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**Examination Regulations of the Master's Program
"Mannheim Master in Management"
of the University of Mannheim**

as at 5 February 2009

(Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats) No. 05/2009 of 17 February 2009, pp. 12 et seqq.)

1st amendment as at 11 December 2009

(Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats) No. 32/2009 of 22 December 2009, pp. 15 et seqq.)

2nd amendment as at 1 June 2010

(Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats) No. 19/2010 of 7 June 2010, pp. 19 et seqq.)

3rd amendment as at 13 December 2010

(Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats) No. 36/2010 of 15 December 2010, pp. 27 et seqq.)

4th amendment as at 2 March 2011

(Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats) No. 06/2011 of 21 March 2011, pp. 47 et seqq.)

5th amendment as at 20 April 2011

(Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats) No. 11/2011 of 2 May 2011, pp. 11 et seqq.)

6th amendment as at 28 September 2011

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7th amendment as at 27 October 2011

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8th amendment as at 11 June 2012

(Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats) No. 13/2012 of 13 June 2012, part 1, p. 11 et seqq.)

9th amendment as at 7 March 2013

(Part 1 of Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats) No. 07/2013 (part 1) of 21 March 2013, pp. 40 et seqq.)

10th amendment as at 9 December 2013

(Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats) No. 33/2013 of 18 December 2013, p. 17 et seqq.)

11th amendment as at 30 June 2015

(Part 2 of Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats) No. 18/2015 of 9 July 2015, pp. 12 et seqq.)

The present version of the Examination Regulations is a non-official version including the aforementioned amendments. Only the version published in the Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats) shall prevail and be binding.

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Section 1 - Purpose of the Master's Examination

The Master of Science "Mannheim Master in Management" constitutes the second professional qualification (consecutive degree). The master's examination shall serve to prove that the candidate has gained profound knowledge in the field of business on the basis of a successfully completed program in Business Administration or a different bachelor's degree with similar contents. Furthermore, the candidate shall prove that he or she understands the context of the field, knows how to apply scientific methods and results and has gained extensive specific knowledge to succeed in the profession.

Section 2 - Academic Degree

If the student passes the master's examination, the University of Mannheim awards the academic degree "Master of Science" (M.Sc.) through the Business School.

Section 3 - Required Coursework, Structure, Period of Study, and Language of Instruction and Examination

(1) The coursework and examinations within the master's program, including completion of the master's thesis, total at least 120 ECTS credits in accordance with the allocation of ECTS credits outlined in section 12b, subsection 1. One ECTS credit corresponds to an average workload of 25 to 30 hours.

(2) The degree program has a modular structure. A course usually includes technical, topical and coherent units of instruction (modules); the individual modules are organized by superordinate units (Areas) according to section 12b, subsection 1. The composition and further contents of each Area and module, particularly the allocation of ECTS credits for coursework and examinations within a module or for the master's thesis, as well as the possible module combinations are stipulated in the current version of the University of Mannheim's module catalog for the "Mannheim Master in Management" (M.Sc.). Should the module catalog reference other Examination Regulations or module catalogs, those regulations apply.

(3) The period of study for the master's program, during which all coursework and examinations required to pass the master's examination are to be completed, is four semesters (standard period of study). All examinations that must be completed as a part of the master's examination must be completed within a given time (maximum period of study). If a candidate does not pass the master's examination until the end of his or her sixth semester of the program, the candidate is recommended to seek academic advice. The maximum period of study ends three semesters after the standard period of study, at the end of the seventh semester, unless the student is not responsible for having exceeded this time. If the student has exceeded the period of study, an official notification is issued by the examination committee.

(4) The student is responsible for meeting the deadlines listed in the Examination Regulations.

(5) At the beginning of their studies, students are recommended to seek academic advice for orientation purposes. This serves to help them to draw up their individual degree plans.

(6) Courses within the modules are held in either German or English. The language of a module is generally stated in the current version of the module catalog. Should there be a choice between both languages, the examiner responsible will decide in which language the module will be held during that particular semester. If a module is designated as an English-taught module, the courses which belong to it are held completely in English. All of the coursework and examinations for these courses are to be completed in English. Students of the English track of study only have access to the

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modules that are designated as English-taught in the module catalog for the "Mannheim Master in Management" (M.Sc). The regulations in sentences 1 through 4 apply to the "Master's Thesis".

Section 3a- Extension of Examination Deadlines

(1) The examination deadlines as well as the deadlines to take examinations and complete coursework in order to complete the program shall be extended by the examination committee upon written request from a student, which is submitted in due time, if the respective student is in need of an extension due to special conditions he or she is not responsible for. The examination committee shall grant individual extensions based on case by case decisions.

(2) In particular, this applies to students

1. with children, or
2. with a relative in need of care within the meaning of section 7 subsection 3 of the Care-giver Leave Act (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. The same applies to students who are eligible for periods of protection in accordance with the respective section 3 subsection 1, section 6 subsection 1 of the Maternity Protection Act (MuSchG).

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

(4) The student requesting the extension is responsible for producing adequate proof. If there are significant changes to the personal situation of the student, particularly any changes that would result in a lapse of entitlement to the extension, the student is obliged to inform the examination committee without delay.

(5) The extension of deadlines to take examinations, re-sit examinations or complete coursework shall not exceed a total of two semesters in any case. The extension of the deadline to complete the program shall not exceed the standard period of study provided there are no legal regulations indicating otherwise.

(6) The extension of examination deadlines, the preparation period and submission deadlines for coursework, particularly a term paper or master's thesis, are not covered by the subsections listed above. The option of requesting disadvantage compensation in accordance with section 3b remains unaffected.

When calculating the examination deadlines, section 32 subsection 6 of the Act on Higher Education of the Land of Baden-Württemberg (LHG) shall be taken into consideration.

Section 3b - Disadvantage Compensation

(1) If students, as a result of a special condition or situation within the meaning of section 3a subsection 2, cannot take the respective examination or complete a piece of coursework, in particular due to the form of examination, they can request disadvantage compensation. Students are obliged to submit the request for disadvantage compensation in due time and in writing. In coordination with the respective examiners, the examination committee grants the appropriate disadvantage compensation in order to adhere to the principle of equal opportunities. Handicapped students or

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students with a chronic illness shall submit their request for disadvantage compensation to the Commissioner and Counselor for disabled students and students with chronic illnesses. The 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) A request as outlined in subsection 1 is to be made in due time before the coursework or examination concerned is started. Where it is the responsibility of the student to register for coursework or an examination, the request is to be submitted by the end of the registration period at the latest. 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 section 32 of the Administrative Procedure Act of Baden-Württemberg (LVwVfG) are met. If students fail to submit the request for disadvantage compensation 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. The possibility to withdraw or de-register from an examination or piece of coursework with a valid reason remains in effect.

(3) It is the student's responsibility to provide sufficient proof of his or her special circumstances upon filing the request for disadvantage compensation. If there are significant changes to the special circumstances of the student before or during the claim for disadvantage compensation, particularly any changes that would result in a lapse of entitlement, the student is obliged to inform the examination committee without delay and in writing.

Section 4 - Examination Committee and Student Services

(1) An examination committee is formed for the "Mannheim Master in Management" program. It consists of three university teachers who are eligible to vote. The committee members' term is three years and begins on 1 August. All members may be reappointed. The members of the examination committee are in charge until new members are appointed.

(2) The chair, his or her deputy and the additional member of the committee are appointed by the school board. They shall be university teachers according to the Act on Higher Education of the Land of Baden-Württemberg and are obliged to exercise discretion. The obligation to exercise discretion continues after the term of office and includes discussion-related documents.

(2a) The examination committee has a quorum if the chair or the deputy chair and at least another member who is eligible to vote are present. Decisions require a simple majority of votes of the present members. In the event of a tie, the vote of the chair shall decide the matter. The meetings of the examination committee are not open to the public.

(3) The examination committee makes all decisions regarding examinations if no other entity is responsible and enforces the Examination Regulations. It regularly reports on the developments of the study and examination periods as well as on the development of the exam results. The report shall be published in an appropriate manner by the university. The examination committee makes suggestions regarding reforms of the degree plans and the Examination Regulations. It may entrust the chair with certain tasks the committee is normally in charge of.

(3a) The examination committee may establish an office whose staff is mainly in charge of proceedings on behalf of the chair or his or her deputy.

(4) For the administration of examinations, the University of Mannheim has established Student Services, which support the examination committee in complying with its duties. In particular, the Student Services

1. determine and publish registration deadlines for the respective examinations (definitive deadlines);
2. administer exam registrations of the candidates;

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3. schedule and publish examination dates;
4. carry out compulsory registration
5. inform examiners about examination dates;
6. organize examinations;
7. maintain student examination records;
8. publish examination results and inform the candidates about the result of their master's thesis;
9. issue and hand out diplomas, degree certificates and confirmations.

(5) [deleted]

Section 5 - Examiners

(1) Only university teachers, auxiliary professors (außerplanmäßige Professoren), honorary professors and senior academic staff members (Privatdozenten) as well as those academic members of staff who have been appointed by the President's Office in accordance with section 52 subsection 1 (5 and 6) LHG, are authorized to administer coursework and examinations. Section 12 subsection 2 (2) remains unaffected.

(2) The examination committee appoints the examiners. It may entrust its chair with the appointment.

(3) For oral examinations, the examiner responsible shall bring in a person familiar with the field of study as secretary to take the minutes.

(4) Usually, the responsible teacher of each course is appointed as examiner. The examination committee takes the decision on exceptions.

(5) Every examiner may make use of one or several assistants for the correction of examinations or coursework; he or she ensures competent evaluation and grading.

Section 6 - Grading of Examinations and Coursework, Calculation of Module Grade, Final Grade and ECTS Grade

(1) According to section 10 subsection 1, the grades for individual examinations and coursework are determined by the respective examiner. The following grades may be assigned:

- 1.0 = "very good" ("sehr gut") = an excellent performance
- 2.0 = "good" ("gut") = a performance which substantially exceeds the average requirements
- 3.0 = "satisfactory" ("befriedigend") = a performance corresponding to the average requirements
- 4.0 = "fair" ("ausreichend") = a performance which, in spite of its flaws, suffices to meet the requirements
- 5.0 = "failed" ("nicht ausreichend") = a performance which does not meet the requirements due to considerable flaws

Grades may be differentiated by adding or subtracting 0.3. The grades 0.7, 4.3, 4.7 and 5.3 shall not be assigned. The grading system of examinations from other schools may differ from this system.

For a master's thesis, grading should not take longer than two months. For other standard methods of examination, it should not take longer than four weeks.

(2) A module usually includes an examination or a piece of coursework. If a module comprises only one examination, the module grade derives from the examination graded in accordance with section 6 subsection 1. If a module comprises several examinations, the module grade derives from the

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grade calculated in accordance with subsection 1 and 7. The final grade is the grade closest to the calculated average taking into account the weighting of each individual examination.

from 1.0 to 1.1 = 1.0

from 1.2 to 1.5 = 1.3

from 1.6 to 1.8 = 1.7

from 1.9 to 2.1 = 2.0

from 2.2 to 2.5 = 2.3

from 2.6 to 2.8 = 2.7

from 2.9 to 3.1 = 3.0

from 3.2 to 3.5 = 3.3

from 3.6 to 3.8 = 3.7

from 3.9 to 4.0 = 4.0

By way of derogation from subsection 3, the module grade is "failed" (5.0) ("nicht ausreichend") if the module comprised several examinations and the calculated average of the individual examinations taking into account the respective weighting is 4.1 or worse.

The weighting of the individual examinations is documented in the module catalog.

(3) A module is successfully completed if the accompanying examination is passed. Examinations that receive the grade "4.0" or "passed" are considered passed.

(4) ECTS credit points in accordance with the module catalog are only awarded for passed modules. Provided that individual examinations and coursework was completed.

(5) The grades for the subject areas according to section 12b subsection 1 nos. 1, 2 and 4 are calculated as arithmetic averages of the graded modules. The modules are weighted according to the number of corresponding ECTS credits. According to section 12b subsection 3, an Area grade will be calculated for each Area in which ECTS credits were awarded. For the calculation of the Area grade sentence 1 applies.

(6) The final grade of the master's examination derives from the grades according to section 6 subsection 5 and the grade of the master's thesis. The separate grades are weighted according to the number of ECTS credits assigned. Should modules totaling more than 68 ECTS credits be passed in Areas "3. Business Administration" and "4. Elective Course", only those passed modules that the student took first chronologically, are considered in the grading of Area "3. Business Administration".

The grades and final grades are

in case of an average grade of 1.5 or better = "very good" ("sehr gut");

in case of an average grade from 1.6 to 2.5 = "good" ("gut");

in case of an average grade from 2.6 to 3.5 = "satisfactory" ("befriedigend");

in case of an average grade from 3.6 to 4.0 = "fair" ("ausreichend").

(7) When calculating the module grades, the grades for the subject areas and the final grade, only the first decimal place is considered in the calculation. All other decimal places are eliminated without rounding up or down.

(8) In addition to the final grade a relative grade according to the ECTS grading scale is indicated in the Diploma Supplement:

A for the best 10%

B for the next 25%

C for the next 30%

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- D for the next 25%
- E for the next 10 %

The calculation of the relative grade is based on the previous three classes that have graduated in the respective degree course.

(9) Students may request a Transcript of Records with a provisional average grade to be drawn up prior to receiving their final grade as soon as they have completed 30 ECTS credits. The provisional average grade derives from the average of all completed and graded modules weighted according to the ECTS credits at the time of the request.

Section 7 - Absence, Withdrawal, Cheating and Misconduct

(1) An examination for which a student is registered is not passed if graded "failed" (5.0) ("nicht ausreichend" or "nicht bestanden"), if the student de-registers from the examination without a valid reason (de-registration) or if he or she does not attend (absence). The same applies to written examinations that are not completed within the given period of time. If the reasons are recognized, the examination shall be deemed not taken.

(2) The examination committee shall be informed immediately in writing about the reasons brought forward for the student's de-registration or absence. Relevant proof is required. If the committee allows the retroactive de-registration, the new examination shall take place on the next possible examination date (mandatory registration for the re-sit examination by Student Services). If the examination for a module is composed of several parts and requested de-registration from one part is granted, the de-registration shall apply to the overall examination for the module.

(3) In case of illness of the student, of a child the student has custody of or of a relative in need of care, a medical certificate shall be submitted. In cases of doubt, the examination committee may demand that a medical certificate from a physician of their choice shall be provided. The medical certificate shall include the required medical results confirming that the student is not able to take the examination.

(3a) It shall not be possible to assert a valid reason if the student took an examination whilst being aware of an illness or on the basis of negligent lack of knowledge of an illness. In particular, the criteria for negligent lack of knowledge are met if symptoms of health problems were not taken care of as soon as possible.

(3b) Should the student not be able to take a compulsory examination for which he or she is registered due to a period of study at a university abroad, this, in particular, will be recognized as a valid reason.

(3c) De-registration is ruled out if the examination result has been published, unless valid proof could not be provided earlier by the student due to reasons beyond his or her control.

(3d) The student may de-register from so-called required preliminary coursework, which is coursework that needs to be completed for admission to an examination, without providing proof of a valid reason. In such cases, admission to the examination shall be ruled out for the semester in question, unless, upon request from the student, the examiner responsible allows the completion of different preliminary coursework as an alternative. The request is to be granted if, upon consideration, the significance of preliminary coursework is relative to the reasonable interests of the student. Section 3b remains unaffected.

(4) If a candidate tries to manipulate his or her examination by cheating or using unauthorized resources, the respective module will be graded "failed" (5.0 "nicht ausreichend"). A candidate who disturbs the proper course of the examination may be excluded by the respective examiner or supervisor. In this case, the respective examination will be graded "failed" (5.0) ("nicht ausreichend"). In

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serious cases, the examination committee may exclude the candidate from taking further examinations or completing further coursework. If it is revealed after the examination that a student has manipulated his or her examination, the examination may be graded "failed" (5.0) ("nicht ausreichend") retroactively.

Section 8 - Recognition of Periods of Study and Examinations

(1) Coursework and examinations as well as periods of study obtained in degree courses at official or officially recognized higher education institutions in Germany or abroad as well as at public universities of cooperative education ("Berufsakademien") of the Federal Republic of Germany are recognized, provided there is no significant difference between the competences obtained and the coursework or examinations.

(2) For the recognition of coursework or exams completed abroad, agreements between the Federal Republic of Germany and other countries need to be taken into account, such as agreements on equivalencies in higher education (equivalency agreements) and agreements within the framework of university partnerships and double degree programs (cooperation agreements). Furthermore, in cases of doubt regarding the equivalency of qualifications, the Central Office for Foreign Education (Zentralstelle für ausländisches Bildungswesen - ZAB) can be consulted.

(3) Skills and qualifications obtained outside of the higher education sector shall be recognized if

- a) at the time of the recognition, the university entrance requirements are met,
- b) the skills and qualifications to be recognized are equivalent to the coursework and examinations to be substituted in terms of content and level and
- c) the criteria for recognition were examined as part of an accreditation.

For recognition, the applicant has to prove that the competences he or she acquired outside of the higher education sector are comparable to the coursework to be substituted in terms of content and level. For the decision on the recognition the form of instruction shall be considered as well. Competences acquired outside of the higher education sector may substitute 50 percent of the master's program at most. The regulations for the recognition of coursework and examinations at universities of cooperative education ("Berufsakademien") in Germany remain unaffected.

(4) If credits are recognized and the grading systems are similar, the grades shall be transferred according to these Examination Regulations and considered for the calculation of the final grade. In order to guarantee a consistent procedure, the examination committee may pass general regulations for the conversion of grades obtained abroad within the limits of the legal provisions. If conversion is impossible because the grading systems differ or the coursework was not graded, the work is simply marked "passed" ("bestanden"). In this case, the coursework or examination will not be included in the final grade. The recognition is indicated in the degree certificate and in the Transcript of Records.

(5) The examination committee decides on the recognition upon request. It is the student's responsibility to provide the examination committee with the necessary documents for the recognition of coursework and examinations.

(6) In case the student takes part in an examination at the University of Mannheim even though he or she already obtained the respective qualification elsewhere, he or she automatically waives the right to have the previous qualification recognized.

Section 8a - General Provisions; Coursework and Examinations

(1) The examinations that are to be completed as a part of the master's examination, excluding the master's thesis, are assigned to the individual courses within the modules. The type, form, scope and dura-

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tion of coursework or examinations, as well as the further content of the individual courses are defined in the current version of the module catalog for the "Mannheim Master in Management" (M.Sc). If there are several types and styles of examination available, the examiner responsible is to decide the type and form in which the examination in question is to take place in the respective semester. In justified cases, the examiner can deviate from the listed types and forms of examination if the type of course requires this. Decisions according to sentences 3 and 4 are announced by the examiner using appropriate means in due time before the examination, usually at the beginning of the lecture period for the respective semester. The examiner is also to communicate this decision to the Student Services.

(2) An examination as defined in these Examination Regulations usually involves completing an individual task. Examinations or pieces of coursework which have to be successfully completed as a requirement for admission to an examination (required preliminary coursework) can be defined in the module catalog for the "Mannheim Master in Management" (M.Sc.).

(3) Written examinations serve to prove the student's ability to solve a problem by independently applying the common methods of the field in a limited period of time and with a limited amount of authorized material. The examiner determines the authorized material and informs the students about it in advance.

Section 9 - Registration and Admission to Examinations; Examination Dates

(1) Registration is obligatory for all examinations. It is the responsibility of the student to register for the first attempt at an examination; it is to be done strictly within one of the periods set by Student Services before taking the examination. Extension of a registration period is possible through Student Services (late registration).

(2) After the registration period has closed, the registration carried out on the student's own authority for the respective examination attempt can only be withdrawn during one of the periods determined by Student Services (withdrawal), provided that other elements of the examination are not being taken at the time or have not already been completed. Once the withdrawal period has closed, registration for an examination attempt is binding.

(3) A student is only admitted to an examination if he or she

1. is enrolled in the "Mannheim Master in Management" degree program,
2. has not lost his or her eligibility to take examinations in this subject or in another Diplom, Magister, bachelor's or master's program in a similar field of study, and
3. meets the requirements for the examination in question, having successfully completed any required preliminary coursework. A student of the English track of study can only be admitted to an examination in the same way that he or she is admitted to the modules.

(4) The regular dates in a semester for the completion of written, supervised examinations shall be at the start of the semester break. The alternate examination dates should be before the lecture period begins in the following semester, or at the latest during the first week. There shall be at least three weeks between announcing results from the examinations taken on the regular dates and the alternate examination dates. In accordance with sentence 1, the alternate examination dates count for the semester in which the regular dates occurred.

(5) For written, supervised examinations

1. in the Areas "1. Core Competences" and "2. Business Economics", the student can register for the regular or alternate examination dates of his or her choice,
2. in the Areas "3. Business Administration" and "4. Elective Course", the student shall register for the regular examination dates in the semester.

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(6) Should a student de-register, not attend or fail an examination attempt, it will be mandatory for him or her to register for the next possible examination date, provided that the student is eligible for a further examination attempt. Section 12 subsection 3 sentence 1 and section 11 remain unaffected.

Section 10 - Type and Form of Coursework and Examinations

(1) Examinations and preliminary pieces of coursework are coursework and examinations:

1. Examinations as defined in these Examination Regulations are individual tasks that are graded by the examiner with a grade in line with section 6 subsection 1 sentences 2 through 5.
2. Coursework as defined in these Examination Regulations is an individual task that is graded by the examiner as either "passed" or "failed".

(2) The types and forms of coursework and examinations are usually as follows:

1. written tasks in the form of exams, term papers, and case studies,
2. oral tasks in the form of presentations and scientific discussions,
3. or other.

Obligatory attendance and sufficient participation in courses and studies can also be defined as coursework.

Section 10a - Oral Examinations

(1) Oral examinations are usually conducted by the examiner as an individual assessment.

(2) Minutes from the examination (Ergebnisprotokoll) are to be taken during the main course of the examination discussion. The result from this examination, which is to be given to the student immediately after its completion, is to be recorded in the minutes. The minutes are to be signed by both the examiner and the secretary and to be put on file.

Section 10b - Written Examinations

(1) An examiner can extend the preparation period for written coursework following prompt written request by the student, if the student can provide an important reason that is beyond his or her control. This does not apply to supervised, written examinations and the master's thesis. The student who is requesting an extension is responsible for producing adequate proof. A request in accordance with sentence 1 shall be made to the examiner immediately once the student is aware of the circumstances justifying an extension and is only possible within the preparation period. Should the request not be made in due time within the meaning of sentence 4, the circumstances justifying an extension are considered irrelevant for the examination attempt concerned. Sections 3b and 7 remain unaffected.

(2) As a rule, written examinations shall not be conducted in the form of multiple-choice examinations. In exceptional cases with valid reasons, written examinations may be conducted completely or in part as multiple-choice examinations. Should an examination be conducted as multiple-choice throughout, the tasks should allow for reliable examination results. When designing the examination, the examiner shall determine which answers are accepted as correct and how the scoring system works. If, during the assessment of the examination, it turns out that single exercises do not lead to reliable results, they shall not be considered for the calculation of the examination's result. The minimum passing score is to be adjusted accordingly; lowering the passing score shall not have negative implications for candidates. The examination is passed if a student achieves at least the minimum passing score determined before the exam; if the student does not achieve the minimum passing score, he or she might still pass the exam provided his or her performance was good enough

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to be among the set minimum rate of students that will pass the exam regardless of the results (pass rate; pass rate + failure rate = 100%). If the examination is only partly multiple-choice, the regulations of this section apply to that part respectively.

(3) Each written examination shall be recorded in the minutes by the examination supervisor. The minutes have to be signed and filed unless the type of examination is not suitable for minutes.

(4) According to the rules of the Business School, the examination committee and examiners are allowed to use software recommended by the school to detect plagiarism in term papers and similar work. For the grading of their work, students shall submit a digital data file and a hard copy of their work to the examiners. In accordance with section 3 subsection 6 of the Data Protection Act of the Land of Baden-Württemberg, the work must be anonymized before using the plagiarism software. When submitting coursework as defined in sentence 1, the student 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."

Section 11 - Failing and Redoing Coursework or Retaking Examinations (including Examinations and Preliminary Coursework), Failing the Final Examination Attempt

(1) Failed pieces of coursework or examinations are those which have been graded "failed" ("nicht bestanden", "nicht ausreichend") or which are considered to be graded "failed" ("nicht bestanden", "nicht ausreichend"). If an examination is composed of several parts, section 6, subsection 2, sentences 3 through 5, and subsection 3 remain unaffected.

(2) Coursework or examinations which were done as a requirement for an examination and subsequently failed may be repeated. Failing a related examination in the same semester usually means that the preliminary coursework must be redone and passed. The examiner of the retake examination decides on exceptions upon request of a student. In accordance with sentence 3, the request is to be submitted in due time and before the examination concerned takes place, otherwise the preliminary coursework is to be redone.

(3) Failed examinations may generally be retaken once. If the second examination attempt is not successful (re-sit examination), the student can take a second re-sit examination on two occasions at the most during his or her master's program (extra chance). The master's thesis is excluded from the regulation stated in sentence 2.

(4) Should the re-sit of a failed examination for a module, which is comprised of several pieces of coursework or examinations, be taken in the same semester, the re-sit will take place according to the relevant regulations in the "Mannheim Master in Management" (M.Sc.) module catalog. Should the module catalog not contain regulations on re-sitting examinations, the examiner is to announce them at the beginning of the semester. If the re-sit examination does not take place in the same semester, all of the pieces of coursework and examinations that belong to the examination in question and are listed in the module catalog are to be repeated.

(5) 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 examination committee.

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

Section 12 - Master's Thesis

(1) In writing the master's thesis, the student shall prove that he or she has acquired the skills and proficiency to work independently on a problem of his or her field of study employing the scientific methods available within a limited period. Group work is not permitted.

(2) Only university teachers can act as examiners for a master's thesis. Honorary professors may also act as examiners for a master's thesis if this is required due to the personnel capacities and the technical focus of the master's thesis. The university teacher who assigned the topic of the master's thesis to the student shall be the examiner. The examiner may assign further persons as supervisors. Supervisors advise students on any questions to do with the production of the master's thesis; the individual performance and the students' self-reliance for the thesis shall be maintained.

(3) It is the student's responsibility to register his or her master's thesis with the examiner each time he or she attempts to complete it. Once the topic has been issued, registration is binding and the student is admitted to write his or her thesis. Late registration or de-registration after being admitted to write the thesis is not possible. Section 7 remains unaffected.

(4) The requirements for permission to write the master's thesis with the respective examiner are listed in the current version of the "Mannheim Master in Management" (M.Sc.) module catalog. In particular, the relevant "level 700 module" in Area "3. Business Administration" must be passed.

(5) The examiner determines and issues the topic; he or she chooses a topic for the master's thesis from the fields of study of Area "3. Business Administration". The student shall be granted the chance to put forward suggestions for a topic. However, no legal right arises to be assigned the suggested topic. Upon written request to the examination committee by the student, the master's thesis can be completed in a different Area provided that the student has passed examinations in this Area, the topic relates to business administration and the technical requirements defined by the examiner are met. The topic for the master's thesis must be set in such a way that allows it to be completed within the preparation period.

(6) The preparation period is principally four months. Sections 3b and 7 remain unaffected. The preparation period begins once the topic of the master's thesis has been given to the student.

(7) The topic of the master's thesis may be changed once and only during the first eight weeks of the preparation period. In this case the attempt does not count as having been taken.

(8) The student shall submit a declaration resembling section 10b subsection 4 when submitting his or her master's thesis.

(9) The master's thesis shall be submitted in due time to the supervisor in duplicate as a hard copy and as a digital data file. If the master's thesis is not submitted in due time, it will be graded "failed" ("nicht bestanden").

(10) If the master's thesis is failed, it may be redone once. Under no circumstances may the master's thesis be redone twice. If the master's thesis is graded "failed" ("nicht ausreichend"), it shall be passed on to a second examiner for grading. If, in the case mentioned in sentence 2, the grades given by the two examiners differ, the grade awarded for the master's thesis shall be the grade as defined in section 6 subsection 1 sentences 2 through 4 which comes closest to the arithmetic average of both individual grades. If in doubt, the better of the two grades is to be awarded.

(11) If the student fails his or her first attempt at the thesis, he or she must begin writing the new thesis on a different topic within six months after the results from the first attempt were announced. It is the student's responsibility to register with the examiner in due time for the repeat attempt at

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the thesis. Sentences 1 and 2 shall apply if a request for de-registration is granted or the topic of the thesis is changed.

(12) The topic of the master's thesis, the date on which the student was issued a topic, the end of the preparation period and the date on which the thesis is to be submitted are to be put on record by Student Services.

Section 12a - Breaches of Procedure

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

(2) Any disturbances are to be reported immediately by the affected student during a written or oral examination:

1. in case of a written examination to the supervisor,
2. in case of an oral examination to the examiner and
3. in case of any other type of examination to the responsible examiner.

Any other kinds of breaches of procedure are to be reported by the affected student in due time as soon as the student takes note of the particular breach of procedure. The reports according to sentences 1 and 2 shall be entered into the examination minutes. 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.

If the examination committee did not take measures of compensation 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 student shall address his or her request for the necessary measures of compensation to the 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. The request shall not contain any conditions. 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.

Section 12b - Master's Examination

(1) The master's examination includes examinations in the following Areas:

1. Core Competences (16 ECTS credits)
2. Business Economics (12 ECTS credits)
3. Business Administration (44 - 68 ECTS credits)
4. Elective Courses (0 - 24 ECTS credits)
5. Master's Thesis (24 ECTS credits)

(2) For Area "1. Core Competences", modules CC 501 and CC 504 must be successfully completed. In addition, either module CC 502 or CC 503 is to be taken and the corresponding examination must be passed.

(3) For Area "3. Business Administration", modules totaling 44 to 68 ECTS credits are to be taken. If no elective course is attended, modules totaling 68 ECTS credits must be taken. These may be chosen from the following Areas:

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1. Accounting and Taxation
2. Banking, Finance and Insurance
3. Information Systems
4. Management
5. Marketing
6. Operations Management

(4) For Area "4. Elective Courses", an elective course totaling up to 24 ECTS credits can be selected from the "Mannheim Master in Management" (M.Sc.) module catalog. By attending an elective course, the minimum number of ECTS credits to be obtained in Area "3. Business Administration" is reduced. A written request may be submitted to the examination committee to change the elective course. The request is granted if no more than half of the planned assignments for the current course have been passed and the student can prove that changing to a different elective course does not prolong his or her period of study. Grades and ECTS credits obtained in the current elective course will not be taken into consideration when the overall grade is calculated.

(5) Students have the possibility to study abroad for a semester as part of their master's program. During the semester abroad students shall complete examinations in the subject areas according to subsection 1 Nos. 1 through 4 corresponding to a maximum of 30 ECTS credits. Of those, 18 ECTS credits at most may be recognized for modules in the "Mannheim Master in Management" (M.Sc.) module catalog which have the "International Course" classification. There is no academic leave of absence granted for semesters abroad. If a student opts for a semester abroad, the minimum number of credits to be completed at the University of Mannheim is reduced respectively.

(6) The student may change modules if he or she was absent or de-registered from an examination, or the examination was failed, by submitting a written request to the examination committee. The student may request to change modules in this manner twice. The request must be made no later than by time of registration for the module to which the student would like to change. It must also be linked with a request to deduct the number of examination attempts made to date for the new module.

Section 13 - Passing the Master's Examination, Master's Degree Certificate and Confirmation of Degree Completion

(1) The master's examination is passed if all of the required examinations for the modules in the Areas defined in section 12b subsection 1, including the master's thesis, have been graded at least as "fair" ("ausreichend") or "passed" ("bestanden").

(2) The failure of the master's examination is final, if

1. a final attempt at a piece of coursework or an examination, which these Examination Regulations and the current version of the "Mannheim Master in Management" (M.Sc.) module catalog have highlighted as being required, has been failed, or
2. an examination deadline was not met for an invalid reason.

(3) After successful completion of the master's examination, the candidate is issued a degree certificate. This comprises

1. the Areas listed in section 12b subsection 1 nos. 1, 2 and, if applicable, 4. These shall be listed with their ECTS credits and the grade according to section 6 subsection 5 sentence 1 (in words and figures);
2. the subject area listed section 12b subsection 1 no. 3. The chosen Area(s) shall be listed with their ECTS credits and the grade according to section 6 subsection 5 sentences 2 and 3 (in words and figures);
3. the topic of the master's thesis and the name of the evaluator;

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4. the grade of the master's thesis according to section 6 subsection 1 in conjunction with section 12 subsection 9 if applicable (in words and figures);
5. the final grade according to section 6 subsection 6 (in words and figures);

The certificate dates back to the day of completion of the last examination. If it is not possible to determine this date, the last day of classes of the respective semester shall serve as the date of completion. The certificate shall be signed by the chair or deputy chair of the examination committee.

(4) It shall be indicated in the degree certificate if examinations corresponding to at least 60 ECTS credits were completed in English. An examination is considered completed in English if the course was taught in English and the examination was completed in English.

(5) Along with the master's degree certificate the candidate receives a diploma certifying the conferment of the academic degree and comprising the final grade of the degree and/or the honors ("mit Auszeichnung bestanden") according to subsection 7. The diploma bears the date of the master's degree certificate. The diploma is signed by the dean of the school or his or her deputy and bears the seal of the university.

(6) The academic degree shall only be used after having received the diploma.

(7) In case the final grade is 1.2 or better, the student graduates "with honors" ("mit Auszeichnung bestanden"). This is indicated on the degree certificate and the diploma.

(8) An English Diploma Supplement in accordance with the European Diploma Supplement model shall be attached to each certificate. A Transcript of Records forms part of the Diploma Supplement comprising all completed modules and the respective examinations including the issued ECTS credits and grades.

(9) [deleted]

(10) In case of failure of the master's examination and upon request by the student, the Student Services issue a certificate listing all completed modules and their grades, and stating that the failure is final.

Section 14 - Double Degree Program

(1) Students enrolled in the first semester of the "Mannheim Master in Management" have the option to apply for a double degree program.

(2) The requirements for the double degree programs are listed in the respective study regulations.

(3) (deleted)

(4) There is no academic leave of absence granted for semesters abroad.

Section 15 - Business Research

(1) Students enrolled in the "Mannheim Master in Management" have the option to apply for the research-focussed course program Business Research for their second year of the program. The detailed course program is documented in the module catalogs of the program "Mannheim Master in Management" and the doctoral program Business Administration at the Center for Doctoral Studies in Business (CDSB) of the University of Mannheim. Examinations in courses under the numbers 800 through 899 in the module catalog for the "Mannheim Master in Management" are subject to the Examination Regulations of the "Mannheim Master in Management". Examinations in courses under the numbers 900 through 999 are subject to the Study Regulations of the doctoral program in

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business administration at the CDSB. Examinations and coursework for modules at other schools are subject to the regulations of the respective school.

(2) Students who wish to be admitted to the selection process of the course program Business Research must have an average grade of 2.0 or higher after the first semester of the "Mannheim Master in Management" and submit their application in due time and form. The application shall be submitted by 15 April to the University of Mannheim. It shall be submitted in the electronic form required by the university; the link to the online application portal may be found on the CDSB website. The following shall be attached (electronically) to the application:

- a) Valid enrollment certificate for the postgraduate program "Mannheim Master in Management".
- b) Letter of motivation in English of about 500 words.
- c) An academic essay written by the applicant of about 10 pages (as a rule in English, in exceptional cases in German).
- d) Copies of the following certificates: Higher Education Entrance Qualification, bachelor's degree certificate, current Transcript of Records of the coursework of at least the first semester of the master's program.
- e) Two evaluations from university teachers.

The university may request the original or a notarized copy of the documents submitted to the admissions and examination committee of the doctoral program Business Administration of the CDSB. Admission may be denied if the documents do not fulfill the requirements of the university; this includes the form of the documents. If it is not possible to submit the application electronically due to hardship, upon request, the application may take place in the form of an interview or be submitted in writing.

(3) The admissions and examination committee selects the students for the course program Business Research. Section 3 of the Study Regulations of the doctoral program in Business Administration applies accordingly. In exceptional cases the admissions and examination committee may set a deadline different from subsection 2 (2). The CDSB administration is in charge of administering the selection process.

(4) In order to be admitted to the course program named in subsection 1, the candidate shall demonstrate a particular capability to write a high-quality doctoral dissertation. The selection for the program is based on the application documents. As a rule, the admissions and examination committee also invites the candidates to a selection interview. The selection interview may be conducted via video-conferencing or the like. The admissions and examination committee decides on the applicants to be admitted on the basis of the documents listed in subsection 2 and the selection interview.

(5) Admission to the course program Business Research does not influence admission to the CDSB of the Graduate School of Economic and Social Sciences (GESS).

(6) According to section 10 subsection 1 (3), students who are admitted to the course program Business Research have to complete fewer ECTS credits in the subject area Business Administration. The specifics are indicated in the module catalog. For the subject area Business Research the subject area grade is the arithmetic average of the graded modules. The modules are weighted according to the number of ECTS credits. The subject area grade counts towards the final grade together with the grades calculated according to section 6 subsection 5. Subsection 6 (6) applies correspondingly. In addition to the subject areas listed in section 13 subsection 3 nos. 1 and 2 the subject area Business Research along with the ECTS credits and the grade shall be indicated on the certificate.

Section 16 - Voidness of the Master's Examination

(1) If the candidate has manipulated an examination by cheating and this is revealed after the student has received his or her master's degree certificate, the examination committee may revise the

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result or the respective grade retroactively and declare the examination as completely or partially failed.

(2) If the requirements to be admitted to an examination were not met without the candidate's intent to disguise this fact and if this fact is revealed after the candidate has received his or her master's degree certificate, this defect is remedied by having passed the examination. If the student attained his or her admission illegitimately on purpose, the examination committee shall decide on the proceedings.

(3) The revocation of the academic degree is subject to the respective legal regulations.

(4) The candidate in question shall be granted the chance to comment on the issue prior to the decision.

Section 17 - Access to Examination Records

After the completion of each examination, students shall be granted access to their written examinations, their master's thesis and the respective evaluations upon written request.

The request has to be submitted to the chair or the Student Services within one year after having received the result for the respective examination. They decide on the time and place for accessing the examination records.

Section 18 - Commencement, Transitional Regulations

(1) These Examination Regulations become effective on 1 August 2009.

Article 2 of the 1st amendment as at 11 December 2009:

The amendment becomes effective the day after its announcement in the Bulletin of the President's Office ("Bekanntmachungen des Rektorats") of the University of Mannheim.

Article 2 of the 2nd amendment as at 1 June 2010:

The amendment becomes effective the day after its announcement in the Bulletin of the President's Office ("Bekanntmachungen des Rektorats") of the University of Mannheim.

Article 2 of the 3rd amendment as at 13 December 2010:

The amendment becomes effective the day after its announcement in the Bulletin of the President's Office ("Bekanntmachungen des Rektorats") of the University of Mannheim. Candidates who completed examinations in the elective course Information Systems may request the transfer of these to the new subject area Information Systems in Business Administration.

Article 2 of the 4th amendment as at 2 March 2011:

The amendment becomes effective the day after its announcement in the Bulletin of the President's Office ("Bekanntmachungen des Rektorats") of the University of Mannheim.

Article 2 of the 5th amendment as at 20 April 2011:

The amendment becomes effective the day after its announcement in the Bulletin of the President's Office ("Bekanntmachungen des Rektorats") of the University of Mannheim.

Article 2 of the 6th amendment as at 28 September 2011:

The amendment becomes effective the day after its announcement in the Bulletin of the President's Office ("Bekanntmachungen des Rektorats") of the University of Mannheim.

Article 2 of the 7th amendment as at 27 October 2011:

The amendment becomes effective the day after its announcement in the Bulletin of the President's Office ("Bekanntmachungen des Rektorats") of the University of Mannheim.

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Article 2 of the 8th amendment as at 11 June 2012:

The amendment becomes effective the day after its announcement in the Bulletin of the President's Office ("Bekanntmachungen des Rektorats") of the University of Mannheim.

Article 2 of the 9th amendment as at 7 March 2013:

The amendment becomes effective the day after its announcement in the Bulletin of the President's Office ("Bekanntmachungen des Rektorats") of the University of Mannheim.

Article 2 of the 10th amendment of 9 December 2013 stipulates:

The amendment becomes effective the day after its announcement in the Bulletin of the President's Office ("Bekanntmachungen des Rektorats") of the University of Mannheim.

Article 2 of the 11th amendment of 30 June 2015:

The regulations in article 1 apply to all students of the "Mannheim Master in Management" master's program at the University of Mannheim, who are studying in the "Mannheim Master in Management" master's program at the University of Mannheim according to the regulations in the current version of the University of Mannheim Examination Regulations for the "Mannheim Master in Management" master's program of 5 February 2009.

This amendment becomes effective the day after its announcement in the Bulletin of the President's Office ("Bekanntmachungen des Rektorats") of the University of Mannheim.

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