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**Examination Regulations for the Master's Examination for External Examinees (external examination) in the Examination Program “Mannheim Master of Business Administration” of the University of Mannheim from March 15, 2017**

On 15 March 2017, 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 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 March 15, 2017.

**1. Amend to the Examination Regulations for the Master's Examination for External Examinees (external examination) in the Examination Program “Mannheim Master of Business Administration” of the University of Mannheim from October 5, 2017**

**2. Amend to the Examination Regulations for the Master's Examination for External Examinees (external examination) in the Examination Program “Mannheim Master of Business Administration” of the University of Mannheim from March 22, 2018**

**3. Amend to the Examination Regulations for the Master's Examination for External Examinees (external examination) in the Examination Program “Mannheim Master of Business Administration” of the University of Mannheim from October 1, 2018**

**4. Amend to the Examination Regulations for the Master's Examination for External Examinees (external examination) in the Examination Program “Mannheim Master of Business Administration” of the University of Mannheim from February 27, 2019**

**5. Amend to the Examination Regulations for the Master's Examination for External Examinees (external examination) in the Examination Program “Mannheim Master of Business Administration” of the University of Mannheim from September 27, 2019**

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

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## I. General provisions

### § 1 Purpose of the examination

<sup>1</sup>The Master's examination for external examinees (external examination) in the examination program "Mannheim Master of Business Administration" of the University of Mannheim ("MBA")<sup>1</sup> is a postgraduate program. <sup>2</sup>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. <sup>3</sup>By passing the External Examination, participants demonstrate in-depth business knowledge acquired in an international environment. <sup>4</sup>The examination program is intended to establish whether the participant has acquired the specialized knowledge necessary for an executive position in an international environment. <sup>5</sup>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

<sup>1</sup>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). <sup>2</sup>In accordance with § 5 section 2, the academic degree shall only be used following the receipt of the diploma.

### § 3 Scope of examinations, structure and completion of the External Examination in the Examination Program "Mannheim Master of Business Administration"; language of examinations

(1) <sup>1</sup>The scope of the External Examination amounts to 80 ECTS taking into consideration the ECTS credits to be acquired within the respective areas:

1. Core Courses: 40 ECTS credits
2. Specialization courses: 24 ECTS credits
3. Business Master Project: 16 ECTS credits

<sup>2</sup>The specific allocation of ECTS credits to examinations within the areas relevant for completion of the program is specified in the Appendix. <sup>3</sup>One ECTS credit corresponds to a workload of 25-30 hours.

(2) <sup>1</sup>The External Examination is passed if all required examinations in accordance with the area-specific structure of the examination program are completed. <sup>2</sup>The required examinations are specified in the Appendix.

(3) Examination results acquired in the respective 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 completed in English.

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<sup>1</sup> to facilitate reading, the term "the external examination in the examination program "MBA" will be referred to as "External Examination"

#### **§ 4 Beginning of the External Examination in the Examination Program “Mannheim 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 12 months from the beginning (regular period); section 3 shall remain unaffected.
- (3) For participants who prove to Program Management, at the time of their admission to the first examination in the program, that they pursue this External Examination while in employment, the regular period in deviation from section 2 is 24 months.
- (4) <sup>1</sup>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). <sup>2</sup>The maximum period ends 12 months after the regular period, except in cases where the participant is not responsible for having exceeded this period. <sup>3</sup>The Joint Examination Committee shall issue an official notice in the event that this period is exceeded. <sup>4</sup>Through the issuing of this notice, the participant loses the right to examination in accordance with § 32 Paragraph 5 Sentences 4 and 5 in conjunction with sentence 3 alternative to 2 LHG.

#### **§ 5 Transcript of records; diploma**

- (1) <sup>1</sup>Upon successful completion of the External Examination, a transcript of records is issued to the participant. <sup>2</sup>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 thesis in the examination “Business Master Project” and
  3. the final grade both in numerical value and wording.

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

- (2) <sup>1</sup>Along with the transcript of records, the participant receives a diploma certifying the award of the academic degree “Master of Business Administration“ (MBA). <sup>2</sup>Section 1 sentence 4 applies accordingly. <sup>3</sup>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 Master of Business Administration”; recognition of competencies and examination results**

#### **§ 6 Academic Director; Joint Examination Committee**

- (1) <sup>1</sup>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. <sup>2</sup>The term

of office shall be four years; re-election is possible. <sup>3</sup>If the Academic Director or her/his deputy ends office prematurely, the Council shall elect a successor.

(2) <sup>1</sup>The Business School of the University of Mannheim shall appoint a Joint Examination Committee for all its external examinations. <sup>2</sup>By the virtue of office, all Academic Directors of existing external examinations at the School are members of this Committee. <sup>3</sup>All members are eligible to vote. <sup>4</sup>If an Academic Director ends office prematurely, her/his deputy shall take over; 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) <sup>1</sup>The Joint Examination Committee shall elect one of its members as a chair and one as a deputy chair. <sup>2</sup>The chair shall assume the executive function of the Joint Examination Committee. <sup>3</sup>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) <sup>1</sup>The Joint Examination Committee is quorate when the chair or the deputy chair and at least half of its members are present. <sup>2</sup>The Committee shall decide by simple majority of the members present. <sup>3</sup>In case of a tie vote, the chair's vote shall be decisive.

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

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

<sup>4</sup>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 Master of Business Administration"**

(1) <sup>1</sup>When conducting external examinations, the University may be supported by third parties, in particular delegating to them the organization of examinations within the external examinations on behalf of the University ("Verwaltungshelfer"). <sup>2</sup>At all times, the University finally decides on the examination procedures; the ultimate decision in all matters lies with the University.

(2) <sup>1</sup>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. <sup>2</sup>For this purpose, the Mannheim Business School gGmbH has established a Program Management supporting the Joint Examination Committee in fulfilling its duties. <sup>3</sup>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) <sup>1</sup>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; § 15 section 10 sentence 2 remains unaffected. <sup>2</sup>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.

(2) <sup>1</sup>The Joint Examination Committee appoints examiners. <sup>2</sup>The Joint Examination Committee may delegate the appointment to the Academic Director of the respective external examination.

(3) For oral examinations, the respective examiner shall bring in a qualified person - with regard to the subject of the examination - as secretary to take the minutes

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

(5) Examiners, observers, and assistants for correction 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) <sup>1</sup>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). <sup>2</sup>The Central Office for Foreign Education (Zentralstelle für ausländisches Bildungswesen – ZAB) may also be consulted in cases of doubt regarding the equivalency.

- (3) <sup>1</sup>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.
- <sup>2</sup>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. <sup>3</sup>The way these competencies were acquired is also to be considered. <sup>4</sup>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) <sup>1</sup>The written request for recognition shall be submitted to the Program Management. <sup>2</sup>The Academic Director of the respective external examination shall decide upon the request. <sup>3</sup>It is the applicant's responsibility to provide all necessary documentation for the recognition.
- (5) <sup>1</sup>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. <sup>2</sup>For the conversion of foreign grades, the examination committee may resolve to determine generally applicable regulations for the conversion of foreign grades. <sup>3</sup>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". <sup>4</sup>In such cases, the examination may not be calculated into the final grade. <sup>5</sup>The recognition of such examinations shall be noted on the transcript of records.
- (6) Should a participant take part in an examination which is part of the External Examination at the University of Mannheim although she/he has already acquired the respective qualification elsewhere, the participant automatically waives the right to have these previous qualifications recognized.

### **III. Examination procedure**

#### **§ 10 Registration and admission to examinations of the External Examination in the Examination Program "Mannheim Master of Business Administration"**

- (1) <sup>1</sup>When beginning the External Examination according to § 4 section 1, the participant's registration to each examination within the external examination is mandatory; section 1 sentences 3 and 4 of the appendix remain unaffected. <sup>2</sup>Respective examination dates shall be provided in advance and in a suitable manner.
- (2) <sup>1</sup>The participant can in her/his own responsibility decide to withdraw from the examination attempt. <sup>2</sup>A written request for withdrawal shall be submitted to the Program Management at least two weeks before the examination date. <sup>3</sup>In accordance with sentence 2, once the withdrawal deadline has expired, registration for an examination attempt is binding.
- (3) <sup>1</sup>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. <sup>2</sup>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. <sup>3</sup>The Joint Examination Committee decides upon the program catalog.

(4) <sup>1</sup>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. <sup>1</sup>Participants 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”). <sup>2</sup>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.
3. The participant must prove qualified professional experience of at least three years; the Joint Examination Committee decides upon exceptions to this rule.
4. <sup>1</sup>Participants have to provide a proof of sufficient English proficiency. <sup>2</sup>The successful completion of an undergraduate degree with English as a language of instruction serves as proof. <sup>3</sup>In such a degree has not been obtained, the following test results can serve as a proof of English proficiency:
  - a. Test of English as a Foreign Language (TOEFL) – TOEFL Internet Based Test (TOEFL iBT) with a score of at least 85 points; TOEFL Computer-Based Test (CBT) with a score of at least 220 points;
  - b. Cambridge ESOL Certificate of Proficiency in English (CPE) to Level C or better;
  - c. Cambridge ESOL Certificate in Advanced English (CAE) to Level C or better or
  - d. International English Language Testing System – Academic Test (IELTS) scoring at least 6.0.

<sup>4</sup>Only test results obtained no more than two years prior to the first examination date shall be recognized as a proof. <sup>5</sup>Any other type of documentation or test serving as a proof of a participant's English proficiency shall be considered sufficient if their equivalency is determined by the Academic Director of this external examination taking into account all available documentation.
5. The participant is not enrolled as a student at a higher education institution.
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.

<sup>2</sup>Admission shall be denied if the participant's circumstances are as defined in section 60 subsection 3(4) or section 62 subsection 3 sentence 1(3, 4) or sentence 2 LHG.

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

#### **§ 11 General provisions on the examinations of the External Examination in the Examination Program “Mannheim Master of Business Administration “**

(1) <sup>1</sup>An examination as defined in these Examination Regulations can be composed of one or several assignments. <sup>2</sup>The number of assignments for each examination as well as the type, form, scope and duration of the particular assignment are specified in the Appendix with reference to the program catalog. <sup>3</sup>For those cases in which alternative assignments are mentioned in the Appendix, the program



catalog specifies the composition and form of the examination. <sup>4</sup>If the Appendix provides alternative formulations for an examination, the stipulation of the required examination is provided in the program catalog.

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

## **§ 12 Types and forms of assignments**

(1) <sup>1</sup>Assignments as defined in these regulations are individual tasks that are graded by the examiner in line with § 16 section 2. <sup>2</sup>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) Types and forms of assignments are in general:

1. written assignments in the form of exams, take-home assignments, case studies and master theses, and
2. oral assignments in the form of (case study and final) presentations.

## **§ 13 Oral examinations**

<sup>1</sup>Minutes from the examination (“Ergebnisprotokoll”) shall be taken during the main course of the oral examination, except the type of examination does not allow for minutes. <sup>2</sup>The examination result shall be recorded in the minutes. <sup>3</sup>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.

## **§ 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) <sup>1</sup>The preparation period for take-home assignments or similar written work begins when the topic has been communicated to the participant. <sup>2</sup>In case of valid reasons and upon written request from a participant in due time, the Academic Director shall grant individual extensions of the preparation period based on a case-by-case decision. <sup>3</sup>A request in accordance with sentence 2 shall be made by the participant to the Program Management immediately upon gaining information on the circumstances justifying an extension, and is only possible within the preparation period. <sup>4</sup>Should the request not be made in due time according to sentence 3, the circumstances justifying an extension are considered irrelevant for the examination attempt concerned, especially for its assessment. <sup>5</sup>It is the participant's responsibility to provide sufficient proof of her/his special circumstances upon filing the request for compensation of disadvantages, especially regarding adequacy of the extension period. <sup>6</sup>§ 21 and § 23 remain unaffected.

(4) <sup>1</sup>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. <sup>2</sup>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. <sup>3</sup>In accordance with the Data Protection Act of the state of Baden-Württemberg (Landesdatenschutzgesetz), the work must be anonymized before the plagiarism check. <sup>4</sup>When 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 “Business Master Project” in the area “Final Project”**

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

(2) <sup>1</sup>The examination “Business Master Project” consists of two parts: a written examination in the form of a master thesis, and an oral examination in the form of a final presentation based on the written part of the examination. <sup>2</sup>The master thesis is a group work assessment, in which the number of group members may not exceed five; the Academic Director decides upon exceptions to this rule.

(3) <sup>1</sup>The examination “Business Master Project” can only be evaluated by university teachers as defined in § 8 section 1. <sup>2</sup>The university teacher who assigned the topic of the master thesis shall be the examiner. <sup>3</sup>The examiner acts simultaneously as supervising examiner and can consult a university teacher on the basis of subject-related reasons with regard to the thesis in accordance with § 8 Paragraph 1. <sup>4</sup>The supervisor advises participants on any questions related to the master thesis, not interfering with the participant’s individual performance and responsibility for the examination.

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

(5) <sup>1</sup>The preparation period for the master thesis shall be 10 weeks; however, for participants according to § 4 section 3 it shall be 12 months. <sup>2</sup>This period starts with the final approval and issuance of the topic. <sup>3</sup>§ 14 section 3 does not apply to the preparation period of the master thesis. <sup>4</sup>The examiner shall inform the Program Management about the beginning of the preparation period and the approved topic.

(6) <sup>1</sup>The master thesis shall be submitted to the Program Management in due time in three hard-copies as well as in a digital form. <sup>2</sup>If the master thesis is not submitted in due time it will be graded 5.0 “failed” for all group members.

(7) <sup>1</sup>The supervisor appointed by the examiner prepares an evaluation of the submitted master thesis in which she/he proposes a grade for the written assignment for each participant. <sup>2</sup>After

reviewing the evaluation, the examiner determines a grade for each participant for her/his written assignment in accordance with § 16 section 2.

(8) <sup>1</sup>The final presentation shall be carried out after the master thesis has been evaluated. <sup>2</sup>Each participant whose master thesis is graded at least 4.0 “fair” shall take part in the oral examination in form of the final presentation. <sup>3</sup>Those who do not meet these requirements cannot participate in the final presentation and, as a result, fail the examination “Business Master Project”.

(9) <sup>1</sup>The examiner examines the final presentation. <sup>2</sup>The Joint Examination Committee may allow other persons having a legitimate interest to be present at the final presentation.

(10) <sup>1</sup>In accordance with section 8 sentence 3, the participants shall be assessed jointly. <sup>2</sup>For each participant, the final presentation consists of an individual presentation and an oral examination. <sup>3</sup>The structure of the final presentation accounts for assessment durations of a total of, approximately, 10 minutes for each participant.

(11) <sup>1</sup>The examiner shall grade the performance of the individual participant in accordance with § 16 section 2.

(12) <sup>1</sup>Following the final presentation, the examiner shall determine the final grade of the examination “Business Master Project” for each participant according to § 16 section 4. <sup>2</sup>The grading is based on the individual assessments of both the master thesis and the final presentation. <sup>3</sup>The final grade is composed of the master 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 “Mannheim Master of Business Administration” (final grade)**

(1) The grades for individual examinations are determined by the respective examiner.

(2) <sup>1</sup>For the grading of individual examinations the following numerical values (numerical grades) may be assigned: 1.0; 2.0; 3.0; 4.0; 5.0. <sup>2</sup>Grades may be differentiated by adding or subtracting 0.3. <sup>3</sup>The grades 0.7, 4.3, 4.7 and 5.3 shall not be assigned. <sup>4</sup>The numerical grades correspond to the following grades in wording:

- 1.0 up to and including 1.3 = very good ("sehr gut");
- 1.7 up to and including 2.3 = good ("gut");
- 2.7 up to and including 3.3 = satisfactory ("befriedigend");
- 3.7 up to and including 4.0 = fair ("ausreichend");
- 5.0 = failed ("nicht ausreichend").

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

(4) <sup>1</sup>If an examination comprises several assignments, the overall numerical examination grade equals the weighted mean calculated using the grades of the individual assignments. <sup>2</sup>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. <sup>3</sup>The weighted mean according to sentences 1 and 2 is calculated to one decimal place; all further decimal places are excluded without rounding. <sup>4</sup>The examination grades according to their weighted mean 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”).

<sup>5</sup>If the mean calculated in accordance with sentences 1 to 3 equals 4.1 or worse, the grade 5.0 “failed” is awarded.

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

### **§ 17 Passing examinations; obtaining ECTS credits**

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

(2) An examination comprising several assignments is passed if the examination grade calculated in accordance with § 16 section 4 equals 4.0 “fair” or better.

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

### **§ 18 Failing and retaking examinations; failing the final examination attempt**

(1) <sup>1</sup>An examination comprising only one assignment is not passed if the assignment is graded 5.0 “failed”. <sup>2</sup>If an examination consists of several assignments it is considered 5.0 “failed” if the overall examination grade calculated in line with §16 section 4 is 5.0 “failed”.

(2) Failed examinations may generally be retaken once.

(3) <sup>1</sup>If a participant fails the initial examination attempt of a “specialization course”, she/he can autonomously submit a request to switch to an alternative “specialization course” examination (substitute examination). This request must be submitted, in writing, to the Program Management. <sup>2</sup>The request has to be submitted promptly, two weeks after the announcement of the (unsatisfactory) examination grade at the latest. <sup>3</sup>A timely request shall be granted if the substitute examination, provided it is an examination taking place during the regular course of the external examination, can be successfully done within the maximal period according to § 4 section 4. <sup>4</sup>If a request according to sentence 1 is granted, the examination procedures from which the participant switches are ended and the participant’s registration to the next examination appointment of the substitute examination is mandatory and considered a retake attempt.

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

(5) <sup>1</sup>The failure of an examination is final if the last available attempt at the examination was not passed; in this case, an official notification shall be issued by the Joint Examination Committee.

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

### **§ 19 Breaches of procedure**

(1) <sup>1</sup>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. <sup>2</sup>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) <sup>1</sup>Disturbances of the examination procedure during the examination shall be reported immediately by the affected participant to

1. the supervisor in case of a written examination and
2. the main examiner in case of an oral examination.

<sup>2</sup>Any other kinds of breaches of procedure are to be reported by the affected participant as soon as the participant acknowledges one. <sup>3</sup>The reports according to sentences 1 and 2 shall be entered into the examination minutes or filed in a different and suitable manner. <sup>4</sup>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) <sup>1</sup>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. <sup>2</sup>The request shall not contain any conditions. <sup>3</sup>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.

### **§ 20 Access to examination records**

(1) Provided that the examination papers have not been returned to the respective participant, she/he 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) <sup>1</sup>The request has to be submitted to the Program Management within one year of having received the result of the respective examination. <sup>2</sup>The Program Management decides on the time and place for accessing the examination records.

### **§ 21 Compensation of disadvantages**

(1) <sup>1</sup>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 a compensation of disadvantages in writing to the Joint Examination Committee, which decides together with the respective examiner about the appropriate compensation of disadvantages in order to adhere to the principle of equal opportunities. <sup>2</sup>Disabled participants or participants with a chronic illness shall submit

their request for compensation of disadvantages to the Commissioner and Counselor for disabled students and students with chronic illnesses; 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) <sup>1</sup>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 (PflegerZG), 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. <sup>2</sup>The same applies to participants who are eligible for periods of protection in accordance with the respective § 3 sections 1 and 2 of the Maternity Protection Act (MuSchG).

(3) <sup>1</sup>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. <sup>2</sup>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. <sup>3</sup>If participants fail to submit the request for compensation of disadvantages in due time in accordance with sentences 1 or 2, the special circumstances will not be considered for the evaluation of the respective examination. <sup>4</sup>The possibility to withdraw or de-register from an examination with a valid reason remains in effect.

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

## **§ 22 Extending the maximal period for completing the External Examination in the Examination Program “Mannheim 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 is in a need of extension due to special conditions for which she/he is not responsible, for a period which is subject to the individual case.

- (2) <sup>1</sup>In particular, this applies to participants
1. with children, or
  2. with a relative in need of care within the meaning of section 7 subsection 3 of the PflegerZG, or
  3. with a disability, or
  4. with a chronic illness

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

(3) <sup>1</sup>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. <sup>2</sup>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.

(4) <sup>1</sup>The participant requesting an extension is responsible for producing adequate evidence. <sup>2</sup>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.

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

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

### **§ 23 Withdrawal and absence**

(1) <sup>1</sup>The relevant reasons for withdrawal or absence, and the respective evidence, must be submitted in writing to the Program Management immediately; it is the Joint Examination Committee who shall take the decision. <sup>2</sup>If an examination comprises several assignments, a request as defined in sentence 1 can only be submitted for the examination as a whole. <sup>3</sup>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 thesis has been passed; if the request is approved, the participant is allowed to continue with the examination by way of derogation from section 2 sentence 1 on the next possible examination date.

(2) <sup>1</sup>If a withdrawal is approved, the examination shall be deemed not taken and it will be mandatory for the participant to prepare for the next possible examination date. <sup>2</sup>The examination in question is graded 5.0 “failed” if the request is rejected. <sup>3</sup>Sentence 2 applies accordingly if a written component is not submitted by the participant in due time or if the participant fails to appear to an oral examination.

(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) <sup>1</sup>It shall not be possible to assert a valid reason if the participant took an examination whilst being aware of an illness or on the basis of negligent lack of knowledge of an illness. <sup>2</sup>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.

(5) A withdrawal is ruled out if the examination result has been published, unless valid evidence could not be provided earlier by the participant due to reasons beyond her/his control.

### **§ 1 Cheating and other misconduct**

(1) <sup>1</sup>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 the participant may be excluded from the examination depending on the severity of violation. <sup>2</sup>In especially severe cases, the participant shall be excluded without the option to retake the examination. <sup>3</sup>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) <sup>1</sup>A participant who violates the examination regulations severely, in particular if she/he disturbs the proper course of an examination, may be excluded from the examination by the examiner or the supervisor. <sup>2</sup>In such cases, the relevant assignment or examination is graded 5.0 "failed" 5.0. <sup>3</sup>In severe cases, the Joint Examination Committee may exclude the participant from taking any further examinations.

## **§ 2 Invalidity of the External Examination in the Examination Program "Mannheim Master of Business Administration"**

(1) <sup>1</sup>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. <sup>2</sup>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) <sup>1</sup>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. <sup>2</sup>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) <sup>1</sup>Inaccurate transcript of records shall be retracted. <sup>2</sup>Where applicable, new transcript of records shall be issued. <sup>3</sup>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"; 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**

### **§ 3 Commencement**

(1) 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).

(2) <sup>1</sup>These regulations apply to all participants in the external examination who start the program in September 2017. <sup>2</sup>These regulations also apply to all participants that have already started the program under the "Prüfungsordnung für das Prüfungsprogramm für Nichtstudierende" (external examination) in the „Mannheim Master of Business Administration" program of Mannheim University, dated 07. Mach 2013 (BekR Nr. 07/2013 Teil 1, S. 55 ff.) in their current version, but neither passed the final



examination nor lost their right to examination under the condition that § 16 of these regulations are replaced by § 10 of the “Prüfungsordnung für das Prüfungsprogramm für Nichtstudierende” (external examination) in the „Mannheim Master of Business Administration” program of Mannheim University, dated 07. March 2013 (BekR Nr. 07/2013 Teil 1, S. 55 ff.) in their current version.

(3) The „Prüfungsordnung für das Prüfungsprogramm für Nichtstudierende” (external examination) in the „Mannheim Master of Business Administration” program of Mannheim University, dated 07. March 2013 (BekR Nr. 07/2013 Teil 1, S. 55 ff.), most recently changed with the regulations of 06. June 2016 (BekR Nr. 20/2016, S. 5 ff.), shall cease to be effective with these regulations coming into effect.

(4) The old regulations remain effective for participants according to section 2 sentence 2 who can prove in writing to the Joint Examination Committee that they would be placed in a less favourable position with the new regulations before 30. June 2017.

**The Amend to the Examination Regulations from 27 September 2019 states:**

**§ 1 Application**

The regulations of this amend apply to all participants in the external examination who start and have started the program under the “Prüfungsordnung für das Prüfungsprogramm für Nichtstudierende” (external examination) in the „Mannheim Master of Business Administration” program of Mannheim University, dated 15. Mach 2017 (BekR Nr. 07/2017 S. 25 ff.) in their current version.

**§ 2 Commencement**

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

**V. Appendix: Examination structure and examinations of the External Examination in the Examination Program “Mannheim Master of Business Administration “**

(1) <sup>1</sup>In the subject areas 1 and 2 the external examination consists of 18 examinations corresponding to 3-4 ECTS credits respectively. <sup>2</sup>Apart from the fundamental compulsory examinations in business administration in the subject area “Core courses”, eight examinations shall be completed in the subject area “Specialization courses”. <sup>3</sup>The examinations in the subject area “Specialization courses” depend on the demand as well as on the availability of examiners; in total, the participant shall pass eight examinations in this subject area. <sup>4</sup>If more than eight examinations can be offered according to sentence 3, the participants may choose among these and shall inform the Program Management about their choice in due time before the examination date.

(2) In the subject area 3 “Final Project”, the examination “Business Master Project” corresponds to 16 ECTS credits.

Subject area	Examination	ECTS Credits	Composition and Type of the Examination
10 examinations in the subject area “Core Courses”	<i>Qualitative &amp; Quantitative Research Methods</i>	4	Three written examinations: Two case studies and one take-home assignment
	<i>Marketing Fundamentals</i>	4	One written and one oral examination: Take-home assignment and case study presentation
	<i>Fundamentals in Financial Accounting</i>	4	Three written and one oral examination OR two written examinations: Two take-home assignments, one exam (120 minutes) and one case study presentation OR two take-home assignments
	<i>Corporate Finance Fundamentals</i>	4	Three written examinations: Two exams (45 minutes and 90 minutes) and one take-home assignment
	<i>Fundamentals of Strategic Management</i>	4	One written and one oral examination OR one written examination: Exam (60 minutes) and case study presentation OR Exam (90 minutes)
	<i>Macroeconomics</i>	4	One written examination: Exam (90 minutes)
	<i>Ethics &amp; Corporate Social Responsibility</i>	4	Two written and one oral examination: Two take-home assignments and one case study presentation
	<i>Managerial Accounting</i>	4	Three written examinations: Three take-home assignments
	<i>Organizational Behavior &amp; Change Management</i>	4	One written and one oral examination: Exam (90 minutes) OR take-home assignment and case study presentation
	<i>Operations Management</i>	4	One written and one oral examination OR two written and one oral examinations: Exam (45 minutes) and case study presentation OR take-home-assignment, case study and case study presentation
		40	

8 examinations in the area “Specialization courses”	<i>Cross-Cultural Management</i>	3	One written and one oral examination: Exam (120 minutes) OR take-home assignment and case study presentation
	<i>Innovation Management</i>	3	One written examination and one oral examination: One take-home assignment and one case study presentation
	<i>From Data to Insights</i>	3	Two written examinations: Take-home assignment and case study
	<i>Supply Chain Management</i>	3	One written and one oral examination: Take-home assignment and presentation
	<i>Business &amp; Corporate Taxation</i>	3	One written examination: Take-home assignment
	<i>Responsible Business Negotiation</i>	3	Two written examinations: Take-home assignment and exam (90 minutes)
	<i>Global Information Management</i>	3	Two written and one oral examination: One take-home assignment, one case study and one case study presentation
	<i>Strategic HRM</i>	3	Two written examinations and two oral examinations: Two take-home assignments and two case study presentations
	<i>Consumer Behavior</i>	3	Three written and two oral examinations: Three take-home assignments and two case study presentations
	<i>Global Corporate Strategy</i>	3	One written and one oral examination: Exam (120 minutes) and case study presentation
	<i>International Marketing</i>	3	Two written examinations: One take-home assignment and one exam (60 minutes)
	<i>Entrepreneurship</i>	3	Two written and one oral examination: Two take-home assignments and one presentation
	<i>Applied Corporate Finance</i>	3	One written examination: Take-home assignment
	<i>Capital Markets &amp; Investments</i>	3	Three written and two oral examinations: Two take-home assignments, one case study and two presentations
	<i>Leadership</i>	3	One written examination OR two written and one oral examination: Exam (90 minutes) OR two take-home assignments and one presentation
	<i>Corporate Strategy</i>	3	One written examination: Exam (90 minutes)
	<i>Sales &amp; Key Account Management</i>	3	Two written examinations: Two take-home assignments
<i>Raising Capital</i>	3	Two written examinations: Take-home assignment and case study	
<i>Digital Strategy</i>	3	One written and one oral examination: Take-home assignment and presentation	
<i>People Analytics</i>	3	Two written and one oral examination:	

			Take-home assignment, case study and case study presentation
	<i>Mergers &amp; Acquisitions</i>	3	One written examination: Exam (60 minutes)
	<i>Systematic Creativity in Business</i>	3	One written and one oral examination: Take-home assignment and presentation
		24	
1 examination in the area 3 "Business Master"	<i>Business Master Project</i>	16	One written and one oral examination: Master thesis and final presentation
Total		80	