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**Examination Regulations for the Master's Program
"Business Informatics"**

as at 7 March 2013

(Bulletin of the President's Office No. 07/2014 (Part 4) of 21 March 2013, pp. 117 et seqq.)

1st amendment as at 6 July 2015

(Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats) No. 19/2015 (Part I) of 16 July 2015 pp. 39 et seqq.)

This is a non-official version of the Examination Regulations into which the aforementioned amendment is incorporated. 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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I. General Provisions

Section 1 – Gender-Neutral Language

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.

Section 2 – Scope

These Examination Regulations apply to the degree course Master of Science (M.Sc.) Business Informatics of the School of Business Informatics and Mathematics of the University of Mannheim.

Section 3 – Purpose of the Master's Examination

- (1) The master's examination constitutes the second professional qualification (consecutive degree).
- (2) The master's examination serves to prove whether a student has gained substantial knowledge in the field of business informatics. In addition, it serves to demonstrate whether the student has the ability to apply scientific methods and findings adequately in order to ensure a successful transition into research or the labor market.

Section 4 – Academic Degree

Based on the successful completion of the master's examination the University of Mannheim awards the academic degree "Master of Science" (M.Sc.).

Section 5 – Degree Course and Examination Deadlines

- (1) The master's program comprises coursework submitted and examinations taken during the program.
- (2) 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). The maximum period of study ends three semesters after the standard period of study 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.
- (3) The degree course consists of modules corresponding to a total of at least 120 ECTS credits. One ECTS credit corresponds to an average workload of 25 - 30 hours. The workload comprises the hours spent in class, the hours spent on the preparation for and the revision of classes, self-study and the hours spent on preparing for examinations as well as the examinations themselves.
- (4) The degree program has a modular structure. Individual courses include technical, topical and coherent units of instruction (modules). The topics for the individual units are stipulated in these Examination Regulations; the composition and further contents are stated in the current version of the University of Mannheim's module catalog for the Master of Science in "Business Informatics" degree program.

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(5) At the beginning of their studies, students are recommended to seek academic advice for orientation purposes. It serves to help them to draw up their individual degree plans. The examination committee shall take care of the academic advising. It may pass on the task to qualified staff members.

Section 6 – 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 Caregiver 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 7 remains unaffected.

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(7) 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 7 – Disadvantage Compensation

(1) If students, as a result of a special condition or situation within the meaning of section 6 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 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 8 – Examination Committee and Student Services

(1) For the master's program Business Informatics an examination committee is formed. It is composed of three university teachers or senior academic staff members (Privatdozenten) of the School of Business Informatics and Mathematics and a student member exercising an advisory function. The term of office of the university teachers or senior academic staff members (Privatdozenten) is three years. The student member's term of office is one year and always begins 1 August. All members may be reappointed. If a member retires from his position before the end of his or her term of office, the school council shall appoint a successor for the remaining term of office. In the event of a tie, the vote of the chair shall decide the matter.

(2) The members of the examination committee are appointed by the responsible school council.

(3) The members of the examination committee are obliged to exercise discretion. The obligation to exercise discretion continues after the term of office and includes discussion-related documents.

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(4) The examination committee makes all decisions regarding examinations if no other entity is responsible. The examination committee enforces the Examination Regulations. In accordance with the committee on student affairs and teaching, the examination committee 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.

(5) The chair manages the current affairs of the examination committee. The examination committee may entrust the chair with further tasks.

(6) The members of the examination committee have the right to be present during examinations.

(7) 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 announce registration deadlines, examination dates and rooms,
2. announce the names of the examiners and notify them about the examination,
3. receive applications for admission and registrations for examinations and re-sit examinations from students,
4. maintain student examination records,
5. enforce all deadlines specified in these Examination Regulations,
6. are in charge of the administration of all examinations and, in cooperation with the responsible school, coordination of supervision for written examinations,
7. inform students about their examination results,
8. issue and hand out official documents, degree certificates and confirmations on coursework and examinations along with attachments.

(8) Any decisions by the examination committee or its chair shall be communicated to the candidate in writing providing him or her with a reason and including the legal basis and information on rights to appeal.

Section 9 - Examiners, Observers and Examinations

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

(2) Only university teachers, auxiliary professors (außerplanmäßige Professoren) 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 sentences 5 and 6 LHG, are authorized to administer coursework and examinations.

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(3) Observers shall have successfully completed a master's degree or an equivalent degree in the field or in a subject area related to the examination.

(4) Examiners and observers are obliged to exercise discretion in accordance with section 8 subsection 3. If they are not employed in the public service, they shall be obliged to exercise discretion by the chair of the examination committee.

(5) Any person authorized to administer examinations as defined by section 2 may be appointed an examiner of master's theses.

(6) Every examiner may make use of one or several assistants for the correction of examinations or coursework as long as competent evaluation and grading is ensured.

(7) 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. An examination as defined in these Examination Regulations usually involves completing an individual task. The requirements for and the design of each examination are determined in these Examination Regulations as well as the current version of the Master of Science in "Business Informatics" module catalog. The examiner is to give notification of the number, type, form and scope of examinations to be taken as well as their weighting, provided this does not impact any final regulations in this document and the relevant module catalog. This information must be announced by the examiner using appropriate means in due time before the examination, and at the start of the lecture period for the semester in question at the latest. The examiner is also to communicate this decision to Student Services.

Examinations or pieces of coursework which have to be completed successfully as a requirement for admission to an examination (required preliminary coursework) can be defined in the module catalog for the Master of Science in "Business Informatics".

(7a) 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 10 subsection 1.

2. Coursework as defined in these Examination Regulations is an individual task that is graded by the examiner as either "passed" or "failed".

3. The types and forms of coursework and examinations are usually as follows:

- a. written tasks in the form of examinations, term papers, case studies, presentations or exercise courses,
- b. oral tasks in the form of talks, presentations and scientific discussions,
- c. practical tasks in the form of programming exams, team projects,
- d. internships or exercise courses
- e. other coursework or examinations, and
- f. a combination of different types and forms of coursework or examinations

(8) Modules can be taught in German or English. The language of a module shall be indicated in the module catalog. If a module is listed as a module taught in English, all courses shall be taught entirely in English and all examinations shall be completed in English.

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(9) 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. If an examination is conducted in the form of a multiple-choice exam, the instructions shall clearly convey the scoring system, the minimum score required to pass, the minimum score required to pass relative to the performance of the group and whether one or several answers may be selected for each question. The examination is considered passed if the student scores at least the indicated percentage of the total points (absolute pass mark). The examination is also passed if the student reaches the minimum score required to pass relative to the performance of the group (relative pass mark). In case the examination is only partly multiple-choice, the regulations of this section apply respectively.

(10) Regular attendance of seminars, internships and projects may be defined as an examination if the quality of the course requires regular attendance and active participation of the students.

(11) [deleted]

(12) Written examinations and term papers serve to prove the student's ability to solve a problem 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.

(13) When grading term papers, a master's thesis or an equivalent, examination committee and examiners are authorized to use a software to detect plagiarism. The candidates shall submit a data file and a hard copy of their work to the responsible 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.

(14) Each examination shall be recorded in minutes by the exam supervisor. The minutes have to be signed and filed unless the type of examination is not suitable for minutes (e.g. term paper).

(15) As a rule, written examinations at the School of Business Informatics and Mathematics last 90 minutes and oral examinations last 30 minutes per candidate. Details are specified in the module catalog.

(16) Students planning to take the same oral examination at a later date may be admitted as audience provided the circumstances permit it and the candidate does not object. The audience may not attend the consultation of the examiners or the announcement of the results.

(17) Examinations for modules taught at other schools are subject to the respective rules of the study and examination regulations of the school or department offering the module.

Section 9a – 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.

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(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.

(3) 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 10 – Grading of Examinations and Coursework, Calculation of Module Grade, Final Grade and ECTS Grade

(1) According to section 9 subsection 7a no. 1 and 2, the grades for examinations and pieces of 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.

The assessment of examinations conducted as written exams shall not to take longer than four weeks. There shall be at least three weeks between the announcement of the examination results of the first attempt and the date of the re-sit examination.

(2) A module may comprise one or several examinations. If a module comprises only one examination, the module grade derives from the examination graded in accordance with subsection 1. If a module consists of several examinations, the module grade derives from the 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.

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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.

(3) Examinations graded "fair" (4.0) ("ausreichend") or better are considered passed. If a module comprises several examinations, the examiner decides whether the module can only be passed if each individual examination is passed with at least "fair" (4.0) ("ausreichend") or whether an average of passed and failed examinations is calculated taking into account the respective weighting of each examination. The examiner shall provide the candidates with the information on how the module grade will be calculated by the beginning of the course at the latest.

(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) An individual grade for each subject area according to section 14 subsection 1(1-4) is awarded. The grades for the subject areas derive from the average grades weighted according to the ECTS credits assigned for the passed module.

(6) The final grade of the master's examination derives from the grades according to subsection 5, the grade for the team project and the master's thesis. The separate grades are weighted according to the ECTS credits assigned respectively.

The final grades and the grades for the subject areas are

1.5 or better = very good ("sehr gut")

from 1.6 to 2.5 = good ("gut")

from 2.6 to 3.5 = satisfactory ("befriedigend")

from 2.6 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.

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(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%
- 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. The chair of the examination committee may decide to take further classes into account for the calculation.

(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 11 – Absence, Withdrawal, Cheating and Misconduct

(1) An examination for which a student is registered is not passed or graded "failed" (5.0) ("nicht bestanden"), respectively, 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.

(2) The examination committee shall be informed immediately in writing about the reasons brought forward for the de-registration or absence. Relevant proofs are required. If the committee allows the retroactive de-registration, the new examination shall take place at the next possible examination date (mandatory registration for the re-sit examination by the Student Services). If a module comprises several examinations and a student successfully de-registers from one of them, the de-registration applies to the entire module.

(3) 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 7 remains unaffected.

(4) If a candidate tries to manipulate his or her examination by cheating or using unauthorized resources, the respective examination 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 serious cases, the examination committee may exclude the candidate from taking further examinations. 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.

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Section 12 – Recognition of Periods of Study, Coursework 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 examinations 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 case of doubts 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) the requirements for admission to a higher education institution are fulfilled at the time of recognition,
- 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 is also taken into account. Skills and qualifications obtained 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) 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.

(5) If credits are recognized and the grading systems are similar, the grades shall be transferred according to these Examination Regulations and considered for calculation of the final grade. In order to guarantee a consistent procedure, the examination committee can 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.

(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.

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II. Examination Process

Section 13 – Admission to Examinations, Registration, 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 module 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

- a) is enrolled in the Master of Science in Business Informatics degree program at the University of Mannheim,
- b) 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 (IT or economics), and
- c) meets the requirements for the examination in question, having successfully completed any preliminary coursework.

(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) Students are to register for written supervised examinations taking place on regular examination dates; exceptions will be announced in due time on the University of Mannheim website. 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 14 – Type, Scope and Contents of the Master's Examination

(1) In order to complete the degree, the student needs to complete the master's examination consisting of the master's thesis and examinations during the course corresponding to at least 120 ECTS credits in the following subject areas:

1. Fundamentals Computer Science (12 – 24 ECTS credits)
2. Fundamentals Business Informatics (12 – 24 ECTS credits)
3. Fundamentals Business Administration (0 – 18 ECTS credits)
4. Specialization Courses (36 – 42 ECTS credits)
5. Team Project (12 ECTS credits)

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6. Master's Thesis (30 ECTS credits)

(2) Taking into consideration the ECTS credits' ranges in subsection 1 (1-3), students shall take modules from the subject areas "Fundamentals" corresponding to 36 - 42 ECTS credits. The modules offered as part of the subject areas "Fundamentals" are listed in the module catalog.

(3) Students shall take modules from the subject area "Specialization Courses" corresponding to 36 - 42 ECTS credits. At least 30 of those ECTS credits shall be assigned to a "Specialization Track". One of the aforementioned modules shall be a seminar. Further modules corresponding to up to 12 ECTS credits may be chosen from the entire subject area "Specialization Courses". The whole range of "Specialization Courses" as well as the modules assigned to particular "Specialization Tracks" are listed in the module catalog.

(4) Students should not obtain more than 78 ECTS credits in the subject areas "Fundamentals" and "Specialization Courses".

(5) Type, scope, and contents of examinations taken at other schools or departments are subject to the rules and regulations of the respective school or department.

(6) Each term paper and the master's thesis shall include the following declaration signed by the student:

"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." If this declaration is not made, the paper may not be graded.

(7) During an academic leave of absence students cannot register for coursework or examinations nor submit coursework or take examinations. Section 61 subsection 3(2) LHG remains unaffected.

(8) After completing the master's examination and with permission from the examination committee, students may take further examinations other than the ones mandatory for the master's degree in Business Informatics up until the end of the semester during which they passed their master's examination. Students must register for these additional examinations when registering for their final regular examinations at the Student Services at the latest. Upon request, the additional grade may be included in the Transcript of Records if the request was filed before the transcript is issued. When determining the final grade in accordance with section 10, the result shall not be taken into account.

Section 15 – Retaking Examinations during the Course

(1) In accordance with the module catalog, modules that were "failed" ("nicht bestanden"/"nicht ausreichend") may be retaken once. If the failed module comprises several examinations, the student shall only retake the examination that was failed. The new examination shall take place at the next possible examination date (mandatory registration for the re-sit examination by the Student Services).

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(2) Altogether, only two examinations at most may be retaken twice. The master's thesis and the team project are exempt from this regulation. If the team project was graded "failed" ("nicht bestanden"), students are granted the opportunity to retake it once. They may choose from the current courses taught at the school as well as from the Area Information Systems at the Business School. Students cannot transfer a retake option that was not needed for one exam to another. An exam cannot under any circumstances be retaken more than twice. We recommend to seek academic advice prior to retaking an examination a second time. Each examiner in accordance with section 9 subsection 2 is entitled to give academic advice.

(2a) 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.

(3) Candidates who are not able to take the mandatory re-sit examination due to a semester abroad may submit a request to the Student Services in order to reschedule their re-sit examination.

(4) Students may change modules they did not pass or for which they registered but did not take the examination only upon approval from the examination committee. Altogether, students may change modules twice at most. Previous attempts to pass examinations will be deducted from the number of attempts students have left to complete the new module. The newly chosen examination shall be indicated in the application for the change of modules.

(5) It is not possible to retake a module that was passed.

Section 16 – Master's Thesis

(1) The master's thesis shall serve to prove that the student is capable to independently work on a problem in his or her field of study within a limited period of time applying scientific methods.

(2) As a rule, the student is required to have obtained at least 60 ECTS credits in order to register for his or her master's thesis. The examiner, as defined in section 10 sentence 2, is to verify that this requirement has been met before the topic is assigned to the student. For this purpose, the student shall provide the supervisor with a current Transcript of Records. In some cases there are further requirements to be met. Those are listed in the respective module catalogs.

(3) The master's thesis shall discuss a topic from one of the following fields:

- Business Informatics
- Computer Science, Information Systems

The examination committee shall approve the relevance for the field of business informatics, if the master's thesis is being written in a different field.

(4) The examiner, as defined in section 10 sentence 2, assigns a topic to the candidate. The candidate may put forward suggestions for the topic. However, no legal right arises to be assigned the suggested topic. The examiner, as defined by section 10 sentence 2, 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.

(5) The preparation period for the master's thesis is six months. The examiner, as defined in section 10 sentence 2, is responsible for making sure the topic and scope of the master's thesis allow for the

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thesis to be completed within the set period of time. The examiner, as defined in section 10 sentence 2, informs Student Services of the topic, the start of the preparation period as well as of the date of submission of the master's thesis.

(6) The master's thesis is to be submitted to the examiner, as defined in section 10 sentence 2 in duplicate as a hard copy and as a digital data file.

(7) The candidate shall enclose a written declaration in accordance with section 14 subsection 6 to the master's thesis.

(8) If the master's thesis is not submitted in due time, it is graded "failed" (5.0) ("nicht ausreichend").

(9) The topic of the master's thesis may be changed once and only within the first four weeks after its registration. Upon request from the student and in agreement with the examiner, as defined in section 10 sentence 2, the examination committee may in exceptional cases grant an extension of up to eight weeks for the master's thesis.

(10) The master's thesis shall be evaluated by two examiners according to section 8 subsection 2. One of the examiners shall be the supervisor of the master's thesis. In case of differing evaluations, the grade for the thesis derives from the average of the two individual evaluations. The result shall be rounded to the better grade. If the average of the two individual evaluations is worse than "fair" (4.0) ("ausreichend"), the grade "failed" (5.0) ("nicht ausreichend") is given.

(11) The student shall be informed about the result of the master's thesis two months after its submission at the latest.

(12) If the master's thesis is graded with "failed" (5.0) ("nicht ausreichend"), it may be redone once. Under no circumstances may the master's thesis be redone twice. In case the master's thesis is being redone, a new topic shall be registered within six months after the first attempt. If applicable, the chair of the examination committee assigns a new topic for the master's thesis.

Section 17 – Passing the Master's Examination, Master's Degree Certificate and Confirmation of Degree Completion

(1) The master's examination is completed if the student has obtained at least 120 ECTS credits.

(2) Failing the last attempt of an examination during the course results in the failure of the entire master's examination.

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

1. a list of all fields according to section 14 subsection 1. All fields are listed together with the respective ECTS credits and grades (in words and figures) that were obtained;
2. the topic of the master's thesis and the name of the evaluator;
3. the final grade (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

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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 of Mannheim.

(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 on 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 or if the student lost his or her eligibility to take exams due to missing deadlines, a confirmation listing all completed examinations and coursework with the respective grades is issued upon written request. The confirmation clearly states that the failure of the degree is final.

III. Final Provisions

Section 18 – 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 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 matter.

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

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

Section 19 – 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 of the respective examination. They decide on the time and place for accessing the examination records.

Section 20 – Commencement

(1) These Examination Regulations become effective on 1 August 2013.

(2) At the same time, the Examination Regulations for the Master of Science in Business Informatics at the University of Mannheim of 20 April 2011 cease to be effective. However, they still apply for students who were enrolled in the Master of Science in Business Informatics at the University of Mannheim prior to the fall/winter semester 2013/2014.

Article 2 of the first amendment as at 6 July 2015:

This amendment applies to all students of the master's program "Business Informatics" at the University of Mannheim, who are studying in the master's program "Business Informatics" at the University of Mannheim according to the Examination Regulations for the master's program "Business Informatics" of 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.

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