

October 16, 2018

Information Seminar on the Master's Examination Regulations

Jennifer Gleibs

Assistant of the
Chair of the Examination Committee

The Catholic University of
Eichstätt-Ingolstadt



Examination Committee and Examination Administration for the WFI

Examination Committee

Chair: Prof. Dr. Weber

Examination Office

Ms. Dengler, Ms. Wallner

Student Advisor

Ms. Rast

Administrator: Ms. Fischermeier
Assistant: Ms. Gleibs

Examination Regulations

- The Examination Committee's web page can be found under:

<http://www.ku.de/wwf/einrichtungen/pruefungsausschuss/>

- All students must **regularly** review the examination regulations and any changes/additions online on the Examination Committee's web pages!
- For students enrolled after SS2015, the General Examination Regulations (APO) apply in conjunction with the (departmental) examination regulations

Unsere KU Studierende Studieninteressierte Forschung **Fakultäten** Einrichtungen International

Sie befinden sich hier: KU.de ► Fakultäten ► Wirtschaftswissenschaftliche Fakultät Ingolstadt ► Einrichtungen

Einrichtungen der WFI – Wirtschaftswissenschaftliche Fakultät Ingolstadt

Leitung und Gremien	Verwaltung
Dekanat	Fakultätsverwaltung
Fakultätsrat	Fakultätsmanagement
Förderverein	Fakultätsmarketing
Studentenvertretung	Hochschulmarketing-Gruppe
	International Office

Weitere Einrichtungen

- | Bibliothek
- | **Prüfungsausschuss**
- | Rechenzentrum
- | Studienberatung
- | Karriereberatung
- | Sprachzentrum
- | Katholische Hochschulgemeinde
- | Studentenorganisationen

Navigation menu (left sidebar):

- Fakultäten
- Wirtschaftswissenschaftliche Fakultät Ingolstadt
- Nachrichten
- Über uns
- Einrichtungen**
- WFI: Leitung und Gremien
- Verwaltung
- Weitere Einrichtungen
- Lehrstühle
- Studienangebot
- Campusleben
- Welcome Day
- Forschung
- International
- Partner

Structure of the Master's Program

- The standard study period for the Master's program is 4 semesters. The Master's Examination consists of
 - examinations on the modules that are taken during the course of study
 - in the mandatory area (30 ECTS points),
 - in the compulsory elective area (35 ECTS points) and
 - In the elective area (25 ECTS points)
 - the chosen major and
 - the written final project (30 ECTS points).
- At the start of the **first advanced semester** in the Master's program in Business Administration, students choose one of the following majors:
 - Market-Oriented Corporate Management (MARKT)
 - Finance, Accounting, Controlling, Taxation and Business Law (FACT)
 - Business Analytics & Operations Research (BA&OR)
 - International Business Administration / International Marketing*
 - Entrepreneurship and Social Innovation
- It is possible to change the major at a later time; this will not affect the standard study period or the deadlines!

*The International Business Administration and International Marketing major are only offered in the context of agreements with partner universities.

Recognition of Study Periods, Academic Achievements and Examination Results

- Study periods, academic achievements and examination results completed in the Master's program in Business Administration, or in other programs of study at a university or officially recognized college within the territory of the German Constitution, will be recognized unless they are not equivalent.
- They are considered to be equivalent if the content, scope and requirements of the study periods, academic achievements and examination results largely correspond to those of the Master's program in Business Administration at the Ingolstadt School of Management (WFI).
- All work performed outside the faculty must be submitted for recognition during the **first semester** in which students resume their studies in the Master's program in Business Administration at the Catholic University of Eichstätt-Ingolstadt after completing the work. If this period is exceeded, the work in question will not be recognized.

Recognition of Study Periods, Academic Achievements and Examination Results

- If work is recognized from semesters that have not yet been counted as advanced semesters, the number of advanced semesters will be increased according to the number of ECTS points awarded in each case.
- One advanced semester will be credited for every 40 ECTS points awarded.
- Students can request recognition for individual projects abroad (for more information about this process, contact the International Office).
- If semester periods from a study abroad do not correspond to semester periods at the Catholic University Eichstätt-Ingolstadt, the work performed abroad will be counted as part of the semester during which more than 50% of the foreign semester took place.
- Up to 15 ECTS points earned abroad will be recognized without crediting an additional advanced semester.
- In the event that more than 15 ECTS points are earned abroad, the deadline to complete the Master's Examination will be extended by one semester (upon request).

Structure of the Master's Program

Special rule on applicability:

Applicability of Bachelor's courses

- A maximum of three courses within the faculty
- List of eligible courses can be obtained from the **major advisor**
- An overview of previous applicable Bachelor's courses for each major can generally be found online on the respective web pages for the Master's majors
- Bachelor's students have priority for enrolling in Bachelor's courses

Registration and Acceptance for Examinations

- When students enroll in the Master's program in Business Administration at the Catholic University of Eichstätt-Ingolstadt, they are accepted for the Master's Examination.
- Students are only entitled to take the examination if they have **properly** registered for the examination (through KU.Campus).
- **Registration deadlines** for the examinations can be found on the **KU.Campus** home page:
 - **Two regular time frames** of one to two weeks to register for the regular examinations,
 - An **additional** time frame to register for **seminars or innovative examination formats**.
- Individual modules (especially modules in the major areas) may require the successful completion of certain other modules.
- Students are responsible for ensuring proper registration.
- **Registering (or de-registering) after the abovementioned deadlines, especially after the end of the registration period, is not possible.**

Registration and Acceptance for Examinations

The Campus website can be found at:

<https://campus.ku.de/>

KU.CAMPUS
Campus-Management-System

KATHOLISCHE UNIVERSITÄT
EICHSTÄTT-INGOLSTADT

English Deutsch Drucken Login

WILLKOMMEN BEI KU.CAMPUS

► Allgemeine Hinweise

▼ Hinweise für Studierende

Wie bewege ich mich im KU.Campus?

Anmeldetermine zu den Lehrveranstaltungen.

Wie melde ich mich auf Veranstaltungen an bzw. ab?

Anmeldetermine zu den Prüfungen im laufenden Semester.

Wie melde ich mich auf Prüfungen an bzw. ab?

Erläuterung zu meiner Datenabschrift und meinem Notenauszug im PDF-Format.

Wo finde ich Formblätter und Informationen zu Prüfungsangelegenheiten?

Wie trete ich mit der Fachstudienberatung in Verbindung?

Informationsportal für die Wirtschaftswissenschaftliche Fakultät.

Teilnahmeinformationen zu Förderprogrammen.

► Hinweise für Mitarbeitende und Dozierende

Impressum | Datenschutzerklärung

Please note: Currently, only Master's students who begin their studies by SS 2016 or later can register for examinations using the Campus system!

Completing Examinations

- Examinations for the individual modules consist of written examinations (tests), oral examinations or other (innovative) examination formats, which may result from the special features of the chosen instruction and learning format.
- As a rule, two examination options are offered for each written and oral examination date:
 - During the same semester, during the last week of the course and the first week after the end of instruction and
 - At the latest by the start of instruction for the next semester (during the last week before the start of courses). In this case, the examinations are counted as part of the previous semester.

Repeating Examinations

- Each failed examination during the course of study may be repeated a maximum of two times.
- This repeat option also applies to the second examination for the same examination date.
- Module examinations that were passed may not be repeated. Sections of module examinations with an overall passing grade also cannot be repeated.
 - Examples: Presentation 4.0 and test 5.0 → fail --→ test can be repeated

Presentation 1.0 and test 5.0 → pass

- If the Master's thesis receives a grade of “unsatisfactory,” it can be repeated one time with a different topic.

Illness

- In the event of illness, a certificate from the medical examiner appointed by the Examination Committee (**public health officer** – Ingolstadt Department of Public Health, corresponding treatment certificate for hospital stays) must be presented in a timely manner.
- In this case, timely means five business days from the start of the illness, but no later than the start of the examination.
- An incapacity to take the examination that arises during the examination must be reported to the supervisor by immediately withdrawing from the examination. In this case, students must see the medical examiner without delay and submit the certificate to the Examination Committee no later than the next business day.
- If the certificate is not submitted in a timely manner, students shall not be entitled to any additional examination options or extensions.
- More information can be found on the information sheet “Illness while completing an examination” in the Examination Committee’s download area.

Passing the Master's Examination

- The Master's Examination is passed if
 - all examinations have received a grade of at least "satisfactory" (4.0) by the end of the **sixth** advanced semester,
 - a total of 120 ECTS points have been earned and
 - the student has been properly enrolled in the Master's program in Business Administration at the Catholic University of Eichstätt-Ingolstadt for at least one semester.
- The Master's Examination is considered to be passed at the student's request if
 - No more than one module in the compulsory area received an "unsatisfactory" grade (5.0) and at least one module in the same major received a grade of at least "fair" (3.0)
 - Another module in the compulsory elective area must be successfully completed to compensate for the missing ECTS points.
 - The failed required examination taken during the course of study is shown on the Master transcript as "unsatisfactory" (5.0) and included in the overall grade calculation.

Passing the Master's Examination

- The Master's Examination is considered to be definitively failed if the abovementioned period of six advanced semesters is exceeded by more than two semesters due to reasons that are the student's responsibility (i.e. after the eighth advanced semester).
- In the event of reasons beyond the student's control that indicate the period will be exceeded, the student must give the Examination Committee a written request for an extension via the Examination Office before the end of this period.
- The overall grade for the Master's Examination is the weighted arithmetic mean of all grades from examinations taken during the course of study as well as the Master's thesis.

Office Hours

Jennifer Gleibs

Office: Hauptbau 309

Phone: +49 841 937-21843

Email: pruefungsausschuss-wwf@ku.de

Office hours: Tuesday: 9-10 am

Thursday: 9-10 am.