thesis defences in the established rotating system.
§ 11
Grading of the Master Thesis and the Master Thesis Defence

(1) The Master thesis and its defence must be scored and graded by the Thesis Defence Committee, which consists of three members. The Academic Committee appoints and announces the members of the Thesis Defence Committee at the beginning of each academic year. The members of the Thesis Defence Committee are examiners in the sense of § 12 and shall have at least a doctoral degree or an equivalent qualification within the field of the programme.

(2) The members of the Thesis Defence Committee must score and grade the Master thesis and its defence together in accordance with § 16 (1). The grade can only be a “pass” or better, however, if all examiners agree upon a passing score or better.

(3) The scoring and the grading process of the Master thesis and its defence and its reasons have to be documented; the documentation must be signed by all examiners. The grade for the Master thesis and its defence must be communicated to the student within a one-week period after the defence. Rectifications can be made within a time period of 10 days after the formal announcement of the result.

§ 12
Examiners and Assessors

The Academic Committee appoints examiners for the Master thesis and its defense as described in §12. Every university’s Local Coordinator appoints their examiners and assessors for their courses / modules in accordance to the Course Descriptions.

§ 13
Recognition of Required Coursework and Examinations

(1) Previous study achievements, examinations and/or working experience will be recognised upon request, if equivalence in the sense of the Lisbon Convention is assessed. Equivalence has to be verified, if previous study achievements, examinations and/or working experience are comparable regarding both content and level to the required coursework or examinations they are to replace. The verification of equivalence is not a schematic comparison, but an overall evaluation.
(2) The student has to provide the documents necessary for deciding on recognition. These documents must contain statements on the knowledge and qualifications that are to be recognised. If previous study achievements and/or examinations from degree programmes are to be recognised, then the examination regulations with module / Course Descriptions as well as the individual Transcript of Records or similar documents have to be submitted.

(3) The verification of equivalence is decided by the Academic Committee. Before equivalence can be determined, members of staff representing the subjects in question must be consulted.

(4) If equivalence is verified by the Academic Committee, consideration of previous study achievements, examinations and/or working experience shall take place in accordance with the procedures established at the university, which is responsible for providing the concerned course(s) / module(s), according to § 8 (3) and the Course Descriptions.

§ 14
Requirements for Students with Special Needs

The course descriptions stipulate the rules applicable if a student can demonstrate that due to disability or chronic illness he/she is partially or entirely unable to complete course (KU Leuven, TTÜ)/module (University of Münster) examinations in their intended form or by the deadlines set forth in these Examination Regulations. All further stipulations are specified in the course descriptions. For the master thesis and its defence applies § 10.

§ 15
Passing and Retaking of the Master’s Examination

(1) The Master’s examination has been passed when the candidate has passed all of the courses (KU Leuven, TTÜ) / modules (University of Münster) in accordance with § 8, § 10, § 11 and the Course Descriptions and the Master thesis and the Master defence with at least a pass grade (§ 16 (1)). In that case, the candidate has also obtained a total of 120 credits

(2) If the candidate receives a fail grade for the Master thesis, he/she is granted one more chance to write the thesis. A third attempt is not allowed. This also holds true for the Master thesis defence,
where also only one retake is allowed; if a student has not passed the master thesis and its defence within two attempts, he/she is considered to have finally failed the Master’s examination.

(3) In case the candidate has permanently failed the Master thesis module, then the Master’s examination is considered as permanently failed.

(4) In case the candidate has permanently failed a course (KU Leuven, TTÜ) / module (University of Münster) according to the respective Course Descriptions, the Master’s examination is also considered as permanently failed. Further regulations are defined in the Course Descriptions.

(5) If the candidate has permanently failed the Master’s examination, he/she may request a transcript listing all of the completed coursework/examinations and, if applicable, respective grades. In order to receive a transcript, the candidate must present his/her certificate of exmatriculation. The transcript is printed on paper including the watermarks and holograms of the KU Leuven, the University of Münster and the TTÜ and signed by the members of the Academic Committee.

§ 16
Grading of Individual Examinations, Course / Module Grades and Calculation of the Overall Grade

(1) In accordance with the Course Descriptions, all examinations and coursework are either scored and receive a grade, as specified in the table below, or they receive a “pass”/“fail” grade. For examinations / coursework which are relevant for the calculation of course scores (KU Leuven) / course scores and grades (TTÜ) / module scores and grades (University of Münster) and the overall score and grade, the following scores and grades should be used:

<table>
<thead>
<tr>
<th>Münster</th>
<th>TTÜ</th>
<th>KU Leuven</th>
</tr>
</thead>
<tbody>
<tr>
<td>Points</td>
<td>Grades</td>
<td>Result</td>
</tr>
<tr>
<td>&lt; 50</td>
<td>5</td>
<td>Fail</td>
</tr>
<tr>
<td>50-54</td>
<td>4</td>
<td>Sufficient</td>
</tr>
<tr>
<td>55-59</td>
<td>3,7</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>60-64</td>
<td>3,3</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>65-69</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>70-74</td>
<td>2,7</td>
<td></td>
</tr>
</tbody>
</table>
(2) Grades for oral course (KU Leuven, TTÜ) / module (University of Münster) examinations must be communicated to the student and the responsible Local Coordinator/Examinations Office as quickly as possible but latest together with the grades for written course / module examinations by the end of the semester. The rules applicable for rectifications of announcements of the results of course / module examinations are stipulated in the course descriptions.

(3) For each module of the University of Münster and each course of the Tallinn University of Technology, a final overall score and a final overall grade is determined on the basis of the individual examinations assigned to that course / module; for courses of the KU Leuven, a final overall score is determined on the basis of the individual examinations assigned to that course. If a course / module consists of only one examination, its score is also the overall course / module score and its grade is also the overall course / module grade. If a course / module consists of more than one examination, the course descriptions specify the weighting of the individual score for the calculation of the overall course / module score and the overall course / module grade; thereby, all decimal places are rounded up to the next integral number of the points. This results in the following scores and grades:
(4) The scores of all weighted courses (KU Leuven, TTÜ) / modules (University of Münster) and the score or the Master thesis and its defense form the final overall grade. The score of the Master thesis module accounts for 25 per cent of the final overall grade. The Course Descriptions designate the weighting of each course / module score with regard to the calculation of the final overall grade; thereby, all decimal places are rounded up to the next integral number of the points. This results in the following grades:

<table>
<thead>
<tr>
<th>Points</th>
<th>Grades</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt; 50</td>
<td>0-9</td>
<td>Fail</td>
</tr>
<tr>
<td>51-59</td>
<td>10-11</td>
<td>Sufficient</td>
</tr>
<tr>
<td>60-69</td>
<td>12-13</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>70-79</td>
<td>14-15</td>
<td>Good</td>
</tr>
<tr>
<td>80-89</td>
<td>16-17</td>
<td>Very Good</td>
</tr>
<tr>
<td>90-100</td>
<td>18-20</td>
<td>Excellent</td>
</tr>
</tbody>
</table>
The final overall grade will only appear with designated results on the documents issued by chair of the Academic Committee, according to § 17.

§ 17
Joint Degree Master’s Diploma

(1) When a student has successfully completed his/her Master’s programme, he/she receives a joint degree Master’s diploma (KU Leuven, University of Münster, TTÜ), confirming the conferral of the Master’s degree (see § 3). The joint degree Master’s diploma is the document with which it can be determined unambiguously that one has complied with all learning objectives of a programme. In many cases, this document is a prerequisite for advanced programmes or particular professions in the labour market. It contains the following points:

a) The name, date and place of birth of the graduate;
b) The statement that it is a diploma awarded by KU Leuven, University of Münster and TTÜ;
c) The obtained degree and title;
d) The overall grade.

(2) The joint degree Master’s diploma is printed (on paper including the watermarks and holograms of all three universities) by the chair of the Academic Committee, signed by the rectors of the three universities or their delegates, and issued by the chair of the Academic Committee. A duplicate will be stored by the chair of the Academic Committee.

(3) The joint degree Master’s diploma is issued in English.

(4) Besides the paper documents, all joint degree Master’s diplomas are stored in the Flemish government’s Credit and Aptitude certificates database.

§ 18
Joint Degree Master’s Diploma Supplement, State Document

(1) In addition to the joint degree Master’s diploma, the student receives a Diploma Supplement. The Diploma Supplement contains a detailed description of the study itinerary that was followed in order to obtain the degree appears in the Diploma Supplement. This includes information regarding the learning outcomes of the programme, an overview of all courses with corresponding credits and results
and information on the educational and examination system at the KU Leuven, the University of Münster and the TTÜ. The Diploma Supplement is printed (on paper including the watermarks and holograms of all three universities) by the chair of the Academic Committee, signed by the members of the Academic Committee and issued by the chair of the Academic Committee. The Diploma Supplement is issued in English; a duplicate will be stored by the chair of the Academic Committee.

(2) From Tallinn University of Technology, students will be additionally awarded a State Document certifying education by Tallinn University of Technology participating in the joint curriculum.

§ 19
Access to the Examination Files

(1) After completing the Master thesis students can, upon request, gain access to their Master thesis examination papers and the examiners’ assessments. Requests must be filed with the chair of the Academic Committee no later than three months after the results of the Master thesis is announced. The chair of the Academic Committee stipulates the time and place of access on behalf of the Academic Committee. The same applies with regard to the Master’s thesis defense and its examination minutes.

(2) Regulations for the access to examination papers, the examiners’ assessments and examination minutes of courses (KU Leuven, TTÜ) / modules (University of Münster) are defined in the Course Descriptions.

§ 20
Absence, Withdrawal, Deception and Violation of Regulations

(1) If a student attempts to influence the outcome the Master’s thesis or its defense through dishonest means such as the use of unauthorised material or devices, the examination is regarded as not having been completed and is considered a fail. The reasons must be put on record. The same applies for other kinds of severe erroneous behaviour against generally accepted standards of conduct and violation of good academic practice, as plagiarism. In case of plagiarism, the Academic Committee decides, depending on the level of plagiarism, whether the student will fail the Master thesis and/or its defense or be excluded from the Master’s Examination entirely, and the Master’s examination has then been permanently failed. The reason(s) for exclusion must be put on record.
(2) The rules applicable for absence, withdrawal, deception and violation of regulations considering course examinations (KU Leuven, TTÜ) / module examinations (University of Münster) are stipulated in the Course Descriptions. In case of plagiarism, the respective Local Coordinator has to inform the Academic Committee to decide, depending on the level of plagiarism, whether the student will fail the examination in question or be excluded from the Master’s Examination entirely, and the Master’s examination has then been permanently failed. The reason(s) for exclusion must be put on record.

(3) Adverse decisions of the Academic Committee must be immediately disclosed to the student concerned by the chair of the Academic Committee in written form. The decision(s) must be justified and accompanied by information on the legal remedies available. Before a decision can be made, the student concerned must be given the opportunity to state his/her case.

§ 21
Invalidity of Individual Examinations, Deprivation of the Master’s Degree

(1) If the student knowingly manipulates the results of an examination or the Master thesis and if this fact comes to light only after the joint Master’s diploma has been issued, the Academic Committee can retroactively correct the result and, if applicable, the grades of the examination or the Master thesis accordingly and declare the examination(s) in part or whole as failed.

(2) If the requirements for the admission to an examination or the Master thesis were not met and the student had no intention of acting dishonestly and if this fact becomes apparent only after he/she passed the examination in question, the successful completion of the examination rectifies the mistake. However, if the student is found to have deliberately gained admission through wrongful means, the Academic Committee is responsible for deciding on the legal consequences.

(3) If the requirements for admission to a course were not met and the student had no intention of acting dishonestly and if this fact becomes apparent only after he/she passed the course in question, the successful completion of the course rectifies the mistake. However, if the student is found to have deliberately gained admission through wrongful means, the Local Coordinator in mutual consent with the Academic Committee is responsible for deciding on the legal consequences.

(4) If the requirements for enrolment in the programme and thus the requirements for admission to the Master’s examination were not met and the student had no intention of acting dishonestly and if this fact becomes apparent only after the joint degree Master’s diploma has been issued, the
successful completion of the programme rectifies the mistake. However, if the student is found to have deliberately gained admission through wrongful means, the Academic Committee is responsible for deciding on the legal consequences.

(5) Before a final decision is made, the student concerned must be heard, i.e. he/she has the right to state his/her case.

(6) The erroneous joint degree Master’s diploma and its Diploma Supplement must be handed back to the chair of the Academic Committee, who will replace the erroneous documents with a new joint degree Master’s diploma and a new Diploma Supplement if necessary.

§ 22
Coming into Force and Publication

These Regulations come into force on the day following their publication in the Official Announcements of the Universities involved in the programme. These Regulations apply to all students who began their studies in the Master’s programme PIONEER in or after the winter semester of 2017/18.

Approved by the legal entities of the Katholieke Universiteit Leuven, Belgium, the Westfälische Wilhelms-Universität Münster, Germany, and the Tallinn University of Technology, Estonia.

**KU Leuven: Issued upon resolution of**

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**University of Münster: Issued upon resolution of the faculty board of the School of Business and Economics (FB 04) of the University of Münster on XX January 2017. The above Examination Regulations are hereby announced.**

**Münster, XX.XX.2017**

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**TTÜ: Issued upon resolution of**

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