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**Examination Regulations for the Master's Examination for External Examinees (external examination) in the Examination Program “Mannheim & Tongji Executive Master of Business Administration” of the University of Mannheim**

On March 15, 2017, in accordance with § 19 section 1 sentence 2 number 9 of the Act on higher Education of the Land of Baden-Wuerttemberg (Landeshochschulgesetz, LHG), the Senate of the University of Mannheim passed the following examination regulations of the University of Mannheim for the Master's Examination for External Examinees (external examination) in the Examination Program “Mannheim & Tongji Executive Master of Business Administration” of the University of Mannheim, based on § 32 section 3 sentence and § 33 LHG. The President approved these statutes on March 15, 2017. First amendment was approved October 5, 2017. Second amendment was approved October 1, 2018.

*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

(1) <sup>1</sup>The Master’s examination for external examinees (external examination) in the examination program “Mannheim & Tongji Executive Master of Business Administration” of the University of Mannheim (“M&T EMBA”)<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 outside a formal college/university program at the “Mannheim Business School gGmbH” which is an external education institution cooperating with the University of Mannheim to obtain the master’s degree in accordance with § 2 sentence 1. <sup>3</sup>By passing the External Examination, participants demonstrate in-depth business knowledge acquired in an international, esp. Sino-German, environment. <sup>4</sup>The examination program is intended to establish whether the participant has acquired the specialized knowledge necessary for an executive position at the interface between the German and Chinese market. <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.

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<sup>1</sup> to facilitate reading, the term “the external examination in the examination program “M&T EMBA” will be referred to as “External Examination”

(2) The examination program “M&T EMBA” is generally conducted in cooperation with the School of Economics & Management of the Tongji University (Tongji SEM) in Shanghai, China.

## **§ 2 Graduation**

(1) <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.

(2) The requirements for the awarding of the academic degree by Tongji University and the usage of the degree are subject to the regulations of that school.

## **§ 3 Scope of examinations, structure and completion of the External Examination in the Examination Program “Mannheim & Tongji Executive 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: 58 ECTS credits
2. Soft skills: 6 ECTS credits
3. Final 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 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) Examinations that are part of the Mannheim & Tongji cooperation and that are completed by the participant according to § 1 section 2 at Tongji SEM 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.

## **§ 4 Beginning of the External Examination in the Examination Program “Mannheim & Tongji Executive Master of Business Administration”; regular and maximal period of the External Examination**

(1) Principally, the External Examination begins every year in January and in May.

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

(3) <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 18 months after the regular period, except in cases where the participant is not responsible for having exceeded this period.

## **§ 5 Master's degree certificate; diploma**

(1) <sup>1</sup>Upon successful completion of the External Examination, a degree certificate (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 project work in the examination “Master thesis” and
3. the final grade both in wording and numerical value.

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

(2) <sup>1</sup>Along with the certificate, 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 & Tongji Executive 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 regards 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 & Tongji Executive 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 master's degree certificates and diplomas.

## **§ 8 Examiners and Observers**

(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. <sup>3</sup>Observers shall possess a master's degree or an equivalent degree of a higher education institution or are state-certified in the subject of the respective examination.

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

(3) In examination procedures, observers shall have an advisory role.

(4) <sup>1</sup>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. <sup>2</sup>The secretary may act as an observer at the same time; section 1 sentence 3 remains unaffected.

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

(6) 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 degree certificate.

(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 & Tongji Executive 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. <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; § 15 section 6 remains unaffected. <sup>2</sup>A 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>For all persons interested in the External Examination, the Mannheim Business School gGmbH offers a preparatory program to ensure adequate preparation. <sup>2</sup>Within the preparatory program, certain progress levels which are described in the current version of the program guidelines have been determined. <sup>3</sup>For admission to individual examinations the respective progress level has to be achieved. <sup>4</sup>The Joint Examination Committee decides upon the program guidelines of the External Examination of the University of Mannheim, ("Programmkatalog").

(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 guidelines.
2. 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"). 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 eight years; the Joint Examination Committee decides upon exceptions to this rule.

4. Participants have to provide a proof of sufficient English proficiency. The successful completion of an undergraduate degree with English as a language of instruction serves as proof. 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.

Only test results obtained no more than two years prior to the first examination date shall be recognized as a proof. 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 § 60 section 3 number or § 62 section 3 sentence 1 numbers 3 or 4, or sentence 2 LHG.

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

### **§ 11 General provisions on the examinations of the External Examination in the Examination Program “Mannheim & Tongji Executive 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 guidelines.

(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 such as exams, term papers, case studies and project work and
2. oral assignments such as 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 min, and no more than 120 minutes.

(2) <sup>1</sup>The examination supervisor shall take minutes of written examinations. <sup>2</sup>The minutes have to be signed and filed unless the type of examination does not allow for minutes.

(3) <sup>1</sup>The preparation period for assignment 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, 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 e-learning platform. <sup>3</sup>In accordance with the Data Protection Act of the Land 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 “Master thesis” in the area “Final Project”**

(1) The examination “Master thesis” consists of a written examination in the form of a project work, and an oral examination in the form of a presentation based on the written part of the examination.

(2) By passing the examination “Master thesis” 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.

(3) <sup>1</sup>The project work can only be evaluated by university teachers as defined in § 8 section 1 sentences 1 and 2. <sup>2</sup>The university teacher who assigned the topic of the project work shall be the examiner. <sup>3</sup>The examiner is also taking over the role as supervisor. <sup>4</sup>The supervisor advises the participant on any questions related to the project work, not interfering with the participant's individual performance and responsibility for the project work.

(4) <sup>1</sup>The final topic of the project work shall be determined by the examiner. <sup>2</sup>The participant shall be granted the chance to put forward suggestions for a topic. <sup>3</sup>However, no legal right arises thereof. <sup>4</sup>The topic for the project work must be determined by the examiner in such a way that it is possible to complete it within the preparation period.

(5) <sup>1</sup>The preparation period for the project work shall be five months. <sup>2</sup>This period starts with the final approval of the topic. <sup>3</sup>§ 14 section 3 does apply to the preparation period of the project work provided that the extension is limited to maximum eight weeks. <sup>4</sup>The examiner shall inform the Program Management about the beginning of the preparation period and the approved project work topic.

(6) <sup>1</sup>The topic of the project work may be declined by the participant in his/her own responsibility once and only within the first eight weeks of the preparation period. <sup>2</sup>The intention to change topic must be put forward to Program Management in writing in due time in accordance with sentence 1. <sup>3</sup>If the topic is declined in due time, the participant shall be assigned an alternative topic by the examiner; sentence 4 applies to the alternative topic accordingly. <sup>4</sup>The preparation period shall not be interrupted due to the change of topic; an extension of the preparation period is not possible. <sup>5</sup>In case the topic is not declined in due time, the participant has to continue with the initially determined topic.

(7) <sup>1</sup>The project work shall be submitted to the Program Management in due time in hard-copy as well as in a digital form. <sup>2</sup>If the project work is not submitted in due time, it will be graded "failed (5.0)". <sup>3</sup>If the project work is submitted within the deadline, the examiner prepares a written assessment and determines a grade for the project work in accordance with §16 section 2.

(8) <sup>1</sup>The oral examination shall be carried out after the project work has been evaluated. <sup>2</sup>Participants whose project work is graded at least "fair" (4.0) shall take part in the oral examination in form of a presentation. <sup>3</sup>Participants who do not meet this requirement are not admitted to the oral examination and, as a result, fail the examination "Master thesis".

(9) <sup>1</sup>The oral examination shall take place within four weeks after submission of the written project work. <sup>2</sup>Program Management sets the date for the oral examination; § 10 applies accordingly providing that the withdrawal needs to be submitted one week prior to examination date at the latest. <sup>3</sup>The participant shall be granted the chance to put forward suggestions for an examination date; however, no legal right arises thereof. <sup>4</sup>If the participant fails to appear to the fixed date, the examination will be graded "failed (5.0)"; §23 section 1 sentence 3 remains unaffected.

(10) <sup>1</sup>The presentation will be assessed by an examiner; an observer according to §8 section 1 sentence 3 shall be called in. <sup>2</sup>Examiner can only be a university professor in accordance with § 8 section 1 sentences 1 and 2, and adjunct lecturers; the examiner of the written project work cannot be the examiner of the presentation.

(11) <sup>1</sup>The oral examination consists of a presentation by the participants as well as of answering questions from the examiner. <sup>2</sup>In particular, the participant shall present concept, methodology, and

results of his/her written project work and answer related questions from the examiner. <sup>3</sup>The presentation is an individual examination of 20 minutes; 10 minutes shall be allocated to the presentation, and 10 minutes to answering questions.

(12) The examiner determines a grade for the presentation in accordance with §16 section 2.

(13) <sup>1</sup>Following the presentation, the examiner of the presentation shall determine the final grade of the examination “Master thesis” for the participant according to § 16 section 4, and announce the grade to the participant. <sup>2</sup>The grading is based on the individual assessment of both the project work and the presentation. <sup>3</sup>The final grade is composed of the project work (75% of the final grade) and of the presentation (25% of the final grade).

**§ 16 Assessment of examinations; calculation of grades; assessment of the External Examination within the Examination Program “Mannheim & Tongji Executive 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) are to 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 “Master thesis” the examiner determines the weighting of individual assignments for the calculation of the numerical examination grade, and provides details of this on the e-learning platform. <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 grade according to the 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) When retaking an examination consisting of several assignments, the examination in general has to be retaken.
- (4) <sup>1</sup>The failure of an examination is final if the last available attempt at the examination was not passed. <sup>2</sup>In this case, an official notification shall be issued by the Joint Examination Committee.
- (5) 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. <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.

(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.

## **§ 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>It is them who decide 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. <sup>2</sup>Participants are obliged to submit the request for compensation of disadvantages in due time and in writing. <sup>3</sup>In coordination with the respective examiners, the Joint Examination Committee grants the appropriate compensation of disadvantages in order to adhere to the principle of equal opportunities. <sup>4</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. <sup>5</sup>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
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 “M&T EMBA”. <sup>2</sup>If the request is not made 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. <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 coursework or 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 & Tongji Executive 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.

(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 § 7 section 3 of the PflegeZG, 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 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 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 there are other legal regulations to apply.

(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 colloquium within the examination “Strategic Project” if the project work has already 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 register 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.

#### **§ 24 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 "failed" (5.0) 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 “failed” (5.0). <sup>3</sup>In severe cases, the Joint Examination Committee may exclude the participant from taking any further examinations.

#### **§ 25 Invalidity of the External Examination in the Examination Program “Mannheim & Tongji Executive 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 degree certificate, 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 degree certificate, 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 degree certificates shall be recalled. <sup>2</sup>Where applicable, new degree certificates shall be issued. <sup>3</sup>Along with the inaccurate degree certificates, the respective diploma shall be recalled if the external examination has been declared “failed with no option to re-sit”; decisions according to section 1 or 2 sentence 2 can only be taken within five years from the issuance date.

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

#### **IV. Final provisions**

##### **§ 26 Commencement**

(1) <sup>1</sup>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>They are valid for participants who start this external examination in and after May 2017. <sup>2</sup>They are also valid for participants who take part in the external examination of the Examination Program “M&T EMBA” according to the Examination Regulations for the Master's Examination for External Examinees (external examination) in the Examination Program “Executive Master of Business Administration” (Mannheim & Tongji) of the University of Mannheim as of March 11, 2011 (publication in the Bulletin of the President's Office No. 06/2011, page 49 ff.), having not yet completed the examination program and having not lost their degree entitlement, providing that the grades of individual assessments that have been passed before the commencement of these examination regulations remain unchanged.

(3) The Examination Regulations for the Master's Examination for External Examinees (external examination) in the Examination Program “Executive Master of Business Administration” (Mannheim & Tongji) of the University of Mannheim as of March 11, 2011 (publication in the Bulletin of the President's Office No. 06/2011, page 49 ff.), lastly amended on March 7, 2013 (publication in the Bulletin of the President's Office No. 07/2013 part 1, page 73 ff.) shall become ineffective with these new regulations taking effect.

(4) By way of derogation from section 2 sentence 2, the lapsed examination regulations according to section 3 may continue to apply to participants according to section 2 sentence 2 in case the new regulations will affect the participant in a negative way, and the participant submits a corresponding written request to the Joint Examination Committee by June 30, 2017.

##### **Approved and issued:**

Mannheim,

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Prof. Dr. Ernst-Ludwig von Thadden  
President

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

(1) <sup>1</sup>In the subject areas 1 to 2 the external examination consists of 23 examinations corresponding to 1-5 ECTS credits respectively. <sup>2</sup>Apart from the fundamental compulsory examinations in business administration in the subject area “Core Courses”, five examinations shall be completed in the subject area “Soft skills”. Examinations marked with \* shall take place at Tongji SEM.

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

Subject area	Examination	ECTS-Credits	Composition and Type of the Examination
Area 1 „Core courses“: 18 examinations	<i>Strategy</i>	5	One written assignment: term paper
	<i>Entrepreneurship</i>	3	One written, one oral assignment: case study and presentation
	<i>Management</i>	2	One written assignment: term paper
	<i>Corporate Finance</i>	5	Two written assignments: case study and exam (60 min.)
	<i>Financial Accounting</i>	4	Two written assignments: case study and term paper
	<i>Mergers &amp; Acquisitions</i>	2	One written assignment: exam (60 min.)
	<i>Ethics &amp; CSR</i>	2	One written assignment: case study
	<i>Innovation Management</i>	5	Two written assignments: case study and term paper
	<i>Intellectual Property</i>	2	One written assignment: term paper
	<i>Marketing Management*</i>	4	Based on the examination regulations of Tongji SEM
	<i>B2B-Marketing*</i>	2	Based on the examination regulations of Tongji SEM
	<i>Consumer Behaviour*</i>	2	Based on the examination regulations of Tongji SEM
	<i>Operations &amp; Supply Chain Management*</i>	4	Based on the examination regulations of Tongji SEM
	<i>Corporate Governance*</i>	3	Based on the examination regulations of Tongji SEM
	<i>Information Systems*</i>	3	Based on the examination regulations of Tongji SEM
	<i>Leadership*</i>	4	Based on the examination regulations of Tongji SEM
<i>Cross-cultural Management*</i>	3	Based on the examination regulations of Tongji SEM	
<i>HRM*</i>	3	Based on the examination regulations of Tongji SEM	

Area 2 „Soft skills“: 5 examinations	<i>Presentation skills</i>	1	One oral assignment: presentation
	<i>Negotiation</i>	1	One written assignment: term paper
	<i>Writing on professional identity</i>	2	Two written and one oral assignments: case study, term paper, and presentation
	<i>Managing Performance*</i>	1	Based on the examination regulations of Tongji SEM
	<i>China related transactions*</i>	1	Based on the examination regulations of Tongji SEM

Area 3 „Final Project“: 1 examination	<i>Master thesis</i>	16	One written, one oral assignment: Project work and presentation
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Total		80	
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