

EXAMINATION REGULATIONS

(last amended: 11 January 2021)

§ 1 Purpose, scope and nature of the examination

- (1) The Certified Sustainable Procurement Professional course includes automated self-monitoring questions, which must be answered by the participant, as a compulsory component of each module to test the successful transfer of competencies. If at least 50% of the questions have been answered correctly, the participant will automatically receive a certificate of successful participation, which can be downloaded online by the participant. This applies to both the individual modules and the curricula.
- (2) In order to optionally obtain the internationally valid certificate "Certified Sustainable Procurement Professional" and the 6 ECTS points, the following requirements must be met:
 - a) Successful completion of a complete curricula (keynotes and 15 modules).
 - b) Participation in a two-day attendance event
 - c) Passing of the written examination in the form of a case-based submission.
- (3) The certificate examination is taken by the organizer in accordance with these examination regulations. Furthermore, the examination regulations of the university shall apply.
- (4) The certificate examination for the "Certified Sustainable Procurement Professional" is the highest possible conclusion of the respective curricula. The examination is intended to determine whether a person has acquired the specialist knowledge necessary for dealing with professional practice and has an overview of the interrelationships.

§ 2 Form of the examination

- (1) The certificate examination is carried out in the form of a written case-based assignment following the two attendance days.
- (2) The assignment for the written assignment will be sent by e-mail after completion of the curriculum up to 4 weeks before the selected attendance date in order to be able to prepare for the colloquium on the second attendance day. After the colloquium, the participants have 4 weeks to submit the written assignment as a written examination.
- (3) After passing the exam, the certificate of the "Certified Sustainable Procurement Professional" as well as a personal feedback on the exam performance will be issued. This certificate is classified with 6 ECTS credits and is based on a total of 190 learning hours.

§ 3 Examination Committee

- (1) The Examination Board is responsible for the organization of the examination, the determination of the requirements, contents and scope of the submitted work as well as the implementation of these Examination Regulations. The Examination Committee shall receive and investigate complaints about irregularities in the conduct of the certificate examination.

- (2) The Examination Committee consists of one member of the JARO Executive Board and two scientific experts from the JARO Advisory Board.
- (3) The membership in the Examination Committee ends in case of:
 - Resignation of the committee member from the JARO Executive Board.
 - Committee resignation of the JARO Advisory Board member.
 - Committee resignation of the JARO Advisory Board member by a JARO member resolution.
- (4) A resolution of the Audit Committee is valid if at least two committee members have cast their votes. It shall decide by simple majority. In the event of a tie, a proposal shall be deemed rejected. The meetings of the Audit Committee are not public.

§ 4 Admission to the examination

- (1) Prior successful completion of the respective curriculum is a mandatory requirement for participation in an examination.
- (2) Only those who have paid the relevant examination fee before the start of the examination may take part in the examinations.
- (3) Only those who have previously declared their agreement with these examination regulations may take part in the examination. The declaration of consent shall be obtained in text form before the start of an examination.

§ 5 Examination material

- (1) The subject matter of the examination is taken from the subject matter taught in the course. Subject areas and tasks in detail are determined by the examination board.
- (2) In addition to mastering the subject matter, the homework should also demonstrate the participant's ability to master a larger task in a sensibly structured manner. This aspect shall be taken into account in the evaluation.
- (3) Before the assignment for the homework is handed out, the participant is to be informed that a personal performance is to be made and that outside help in the preparation will be considered as an act of cheating in the sense of § 7 of these examination regulations. The information must be recorded.

§ 6 Procedure of the examination

- (1) The examination is conducted as a written case-based assignment in the form of a scientific paper. This is prepared in the participant's individual learning environment.
- (2) The assignment will be communicated to the participants 4 weeks before the attendance date. This is to enable an initial preparation of the content. On day 2 of the attendance event, the participants are then asked to present and discuss their own current work status in small groups within the framework of a colloquium, in order to be able to incorporate the suggestions into further work. Following the attendance days, the participants have a further 4 weeks to complete their submitted work and submit it in digital form.

- (3) The examination performance is evaluated by at least two members of the examination board within 4 weeks of receipt of the work.
- (4) The following evaluation matrix is used to evaluate the examination performance:
- 10% Formal completeness and fulfillment of the regulations for scientific work.
 - 20% Outline of content, logical and structured structure of the work
 - 60% Conceptual work and practical implementation approach
 - 10% Stylistics and preparation
- (5) Die Note für die Prüfungsleistung wird von den jeweiligen Prüfern festgesetzt. Für die Bewertung der Prüfungsleistung sind folgende Noten zu verwenden:
- | | |
|------------------|--|
| 1 = very good | an excellent performance |
| 2 = good | a performance that is significantly above average requirements |
| 3 = satisfactory | a performance that meets average requirements |
| 4 = sufficient | a performance which, despite its deficiencies, still meets the requirements |
| 5 = insufficient | a performance that no longer meets the requirements due to significant deficiencies. |
- (6) The examination is passed if the submitted work represents at least a sufficient performance.

§ 7 Default, withdrawal, deception, breach of order

- (1) If a person to be examined attempts to influence the result of the examination by deception or the use of unauthorized aids, or if he or she participates in a deception, the examination committee has the option of grading the work in this case with 0 points.
- (2) Ghostwriting and copyright violations (plagiarism) will result in failing the examination.
- (3) Confidentiality obligation: Examination contents are confidential information of the JARO Institute. They are provided to an exam candidate solely for the purpose of the exam. It is prohibited to take photos or screenshots of exam questions. It is prohibited to publish or distribute memory logs (so-called braindumps) of exam questions and/or answers in any form.
- (4) If serious misconduct as defined in paragraphs 1, 2 or 3 becomes known, the Examination Committee may also retrospectively mark an examination with 0 points, declare a certificate already awarded to be invalid and exclude the examination candidate from further examinations/certifications.
- (5) Incidents according to paragraphs 1 - 4 are to be documented in writing by the examination board.

§ 8 Repeating the examination

- (1) The self-monitoring tasks for obtaining the certificate of attendance can be repeated as often as desired.
- (2) The certificate examination for obtaining the certificate "Certified Sustainable Procurement Professional" with 6 ECTS points can be repeated once with observance of a waiting period of

3 months. Excluded from this are participants after incidents according to §7 paragraph 1,2 or 3.

(3) For repeat examinations, the examination fee must also be paid again.

§ 9 Testimony and certificate

(1) Candidates receive an examination certificate for each examination taken. The examination certificate is made available for download in electronic form only in the user account online.

(2) Candidates receive a certificate as soon as they have passed the examination required for certification. The certificate is made available for download exclusively in electronic form in the user account online.

§ 10 Inspection, complaint

(1) There is no general right to inspect the examination.

(2) If an examined person has considerable doubts about the test result after failing an examination, he or she may lodge an objection to the examination result within 7 days of the examination day and demand to inspect the examination.

(3) The objection must be submitted in writing to the Examination Committee and a processing fee of currently Euro 100 (plus VAT) must be paid.

(4) The date and place of the inspection will be determined by the Examination Committee after receipt of payment of the fee. After the inspection, the person has to justify his/her objection in writing within 7 days. The board of examiners shall decide on the objection within 3 months.

(5) If the objection is upheld, the examination result will be corrected if necessary and the processing fee will be refunded. If the objection is not upheld, the processing fee will not be refunded.

(6) Legal recourse is excluded.

§ 11 Data storage

A statutory retention period of 5 years applies to the examination, testimony and certificate. Deletion of the data is possible after 5 years at the earliest upon request.