

Special Conditions for Examination Rules

(BBPO)

Business Administration

Master of Business Administration (MBA)

of the Darmstadt Business School

at Hochschule Darmstadt – University of Applied Sciences

Dated 27.06.2017

Last amended on 12.07.2019

Changes valid from 01.12.2019

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§ 1 General

- (1) These special conditions for examination rules (BBPO) form, together with the general provisions for examination rules of Darmstadt University of Applied Sciences (ABPO), as amended on 07.07.2015, the studies and examination rules of the Master's degree program in Business Administration.
Provided no other provisions are made in these special conditions, the provisions of the ABPO shall apply.
- (2) The degree program is run by the Darmstadt Business School of the Darmstadt University of Applied Sciences.

§ 2 Qualification goals of the degree program

- (1) As part of the general objective of the English Business Administration (MBA) degree program, this program for working professionals is primarily intended for executives who have worked for some time in higher-level positions with diverse specialist backgrounds, who want a specific business administration qualification by the systematic acquisition of applicable specialist and management competencies in a global and digitalised environment, and want to assume more responsibility for society and the environment in the context of growing ethical-moral discussions.
- (2) The degree program prepares people who are already in work in different sectors for higher management responsibilities. Within the scope of these responsibilities, graduates will be able to apply their knowledge of economics, in connection with the competencies they have already obtained from other specialist areas, to solve complex planning, formative and management tasks in companies from various sectors in an interdisciplinary manner. They are therefore also able to specifically recognise typical interactions between business and technical influencing factors, and to draw conclusions for their own management actions. Based on both financial and non-financial objectives, they develop strategies, such as in product policy or within the scope of the development and optimization of business processes, in particular in the field of digitalisation, and implement them in their organisational environment, and together with partners both inside and outside of their own company.
- (3) The MBA degree program thereby serves, in summary, to provide a systematic business administration qualification for higher international management tasks. Graduates are able to intensively deal with new subject areas, which are particularly complex due to their interactions and diversity, and may even be unfamiliar to them, and to consistently keep their knowledge up-to-date both in theory and practice by applying the methods they have learned.
- (4) Passing the Master's exam proves that the graduates of the degree program have acquired the specialist competencies on a scientific basis which are necessary to solve particularly demanding operational questions, or for further promotions.

§ 3 Academic Title

By passing the Master's exam, the Darmstadt University of Applied Sciences awards graduates the academic title of Master of Business Administration, with the abbreviation MBA.

§ 4 Normal study time and start of studies

- (1) The normal study time is
 1. Four semesters for the part-time degree program.
 2. Three semesters for the full-time degree program.
- (2) The Master's degree program can only be started in the winter semester.

§ 5 Credit Point required for graduation

To successfully complete the degree program, 120 credit points (hereinafter abbreviated to CPs) have to be acquired as per the European Credit Transfer System (ECTS). One CP usually corresponds to 30 hours of study work.

§ 6 Admission requirements and admission procedure

- (1) The admission is based on the latest version of Section 54, HHG (Higher Education Act).
- (2) The admission requirements for the Master's degree program are:
 1. A university degree with an average grade of 2.5 or better. An equivalent of at least 180 CPs must be proven.
 2. Evidence of sufficient knowledge of English. Evidence is usually provided by achieving at least 88 points in a Test of English as a Foreign Language (TOEFL, internet-based), 6.5 points in an IELTS test, or an equivalent exam.
 3. Evidence of at least three years of work experience, which corresponds to the requirements of the Professional Experience Module for at least one year. Upon request, the examination board of the programme may also admit persons who compensate for the requirements of the Professional Experience module with other experiences and competencies after thorough examination and consultation.
- (3) Details are provided in the general provisions for admission to Masters' degree programs of the Darmstadt University of Applied Sciences (ABZM) and the special provisions for the admission to the Master's in Business Administration (BBZM) of the Darmstadt Business School at the Darmstadt University of Applied Sciences, as amended.

§ 7 Standard degree program

- (1) The Masters' degree program is available in two forms:
 1. As a four-semester part-time degree program, or
 2. As a three-semester degree program.
- (2) The standard degree program is attached as Annex 1. A detailed description of the modules is provided in Annex 5 (Module Handbook).
- (3) The normal degree program comprises 66 CPs of management-related, high-qualifying teaching units in the field of business administration, as well as 24 CPs of the Master's thesis module.
- (4) 30 CPs of the standard degree program are credited to the overall assessment of the degree program, based on the previous professional work, as an inter-disciplinary practical qualification as part of the Professional Experience module.

§ 8 Areas of specialisation

Not applicable.

§ 9 Elective modules

The degree program has one elective module. The possible elective modules and the requirements on these elective modules can be seen in Annex 2 and Annex 5.

§ 10 Practical module

Not applicable.

§ 11 Registration and admission to examinations

- (1) Prerequisite elements and assessment elements can only be attained after prior registration, in accordance with Section 14, paragraph 2, ABPO. Registration periods and processes, as well as examination dates, depend on the type of teaching unit, and are notified by the examination committee in suitable form (by posting on the notice board or on the internet). Registering preliminary and assessment elements outside of the registration periods is not possible.
- (2) Provided nothing else is specified in the module description (Annex 5), the admission to assessment elements of a module examination is also possible, if all the prerequisite elements have not yet been assessed, especially if the conclusion of the respective assessment element lies after the registration date for the allocated assessment element. In this case, admission to the assessment element is provided conditionally. The module examination is only completed once all the elements which are part of the module have been performed.
- (3) It is necessary to register again to repeat a failed assessment element.
- (4) The deregistration of a prerequisite element or an assessment element is possible without stating reasons. It must be done at the latest 24 hours before the date of examinations, usually via the technical means supporting the assessment system.

§ 12 Closing module

- (1) The closing module as per Section 21, ABPO of the Darmstadt University of Applied Sciences is called the "Master Module". It consists of the Master's thesis and the thesis defence.
- (2) The Master's thesis should show that the candidate is able to deal with questions from the field of business administration independently and within a specified deadline, using scientific methods. Written registration is necessary before the start of the Master's thesis.
- (4) Admission to the degree program is provided in the form of a written application by the examination committee, providing the following prerequisites have been met:
 1. The student is enrolled at the Darmstadt University of Applied Sciences in this degree program (Section 14 I ABPO).
 2. The student has proven the attainment of 54 CPs according to these examination regulations ((§§ 7 and 9 BBPO), excluding the Professional Experience module.
- (5) The time allowed to work on the Master's thesis is 24 weeks.
- (6) The Master's thesis is fundamentally to be written in English. The regulations of Section 22, ABPO apply.
- (7) The Master's thesis is to be submitted in duplicate and in printed and bound form, as well as in electronic form as a PDF, without document restrictions, on CD-ROM or DVD (Section 22, paragraph 8 ABPO) by 12 pm on the deadline specified by the examination committee at the Central Organisation for Further Education and Dual Studies Centre. In the event that the thesis is sent by post, the date on the post stamp shall apply. The risk of loss by post is to be borne by the student. The submission is to be documented.
- (8) In addition to the provisions in Section 22, paragraph 9 ABPO, the following declaration, signed by the student, must be enclosed with the Master's thesis:

"I hereby declare that I have created this thesis independently and have not used any other work than the specified resources. If I have referred to third party materials, texts and ideas, my statements contain full and clear references to the authors and sources. The rest of the contents of the submitted thesis come from me, with regards to the copyright, unless references and quotes have been made.
This thesis has not been submitted in the same or similar form to any other examination authorities.
I am aware that an attempt at deception exists if this declaration proves to be incorrect."
- (9) The Master's module is completed by a thesis defence. Both the Master's thesis as well as the thesis defence must have been passed as per Section 23, ABPO, and are weighted with a 3:1 ratio.
- (10) The thesis defence is generally open to anyone at the University, with the exception of the consultation and notification of the grade. The thesis defence begins with a presentation of the Master's thesis by the candidate, lasting a minimum of 15 minutes, and a maximum of 30 minutes. The subsequent interview by the examiner should not exceed 30 minutes. At the request of the student or examiner, or if the Master's thesis contains a restriction note, the exam does not have to be open to the rest of the University. The candidate shall be notified of the assessment of the thesis defence straight after the defence, and verbal justification will be provided.

§ 13 Regulations specific to the degree program

- (1) The language of teaching and examination in all modules is English.
- (2) The regulations as per Section 17, paragraph 4, ABPO in connection with Section 14, paragraph 2, clause 1, automatic registration for repeat examinations do not apply to the whole course of studies.
- (3) If the assessment of a performance record is delayed for longer than four weeks, the examination committee shall notify the students about the duration of the delay, if it has a corresponding application. If the corresponding performance record represents a prerequisite for admission, the admission must be provided conditionally.
- (4) The fee regulations of the Board of the Darmstadt University of Applied Sciences are enclosed as Annex 4 to this BBPO for information purposes.

§ 14 Transitional provisions

- (1) Students who started their Master's in Business Administration at the Darmstadt University of Applied Sciences before these special provisions came into effect, can still be examined according to the previously-applicable examination regulations up to and including the summer semester of 2021.
- (2) Students as per paragraph 1 can apply for a change to these examination regulations. The application is to be addressed in writing to the examination committee. The decision about a switch to these examination regulations cannot be revoked. The transfer is done at the start of the semester following the decision. Failed attempts from equivalent assessment elements of the previous examination regulations are transferred as per Section 17, paragraph 3, ABPO. The examination committee shall decide whether this is equivalent. For the crediting of work already performed, Section 19, ABPO applies.
- (3) After the expiry of the interim period, all students as per paragraph 1 will be transferred to these examination regulations.

§ 15 Commencement

These examination regulations come into effect on 27.06.2017.

Dieburg, 12.07.2019

Prof. Dr Almeling, Dean

Signature

Annex 1 Standard study program

Part-time

Semester	Modul PE 1												SWS	ECTS					
	Anerkennungsmodul Professional Experience																		
0. Semester													0	30					
SWS														0	30				
ECTS																			
Semester	Vorl.	Übung	Prakt.	Seminar	Vorl.	Übung	Prakt.	Seminar	Vorl.	Übung	Prakt.	Seminar	Vorl.	Übung	Prakt.	Seminar	SWS	ECTS	
	Modul 411				Modul 412				Modul 413				Modul 414						
1. Semester	Strategic Management and Leadership				Business Research Methods				Communication, Negotiation, Mediation				Project Management				16	24	
SWS	4				4				4				4				16		
ECTS	6				6				6				6					24	
Semester	Modul 421				Modul 431				Modul 423				Modul 424				SWS	ECTS	
	Financial Management				Elective				Strategic IT-Management				Business Law and Ethics I						
2. Semester	Financial Management				Elective				Strategic IT-Management				Business Law and Ethics I				16	18	
SWS	4				4				4				2				16		
ECTS	6				6				6				0					18	
Semester	Modul 422				Modul 432				Modul 433				Modul 434				SWS	ECTS	
	Operations and Supply Chain Management				Managerial Accounting				Global Marketing Management				Business Law and Ethics II						
3. Semester	Operations and Supply Chain Management				Managerial Accounting				Global Marketing Management				Business Law and Ethics II				16	24	
SWS	4				4				4				2				16		
ECTS	6				6				6				6					24	
Semester	Modul 441																SWS	ECTS	
	Master Module (Master Thesis and Colloquium)																		
4. Semester																	0	24	
SWS																		0	24
ECTS																			24

Full-time

		Modul PE 1																			
0. Semester		Anerkennungsmodul Professional Experience																			
	SWS																			0	
	ECTS																			30	
		Vorl.	Übung	Prakt.	Seminar	Vorl.	Übung	Prakt.	Seminar	Vorl.	Übung	Prakt.	Seminar	Vorl.	Übung	Prakt.	Seminar	Vorl.	Übung	Prakt.	Seminar
1. Semester		Modul 411				Modul 412				Modul 413				Modul 414				Modul 433			
		Strategic Management and Leadership				Business Research Methods				Communication, Negotiation, Mediation				Project Management				Global Marketing Management			
	SWS	4				4				4				4				4			
	ECTS	6				6				6				6				6			
2. Semester		Modul 421				Modul 431				Modul 423				Modul 424				Modul 432			
		Financial Management				Elective				Strategic IT-Management				Business Law and Ethics I				Managerial Accounting			
	SWS	4				4				4				2				4			
	ECTS	6				6				6				0				6			
3. Semester		Modul 441								Modul 434				Modul 422							
		Master Module (Master Thesis and Colloquium)								Business Law and Ethics II				Operations and Supply Chain Management							
	SWS	0								2				4				6			
	ECTS	24								6				6				36			

120 C

Annex 2 Elective subject catalogue(s)

- (1) All teaching units in the catalogue are offered in English.
- (2) The Faculty Board can extend the elective subject catalogue, if necessary (Section 5, paragraph 5, ABPO). The faculty is not obliged to provide the whole selection of subjects offered in the catalogue each semester (Section 5, paragraph 5, ABPO).
- (3) An updated overview of the available for each semester can be seen at the start of each semester on the website of the Darmstadt Business School at <https://mba.h-da.de/>. The general module description contains the module handbook (Annex 5), the specific description of the module can also be viewed for the respective module at <https://mba.h-da.de/>.

Annex 3 Master's certificate and degree

Ms/Mr **Max Mustermann**

date of birth **DD. Month YYYY**

place of birth **Musterstadt**

Passed the Master's examination at the Faculty of **Economics (Darmstadt Business School)**
in the degree program **Business Administration**
thereby achieving the
following grades
and points (CP = credit points) according to the
European Credit Transfer System (ECTS):

Mandatory modules

Strategic Management and Leadership	Grade (X.X)	(6 CP)
Business Research Methods	Grade (X.X)	(6 CP)
Communication, Negotiation, Mediation	Grade (X.X)	(6 CP)
Project Management	Grade (X.X)	(6 CP)
Financial Management	Grade (X.X)	(6 CP)
Operations and Supply Chain Management	Grade (X.X)	(6 CP)
Strategic IT-Management	Grade (X.X)	(6 CP)
Business Law and Ethics	Grade (X.X)	(6 CP)
Managerial Accounting	Grade (X.X)	(6 CP)
Global Marketing Management	Grade (X.X)	(6 CP)
Professional Experience		(30 CP)
Elective module		
Elective	Grade (X.X)	(6 CP)

Master's certificate and degree (sample)

The Master's thesis and defence
about the topic **Text**
Text
was assessed with **Grade (X.X)** (24 CP)

Total number of ECTS points obtained 120 CP

Total assessment **Grade (X.X)**

Outside of the degree program, extra points were
obtained in the following extra modules:

External Accounting	Grade (X.X)	(5 CP)
Internal Accounting	Grade (X.X)	(5 CP)
Investment and Financing	Grade (X.X)	(5 CP)
Organisation and Management	Grade (X.X)	(5 CP)
Marketing	Grade (X.X)	(5 CP)
Logistics	Grade (X.X)	(5 CP)

Darmstadt, **DD. Month.YYYY**

Chairperson of the Examination Committee

Head of the Examination Offices

Master's certificate and degree (sample)

The Darmstadt University of Applied Science
awards **Mr Max Mustermann**

date of birth **DD. Month YYYY**

place of birth **Musterstadt**

based on the Master's examination passed on **DD. Month YYYY**
at the Faculty of **Economics (Darmstadt Business School)**
in the degree program **Business Administration**

the academic title of **Master of Business Administration**

Short form **MBA**

Darmstadt, **DD. Month.YYYY**

The President

The Dean

Annex 4 Other annexes

The regulation on fees is provided by ZOE WDBS

Annex 5 Module handbook