



Examination Regulations for the Master of Business Administration (MBA) at the Catholic University Eichstätt-Ingolstadt

From DATE: October 1, 2020

Based on Art. 5 § 3 sentence 1 of the Concordat between the Holy See and the Free State of Bavaria of 29 March 1924 (BayRS 2220-1-K), the Catholic University of Eichstätt-Ingolstadt (KU) issues the following examination regulations:

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§ 1 Area of Application

¹These examination regulations regulate the examination requirements for the Master of Business Administration (MBA) course of study. ²In addition, the General Examination Regulations (APO) of the Catholic University of Eichstätt-Ingolstadt dated 26 November 2014 in the currently valid version shall apply.

§ 2 Qualification/Eligibility Requirements

- (1) Admission to the "Master of Business Administration (MBA)" course is open to candidates who
1. demonstrate a level of competence of at least 210 ECTS credits acquired within the framework of a first higher education degree qualifying for admission to a profession or equivalent admission requirements,
 2. can provide evidence of qualified professional experience of not less than two years, as a rule, in management, planning and control tasks after completion of the first university course in private or public enterprises, associations, administrations or church institutions,
 3. prove English language skills of level C1 (European Framework of Reference) in any one of the following ways:
 - TOEFL (minimum score of 90 for the Internet Based Test), or
 - IELTS (minimum score of 6.5), or 3) or
 - another qualifying proof; the English skills must be proven before the start of the first semester,
 4. have passed the selection test in accordance with the Annex,
 5. and demonstrate a level of at least A2 (European Framework of Reference) in German language ; the proof of the required German language proficiency can be made by submitting the German „Abitur“, a Goethe A2 certificate or an equivalent certificate; the German language skills must be proven by the end of the second semester and until then, matriculation is subject to providing the required proof.
- (2) ¹The ECTS credits required according to Paragraph 1 No. 1 can also be proven in subject areas relevant to the course of study by module studies or by recognition of corresponding previous experience in the context of a qualified professional activity to the extent of up to 30 ECTS credits. ²Up to the end of the first academic year, the acquisition of up to 30 ECTS credits can be made up for, which are counted towards the 210 ECTS credits required according to paragraph 1 no. 1; until then, enrolment is subject to reservation.
- (3) Admission to the study program requires that the applicant and the KU have concluded a contract on the implementation of the continuing education program; in particular, the contract specifies the amount of the tuition fees and the payment modalities.

§ 3 Academic Degree

Upon successful completion of the program, the academic degree of "Master of Business Administration", abbreviated "MBA", is awarded.

§ 4 Standard Period of Study, Start of Study

- (1) The standard duration of the MBA program is four semesters.
- (2) The MBA program can be started in the winter semester.

§ 5 Board of Examiners

¹The Board of Examiners consists of two professors, who are elected from among the full-time professors of the Faculty of Business and Economic (WFI Ingolstadt School of Management), and the program coordinator. ² The Faculty Council of the Faculty of Business and Economics (WFI Ingolstadt School of Management) appoints a representative of the academic staff as a member in an advisory capacity.

§ 6 Passing the Master's Examination

The Master's examination is passed if the student

1. has completed all modules by the end of the fourth semester with at least the grade "sufficient" (4.0) or with "passed" and
2. has acquired a total of 90 ECTS credits.

§ 7 Compulsory Modules

¹In the compulsory area of Business Management, each student must acquire 70 ECTS credits.

² He or she must successfully complete the following modules:

1. Firms, Markets, and Money: Principles of Economics for Business: 5 ECTS credits; module examination: take-home exam
2. Innovation and Creativity in Management: 5 ECTS credits; module examination: presentation and take-home exam
3. Managing Operations and Supply Chains: 5 ECTS credits; module examination: take-home exam
4. Managing Markets, Products, and Consumers: 5 ECTS credits; module examination: presentation and take-home exam
5. Global Immersion in the Silicon Valley: Digitalization, Scaling Up, and New Business Models: 5 ECTS credits; module examination: presentation and term paper
6. Financial and Managerial Accounting: 5 ECTS credits; module examination: take-home exam
7. Managing People and Organizations: Leadership, Power and Influence: 5 ECTS credits; module examination: presentation and term paper
8. Financial Management: 5 ECTS credits; module examination: take-home exam
9. Creating, Managing and Delivering Exceptional Service: 5 ECTS credits; module examination: presentation and take-home exam
10. Business Analytics for Insights: 5 ECTS credits; module examination: take-home exam
11. Business and Society: Ethics and Sustainability: 5 ECTS credits; module examination: term paper
12. Applied Economics for Business Decision making: 5 ECTS credits; module examination: take-home exam
13. Current and Advanced Issues in Business Administration: (5 ECTS credits; module examination: term paper
14. Business Immersion in Germany: Global Growth and Competitiveness: 5 ECTS credits; module examination: presentation and term paper

§ 8 Examination Methods

(1) Term Paper (Hausarbeit)

A Term Paper in the MBA program will consist of a thorough written analysis and exposition on the announced topic with a maximum length of 25 pages (1.5 line spacing, and Times New Roman font size 12) including all tables, figures and references. The topic for the Term Paper will be announced on the first day of the course and students will be required to submit it within one week after the conclusion of the last class session of the course

(2) Take-Home Exam

A Take Home Exam in the MBA program, will consist of multiple questions which will be uploaded on ILIAS by the course instructor on the appointed day and time of the exam. Students will be given the allotted amount of time (between 60 and 120 minutes depending on the course) to complete answering the exam, after which they will be required to upload their answers to the exam in a single document on ILIAS. Students are not required to come to campus to take the exam and can choose to do so at a location of their choice where they have access to an internet connection.

(3) Presentation (Präsentation)

A Presentation in the MBA program will consist of the application or transfer of course material to a practical business problem that is directly relevant to students and their current roles and responsibilities in their respective organizations or industries. Students will work in small teams (between 2-5 students per team depending on the course) to deliver presentations of between 15-30 minutes on their assigned topic. Students will be assigned to teams and topics on the first day of class of the course.

§ 9 Master's Thesis

(1) ¹The Master's thesis should demonstrate the student's ability to solve a concrete project for their organization (or for an organization or enterprise of their choice) by using and applying scientific methods and newly acquired knowledge. ²The subject of the Master's thesis can relate to any of the compulsory modules of the program and may be issued at the earliest after the acquisition of 40 ECTS credits; proof of this must be submitted with the application of the Master's thesis.

(2) The Master thesis is graded with 20 ECTS credits.

(3) Students will have a maximum of six months to complete their Master's thesis.

§ 10 Teaching Format and Language in the Program

The teaching format in this MBA program includes blended learning, and the language of instruction is English.

§ 11 Effective Date

These examination regulations come into force with effect from 1 January 2021.

Annex

Selection and Admission procedure for the Master of Business Administration (MBA) at the WFI Ingolstadt School of Management, Catholic University of Eichstätt-Ingolstadt

(1) Purpose of the selection and admission procedure

The qualification for the Master of Business Administration (MBA) requires the passing of an “Aptitude Test” according to the following regulations.

(2) Selection procedure

1. The Aptitude Test is carried out by the Faculty of Business and Economic (WFI Ingolstadt School of Management) as soon as the application is received.
2. Applications for admission to the aptitude procedure for the following summer semester must be submitted on the forms issued by the Catholic University of Eichstätt-Ingolstadt between February 1 (start of the application process) and July 31 (cut-off deadline) for a winter semester start.
3. The application shall be accompanied by:
 - a. a curriculum vitae,
 - b. proof of the first university degree or comparable admission requirement and the ECTS credits earned,
 - c. proof of qualified professional activity of generally not less than two years with tasks of management, planning and control after completion of the first university degree in private or public companies, associations, administrations or church institutions,
 - d. proof of English language skills of level C 1(European Framework of Reference) according to § 2 (1) No. 3; if already existing,
 - e. proof of German language skills of level A 2 (European Framework of Reference) according to § 2 (1) No. 5, if already existing,
 - f. a “statement of purpose” essay not exceeding 1000 words.

(3) Panel for the selection procedure

¹The selection procedure is carried out by a panel consisting of at least two professors of the Faculty of Business and Economics (WFI Ingolstadt School of Management) and, if necessary, other members. ² It is appointed by the Board of Examiners and elects a chairperson from among its members. ³ In the event of a tied vote, the chairman shall have the casting vote. ⁴ The exclusion from consultation and voting is governed by Art. 41 para. 2 Bavarian University and College Act (BayHSchG). ⁵The regulations for the Board of Examiners apply accordingly to the course of business.

(4) Admission to the qualification procedure

1. Admission to the aptitude test is subject to the condition that the requirements set out in Clause. 2.3 the above-mentioned documents are available on time and are complete.

2. An oral interview will be held with the candidates who meet the required conditions, as described in point. 5 The date for the oral examination is announced at least one week in advance.
3. If a candidate is not admitted to the program, he or she will be notified of the reasons for denial and informed of the rights of appeal.

(5) Scope and content of the suitability procedure

¹The aptitude procedure consists of an oral examination of about 30 minutes duration. ²The purpose of the aptitude procedure is to assess whether the applicant's personality, skills and knowledge meet the special qualitative requirements of the degree program and whether it can therefore be expected that the objective of the program will be achieved. ³Assessment criteria are in particular:

- a. Knowledge of operational structures and processes and the functioning of markets,
- b. Abilities in understanding complex interrelationships and in analytical thinking,
- c. Skills in carrying out transfers,
- d. Ability and willingness to work in a scientific and responsible manner.

⁴The examination is conducted by two members of the Commission for the Aptitude Procedure, one of them from the group of professors. ⁵The judgements of the examiners are "passed" or "failed".

(6) Determination and announcement of the result

¹The aptitude procedure is only passed if all the examiners have passed the assessment. ²The result of the aptitude procedure will be communicated to the applicant in writing. ³A negative decision must be accompanied by a statement of reasons and information on the right of appeal.

(7) Transcript

A record of the aptitude procedure must be drawn up showing the date and place of the oral examination, the names of the examiners, the names of the applicants, the assessment of the examiners and the overall result.

(8) Re-application

Candidates who have not provided proof of suitability may reapply for the aptitude test on the date of the following year.