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Examination Regulations for the Master's Examination for External Examinees (external examination) in the Examination Program "Mannheim Part-Time Master of Business Administration" of the University of Mannheim from June 10, 2022

On 25 May 2022, 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 "Mannheim Part-Time Master of Business Administration" of the University of Mannheim, based on § 32 section 3 sentence 1 and § 33 of the Act on Higher Education of the Land of Baden-Württemberg (LHG) and according to § 19 section 1 sentence 2 number 9 LHG. The President approved these statutes on .

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I. General provisions

§ 1 Purpose of the examination

[1]The Master’s examination for external examinees (External Examination) in the examination program “Mannheim Part-Time Master of Business Administration” of the University of Mannheim (“PTMBA”) is a postgraduate program. [2]The External Examination enables postgraduates of all fields who acquired the required knowledge and competencies to obtain the master´s degree in accordance with § 2 sentence 1 outside a formal college/university program at the “Mannheim Business School gGmbH” which is an external education institution cooperating with the University of Mannheim. [3]By passing the External Examination, participants demonstrate in-depth business knowledge acquired in an international environment. [4]The examination program is intended to establish whether the participant has acquired the specialized knowledge necessary for an executive position in an international environment. [5]Furthermore, the participant’s grasp of the connections between the various economic and management topics will be examined, along with the participant’s ability to apply the acquired academic methods and knowledge in a responsible way.

§ 2 Graduation

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

§ 3 Program of examinations, structure and completion of the External Examination in the Examination Program “Mannheim Part-Time Master of Business Administration”; language of examinations

(1) [1]The scope of the External Examination amounts to 90 ECTS taking into consideration the ECTS credits to be acquired within the respective areas:

1. Core Courses: 40 ECTS credits
2. Focus Modules: 24 ECTS credits
3. Case in Practice: 10 ECTS credits
4. Business Master Project: 16 ECTS credits

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

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

(3) Examination results acquired in the preparatory program for this External Examination at one of the partner schools of Mannheim Business School gGmbH are presumed to be sufficiently equivalent to the examinations that are to be replaced within this area; in other cases, § 9 shall remain unaffected.

(4) All examinations shall be taken in English.

§ 4 Beginning of the External Examination in the Examination Program "Mannheim Part-Time Master of Business Administration"; regular and maximal period of the External Examination

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

(2) All examinations required for successful completion of the External Examination shall be passed within 24 months from the beginning (regular period).

(3) [1]All examinations required for successful completion of the External Examination need to be passed within a given time frame (maximum period of the External Examination). [2]The maximum period ends 12 months after the regular period, except in cases where the participant is not responsible for having exceeded this period. [3]The Joint Examination Committee shall issue an official notice in the event that this period is exceeded. [4]Through the issuing of this notice, the participant loses the right to examination in accordance with § 32 section 5 sentences 4 and 5 in conjunction with sentence 3 number 2 LHG.

§ 5 Transcript of records; diploma

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

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

[3]The Joint Examination Committee may stipulate that further details are to be included on the transcript of records. [4]The transcript of records shall bear the date of the last examination completed by the

participant. [5]The transcript of records shall be signed by the Academic Director of this External Examination or by her/his deputy.

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

II. Organization and administration of the External Examination in the Examination Program "Mannheim Part-Time Master of Business Administration"; recognition of competencies and examination results

§ 6 Academic Director; Joint Examination Committee

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

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

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

(4) [1]The Joint Examination Committee is quorate when the Chair or the Deputy Chair and at least half of its members are present. [2]The Committee shall decide by simple majority of the members present. [3]In case of a tie vote, the Chair's vote shall be decisive.

(5) [1]The Joint Examination Committee takes all decisions according to these examination regulations if not provided otherwise herein. [2]Moreover, it enforces these examination regulations. [3]The Joint Examination Committee may delegate certain tasks to the Chair or to another member:

1. appointment of examiners and observers,
2. decisions on recognition of competences,
3. decisions on acceptance of reasons for withdrawal or absence,
4. decisions on compensation for disadvantages,
5. decisions on extensions of deadlines,
6. decisions on procedural errors,
7. determination of the final failure of an examination,
8. determination of exceeding the maximum duration of studies.

(6) [1]The members of the Joint Examination Committee are bound to official secrecy. [2]Unless they are employed in the public service they shall be obliged by the Chair in writing to maintain official secrecy. [3]This 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.

[4]The 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.

(7) The Joint Examination Committee, its Chair and other members in case of section 5 sentence 3 are supported by the Program Management of the Mannheim Business School gGmbH in fulfilling their duties; this support comprises especially the specific preparatory tasks with regard to examination rules and procedures on behalf of the Joint Examination Committee, its Chair and other members in case of section 5 sentence 3.

§ 7 Conducting the External Examination in the Examination Program "Mannheim Part-Time Master of Business Administration"

(1) [1]When conducting External Examinations, the University may be supported by third parties, delegating to them the organization of examinations within the External Examinations on behalf of the University (Verwaltungshilfe). [2]At all times, the University finally decides on the examination procedures; the ultimate decision in all matters lies with the University.

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

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

§ 8 Examiners

(1) [1]Only university teachers, adjunct lecturers, 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 (authorized examiners). [2]University teachers as defined in sentence 1 can also be academic members of foreign official or officially recognized higher education institutions if their qualification is considered equivalent. [3]For the examinations in the area of "Business Master Project", the specifications in the

relevant regulation for this examination shall be observed in addition. [4]An observer can only be appointed if s/he has at least the qualification in the subject area related to the examination discussion that is to be acquired through the examination to be taken.

(2) The Joint Examination Committee appoints examiners as well as observers.

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

(4) Examiners and assistants for the correction of examinations are bound to secrecy in accordance with § 6 section 6.

§ 9 Recognition of examinations and competencies

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

(2) [1]For the recognition of examinations completed abroad, agreements between the Federal Republic of Germany and other countries need to be 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). [2]The Central Office for Foreign Education (Zentralstelle für ausländisches Bildungswesen – ZAB) may also be consulted in cases of doubt regarding the equivalency.

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

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

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

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

(5) [1]If examinations are recognized and the grading systems are comparable, grades are to be adopted in accordance with these regulations and shall count towards the calculation of the final grade. [2]For the conversion of foreign grades, the examination committee may resolve to determine generally applicable regulations for the conversion of foreign grades. [3]In the case that the two grading systems are not comparable, making conversion impossible, or there are no available grades, the examination shall

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

(6) Should a participant take part in an examination which is part of the External Examination at the University of Mannheim although s/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 “Mannheim Part-Time Master of Business Administration”

(1) [1]When beginning the External Examination, the participant’s registration to each examination within the external examination is mandatory; this also applies to the notification of next possible examination dates if an examination has not been passed in the first attempt. [2]Respective examination dates shall be provided in advance and in a suitable manner.

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

(3) [1]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. [2] In the respective, applicable version of the program catalog for the External Examination of the University of Mannheim, (“Programmkatalog”) certain progress levels are determined, which have to be achieved in the preparatory program for admission to individual examinations of this External Examination. [3]The Joint Examination Committee decides upon the program catalog.

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

1. The participant shall prove the achievement of progress level for the respective examination within the preparatory program at the Mannheim Business School gGmbH as determined in the program catalog.
2. [1]The participant must demonstrate a total of 210 ECTS credits of acquired competences at the Bachelor level. [2]For this, s/he must 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 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. [4]In addition to the ECTS credits from the undergraduate degree program, professionally acquired competences may be recognized as up to 30 ECTS; this requires that
    a. the professionally acquired competences can be assigned to the area specified in § 1, sentence 3 and are at least at the level of a corresponding Bachelor's degree program, and
    b. the professional activities were carried out over a period corresponding to at least one full-time job (40 hours per week) over twelve months.

3. The participant must prove qualified professional experience of at least three years; the Joint Examination Committee decides upon exceptions to this rule.
4. [1]Participants have to provide a proof of sufficient English proficiency. [2]Proof is provided if an at least two-year undergraduate degree has been successfully completed, at least half of which was based on English as the language of instruction and examination, or if a higher education entrance qualification has been acquired in an English-speaking school system. [3]If neither such a degree nor such a higher education entrance qualification has been obtained, the following test results can serve as a proof of English proficiency:
    a. Test of English as a Foreign Language (TOEFL) – Internet Based Test (TOEFL iBT) with a score of at least 85 points;
    b. International English Language Testing System (IELTS) – Academic Test 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 to Level B2 or better,
    e. First Certificate in English (FCE) to Level C; Certificate in Advanced English (CAE) and Certificate of Proficiency in English (CPE), each with at least Level C, are also recognized,
    f. Business English Certificate (BEC) to Level B2 or better.

    [4]In terms of §4 section 1, only test results obtained not earlier than two years prior to the first examination date shall be recognized as a proof.
5. The participant is not enrolled as a student at the University of Mannheim.
6. 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.

[2]Admission shall be denied if the participant's circumstances are as defined in § 60 section 3 (4) or § 62a section 1, section 2 (2-4) or subsection 3, sentence 3 LHG.

(5) If a participant withdraws in due time, her/his withdrawal being approved, her/his absence being approved or s/he fails to pass the attempt, the participant shall be notified of 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 "Mannheim Part-Time Master of Business Administration"

(1) [1]An examination as defined in these Examination Regulations can be composed of one or several individual assignments. [2]In case of group assignments, only the individual contribution of each participant shall be evaluated; it shall be ensured that within a group assignment the individual contribution of each group member is clearly identifiable allowing a reliable evaluation.

(2) [1]The type and composition of the examinations is given in the appendix. [2]The respective number of ECTS points to be acquired can be found in the appendix in conjunction with the program catalog. [3]The examiner determines the authorized material and informs the participants about it by using appropriate means in due time before the examination.

§ 12 Types and forms of assignments

Types and forms of assignments are as follows:

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

§ 13 Oral examinations

(1) [1]Minutes from the examination ("Ergebnisprotokoll") shall be taken during the main course of the oral examination, unless the type of examination does not allow for minutes. [2]The examination results shall be recorded in the minutes. [3]The minutes are to be signed by the examiner, in case of an examination commission by all the examiners of the commission, and to be put on file.

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

§ 14 Written examinations

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

(2) The examination supervisor shall take minutes of written examinations, sign and file them unless the type of examination does not allow for minutes.

(3) [1]The preparation period for take-home assignments or similar written work begins when the topic has been communicated to the participant. [2]In case of valid reasons and upon written request from a participant in due time, an individual suspension of the preparation period shall be granted based on a case-by-case decision and the submission date shall be postponed accordingly. [3]A request in accordance with sentence 2 shall be made by the participant to the Program Management immediately upon gaining information on the circumstances justifying a suspension and is only possible within the preparation period; the decision on such a request is made by the Academic Director of the External Examination. [4]Should the request not be made in due time according to sentence 3, the circumstances justifying a suspension are considered irrelevant for the examination attempt concerned, especially for its assessment. [5]It is the participant's responsibility to provide sufficient proof of her/his special circumstances upon filing the request for a suspension, especially regarding adequacy of the suspension period. [6]If an extension of the preparation period and a corresponding postponement of the submission date is required for subject-related reasons, sentences 2 to 5 shall apply accordingly provided that the examiner's approval is to be obtained.

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

“I hereby declare that I have prepared this thesis independently and that I have not received any assistance from third parties. No other person has contributed to the intellectual content of this thesis. In particular, I have not made use of the services of a ghostwriter or a ghostwriting agency. I have neither directly nor indirectly provided payment or any other form of remuneration to third parties for work related to the content of the submitted thesis.

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

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

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

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

§ 15 Examination in the area “Case in Practice”

(1) [1]In the “Case in Practice” area, participants gain in-depth professional practice experience by applying and reflecting on the competences, which they acquired in the preparation program, in the practical environment of their work activities. [2]They gain a new perspective on the contents, methods and theories of the External Examination from the angle of professional practice. [3]The examination takes up one of the topics from the "Core Courses" area of the External Examination. [4]The final topic shall be determined by the examiner.

(2) [1]In this area, the professional activities with implementation of what has been learned serve as the basis for the pass/fail assignment to be handed in. [2]The professional activities on which the written assignment is based must be carried out in the company or companies in which the participant is employed as their primary occupation while taking the External Examination.

(3) The following requirements must be observed for the take-home assignment:

1. [1]The take-home assignment is a pass/fail assignment. [2]It shall be submitted by the participant by 31 September of the second calendar year after the start of the External Examination.
2. [1]The take-home assignment is an independently written report of at least 6 to a maximum of 10 pages (Din A4). [2]It shall contain information on the following aspects:
    a. Description of the company and the industry (minimum half a page, maximum 1 page);
    b. Introduction and description of the selected topic (minimum 1 page, maximum 1.5 pages);
    c. Description of the status quo on the selected topic and its implementation in the company context (minimum 1.5 pages, maximum 2.5 pages);

d. Evaluation, considerations and recommendations for the implementation of the selected topic in the company (minimum 3 pages, maximum 5 pages);

[3]The form and content of the written report shall comply with the standards for written scientific papers.

§ 16 Examination in the area "Business Master Project"

(1) By passing the examination in the area "Business Master Project", the participant shall prove the practical implementation of the acquired knowledge applying scientific methods within a limited period of time.

(2) [1]The examination "Business Master Project" consists of two parts: a written examination in the form of the Master's Thesis, and a combined examination in the form of the final presentation based on the written part of the examination. [2]The Master's Thesis is a group work assessment, in which the number of group members may not exceed five; the Academic Director of the respective external examination decides upon exceptions to this rule.

(3) [1]The examination "Business Master Project" can only be evaluated by university teachers as defined in § 8 section 1. [2]The university teacher who assigned the topic of the Master's Thesis shall be the examiner. [3]The examiner acts simultaneously as supervisor and may, for subject-related reasons, call in another university lecturer in accordance with § 8 section 1 as a supplementary supervisor for the Master's Thesis. [4]The supervisor advises the participants on any questions related to the Master's Thesis, not interfering with the participant's individual performance and responsibility for the examination.

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

(5) [1]The preparation period for the Master's Thesis shall be 12 weeks. [2]This period starts with the final approval and issuance of the topic. [3]§ 14 section 3 does not apply to the preparation period and the submission date. [4]The examiner shall inform the Program Management about the beginning of the preparation period and the approved topic.

(6) [1]The Master's Thesis shall be submitted to the Program Management within the preparation period in one hard-copy as well as in a digital form. [2]If the Master's Thesis is not submitted in due time it will be graded 5.0 "failed" for all group members.

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

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

(9) [1]The examiner examines the final presentation. [2]Participants who wish to take the same examination at a later date may be permitted by the Joint Examination Committee to attend the final presentation (with the exception of the deliberation and announcement of the examination results) as listeners provided that the room capacity allows for it and all examinees consent.

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

(11) [1]Following the final presentation, the examiner shall determine the final grade of the examination “Business Master Project” for each participant according to § 16 section 1. [2]The grading is based on the individual assessments of both the Master's Thesis and the final presentation. [3]The final grade is composed of the Master's Thesis (60% of the final grade) and of the final presentation (40% of the final grade).

§ 17 Assessment of assignments; calculation of grades; assessment of the External Examination within the Examination Program “Mannheim Part-Time Master of Business Administration” (final grade)

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

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

[3]If the participant does not submit a graded or non-graded assignment by the deadline or does not show up for an examination, her/his performance shall be assessed with the grade 5.0 or “failed”.

(2) [1]If an examination comprises only one assignment, the overall examination grade equals the grade of this assignment. [2]If an examination comprises several assignments, the overall numerical examination grade equals the weighted average calculated by using the grades of the individual assignments. [3]For all examinations except the “Business 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 learning platform. [4]The weighted average is calculated to one decimal place; all further decimal places are excluded without rounding. [5]The examination grades according to their weighted average are in wording:

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

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

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

§ 18 Passing examinations; obtaining ECTS credits

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

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

§ 19 Failing and retaking examinations

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

(2) [1]Failed examinations may generally be retaken once. [2]A notification will be given for the next possible examination date as a retake attempt. [3]When retaking an examination consisting of several assignments, all graded and non-graded assignments are to be retaken.

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

§ 20 Failing the final examination attempt; legal consequences

(1) [1]The failure of an examination is final if the last available examination attempt was not passed. [2]The final failure of an examination terminates the examination procedure.

(2) [1]If an examination is finally failed, the Joint Examination Committee shall determine by notice the definitive (final) failure of the examination concerned. [2]The participant’s entitlement to the examination shall be lost in accordance with § 32 section 5 sentence 3 (1) LHG.

§ 21 Breaches of procedure

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

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

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

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

(3) [1]If the Joint Examination Committee did not take measures of compensation in accordance with section 1 for a disturbance that occurred during an examination 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 Joint Examination Committee in writing immediately after the examination; if the examination consisted of several parts, the request shall be made immediately after the relevant part of the examination. [2]The request shall not contain any conditions. [3]If the disturbances of the examination procedure or any other kind of breaches of procedure relevant to the evaluation of the respective examination are not reported in due time, they are deemed insignificant especially for the grading of the examination.

§ 22 Access to examination records

(1) The participant shall be granted access to her/his written examinations upon written request submitted within an appropriate period of time; this includes the written examination, the respective evaluation(s) of the examiner(s) and the minutes of each examination.

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

§ 23 Compensation for disadvantages

(1) [1]If participants, as a result of a special condition or situation, cannot take the respective examination, in particular due to the form of examination, they can request the Joint Examination Committee for a compensation for disadvantages in writing, which decides together with the respective examiner about the appropriate compensation for disadvantages in order to adhere to the principle of equal opportunities. [2]Disabled participants or participants with a chronic illness shall submit their request for compensation for disadvantages to the Commissioner and Counselor for disabled students and students with chronic illnesses; the Joint 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) [1] This applies in particular to participants:
1. with children, or
2. with a relative in need of care within the meaning of § 7 section 3 of the Caregiver Leave Act (PflegeZG), or for participants
3. with a disability, or
4. with a chronic illness,

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

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

(4) [1]It is the responsibility of each participant to provide sufficient evidence of her/his special circumstances upon filing the request for compensation for disadvantages. [2]If there are significant changes to the special circumstances of the participant before or during the claim for compensation for 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.

§ 24 Extending the maximal period for completing the External Examination in the Examination Program "Mannheim Part-Time Master of Business Administration"

(1) The maximum period may be extended by the Joint Examination Committee upon written request from a participant, which is submitted in due time, if the respective participant, in particular if belonging to the categories listed in § 23 section 2, is in a need of extension due to special conditions for which s/he is not responsible, for a period which is subject to the individual case.

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

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

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

(5) [1]The extension of examination deadlines, the preparation period and submission deadlines for graded and non-graded assignments is not covered by the sections listed above. [2]The option of requesting compensation for disadvantages in accordance with § 23 remains unaffected.

§ 25 Withdrawal and absence

(1) [1]If the participant cannot keep an examination appointment completely or partly for a valid reason, in particular due to illness, the participant may submit a request for approval of the reasons for

withdrawal or absence. [2]If an examination comprises several assignments, a request as defined in sentence 1 can only be submitted for the examination as a whole. [3]By way of derogation from sentence 2, a request as defined in sentence 1 may be submitted separately for the final presentation within the examination “Business Master Project” if the Master's Thesis has been passed; if the request is approved, the participant is allowed to continue with the examination by way of derogation from section 4 on the next possible examination date.

(2) [1]The request must be submitted to the Program Management in writing without delay; the decision on this request is made by the Joint Examination Committee. [2]It is the participant’s responsibility to immediately notify and substantiate the valid reasons for the withdrawal or absence. [3]If the participant withdraws or is absent due to an illness, a medical certificate needs to be submitted including the description of medical findings and confirmation why the participant is not able to take the examination. [4]In case of illness of a child or a relative in need of care, proof of the obligation to care for the child/relative must be provided.

(3) [1]A withdrawal is ruled out if the examination result has already been published, unless valid evidence could not be provided earlier by the participant due to reasons beyond her/his control. [2]If the participant took an examination whilst being aware of an illness or in negligent ignorance of an illness, a withdrawal due to this valid reason can no longer be approved. [3]In particular, the criteria for a negligent lack of knowledge are met if symptoms of health problems were not taken care of as soon as possible.

(4) If the request is granted, the examination attempt is deemed not to have been taken and the examination must be retaken on the next possible date.

(5) [1]If the request is not granted, it shall be deemed not to have been submitted. [2]In this case, an assignment which has been handed in by the participant within the preparation period shall be assessed by the examiner; if the participant has not handed in any assignment within the preparation period, it shall be deemed to have been assessed with the grade 5.0 or “failed”.

§ 26 Cheating and other misconduct

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

§ 27 Invalidity of the External Examination in the Examination Program “Mannheim Part-Time Master of Business Administration”

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

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

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

(4) [1]Inaccurate transcript of records shall be retracted. [2]Where applicable, new transcript of records shall be issued. [3]Along 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”. [4]Decisions according to section 1 or section 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

§ 28 Commencement; scope of application

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

(2) [1]These regulations apply to all participants in the External Examination who start the examination program from September 2022.

(3) [1]The “Prüfungsordnung für das Prüfungsprogramm für Nichtstudierende” (External Examination) in the „Mannheim Master of Business Administration” program of Mannheim University, dated 15. March 2017 (BekR Nr. 07/2017 p. 25ff.)), last amended by the statutes of 27 September 2019 (BekR Nr. 23/2019, p. 13f.), shall cease to be effective with these examination regulations coming into force. [2]However, it shall remain effective for the participants who started the part-time program before the present regulations have come into force; in this respect, the previous regulations which have ceased to apply shall continue to apply.

V. <u>Appendix:</u> Examination structure and examinations of the External Examination in the Examination Program "Mannheim Part-Time Master of Business Administration"

1st Subject Area: Core Courses		
Examination	**Composition of the Examination**	**40 ECTS**
Qualitative & Quantitative Research Methods	Case study analysis and one take-home assignment	*4*
Marketing	Case study analysis and one take-home assignment	*4*
Financial Accounting	Case study analysis and one take-home assignment	*4*
Corporate Finance	Exam (45 min.) and one take-home assignment	*4*
Strategic Management	Exam (120 min.)	*4*
Economics	Exam (90 min.)	*4*
Business Ethics & Corporate Social Responsibility	Case study analysis and one take-home assignment	*4*
Managerial Accounting	Three case study analyses	*4*
Organizational Behavior & Change Management	Case study analysis and one take-home assignment	*4*
Operations	Case study analysis and one take-home assignment	*4*

2nd Subject Area: Focus Modules		
Examination	**Composition of the Examination**	**24 ECTS**
Sales & Negotiation	Case study analysis and an exam (60 min.)	*6*
Innovation & Digitalization	Two take-home assignments	*6*
Advanced Finance & M&A	Case study analysis, one take-home assignment and an exam (60 min.)	*6*
Management Analytics	Case study analysis and one take-home assignment	*6*

3rd Subject Area: Case in Practice ***The written report is a pass/fail assignment.***		
Examination	**Composition of the Examination**	**10 ECTS**
Case in Practice	Take-home assignment	*10*

4th Subject Area: Business Master Project (BMP)		
Examination	**Composition of the Examination**	**16 ECTS**
Business Master Project	Master's Thesis and final presentation	*16*