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Examination Regulations for the Master's Examination for External Examinees (external examination) in the Examination Program "Mannheim Master in Management Analytics & AI (Full-Time)" of the University of Mannheim from March 11th, 2021

On the basis of § 32 section 3 sentence 1, 33 of the Act on Higher Education of the Land Baden-Württemberg (LHG) and in accordance with § 19 section 1 sentence 2 number 9 LHG, the Senate of the University of Mannheim passed the examination regulations for the Master's Examination for External Examinees (external examination) in the Examination Program "Mannheim Master in Management Analytics & AI (Full-Time)" of the University of Mannheim in its meeting on March 10th, 2021. The President approved these statutes on March 11th, 2021.

Amendment as of June 10, 2022
(Bulletin of the President's Office (BekR) Nr. 05/2022, p. 10 ff.)

2nd Amendment as of March 24, 2023
(Bulletin of the President's Office (BekR) Nr. 07/2023, p. 5 ff.)

3rd Amendment as of December 18, 2023
(Bulletin of the President's Office (BekR) Nr. 12/2022, p. 14 ff.)

4th Amendment as of October 26, 2026
(Bulletin of the President's Office (BekR) Nr. 10/2026, p. 15 ff.)

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I. General provisions

§ 1 Purpose of the examination

[1]The Master´s examination for external examinees (External Examination) in the examination program "Mannheim Master in Management Analytics & AI (Full-Time)" of the University of Mannheim "MMA (FT)"[1] is a postgraduate program. [2]The External Examination in the postgraduate program "MMA (FT)" enables postgraduates of all fields who acquired the required knowledge and competencies outside a formal college/university program at the "Mannheim Business School gGmbH" which is an external education institution cooperating with the University of Mannheim to obtain the master´s degree in accordance with § 2 sentence 1. [3]By passing the External Examination, participants demonstrate in-depth economic, statistical, and computer science knowledge developed in an international environment. [4]The examination program is intended to establish whether the participant has acquired the specialized and methodological knowledge necessary for an interface role within the framework of the digital transformation and is able to answer complex questions in companies analytically on the basis of principles and theories of economics, including methods of statistics and computer science. [5]Furthermore, the External Examination determines whether the participant has an overview of the professional contexts and the ability to responsibly apply the learned analytical methods and economic knowledge in practice.

§ 2 Graduation

[1]Based on the completion of the External Examination, the University of Mannheim awards through the Business School the academic degree "Master of Science" (M.Sc.). [2]In accordance with § 5 section 2, the academic degree shall only be used following the receipt of the diploma.

§ 3 Scope of examinations, structure and completion of the External Examination in the Examination Program MMA (FT); language of examinations

(1) [1]The scope of the External Examination amounts to 120 ECTS, taking into consideration the ECTS credits to be acquired within the respective areas:

1. Strategic Innovation & Organizational Impact: 15 ECTS
2. Business Analytics for Value Creation: 20 ECTS
3. Methods for Intelligent Decision-Making: 23 ECTS
4. Data & Technology Foundations for Business Leaders: 14 ECTS
5. The Future of Analytics Research & Practice: 10 ECTS
6. Analytics in Practice (Pflichtpraktikum): 20 ECTS
7. Business Analytics Master Project: 18 ECTS.

[1] To facilitate reading, the term "the external examination in the examination program MMA (FT)" will be referred to as "External Examination".

[2]The specific allocation of ECTS credits to examinations within the areas relevant for completion of the External Examination is specified in the Appendix in conjunction with the program catalog. [3]One ECTS credit corresponds to a workload of 25 hours.

(2) [1]The External Examination is passed if all required examinations in accordance with the area-specific structure of this examination program are completed.

(3) All examinations of the External Examination shall be conducted in English.

§ 4 Beginning of the External Examination in the Examination Program MMA (FT); regular and maximum period of the External Examination

(1) The External Examination begins every year in September.

(2) [1]The duration of the External Examination, in which all examinations required for passing this External Examination can be successfully completed (standard duration), is 15 months.

(3) [1]All examinations required for successful completion of the External Examination need to be passed within a given time frame (maximum period of the External Examination). [2]The maximum period ends 12 months after the regular duration, except in cases where the participant is not responsible for having exceeded this period. [3]The Joint Examination Committee shall determine by notice if the time frame has been exceeded. [4]Through this determination, the participant loses his/her entitlement to the examination as defined in § 32 section 5 sentences 4 and 5 in conjunction with sentence 3 alternative 2 LHG.

§ 5 Transcript of records; diploma

(1) [1]Upon successful completion of the External Examination, a transcript of records is issued to the participant. [2]This comprises:

1. all examinations relevant for the calculation of the overall grade with the respective examination grades (numerical) and ECTS credits;
2. the topic of the Master's Thesis in the examination "Business Analytics Master Project" and
3. the overall grade both numerically and in wording

[3]The Joint Examination Committee may stipulate that further details are to be included on the transcript of records. [4]The transcript shall bear the date of the last examination completed by the participant. [5]The transcript shall be signed by the Academic Director of the External Examination or by her/his deputy.

(2) [1]Along with the transcript, the participant receives a diploma certifying the award of the academic degree "Master of Science". [2]Section 1 sentence 4 applies accordingly. [3]The diploma shall be signed by the Dean of the Business School of the University of Mannheim or her/his deputy and shall bear the seal of the university.

II. Organization and administration of the External Examination in the Examination Program MMA (FT); recognition of competencies and examination results

§ 6 Academic Director; Joint Examination Committee

(1) [1]For every External Examination the Faculty Council of the Business School of the University of Mannheim shall elect one of its professors as Academic Director and one as her/his deputy. [2]The term of office of an Academic Director and a deputy shall be four years; re-election is possible. [3]If the Academic Director or deputy ends his/her term of office prematurely; the Faculty Council shall elect a successor.

(2) [1]The Business School of the University of Mannheim shall appoint a Joint Examination Committee for all its External Examinations. [2]By virtue of office, all Academic Directors of existing External Examinations at the School are members of this Committee. [3]All members are eligible to vote. [4]If an Academic Director ends his/her term of office prematurely, the deputy shall take over until a successor has been elected; in case the deputy ends his/her term of office prematurely as well, the remaining members of the Joint Examination Committee shall jointly continue operations until a successor has been elected.

(3) [1]The Joint Examination Committee shall elect one of its members as a chair and one as a deputy chair. [2]The chair shall assume the executive function of the Joint Examination Committee. [3]The chair may delegate her/his duties to other members of the Committee, especially the preparation of particular agenda topics or chairing meetings if this is deemed reasonable with regard to a particular External Examination.

(4) [1]The Joint Examination Committee is quorate when, in addition to the chair or deputy chair, at least half of its members are present. [2]The Committee shall decide by simple majority of the votes of the members present. [3]In the event of a tie, the chair shall have the casting vote.

(5) [1]The Joint Examination Committee shall make all decisions in accordance with the provisions of these Examination Regulations, insofar as no other responsibility is provided for in these Regulations. [2]Moreover, it shall also ensure that the provisions of these Examination Regulations are complied with. [3]The Joint Examination Committee may delegate certain tasks to the chair or to another member:

a. Appointment of examiners and observers,
b. Decisions on recognition and crediting of competences,
c. Decisions on approvals of reasons for withdrawal or absence,
d. Decisions on disadvantage compensation,
e. Decisions on deadline extension,
f. Decisions on breaches of procedure,
g. Determination of the final failure of an examination
h. Determination that the maximum duration of studies has been exceeded.

(6) [1]The members of the Joint Examination Committee shall be bound by official confidentiality. [2]Unless they are employed in the public service, they shall be bound to confidentiality by the Chair. [3]This obligation applies to all examination-related facts and matters,

1. which have been made known to the members during a non-public meeting of the committee and/or have been discussed during such a meeting,
2. which are to be regarded as confidential by law,
3. which shall be regarded as confidential on the grounds of public good or in order to protect the legitimate interests of individual parties, or
4. which shall be regarded as confidential due to the nature of the issue.

[4]The obligation to maintain official confidentiality shall continue following termination of office or membership in the Committee and includes all consultation documentation.

(7) [1]The Joint Examination Committee, its chair and other members in case of section 5 sentence 3 are supported by the Program Management of the Mannheim Business School gGmbH, which shall undertake preparatory tasks, in particular with regard to examination rules and procedures on behalf of the Joint Examination Committee, its chair and other members in the case of section 5 sentence 3.

§ 7 Conducting the External Examination in the Examination Program MMA (FT)

(1) [1]When conducting External Examinations, the University may be supported by third parties, in particular delegating to them the organization of examinations within the External Examinations on behalf of the University ("Verwaltungshilfe"). [2]At all times, the University shall make its own final decisions on examination procedures; it shall retain the right of final decision in all matters.

(2) [1]The third party for the administrative handling of examinations within these External Examination is the Mannheim Business School gGmbH as defined in section 1. [2]For this purpose, the Mannheim Business School gGmbH has established a Program Management supporting the Joint Examination Committee in fulfilling its duties. [3]In particular, the Program Management is responsible for:

1. informing participants about the examination dates and locations,
2. conducting the mandatory registration for and informing participants about the admission to individual examinations within the External Examination,
3. de-registering of participants from individual examinations,
4. informing participants about the examination results,
5. keeping participants' examination records,
6. preparing and issuing the transcript of records and diplomas.

§ 8 Examiners

(1) [1]Only university teachers, adjunct lecturers, and those academic members of staff who have been appointed by the President's Office in accordance with § 52 section 1 sentences 5 and 6 LHG shall be authorized to administer coursework and examinations. [2]University teachers as defined in sentence 1 can also be academic members of foreign official or officially recognized higher education institutions if their qualification is considered equivalent. [3]For examinations in the subject area "Business Analytics Master Project", the specifications in the relevant regulation for this examination shall be observed in addition. [4]The only persons who may be appointed as observers are those holding the qualification that is to be acquired by the examination to be taken as the minimum qualification in the subject area to which the examination discussion relates.

(2) The Joint Examination Committee shall appoint the examiners and observers.

(3) Each examiner may appoint one or more assistants for the correction of examinations; the examiner is responsible for ensuring competent assessment and grading.

(4) Examiners and assistants for correction are bound to confidentiality in accordance with § 6 section 6.

§ 9 Recognition of examinations and competencies

(1) Examination results acquired in degree courses at official or officially recognized higher education institutions in Germany or abroad as well as at "Berufsakademien" (public universities of cooperative education) of the Federal Republic of Germany shall be recognized as long as there is no significant difference in the acquired competencies in the level and type of examinations they replace.

(2) [1]For the recognition of examinations completed abroad, agreements between the Federal Republic of Germany and other countries need to be considered, such as agreements on equivalency in higher education (equivalency agreements), and agreements within the framework of university partnerships and double degree programs (cooperation agreements). [2]The Central Office for Foreign Education (Zentralstelle für ausländisches Bildungswesen – ZAB) may also be consulted in cases of doubt regarding the equivalency.

(3) [1]Skills and qualifications acquired outside the higher education system may be recognized if

1. requirements for admission to a higher education institution are fulfilled at the time of recognition,
2. the skills and qualifications to be recognized are of equivalent content and level to the examinations which they replace, and
3. the criteria for recognition have been reviewed as part of an accreditation or of a comparable procedure.

[2]In order to qualify for recognition, the applicant must provide proof that the competencies acquired outside the higher education system are essentially of a similar type and scope as the competencies they intend to replace. [3]The way these competencies were acquired is also to be considered. [4]Skills and qualifications acquired outside of the higher education sector may replace a maximum of 50 percent of the examinations within the External Examination.

(4) [1]The written request for recognition shall be submitted to the Program Management. [2]The Academic Director of the respective External Examination shall decide upon the request. [3]It is the applicant's responsibility to provide all necessary documentation for the recognition.

(5) [1]If examinations are recognized and the grading systems are comparable, grades are to be adopted in accordance with these regulations and shall count towards the calculation of the final grade. [2]For the conversion of foreign grades, the Joint Examination Committee may, in order to ensure uniform handling within the framework of the legal requirements, resolve to determines generally applicable regulations for the conversion of foreign grades. [3]In the case that the two grading systems are not comparable, making conversion impossible, or should there be no available grades, the

examination shall be noted as “passed”. [4]In such cases, the examination shall not be calculated into the final grade. [5]The recognition of such examinations shall be noted on the transcript of records.

(6) Should a participant take part in an examination which is part of the External Examination at the University of Mannheim although she/he has already acquired the respective qualification elsewhere, the participant automatically waives the right to have these previous qualifications recognized.

III. Examination procedure

§ 10 Registration and admission to examinations of the External Examination in the Examination Program MMA (FT)

(1) [1]With the start of the External Examination, the participant is compulsorily registered for all examinations of the External Examination; this also includes registration for the next possible examination dates if an examination was not passed in the first attempt. [2]The respective examination dates shall be announced in a suitable manner in advance of the examination.

(2) [1]The participant can on her/his own responsibility decide to withdraw from the examination attempt. [2]A written request for withdrawal shall be submitted to the Program Management at least two weeks before the examination date. [3]Once the withdrawal deadline has expired, registration for an examination attempt is binding.

(3) [1]For all persons interested in the External Examination, the Mannheim Business School gGmbH offers a preparatory program to ensure adequate preparation. Within the preparatory program for the External Examination, which is offered by the Mannheim Business School gGmbH in cooperation with the University of Mannheim, an adequate preparation for all individuals interested in the External Examination is ensured. [2]The program catalog of the External Examination of the University of Mannheim, as amended from time to time, sets out the respective progress in the preparation program for admission to the individual examinations of this External Examination. [3]The program catalog shall be determined by the Joint Examination Committee.

(4) [1]The participant can only be admitted to an examination within the External Examination if the following requirements are met:

1. The participant shall prove the achievement of progress level for the respective examination within the preparatory program at the Mannheim Business School gGmbH as determined in the program catalog.
2. [1]A first university degree from an undergraduate study program at a higher education institution in Germany or abroad, or from a state-recognized university of cooperative education, must be held. [2]The degree program must comprise at least 180 ECTS credits or have a standard period of study of at least six semesters or three years.
3. [1]Participants must provide proof of sufficient English proficiency. [2]The successful completion of a degree program in which at least 50% of the courses and examinations were conducted in English, or a university entrance qualification acquired in an English-speaking school system, serves as proof. [3]If such a degree has not been

obtained and no such university entrance qualification has been acquired, the following test results can serve as a proof of English proficiency:

a. Test of English as a Foreign Language – Internet Based Test (TOEFL iBT) with a score of at least 85 points;
b. International English Language Testing System (IELTS) – Academic Test with a band score of at least 6.5.,
c. Test of English for International Communication (TOEIC) with a score of at least 845 points,
d. The European Language Certificate (telc) – English University with at least level B2.
e. First Certificate in English (FCE) with at least Level C; a Certificate in Advanced English (CAE) and a Certificate of Proficiency in English (CPE) with a minimum of Level C, respectively, shall also be recognized.
f. Business English Certificate (BEC) with at least level B2.

[4]Only test results obtained no more than five years prior to the first examination date in accordance with § 4 section 1 shall be recognized as a proof.

4. The participant is not enrolled as a student at a higher education institution.
5. There may not be any impediments to admission; a particular impediment exists if a participant has definitively failed an exam within this External Examination, in another External Examination, or other examinations in higher education in a similar field of study, or has ultimately lost the degree entitlement for any other reasons.

[2]Admission shall be denied if the participant´s circumstances are as defined in § 60 section 3 number 4 or § 62a section 1, section 2 numbers 2 to 4 or section 3 sentence 3 in the LHG.

(5) If a participant withdraws in due time, her/his withdrawal being approved, her/his absence being approved or she/he fails to pass an examination attempt, the participant shall be registered for the next possible examination date, provided that the participant is eligible for a further examination attempt.

§ 11 General provisions on the examinations of the External Examination in the Examination Program MMA (FT)

(1) [1]An examination as defined in these Examination Regulations can be composed of one or several individual assignments. [2]In the case of group assignments, only the individual contribution of each participant shall be evaluated; it shall be ensured that, in the case of joint work on a topic, the individual contribution of each group member can be clearly delineated and reliably assessed.

(2) [1]The definition and composition of the individual examinations is given in the appendix. [2]The respective number of ECTS credits to be acquired can be found in the appendix in conjunction with the program catalog. [3]The examiner determines the permitted aids and announces them in a suitable form in a timely manner before the examination.

§ 12 Types and forms of assignments

Types and forms of assignments are in general:

1. written assignments such as exams, written compositions or reports, case study analysis, and the Master's Thesis;
2. oral assignments such as presentations,
3. combinations of the above-mentioned types in the form of presentations with the slides to be handed in (final presentation).

§ 13 Oral examinations

(1) [1]An examination record ("Ergebnisprotokoll") shall be taken during the main course of the oral examination, unless the type of examination does not allow for such a record. [2]The examination result shall be recorded in the examination record. [3]The record shall be signed by the examiner, in case of an examination commission by all the examiners of the commission, and shall be kept on file.

(2) [1]The examiners have the right to ask questions during presentations. [2]They shall make an overall assessment of the participant's individual presentation together with her/his answers to the questions.

§ 14 Written examinations

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

(2) A record of each written examination shall be made, signed and filed by the invigilators, unless the making of such a record would be contrary to the form of the examination.

(3) [1]The preparation period for case study Analysis or similar written work begins when the topic has been communicated to the participant. [2]In case of valid reasons and upon written request from a participant in due time, the preparation period shall be interrupted for a period appropriate to the requirements of the individual case and the submission date shall be postponed accordingly. [3]A request in accordance with sentence 2 shall be made by the participant to the Program Management immediately upon gaining information on the circumstances justifying an interruption, and is only possible within the preparation period; the decision on such requests shall be made by the Academic Director of this External Examination. [4]Should the request not be made in due time according to sentence 3, the circumstances justifying an interruption are considered irrelevant for the examination attempt concerned, especially for its assessment. [5]It is the responsibility of the applicant to provide evidence of the circumstances justifying an interruption, including in particular the appropriateness of the duration of the interruption. [6]If an extension of the processing time and a corresponding postponement of the submission date is required for subject-related reasons, sentences 2 to 5 shall apply accordingly with the proviso that the agreement of the examiner is required.

(4) [1]According to the rules of the Business School of the University of Mannheim, the members of the Joint Examination Committee and examiners are allowed to use software recommended by the School to detect plagiarism in case study Analysis and thesis papers as well as similar written work. [2]Therefore, the participant shall submit one digital copy of her/his work to the Program Management; as a rule, the work should be uploaded on the e-learning platform. [3]In accordance with the Data Protection Act of the State of Baden-Württemberg (Landesdatenschutzgesetz), the work must be anonymized before the plagiarism check. [4]When submitting the written assignment as defined in sentence 1, the participant shall submit the following signed declaration:

> "I hereby declare that I have prepared this thesis independently and that I have not received any assistance from third parties. No other person has contributed to the intellectual content

of this thesis. In particular, I have not made use of the services of a ghostwriter or a ghost-writing agency. I have neither directly nor indirectly provided payment or any other form of remuneration to third parties for work related to the content of the submitted thesis.

I further declare that neither this thesis nor any part thereof has previously been submitted by myself or by any other person as evidence of academic achievement at any other institution. Any passages or ideas taken verbatim or in substance from other publications or sources, whether in print or electronic form, have been clearly identified as such. All secondary literature and other sources used are properly cited and listed in the bibliography. The same applies to figures, illustrations, images, and all internet sources.

The use of chatbots (e.g., ChatGPT) or other programs that could, by means of artificial intelligence in the broader sense, complete all or part of the examination task on my behalf has been agreed with the examiner and complies with the examiner's instructions. Any passages generated with the assistance of such tools have been clearly identified.

I declare that the electronic version of the thesis submitted is complete. I acknowledge that no subsequent additions or amendments are permitted. I further consent to my thesis being anonymized, transmitted electronically, and stored for the purpose of plagiarism detection.

I understand that if this declaration is false, or if no declaration of independent authorship is submitted, the assessment of the thesis may be withheld. In such a case, the thesis shall be deemed to have been assessed with the grade 5.0 ("fail") or the result "failed," as applicable."

§ 15 Examination in the area "Business Analytics Master Project"

(1) In the area of "Business Analytics Master Project", the participant shall prove the practical implementation of the learned knowledge taking into account scientific methods within a limited period of time, as well as the appropriate presentation, by passing the examination.

(2) [1]The examination "Business Analytics Master Project" consists of a written examination in the form of the Master's Thesis and a combined examination in the form of the final presentation based on this Thesis. [2]The project work is a group work; the group should not have more than five members; the Academic Director decides upon exceptions to this rule.

(3) [1]The examiner of the "Business Analytics Master Project" can only be a university teacher, as defined in § 8 section 1 sentences 1. [2]The person determining the topic of the Master's Thesis shall be appointed as the examiner. [3]The examiner shall also be the supervisor; for specialist reasons, he or she may consult a university teacher as a further supervisor for the Master's thesis, as defined in § 8 sentence 1. [4]The supervisor advises participants on any questions related to the conception of the project work, not interfering with the participant's individual performance and responsibility for the project work.

(4) [1]The final topic of the project work and the assignment of respective tasks to the participants shall be determined by the examiner. [2]The participants shall be granted the chance to put forward suggestions for a topic and task assignment. [3]However, no legal right arises thereof. [4]The topic for the project work must be determined by the examiner in such a way that it is possible to complete it within the preparation period.

(5) [1]The preparation period for the project work shall be 10 weeks. [2]This period starts with the

final approval and assignment of the topic. [3]§ 14 section 3 does not apply to the preparation period and the deadline for submission of the project work. [4]The examiner shall inform the Program Management about the beginning of the preparation period and the approved project work topics.

(6) [1]The Master's Thesis shall be submitted by the deadline to the Program Management in the form of three hardcopies and one additional digital copy. [2]If the Master's Thesis is not submitted on time, the project work for all group members shall be graded 5.0 ("failed").

(7) [1]The supervisor appointed by the examiner prepares an evaluation of the submitted Master's Thesis in which she/he proposes a grade for the written assignment for each participant. [2]After reviewing the evaluation, the examiner determines a grade for each participant for her/his respective written assignment.

(8) [1]The final presentation shall be carried out after the Master's Thesis has been evaluated. [2]Each participant who has passed their Master's Thesis with a grade of at least 4.0 ("fair") shall take part in the examination in the form of the final presentation. [3]Those who do not meet these requirements cannot participate in the final presentation and, as a result, fail the examination "Business Analytics Master Project".

(9) [1]The final presentation shall be held in front of the examiner. [2]Participants who wish to take the same examination at a later date may be permitted by the Joint Examination Committee to attend the final presentation as listeners, with the exception of the discussion and announcement of the examination result, subject to the space available, unless the participant to be examined objects.

(10) [1]In accordance with section 8 sentence 2, the participants shall be jointly assessed. [2]The length of the final presentation shall be measured such that each participant is evaluated for a total of 10 minutes. [3]The examiner shall grade the performance of each individual participant with an overall assessment of the presentation, the answers to the examiners'' questions and the slides handed in.

(11) [1]Following the final presentation, the examiner shall determine the final grade for the examination "Business Analytics Master Project" for each participant in accordance with § 16 section 1. [2]The grading is based on the individual evaluation of the Master's Thesis and the final presentation. [3]The final grade is composed of the Master's Thesis (60% of the final grade) and of the final presentation (40% of the final grade).

§ 15a Examination in the Area "Analytics in Practice (Mandatory Internship)"

(1) In the area of "Analytics in Practice (Mandatory Internship)", participants are given the opportunity to gain professional experience by being integrated into actual work processes and to develop a new perspective on the content, methods, and theories of the External Examination from the standpoint of professional practice.

(2) [1]The completion of the compulsory internship serves as a mandatory prerequisite for the examination in this area. [2]The following requirements apply to the written report:

1. [1]The written report constitutes a course-related assessment. [2]It must be submitted within four weeks after completion of the mandatory internship.

2. [1]The written report must be an independently prepared internship report with a length of at least 4 and no more than 15 pages (A4 format). [2]The report should include information on

the following aspects:

a. A description of the company and the department or specific area in which the compulsory internship was completed;
b. A description of the tasks and activities performed;
c. A description of the additional competencies acquired during the internship and the resulting professional career prospects.

[3]The formal and substantive design of the report must comply with the standards applicable to written academic work; § 14(4), sentence 4, applies accordingly.

3. [1]To ensure academic integrity, a certificate from the internship provider confirming the hours worked must be submitted together with the written report. [2]If this certificate is not submitted, compliance with the internship activity requirements cannot be verified, and the written report will be assessed as “failed.”.

§ 16 Assessment of examinations; calculation of grades; assessment of the External Examination within the Examination Program “MMA (FT)” (final grade)

(1) [1]The assessment of an assignment is done by the respective examiner either with a grade (examination) or only with "passed" or "failed" (pass/fail assignment). [2]The following grades shall be used for the evaluation of individual examinations:

Numerical values (numerical grades)	*Grade level*	*Description*
1.0 or 1.3	very good	an outstanding performance
1.7; 2.0 or 2.3	good	a performance that is significantly above the average requirements
2.7; 3.0 or 3.3	satisfactory	a performance that meets average requirements
3.7 or 4.0	fair	a performance that still meets the requirements despite its deficiencies
5.0	failed	a performance that does not meet the requirements due to significant deficiencies

[3]If the participant does not submit a graded or non-graded assignment by the deadline or does not appear at an examination date, her/his performance shall be deemed to have been assessed with the grade 5.0 ("failed").

(2) [1]If an examination comprises only one assignment, the overall examination grade equals the grade of this assignment. [2]If an examination comprises several assignments, the overall numerical examination grade equals the weighted mean calculated using the grades of the individual assignments. [3]For all examinations except the “Business Analytics Master Project” the examiner determines the weighting of individual assignments for the calculation of the numerical examination grade and provides details of this on the e-learning platform before the beginning of the examination. [4] The weighted average is calculated to one decimal place; all further decimal places are excluded without rounding. [5]The examination grades according to their weighted average are in wording:

up to and including 1.5 “very good” ("sehr gut"),
from 1.6 up to and including 2.5 “good” ("gut"),
from 2.6 up to and including 3.5 “satisfactory” ("befriedigend"),
from 3.6 up to and including 4.0 “fair” ("ausreichend").

[6]If the calculated average equals 4.1 or worse, the grade 5.0 (“failed”) is awarded.

(3) The numerical final grade is calculated as the mean of all numerical examination grades weighted according to the ECTS credits in accordance with section 2 sentence 4.

§ 17 Passing examinations; obtaining ECTS Credits

(1) [1]An examination comprising only one assignment is passed if it is assessed as “passed” or the grade 4.0 (“fair”) or better is awarded. [2]An examination comprising several assignments is passed if the examination grade calculated equals 4.0 (“fair”) or better; an examination consisting of several pass/fail assignments, is passed if all pass/fail assignments have been assessed as “passed”. [3]The examination procedure ends when the examination has been passed.

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

§ 18 Failing and retaking examinations

(1) [1]An examination comprising only one assignment is not passed if the assignment is graded 5.0 or assessed as “failed”, or is deemed to have been assessed accordingly. [2]If an examination comprises several assignments, it is considered failed if the examination grade calculated equals 5.0 (“failed”); an examination consisting of several pass/fail assignments, is not passed if at least one pass/fail assignment has been assessed as “failed” or is deemed to have been assessed accordingly.

(2) [1]Failed examinations may be retaken once. [2]A re-sit summons will be issued for the next possible examination date. [3]For examinations comprised of multiple assignments, the examination in its entirety must be retaken.

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

§ 19 Final failure of an examination; possibilities of compensation and legal consequences

(1) [1]An examination is definitively not passed if the re-take attempt is failed. [2]The final failure of an examination ends the examination procedure.

(2) [1]If an examination is definitively not passed, the Joint Examination Committee shall determine the final failure of the examination by providing official notice. [2]Through this determination, the participant loses her/his right to examination in accordance with §32 section 5 sentence 3 alternative 1 LHG.

§ 20 Breaches of procedure

(1) [1]The Joint Examination Committee may remedy disturbances of the examination procedure or other breaches of procedure by virtue of office or upon request from a participant by deciding on appropriate measures or orders. [2]In particular, the Joint Examination Committee may order that examinations shall be retaken by all or by individual participants or, in case the principle of equal opportunities was violated, grant an extension or impose another appropriate measure of compensation.

(2) [1]Disturbances of the examination procedure during the examination shall be reported immediately by the affected participant

1. in the case of a written examination, to the invigilator and
2. in the case of an oral examination, to the main examiner and
3. in the case of other examinations, to the examiner in charge.

[2]Any other kinds of breaches of procedure are to be reported by the affected participant as soon as the participant acknowledges one. [3]The reports according to sentences 1 and 2 shall be entered into the examination record or in another suitable manner. [4]If the disturbances of the examination procedure or any other kind of breaches of procedure, in particular those relevant to the evaluation of the respective examination, are not reported in due time, they are deemed insignificant.

(3) [1]If the Joint Examination Committee did not take measures of compensation in accordance with section 1 for a disturbance that occurred during an examination or for other breaches of procedure which were reported without delay, or those measures were inadequate, the participant shall address her/his request for the necessary measures of compensation to the Joint Examination Committee in writing immediately after the examination; if the examination consisted of several parts, the request shall be made immediately after the relevant part of the examination. [2]The request shall not contain any conditions. [3]If 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.

§ 21 Access to examination records

(1) After completion of each examination, the participant shall be granted access to her/his written examination papers as well as the related reports and assessments of the examiners and the examination record within a reasonable period of time upon her/his written request.

(2) [1]The request must be submitted to the Program Management within one year of having received the result of the respective examination. [2]The Program Management will decide on the time and place for accessing the examination records.

§ 22 Compensation of disadvantages

(1) [1]If a participant as a result of a special condition or situation cannot take part in a scheduled examination, in particular due to the form of examination, the Joint Examination Committee shall, in consultation with the person responsible for the examination concerned and taking into account the participant's submissions, grant compensation appropriate to maintaining equal opportunities upon the participant's timely written application. [2]Applications for compensation for disadvantages by participants with disabilities or chronic illnesses shall be submitted to the Representative for Students with Disabilities or Chronic Illnesses; the Joint Examination Committee shall also take into account the recommendation of the Representative for Students with Disabilities or Chronic Illnesses when deciding on this application.

(2) [1] This applies in particular to participants

1. with children, or
2. with a relative in need of care in accordance with § 7 section 3 of the Caregiver Leave Act (PflegeZG), or
3. with a disability, or

4. with a chronic illness

if the situation resulting from the aforementioned special conditions or situations requires compensation for participating in the examination. [2]The same applies to participants who are eligible for periods of leave in accordance with § 3 section 1 and § 6 section 1 of the Maternity Protection Act (MuSchG).

(3) [1]A request in accordance with section 1 shall be submitted by the latest at the beginning of the respective course within the preparatory program of the External Examination "MMA (FT)". [2]If the request is not made in due time in accordance with sentence 1, the exception shall only be granted if additional requirements according to § 32 of the Administrative Procedure Act of Baden-Württemberg (LVwVfG) are met. [3]If participants fail to submit the request for compensation of disadvantages in due time in accordance with sentences 1 or 2, the special circumstances, in particular regarding assessment, will be deemed irrelevant. [4]The possibility to withdraw or be absent from an examination with a valid reason remains in effect.

(4) [1]It is the responsibility of each participant to provide sufficient evidence of her/his special circumstances upon filing the request for compensation of disadvantages. [2]If there are significant changes to the special circumstances of the participant before or during the claim for compensation of disadvantages, particularly any changes that would result in a lapse of entitlement, the participant is obliged to inform the examination committee without delay and in writing.

§ 23 Extending the maximum period for completing the External Examination in the Examination Program MMA (FT)

(1) The maximum period of the External Examination may be extended by the Joint Examination Committee upon written request from a participant, which is submitted in due time, if the respective participant is in a need of extension due to special conditions, in accordance with § 22 section 2, for which she/he is not responsible.

(2) [1]A request in accordance with section 1 shall be promptly submitted to the Program Management as soon as the participant is aware of the circumstances justifying an extension of the examination deadlines. [2]If the request is not submitted in due time in accordance with sentence 1, the extension shall only be granted if additional requirements according to § 32 of the LVwVfG are met.

(3) [1]The participant requesting an extension is responsible for producing adequate evidence. [2]If there are significant changes to the personal situation of the participant, particularly any changes that would result in a lapse of entitlement to the extension, the participant is obliged to inform the Joint Examination Committee without delay.

(4) The extension of the maximum period to complete the External Examination shall not exceed 12 months, except in cases of other applicable legal regulations.

(6) [1]The extension of examination deadlines, the preparation period and submission deadlines for graded and non-graded assignments are not covered by the sections listed above. [2]The option of requesting compensation of disadvantages in accordance with § 22 remains unaffected.

§ 24 Withdrawal and absence

(1) [1]If the participant is prevented from attending all or part of an examination date for a valid reason, in particular due to illness, the participant may submit an application for approval of the reasons for withdrawal or absence. [2]If an examination comprises several graded or non-graded assignments, a request as defined in sentence 1 can only be submitted for the examination as a whole. [3]By way of derogation from sentence 2, a request in accordance with sentence 1 may be submitted separately for the final presentation within the examination "Business Analytics Master Project" if the Master's Thesis has already been passed; if the request is approved, the participant is allowed to continue with the examination by way of derogation from section 4 on the next possible examination date.

(2) [1]The application must be submitted to the Program Management in writing without delay; the decision on this application is made by the Joint Examination Committee. [2]It is the participant's responsibility to immediately report and substantiate the valid reasons asserted for the withdrawal or absence. [3]If the reason for withdrawal or absence is due to illness of the participant, the medical certificate to be submitted must contain the medical facts necessary for the assessment of the inability to take the examination. [4]In the case of illness of a child to be cared for by the participant or a relative in need of care, proof of the obligation to provide care is required.

(3) [1]The granting of the application for approval of the reasons for withdrawal or absence is excluded if the examination result has been announced, unless the participant was unable to submit an application and substantiate the reasons for withdrawal or absence earlier due to reasons for which he or she is not responsible. [2]If the participant took part in an examination knowing or in negligent ignorance of an illness, a withdrawal due to this valid reason can no longer be approved. [3]In particular, negligent ignorance is deemed to have occurred if the participant did not immediately seek clarification in the event of indications of a health condition.

(4) If the request is granted, the examination attempt shall be deemed not to have been taken and the examination shall be restarted at the next possible date.

(5) [1] If the application is not granted, it shall be deemed not to have been declared. [2]In this case, an examination handed in on time by the participant will be assessed by the examiner; if the participant has not handed in an examination within the preparation period, the examination will be deemed to have been assessed with the grade 5.0 ("failed").

§ 25 Cheating and other misconduct

(1) [1]If the participant manipulates or tries to manipulate her/his examination by cheating or using unauthorized resources or by influencing the examiner or supervisor in favor of herself/himself or a third person, the respective examination or further examinations may be graded 5.0 or assessed as "failed", or the participant may be excluded from the examination depending on the severity of violation. [2]In especially severe cases, the participant shall be excluded without the option to retake the examination. [3]In accordance with sentence 1, it is also considered cheating if an assignment or exam contain quotations or references from the works of others, in a written or electronic form, which have not been indicated as such by the participant.

(2) [1]A participant who violates the examination regulations severely, in particular if she/he disturbs the proper course of an examination, may be excluded from the examination by the examiner or the invigilator. [2]In such cases, the relevant assignment or examination is graded 5.0 or assessed as “failed”. [3]In severe cases, the Joint Examination Committee may exclude the participant from taking any further examinations.

§ 26 Invalidity of the External Examination in the Examination Program MMA (FT)

(1) [1]In case the participant has manipulated an examination by cheating and this fact is revealed after the participant has received her/his transcript of records, the Joint Examination Committee may revise the result or the respective grade retroactively and declare the examination as “failed”. [2]If the completion of the External Examination is affected by this, the Joint Examination Committee may revoke the respective ECTS credits and, if necessary, declare the External Examination as “failed with no option to re-sit”.

(2) [1]If the requirements to be admitted to the examination were not met without the participant's intent to disguise this fact and if this fact is revealed after the participant has received her/his transcript of records, this defect is remedied by having passed the examination. [2]If the participant attained her/his admission illegitimately on purpose, the Joint Examination Committee may declare the examination and consequently the degree completion for "failed” with no option to re-sit.

(3) The participant in question shall be granted the chance to comment on the issue prior to the decision of the Joint Examination Committee.

(4) [1]Inaccurate transcripts of records shall be retracted. [2]Where applicable, new transcripts of records shall be issued. [3]Along with the inaccurate transcripts of records, the respective diploma shall be retracted if the External Examination has been declared “failed with no option to re-sit”; decisions in accordance with section 1 or 2 sentence 2 can only be taken within five years from the issuance date.

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

IV. Final provisions

§ 27 Entry into force; scope of application

These regulations apply to all participants of the External Examination who start the MMA (FT) postgraduate program after the present amended statutes have come into force.

These Regulations and Procedures will come into effect on the day after their publication in the Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats (BekR)).

V. Appendix: Examination structure and examinations of the External Examination in the Examination Program MMA (FT)

1. Area Strategic Innovation & Organizational Impact		
Examination	**Composition of the Examination**	**15 ECTS**
Strategic Planning & Market Intelligence	Exam (60mins)	4
Intrapreneurship & Business Case Development	Exam (60mins) and Presentation	4
Leading Change: Managing Transformation in Organizations	Exam (60mins)	4
Digital Transformation with Analytics & AI	Case Study Analysis and Presentation	3

2. Area Business Analytics for Value Creation		
Examination	**Composition of the Examination**	**20 ECTS**
Financial Decision Intelligence & Predictive Markets	Exam (60mins) and Presentation	4
Marketing & Customer Analytics	Exam (60mins) and Written Report (5-10 Pages)	4
Marketing Intelligence with AI	Written Report (5-10 Pages) and Presentation	4
People & Workforce Analytics for Strategic HR	Exam (60mins) and Case Study Analysis	4
AI-Driven Operations & Supply Chain Excellence	Exam (60mins)	4

3. Area Methods for Intelligent Decision-Making		
Examination	**Composition of Examination**	**23 ECTS**
Data Science for Business	Exam (60mins) and Written Report (5-10 Pages)	4
Critical Thinking & Analytical Problem Solving	Exam (60mins)	3
Uncertainty Modeling & Smart Decision-Making	Written Report (5-10 Pages) and Presentation	3
Data Visualization, Storytelling & Strategic Communication	Case Study Analysis + Written Report (5-10 Pages)	3
AI & Machine Learning: Principles and Practice	Case Study Analysis + Written Report (5-10 Pages)	3
Machine Learning Lab: Applied Business Projects	Case Study Analysis + Written Report (5-10 Pages)	4
Generative AI for Business Innovation	Case Study Analysis + Written Report (5-10 Pages)	3

4. Area Data & Technology Foundations for Business Leaders		
Examination	**Composition of Examination**	**14 ECTS**
Enterprise Data Architecture & Cloud Technologies	Exam (60mins) and Presentation	4
Responsible AI & Data Ethics	Exam (60mins)	3

Data Governance, Security & Compliance	Exam (60mins)	4
Advanced Certificate in Python Programming	Exam (60mins)	3

5. Area The Future of Analytics Research & Practice		
Examination	**Composition of Examination**	**10 ECTS**
The Future of Analytics Research & Practice	Written Report (15-20 Pages) and Final Presentation	10

6. Area Analytics in Practice (Pflichtpraktikum)		
Examination	**Composition of Examination**	**20 ECTS**
Analytics in Practice	Written Report (4-15 Pages)	20

7. Area Business Analytics Master Project (BAMP)		
Examination	**Composition of Examination**	**18 ECTS**
Business Analytics Master Project	Master's Thesis and Final Presentation	18