Examination regulations of the Faculty of Business Administration and Economics at Heinrich Heine University in Düsseldorf for the English-language master's program "General Management" (MPO-English) at Düsseldorf Business School (DBS) from 13 January 2021

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Reading version, legally binding is the German text

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Appendix 1: Structure and Modules of the English-language Master's Program "General Management"

§ 1 Object of study

- (1) At the Düsseldorf Business School GmbH in further education studies
 - a) the German-language course of study "General Management" leading to the degree "Master of Business Administration (MBA)" and
 - b) the English-language course of study "General Management" leading to the degree "Master of Business Administration (MBA)".

are offered.

- (2) These regulations govern the studies and examinations in the English-language study program "General Management" with the degree "Master of Business Administration (MBA)" mentioned in paragraph 1 letter b).
- (3) The course of study comprises a standard period of study of 21 months and is intended to provide students with the necessary specialist knowledge, skills and methods, taking particular account of the requirements and changes in the professional world, in such a way that they are enabled to carry out independent practical economic work and to act responsibly, as well as to engage in civil society, on the basis of economic knowledge.
- (4) The Master's examination constitutes the professionally qualifying degree of the degree program. The Master's examination is intended to determine whether the candidate has the thorough specialist knowledge required in the profession to independently apply economic knowledge and methods of the examination subjects.

§ 2 Admission requirements

- (1) Prerequisites for access to further education in the course of study specified under § 1 paragraph 1 letter b) are:
 - a) a domestic or foreign first professional university degree with at least 240 ECTS credits or another equivalent degree; the examination board decides on the comparability of the courses of study and on the equivalence of university degrees obtained at foreign universities. In case of doubt, the Examining Board may consult the Central Office for Foreign Education.
 - b) Applicants who have a first degree with less than 240 ECTS credits but at least 180 ECTS credits may be admitted if they demonstrate the level of competence required to obtain the Master's degree. This can be done by crediting other relevant study and examination achievements as well as practical professional knowledge and skills. In cases where the applicant has proven that he or she has the intended technical and content-related qualification, but has not yet achieved 240 ECTS credits, he or she is he/she must be informed in writing by the Academic Advisory Board that a total of less than 300 ECTS credits will have been acquired after completion of the Master's examination.
 - c) the content of the first degree program fits the English-language MBA program in "General Management". In cases of doubt, the applicant may be asked to explain orally the services and evidence provided to date.
 - d) sufficient relevant professional experience of at least two years in the sense of the first degree.
 - e) proof of very good knowledge of the English language, both written and spoken. Proof is provided by a TOEFL or IELTS test. Alternatively, relevant evidence of qualifications from undergraduate or postgraduate studies may be accepted, as may English-language work experience; furthermore, relevant knowledge may be established in an interview.

- (2) The examination board (§ 5) determines whether the applicants meet the requirements for admission to the course. If this is the case, the application documents will be forwarded to Düsseldorf Business School GmbH with this determination.
- (3) If there is an interview with the applicant to check the professional fit according to paragraph 1 letter c). the applicant, this will be carried out by a member of the Scientific Advisory Board or the Scientific Managing Director of the DBS. The interview will be documented to the review board.
- (4) Admission to the study program may be restricted due to organizational, spatial and methodological-didactic reasons. In the selection process that is then required, only the grade of the first professional qualification and the professional fit are to be taken into account.
- (5) The Academic Advisory Board of Düsseldorf Business School GmbH finally admits the applicants who are eligible for admission in accordance with paragraphs 3 and 5 and notifies the applicant of the decision. the applicant with.

§ 3 Master's degree

After passing the Master's examination, the Faculty of Business Administration and Economics at Heinrich Heine University Düsseldorf awards the academic degree "Master of Business Administration" ("MBA").

§ 4 Amount of Study and Master's Examination

- (1) The workload of the program is 1,800 hours. The study program is completed on a part-time basis.
- (2) The structure of the study program is regulated by Annex 1.
- (3) The Master's examination consists of the Master's thesis and the module examinations in the compulsory modules and the compulsory elective modules according to Annex 1.

§ 5 Examination Board

- (1) The Faculty of Business Administration and Economics at the Heinrich Heine University Düsseldorf appoints an examination board for all DBS degree programs to organize and carry out the examinations.
- (2) The Examination Board shall be an authority within the meaning of the Administrative Procedure Law and the Administrative Process Law.
- (3) The examination board shall ensure that the provisions of the examination regulations are observed. He reports regularly to the Faculty of Business Administration and Econimics of Heinrich Heine University and the Scientific Advisory Board of the Düsseldorf Business School GmbH about the development of the examinations and the study periods. It provides suggestions for reforming the examination regulations.
- (4) The examination board consist of the following members the chairperson, the deputy chairman and two other members. A substitute shall be appointed for each member, with the exception of the Chairperson and his/her deputy. The term of office of the members is generally three years. Reappointment is permitted. The term of office of the substitutes ends with the term of office of the corresponding member. Three students in the continuing education programs participate in an advisory capacity. Their term of office is determined by the duration of the respective master's program. The examination board must be composed of equal numbers of men and women, unless there is an objectively justified exception in an individual case.
- (5) The chairperson, the deputy chairperson and the two other members are selected from the group of professors of the Faculty of Business Administration and Economics of Heinrich Heine University elected. The Faculty Council appoints the representatives from the group of students in the continuing education programs.

- (6) The examination board has a quorum if at least three professors are present. Decisions are made with a simple majority of the professors present. In the event of a tie, the chairperson shall have the casting vote, in the event of his or her absence, the vote of the deputy chairperson.
- (7) The meetings of the examination board shall not be public. The members of the examination board and their deputies are subject to official secrecy. The participants pursuant to paragraph 4, penultimate sentence, shall be represented by the chairperson or to oblige the chairman to maintain secrecy.
- (8) The members of the examination board and their substitutes shall have the right to be present at examinations.
- (9) The administration of Düsseldorf Business School GmbH is available to the examination board for the organizational handling of examinations. It is due to maintain confidentiality.
- (10) The chairperson of the examination board, or, if she/he is prevented from doing so, her/his deputy, represents the examination board in and out of court. He/she convenes the meetings of the board, chairs them and implements the resolutions adopted there. The chairperson handles the tasks assigned to her or his tasks assigned to her/him by the examination board, as well as all regulatory cases that do not require a resolution by the board. She/he decides in urgent cases. Decisions on appeals are reserved for the examination board.
- (11) The the chairperson of the examination board shall announce orders, setting of dates and deadlines, as well as other communications of the Audit Committee that do not only affect individuals, with legally binding effect by posting them on the websites of the DBS.

§ 6 Examiners and Observers

- (1) The examination board appoints the examiners and the observers. It may delegate the appointment to the chairperson.
- (2) All university lecturers and other persons authorized to conduct university examinations in accordance with Section 65 (1) HG may be appointed as examiners. They should have been responsible for teaching the subject in question during the period of study preceding the examination. They may also be appointed as examiners for a period of up to two years after the end of their examination-authorizing activities in the relevant course of study.
- (3) Anyone who has passed a relevant final examination at an academic university and who is employed under public law at the Faculty of Business Administration and Economics at Heinrich Heine University Düsseldorf or who works at Düsseldorf Business School GmbH may be appointed as an observer.
- (4) The chairperson of the examination board shall announce the names of the examiners at least two weeks prior to the first possible taking of the examination.
- (5) The candidate may propose the examiner for the Master's thesis. The suggestion will be taken into account as far as possible. There is no legal claim to this.
- (6) The examiners are independent in their examination activities.
- (7) The examiners shall be sworn to secrecy by the chairperson of the examination board.

§ 7 Crediting of periods of study, coursework and examinations

(1) Periods of study, coursework and examinations from another Master's program or other equivalent programs at a German or foreign university shall be recognized if they do not differ significantly in content, scope and requirements from those of the English-language MBA program "General Management". In this context, an overall assessment shall be made with regard to the significance of the achievements for the achievement of the objectives of the degree program and the purpose of the examinations pursuant to § 1, paragraph 3. The recognition of periods of study, academic achievements and examination achievements which

were completed within the scope of the Framework Act for Higher Education shall be granted upon application.

- (2) The examination board shall be responsible for recognition in accordance with paragraph 1. For the recognition of achievements, an application must be submitted to the examination board. This application shall be accompanied by the documents required for a decision.
- (3) Significant differences which preclude the recognition of achievements obtained at other universities shall be determined and justified by the examination board.
- (4) The grades of the work performed at another university shall be converted in accordance with § 14 and shall be included in this way in the formation of the final grade. It may be noted in the examination certificate which of the academic and examination achievements listed therein have been obtained at other universities.
- (5) Equivalent knowledge acquired outside of the university studies can be credited to the studies and replace up to 50 percent of the studies.

§ 8 Missing an Examination, Withdrawal, Deception, Breach of Regulations, Examination Incapacity

- (1) An examination performance shall be deemed to have been assessed as "insufficient" (5.0) if the candidate, after being admitted to the examination, fails to appear at an examination date without good reason (failure) or if he or she withdraws from the examination after the examination has begun without good reason (withdrawal). The same applies if a written examination performance is not completed within the specified processing time.
- (2) The candidate may withdraw from an examination at the latest one week before the respective examination date without giving reasons. The provisions of paragraph 1 shall then not apply.
- (3) The reason given for missing or withdrawing from the examination must be reported immediately to the chairperson of the examination board and must be substantiated. A medical certificate stating that the candidate is unable to take the examination due to illness shall suffice as proof, unless there is sufficient factual evidence to assume that the candidate is likely to be able to take the examination or that other evidence is appropriate. If there are such indications, the university is entitled to demand a medical certificate from a medical officer of the university at its own expense; the student must be able to choose between several medical officers.
- (4) If the chairperson of the examination board recognizes the asserted reason, the candidate will be informed of this in writing. In this case, the examination must be made up at the next possible examination date.
- (5) If a candidate attempts to influence the result of an examination performance by using unauthorized aids or by deception, the examination performance in question shall be deemed to have been assessed as "insufficient" (5.0).
- (6) A candidate who disturbs the proper conduct of an examination can be excluded from continuing the examination performance by the chairperson of the examination committee, the respective examiner or the supervisory staff after a warning; in this case, the corresponding examination performance shall be graded as "not sufficient" (5.0). The reason for the exclusion is to be recorded. In serious cases or in the case of repetition, the chairperson of the examination board may also exclude the candidate from taking further examinations.
- (7) The candidate may demand that the decision be reviewed by the examination board within a period of one month after notification of a decision pursuant to Paragraph 5 or Paragraph 6. The candidate must be informed immediately in writing of any adverse decisions, the reasons for them and an appeal notice. The candidate shall be given the opportunity to be heard in court.

§ 9 Admission Requirements and Admission Procedure for Examinations and Master's Thesis

- (1) Examinations shall be taken during the course of study.
- (2) The prerequisite for admission to the examinations is enrollment as a student at Düsseldorf Business School GmbH. Upon enrollment, the student applies for admission to the examinations.
- (3) Admission to the preparation of the Master's thesis additionally requires that the candidate has acquired at least 24 ECTS points in the module examinations (cf. § 11 paragraph).

§ 10 Types of examinations

- (1) The following types of course-related examinations (subject examinations) are possible:
- Written examination (paragraph 2),
- oral examination (paragraphs 3 and 4),
- term paper/project work (paragraph 5),
- oral presentation (paragraph 6),
- case study (paragraph 7).
- (2) In a written examination, the student should prove that he or she can identify a problem and find ways to a solution in a limited time, with limited aids and under supervision using the common methods of the subject. The duration of a written examination for a compulsory module is 180 minutes; it can be divided into partial examinations. In the case of written examinations for compulsory elective modules, the time allowed should not exceed 60 minutes. The duration of the examination is to be announced by the examiner before the start of the relevant (sub-) module.
- (3) The oral examination takes place before several examiners or one examiner and one observer as an individual examination. The observer is essentially responsible for monitoring the proper conduct of the oral examination and for taking the minutes. In addition, he or she must be heard by the examiner before grades are determined.
- (4) The oral examination shall last a minimum of 15 and a maximum of 20 minutes per candidate. The essential items of the oral examination and the assessment of the examination performance shall be recorded in a protocol. This must be signed by the examiner and the observer. The candidate shall be informed of the examination result following the oral examination.
- (5) A term paper or a project paper is an independent written work on a subject-specific or interdisciplinary task. Its scope in terms of time and volume is to be determined by the examiner prior to its preparation, whereby the candidate is to be given a hearing. The independence of the work must be assured when it is submitted and must be objectively proven by means of a list of sources and, if necessary, further suitable proof of origin.
- (6) A paper or a presentation comprises an independent examination of a problem under evaluation of relevant literature as well as the presentation of the content and the communication of the results in an oral presentation and in a subsequent discussion. The time and volume of the presentation shall be determined by the examiner prior to its preparation, whereby the candidate shall be given an opportunity to be heard.
- (7) Case studies are strongly oriented towards concrete, company-related tasks. In particular, the candidate should demonstrate that he or she is able to translate knowledge from the course of study into practicable proposals for solving problems. The time frame and the type of

processing of a case study is to be determined by the examiner before processing begins, whereby the candidate is to be given a hearing.

- (8) Suitable other types of examination performance may also be permitted in the form of group work by the examination board at the request of the examiner. The contribution of the individual candidate to be assessed as an examination performance must meet the requirements of the examination and be clearly distinguishable and assessable as an individual examination performance on the basis of the specification of independently prepared sections or other objective criteria. As a rule, the group should not comprise more than three persons.
- (9) Each module shall be completed by participation in the respective module examination. Points are awarded for individual parts of the examination, the sum of which across all parts of the examination determines the grade of the module examination in accordance with § 14 Paragraph 2 and Paragraph 3. The lecturer responsible for the module determines the grade of the module examination. The number of examination parts corresponds to the number of courses of which the module consists.
- (10) If the module examination is graded "insufficient" overall, those parts of the examination in which proportionally fewer points were achieved than are required to pass the final module examination must be repeated.
- (11) The individual examinations shall take place immediately after the individual modules or courses. The date and type of examination shall be determined by the respective examiner in accordance with the module descriptions. Participation in a course also obligates the candidate to take the examination. If the candidate does not participate in the examination, the examination shall be taken at the next possible examination date if the student is not responsible for the reasons.

§ 11 Credit Point System

In the English-language MBA program "General Management", each examination performance assessed with the grade "sufficient" (4.0) or better in the compulsory modules 1 to 5 according to Appendix 1 is assessed with 6 ECTS points, in the compulsory module 6 with 5 ECTS points, in the compulsory modules 7 and 8 with 4 ECTS points and in the compulsory elective modules with 1 ECTS point, the Master's thesis with 15 ECTS points. One credit point corresponds to a student workload of 30 hours.

§ 12 Master's thesis

- (1) The Master's thesis is an examination paper. It is intended to show that the candidate is able to work independently on a problem within a given period of time and to arrive at appropriate solutions. It is to be written in English.
- (2) The topic of the Master's thesis must be taken from one of the compulsory courses or elective modules of the relevant degree program; cross-module topics are permissible. It may be submitted by any examiner responsible for the subject in accordance with § 6 Paragraph 2.
- (3) The chairperson of the examination board appoints the topic writer for the Master's thesis. The candidate may make suggestions for the topic of the Master's thesis. The topic will be communicated to the candidate by the chairperson of the examination board after admission to the master's thesis, stating the date by which the master's thesis must be submitted at the latest. The date of issue of the topic shall be recorded.
- (4) The processing time for the Master's thesis in the English-language MBA program is 15 weeks. Upon justified written request of the candidate, the chairperson of the examination board may grant a grace period of up to two weeks in consultation with the topic proposer.

- (5) The topic of the Master's thesis may be returned by the candidate once without giving reasons within the first three weeks after it has been assigned. In such a case, the Master's thesis is considered not to have been started.
- (6) In the case of a prolonged illness, the candidate may return the topic even after expiry of the period specified in Paragraph 5, provided that § 8 Paragraph 3 applies accordingly. Paragraph 5 sentence 2 shall then apply accordingly.
- (7) The Master's thesis may not have been submitted in the same or similar form or in excerpts as part of another examination.
- (8) The Master's thesis must be accompanied by a list of the aids used. The candidate must also submit a declaration and attach it to the master's thesis that he or she has written it independently and without the use of other than the specified aids and that all passages taken verbatim or in spirit from published or unpublished writings have been marked as such.
- (9) The Master's thesis must be submitted to the Examination Committee in three bound copies and an electronic version no later than the day on which the processing period ends in accordance with Paragraph 4, in order to enable verification by means of plagiarism software. The date of submission shall be recorded in the records.
- (10) The Master's thesis is to be evaluated by two examiners. The examiners are appointed by the chairperson of the examination board. The first examiner should be the topic creator.
- (11) The Master's thesis shall be evaluated in accordance with § 14, Paragraphs 2 and 3. If two examiners have evaluated the Master's thesis and neither of the two evaluations is "insufficient", the grade shall be determined as the arithmetic mean of the two individual evaluations. § Section 13 applies accordingly. If both individual evaluations are "insufficient", the Master's thesis is deemed to have been failed.
- (12) If only one examiner grades the Master's thesis as "insufficient", the chairperson of the examination board shall appoint a third examiner. If the individual assessment of the third examiner is "not sufficient", the Master's thesis is deemed to have been failed. Otherwise, the grade of the Master's thesis shall be the arithmetic mean of the two better individual grades. § Section 13 shall apply.
- (13) The candidate shall be informed of the grade of the Master's thesis no later than eight weeks after submission.

§ 13 Repetition of the examination

- (1) Any failed examination may be repeated within four months upon application by the candidate. A second repetition is only possible if the module or sub-module is offered again. If the second repeat examination is also not passed, the examination is definitively failed. Further repetition possibilities are excluded. This regulation applies accordingly to failed partial examinations.
- (2) If the Master's examination has not been passed because the Master's thesis has been assessed with the grade "not sufficient", the candidate can take on a new topic to work on within three months of the announcement of the examination result. In this case, it is not permissible to return the topic in accordance with § 12 Paragraph 5. The remaining examination results remain unaffected by this. The Master's examination is definitively failed if the grade "not sufficient" is achieved when the Master's thesis is repeated.
- (3) The candidate shall receive a notification of a final failed examination with instructions on how to appeal.

§ 14 Assessment of Examination Performance and Overall Grading

(1) The examination is passed overall if the candidate has acquired all 60 ECTS credits.

- (2) The following grades are used for the evaluation of the individual examination performances:
- 1 = very good (an outstanding performance)
- -2 = good (a performance that is significantly above the average requirements)
- 3 = satisfactory (a performance that meets average requirements)
- 4 = sufficient (a performance which, despite its shortcomings, still meets the requirements)
- 5 = insufficient (a performance that no longer meets the requirements due to significant deficiencies).
- (3) The numerical grades can be increased or decreased by 0.3 in each case; the grades 0.7; 4.3; 4.7 and 5.3 are excluded.
- (4) If the candidate has successfully completed the examination pursuant to paragraph 1, the arithmetic mean shall be calculated from the module grades in which elective modules shall be weighted by a factor of 0.5 and the grade of the Master's thesis weighted by a factor of two, and the overall grade shall be determined as follows:
- "very good" for an average up to 1.5
- "good" for an average above 1.5 up to 2.5
- satisfactory" for an average above 2.5 to 3.5
- "sufficient" with an average above 3.5 to 4.0
- (5) In addition to the overall grade of the Master's examination, an ECTS grading table in accordance with the KMK structural guidelines is attached to the graduation documents in the form of a percentage grade chart. The reference value is the graduation data of the three years preceding the last examination, provided that these have had 18 or more graduates.
- (6) The person responsible for the module shall ensure in an appropriate manner (see § 5, paragraph 10) that the results obtained in the examinations are quickly made known to the candidates and to the examination board. The assessment of an examination should be communicated to the students after six weeks at the latest.

§ 15 Certificate

- (1) A certificate and a "Transcript of Records" in English will be issued for the passed Master's examination, which contains the evaluation and the courses (sub-modules) of each module, the topic and the evaluation of the Master's thesis and the overall grade.
- (2) The transcript is accompanied by a "Diploma Supplement" which contains a general description of the course of study. For this purpose, the current version of the Diploma Supplement agreed upon by the Conference and the German Rectors' Conference will be used.
- (3) The certificate shall bear the date of the day on which the last examination performance was completed and the date of issue.
- (4) The certificate shall be signed by the chairperson of the examination board.
- (5) If the Master's examination has not been passed, the candidate shall be issued a certificate upon request, which contains the modules taken and the ECTS credits obtained for them as well as the examination achievements and their grades, the examination achievements missing for passing the Master's examination as well as the note that the Master's examination in this degree program has not been passed or has been definitively failed.
- (6) The certificate or attestation shall be issued without delay, if possible within four weeks, and handed over or delivered to the candidate.

§ 16 Academic Degree

- (1) In addition to the certificate, the candidate shall be issued with a certificate bearing the date of the certificate, certifying the award of the academic degree of "Master of Business Administration" ("MBA").
- (2) The certificate shall contain the overall grade. It shall be signed by the Dean of the Faculty of Economic Sciences and by the Chairperson of the Examination Committee and shall bear the seal of the Heinrich Heine University Düsseldorf.

§ 17 Inspection of the examination files

- (1) After completion of the examination procedure, the candidate shall be granted access to his/her written examination papers upon request.
- (2) The request must be submitted to the chairperson of the examination board within one month after the examination certificate has been issued. The chairperson of the examination board shall determine the place and time of inspection.

§ 18 Protective Provisions under the Maternity Protection Act and on Parental Leave

The use of the protective provisions according to §§ 3, 4, 6 and 8 of the Maternity Protection Act (MuSchG) as well as according to the deadlines of the law on parental allowance and parental leave (Federal Parental Allowance and Parental Leave Act - BEEG in the version of the announcement of December 5, 2006 - BGBl I S 2748) in the respective valid version is made possible.

§19 Compensation for disadvantages

In order to maintain equal opportunities, the special situation of disabled students and students with chronic physical or mental illnesses shall be taken into account in an appropriate manner. Upon written application by the student, the Examination Committee will determine, according to the severity of the proven examination handicap in terms of compensation for disadvantages, in which form the examination performance is to be rendered in the case of handicap or chronic illness, or whether an extension of working hours up to half of the normal working hours will be granted. The student must provide proof of the examination disability in the form of a medical certificate stating that he or she is unable to take the examination in whole or in part in the intended form due to a long-term or permanent disability or a chronic physical or mental illness. The application must be submitted to the examination board in good time. If the application is submitted later, it shall only apply to future examinations.

§ 20 Withdrawal of the Master's degree

The Master's degree may be revoked if it is subsequently found that it was obtained by deception or if essential requirements for the award were erroneously considered to have been met. The Examination Committee shall decide on the revocation.

§ 21 Transitional Provisions

These regulations shall apply to all students who begin their studies in the degree program specified in §1, paragraph 1, letter b) after January 1, 2021.

§ 22 Entry into force and publication

These Examination Regulations shall enter into force on the day following their publication in the Official Announcements of the Heinrich Heine University Düsseldorf.

Issued on the basis of the resolution of the Faculty Council of the Faculty of Business Administration and Economics of Heinrich Heine University Düsseldorf at 13.01.2021, modified at 13.10.2022

The Rector of the Heinrich Heine University Düsseldorf

Appendix 1: Structure and Modules of the English-language MBA Program "General Management

Modules and submodules	Workload in Stunden	Credit points according to ECTS
First stage of study		
Module 1 "Fundamentals of Management		
1a) Introduction to General Management	90	6
1b) Economics for Business	90	
Module 2 "Fundamentals of Controlling and Acc		
2a) Financial and Management Accounting	90	6
2b) Operative and Strategic Controlling	90	
Second stage of study		
Module 3 "Value Chain		
3a) Supply Chain Management	90	6
3b) Marketing and Digital Transformation	90	
Module 4 "Finance		
4a) Investments	90	6
4b) Financial Management	90	
Third stage of study		
Module 5 "Management of Resources		
5a) Change and Project Management	90	6
5b) Human Resources	90	
Module 6 "Managing for the Future		
6a) Sustainability Management and CSR	90	5
6b) Opportunity Recognition	60	
First "Elective Module	30	1
Fourth stage of study		
Module 7 "Strategies for Competitive Advantage	4	
7a) Strategic and International Management 60		
7b) Corporate Entrepreneurship	60	
Module 8 "Integration Management	1	4

8a) International Group Accounting	60	
8b) Organizational Behavior and Leadership	60	
Second " Elective Module	30	1
Master thesis	450	15
Total	1800	60

Elective Modules (Elective Modules) (one ECTS credit each) according to module descriptions.