

Unofficial consolidated reading version

Please take note of the regulations on entry into force in the respectively relevant amendment.

Please note that **only** the German version of these regulations is legally binding. The English translation is provided for informational purposes only!

# Examination regulations for the Master's degree program in Business Administration at the Catholic University of Eichstätt-Ingolstadt

dated June 01, 2015

amended by the statutes dated July 03, 2015  
amended by the statutes dated November 27, 2015  
amended by the statutes dated May 12, 2017  
amended by the statutes dated September 24, 2020  
amended by the statutes dated October 01, 2020  
amended by the statutes dated December 15, 2020  
amended by the statutes dated April 29, 2021  
amended by the statutes dated May 20, 2021

On the basis of Article 5 (3)(1) of the Concordat between the Holy See and the Free State of Bavaria dated March 29, 1924 (BayRS 2220-1-K), the Catholic University of Eichstätt-Ingolstadt (KU) issues the following examination regulations:

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## **Section 1**

### **Scope of application**

<sup>1</sup>These examination regulations govern the examination requirements for the Master's degree program in Business Administration. <sup>2</sup>The current version of the general examination regulations (APO) of the Catholic University of Eichstätt-Ingolstadt dated November 26, 2014, also applies.

## **Section 2**

### **Required qualifications**

(1) <sup>1</sup>In order to qualify for the Master's degree program in Business Administration, the student must have a first degree obtained in a degree program in an area of business and economics and must pass the aptitude process detailed in Appendix 1. <sup>2</sup>Degree programs in the following subjects, in particular, are considered degree programs in areas of business and economics:

1. Business administration
2. Economics
3. Business education
4. Information systems
5. Mathematical economics
6. Industrial engineering and management

and all other degree programs that can be expected to have provided the student with the required basic knowledge of business and economics. <sup>3</sup>In cases of doubt, the board of examiners decides whether it can be expected that the student has acquired the required basic knowledge in the sense of clause 2.

(2) <sup>1</sup>For the specializations of "Entrepreneurship and Innovation", "International Business Administration" and "Digital Customer Experience & Service Design" the applicant has to have German language skills at level A2 and English language skills at level B2 (Common European Framework of Reference for Languages; CEFR). <sup>2</sup>Proof can be made by secondary school graduation certificate (*Reifezeugnis*), a relevant first degree, a Goethe certificate level A2 or any other qualifying proof. <sup>3</sup>The proof of the required German language skills can be made until the end of the second semester; until then, enrollment is subject to reservation. <sup>4</sup>The proof of the required English language skills can be made by a secondary school graduation certificate (*Reifezeugnis*), a relevant first degree, participation in the TOEFL examination with an overall score of at least 78 credits or any other qualifying proof. <sup>5</sup>For the double degree programs "International Business Administration" in cooperation with the Toulouse Business School and "Digital Customer Experience & Service Design" in cooperation with the University Toulouse, applicants additionally have to make proof of French language skills at level A2 (European Framework, CEFR). <sup>6</sup>Proof can be made by a secondary school graduation certificate (*Reifezeugnis*), a relevant first degree, a DELF/DALF certificate at level A2 or any other qualifying proof. <sup>7</sup>The proof of the required French language skills can be made until the end of the second semester; until then, enrollment is subject to reservation. <sup>8</sup>For any other specializations mentioned in Section 9, para. 4, sentence 4, the regulations in Section 3, para. 2, sentence 1, no. 4 of the Statutes on enrollment, re-registration, and de-registration at the Catholic University of Eichstätt-Ingolstadt are applicable.

(3) If the required proof as mentioned in para. 2, phrase 2 and 6 are not provided by the end of the second semester, the student will be de-registered at the end of the second semester.

### **Section 3 Degree**

- (1) Upon successful completion of the program, graduates are awarded the academic title Master of Science (abbreviation: "M.Sc.") in Business administration.
- (2) <sup>1</sup>On the basis of an agreement with one or more foreign universities, the degree may be awarded jointly by all universities involved or individually by each university. <sup>2</sup>The partner university may award a different degree that is equivalent to a Master's degree instead.

### **Section 4 Scope of a module**

The amount of time required for a module is generally five ECTS credits; the Faculty Council decides on exceptions.

### **Section 5 Standard length of the program, start of the program**

- (1) The standard length of the Master's degree program is four semesters.
- (2) Students can start the program in the winter or summer semester.

### **Section 6 Degree program coordinator**

<sup>1</sup>The degree program coordinator is responsible for creating the degree program description.  
<sup>2</sup>They must obtain the Faculty Council's approval for all changes.

### **Section 7 Board of examiners, doctor's certificate from a specific doctor**

- (1) <sup>1</sup>The board of examiners consists of at least five members who are elected from the full lecturers (not contract or visiting lecturers) of the Faculty of the Ingolstadt School of Management. <sup>2</sup>A representative of the research associates at the Ingolstadt School of Management is appointed by the Faculty Council as an additional member.
- (2) <sup>1</sup>For this degree program, in cases in which a doctor's certificate is required by the APO the student must submit a doctor's certificate from a specific doctor (*vertrauensärztliches Attest*).  
<sup>2</sup>The board of examiners determines which specific doctors may issue this certificate.

**Section 8**  
**Passing the Master's examination, calculation of the overall grade**

- (1) The Master's examination has been passed when the student
1. has completed all modules up to the end of the sixth semester with the grade 'sufficient' (4.0) or better or with the assessment 'passed' and
  2. has acquired a total of 120 ECTS credits.
- (2) <sup>1</sup>If requested by the student, the Master's examination is considered to have been passed when no more than one required module has received the grade 'insufficient' (5.0) and at least one required elective module in the same subject has received the grade 'satisfactory' (3.0) or better. <sup>2</sup>To compensate for the missing ECTS credits, the student must complete an additional required elective module. <sup>3</sup>The failed required module is listed on the final academic record with the grade 'insufficient' (5.0) and is included in the calculation of the overall grade. <sup>4</sup>The grade for the required elective module that is completed to compensate for the missing ECTS credits is not included in the calculation of the overall grade.
- (3) <sup>1</sup>The final Master's grade is calculated as the arithmetic average of the grades of any and all modules according to Section 8, para. 1, no. 1 and the Master's thesis. <sup>2</sup>Weighting is affected according to the number of achieved ECTS credits. <sup>3</sup>The grade is calculated to two decimal places; all further decimal places are omitted without rounding.
- (4) An average overall grade is awarded as follows:

from	1.0	to	1.5	=	very good
over	1.5	to	2.5	=	good
over	2.5	to	3.5	=	satisfactory
over	3.5	to	4.0	=	sufficient
over	4.0			=	insufficient

**Section 9**  
**Required area, required elective area, elective area, specializations**

- (1) <sup>1</sup>The student must obtain 30 ECTS credits in the required area (*Pflichtbereich*). <sup>2</sup>For all specializations, the required area consists of the required modules in the chosen subject and a required module in ethics. <sup>3</sup>The required modules are listed in Appendix 2 of these examination regulations.
- (2) <sup>1</sup>In the required elective area (*Wahlpflichtbereich*), the student must obtain 35 ECTS credits, including one module with 5 ECTS credits from the program of Studium.Pro open to all KU students regardless of their respective faculty. <sup>2</sup>The required elective area consists of Studium.Pro modules and all modules in the subjects in the chosen specialization, which are listed in the degree program description. <sup>3</sup>In the specializations International Business Administration as well as Digital Customer Experience & Service Design, the student has to obtain 30 ECTS credits from the required elective area, including one module with 5 ECTS credits from the program of Studium.Pro open to all KU students.
- (3) <sup>1</sup>The student must obtain 25 ECTS credits in the elective area (*Wahlbereich*). <sup>2</sup>The elective area consists of all of the modules that are offered in one of the specializations and other modules listed in the degree program description. <sup>3</sup>At the student's request, other modules may be permitted for the elective area on a case by case basis if they are compatible with the chosen

specialization; the board of examiners makes the decision on such requests. <sup>4</sup>In the specialization in International Business Administration the student has to obtain 30 ECTS credits from the elective area in accordance with the degree program description. <sup>5</sup>In the specialization in Digital Customer Experience & Service Design, instead of elective modules, students must obtain 30 ECTS credits from modules at a partner university in accordance with the agreement of the KU with the partnering university and the requirements of the partner university.

- (4) <sup>1</sup>The specializations are of an interdisciplinary nature and consist of several subjects. <sup>2</sup>The student chooses one of the specializations at the beginning of his or her first semester in the Master's degree program in Business Administration. <sup>3</sup>Changing specializations at a later date is technically possible, if the requirements for the respective specialization are met with, in particular the required language skills as specified in Section 2, para. 2; the standard period of study and further deadlines shall remain unaffected. <sup>4</sup>The following specializations are generally offered:

1. Market-oriented Management (MARKT)
2. Finance, Accounting, Controlling, Taxation, and Business Law (FACT)
3. Business Analytics and Operations Research,
4. Auditing
5. Entrepreneurship and Innovation,
6. International Business Administration
7. Digital Customer Experience & Service Design.

<sup>5</sup>Students are not legally entitled to have any and all specializations offered to them.

- (5) In the specialization in MARKT, modules in the following subjects must be completed:

1. Corporate management
2. Marketing and service
3. International management
4. Operations and Methods
5. Industries

- (6) In the specialization in FACT, modules in the following subjects must be completed:

1. Finance
2. Accounting
3. Controlling
4. Taxation
5. Business Law

- (7) In the specialization in Business Analytics and Operations Research, modules in the following subjects must be completed:

1. Basic Methods,
2. Quantitative Methods,
3. Computer Science and Information Management,
4. Finance and Capital Markets,
5. Supply Chain Management, Production and Logistics,
6. Marketing.

- (8) In the specialization in Auditing, modules in the following subjects must be completed:

1. Auditing,
2. Accounting,
3. Tax Law,
4. Business Law,
5. Applied Business and Economics.

- (9) In the specialization in Entrepreneurship and Innovation, modules in the following subjects must be completed:
1. Entrepreneurship,
  2. Innovation and Management of the Firm,
  3. The Social and Regional Context of Innovation
  4. Managerial Functions and Methods
- (10)<sup>1</sup>The specialization in International Business Administration is only offered within the framework of agreements with partner universities. <sup>2</sup>In the specialization in International Business Administration, modules from the student's specialization must be completed in accordance with paragraphs 5 to 9. <sup>3</sup>The required modules must be chosen from among the required modules for the respective specialization in accordance with paragraphs 5 to 9. <sup>4</sup>For the specialization in International Business Administration, it may be determined within the framework of agreements with partner universities that at least two semesters must be completed at the partner university. <sup>5</sup>Modules up to the extent of 30 ECTS credits, which have been completed at the partner university in accordance with the agreement with the KU, can be used for the elective area.
- (11) <sup>1</sup>The specialization in Digital Customer Experience & Service Design is only offered within the framework of agreements with partner universities. <sup>2</sup>In the specialization in Digital Customer Experience & Service Design, modules have to be completed from the specializations according to paragraphs 5 to 9. <sup>3</sup>For the specialization in Digital Customer Experience & Service Design, it may be determined within the framework of agreements with partner universities that at least two semesters must be completed at the partner university.

## **Section 10 Examinations**

- (1) The type of examination for a module may be any of the types of examination listed in Sections 17 and 18 APO and must be chosen according to the skills that students should have acquired and the degree program concept.
- (2) <sup>1</sup>The examination type portfolio is a collection of coordinated achievements on a defined topic. <sup>2</sup>It includes a written paper and may also include a presentation. <sup>3</sup>The length of the written paper is usually up to 50 pages.
- (3) <sup>1</sup>The examination type seminar paper with presentation (*Seminararbeit mit Referat/Seminararbeit mit Präsentation*) or written assignment with presentation (*Hausarbeit mit Referat/Hausarbeit mit Präsentation*) includes a presentation (*Referat or Präsentation*) that is thematically closely related to the seminar paper or assignment. <sup>2</sup>Both the presentation and the seminar paper or written assignment will be included in the module grade, with the written work contributing at least 50 percent to the module grade. <sup>3</sup>The exact weighting is determined in the respective module description.
- (4) <sup>1</sup>The type of examination for language modules is usually a combination of an oral and a written part, in order to ascertain whether the student has reached the learning objectives in the different competencies (listening, reading, speaking, writing). <sup>2</sup>Both parts of the examination will contribute 50 percent to the module grade.
- (5) If it is not possible for an equivalent examination to be offered in the context of a retake examination, the retake examination in the same semester is canceled.
- (6) At least one of the examination supervisors should be experienced in the subject of the examination.

## **Section 11 Required attendance**

In accordance with Section 22 APO, proof of attendance may be required for a course.

## **Section 12 Master's thesis**

- (1) <sup>1</sup>The topic of the Master's thesis is determined by the responsible subject representative. <sup>2</sup>The degree program description can specify that a Master's thesis has to be done at a partner university. <sup>3</sup>The responsible subject representative may be any of the people who are involved in the required or required elective modules for the relevant specialization and authorized to conduct examinations according to Section 8 (1) APO. <sup>4</sup>The topic of the Master's thesis must be related to business and/or economics.
- (2) <sup>1</sup>The Master's thesis is worth 30 ECTS credits if the period allocated for working on it is six months. <sup>2</sup>A period for working on the thesis of less than six months may be determined in agreements with partner universities; if the period for working on the thesis is less than six months, the number of ECTS credits is adjusted proportionally. <sup>3</sup>In this case, the difference to 30 ECTS credits must be compensated for by completing additional required elective modules or elective modules.
- (3) As a general rule, the reviewer must ensure that the Examinations Office is informed of the grade within six weeks after the date on which the Master's thesis was submitted.

## **Section 13 Final academic record, certificate**

- (1) The final academic record confirming that the student has passed the Master's examination also specifies the chosen specialization and the number of semesters taken to complete the program.
- (2) If the specialization is in Digital Customer Experience & Service Design, either the degree certificate is issued jointly by the universities involved or a separate certificate is issued by each university.
- (3) If the specialization is in International Business Administration, a separate certificate is issued by each partner university. The completion of a degree at the KU is independent of a possible degree at a partner university, for which additional achievements may be required. The examination regulations of the partner university shall specify the exact requirements.

## **Section 14 Entry into force, transitional provisions**

- (1) These examination regulations enter into force with effect from April 1, 2015.
- (2) <sup>1</sup>The examination regulations for the Master's degree program in Business Administration from [date] cease to be in force. <sup>2</sup>They continue to apply to all students who began their studies in the Master's degree program in Business Administration before April 1, 2015, unless they choose to change to these examination regulations.

## **Annex 1: Aptitude process for the Master's degree program in Business Administration at the KU**

### 1 Purpose of the aptitude process

<sup>1</sup>In order to be admitted to the program, applicants' aptitude must be confirmed in an aptitude process.

<sup>2</sup>The aptitude process is conducted in accordance with the following provisions.

### 2 Process to determine aptitude for the degree program

2.1 The aptitude process is carried out by the KU in both the summer semester and the winter semester.

2.2 Applications for admission to the aptitude process for the summer and the winter semester must be made until a specific deadline, as specified by the faculty through faculty council resolution (cut-off deadlines).

2.3 <sup>1</sup>The application must be submitted using the application form provided by the KU. <sup>2</sup>The following documents must be attached to the application form:

1. Proof of a bachelor's degree obtained in a degree program in an area of business and economics or an equivalent degree consisting of at least 180 ECTS credits, or proof of all credits obtained in the bachelor's degree program so far (whereby a minimum of 135 ECTS credits must have been obtained).
2. Proof of existing knowledge pertinent to chosen specialization.
3. Proof of the information provided on the application form regarding work experience/internships.
4. Proof of the information provided on the application form regarding foreign language certificates and stays abroad.
5. Proof of the information provided on the application form regarding volunteer work or other forms of civic engagement.

### 3 Aptitude assessment committee

<sup>1</sup>The aptitude process is carried out by a committee consisting of at least two professors from the Ingolstadt School of Management and, if applicable, additional members who act in an advisory capacity.

<sup>2</sup>The professors should play a major role in the teaching in the Master's degree program's specializations. <sup>3</sup>The committee members are appointed by the Faculty Council and elect the chairperson from among their number. <sup>4</sup>In the event of a tied vote, the chairperson's vote is decisive. <sup>5</sup>Exclusions from discussion and voting are regulated by Article 41 para. 2 of the Bavarian Higher Education Act (*Bayerisches Hochschulgesetz*, BayHSchG) dated May 23, 2006 (GVBl. p. 245) in its currently valid version.

<sup>6</sup>The provisions in the General Examination Regulations (APO) for the board of examiners shall apply accordingly to the business of the committee.

### 4 Admission to the aptitude process

4.1 In order for the applicant to be admitted to the aptitude process, the documents specified in 2.3 must be complete and must have been submitted on time.

4.2 Applicants who are not admitted to the aptitude process receive a letter by the KU notifying them of the negative decision including information on the right to appeal.

### 5 Content of the aptitude process

5.1 <sup>1</sup>The aptitude process is conducted on the basis of the information given on the application form and the documents submitted. <sup>2</sup>The most important evaluation criteria area:

1. The bachelor's degree grade (or, if this not yet available, the average of all grades for the minimum of 135 ECTS credits obtained in the bachelor's degree program so far, graded with ECTS credits or a compatible grading system)
2. Specific previous knowledge of the chosen specialization
3. Work experience and internships related to the chosen specialization



4. Foreign language skills and experience abroad
5. Voluntary work and other social engagement

5.2 <sup>1</sup>The criteria under 5.1 in points 2 to 5 are evaluated on the basis of the information given on the application form and the documents submitted and are expressed as bonus points as follows:

1. For specific knowledge in the chosen specialization a maximum of 0.7
2. For work experience and internships related to the chosen specialization a maximum of 0.3 in total
3. For foreign language skills and time abroad: a maximum of 0.2 in total
4. For voluntary work and other social engagement: a maximum of 0.2 in total

<sup>2</sup>Points are awarded according to an evaluation sheet, which is decided on by the aptitude assessment committee. <sup>3</sup>The result of the aptitude process is calculated by taking the final grade from 5.1 point 1 and subtracting the bonuses from 5.1 points 1 through 4.

5.3 The aptitude process has been passed if an overall grade of 2.0 or better has been achieved.

## 6 Records

Records of the aptitude process must be made specifying the day and place, the names of the committee members, the names of the applicants, the evaluations according to 5.1 points 2 to 5, and the overall result of the aptitude process.

## 7 Ranked list of applicants

<sup>1</sup>A ranked list of applicants is created for each specialization on the basis of the results of the aptitude process. <sup>2</sup>Applicants are included in the ranking of the specialization they have chosen in their application for admission. <sup>3</sup>In this list, applicants with the same grade must be allocated to the same rank. <sup>4</sup>This ranking is decisive when it comes to inviting candidates to the selection procedure. <sup>5</sup>The selection procedure is governed by the current version of the statutes on the selection procedure for allocating places on the Master's degree program in Business Administration at the Catholic University of Eichstätt-Ingolstadt (*Satzung über die Durchführung eines Auswahlverfahrens bei der Studienplatzvergabe für den Masterstudiengang Betriebswirtschaftslehre der Katholischen Universität Eichstätt-Ingolstadt*) dated April 15, 2013.

**Annex 2: Required modules in the Master’s degree program in Business Administration**

Module name	Type of examination	Number of ECTS	Required attendance	Admission requirements
All specializations (except Entrepreneurship and Innovation) One module in ethics		5		-
<b>Specialization in MARKT</b>				
Strategic Management	Portfolio	5	-	-
Empirical Management Research	Written examination	5	-	-
Service Management	Team-based group project with presentation (60%) and written final exam (40%)	5	-	-
Analytical Customer Management	Written examination	5	-	-
Customer Relationship Management	Written examination	5	-	-
<b>Specialization in FACT</b>				
Risk Management (may be replaced by International Tax Law)	Written examination	5	-	-
International Tax Law (may be replaced by Risk Management)	Written examination	5	-	-
Capital Market Oriented Accounting	Written examination	5	-	-
Cost Management	Portfolio	5	-	-
Taxation of Business (may be replaced by Empirical Finance)	Written examination	5	-	-
Empirical Finance (may be replaced by Taxation of Business)	Portfolio	5	-	-
Accounting Law	Written examination	5	-	-
<b>Specialization</b>				

<b>Business Analytics and Operations Research</b>				
Decision Science	Written examination	5	-	-
Operations Research	Written examination	5	-	-
Business Forecasting	Written examination	5	-	-
Service Analytics	Written examination	5	-	-
Stochastic Models	Written examination	5	-	-
Specialization in Auditing				
Principles of Auditing	Written examination	5	-	-
Consolidated Accounting	Written examination	5	-	-
Income Tax, Corporation Tax and Trade Tax	Written examination	5	-	-
Private Law and Commercial Law	Written examination	5	-	-
Advanced Management Accounting	Written examination	5	-	-
<b>Specialization in Entrepreneurship and Innovation</b>				
Entrepreneurial Networks and Start-up Management	Portfolio	5	-	-
Service Management	Team-based group project with presentation (60%) and written final exam (40%)	5	-	-
Social Innovation I	Portfolio	5		
From Idea to Commercialization: Start-up School	Portfolio	5		

Innovation and Creativity in Individuals, Teams, and Organizations	Team-based group project with presentation (50%) and written final exam (50%)	5		
The Past, Present, and Future of Entrepreneurship and Innovation	Assignment (length: 7 to 10 pages per team member), deadline: 17 weeks after topic has been issued	5		
<b>Specialization in International Business Administration</b>				
Six required modules from the required modules of the specializations MARKT, FACT, Business Analytics and Operations Research, Entrepreneurship and Innovation, Auditing, and Digital Customer Experience & Service Design.				
<b>Specialization Digital Customer Experience &amp; Service Design</b>				
Innovation and Creativity in Individuals, Teams, and Organizations	Team-based group project with presentation (50%) and written final exam (50%)	5		
Service Management	Team-based group project with presentation (60%) and written final exam (40%)	5		
Business Language (German or French or English)	See Section 10 para. 4:	5		
Return on Service Design & Customer Experience	Portfolio	10		
Advanced Business Ethics	Written examination	5		