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Examination Regulations for the Master's Program "Mannheim Master in Management"

as at 2 June 2017

(Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats) No. 18/2017 of 19 June 2017, pp. 5 et seqq.)

1st amendment as at 5 October 2017

(Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats) No. 27/2017 of 19 October 2017, pp. 14 et seqq.)

2nd amendment as at 11 March 2021

(Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats) No. 02/2021 of 15 March 2021, pp. 25 et seqq.)

3rd amendment as at 13 December 2021

(Bulletin of the President's Office (Bekanntmachungen des Rektorats) No. 12/2021 of 16 December 2021, pp. 7 et seqq.)

4th amendment as at 18 December 2023

(Bulletin of the President's Office (Bekanntmachungen des Rektorats) No. 12/2023 of 20 December 2023, pp. 19 et seqq.)

5th amendment as at 18 December 2023

(Bulletin of the President's Office (Bekanntmachungen des Rektorats) No. 12/2023 of 20 December 2023, pp. 31 et seqq.)

6th amendment of 16 July 2024

(Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats) No. 08/2024 of 25 July 2024, part 1, p. 39 et seqq.)

In the German language version of these Examination Regulations, this section deals with the subject of gender-neutral language. For the English language version, this is not relevant and therefore omitted. This also applies to the usage of academic degrees and academic titles.

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I. General Provisions

Section 1 – Purpose of the Program of Study

¹The master's examination marks the proper completion of the master's program "Mannheim Master in Management" (Master of Science). ²The completion of the master's examination constitutes the second professional qualification (consecutive degree). ³The completed master's examination serves to prove that the student has gained profound knowledge in the field of business administration on the basis of a successfully completed program in Business Administration or a different bachelor's degree with similar contents. ⁴Furthermore, the master's examination determines whether or not the student is able to deal with complex questions in the respective field and to critically question the principles, theories and models of the respective specialization and their practical relevance. ⁵The business knowledge is systematically supplemented or expanded through interdisciplinary knowledge in another field. ⁶Furthermore, the student acquires the ability to develop or apply own ideas on the basis of current research in order to prove the extensive specific knowledge to succeed in the profession.

Section 2 – Graduation

¹Based on the completion of the master's examination, the Business School of the University of Mannheim awards the academic degree "Master of Science" (M.Sc.). ²In accordance with section 34, the academic degree is only to be used after having received the diploma.

Section 3 – Required Coursework, Structure, and Language of Instruction and Examination

(1)¹ Coursework and examinations within the master's program total at least 120 ECTS and are obtained in line with the structure of each subject area:

1. Core Competences (16 ECTS credits)
2. Business Economics (12 ECTS credits)
3. Business Administration (44 - 44 ECTS credits)
4. Elective Course (0 - 24 ECTS credits)
5. Master's Thesis (24 ECTS credits)

²The detailed rules and regulations on the required ECTS credits for each subject area are specified in sections 25 to 30 in conjunction with the annex. ³One ECTS credit corresponds to a workload of 30 hours.

(2) ¹The master's program has a modular structure. ²A course usually includes technical, topical and coherent units of instruction (modules); the module Master's Thesis does not include a course. ³The individual modules are organized by superordinate units (subject areas). ⁴The composition of the subject areas and modules are specified in sections 25 to 30 in conjunction with the annex; further course contents are stated in the current version of the University of Mannheim's module catalog for the "Mannheim Master in Management" (M.Sc.). ⁵The module catalog is passed by the school council in agreement with the respective committee on student affairs and teaching and is published on the website of the University of Mannheim. ⁶If the attachment or the module catalog refer to other examination regulations or module catalogs, the rules and regulations of said examination regulations and module catalogs apply in line with the rules and regulations of these examination regulations.

(3) ¹Modules can be taught in German or English. ²The language of instruction of a module is stated in the current version of the module catalog. ³In case there is a choice between the languages, the examiner responsible will decide in which language the module will be held during that particular semester. ⁴The decision according to sentence 3 is announced by the examiner using appropriate means in due time before the examination, usually at the beginning of the lecture period for the respective semester. The examiner is also to communicate this decision to Student Services. ⁵If a module is designated as an English-taught module by the module catalog or the examiner, the courses which belong to it are held completely in English. All of the

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coursework and examinations for these courses are to be completed in English. ⁶The regulations in sentences 1 through 5 apply to the “Master’s Thesis”. ⁷Students of the English track of study only have access to the modules that are designated as English-taught.

Section 4 – Standard Period of Study, Maximum Period of Study

(1) The period of study for the master’s program, during which all coursework and examinations required to pass the master’s examination are to be completed, is four semesters (standard period of study).

(2) ¹All coursework and examinations that must be completed as a part of the master’s examination must be completed within a given time (maximum period of study). ²The maximum period of study ends three semesters after the standard period of study at the end of the seventh semester, unless the student is not responsible for having exceeded this time. ³The student will be notified by the examination committee if they have exceeded the deadline; eligibility to take exams is lost in accordance with section 32 subsection 5(3) alternative 2 LHG.

(3) ¹The student is responsible for meeting the deadlines listed in these Examination Regulations. ²If a student does not pass the master’s examination until the end of their sixth semester of the program, the student is recommended to seek academic advice.

II. Organization and Administration of Examinations, Recognition of Coursework and Examinations

Section 5 – Examination Committee

(1) ¹An examination committee is formed for the “Mannheim Master in Management” (M.Sc.) program of the University of Mannheim. ²It consists of three university teachers of the Business School who are eligible to vote. ³The members of the examination committee are appointed by the school council.

(2) ¹The committee members’ term of office is three years. ²All members can be reappointed. ³The committee members’ term of office starts on 1 August of each year. ⁴If a member of the examination committee retires from their position before the end of the term of office, a successor is appointed for the remaining term of office.

(3) ¹The examination committee appoints one of its members as chair and one as deputy chair for the term of office. ²The chair manages the examination committee.

(4) ¹The examination committee has a quorum if the chair or the deputy chair and at least another member are present. ²Decisions require a simple majority of votes of the present members. ³In the event of a tie, the vote of the chair decides the matter.

(5) ¹The members of the examination committee are obliged to exercise discretion. ²If they are not employed in the public service, they must be obliged to exercise discretion by the chair of the examination committee in writing. ³This obligation applies to all examination-related facts and matters

1. that the members were informed about in a non-public meeting and/or that happened to be discussed,
2. that are to be kept secret by law,
3. that were ordered or decided to be kept secret for the public good or in order to protect the legitimate interests of an individual,
4. or that are to be kept secret by their nature.

⁴The obligation to exercise discretion continues after the term of office and includes discussion-related documents.

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Section 6 – Competences of the Examination Committee

(1) ¹The examination committee makes all decisions regarding these Examination Regulations if no other entity is responsible. ²The examination committee enforces the examination regulations. ³It regularly reports on the developments of the study and examination periods as well as on the development of the exam results. ⁴The report must be published in an appropriate manner by the university. ⁵It may entrust the chair with certain tasks the committee is normally in charge of.

1. Appointment of Examiners and Observers
2. Decision on the Recognition of Coursework and Examinations
3. Decision on the Approval of Reasons for De-registration or Absence
4. Decisions on Disadvantage Compensations
5. Decisions on the Extension of a Deadline
6. Decisions on Writing the Master's Thesis in the Elective Courses Subject Area
7. Decisions on Exam Registrations
8. Decisions on Breaches of Procedure,
9. Decisions on Cheating and Other Misconduct
10. Decisions on Substituting an Exam of a Certain Form With Another Exam of a Different Form but Requiring the Same Competencies.

⁶The regulation may be revoked at any time.

(2) In order to support the examination committee, an office can be established whose staff is mainly in charge of proceedings on behalf of the chair or their deputy.

Section 7 – Examiners and Observers

(1) ¹Only university teachers, auxiliary professors (außerplanmäßige Professoren), honorary professors, senior academic staff members (Privatdozenten) and adjunct lecturers well as those academic members of staff who have been appointed by the President's Office in accordance with section 52 subsection 1(5, 6) LHG, are authorized to administer coursework and examinations. Section 15 subsection 3(1) and section 16 subsection 2(1) remain unaffected. ²An individual can only act as an observer if they have at least completed a master's degree or an equivalent degree at a higher education institution successfully or are certified by the state in the field of the examination.

(2) Observers have an advisory role in the examination processes.

(3) ¹For oral examinations, the examiner responsible is to bring in a person familiar with the field of study to take the minutes. ²This person may act as an observer at the same time in accordance with section 13 subsection 2.

(4) Usually, the teacher responsible for each course is appointed as examiner. ²The examination committee can decide on exceptions.

(5) Every examiner may make use of one or several assistants for the correction of examinations; the examiner ensures competent evaluation.

(6) Examiners and observers are obliged to exercise discretion in accordance with section 5 subsection 5.

Section 8 – Competences of the Student Services

(1) The Student Services are in charge of the administration of the examinations.

(2) In particular, the Student Services

1. determine and announce registration deadlines, examination dates and rooms,
2. announce the names of the examiners and notify them about the examination,

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3. receive applications for admission to examinations and registrations for examinations and re-sit examinations from students; section 15 subsection 2 and section 16 subsection 3 remain unaffected,
4. maintain student examination records,
5. enforce the deadlines specified in these Examination Regulations,
6. are in charge of technical administration of all examinations and coordination of supervision for written examinations,
7. inform students about their examination results and
8. issue and hand out official documents, degree certificates and confirmations on coursework and examinations along with attachments.

Section 9 – Recognition of Coursework and Examinations

(1) Coursework and examinations as well as periods of study obtained in degree courses at official or officially recognized higher education institutions in Germany or abroad as well as at public universities of cooperative education (“Berufsakademien”) of the Federal Republic of Germany are recognized, provided there is no significant difference between the competences obtained and the coursework or examinations.

(2) ¹For the recognition of coursework, examinations and semesters completed abroad, agreements between the Federal Republic of Germany and other countries need to be taken into account, such as agreements on equivalencies in higher education (equivalency agreements) and agreements within the framework of university partnerships and double degree programs (cooperation agreements). ²Furthermore, in cases of doubt regarding the equivalency of qualifications, the Central Office for Foreign Education (Zentralstelle für ausländisches Bildungswesen - ZAB) can be consulted.

(3) ¹Skills and qualifications obtained outside of the higher education sector are to be recognized if

1. the requirements for admission to a higher education institution are fulfilled at the time of recognition,
2. the skills and qualifications to be recognized are equivalent to the coursework and examinations to be substituted in terms of content and level, and
3. the criteria for recognition were examined as part of an accreditation.

²For recognition, the applicants have to prove that the competences they acquired outside of the higher education sector are comparable to the coursework and examinations to be substituted in terms of content and level. ³For the decision on the recognition, the form of instruction is to be considered as well. ⁴Skills and qualifications obtained outside of the higher education sector may substitute 50 percent of the master’s program at most. ⁵The regulations for the recognition of coursework and examinations at public universities of cooperative education (Berufsakademien) in Germany remain unaffected.

(4) ¹The examination committee decides on the recognition upon written request. ²It is the student’s responsibility to provide the examination committee with the necessary documents for the recognition of coursework and examinations.

(5) ¹If coursework and examinations are recognized and the grading systems are similar, the grades must be transferred according to these Examination Regulations and considered for calculation of the final grade. ²In order to guarantee a consistent procedure, the examination committee can pass general regulations for the conversion of grades obtained abroad within the limits of the legal provisions. ³If conversion is impossible because the grading systems differ or the coursework was not graded, the work is simply marked “passed” (“bestanden”). ⁴In this case, the coursework or examination will not be included in the final grade. ⁵The recognition is indicated in the degree certificate and in the Transcript of Records.

(6) In case the student takes part in an examination at the University of Mannheim even though they have already obtained the respective qualification elsewhere, they automatically waive the right to have the previous qualification recognized.

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III. Examination Process

Part 1: Coursework and Examinations

Section 10 – General Provisions; Coursework and Examinations

(1) The examinations that are to be completed as a part of the master's examination, excluding the master's thesis, are assigned to the individual courses within the modules.

(2) ¹Examinations or pieces of coursework which have to be successfully completed as a requirement for admission to an examination (required preliminary coursework) as well as additional admission requirements can be defined in the module catalog. ²It is the responsibility of the student to provide the examiner with the appropriate information for admission, in particular a current transcript of records, in due time before the examination.

(3) ¹An examination as defined in these Examination Regulations usually involves completing one or several individual tasks. ²The examinations of the mandatory and mandatory elective modules (mandatory and mandatory elective examinations) are specified in the annex. ³The composition, type, form, scope and duration of the examinations belonging to the elective modules (elective examinations) are specified in the examination regulations in conjunction with the module catalog. ⁴If there are alternative examinations listed in the module catalog, the responsible examiner decides on the type of examination for the respective semester. ⁵ The decision according to sentence 4 is announced by the examiner using appropriate means in due time before the examination, usually at the beginning of the lecture period for the respective semester. The examiner is also to communicate this decision to Student Services.

The coursework or examination designated in the annex can be substituted by a different kind of coursework or examination or can be adapted in terms of its scope provided that both kinds of coursework or examinations are appropriate to assess the respective competencies and considering the organizational requirements there are no essential differences in the form of the coursework or examinations. In particular, competencies are equal between written and supervised digital examinations (on campus), between written and unsupervised digital take home exams (off campus), and between oral examinations and digitally supported oral examinations. In compliance with data protection regulations, the decision on changing the form of the examination or adapting the scope lies with the examiner and the responsible examination committee. ³Students are informed of these decisions by the beginning of the lecture period of the respective semester at the latest. ⁵ The decision is to be made coherently for all examination dates of an examination of the respective semester.

(4) ¹Group examinations are permitted unless they are incompatible with the actual form of the examination. ²The final topic of a group examination and the assignment of respective tasks to the students is to be determined by the examiner. ³In case of group examinations, the individual contribution of each student to the examination must be evaluated; it must be ensured that within the joint preparation of a topic the individual contribution of each group member can clearly be separated and evaluated individually.

(5) ¹Written examinations serve to prove the student's ability to solve a problem by independently applying the common methods of the field in a limited period of time and with a limited amount of authorized materials. ²The examiner determines the authorized materials and informs the students about it using appropriate means in due time before the examination.

Section 11 – Registration and Admission to Examinations; Examination Dates

(1) ¹Registration is obligatory for all examinations. ²It is always the student's responsibility to register for the regular examination date.

(2) Students can register to take examinations

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1. in the Core Competences and Business Economics subject areas on the regular or alternate examination dates,
2. in the Business Administration and Elective Course subject areas on the regular examination dates.

(2a)¹ If students fail an examination in the first attempt or the first resit examination or those attempts are deemed not taken, they will automatically be registered for the next examination date of a semester. ²If a second attempt at a resit examination is deemed not taken sentence 1 applies accordingly. ³Students are not automatically registered for exams taking place in the next semester; instead, in this instance, students are responsible to register themselves for an examination date in the next semester.

(3) ¹Students need to register themselves for their examinations at the Student Services within the registration period that is determined by the Student Services, except if the examination takes place before the start of the registration period or if the examination regulations stipulate that students need to register for their exam with their examiner or the examination committee. ²The Student Services can extend the registration period (late registration).

(3a) ¹After the registration period, a registration can only be withdrawn during the withdrawal period determined by Student Services (withdrawal). ²Once the withdrawal period has ended, the registration for an examination attempt is binding. ³Sentences 1 and 2 also apply to examinations for which students were automatically registered. ⁴If an examination is comprised of several components of coursework or examinations, the registration cannot be withdrawn if the student has already accepted a task of the first coursework or examination component from the examiner (participation).

(4) ¹If exam registration has to be done via the student portal at the Student Services, but the examination takes place before the start of the registration period and students are therefore unable to register via the portal at the Student Services before the examination, they are registered bindingly as soon as they accept the task of the examination from the examiner (participation in the examination). ²In this case, students are admitted to the respective examination by the examiner as soon as they are given the task; it is the students' responsibility to provide the examiner with the information that is required for their admission. ³Students are to document their exam registration within the registration period via the student portal at the Student Services. ⁴In case students must register with the examiner, sentences 1 to 3 apply accordingly.

(5) Registration for the examination in the level 700 module and the master's thesis are regulated by sections 15 and 16.

(6) ¹In accordance with section 3 subsection 3(7), a student is only admitted to an examination if they

1. are enrolled in the "Mannheim Master in Management" degree program,
2. have not lost their eligibility to take examinations in this subject or in another Diplom, Magister, bachelor's or master's program in a similar field of study, and
3. meet the requirements for the examination in question, having successfully completed any preliminary coursework.

²The examination in the level 700 module and the master's thesis are further regulated by sections 15 and 16.

(7) ¹The regular examination dates for supervised, written examinations are to be scheduled at the start of the semester break. The alternate examination dates are to be scheduled before the lecture period begins in the following semester, or during the first week of this lecture period at the latest. ²There must be at least three weeks time between announcing the results from the regular examination date and the alternate examination date. ³In accordance with sentence 1, the alternate examination dates count for the semester in which the regular dates occurred.

(8) [deleted]

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Section 12 – Type and Form of Coursework and Examinations

(1) Examinations and coursework are:

1. Examinations as defined in these Examination Regulations are individual tasks that are graded by the examiner with a grade in line with section 17 subsection 2.
2. Coursework as defined in these Examination Regulations is an individual task that is graded by the examiner as either “passed” or “failed”.

(2) ¹The types and forms of coursework and examinations are usually:

1. written tasks in the form of written exams, term papers, unsupervised digital take home exams and master’s thesis;
2. oral tasks in the form of presentations, participation and oral examinations;
- 2a. digital coursework and examinations in the form of supervised digital examinations (on campus) and unsupervised digital take home exams (off campus), as far as exam problems are being displayed on a computer screen and the respective answers are being typed directly at the computer.
3. practical tasks in the form of case studies and computer simulations.

²Participation in a course can also be defined as coursework according to section 12a paragraph I.

Section 12a – Participation in Courses

(1) ¹In discussion-based courses with a maximum number of 30 participants and in courses intended to teach practical skills, active participation can be defined as coursework according to section 10 subsection 1 in connection with section 12, if this supports the learning outcome of the course. ²The examiner will grade participation with “passed” if the student’s contributions meet the expectations set by the learning outcome as stipulated in the module catalog actively and without significant limitations (successful participation). ³The evaluation of the student’s performance is based on an overview of all of their contributions regardless of their nature (oral, written, practical, electronic or a combination of these).

(2) ¹Successful participation is presumed if the student has attended at least 80 % of teaching hours. ²If the student has attended less than 80 % of teaching hours, it is presumed that they did not successfully participate in the course regardless of the reasons for their absence. ³The sum of the teaching hours is calculated in accordance with the module catalog; if teaching hours are canceled during the semester and not made up for, the sum of the teaching hours serving as a basis for the calculation of successful participation is reduced accordingly. ⁴The result of these calculations is calculated to one decimal place and rounded to full hours. ⁵In individual cases, these presumptions can be refuted by the examiner in the case of an overview of the student’s contributions. ⁶If the student has not passed the participation, they can formally request the examiner to determine which further successful contributions they are to make in addition to attendance, provided that these contributions may still lead to successful participation for the student.

(3) ¹If the student has attended less than 60 % of teaching hours, a successful participation is ruled out regardless of the reasons for the student’s absence. ²If in such a case the student consults their examiner and the examiner still considers a successful participation possible, the refutation of this presumption as well as the determination of the further contributions to be made in addition to participation demands the approval of the competent head of the examination committee.

Section 13 – Oral Examinations

(1) ¹Oral examinations are conducted by an examiner as an individual assessment in the presence of an observer. ²Oral examinations must last at least 15 and no more than 30 minutes. ³In exceptional cases, oral examinations may be conducted in groups, under the condition that no more than five students are being

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examined at once. ⁴The duration of such an examination is to allow for each student to be examined for at least 15 minutes and no more than 30 minutes.

(2) ¹If an oral examination is the last available attempt at an examination for a student, they can submit a written request asking for the presence of a competent observer. ²A request in accordance with sentence 1 is to be submitted to the examination committee in due time before the beginning of the examination in question.

(3) ¹Minutes from the examination (Ergebnisprotokoll) are to be taken during the main course of the oral examination. ²The examination result, which is to be communicated to the student shortly after its completion, is to be recorded in the minutes. ³The minutes are to be signed by the examiner, the secretary and the observer (in accordance with subsections 1 and 2) and to be put on file.

(4) ¹Oral examinations can be conducted with digital support; oral examinations are considered to be conducted with digital support if not all examiners and examinees attend the examination in person, but via electronic means of communication. ²In compliance with data protection regulations, the decision according to sentence 1 lies with the examiner or the examination commission of the respective oral examination. ³Students will be informed of this decision by the beginning of the examination registration period preceding the examination date at the latest. ⁴The regulations of section 32a LHG, in particular regarding examinations with video supervision, remain unaffected.

Section 14 – Written Examinations

(1) Written examinations must last at least 45 and no more than 120 minutes.

(2) ¹As a rule, written examinations and digital examinations are not to be conducted in the form of multiple-choice examinations. ²In justified cases, written or digital examinations may be conducted completely or in part as multiple-choice examinations. ³In case an examination is conducted as multiple-choice throughout, the tasks must allow for reliable examination results. ⁴When designing the examination, the examiner must determine which answers are accepted as correct and how the scoring system works. ⁵If, during the assessment of the examination, it turns out that single exercises do not lead to reliable results, they must not be considered for the calculation of the examination's result. ⁶The minimum passing score is to be adjusted accordingly; lowering the passing score must not have negative implications for the students. ⁷The examination is passed if a student achieves at least the minimum passing score determined before the exam. If a student does not achieve the minimum passing score, they might still pass the exam provided their performance was good enough to be among the set minimum rate of students that will pass the exam regardless of the results (pass rate; pass rate + failure rate = 100%). ⁸If the examination is only partly multiple-choice, the regulations of this section apply to that part respectively.

(3) For each written or digital examination minutes are to be kept by the examination supervisor. The minutes have to be signed and filed unless the type of examination is not suitable for minutes.

(4) ¹According to the rules of the Business School, the examination committee and examiners are allowed to use software recommended by the school to detect plagiarism in term papers and similar work. ²For the grading of their work, students are to submit a digital data file and a hard copy of their work to the examiners. In accordance with section 3 subsection 6 of the Data Protection Act of the Land of Baden-Württemberg, the work must be anonymized before using the plagiarism software. ⁴When submitting coursework as defined in sentence 1, the student must submit the following signed declaration:

"I hereby declare that the paper presented is my own work and that I have not called upon the help of a third party. In addition, I affirm that neither I nor anybody else has submitted this paper or parts of it to obtain credits elsewhere before. I have clearly marked and acknowledged all quotations or references that have been taken from the works of others. All secondary literature and other sources are marked and listed in the bibliography. The same applies to all charts, diagrams and illustrations as well as to all Internet resources. Moreover, I consent to my paper being electronically stored and sent anonymously in order to be checked for plagiarism. I am aware that if the declaration is not made, the paper may not be graded."

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(5) ¹In digital take home exams - unsupervised (off campus), students demonstrate that they can complete a task or solve a problem independently within limited time, either with or without authorized resources. ²These examinations can be provided in hard copy or digitally; the completed examination prepared by the students in electronic or handwritten form must be submitted digitally in a way specified by the university and in a file format approved by the university; section 14a subsection 2 remains unaffected. ³For unsupervised digital take home exams (off campus), a reasonable amount of time for downloading the examination and uploading the completed examination is provided in addition to the actual working time that is set in minutes; students are not allowed to work on the examination during this time; it is the responsibility of the students to start the download and upload in a timely manner to ensure that it can be completed within the allocated time frame. ⁴If students do not submit examinations within the allocated upload period in accordance with the requirements, this is considered failure to attend the examination (no-show); in this case, the examination is graded with “failed” (5.0 or nicht bestanden), unless the student is not responsible for exceeding the upload period. ⁵The examination committee is responsible for determining whether the upload period has been exceeded. ⁶A handwritten signature is not required for unsupervised digital take home exams (off campus); instead, students must submit a declaration stating that they have completed the examination on their own and have only used the authorized resources. ⁷In all other aspects, the regulations on written examinations apply accordingly for unsupervised digital take home exams (off campus), for which a working time is set in minutes. ⁸The regulations of section 32a LHG, in particular regarding examinations with video supervision, remain unaffected.

Section 14a – Digital coursework and examinations

(1) In digital examinations, students demonstrate that they can complete a task or solve a problem independently within a limited time in an examination environment set up by the university, either with or without authorized resources.

(2) ¹Unsupervised digital take home exams (off campus) and supervised digital examinations (on campus) are digital examinations if the examination questions of the relevant examination are displayed on a computer screen and the answers are entered immediately on this computer. ²If a relevant examination is not exclusively but partially conducted this way, sentence 1 applies to this part accordingly.

(3) The regulations of section 32a LHG, in particular regarding examinations with video supervision, remain unaffected.

Section 14b – Obligation to Cooperate During Digitally Supported Examinations

(1) Digitally supported examination formats within the meaning of this regulation are unsupervised digital take home exams (off campus), supervised digital examination (on campus), digital oral examinations, as well as all examinations in which the work is performed directly on a computer or the submission of the completed examination is done electronically.

(2) ¹In the case of digitally supported examination formats where the university does not provide supervision at the student’s respective location, students must cooperate in ensuring examination security; it is particularly important to guarantee the means of verification that are intended to ensure independent performance in the examinations. ²Students are to remain in a quiet room throughout the entire examination, including the download and upload period. ³Any form of contact with other persons during this time is to be prevented; examiners are not considered other persons within the meaning of this regulation; the same applies to technical support staff of the university if they are responsible for the technical support of the respective examination and the contact solely serves to resolve a technical issue.

(3) ¹If the university does not provide technical equipment for the respective examination, students themselves are responsible to ensure that their technical equipment works properly; they are responsible for must making sure that their technical equipment is suitable for the intended purpose in due time before the exam. ²Section 32b LHG remains unaffected. ³If the cause for a technical error cannot be clearly determined, students who claim such a technical error can be imposed with the condition to take examinations exclusive-

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ly on campus and with equipment provided by the university for additional examination attempts and other examinations

(4) The university is required to provide students with the opportunity to test the environment for examinations with video supervision in accordance with section 32a LHG with regard to its (technical) equipment and facilities. Students are obliged to make use of this opportunity in due time before the examination.

(5) ¹If digital examinations are conducted on campus and under the supervision of the university, the examiner decides whether students must bring their own device to take the examination or whether a device provided by the university is to be used. ²If students are permitted to use their own device for examinations within the meaning of sentence 1 and it is necessary to avoid cheating and attempts to cheat, students are required to install a browser specified by the university on their devices which is to be started in due time before the examination and used throughout the entire examination. ³If the devices are provided by the university the prescribed browser is installed by the university; in all other respects, sentence 2 applies accordingly. ⁴If students close the prescribed browser during the examination period, the examination is deemed to have been completed without the submission of any work. ⁵In cases of hardship, in particular in the event of a sudden defect of their device, students may use a device provided by the university to take the digital examinations referred to in sentence 1. ⁶Students who have to use a device provided by the university, must contact the examination coordination of the university in due time before the examination.

Section 15 – Examination in the Level 700 Module in the Business Administration Subject Area

(1) ¹The examination in a level 700 module requires students to work on a question from their chosen area, and enables them to demonstrate their academic abilities independently. ²By passing this examination, students prove that they have the basic skills and abilities required to work independently on a problem, using scientific methods, within a limited period of time, and are therefore able to write the master's thesis.

(2) ¹The student is responsible for registering each attempt of the examination in the level 700 module with the examiner. This also applies if an attempt has been deemed not taken. ²If admission requirements for the examination have been set, the student is responsible for providing the examiner with the information required; in particular, a Transcript of Records is to be submitted. ³The examiner ensures that these requirements have been fulfilled before allocating an examination topic to the student. ⁴Once the examination topic has been issued, registration is binding and the student is admitted to the examination.

(3) ¹Only a university teacher can act as examiner of a level 700 module examination. ²The university teacher who assigned the examination topic to the student is to be the examiner. ³The examiner may assign further persons as supervisors. ⁴Supervisors advise students on any questions to do with completing the examination; the individual performance and the students' self-reliance for the examination are to be maintained.

(4) ¹The student has six to eight weeks to complete the examination. ²This preparation period begins once the examination topic has been given to the student. ³The examiner determines the topic.

(5) ¹One hard copy and one digital copy of the written examination are to be submitted to the examiner in due time. The student is to submit a declaration in accordance with section 14 subsection 4 with their written examination. ²If the written examination is not submitted in due time, it is graded 5.0 ("nicht ausreichend").

Section 16 – Examination in the Master's Thesis Subject Area

(1) ¹By writing the master's thesis, the student is to prove that they have acquired the skills and proficiency to work independently on a problem of their field of study employing the scientific methods available within a limited period of time. ²The master's thesis contributes to broadening students' knowledge of a specific field. During the production of the thesis, students link complex issues. ³They use current research to develop and apply their own ideas. ⁴The master's thesis also encourages effective written communication. ⁵Group work is not permitted.

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(2) ¹Only a university teacher can act as an examiner for the master's thesis. ²The university teacher who assigned the topic of the master's thesis to the student must be the examiner. ³The examiner may assign further persons as supervisors. ⁴Supervisors advise students on any questions to do with the production of the master's thesis; the individual performance and the students' self-reliance for the thesis must be maintained.

(3) ¹The student is responsible for registering each attempt of the master's thesis with the examiner. This also applies if an attempt has been deemed not taken. ²To be permitted to write the master's thesis, the student must pass the examination in the respective level 700 module; section 11 subsection 6(1) remains unaffected. ³The student is responsible for providing the examiner with the information required; in particular, a Transcript of Records is to be submitted. ⁴The examiner ensures that these requirements have been fulfilled before allocating a topic to the student. ⁵Once the topic has been issued, registration is binding and the student is admitted to write their thesis. ⁶The topic of the master's thesis may be changed once and only during the first eight weeks of the preparation period; in this case, the attempt is deemed not taken.

(4) ¹The examiner determines the topic; they choose a topic for the master's thesis from the fields of study covered in the Business Administration subject area. ²The student is to be granted the chance to put forward suggestions for a topic. ³However, no legal right arises to be assigned the suggested topic. ⁴Upon written request to the examination committee, the student may write their master's thesis on a topic related to the content studied in the Elective Course subject area. ⁵The request is to be granted if the student suggests a topic developed in the field of the passed elective course, and said topic is related to Business Administration. ⁶The topic for the master's thesis must be set in such a way that allows it to be completed within the preparation period.

(5) ¹The time to complete the master's thesis is twenty weeks. ²The preparation period begins once the topic of the master's thesis has been given to the student.

(6) ¹Two hard copies and one digital copy of the master's thesis are to be submitted to the examiner in due time. The student is to submit a declaration in accordance with section 14 subsection 4 with the master's thesis. ²If the master's thesis is not submitted in due time, it will be graded "failed" (5.0, "nicht bestanden").

(7) ¹If the second attempt at the master's thesis is graded "5.0" ("nicht ausreichend"), it is to be passed on to a second examiner, in accordance with subsection 2(1), for grading. ²If the grades given by the two examiners differ, the grade awarded for the master's thesis must be the grade as defined in section 17 subsection 2 which comes closest to the arithmetic average of both individual grades. If in doubt, the better of the two grades is to be awarded. ³If the grade equals 4.1 or worse, the grade 5.0, "failed", is awarded.

(8) The topic of the master's thesis, the date on which the student was issued a topic, the end of the preparation period and the date on which the thesis is to be submitted are to be put on record by Student Services.

(9) The master's thesis is to be graded within a period of two months.

Section 17 – Grading of Examinations and Coursework, Calculation of Grades for Individual Examinations and Coursework and Module Grades

(1) ¹The grades for individual examinations and pieces of coursework are determined by the respective examiner; section 16 subsection 7 remains unaffected. ²The assessment is to be completed within four weeks; section 16 subsection 9 remains unaffected. ³If coursework or an examination is not completed in due time, it is considered "failed" or graded 5.0 ("nicht ausreichend").

(2) ¹The following grades may be assigned:

<i>Numerical Value</i>	<i>Grade</i>	<i>Explanation</i>
1.0 or 1.3	very good ("sehr gut")	an excellent performance
1.7; 2.0 or 2.3	good ("gut")	a performance which substantially exceeds the average require-

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		ments
2.7; 3.0 or 3.3	satisfactory (“befriedigend”)	a performance corresponding to the average requirements
3.7 or 4.0	fair (“ausreichend”)	a performance which, in spite of its flaws, suffices to meet the requirements
5.0	failed (“nicht ausreichend”)	a performance which does not meet the requirements due to considerable flaws

²The grading system of coursework and examinations from other schools may differ from this system.

(3) If an examination comprises only one component, the overall examination grade equals the grade of the component.

(4) ¹If an examination comprises several components, the overall examination grade equals the grade closest to the weighted average grade calculated using the grades of the components. ²The weighted average grade is calculated to one decimal place; all further decimal places are excluded without rounding. ³The examination grades according to their weighted average are:

1.0 up to and including 1.1	= 1.0
above 1.1 and up to and including 1.5	= 1.3
above 1.5 and up to and including 1.8	= 1.7
above 1.8 and up to and including 2.1	= 2.0
above 2.1 and up to and including 2.5	= 2.3
above 2.5 and up to and including 2.8	= 2.7
above 2.8 and up to and including 3.1	= 3.0
above 3.1 and up to and including 3.5	= 3.3
above 3.5 and up to and including 3.8	= 3.7
above 3.8 and up to and including 4.0	= 4.0
4.1 or worse	= 5.0

⁴The weighting of individual examination and coursework components for the calculation of the respective grade are determined in the module catalog.

(5) The module grade equals the examination grade.

Section 18 – Passing Examinations and Modules, Obtaining ECTS Credits

(1) ¹An examination comprising only one component is passed if the grade 4.0, “fair”, or better is awarded.

²An examination comprising several components is passed if the examination grade equals 4.0, “fair”, or better. ³The examination process ends when the examination is passed.

(2) A module is passed if the respective module examination is passed.

(3) The module examination must be passed for ECTS credits to be awarded.

Section 19 – Failing and Redoing Coursework or Retaking Examinations (including Examinations and Preliminary Coursework), Failing the Final Examination Attempt

(1) Failed pieces of coursework or examinations are those which have been graded “5.0” (“nicht ausreichend”) or which are considered “failed” (“nicht bestanden”) or graded “5.0” (“nicht ausreichend”).

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(2) ¹If an examination consists of one piece of coursework or one examination, it is considered “failed” (“nicht bestanden”) if said piece of coursework or examination has been failed. ²If an examination consists of several pieces of coursework or examinations, the examination is failed if the examination grade equals 5.0 (“nicht ausreichend”).

(3) ¹Coursework or examinations which were complete as a requirement for an examination and subsequently failed may be taken again. ²Failing a related examination in the same semester usually means that the preliminary coursework must be retaken and passed. ³The examiner of the retake examination decides on exceptions upon request of a student. ⁴The request is to be submitted in due time and before the examination concerned takes place, otherwise the preliminary coursework is to be redone.

(4) ¹Failed examinations can generally be retaken once (re-sit examination). ²If the student fails the first re-sit of an examination in the Core Competences or Business Economics subject area, which is specified as mandatory in the annex, they can take a second re-sit examination (extra chance). This extra chance is valid for only one examination in one of these subject areas over the course of the master’s program.

(5) When retaking an examination consisting of several components, all examination components are to be retaken.

(6) The failure of an examination is final if the last available attempt at the examination was not passed. ²Failing the final attempt at an examination terminates the examination process.

(7) It is not possible to retake an examination that has already been passed.

Section 20 – Breaches of Procedure

(1) ¹The examination committee may remedy disturbances of the examination procedure or other breaches of procedure by virtue of office or upon request from a student by deciding on appropriate measures or orders. ²In particular, the examination committee may order that coursework or examinations must be retaken by all or by individual students or, in case the principle of equal opportunity was violated, grant an extension or impose another appropriate measure of compensation.

(2) ¹Any disturbances are to be reported immediately by the affected student during a written or oral examination:

1. in case of a written examination to the supervisor,
2. in case of an oral examination to the examiner and
3. in case of any other type of examination to the responsible examiner.

²Any other kinds of breaches of procedure are to be reported by the affected student in due time as soon as the student takes note of a particular breach of procedure. ³The reports according to sentences 1 and 2 must be entered into the examination minutes. ⁴If the disturbances of the examination procedure or any other kind of breaches of procedure relevant to the evaluation of the respective examination are not reported in due time, they are deemed insignificant.

(3) ¹If the examination committee did not take measures of compensation in accordance with subsection 1 for a disturbance that occurred during an examination and was reported without delay or for other breaches of procedure, or those measures were inadequate, the student must address their request for the necessary measures of compensation to the examination committee in writing immediately after the examination. If the examination consisted of several parts, the request must be made immediately after the relevant part of the examination. ²The request is not to contain any conditions. ³If the request is not made in due time, the disturbances of the examination procedure or any other kind of breaches of procedure relevant to the evaluation of the respective examination are deemed insignificant.

(4) ¹In addition to the responsibilities listed in subsection 1, measures to compensate for procedural errors that cannot be postponed can be taken by the examiner, the examination commission or a supervisor of the

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exam in question. ²A measure is deemed not to be postponed, when a decision of the examination committee cannot be obtained in time; this applies particularly in case of sudden disruptions of the examination, when waiting for a decision of the committee does not make sense, as the remaining examination seems to be in jeopardy. ³In case measures are being taken that are deemed not to be postponed, the examiner, the examination commission or the supervisor of the exam in question informs the responsible examination committee without delay about the decisions that were taken.

Section 21 – Access to Examination Records

(1) Provided that the examination papers have not been returned to the student, they are to be granted access to their written examinations upon written request submitted within an appropriate period of time. This includes the written examination, the respective evaluation(s) of the examiner(s) and the minutes of each examination.

(2) ¹The request has to be submitted to the chair or the Student Services within one year of receiving the result of the respective examination. ²They decide on the time and place for accessing the examination records.

Part 2: Disadvantage Compensation

Section 22 – Extension of Examination Deadlines

(1) The examination deadlines as well as the deadlines to take examinations and complete coursework in order to complete the program are to be extended by the examination committee upon written request from a student, which is submitted in due time, if the respective student is in need of an extension due to special conditions they are not responsible for. The examination committee is to grant individual extensions based on case by case decisions.

(2) ¹In particular, this applies to students

1. with children, or
2. with a relative in need of care within the meaning of section 7 subsection 3 of the Caregiver Leave Act (PflegeZG), and
for students
3. with a disability, or
4. with a chronic illness

if the situation resulting from the aforementioned special conditions requires an extension of the examination deadlines. ²The same applies to students who are eligible for periods of protection in accordance with the respective section 3 subsection 1, section 6 subsection 1 of the Maternity Protection Act (MuSchG).

(3) ¹A request in accordance with subsection 1 must be promptly submitted as soon as the student is aware of the circumstances demanding an extension of examination deadlines. ²If the request is not made in due time in accordance with sentence 1, the extension is only to be granted if additional requirements according to section 32 of the Administrative Procedure Act of Baden-Württemberg (LVwVfG) are met.

(4) ¹The student requesting the extension is responsible for producing adequate proof. ²If there are significant changes to the personal situation of the student, particularly any changes that would result in a lapse of entitlement to the extension, the student is obliged to inform the examination committee without delay.

(5) ¹The extension of deadlines to take examinations, resit examinations or complete coursework must not exceed a total of two semesters in any case. ²The extension of the deadline to complete the program must not exceed the standard period of study provided there are no legal regulations indicating otherwise.

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(6) ¹The extension of examination deadlines, the preparation period and submission deadlines for coursework, particularly a term paper or master's thesis, are not covered by the subsections listed above. ²The option of requesting disadvantage compensation in accordance with section 23 remains unaffected.

(7) When calculating the examination deadlines, section 32 subsection 6 LHG must be taken into consideration.

Section 23 – Disadvantage Compensation

(1) ¹If students, as a result of a special condition or situation within the meaning of section 22 subsection 2, cannot take the respective examination or complete a piece of coursework, in particular due to the form of examination, they can request disadvantage compensation. Students are obliged to submit the request for disadvantage compensation in due time and in writing. In coordination with the respective examiners, the examination committee grants the appropriate disadvantage compensation in order to adhere to the principle of equal opportunities. ²Disabled students or students with a chronic illness are to submit their request for disadvantage compensation to the Commissioner and Counselor for disabled students and students with chronic illnesses. The examination committee is obliged to take the recommendation of the Commissioner and Counselor for disabled students and students with chronic illnesses into account in their decision making process.

(2) ¹A request as outlined in subsection 1 is to be made in due time before the coursework or examination concerned is started. Where it is the responsibility of the student to register for coursework or an examination, the request is to be submitted by the end of the registration period at the latest. ²If the request is not made in due time in accordance with sentence 1, the extension is only to be granted if additional requirements according to section 32 of the Administrative Procedure Act of Baden-Württemberg (LVwVfG) are met. ³If students fail to submit the request for disadvantage compensation in due time in accordance with sentences 1 or 2, the special circumstances will not be considered for the evaluation of the respective coursework or examination. ⁴The possibility to withdraw or de-register from an examination or piece of coursework with a valid reason remains in effect.

(3) ¹It is the student's responsibility to provide sufficient proof of their special circumstances upon filing the request for disadvantage compensation. ²If there are significant changes to the special circumstances of the student before or during the claim for disadvantage compensation, particularly any changes that would result in a lapse of entitlement, the student is obliged to inform the examination committee without delay and in writing.

Section 24 – De-registration and Absence

(1) ¹If a valid reason, especially illness, prevents the student from entirely or partially taking an examination, they may request the approval of the reasons for de-registration or withdrawal. ²If an examination comprises several components, a request as outlined in sentence 1 can only be submitted for the examination as a whole.

(2) ¹The request is to be submitted immediately without undue delay, in written form, to the Student Services office. The examination committee decides on the approval of the request. ²The student seeking approval is responsible for producing adequate proof. ³If the student is ill, they must submit a medical certificate to the Student Services. This certificate must include the medical diagnosis which confirms that the student is not able to take the examination. ⁴If the student has a child who is sick, or a relative who is in need of care, proof of this responsibility is to be submitted.

(3) The approval of the request is ruled out if the examination result has been published, unless valid proof could not be provided earlier by the student due to reasons beyond their control.

(4) In case the student is not able to take a mandatory examination for which they are registered due to a period of study at a university abroad, this, in particular, will be recognized as a valid reason.

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(5) ¹If the student took an examination whilst being aware of an illness or on the basis of negligent lack of knowledge of an illness, a de-registration for this reason cannot be approved. ²In particular, the criteria for negligent lack of knowledge are met if the student did not react to symptoms of health problems as soon as possible.

(6) If de-registration is approved, the examination is to be deemed not taken and it will be mandatory for the student to register for the next possible examination date.

(7) ¹If a request for de-registration is not approved, the request is to be deemed not made. ²In this case, the examiner grades an examination handed in by the student in due time; if the student did not hand in an examination in due time, the examination will be graded 5.0 ("nicht ausreichend").

(8) ¹The student may de-register from required preliminary coursework, which is coursework that needs to be completed for admission to an examination, without providing proof of a valid reason. ²In such cases, admission to the examination must be ruled out for the semester in question, unless, upon request from the student, the examiner responsible allows the completion of different preliminary coursework as an alternative. ³The request is to be granted if, upon consideration, the significance of preliminary coursework is relative to the reasonable interests of the student. ⁴Section 23 remains unaffected.

Part 3: Master's Examination, Subject Area Grade and Final Grade

Section 25 – Master's Examination

(1) The master's examination is passed if all of the required examinations for the modules in the subject areas have been passed in due time.

(2) ¹The master's examination comprises examinations from five subject areas which are composed of mandatory examinations amounting to 46 ECTS credits, one mandatory elective examination amounting to 6 ECTS credits and elective examinations amounting to at least 68 ECTS credits.

(3) ¹If a student does not select or continue courses in the Elective Courses subject area, or if, by passing an elective examination in the Business Administration subject area, they meet or exceed the 68 ECTS credits required in this area, the additional elective examinations passed in the same semester are not taken into account for the successful completion of the master's examination, or the calculation of the Area grade and the final grade. ²Whether additional elective examinations are taken into account depends on the chronological order of the examinations taken in the respective semester, unless the student declares to the examination committee, in writing and within the registration period for these elective examinations, which of the examinations are to be taken into account for the Business Administration subject area. ³The declaration is not to contain any conditions. ⁴The elective examinations which are to be taken into account in accordance with sentences 1 and 2 is to be included in the calculation of the Area grade for the Area under which they are listed in the annex and the module catalog. The elective examinations which are not to be taken into account are to be listed on the Transcript of Records as additional examinations with the respective grades.

(4) ¹If the student passes an elective course in a previous semester,

1. which does not define a range of ECTS credits to be obtained or the (maximum) number of credits required for this subject area as stated in the annex has already been obtained, and the student then obtains or exceeds the required number of credits stated in section 28, subsection 2 by passing an elective module in the Business Administration subject area, the regulations outlined in subsection 3 apply accordingly;

2. which defines a range and a maximum number of ECTS credits that have not been obtained yet, and further elective modules are passed in the Elective Courses subject area and in the Business Administration subject area, the chronological order in which these examinations are passed is relevant for the successful completion of the master's examination. This chronological order is, however, irrelevant if the student declares to the examination committee, in writing and within the registration period for these elective examinations, which of the examinations are to be considered for the master's examination. ²The declaration is not

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to contain any conditions. ³The elective examinations to be considered are used to calculate the grade for the respective Area or subject area under which they are listed in the annex and the module catalog. ⁴The elective examinations which are not to be taken into account for the completion of the master's examination are not to be included in the calculation of the Area grade, the subject area grade or the final grade. They are to be listed on the Transcript of Records as additional examinations with the respective grade.

(5) ¹If the student has not yet passed an elective course taken in a previous semester and, by passing elective examinations in the Business Administration and Elective Courses subject areas, obtains or exceeds the total number of ECTS credits required in these areas (68 ECTS credits), the following conditions must be considered when determining whether the master's examination has been completed successfully:

1. If the student also passes the required elective examinations and successfully completes the Elective Courses subject area, subsection 4 applies and these examinations must be considered for the master's examination.

2. If the student does not successfully complete the Elective Course subject area by passing the elective examinations, but still accumulates at least 68 ECTS credits by passing all elective examinations in the Business Administration subject area, only these elective courses are taken into account for the completion of the master's examination. Elective examinations which are not taken into account for the completion of the master's examination are not to be included for the calculation of the subject area grade or the final grade. They are to be listed on the Transcript of Records as additional examinations with the respective grade.

(6) ¹Students in the first subject-specific semester have the option of applying for a double degree program. ²The requirements for the double degree programs are listed in the respective study regulations. ³There is no academic leave of absence granted for semesters abroad.

Section 26 – The Core Competences Subject Area

(1) Two mandatory and one mandatory elective examination, amounting to 16 ECTS credits, are to be passed.

(2) ¹Students are responsible for selecting a mandatory elective examination. ²To choose, students must bindingly register for their first attempt at one of the two mandatory elective examinations stated in the annex.

(3) ¹If the first attempt at the selected mandatory elective examination is failed or deemed not taken, the student may submit a written request to the examination committee to change the examination. ²The request must be submitted no later than four weeks after the lecture period starts to change in the ongoing semester, provided the other requirements are fulfilled. Requests submitted after this deadline can only be approved for the following semester. ³The request is to be approved if the examination that the student wants to take can, under normal circumstances, be successfully completed within the maximum period of study. ⁴If the request is approved, the student is automatically registered for their first attempt at the examination they have changed to. This registration is binding. ⁵The approval of the request terminates the examination process for the student's initial examination choice.

(4) ¹If the student fails their final attempt at the selected mandatory elective examination, they may register independently for the first attempt at the alternative mandatory elective examination. This does not apply if the student already changed examinations in accordance with subsection 3. ²Aside from the additional requirements, the student may only be permitted to take the alternative mandatory elective examination if, under normal circumstances, it can be successfully completed within the maximum period of study.

(5) ¹If the student fails their final attempt at one of the mandatory examinations, the examination committee notifies them, in writing, that the respective mandatory examination has been failed and cannot be re-taken; the student loses their eligibility to take exams in accordance with section 32 subsection 5 (3.1) LHG. ²If both of the available mandatory elective examinations are failed with no option to re-sit, the examination committee notifies the student, in writing, that they have failed the mandatory elective examination and that it

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cannot be re-taken; the student loses their eligibility to take exams in accordance with section 32 subsection 5 (3.1) LHG.

Section 27 – The Business Economics Subject Area

(1) The two mandatory examinations totaling 12 ECTS credits which are determined in the annex must be passed.

(2) If the student fails their final attempt at one of the mandatory examinations, the examination committee notifies them, in writing, that the respective mandatory examination has been failed and cannot be re-taken; the student loses their eligibility to take exams in accordance with section 32 subsection 5 (3.1) LHG.

Section 28 – The Business Administration Subject Area

(1) Elective examinations worth at least 68 ECTS credits must be passed if the student does not select an elective course from the Elective Courses subject area, or fails or does not continue the elective course.

(2) If the student selects an elective course from the Elective Courses subject area and, taking into account section 25 subsections 4 and 5, passes said courses, the number of ECTS credits to be obtained in the Business Administration subject area is reduced by the number of ECTS credits acquired in the Elective Courses subject area.

(3) A maximum of 30¹ ECTS credits can be obtained in modules marked as an “International Course” in the Business Administration subject area.

(4) ¹The student is responsible for selecting examinations. ²To choose, the student must bindingly register for the first attempt at an examination in an elective module. ³The available modules,

the corresponding examination as well as the required number of ECTS credits are listed in the annex in conjunction with the module catalog.

(5) ¹If the student fails their final attempt at an elective examination, the examination committee does not issue a notification; the student does not lose eligibility to take exams in accordance with section 32 subsection 5 (3.1) LHG.

(6) ¹Students have the option of spending one semester of the program studying at a higher education institution abroad (semester abroad). No academic leave of absence is granted for semesters abroad. ²During the semester abroad, students are to complete coursework and examinations corresponding to up to 30 ECTS credits.

Section 29 – Elective Course Subject Area

(1) ¹In the context of the master’s examination, students may choose an elective course for the interdisciplinary expansion of their knowledge and skills and, depending on the course chosen, can acquire up to 24 ECTS credits. ²The available subjects, the corresponding modules and examinations as well as the required number of ECTS credits are listed in the annex and the module catalog.

(2) ¹Students are responsible for selecting an elective course. ²To choose, students must bindingly register for the first attempt at the examination in the elective course.

(3) ¹An elective course is passed if the (minimum) number of ECTS credits defined in the annex has been acquired and the required examination has been passed. ²If an elective course comprises a range of possible ECTS credits to be obtained, other examinations in the elective course may be completed until the maximum

¹This applies to students who take up studying abroad as of the fall semester 2022/23. Students who take up studying abroad before that, may obtain a maximum of 18 ECTS credits.

amount of ECTS credits, as defined in the annex, is reached, even if the elective course has already been passed. ³Sentence 2 applies to the elective courses in Economics under the condition that the student cannot register for further examinations in the elective course if they fail a final attempt at an examination; ongoing examination processes are to be completed.

(4) ¹An elective course is failed if the (minimum) number of ECTS credits defined in the annex cannot be obtained by passing the corresponding examinations. ²If, at the time of failing the elective course, the student has already successfully completed elective examinations, those are to be listed in the Transcript of Records as additional examinations. However, they are not taken into account for the master's examination or for the calculation of the subject area grade or the final grade. ³Ongoing examination processes in the failed elective course are terminated when the student fails the exam. ⁴If the student fails an elective course, the examination committee does not issue a notification; the student does not lose their eligibility to take exams in accordance with section 32 subsection 5 (3.1) LHG.

(5) ¹In the context of the master's examination, a student can declare once that they will not continue an elective course that is not yet passed. ²The declaration referred to in sentence 1 is to be made to the examination committee or by selecting a new elective course in accordance with subsection 6 sentence 2. ³If an elective course is not continued, the regulations in subsection 4 sentences 2 and 3 apply.

(6) ¹If a student fails or does not continue an elective course, they may take another available elective course. ²Students can register for a new elective course by bindingly registering for the first examination attempt in the course. ³If a student fails an elective course, the new registration is to be approved if, under normal circumstances, the examinations in the new elective course required for the (minimum) number of ECTS credits defined in the annex can be successfully completed within the maximum period of study. ⁴If the student does not select a new elective course, the regulations in section 28 subsection 1 have to be taken into consideration.

Section 29a – Subject Area Business Research

Students enrolled in the "Mannheim Master in Management" have the possibility to apply for the program option "Business Research". In order to be admitted to the research-oriented program option, the candidate must demonstrate a particular capability to write a high-quality doctoral dissertation. The details on the application and the course program are specified in the study regulations for the program option "Business Research" of the master's program "Mannheim Master in Management" of the University of Mannheim.

Section 30 – Master's Thesis Subject Area

(1) The mandatory master's thesis, corresponding to 24 ECTS credits, must be successfully completed.

(2) The regulations stated in section 16 apply to the master's thesis in particular.

(3) If the student fails their final attempt at the master's thesis, the examination committee notifies the student, in writing, that the respective mandatory examination has been failed and cannot be re-taken; the student loses their eligibility to take exams in accordance with section 32 subsection 5 (3.1) LHG.

Section 31 – Calculation of the Subject Area Grade and Area Grade, Grading of the Master's Examination (Final Grade)

(1) ¹The respective grades for the Core Competences, Business Economics and – if passed – the Elective Course subject areas are calculated using the respective module grades, weighted according to the number of ECTS credits allocated to each module. ²If the passed elective course consists of only one module, the subject area grade equals the module grade.

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(2) ¹No subject area grade is calculated for the Business Administration subject area, but an Area grade is calculated for each Area in which ECTS credits have been acquired. ²Sentence 1 applies accordingly for the calculation of the Area grade.

(3) In the Master's Thesis subject area, the subject area grade equals the module grade.

(4) ¹The final grade of the master's examination derives from the subject area grades and Area grades. The separate grades are weighted according to the number of ECTS credits assigned.

(5) ¹For the subject area and the Area grades as well as the final grade, only the first decimal place are of importance; all other decimal places are to be eliminated without rounding up or down. ²In line with sentence 1, the grades are as follows:

- in case of an average grade of 1.5 or better = "very good" ("sehr gut");
- in case of an average grade from 1.6 to 2.5 = "good" ("gut");
- in case of an average grade from 2.6 to 3.5 = "satisfactory" ("befriedigend");
- in case of an average grade from 3.6 to 4.0 = "fair" ("ausreichend").

(6) In case the final grade is 1.2 or better, the student graduates "with honors" ("mit Auszeichnung bestanden").

(7) Prior to having received the final grade, students are given a preliminary average grade that is indicated on the Transcript of Records. The regulations on calculating and indicating the final grade are also applied to the preliminary average grade.

Section 32 – Failure of the Master's Examination; Confirmation

(1) The master's examination is failed with no option to re-sit, if

1. a final attempt at an examination or piece of coursework, which these Examination Regulations and the respective attachment have highlighted as being required, has been failed, or
2. an examination deadline has been exceeded unless the student is not responsible for having exceeded this time limit.

(2) In case of failure of the master's examination and upon request by the student, the Student Services issue a confirmation listing all completed modules and the respective grades as well as all modules which have not been completed. The confirmation clearly states that the failure of the degree is final.

Section 33 – Master's Degree Certificate

(1) ¹After successful completion of the master's examination, the student is issued a degree certificate. ²This comprises:

1. the subject areas listed in section 3 subsection 1 nos. 1, 2 and, if applicable, 4. All subject areas are listed together with the respective ECTS credits and the subject area grades (in words and figures) that were obtained;
2. the subject area listed in section 3 subsection 1 no. 3. All Areas are listed together with the respective ECTS credits and the Area grades (in words and figures) that were obtained;
3. the topic of the master's thesis and the name of the examiner;
4. the grade of the master's thesis according to section 17 subsection 2, if applicable, in conjunction with section 16 subsection 7 (in words and figures);
5. the final grade (in words and figures);
6. if applicable, the indication, with honors ("mit Auszeichnung bestanden") according to section 31.

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³The degree certificate is to indicate if examinations corresponding to at least 60 ECTS credits were completed in English-taught modules. ⁴The certificate dates back to the day of completion of the last examination. ⁵If it is not possible to determine this date, the last day of classes of the respective semester serves as the date of completion. ⁶The certificate must be signed by the chair or deputy chair of the examination committee.

(2) ¹An English Diploma Supplement in accordance with the European Diploma Supplement model is attached to each certificate. ²A Transcript of Records forms part of the Diploma Supplement comprising all completed modules and the respective examinations including the issued ECTS credits and grades. All completed additional modules and the respective examinations including the grades are listed as well.

(3) ¹The Diploma Supplement also contains an ECTS Grading Table in accordance with the ECTS guidelines. ²The ECTS Grade Distribution Table contains a list of the percentage distribution of the final grades obtained by graduates of the “Mannheim Master in Management” (M.Sc.) program. ³The ECTS Grading Table is produced annually in June. ⁴The calculation is based on the final grades of all graduates who have completed their program of study in the last three years.

Section 34 – Diploma

¹Along with the master’s degree certificate, the student receives a diploma certifying the conferment of the academic degree and comprising the final grade of the degree and/or the honors (“mit Auszeichnung bestanden”) according to section 31 subsection 6. ²The diploma bears the date of the master’s degree certificate. ³The diploma is signed by the dean of the school or their deputy and bears the seal of the university.

Part 4: Violation of the Examination Regulations

Section 35 – Cheating and other Misconduct

(1) ¹If a student manipulates or tries to manipulate their examination by cheating or using unauthorized resources or by influencing the examiner or supervisor in favor of themselves or a third person, the respective examination or further examinations may be graded “failed” or the student may be excluded from the examination depending on the severity of the violation. ²In especially severe cases, the student can be excluded without the option to retake the examination. ³It is also considered cheating according to sentence 1 if coursework or examinations contain quotations or references from the works of others which have not been indicated as such by the student.

(2) ¹If a student tries to have coursework and/or examinations completed abroad recognized on the basis of false information, the coursework or examinations they are to substitute are graded “failed”. ²In case of mandatory courses, the coursework or examinations to be substituted must be submitted or taken on the next possible date at the University of Mannheim.

(3) ¹A student who violates the examination regulations severely, in particular, if they disturb the proper course of an examination, may be excluded from the examination by the examiner or the supervisor. ²In such cases, the relevant coursework or examination is graded “failed”. ³In severe cases, the examination committee can exclude the student from taking any further examinations.

Section 36 – Voidness of the Master’s Examination

(1) ¹In case a student has manipulated an examination by cheating and this fact is revealed after the student has received the master’s degree certificate, the examination committee can revise the result or the respective grade retroactively and declare the examination as completely or partially failed. ²If the completion of the master’s examination is affected by this, the examination committee can revoke the respective ECTS credits and, if necessary, declare the master’s examination “failed with no option to re-sit”.

(2) ¹If the requirements to be admitted to an examination were not met, without the candidate’s intent to disguise this fact and if this fact is revealed after the student has received the master’s degree certificate, this

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defect is remedied by having passed the examination. ²If the student attained admission illegitimately on purpose, the examination and consequently the degree completion may be considered “failed” (“nicht bestanden”).

(3) The person in question must be granted the chance to comment on the issue prior to the decision.

(4) ¹Inaccurate master’s degree certificates are to be recalled. ²Where applicable, new master’s degree certificates are to be issued. ³Along with the inaccurate master’s degree certificates, the respective diploma must be recalled if changes to the final grade have to be made or failure of degree completion was declared. ⁴After a period of five years starting from the issuance date of the original master’s degree certificate, a decision in accordance with subsection 1 or subsection 2 sentence 2 is no longer possible.

(5) The revocation of the degree complies with the legal rules and regulations.

IV. Final Provisions

Section 37 – Commencement; Scope; Transitional Provisions

(1) ¹These Examination Regulations become effective on 1 August 2017. ²The Examination Regulations only apply to students who start their program “Mannheim Master in Management” (M.Sc.) at the University of Mannheim in the first or advanced semester in the fall/winter semester 2017/2018 or later.

(2) ¹The examination regulations of the University of Mannheim for the master’s program “Mannheim Master in Management” of 5 February 2009 (Bulletin of the President’s Office (Amtliche Bekanntmachung des Rektorats) No. 05/2009, pp. 12 et seqq.) in their current version ceases to be effective with the commencement of these examination regulations. ²Students who have already started their program “Mannheim Master in Management” (M.Sc.) at the University of Mannheim under the examination regulations that cease to be effective in accordance with sentence 1, have the option to finish their program according to the former examination regulations up until and including the fall semester 2021/2022. The fall semester 2021/2022 will be the last semester to offer examinations according to the former examination regulations that ceased to be effective in accordance with sentence 1. Students who do not manage to complete their program until then are to be disenrolled; further disenrollment reasons, especially section 62 subsection 3 sentence 1 no. 2 LHG, remain unaffected.

Article 3 of the first amendment of 5 October 2017:

This amendment applies to all students of the “Mannheim Master in Management” (M.Sc.) master’s program at the University of Mannheim who enrolled in the first, or an advanced, semester of the program under the Examination Regulations for the Mannheim Master in Management dated 2 June 2017 (Bulletin of the President’s Office (Amtliche Bekanntmachungen des Rektorats) No. 18/2017, p. 5 et seqq.) in the fall semester 2017/2018 or later.

This amendment comes into effect the day after its publication in the Bulletin of the President’s Office (Amtliche Bekanntmachungen des Rektorats).

Article 3 of the second amendment of 11 March 2021:

The amendment becomes effective the day after its announcement in the Bulletin of the President’s Office (Amtliche Bekanntmachungen des Rektorats) of the University of Mannheim.

This amendment applies to all students of the master’s program “Mannheim Master in Management” (M.Sc.) at the university who are studying in the master’s program “Mannheim Master in Management” according to the examination regulations for the master’s program “Mannheim Master in Management” dated 2 June 2017 (Bulletin of the President’s Office (Amtliche Bekanntmachungen des Rektorats) No. 18/2017, pp.

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5 et seqq.) in the respective valid version. As an exception from sentence 1, article 2 of this amendment does not apply to students who were registered for a first examination attempt in the elective subject “No. 14 Asian Studies” upon commencement of this amendment. The required examinations for the elective subject “Asian Studies”, which will be eliminated according to article 2, will be offered for the last time in the spring semester 2022. Students who failed to complete the elective subject in this period of time must complete another elective subject or elective module from the subject area Business Administration with a minimum number of 68 ECTS credits. Examinations that were already completed for the elective subject “Asian Studies” will additionally be listed in the Transcript of Records. If a student has fully completed the elective subject “Asian Studies”, this will remain in place.

Article 3 of the third amendment of 16 December 2021 stipulate:

The amendment becomes effective the day after its announcement in the Bulletin of the President’s Office (Amtliche Bekanntmachungen des Rektorats) of the University of Mannheim.

This amendment applies to all students of the master’s program “Mannheim Master in Management” (M.Sc.) at the university who are studying in the master’s program “Mannheim Master in Management” according to the examination regulations for the master’s program “Mannheim Master in Management” dated 2 June 2021 (Bulletin of the President’s Office (Amtliche Bekanntmachungen des Rektorats) No. 02/2017, pp. 25 et seqq.) in the respective valid version. In derogation from sentence 1, article 1 no. 4 of this amendment only applies to students who take up studies abroad in the fall semester 2022/23.

Art. 2 section 2 and Art. 7 of the 4th Amendment of 20 December 2023 stipulate:

Section 1 applies to all students who study the master’s program Mannheim Master in Management in accordance with the examination regulations for the master’s program Mannheim Master in Management of 2 June 2017 (Bulletin of the President’s Office (Bekanntmachungen des Rektorats) No 18/2017 pp. 5 et seqq.) in its respective valid version.

This amendment comes into effect the day after its publication in the Bulletin of the President’s Office (Bekanntmachungen des Rektorats).

Art. 2 section 2 and Art. 7 of the 5th amendment of 6 December 2023 stipulate:

Section 1 applies to all students who study the master’s program Mannheim Master in Management in accordance with the examination regulations for the master’s program Mannheim Master in Management of 2 June 2017 (Bulletin of the President’s Office (Bekanntmachungen des Rektorats) No 18/2017 pp. 5 et seqq.) in its respective valid version. For students who are in an examination process for the master’s thesis on the day of the entry into force of this amendment, the preparation period according to Article 1 will be extended by virtue of office, a formal request is not required.

This amendment comes into effect the day after its publication in the Bulletin of the President’s Office (Bekanntmachungen des Rektorats).

Art. 2 section 2 and Art. 7 of the 6th amendment of 16 July 2024 stipulate:

Section 1 applies to all students who study the master’s program Mannheim Master in Management in accordance with the examination regulations for the master’s program Mannheim Master in Management of 2 June 2017 (Bulletin of the President’s Office (Bekanntmachungen des Rektorats) No 18/2017 pp. 5 et seqq.) in its respective valid version.

This amendment comes into effect the day after its publication in the Bulletin of the President’s Office (Bekanntmachungen des Rektorats).

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Annex: Subject Area Components

1. Core Competences (16 ECTS credits)

	Module Name		Coursework (Composition, Type, Form and Duration)	ECTS Credits
P	CC 501	Decision Analysis: Business Analytics II	One piece of coursework (written): exam (90 min.)	6
WP	CC 502	Applied Econometrics	One piece of coursework (written): Written exam (90 minutes) or digital examination - supervised (on campus) (90 minutes)	6
WP	CC 503	Empirical Methods: Business Analytics I	One piece of coursework (written): exam (90 min.)	6
P	CC 504	Corporate Social Responsibility	One piece of coursework (written): exam (60 min.)	4

2. Business Economics (12 ECTS credits)

	Module Name		Coursework (Composition, Type, Form and Duration)	ECTS Credits
P	BE 510	Business Economics I	One piece of coursework (written): exam (90 min.)	6
P	BE 511	Business Economics II	One piece of coursework (written): exam (90 min.)	6

3. Business Administration (at least 44 ECTS credits)

¹For the specialization in the subject area of Business Administration, level 500, 600 and 700 modules must be selected:

1. Accounting and Taxation (ACC, TAX);
2. Banking, Finance and Insurance (FIN);
3. Information Systems (IS);
4. Management (MAN);
5. Marketing (MKT);
6. Operations Management (OPM).

²The available modules, the respective type of coursework and the required number of ECTS credits are listed in the module catalog. ³Level 500 modules require basic academic knowledge of business administration.

⁴Level 600 modules may require the passing of certain level 500 modules due to their advanced level, as indicated in the module catalog. ⁵Level 700 modules are seminars or colloquia to prepare students for the academic master's thesis.

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4. Elective Courses (0 – 24 ECTS credits)

¹The subject area Elective Courses offers the following subjects for the interdisciplinary expansion of knowledge and skills related to business administration:

1. English and American Studies (15 – 18 ECTS credits);
2. German Studies (16 - 18 ECTS credits);
3. History (16 – 20 ECTS credits);
4. Mathematics (16 – 24 ECTS credits);
5. Philosophy (16 ECTS credits);
6. Political Science (6 – 20 ECTS credits);
7. Computer Science (14 – 24 ECTS credits);
8. Psychology (12 ECTS credits);
9. Romance Studies (15 – 18 ECTS credits);
10. Sociology (19 ECTS credits);
11. Economics (2 – 24 ECTS credits);
12. Economic and Business Education with focus on business administration (16 – 24 ECTS credits);
13. Public Economic Law (2 – 24 ECTS credits).
14. *deleted*

²The available modules of the different elective courses, the respective type of coursework and the required number of ECTS credits are listed in the module catalog.

5. Master's Thesis (24 ECTS credits)

	Module Name	Coursework (Composition and Type)	ECTS Credits
P	Master's thesis	One piece of coursework (written): Term paper	24

List of Abbreviations

BE:	Business Economics
P:	mandatory examination
WP:	mandatory elective examination

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