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**Examination Regulations for the Master's Examination for External Examinees (external examination) in the Examination Program “Master in Management Analytics (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 of non-students (external examination) in the examination program “Master in Management Analytics (Full-Time)” of the University of Mannheim in its meeting on March 10th, 2021. The President approved this statute on March 11th, 2021.

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I. General provisions

§ 1 Purpose of the examination

(1) ¹The Master's examination for external examinees (external examination) in the examination program "Master in Management Analytics (Full-Time)" of the University of Mannheim "MMA (FT)"¹ is a postgraduate program. ²The 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. ³By passing the External Examination, participants demonstrate in-depth economic, statistical, and computer science knowledge developed in an international environment. ⁴The 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. ⁵Furthermore, 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) The Examination Program is conducted in cooperation with the IDC Herzliya Arison School of Business (IDC) in Israel.

§ 2 Graduation

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

(2) The requirements for the award and use of the academic degree by the IDC are set out in the regulations of this higher education institution.

§ 3 Scope of examinations, structure and completion of the External Examination in the Examination Program "Master in Management Analytics (Full-Time)"; language of examinations

(1) ¹The scope of the External Examination amounts to 81 ECTS, taking into consideration the ECTS credits to be acquired within the respective areas:

1. Analytics: 19 ECTS credits
2. Business: 26 ECTS credits
3. Technology: 21 ECTS credits
4. Business Analytics Master Project: 15 ECTS credits

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

²The 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. ³One ECTS credit corresponds to a workload of 25 hours.

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

(3) For the examinations the participant takes within the framework of cooperation with the IDC as defined in § 1 section 2 at this higher education institution, sufficient equivalence to the examinations to be replaced shall be presumed, otherwise § 9 shall remain unaffected.

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

§ 4 Beginning of the External Examination in the Examination Program “Master in Management Analytics (Full-Time)”; regular and maximum period of the External Examination

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

(2) ¹The duration of the External Examination, in which all examinations required for passing this External Examination can be successfully completed (standard duration), is 12 months.

(3) ¹All examinations required for successful completion of the External Examination need to be passed within a given time frame (maximum period of the external examination). ²The maximum period ends 12 months after the regular duration, except in cases where the participant is not responsible for having exceeded this period. ³The Joint Examination Committee shall determine by notice if the time frame has been exceeded. ⁴Through 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) ¹Upon successful completion of the External Examination, a transcript of records is issued to the participant. ²This 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

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

(2) ¹Along with the transcript, the participant receives a diploma certifying the award of the academic degree “Master of Arts.” ²Section 1 sentence 4 applies accordingly. ³The 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 “Master in Management Analytics (Full-Time)”; recognition of competencies and examination results

§ 6 Academic Director; Joint Examination Committee

(1) ¹For 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. ²The term of office of an Academic Director and a deputy shall be four years; re-election is possible. ³If the Academic Director or deputy ends his/her term of office prematurely; the Faculty Council shall elect a successor.

(2) ¹The Business School of the University of Mannheim shall appoint a Joint Examination Committee for all its external examinations. ²By virtue of office, all Academic Directors of existing external examinations at the School are members of this Committee. ³All members are eligible to vote. ⁴If 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) ¹The Joint Examination Committee shall elect one of its members as a chair and one as a deputy chair. ²The chair shall assume the executive function of the Joint Examination Committee. ³The 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) ¹The Joint Examination Committee is quorate when, in addition to the chair or deputy chair, at least half of its members are present. ²The Committee shall decide by simple majority of the votes of the members present. ³In the event of a tie, the chair shall have the casting vote.

(5) ¹The 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. ²Moreover, it shall also ensure that the provisions of these Examination Regulations are complied with. ³The Joint Examination Committee may delegate certain tasks to the chair or to another member:

1. Appointment of examiners and observer,
2. Decisions on recognition and crediting of competences,
3. Decisions on approvals of reasons for withdrawal or absence,
4. Decisions on disadvantage compensation,
5. Decisions on deadline extension,
6. Decisions on breaches of procedure,
7. Determination of the final failure of an examination
8. Determination that the maximum duration of studies has been exceeded.

(6) ¹The members of the Joint Examination Committee shall be bound by official confidentiality. ²Unless they are employed in the public service, they shall be bound to confidentiality by the Chair. ³This 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.

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

(7) ¹The 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 “Master in Management Analytics (Full-Time)”

(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 (“Verwaltungshilfe”). ²At 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) ¹The third party for the administrative handling of examinations within these External Examination is the Mannheim Business School gGmbH as defined in section 1. ²For this purpose, the Mannheim Business School gGmbH has established a Program Management supporting the Joint Examination Committee in fulfilling its duties. ³In 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) ¹Only 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. 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 examinations in the subject area "Business Analytics

Master Project", the specifications in the relevant regulation for this examination shall be observed in addition. ⁴The 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) ¹For 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). 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 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. 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.

(4) ¹The written request for recognition shall be submitted to the Program Management. ²The Academic Director of the respective external examination shall decide upon the 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. ²For 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 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 should there be no available grades, the examination shall be noted as “passed”. ⁴In such cases, the examination shall 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 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 “Master in Management Analytics (Full-Time)”

(1) ¹With 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. ²The respective examination dates shall be announced in a suitable manner in advance of the examination.

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

(3) ¹For 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 persons interested in the External Examination is ensured. ²The 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. ³The program catalog shall be determined by the Joint Examination Committee.

(4) ¹The 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. 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”). ²The undergraduate degree must correspond to at least 180 ECTS credits or have a standard period of study of at least six semesters or three years respectively.

3. ¹Participants must provide proof of sufficient English proficiency. ²The successful completion of a minimum two-year degree with English as a language of instruction for at least half of all sessions and exams, or a university entrance qualification acquired in an English-speaking school system, serves as proof. ³If 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.

⁴Only 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.

²Admission 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 “Master in Management Analytics (Full-Time)”

(1) ¹An examination as defined in these Examination Regulations can be composed of one or several assignments. ²Assignments as defined in these regulations are individual tasks. ³In 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) ¹The definition and composition of the individual examinations is given in the appendix. ²The respective number of ECTS credits to be acquired can be found in the appendix in conjunction with the program catalog. ³The 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, case study analyses, quantitative data analysis projects and the master's thesis
2. oral assignments such as presentations and oral discussions,

§ 13 Oral examinations

(1) ¹An 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. ²The examination result shall be recorded in the examination record. ³The 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) ¹The examiners have the right to ask questions during presentations. ²Evaluation is based on an overall view of the independent presentation and the answers to the examiners' questions.

§ 14 Written examinations

(1) Written examinations shall last at least 45 min, 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) ¹The preparation period for take-home assignments or similar written work begins when the topic has been communicated to the participant. ²In 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. ³A 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. ⁴Should 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. ⁵It 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. ⁶If 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) ¹According 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 take-home assignments and thesis papers as well as similar written work. ²Therefore, 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. ³In accordance with the Data Protection Act of the State of Baden-Württemberg (Landesdatenschutzgesetz), the work must be anonymized before the plagiarism check. ⁴When submitting the written assignment as defined in sentence 1, the participant shall submit the following signed declaration:

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

§ 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) ¹The examination "Business Analytics Master Project" consists of a written examination in the form of the Master's thesis and an oral examination in the form of the final presentation based on this thesis. ²The 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) ¹The examiner of the "Business Analytics Master Project" can only be a university teacher, as defined in § 8 section 1 sentences 1. ²The person determining the topic of the Master's thesis shall be appointed as the examiner. ³The 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. ⁴The 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) ¹The final topic of the project work and the assignment of respective tasks to the participants shall be determined by the examiner. ²The participants shall be granted the chance to put forward suggestions for a topic and task assignment. ³However, no legal right arises thereof. ⁴The 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) ¹The preparation period for the project work shall be 10 weeks. ²This 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. ⁴The examiner shall inform the Program Management about the beginning of the preparation period and the approved project work topics.

(6) ¹The Master's thesis shall be submitted by the deadline to the Program Management in the form of three hardcopies and one additional digital copy. ²If the Master's thesis is not submitted on time, the project work for all group members shall be graded 0 "failed".

(7) ¹The 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. ²After reviewing the evaluation, the examiner determines a grade for each participant for her/his respective written assignment.

(8) ¹The final presentation shall be carried out after the Master’s thesis has been evaluated. ²Each participant who has passed their Master’s thesis with a grade of at least 60 “fair” shall take part in the oral examination in the form of the final presentation. ³Those who do not meet these requirements cannot participate in the final presentation and, as a result, fail the examination “Business Analytics Master Project”.

(9) ¹The final presentation shall be held in front of the examiner. ²Participants 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) ¹In accordance with section 8 sentence 2, the participants shall be jointly assessed. ²The length of the final presentation shall be measured such that each participant is evaluated for a total of 10 minutes. ³The examiner shall assign a grade to the final presentation of each participant; § 13 section 2 shall apply accordingly.

(11) ¹Following 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. ²The grading is based on the individual evaluation of the Master’s thesis and the final presentation. ³The final grade is composed of the Master’s thesis (80% of the final grade) and of the final presentation (20% of the final grade).

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

(1) ¹The grades for individual examinations are determined by the respective examiner. ²The following grades shall be used for the evaluation of individual examinations:

100-96	Excellent
86-95	Very Good
76-85	Good
66-75	Satisfactory
60-65	Fair
0-59	Failed

³If the participant does not submit a piece of graded coursework or examination in time for the deadline or does not appear at an examination date, this piece of coursework shall be deemed to have been assessed with the grade 0 "failed".

(2) ¹If an examination comprises only one assignment, the overall examination grade equals the grade of this assignment. ²If an examination comprises several assignments, the overall numerical examination grade equals the weighted mean calculated using the grades of the individual assignments. ³For 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. ⁴The weighted average is shown without decimals; it is rounded to the nearest whole number; in case of doubt, the better of the two marks is awarded. ⁵If the calculated mean is equal to 59 or worse, the examination is assessed as "failed".

(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) ¹An examination comprising only one assignment is passed if the grade 60 (“fair”) or better is awarded. ²An examination comprising several assignments is passed if the examination grade calculated equals 60 (“fair”) or better. ³The 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) ¹An examination comprising only one assignment is not passed if the assignment is graded 59 or worse (“failed”) or is deemed to have been assessed accordingly. ²If an examination comprises several assignments, it is considered failed if the examination grade calculated equals 59 or worse (“failed”).

(2) ¹Failed examinations may be retaken once. ²A re-sit summons will be issued for the next possible examination date. ³For 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) ¹An examination is definitively not passed if the re-take attempt is failed. ²The final failure of an examination ends the examination procedure.

(2) ¹If an examination is definitively not passed, the Joint Examination Committee shall determine the final failure of the examination by providing official notice. ²Through 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) ¹The 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. ²In 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) ¹Disturbances 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.

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 record or in another suitable manner. ⁴If 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) ¹If 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. ²The request shall not contain any conditions. ³If 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) ¹The request must be submitted to the Program Management within one year of having received the result of the respective examination. ²The Program Management will decide on the time and place for accessing the examination records.

§ 22 Compensation of disadvantages

(1) ¹If 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. ²Applications 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) ¹This 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. ²The 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) ¹A 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)”. 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 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. ⁴The possibility to withdraw or be absent 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.

§ 23 Extending the maximum period for completing the External Examination in the Examination Program “Master in Management Analytics (Full-Time)”

(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) ¹A 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. 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 § 32 of the LVwVfG are met.

(3) ¹The participant requesting an extension is responsible for producing 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 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.

(5) ¹The extension of examination 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 § 22 remains unaffected.

§ 24 Withdrawal and absence

(1) ¹If 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. ²If an examination comprises several assignments, a request as defined in sentence 1 can only be submitted for the examination as a whole. ³By 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) ¹The application must be submitted to the Program Management in writing without delay; the decision on this application is made by the Joint Examination Committee. ²It is the participant's responsibility to immediately report and substantiate the valid reasons asserted for the withdrawal or absence. ³If 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. ⁴In 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) ¹The 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. ²If 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. ³In 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) ¹If the application is not granted, it shall be deemed not to have been declared. ²In 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 0 “failed”.

§ 25 Cheating and other misconduct

(1) ¹If 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 0 (“failed”) or the participant may be excluded from the examination depending on the severity of violation. ²In especially severe cases, the participant shall be excluded without the option to retake the examination. ³In 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) ¹A 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. ²In such cases, the relevant assignment or examination is graded 0 (“failed”). ³In 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 “Master in Management Analytics (Full-Time)”

(1) ¹In 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”. ²If 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) ¹If 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. ²If 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) ¹Inaccurate transcripts of records shall be retracted. ²Where applicable, new transcripts of records shall be issued. ³Along 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 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 “Master in Management Analytics (Full-Time)”

¹This external examination includes 20 examinations with the scope of between 2 and 15 ECTS credits.

² The examinations marked with * will be completed at the partner school IDC.

1. Area: Analytics		
Examination	Composition of the examination	19 ECTS
Data Science for Business I *	In accordance with IDC examination requirements	6
Data Intuition *	In accordance with IDC examination requirements	3
Data Science for Business II	Quantitative data analysis project and examination (60 min)	5
Decision Making under Uncertainty	Case study analysis	2
Data Visualization and Story Telling	Case study analysis	3

2. Area: Business		
Examination	Composition of the examination	26 ECTS
Strategy Innovation and Entrepreneurship *	In accordance with IDC examination requirements	6
Financial Analytics I *	In accordance with IDC examination requirements	3
Financial Analytics II *	In accordance with IDC examination requirements	3
Accounting *	In accordance with IDC examination requirements	3
Marketing Analytics	Quantitative data analysis project and examination (60 min)	5
Supply Chain Analytics	Case study analysis	3
HR/People Analytics	Case study analysis	3

3. Area: Technology		
Examination	Composition of the examination	21 ECTS
Machine Learning for Business *	In accordance with IDC examination requirements	6
Practical UX Design *	In accordance with IDC examination requirements	3
Data Management *	In accordance with IDC examination requirements	3
Organizational Behavior	Presentation and examination (60 min)	3
Decision Technology	Case study analysis	2
Text Analysis	Examination (60 min)	2
Image Mining	Examination (60 min)	2

4. Area: Business Analytics Master Project (BAMP)		
Examination	Composition of the examination	15 ECTS
Business Analytics Master Project	Master’s thesis und final presentation	15