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Examination Regulations for the Master’s Examination for External Examinees (external examination) in the Examination Program „Mannheim Master of Applied Data Science & Measurement“ (MDM) of the University of Mannheim

On 29 May 2019, in accordance with § 19 section 1 sentence 2 number 9 of the Act on Higher Education of the Land of Baden-Württemberg (LHG), the Senate of the University of Mannheim passed the following examination regulations of the University of Mannheim for the Master's Examination for External Examinees (external examination) in the examination program “International Program in Survey and Data Science” of the University of Mannheim, based on § 32 section 3 sentence 1 and § 33 LHG. The President approved these statutes. A first amendment was approved on May 27, 2020.

1st Amendment to the Examination Regulations for the Master’s Examination for External Examinees (external examination) in the Examination Program “Mannheim Master of Applied Data Science & Measurement” (MDM) of the University of Mannheim from May 26, 2021

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I GENERAL PROVISIONS

§ 1 PUPROSE OF THE EXAMINATION

(1) ¹The Master’s examination for external examinees (external examination) in the examination program „Mannheim Master of Applied Data Science & Measurement“ of the University of Mannheim (MDM) is a postgraduate program. ²The external examination 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. ³The intention of this external examination is to see if the participant has acquired the necessary foundational knowledge, has an overview of the technical connections, and possesses the ability to apply scientific methods and knowledge effectively in practice in the areas of data generation, data maintenance and storage, and data analysis and output, especially large amounts of data. ⁴By passing the external examination in the examination program MDM, the participant proves their deepened scientific knowledge in the areas of Survey and Data Science, which have been expanded in an international context.

(2) The execution of the individual exams in the external examination of the examination program MDM can be carried out with the support of other universities, including foreign, state or state-recognized universities, in order to ensure examination security.

§ 2 GRADUATION

¹Based on the existing external examination in the examination program MDM, the University of Mannheim awards the academic degree “Master of Science (M.Sc.)” through the Faculty of Social Sciences. ²The academic degree shall only be used following the receipt of the diploma.

§ 3 EXAMINATION SCOPE AND STRUCTURE

¹The exam scope of the external examination in the examination program MDM amounts to 90 ECTS, taking into consideration the ECTS credits to be acquired within the respective areas:

- a. Core Course: 6 ECTS credits;
- b. Electives: 54 ECTS credits;
- c. Project Report: 10 ECTS credits;
- d. Master-Project: 20 ECTS credits.

²The specific allocation of ECTS credits to examinations within the areas relevant for completion of the program MDM is specified in the Appendix; for exams in the Electives area, § 15 must be taken into account and for exams in the area Project Report, §15a must be taken into account. ³One ECTS credit corresponds to a workload of 30 hours. ⁴This includes the time of participation in, as well as the pre-work and post-work of the courses completed in the preparation program, the time spent in self-learning, as well as the time needed to prepare for and take the exams. ⁵By passing an exam, the participant receives for this exam the designated ECTS credits.

§ 4 BEGINNING OF THE EXTERNAL EXAMINATION IN THE EXAMINATION PROGRAM MDM; REGULAR AND MAXIMUM PERIOD OF THE EXTERNAL EXAMINATION

(1) The external examination in the examination program MDM begins with the first admission to an exam (Prüfungszulassung) in this program.

(2) ¹The duration of the external examination in the examination program MDM, in which all examinations required for passing this external examination can be successfully passed (regular duration), is 30 months. ²For participants, who at the time of admission to the first examination of the

external examination in the examination program MDM, prove to the program organization that they will not take this external examination part-time, the regular duration is 15 months.

(3) ¹All exams required for this external examination must be successfully completed within a certain period (maximum duration of the external examination). ²The maximum duration ends 24 months after the regulation duration, unless the participant is not responsible for having exceeded this period.

§ 5 EXTERNAL EXAMINATION IN EXAMINATION PROGRAM MDM; EXAM LANGUAGE

(1) ¹The external examination in the examination program MDM includes of a total of seven exams. ²In order to pass the external examination, all of these exams must be passed during the maximum duration of studies.

(2) ¹In the Core Course Area, a mandatory basic exam (Grundprüfung) must be passed. ²Afterward, in the Electives area, one exam per each of the four thematic fields included in the appendix must be passed; and the Coursework in the area Project Report must be passed. ³The exam in the Master-Project Area can be started after passing the exam in the Core Course area and no earlier than when half of the hourly workload in the preparation program in the Electives area is completed

(3) All exams in the external examination in the examination program MDM are to be conducted in English.

§ 6 TRANSCRIPT OF RECORDS; DIPLOMA

(1) ¹Upon successful completion of the external examination in the examination program MDM, a transcript of records is issued to the participant. ²This comprises:

- 1) All examinations and coursework relevant for the calculation of the final grade with the respective grades and ECTS credits,
- 2) The topic of the Master-Project,
- 3) The final grade.

³The Examination Committee may stipulate that further details are to be included on the transcript of records. ⁴The transcript shall bear the date on which the participant took part in their colloquium. ⁵The transcript shall be signed by the Academic Director of this external examination.

(2) ¹Along with the transcript, the participant receives a diploma certifying the award of the academic degree „Master of Science“ (M.Sc.). ²Section 1 sentence 4 applies accordingly. ³The diploma shall be signed by the Dean of the Faculty of Social Sciences of the University of Mannheim and bears the seal of the university.

II ORGANIZATION AND ADMINISTRATION OF THE EXTERNAL EXAMINATION IN THE EXAMINATION PROGRAM MDM; RECOGNITION OF COMPETENCIES AND EXAMINATION RESULTS

§ 7 ACADEMIC DIRECTOR; EXAMINATION COMMITTEE

(1) ¹For the external examination, the School Council of the Faculty of Social Sciences of the University of Mannheim shall elect one of its professors as Academic Director and one as her/his deputy. ²The term of office shall be four years; re-election is possible. ³If the Academic Director or her/his deputy ends office prematurely, the Council shall elect a successor for the remainder of the term of office.

(2) ¹The School Council of the Faculty of Social Sciences of the University of Mannheim shall appoint an Examination Committee for the external examinations of the examination program MDM.

²This Examination Committee includes the Academic Director as the chairman and their deputy as deputy chairman, as well as another person from the Faculty of Social Sciences, appointed by the School Council as a member. ³All members are entitled to vote.

(3) ¹The term of office shall be four years. ²If the chairman ends their office prematurely, their deputy shall take over; in the case that the deputy ends their office prematurely as well, the further member of the Examination Committee shall continue operations until a successor has been elected in accordance with section 1. ³If the further member leaves before the end of their term of office, a replacement member will be appointed for the rest of the term. ⁴The term of office always begins on the 1st of August. ⁵Reappointments of the further member are permitted.

(4) ¹The chairman shall assume the executive function of the Examination Committee. ²They may delegate some of their tasks to the other members of the Examination Committee.

(5) ¹The Examination Committee is quorate when at least two members are present. ²The Examination Committee shall decide by simple majority of the members present. ³In the case of a tie vote, the chairman's vote shall be decisive.

(6) ¹The Examination Committee makes all decisions according to these examination regulations if not provided otherwise herein. ²Moreover, it enforces these examination regulations. ³The Examination Committee may delegate the following certain tasks to the chair or to another member:

- 1) Appointment of examiners and assessors,
- 2) Decisions about recognition and crediting of competencies,
- 3) Decisions about approving reasons for resignation or default,
- 4) Decisions about disadvantage compensation,
- 5) Decisions about extensions of exam deadlines,
- 6) Decisions about procedural errors,
- 7) Determination of the final failure of an examination,
- 8) Determining whether the examination deadline has been exceeded,
- 9) Decisions in serious cases of deception and violations of the law and
- 10) Decisions on the invalidity of examinations in accordance to § 25.

⁴The committee's decision may be revoked at any time.

(7) ¹The members of the Examination Committee are bound to official secrecy. ²Unless they are employed in the public service, they shall be obliged by the Chair to maintain official secrecy. ³This obligation applies to all examination-related facts and situations,

- 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 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.

⁴The obligation to maintain official secrecy shall continue following termination of office or membership in the Committee and includes all documentation concerning the members' activities within it.

(8) The Examination Committee, its chair and other members in the event of a delegation decision are supported by the Program Management of the Mannheim Business School gGmbH in fulfilling their duties; this support comprises especially the specific preparatory tasks with regards to examination rules and procedures on behalf of the Examination Committee, its chair and other members in the event of a delegation decision.

§ 8 CONDUCTING THE EXTERNAL EXAMINATION IN THE EXAMINATION PROGRAM MDM

(1) ¹When 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 ("Verwaltungshelfer"). ²At all times, the University finally decides on the examination procedures; the ultimate decision in all matters lies with the University.

(2) ¹The third party for the administrative handling of examinations within the external examination in the examination program MDM is the Mannheim Business School gGmbH in the meaning of section 1. ²For this purpose, the Mannheim Business School gGmbH has established a Program Management supporting the Examination Committee in fulfilling its duties. ³In particular, the Program Management is responsible for:

- 1) Advising prospects and participants about the course of the examination program,
- 2) The contextual and technical advising of participants,
- 3) informing participants about the examination dates and locations,
- 4) conducting the mandatory registration for and informing participants about the admission to individual examinations within the external examination,
- 5) de-registering of participants from individual examinations,
- 6) informing participants about the examination results,
- 7) keeping participants' examination records,
- 8) preparing and issuing the transcript of records and diplomas.

§ 9 EXAMINERS AND ASSESSORS

(1) ¹Only university teachers, adjunct lecturers, academic staff members as well as 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 (Examiners). ²University 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. ³For the examination Master-Project, the following additional requirements shall be paid attention to.

(2) Each examiner may make use of one or multiple correction assistants; the examiner ensures a technically competent assessment.

(3) An assessor can only be a person who has at least a Master's Degree or at least an equivalent university degree or has successfully completed a state examination in the subject area to which the examination relates.

(4) Examiners, assessors, and assistants for correction are bound to secrecy in accordance with § 7 section 7.

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

- (3) ¹Skills 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.

²In order to qualify for recognition, the participant 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. ³The way these competencies were acquired is also to be considered. ⁴Skills and qualifications acquired outside of the higher education sector may replace a maximum of 50 percent of the examinations within the external examination MDM.

(4) ¹The written request for recognition shall be submitted to the Program Management. ²The examination committee shall make this decision upon written request. ³It is the applicant's responsibility to provide all necessary documentation for the recognition.

(5) ¹If 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 examinations, the examination committee may resolve to determine generally applicable regulations for the conversion of foreign grades. ³In the case that the two grading systems are not comparable, making conversion impossible, or there are no available grades, the examination shall be noted as "passed". ⁴In such cases, the examination may not be calculated into the final grade. ⁵The 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 in the examination program MDM 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

§ 11 REGISTRATION AND ADMISSION TO EXAMINATIONS OF THE EXTERNAL EXAMINATION IN THE EXAMINATION PROGRAM MDM

(1) ¹The participants themselves must register for all exams within the external examination. ²The individual exam appointments will be communicated appropriately in due time before the exam.

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

(3) ¹For all persons interested in the external examination MDM, the Mannheim Business School gGmbH, via a cooperation with the University of Mannheim, offers a preparatory program to ensure adequate preparation. ²In the program guidelines of the external examination in the examination program „Mannheim Master of Applied Data Science & Measurement“ (Programmkatalog), the additional requirements to be met for admission to the individual examinations in this external examination are specified. ³The program guidelines will be approved by the faculty council of the Faculty of Social Sciences.

(4) ¹The participant can only be admitted to an exam within the external examination program "MDM" if the following requirements are met:

- 1) The participant must have proven completion of all requirements as outlined in the Program Guidelines of the preparatory program at the Mannheim Business School gGmbH.
- 2) ¹Participants are required to have at least an undergraduate degree or a degree recognized as equivalent from a German or foreign university or an officially recognized public university of cooperative education (“Berufsakademie”).
- 3) The participant must prove qualified professional experience of at least one year.
- 4) ¹Participants have to provide proof of sufficient English proficiency. ²The successful completion of an undergraduate degree with English as essentially the language of instruction and examinations, or the acquisition of a university entrance qualification in an English-speaking school system, serves as proof. ³If such a degree has not been obtained and such a university entrance qualification has not 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 Academic Test (IELTS) scoring 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 the level B2;
 - e) ¹First Certificate in English (FCE) with at least Level C. ²A Certificate in Advanced English (CAE) and a Certificate of Proficiency in English (CPE) with a minimum Level of C will also be recognized;
 - f) Business English Certificate (BEC) with at least the level B2.⁴Only test results obtained no more than five years prior to the first examination date shall be recognized as proof. ⁵Other evidence and test results will only be recognized as sufficient, insofar as the equivalence of this external examination has been determined in an overall view based on the submitted documents.
- 5) There may not be any impediments to admission; a particular impediment exists if a participant has ultimately 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.

²Admission shall be denied if the participant’s circumstances are as defined in § 60 section 3 number 4 or § 62 section 3 sentence 1 numbers 3 or 4 or sentence 2 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 the attempt, the participant shall be registered for the next possible examination date, provided that the participant is eligible for a further examination attempt.

§ 12 GENERAL PROVISIONS ON THE EXAMINATIONS OF THE EXTERNAL EXAMINATION IN THE EXAMINATION PROGRAM MDM

(1) ¹With exception to the Master-Project examination, an examination as defined in these examination regulations is composed of one examination or coursework. ²The tasks to be performed for the individual examinations can be found in the appendix.

(2) The examiner determines the authorized material for each assignment, and informs the participants about it using appropriate means in due time before the examination.

§ 13 TYPES AND FORMS OF COURSEWORK AND EXAMINATIONS

- (1) Exams are coursework and examinations.
 - 1) Examinations are individual achievements, which are graded by an examiner with a grade as defined in §17;

- 2) Coursework are individual achievements, which are graded either “pass” or “fail” by the examiner
- (2) The following are forms of coursework and examinations:
 - 1) Written performances in the form of an exam, written composition, and Master-Thesis:
 - 2) Oral performances in the form of exam interviews and colloquien.

§ 14 EXAMS IN THE AREA CORE COURSE

- (1) The length of a written examination in the form of a written exam is 120 minutes.
- (2) The supervisors must create a record of the exam, sign it and keep it on file.

§ 15 EXAMS IN THE AREA ELECTIVES

(1) ¹In the area of electives, four oral exams must be passed. ²Each can be taken in two different levels of difficulty. ³The participant decides, based on the execution of their preparatory program and the subsequent registration for examinations, the level of difficulty of each of the four subject areas of the individual oral exams they are preparing for. ⁴Depending on the sum of the proven hourly workloads in the preparation program, the participant will be accepted into the oral exam with the corresponding level of difficulty. ⁵When registering for the exam, the participant has to take into account that the four oral exams to be passed in the Electives section must earn a total of 54 ECTS points. ⁶The sum of the ECTS credits of the individual exams depend on the level of difficulty in which the exam was passed.

(2) The following applies to the grading of the levels of difficulty of the oral exams in the field of electives:

Proven hourly workload/workload in the preparation program	Level of difficulty	Duration of the oral exam in minutes	ECTS points
330-450	I	35	11-15
480-570	II	55	16-19

(3) ¹An oral exam is conducted by an examiner in the presence of an assessor. ²Assessors take part in examination procedures in an advisory capacity.

(4) ¹In the case of an oral examination, an examination record (record of the results) of the essential course of the examination must be kept. ²The examiner is responsible for finding a knowledgeable person as the secretary to draw up the minutes. ³This person can also be appointed by examiner as the assessor. ⁴The result of the exam, of which the participant is to be informed immediately afterwards, must be recorded in the protocol. ⁵The exam protocol must be signed by the examiner, the secretary and the assessor and be submitted to the examination records.

§15A EXAM IN THE AREA “PROJECT REPORT”

- (1) ¹In the area “Project Report” participants reflect on the competencies gained in the preparatory program in a practical environment. ²They gain a new perspective on the content, methods and theories in the external examination in the examination program “Mannheim Master of Applied Data Science & Measurement” through professional work experience. ³The concrete content of the exam in this area can be found in the Program Catalog.
- (2) In this area, the work in the practical environments while implementing what has been learned serves as the basis for the written paper to be submitted.
- (3) The following requirements must be met for the written paper:

- 1) ¹The exam in the area “Project Report” consists of coursework in the form of a written paper. ²The coursework must be submitted by the participant no later than four weeks before the first exam appointment in the Electives area in the examination program “MANNHEIM MASTER OF APPLIED DATA SCIENCE & MEASUREMENT”.
- 2) ¹The written paper is an independently written field report consisting of at least 6 and no more than 10 pages (pdf, DIN A4, font size 11). ²If more than 10 pages are submitted, only the first ten pages will be graded; if less than 6 pages are submitted, the exam will be graded “failed”. ³The written paper should contain information to the following aspects:
 - a. Description of the organization or area of work, in which the activity was completed (at least 0,5 pages);
 - b. Description of the completed activities (at least 1 page, maximum 1,5 pages)
 - c. Reflection on the significance of the competencies acquired in the external examination in the “MANNHEIM MASTER OF APPLIED DATA SCIENCE & MEASUREMENT” examination program for the professional activity pursued or envisaged (at least 2 pages, maximum 3,5 pages).
 - d. Evaluation and reflection on the relevance of the activities for the area Data Science & Measurement (at least 2 pages, maximum 3,5 pages).
- 3) If the written paper is graded as “failed”, the participant may submit a second attempt of the written paper for the same activities.

§ 16 EXAM “MASTER-PROJECT” IN THE AREA “MASTER-PROJECT”

(1) In the area “Master-Project”, the participant shall, through the successful completion of the exam “Master-Project”, demonstrate the practical application of the knowledge they have acquired, taking scientific methods into account, within a limited period of time.

(2) ¹The examination “Master-Project” consists of a written and an oral component. ²The written component will be in the form of a Master Thesis, and the oral component in the form of a colloquium. ³The Master-Project is a group task, in which a group may not consist of more than five participants; the Academic Director makes decisions about exceptions.

(3) ¹The exam “Master-Project” can only be evaluated by university teachers as defined in § 9 section 1. ²The examiner is appointed to determine the topic of the master project. ³At the same time, the examiner is also the supervising examiner and, for the Master-Project, appoints another university lecturer or honorary lecturer as defined in § 9 section 1 as a supervisor. ⁴The supervisor advises the participants regarding questions in the bounds of the Master Project; the individual performance and personal responsibility of each participant for their examination must be preserved.

(4) ¹The final determination of the topic of the Master-Project and allocation of the tasks to be worked on by the individual participants is done by the examiner. ²The participants of a Master-Project must be given the opportunity to make suggestions for the topic and the division of tasks. ³This does not give rise to a legal claim to the assignment of the proposed topic or the proposed division of tasks. ⁴The task of the Master-Project must be created by the examiner in such a way that it can be completed within the processing time.

(5) ¹The processing time for the Master-Project is six months. ²It begins once the topic has been issued. ³The examiner reports the start of the processing time and the topic to the Program Management.

(6) ¹The topic of the Master-Project can be returned independently within the first two weeks of the processing time. ²If the topic is returned within this period, the examination attempt is deemed not to have been attempted. ³In this case, the participants must register again independently for their next attempt at the exam.

(7) ¹The Master-Thesis must be submitted on time to Program Management in paper and digital form. ²If the Master-Thesis is not submitted on time, the examination is rated as 5,0/ F “insufficient” for all group members.

(8) ¹When evaluating the academic performance in the form of the Master-Thesis, the examiner must also ensure the quality of especially the research. ²If this requires the submission of data and implementations, the participants must provide the examiner with these data and implementations in a suitable electronic form when submitting the master thesis; the examiner will inform the participants of this necessity at the latest when the topic is issued. ³It is the responsibility of the participants to provide the required information in accordance with sentence 2.

(9) ¹The members of the examination board and the examiners are entitled to use software for the detection of plagiarism in the Master-Project. ²For this purpose, the participants must submit a copy of their work to the Program Management in a digital form; usually this is done by uploading the work to the learning platform. ³For the plagiarism comparison, the work must be used in anonymized form in accordance with the State Data Protection Act. ⁴Additionally, each participant must submit the following signed declaration when submitting the Master-Thesis:

“I hereby declare that this piece of written work is the result of my personal work without any unauthorized help. I also certify that this work has not previously been submitted for assessment elsewhere, neither as a whole nor in part and neither by myself nor by any other person. All quotations and paraphrases taken from sources used are cited appropriately. The same applies to all images in the text as well as all Internet resources used. I agree that my work will be anonymously submitted to a plagiarism detection service, where it will be stored in a database and used solely for plagiarism detection. I am aware, that the assessment of this work can be refused, if this declaration is not signed.”

(10) ¹The supervisor, consulted by the examiner, prepares an expert opinion for the submitted Master-Thesis and suggests a grade for the respective written examination of each participant as part of their expert opinion. ²After examining the report, the examiner sets a grade for each participant for the respective written performance.

(11) ¹The colloquium is carried out after the assessment of the written performance of the Master-Thesis. ²Each participant who has passed the written part of the „Master-Project“ exam with at least a grade of 4,0 / D “sufficient” will be given an oral exam. ³If this requirement is not met, the participant is excluded from the colloquium and has not passed the “Master-Project” examination.

(12) ¹The examination board appoints a two-person examination committee for the colloquium. ²The examination commission includes the examiner of the Master-Project as chairman and the Academic Director. ³Participants who wish to take the same examination at a later date can be allowed to attend the colloquium as a listener, with the exception of advice and disclosure of examination results, depending on spatial conditions, unless one or more of the candidates to be examined disagrees.

(13) ¹The participants will be examined together in according with paragraph 11 sentence 2. ²The duration of the colloquium should be such that each participant is examined for a total of about 10 minutes. ³The chairman leads the colloquium and ensures that each participant is interviewed in an appropriate manner.

(14) ¹The examination board evaluates the performance of each participant in the colloquium with a grade. ²If the views of the members of the examination board differ, the chairperson’s vote decides.

(15) ¹Following the colloquium, the examiner sets the final grade for each participant of the “Master-Project” exam. ²The basis of the determination are the individual assessments of the written or practical part and the colloquium. ³The grading shall be taken into account so that the written or practical part is proportionally seventy-five out of one hundred, and the grading of colloquium part is proportionally twenty-five out of one hundred.

§ 17 ASSESSMENT OF EXAMINATIONS; CALCULATION OF GRADES; ASSESSMENT OF THE EXTERNAL EXAMINATION WITHIN THE EXAMINATION PROGRAM MDM (FINAL GRADE)

- (1) The grades for individual exams are determined by the respective examiner.
- (2) ¹For the grading of individual examinations the following grades are to be assigned:
 - 1,0/A = very good (“sehr gut”) = an outstanding performance;
 - 2,0/B = good (“gut”) = a performance, which exceeds the average requirements considerably;
 - 3,0/C = satisfactory (“befriedigend”) = a performance, which conforms the average requirements;
 - 4,0/D = fair (“ausreichend”) = a performance, which suffices the requirements, despite its deficiencies;
 - 5,0/F = failed (“nicht ausreichend”) = a performance, which does not suffice the requirements anymore, due to substantial deficiencies.

²For a more differentiated evaluation, intermediate values can be formed by lowering and increasing the individual grades by 0,3 or the letter index +/- according to the conversion in paragraph 4, sentence 3. ³The grades 0,7; 4,3; 4,7 and 5,3 are excluded. ⁴The grades are issued in the form of the American letter grades on all documents that are handed out to the participants. ⁵The conversion of the German numbering into American lettering is based on the valid conversion table of the University of Mannheim.

- (3) With the exception of the “Project Report” and the “Master-Project” exams, the exam grades correspond to the grades of the corresponding examination.

- (4) ¹The grade of the “Master-Project” exam is the grade that most closely approximates the weighted average from the individual assessments of the exams. ²The weighted average is taken into account with one decimal place; all other digits are removed without rounding. ³The grade of the examination is according to an average of:

- 1,0 to including 1,1 = 1,0/A+
- from 1,1 to including 1,3 = 1,3/A
- from 1,3 to including 1,5 = 1,3/A-
- from 1,5 to including 1,8 = 1,7/B+
- from 1,8 to including 2,1 = 2,0/B
- from 2,1 to including 2,5 = 2,3/B-
- from 2,5 to including 2,8 = 2,7/C+
- from 2,8 to including 3,0 = 3,0/C
- from 3,0 to including 3,1 = 3,0/C-
- from 3, to including 3,5 = 3,3/D+
- from 3,5 to including 3,8 = 3,7/D
- from 3,8 to including 4,0 = 4,0/D-

⁴If the mean, calculated according to sentences 1-3 is 4,1 or worse, the grade 5,0 / F “not sufficient” is awarded. ⁵Paragraph 2 sentences 4 and 5 apply accordingly.

- (5) The overall grade is calculated as the mean of the examination grades weighted with the ECTS points; paragraph 4 sentences 1 to 5 apply accordingly.

§ 18 RETAKING EXAMINATIONS; FAILING THE FINAL EXAMINATION ATTEMPT

- (1) Failed exams may generally be retaken once. ²The date for the retaking of the exam will be set by the examiner in consultation with the examination committee.
- (2) When retaking an exam consisting of several examination, the entire exam has to be retaken.

(3) The failure of an exam is final if the last available attempt at the exam was not passed; in this case, an official notification shall be issued by the Examination Committee.

(4) It is not possible to retake an exam that has already been passed.

§ 19 BREACHES OF PROCEDURE

(1) ¹The Examination Committee may remedy disturbances of the exam procedure or other breaches of procedure by virtue of office or upon request from a participant by deciding on appropriate measures or orders. ²In particular, the 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) ¹Disturbances of the exam procedure during the examination shall be reported immediately by the affected participant to

- 1) the supervisor in case of a written examination,
- 2) the main examiner in case of an oral examination,
- 3) the chairman of the examination committee in the case of the Master-Thesis.

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

(3) ¹If the Examination Committee did not take measures of compensation in accordance with section 1 for a disturbance that occurred during an exam and was reported without delay or for other breaches of procedure, or those measures were inadequate, the participant shall address her/his request for the necessary measures of compensation to the Examination Committee in writing immediately after the exam; if the exam consisted of several parts, the request shall be made immediately after the relevant part of the exam. ²The request shall not contain any conditions. ³If the disturbances of the exam procedure or any other kind of breaches of procedure relevant to the evaluation of the respective exam are not reported in due time, they are deemed insignificant.

§ 20 ACCESS TO EXAM RECORDS

(1) After completion of each exam, a participant is to be given access to their written exam work as well as the related reports and assessments of the examiners as well as the minutes, upon written request.

(2) ¹The request has to be submitted to the Program Management within one year of having received the result of the respective exam. ²It is up to Program Management to decide on the time and place for accessing the exam records.

§ 21 COMPENSATION OF DISADVANTAGES

(1) ¹If participants as a result of a special condition or situation cannot take the respective exam, in particular due to the form of exam, they can request a compensation of disadvantages. ²Participants are obliged to submit the request for compensation of disadvantages in due time and in writing. ³In coordination with the respective examiners, the Examination Committee grants the appropriate compensation of disadvantages in order to adhere to the principle of equal opportunities. ⁴Disabled participants or participants with a chronic illness shall submit their request for compensation of disadvantages to the Commissioner and Counselor for disabled students and students with chronic illnesses.

⁵The 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) ¹This applies in particular to participants with
- 1) children,
 - 2) a relative in need of care within the meaning of § 7 section 3 of the Caregiver Leave Act (PflegeZG), or
 - 3) chronic illness,

if the situation resulting from the aforementioned special conditions requires a compensation for participating in the exam. ²The same applies to participants who are eligible for periods of protection in accordance with the respective § 3 sections 1 and 2 of the Maternity Protection Act (MuSchG).

(3) ¹A request in accordance with section 1 shall be submitted with the exam registration. ²If 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. ³If a participant fails to submit the request for compensation of disadvantages 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 exam. ⁴The possibility to withdraw or de-register from an examination with a valid reason remains in effect.

(4) ¹It is the responsibility of each participant to provide sufficient evidence of her/his special circumstances upon filing the request for compensation of disadvantages. ²If 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.

§ 22 EXTENDING THE MAXIMAL PERIOD FOR COMPLETING THE EXTERNAL EXAMINATION IN THE EXAMINATION PROGRAM MDM

(1) The maximum period may be extended by the 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 for which she/he is not responsible

- (2) ¹In particular, this applies to participants with
- 1) children,
 - 2) a relative in need of care within the meaning of section 7 subsection 3 of the PflegeZG, or
 - 3) a chronic illness,

if the situation resulting from the aforementioned special conditions requires an extension of the exam deadlines. ²The same applies to the participants who are eligible for periods of protection in accordance with the respective § 3 sections 1 and 2 of the MuSchG.

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

(4) ¹The participant requesting an extension is responsible for providing adequate evidence. ²If 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 Examination Committee without delay.

(5) The extension of the maximum period to complete the external examination shall not exceed 24 months, except there are other legal regulations to apply.

(6) ¹The extension of exam deadlines, the preparation period and submission deadlines for assignments are not covered by the sections listed above. ²The option of requesting compensation of disadvantages in accordance with § 21 remains unaffected.

§ 23 WITHDRAWAL AND ABSENCE

(1) ¹If the participant is prevented from attending an exam date in whole or in part for a valid reason, in particular due to illness, the participant can submit an application for approval of the withdrawal or absence. ²For the Master-Project examination, an application within the meaning of sentence 1 can only be submitted for the examination as a whole.

(2) ¹The application must be submitted to Program Management immediately in writing (declaration); the decision on this application is made by the Examination Committee. ²It is the responsibility of the applicant to provide credible reasons for the withdrawal or absence. ³In the event of a participant's illness, a medical certificate containing the medical evidence necessary for the assessment of the inability to take the exam must also be obtained immediately and submitted to the study office. ⁴In the case of sickness of a child or need to care for a relative in need of care, proof of the duty of care must be provided.

(3) The application for approval of the reasons for withdrawal or absence is excluded if the result of the exam is announced, unless the participant was unable to make an earlier application and substantiate the reasons for withdrawal or absence for reasons for which they are not responsible.

(4) ¹If the participant took part in an exam appointment with knowledge or negligent ignorance of a disease, a withdrawal can no longer be approved due to this valid reason. ²Negligent ignorance exists in particular if the participant did not immediately clarify any indications of a health impairment.

(5) If the application is accepted, the exam attempt is deemed not to have been made and the exam has to be started again.

(6) ¹If the application is not accepted, it is considered not to have been declared. ²In this case, a performance submitted by the participant in good time is assessed by the examiners; if the participant has not submitted a performance within the processing time or has not submitted the performance on time, the service is rated with the grade 5.0 "insufficient" or otherwise "failed".

§ 24 CHEATING AND OTHER MISCONDUCT

(1) ¹If the participant manipulates or tries to manipulate her/his exam by cheating or using unauthorized resources or by influencing the examiner or supervisor in favor of herself/himself or a third person, the respective exam or further exams may be graded "failed" (5.0) or the participant may be excluded from the exam depending on the severity of violation. ²In especially severe cases, the participant shall be excluded without the option to retake the exam. ³According to 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) ¹A participant who violates the examination regulations severely, in particular if she/he disturbs the proper course of an exam, may be excluded from the exam by the examiner or the supervisor. ²In such cases, the relevant assignment or exam is graded "failed" (5.0). ³In severe cases, the Examination Committee may exclude the participant from taking any further exams.

§ 25 INVALIDITY OF THE EXTERNAL EXAMINATION IN THE EXAMINATION PROGRAM MDM

(1) ¹In case the participant has manipulated an exam by cheating and this fact is revealed after the participant has received her/his transcript of records, the Examination Committee may revise the result

or the respective grade retroactively and declare the exam as failed. ²If the completion of the external examination is affected by this, the Examination Committee may revoke the respective ECTS credits and, if necessary, declare the external examination as “failed with no option to re-sit”.

(2) ¹If the requirements to be admitted to an exam 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 exam. ²If the participant attained her/his admission illegitimately on purpose, the Examination Committee may declare the exam 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 Examination Committee.

(4) ¹Inaccurate transcript of records shall be retracted. ²Where applicable, new transcript of records shall be issued. ³Along with the inaccurate transcript of records, the respective diploma shall be retracted if the external examination has been declared “failed with no option to re-sit”; decisions according to 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

§ 26 COMMENCEMENT

These regulations and procedures will come into effect on June 1, 2020.

Approved and issued:

Mannheim

Prof. Dr. Thomas Puhl

President

The Amendemnt to the Examination Regulations from May 26, 2021 states:

§1 Application

The regulations of this amendement apply to all participants in the external examination “MANNHEIM MASTER OF APPLIED DATA SCIENCE & MEASUREMENT” who begin the aforementioned external examination after the effective date of this amendement for the external examination "Mannheim Master of Applied Data Science & Measurement (MDM)" of the University of Mannheim, dated May 29, 2019 (BekR Nr. 14/2019, S. 103ff.) in their current version.

§2 Commencement

These Regulations and Procedures will come into effect on the day after their publication in the Bulletin of the President’s Office.

APPENDIX: EXAMINATION STRUCTURE AND EXAMINATIONS OF THE EXTERNAL EXAMINATION IN THE EXAMINATIONA PROGRAM MDM

Subject area	Topic area		Examination	ECTS Credits	Total ECTS Credits
Core Course	I	Research Design	Written Exam	6	6
1 Examination					
Electives	II	Data Generating Process	Oral Exam	min. 13 max. 19	54
	III	Data Curation/Storage	Oral Exam	min. 11, max. 17	
	IV	Data Analysis	Oral Exam	min. 13, max. 19	
	V	Data Output/ Access	Oral Exam	min. 11, max. 17	
4 Examinations					54
Project Report	VI	Project Report	Written Report	10	10
1 Examination					
Master-Project	VII	Master-Project	Master Thesis and Colloquium	20	20
1 Examination					
					90