



Subject-Specific Programme and Examination Regulations

for the
Master's Programme

Digital Governance and Administration

of the
Faculty of Economics and Social Sciences
at

Helmut-Schmidt-Universität/Universität der Bundeswehr Hamburg

(FSPO DiGA)

(non-official version)

Please note:
This English translation of the FSPO DIGA is for information purposes only.
The text of the German original is definitive.

Based on Section 112(1) and (3), first sentence, of the Hamburg Higher Education Act (HmbHG) as of 18 July 2001 (Hamburg Law Gazette, HmbGVBl., p. 171), as amended, in connection with the Notification of Transfer issued by the Hamburg Departmental Authority of Science and Research on 23 October 1978, revised edition of 5 July 2007, these Subject-Specific Programme and Examination Regulations for the Bachelor's Programme in Engineering Science and the Master's Programme in Engineering Science: Defence Systems, both taught in English, were adopted by the Faculty Council of the Faculty of Economics and Social Sciences on 16 February 2023,
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Table of Contents

I. Supplementary Provisions

On Section 2	Programme Objectives, Examination Purpose, Academic Degrees
On Section 4	Programme Structure
On Section 5	Programme Admission Requirements
On Section 6	Modules and Credits
On Section 10	Admission to Module Examinations
On Section 11	Module Examinations
On Section 12	Interdisciplinary Studies
On Section 13	Examination Types
On Section 14	Final Theses
On Section 15	Assessment of Examinations and Grading
On Section 16	Retaking Examinations
On Section 22	Pass or Failure
On Section 23	Certificate, Diploma and Diploma Supplement

II. Entry into Force

III. Annex: Module Overview

Preamble

This Subject-Specific Programme and Examination Regulation (FSPO DiGA) governs the processes and procedures of the courses and examinations of the Master's programme Digital Governance and Administration at Helmut-Schmidt-Universität/Universität der Bundeswehr Hamburg (HSU). These programme-specific provisions will supplement the General Examination Regulations for Bachelor's and Master's Programmes at HSU, as amended.

I. Supplementary Provisions

On Section 2

Programme Objectives, Examination Purpose, Academic Degrees

- (1) ¹The Master's programme Digital Governance and Administration addresses social science-related task areas in the public sector which have changed in the wake of digitalisation. The focus here is on the interaction between the dimensions people, information technology/data and organisation. ²The students will be able to identify and analyse task areas/decision-making areas, taking particular account of the framework conditions and options that have changed through digital transformation. They will also be able to develop design-based solutions using digital technologies. ³This includes the consideration of governance tasks in the digitalisation of organisations, state and society, the interaction between human and artificial intelligence to cope with the associated challenges, and the special consideration of task areas and administrative practice in government institutions in the context of digital technologies. ⁴This interdisciplinary scientific course of study includes contents particularly from the fields of business administration, business informatics, data science/statistics, public administration, political science, law, and related areas.
- (2) ¹The objective of the study programme is the interdisciplinary academic approach of understanding the areas described in paragraph 1 and to impart special technical and methodical skills and professional qualifications in these areas. ²The programme trains the students to think and work in an academic manner, and at the same time prepares them for professional practice. ³ They will acquire the ability to independently explore specific applications and contexts on a scientific basis, to systematically derive decisions and to follow procedures for implementation. ⁴The study programme enables the students to reflect on current research results in a thorough and critical manner and to independently apply them to research and practice-related issues. ⁵The intention is to prepare the students for prominent leadership and functional responsibilities in their profession but also to qualify them for doctoral studies.
- (3) ¹ The Master's degree examination leads to a (second) academic degree and professional qualification. ²The Faculty of Economics and Social Sciences will award the academic degree of Master of Arts (M. A.) to those who have passed the Master's degree examination.

On Section 4 Programme Structure

On Section 4(1):

¹The study programme consists of modules, in particular from the fields of business administration, business informatics, data science/statistics, public administration, political science, law, and related areas. ² Further information on programme content and structure is provided in the attached tabular module overview, in the module handbook for the study programme and the module handbook for interdisciplinary studies, as amended. ³A distinction is made between compulsory modules and compulsory elective modules. ⁴Students must complete (at least) 120 ECTS credits from the modules. ⁵The compulsory courses and a sufficient number of courses from the compulsory elective field will usually be taught in English. This also applies to the associated examinations. ⁶Certain compulsory elective modules will be offered in German. ⁷The chronological sequence of the individual modules, the admission requirements, type, duration and weighting of the associated examinations are detailed in the attached tabular overview.

On Section 5 Programme Admission Requirements

On Section 5(4), first sentence:

(1) ¹Applicants for the programme must not only meet the admission requirements under Section 5 of the General Examination Regulations, but also have sufficient advanced knowledge of the English language to successfully complete the programme and the examinations. ²Students with a first language other than English are required to provide evidence of a Standardised Language Profile (SLP) of 3332 from the Federal Office of Languages or an equivalent document certifying proficiency of a standard corresponding to the Common European Framework of Reference for Languages Level C1.

(2) ¹Only a limited number of places are available on the programme. ²If the number of applications which meet the admission requirements exceeds the number of places available on the programme, a selection procedure will take place. ³Further details are laid down in the selection regulation for the programme.

Re Section 5(4), second sentence:

¹As defined in Section 5(3) first sentence of the General Examination Regulations, students must have completed a Bachelor's programme in a subject relevant to the Master's programme from the area of economics and social sciences with at least 180 ECTS credits. ²The Examination Committee will decide on the admission of students with other Bachelor's degrees.

Re Section 5(5), second sentence:

Students with an overall grade from the Bachelor's programme which falls 0.5 points short of the grade required in Section 5(3) first sentence of the General Examination Regulations may demonstrate their suitability for the Master's programme in an admission interview. Requests for this interview are to be submitted to the Examination Committee. ²The admission interview will be conducted by a commission consisting of two full-time professors who are involved in

the programme. ³The members of the commission and their deputies are appointed by the Examination Committee for a term of two years. ⁴ The admission interview lasts at least 20 minutes and no longer than 30 minutes and serves to determine the student's qualification and motivation for the Master's programme. ⁵The general content and the outcome of the interview will be recorded. ⁶The members of the commission will determine whether they consider the student to be suitable for the Master's programme and will inform the Examination Committee of the outcome without delay. ⁷A positive outcome will only result in admission to the Master's programme if the other conditions are met as well. ⁸The Examination Committee will, without delay, notify the student and the Examination Office in writing about the result and also provide the student with information on how to appeal. ⁹It is not possible to repeat the admission interview.

On Section 6 Modules and Credits

On Section 6(4):

¹Students with a first language other than German are required to provide evidence of advanced knowledge of German for their admission to compulsory elective modules that are taught in German only (see Annex). ²This is done through a Standardised Language Profile (SLP) of 3332 from the Federal Office of Languages or an equivalent document certifying proficiency of a standard corresponding to the Common European Framework of Reference for Languages Level C1.

On Section 10 Admission to Module Examinations

On Section 10(6):

In cases where students fail to apply for admission in accordance with Section 10(1) No. 4 of the General Examination Regulations, they will still be admitted to upcoming examinations in the compulsory modules of that trimester and their chosen compulsory elective modules if they meet the criteria specified in Section 10(1) Nos. 1 to 3 of the General Examination Regulations.

On Section 11 Module Examinations

On Section 11(3):

The modules offered in the programme, admission requirements for the module examination, type and scope of the required examinations, and the credits assigned to the module are detailed in the Annex to this FSPO.

On Section 12 Interdisciplinary Studies

Re Section 12(2):

This interdisciplinary programme requires students to complete further interdisciplinary study elements with five ECTS credits.

On Section 13 Examination Types

On Section 13(1):

- (1) ¹ Written, supervised examinations involve set tasks to be completed by the student independently and only using the aids permitted by the examiner. ²The completion time is usually 30 minutes per trimester hours per week. ³See details in the Annex to this FSPO. ⁴When assessing written examinations, previous achievements reached by students during the programme may be taken into account to a limited extent. ⁵The type of previous achievements and the scope of crediting will be announced by the examiners at the beginning of the course and specified in the module description.
- (2) ¹An oral examination is an examination interview in which students demonstrate that they are proficient in the subject matter of the examination. ²Oral examinations will be carried out by two examiners or by one examiner in the presence of one competent assessor. ³They will last 30 to 60 minutes. ⁴Oral examinations may be conducted individually or in groups of up to four students. ⁵The assessor's assessment must be heard before grades are awarded. ⁶The main topics and results of the examination must be documented in a record to be signed by the examiners and the assessors. ⁷Where space permits, oral examinations will be open to members of the University; students who have registered for the relevant examination will be excluded. ⁸Upon the examinee's request, the public must be excluded from the examination.
- (3) ¹A home assignment is a written preparation of a set task, which deepens or expands the subject matter conveyed in the course. ²The lecturer will determine the time allowed to complete these assignments. ³ The home assignment should comprise 10 to 35 pages.
- (4) ¹A presentation is an oral presentation on a set topic. ²It will last at least 20 minutes and no longer than 60 minutes. ³A written version of the topic may also be required. ⁴This should then comprise 5 to 20 pages.
- (5) Contributions in seminars usually include a home assignment and a presentation and can be accompanied by a certificate of active participation.
- (6) ¹Project papers are successfully rendered by presenting solutions to the selected topic in the form of a presentation and/or a final project report. ²A final project report comprises 10 to 35 pages and usually includes
 - the description of the project task and its delineation,
 - the preparation of theoretical prerequisites for processing the project task, in particular selecting the suitable methods using and analysing the relevant literature, and
 - the documentation of the progress and the results of the project.³If the project includes implementation, the examination may include further elements as determined by the examiner.
- (7) A short presentation is an oral presentation lasting 10 to 20 minutes.
- (8) ¹Students can provide evidence of "individual contributions" made during courses such as task solutions, short presentations, or active participation in the course. ²The attestation

of an “individual contribution” can be accompanied by a certificate of active participation as determined by the examiner.

- (9) ¹A learning portfolio contains various documents which have been gathered, organised systematically and annotated by the students and which reflect the learning process, learning performance and learning success of the students as part of a course or module. ²The documents can, for example, include descriptions of completed assignments, lecture records, learning or experience journals, and presentations. ³The portfolio will comprise 10 to 50 pages. ⁴The lecturers will specify the criteria regarding the layout of the portfolio.
- (10) ¹Students are to practice and demonstrate their concise scientific reasoning skills in an essay. ²The essay will comprise 1 to 12 pages.
- (11) ¹If several examination types are permissible, the examiners will determine the examination type to be applied in accordance with Section 11(3) of the General Examination Regulations. ²This applies in particular to the exact arrangement within the meaning of paragraphs 1 to 10.

On Section 14 Final Theses

On Section 14(3), third sentence:

In accordance with Section 14 (3) first sentence of the General Examination Regulations, the Master’s thesis will be supervised by persons who are also lecturers in the programme.

On Section 14(5):

¹The Master's thesis module comprises the Master’s thesis with a completion time of twelve weeks and 20 ECTS credits as well as a colloquium with four ECTS credits. ²During the colloquium, candidates present their Master’s thesis in a presentation, including the phases of its preparation, and/or defend the thesis in the context. ³The Master's thesis should comprise 50 to 90 pages. ⁴Exemptions are permissible due to the special character of the topic.

On Section 14(6):

¹If the Master’s thesis is not accepted by the first day of lectures of the fifth trimester, the grade “unsatisfactory” will be awarded in accordance with Section 17 of the General Examination Regulations.

On Section 14(7):

Master’s theses may be submitted in English or, with the consent of the supervisor, in German.

On Section 15 Assessment of Examinations and Grading

On Section 15(4), second sentence:

If a module examination consists of several course examinations, each course examination must be passed.

On Section 16 Retaking Examinations

On Section 16(3):

- (1) ¹As a rule, the first retake option is offered in the trimester following the completion of the module. ²Participation in the corresponding module examination in the following academic year is generally offered as a second retake option. ³If, taking into account the individual maximum period of study, it is not possible to participate in the corresponding module examination in the following academic year, or if the module is not offered in the following year, the second retake can be offered as an oral examination.
- (2) ¹Type and duration of the retake correspond to the requirements of the respective module examination. ²In justified exceptional cases and at the request of the examiner, the chairperson of the Examination Committee may approve that the second retake of a written examination is conducted as an oral examination.

On Section 16(4):

¹A student who fails the second retake of a written examination may request a supplementary oral examination. ²This examination will last at least 20 and no longer than 60 minutes. ³The request must be submitted to the Examination Office no later than two weeks after the announcement of the result; the examination must be taken within six weeks of the request. ⁴Only one supplementary oral examination is allowed in the programme. ⁴A supplementary examination is ruled out in the cases referred to in Section 17(1) and Section 18 of the General Examination Regulations. ⁵The grade of the retake will be calculated as the arithmetic mean of the individual grades of the two examinations completed.

On Section 16(7):

¹A possible resubmission of the Master's thesis must be accepted without delay. ²If the first-time Master's thesis is graded "unsatisfactory" pursuant to the Supplementary Provisions on Section 14(6) (Section 17 of the General Examination Regulations), its resubmission must be accepted by 31 May in the fifth trimester, otherwise the resubmitted thesis will also be graded "unsatisfactory" pursuant to Section 17 of the General Examination Regulations. ³If the first-time Master's thesis is graded "unsatisfactory" because the deadline for submission has not been met pursuant to Section 17 of the General Examination Regulations, its resubmission must be accepted by 8 July in the fifth trimester, otherwise the resubmitted thesis will also be graded "unsatisfactory" pursuant to Section 17 of the General Examination Regulations. ⁴The resubmitted Master's thesis is deemed accepted no later than 30 September of the second academic year of the Master's programme.

On Section 22 Pass or Failure

On Section 22(2):

¹Failing a compulsory elective module may be compensated by passing alternative modules with the required minimum of credit points. ²The maximum period of study and the deadlines specified in Section 5(6) of the General Examination Regulations will remain unaffected.

**On Section 23
Certificate, Diploma and Diploma Supplement**

On Section 23(5):

In consultation with the responsible dean of studies, the Examination Office will decide on how to record the relative performance taking into account statistical and data privacy requirements.

II. Entry into Force

This regulation will be published in the HSU Gazette and enter into force on 1 January 2024.

III. Annex: Module Overview

Number	Module name	Tr	Type	TWS	LP	S	Examination	ZV
Compulsory field (90 ECTS-LP)								
WS21D01	Fundamentals of Organisation & Management	1	P	4	6	E	K(120) o. mP	-
WS21D02	Research Methods	1	P	4	6	E	mP o. [Es+R]	rT
WS21D03	Fundamentals of Data Analysis	1	P	4	6	E	K(120) o. mP	-
WS21D04	Public Administration / Management in a Digital World	1	P	4	6	E	R o. Lernp o. Es	-
WS22D05	Strategic Thinking / Decision Making in a Digital World	2	P	4	6	E	K(120) o. mP	-
WS22D06	Artificial Intelligence in the Social Sciences	2	P	4	6	E	K(120) o. mP o. PL	-
WS22D07	Open Data & Digital State Capacity	2	P	4	6	E	R o. Lernp o. Es	-
WS23D08	Service Design & Digital Business Models	3	P	4	6	E	K(120) o. mP	-
WS23D09	Project Management	3	P	4	6	E	R o. Lernp o. Es	-
ISA	Interdisciplinary Studies, one module from subject area III	3.o.4	P		5	E/D	Section 12 (5) General Examination Regulations	
WS24D10	Seminar	4	P	2	7	E/D	[HA+R]	rT
WS25D11	Thesis § Colloquium	5	P		24	E/D	HA+R	WS24 D10
Compulsory elective field (30 ECTS-LP) (The actual offer of compulsory elective modules may be different in each academic year.)								
<i>Economics and social sciences modules:</i>								
WS22D21	Designing and Controlling Digital Organisations	2	WP	4	6	E/D	K(120) o. mP	-
WS16P15*	Political Organisations and Digitalisation	2	WP	3	6	D	K(120) o. [Es+R]	rT
WS23D22	Digital Public Services	3	WP	4	6	E/D	R o. Lernp o. Es	-
WS23D23	Digital Leadership / Digital Work	3	WP	4	6	E/D	K(120) o. mP	-
WS23D24	Security-Policy Challenges of Digitalisation	3	WP	4	6	E/D	K(120) o. mP	-
WS24D25	Technology & Innovation Management	4	WP	4	6	E/D	K(120) o. mP	-
WS24D26	Organisation Theory & Network Management	4	WP	4	6	E/D	[HA+R] + K(60) Ratio 1:1	-
WS24D27	Innovation in Public Administration / Managing Public Sector Reform in the Digital Era	4	WP	4	6	E/D	R o. Lernp o. Es	-
WS24D28	Risk and Crisis Management in the Public Sector	4	WP	4	6	E/D	K(120) o. mP	-
WS24D29	Law in the Digital Age	4	WP	4	6	E/D	K(60) o. HA o. mP + K(60) o. HA o. mP, ratio 1:1	-
WS24D30	Theory and Practice of Digitized Democracies	4.5	WP	4	6	D	mP	rT
<i>Computer science and quantitative modules:</i>								
WS22D41	Large-Scale Data Management & Big Data Analytics	2	WP	4	6	E/D	mP o. PL	-
WS22D42	Algorithmic Problem Solving and Programming	2	WP	4	6	E/D	PL	-
WS23D43	Human-Machine Collaboration	3	WP	4	6	E/D	mP o. PL o. [HA+KV]	-
WS23D44	Process Intelligence and Automation	3	WP	4	6	E/D	K(120) o. mP o. PL	-
WS23D45	Visualisation of Data & Augmented Reality	3	WP	4	6	E/D	mP o. PL	-
WS23M18	Statistical Computing	3	WP	4	6	D	K(120) o. mP o. [HA+KV]	-
WS23M12	Game and Decision Theory	3	WP	4	6	D	K(120) o. mP	-
WS24D46	Applied Data Analysis Project	4	WP	4	6	E/D	PL	rT
WS24D47	High Performance Computing Project	4	WP	4	6	E/D	PL	rT
WS24D61	Advanced / Current Topics	4	WP	4	6	E/D	mP o. [HA+KV]	-

Abbreviations:

Tr	Trimester (subject-related trimester, beginning with winter trimester = 1st trimester)	WP	Compulsory elective module
TWS	Trimester hours per week	o.	or
LP	Credits (ECTS)	K(120)	Written examination, 120 minutes
*	Not possible for students with a Bachelor's degree in political science.	mP	oral examination
S	Language	HA	Home assignment
E	English	R	Presentation
E/D	English or German (depending on the requirements, preferably English)	Lernp	Learning portfolio
ZV	Admission requirement	Es	Essay
P	Compulsory	KV	Short presentation
		PL	Project paper
		AA	Final thesis
		rT	Regular attendance

