Degree program and examination regulations for the degree program for professional development in Digital Business & AI at the School of Business, Economics and Society at Friedrich-Alexander-Universität Erlangen-Nürnberg (FAU)

– PO DB+AI–

Dated February 29, 2024

Based on Section 9 (1) in conjunction with Section 80 (1)(1), section 84 (2)(1), Section 86 (3)(1), Section 88 (9), Section 90 (1)(2) and Section 96 (3)(1) Bavarian Higher Education Innovation Act dated August 5, 2022 (BayHIG), Friedrich-Alexander-Universität Erlangen-Nürnberg enacts the following degree program and examination regulations:

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Section 1 Scope, Purpose of the Master's Examination

(1) These degree program and examination regulations govern the examinations for the degree program for professional development in Digital Business & AI resulting in the degree Master of Business Administration.

(2) The Master of Business Administration is a degree that qualifies students for further research as well as professional work. The Master's examination serves to determine whether students:
- are able to process relevant issues related to business practice in the subjects examined to a reasonable extent, also using academic methods
- possess decision making skills and the ability to critically examine academic topics and professional practice
- can place issues within a broader context.

Section 2 Degrees

Students are conferred the degree Master of Business Administration (abbreviated MBA) after passing the Master’s examination. The degree may be used with the addition (FAU Erlangen-Nürnberg).

Section 3 Standard Duration of Studies, Start of Degree Program, Teaching and Examination Language, Structure of Degree Program

(1) The standard duration of studies is three semesters.

(2) The degree program may usually only be started in the winter semester; exceptions may be granted by the Examinations Committee.

(3) The teaching and examination language is English.

(4) The Master's degree program is concluded with the Master's examination. It consists of all examinations taken over the course of the degree program in all modules stated in Appendix 3, including the Master's thesis module. A total of 60 ECTS credits must be obtained, consisting of 45 ECTS credits for course achievements and examination achievements completed during the program and 15 ECTS credits for the Master’s thesis.

Section 4 ECTS Credits

(1) The degree program and examinations are based on the European Credit Transfer and Accumulation System (ECTS). 20 ECTS credits are allocated per semester. One ECTS credit corresponds to 30 hours of work.

(2) ECTS credits serve as a system to categorize, calculate and confirm the amount of work a student has invested. They are a quantitative indicator of a student’s workload.

Section 5 Modules and Credits, Voluntary Intermediate Examinations

(1) The degree program consists of modules for which students are awarded ECTS credits. One module is a chronologically connected and self-contained teaching and learning unit, the content of which can be tested in an examination.
The modules are completed with a module examination. This examination shall as a rule consist of one examination achievement or one course achievement. In exceptional cases, this examination can also consist of several partial examinations or parts of examinations or a combination of examination and/or course achievements if the subject warrants it. Ungraded course achievements consisting of several parts and/or course achievements which can be repeated an unlimited number of times shall not count as examinations consisting of several parts as defined in sentence 3. ECTS credits shall only be awarded for successful participation in modules that can be verified in an individual, separately identifiable performance in a module examination. Module examinations are conducted during the lecture period or following the last lecture or seminar of a module.

Examinations (examination achievements and course achievements) measure the student’s performance. They may be written, oral, electronic, or in a different form. In the event of invigilated remote electronic examinations, the Bavarian regulation for testing remote examinations (BayFEV) and the FAU regulations on remote examinations on the basis of the Bavarian regulations for testing remote examinations (BayFEV) – E FernPO – shall be complied with. Examination achievements are graded. In the case of course achievements, the assessment may be limited to passing or failing the achievement.

In addition to the module examinations, voluntary intermediate examinations (e.g. tutorial achievements or short tests) may be offered during courses as a way of measuring the standard of performance. More detailed information, including the number, type and scope of these examinations, is given in the module handbook. If a student chooses to use the option detailed in sentence 1, these results shall be taken into account when determining the grade for the module. Intermediate examination achievements may improve the grade for a module examination or partial examination by a maximum of 0.7; a grade may not be made worse.

Enrollment in the Master’s degree program for professional development in Digital Business & AI at FAU is a requirement for participation in module examinations according to (2)(1).

Section 6 Admission Requirements
Qualification for the Master’s degree program shall be proved through:
1. A Bachelor’s degree or equivalent (undergraduate degree) from a university in Germany or another country, with no major differences in terms of qualification. In general, this degree should have a business, IT, engineering or scientific focus, have a standard duration of studies of eight semesters and consist of 240 ECTS credits or, in exceptional cases, a standard duration of studies of at least six semesters and at least 180 ECTS credits plus a pass in the suitability assessment examination in order to demonstrate that the applicant has reached a level equivalent to the 240 ECTS credits required for admission pursuant to Appendix 2,
2. At least one year of relevant work experience in a position of responsibility (for example in management, project management, or change management), with a focus on digitalization/digital transformation and/or artificial intelligence (AI) at a private or public company, association or administrative body after having completed the undergraduate degree,
3. Passing the qualification assessment process according to Appendix 1
4. In the case of (1) alt. 2, passing the suitability assessment examination pursuant to Appendix 2.
Section 7 Examination Deadlines, Failure to Observe Deadlines

(1) Examinations shall be sat in such a timely manner as to allow the student to obtain 60 ECTS credits by the scheduled deadline. The deadline shall be the last semester of the respective standard duration of the degree program. The deadline according to sentence 2 may be exceeded by one semester for the Master’s examination (extended deadline). An examination shall be considered to have been sat and failed at the final attempt if 60 ECTS credits were not obtained from the modules of the Master’s degree program within the extended deadline, unless the reasons for this are beyond the student’s control.

(2) The deadline set forth in paragraph (1) shall be extended by claiming the legal periods of protection stipulated in the law protecting mothers at work, in education and whilst studying, the Maternity Protection Act (Mutterschutzgesetz – MuSchG) in the version published on 23 May 2017 (BGBl I S. 1228 [German Federal Law Gazette I p.2318]), according to the periods set forth in the current version of the Parental Allowance and Parental Leave Act (Bundeselterngeld- und Elternzeitgesetz – BEEG) of December 5, 2006 (BGBl I S. 2748 [German Federal Law Gazette I p. 2748]), and according to periods of time spent providing care in the sense of Section 7 (3) of the current version of the Caregiver Leave Act (Pflegezeitgesetz - PflegeZG) of May 28, 2008 (BGBl I S. 874, 896 [German Federal Law Gazette I p. 874, 896]) for a close family member who requires care in the sense of the current version of SGB XI (German Social Security Code XI) of 26 May 1994 (BGBl I S. 1014, 1015 [German Federal Law Gazette I p. 1014, 1015]).

(3) The reasons according to (1) and (2) shall be explained in writing and shown credibly to the Examinations Committee without delay. If the reasons are acknowledged, the examination shall be sat at the soonest possible time; already available examination and course achievements shall be accredited. Section 12 (3) sentences 3 to 5 shall apply.

Section 8 Examinations Committee

(1) The Examinations Committee shall organize and carry out the examinations. The Examinations Committee shall have three members that are professors at the School of Business, Economics and Society at the Faculty of Business, Economics, and Law at FAU; they shall be elected by the School Council of the School of Business, Economics and Society. The Examinations Committee shall elect one of the members as the chairperson and shall appoint a deputy to act in the chairperson’s absence. The term of office of the members shall be three years. Re-election shall be permitted.

(2) The chairperson may transfer tasks within their responsibility to a member of the Examinations Committee.

(3) The Examinations Committee shall be tasked with carrying out the examination procedures, especially the planning and organization of the examinations. Its duties include ensuring that the provisions of these examination regulations are observed. With the exception of the examinations themselves and their assessment, which the examiners are responsible for, all decisions shall be taken by the Examinations Committee. In particular, it shall send out the examination notifications after having verified the examination achievements and their legitimacy. It shall regularly report to the School Council on the development of the examinations and the study periods and
shall, where applicable, provide input on amendments to the examination regulations. The members of the Examinations Committee shall have the right to be present during examinations. The affairs of the committee shall be governed by Section 30 of the Constitution of Friedrich-Alexander-Universität Erlangen-Nürnberg (GrO).

(4) In addition, the Examinations Committee is responsible for verifying compliance with the qualifications and admission requirements for the Master’s degree program as set out in Section 6 in conjunction with Appendices 1 and 2.

(5) 1 The Examinations Committee shall have a quorum when all members are duly summoned observing a notice period of at least one week and the majority of members are present and eligible to vote. 2 Decisions shall be taken with the majority of votes cast in meetings. 3 Abstentions, ballot votes and delegation of votes shall not be permitted. 4 In case of a tie of votes, the vote of the chairperson shall be decisive.

(6) 1 The Examinations Committee’s meetings shall not be public. 2 The chairperson shall call the meetings of the Examinations Committee. 3 The chairperson shall be entitled to take decisions that cannot be delayed on behalf of the Examinations Committee. 4 The Examinations Committee shall be informed of such cases without delay. 5 Furthermore, unless these examination regulations state otherwise, the Examinations Committee shall have the right to transfer individual tasks to the chairperson as well as revoke these.

(7) 1 Records shall be kept of every meeting. 2 These records shall state the date and place of the meeting, the names of those present, the subjects dealt with and all proposals, resolutions and outcomes of votes held.

(8) 1 Official notifications in legal matters pertaining to examinations shall be made in writing; reasons shall be given and information on legal remedies available to the person shall be included. 2 Students shall be given the opportunity to make a statement before negative decisions are finalized. 3 The Examinations Committee shall have the right to rule that grade notifications may be sent out in electronic form to the individual students. 4 Any notification of objection in questions of examination legislation shall be issued on behalf of the President following consultation with the Examinations Committee and after hearing the examiners.

Section 9 Examiners, Observers, Exclusion Due to Personal Involvement, Obligation to Confidentiality

(1) 1 The Examinations Committee shall appoint the examiners, reviewers and observers who shall usually be the lecturers of the appropriate subjects. 2 Only professors and other persons fitting the description in Section 85 (1) of the Bavarian Higher Education Innovation Act (BayHIG) in conjunction with the current version of the Bavarian Higher Education Examiners Act (BayHSchPrüferV) shall be eligible for appointment as examiners. 3 Persons who have completed the degree program in question or an equivalent degree program shall be eligible for appointment as observers. 4 Observers should be research associates employed at FAU as their main place of employment pursuant to Section 53 (4) BayHIG.

(2) 1 A change of examiners shortly before the start of an examination shall be permissible on urgent grounds. 2 If an eligible examiner leaves the University, they shall usually remain eligible to act as an examiner for up to one year. 3 Eligible examiners who only have a temporary contract shall only remain eligible to act as an examiner for
the contractually agreed duration of employment. 4The relevant Examinations Committee shall have the right to extend this period upon request.

(3) Exclusion from the deliberation and voting process of the Examinations Committee as well as from the positions of examiner and observer due to personal involvement shall be governed by Section 51 (2) BayHIG and/or Sections 20 and 21 BayVwVfG.

(4) 1The Examinations Committee’s meetings shall not be public. 2The obligation to confidentiality of the Examinations Committee responsible and other persons involved in matters pertaining to examinations shall be governed by Section 26 (2) sentences 2 and 3 BayHIG.

Section 10 Recognition and Accreditation of Skills

(1) 1Study periods, and course and examination achievements achieved in degree programs or by successfully taking part in a distance learning unit as part of a degree program at FAU or at other public or state-approved universities in the Federal Republic of Germany, or in degree programs at public or state approved universities in countries other than Germany shall be recognized according to these examination regulations unless there are significant differences in the skills acquired and required. 2The same shall apply to course and examination achievements obtained at a public or state approved university in Bavaria within the context of a module program or additional studies, at the Virtual University of Bavaria (vhb), or within the context of an early entrance program or university studies started while still at school. 3Recognition enables students to continue their studies, to take examinations, to start a further degree program or to be admitted to a doctoral degree.

(2) 1Skills acquired outside the university sector or within the context of degree programs for professional development or for acquiring further qualifications may be accredited if they are equivalent. 2Skills acquired outside the university sector shall replace no more than half of the required skills of which students must provide proof.

(3) 1The grades achieved in accredited course and examination achievements shall be transferred if they were awarded according to Section 20. 2If the grading system applied in the examinations sat at the university or equivalent institution of higher education and accredited by FAU is not identical to the grading system set forth in Section 20, the grades achieved at other universities shall usually be converted according to the following formula:

\[ x = 1 + 3 \frac{(N_{\text{max}} - N_d)}{(N_{\text{max}} - N_{\text{min}})} \]

with

- \( x \) = converted grade
- \( N_{\text{max}} \) = best grade attainable
- \( N_{\text{min}} \) = lowest grade for passing
- \( N_d \) = grade attained.

3Only one decimal place is shown for the grades thus calculated. 4If conversion is not possible or can be proven to serve no purpose, the Examinations Committee shall usually determine a system by which to calculate the grades.

(4) 1If 20 or more ECTS credits are recognized or accredited, the student shall be permitted to enter at a higher semester. 2Students shall move up one semester for every 20 ECTS credits that are accredited.
Students must file an application for recognition and accreditation. The documents needed for this accreditation shall be submitted to the chairperson of the Examinations Committee. Subject to the provisions in sentence 4, the student shall have a legal claim to accreditation if the conditions stipulated in (1) and (2) are met. Accreditation is only possible if the student has not already lost the right to be examined in that subject at FAU by passing or failing to pass the relevant examination at the final attempt. The decision shall rest with the chairperson of the Examinations Committee after consultation with the department representative appointed by the department in question. The decision shall be issued in writing.

Section 11 Compulsory Attendance

(1) For teaching units in which the qualification goal can only be achieved by regular attendance (these are marked accordingly in the respective module description) compulsory attendance can be made a requirement for admission to the module examination or for obtaining the course achievement. If attendance of the individual student is required for all participants to obtain the subject-specific skills, if the individual student obtaining such skills depends on the attendance of the other participants, or if subject-specific skills can only be obtained by being present at a particular place, or if participation is required for safety reasons, it is permissible to introduce an obligation to attend.

(2) Regular attendance is defined as missing no more than 15% of instruction time in any given teaching unit. If between 15% and 30% of instruction time has been missed, the lecturer can offer the student the option to obtain a substitute achievement fulfilling the requirement of regular attendance. If no such substitute achievements are offered or the substitute achievements offered are not obtained by the student, attendance is not considered to have been regular. If more than 30% of all instruction time has been missed, the teaching unit must be taken again. Any positions after the decimal point in the percentage of instruction time missed shall be rounded for the benefit of the student.

(3) Notwithstanding paragraph 2, in the context of excursions, placements and block seminars, attendance is only considered to have been regular if all teaching units have been attended. Appropriate substitute achievements fulfilling the requirement of regular attendance shall be offered in the case of credibly shown periods of absence due to reasons beyond the student’s control of up to and including 15% of instruction time. If more than 15% of instruction time has been missed, the teaching unit must be taken again. Any positions after the decimal point in the percentage of instruction time missed shall be rounded for the benefit of the student.

(4) Attendance is checked in the individual teaching units, provided these are held face to face, by means of an attendance list in which students must enter their name and signature. If teaching units are held online, teaching staff shall record attendance by taking a register of the names of all those attending. Teaching staff shall compare the names on the registration list to see whether they correspond with the names used by the students attending the teaching unit. If students use a pseudonym during an online teaching unit with compulsory attendance, they must inform the member of teaching staff of their real name in order to allow a comparison to be made.
Section 12 Announcement of Examination Type, Examination Dates and Examiners, Registration, Withdrawal, Consequences of Delayed Withdrawal

(1) 1 Students shall receive the required course materials no later than two weeks before each module commences. 2 The examination dates shall be included in the bundle of information students receive. 3 The names of the examiners shall be announced electronically in good time according to local practice.

(2) Students shall be considered to have registered for all examinations.

(3) 1 Notwithstanding the deadlines pursuant to Sections 7 and 27, a student may withdraw without stating reasons from the first attempt at an examination for which they have registered pursuant to (2) by failing to attend. 2 In cases other than those stated in sentence 1, students must notify the Examinations Committee without delay in writing and provide credible evidence of reasons beyond their control for withdrawing from or failing to attend the examination. 3 A doctor's certificate is required if the student is ill. The Examinations Committee may request that a certificate is submitted from a doctor named by FAU. 4 The doctor’s certificate or certificate from an official medical examiner must include a description of the student’s ailment and state how this affects the student’s ability to perform to their full potential during the examination, especially due to a reduction in their physical or mental capacity. 5 In case of withdrawal from an examination due to illness after the examination has started, the student must submit a certificate from a doctor named by FAU to the Examinations Committee without delay. 6 A declaration of withdrawal is binding. 7 Registration to the examination shall be canceled once the declaration is submitted and the student shall no longer be entitled to take the examination. 8 If the reasons are accepted, a new date shall be set. 9 Examination results which have already been obtained are accredited. 10 The consequences of a delayed or invalid withdrawal shall be governed by (4).

(4) 1 An examination shall be graded as “nicht ausreichend” (unsatisfactory) if the student fails to attend an examination on the examination date without good reasons or if the student withdraws from the examination after the withdrawal deadline (see (3)) without good reasons; Section 7 (3) shall remain unaffected. 2 (3) sentences 2 to 9 shall apply accordingly.

Section 13 Fraud, Breach of Regulations, Exclusion from Further Participation

(1) 1 In case of plagiarism or an attempt to commit fraud or to influence the result of an examination through the use of unauthorized aids, the examination in question shall be graded “nicht ausreichend” (unsatisfactory, 5.0). 2 The possession of unauthorized aids during or after the handing out of examination papers shall constitute an attempt to commit fraud within the meaning of sentence 1. 3 Unauthorized aids for completing examination or course achievements include in particular the use of chatbots or other artificial intelligence that is capable of replacing the student’s own performance, unless this is expressly permitted by the examiner.

(2) Persons who disturb the orderly examination process may be excluded from continuing the examination by the authorized examiner or the supervising person; in this case the examination achievement in question shall be graded “nicht ausreichend” (unsatisfactory, 5.0).

(3) In the case of repeated or severe breaches as stipulated in (1) or (2), the Examinations Committee may exclude students from participating in the examination, resulting in the student losing the right of examination in the relevant module (failed at
the final attempt), which usually leads to the student being considered to have failed the degree program at the final attempt.

Section 14 Revocation of Degrees
(1) The revocation of degrees shall be governed by Section 101 BayHIG.

Section 15 Defects in the examination process
(1) Should it turn out that the examination process was faulty in a manner that influenced the result of the examination, it shall be ordered upon a student’s request that a certain student or all students shall resit the examination or parts of the same.

(2) Faults in the examination process shall be reported to the chairperson of the Examinations Committee or the examiner without delay.

(3) Six months after completion of the examination, resit examinations may no longer be ordered as stipulated in paragraph (1).

Section 16 Admission to Examinations
(1) Anyone who has signed a contract with FAU on participating in the Digital Business degree program for professional development and is registered as a student shall be considered eligible to sit the examinations included in this degree program unless there are reasons to refuse admission. Admission shall be refused if:
1. Proof of qualifications stipulated in these degree program and examination regulations including Appendix 3 is not submitted at all or not in due time.
2. The Diplom or Master’s examination in a the same degree program or in a comparable degree program on the topic of digitalization/digital transformation and AI, and Diplom or Master’s degree programs in business studies such as a Master's degree program in management or business administration/ Diplom-Kaufmann, has been failed at the final attempt.
3. It has been ordered that the student is to be de-registered, resulting in the revocation of the student's right to sit the examination.
3The cases in sentence 2 also constitute an obstacle to enrollment.

(2) If admission is to be refused, the student shall be informed without delay and informed as to the reasons for the decision and information on the legal remedies available.

Section 17 Written Examination, Multiple Choice Examinations
(1) In written examinations students are required to prove that they are capable of presenting issues from their field and identifying problems within a limited period and with limited materials, and using the conventional methods employed in their field to find solutions to these problems. Written examinations may consist of a written examination (Klausur), case study work, drawing up a business plan, drawing up strategic concepts or concept papers or completing another form of written work (such as a written assignment, project report, or Master’s thesis). With the exception of a traditional written examination (Klausur), written examinations may also be held as open book examinations during which students have to complete one or several tasks in a certain time without supervision using either a wide range of aids or whichever aids they like, but without the assistance of third parties. Further details are stipulated in the module description. In the case of examinations as defined in sentence 3, tasks shall as far as possible be tailored to test higher-level skills such as understanding, analysis,
transfer and application.

(2) Written examinations shall be graded by the author of the examination questions, unless stipulated otherwise. If a written examination is graded as 'nicht ausreichend' (unsatisfactory; 5.0), it shall be presented to a second examiner for evaluation. The examiner’s evaluation must be documented in writing and reasons for the final rating must be made clear.

(3) Written examinations may take the form of multiple-choice examinations (with one or more possible correct answers), either in full or in part. Detailed information on the modules with multiple choice examinations is given in the module handbook. The examinee shall state which of the answers to the questions they deem to be correct. Examination questions must allow for reliable examination results. When drawing up the examination questions, it shall be specified which of the answers shall be accepted as correct. If the question does not allow multiple answers, multiple answers shall be inadmissible and disregarded. Before the evaluation of the examination results, at least two of the authors of the examination shall assess whether the examination questions meet the requirement set out in sentence 4. Should they determine that individual examination questions are faulty, these shall not be taken into account in the evaluation of the examination result; the number of examination questions shall be considered to have been reduced. This reduction of the number of examination questions must not result in disadvantages for any of the examinees. No minus points may be awarded outside of individual examination questions.

(4) The authors of the examination pursuant to (3)(7) shall determine when the examinations have been passed pursuant to (3)(1) and shall set a relative pass limit (sentence 2 (2)). Unless stipulated otherwise in the relevant degree program and examination regulations, examinations pursuant to (3) sentence 1 shall be deemed to have been passed if
1. the examinee answered at least 50 percent of the examination questions correctly/achieved at least 50 percent of the attainable points, or
2. the examinee answered at least 40 percent of the examination questions correctly/achieved at least 40 percent of the attainable points and the number of correct answers/points obtained is no more than 17 percent below the average number of correct answers/points obtained by all examinees sitting the examination for the first time.

The reference group of examinees sitting the examination for the first time pursuant to sentence 2 (2) must consist of at least 50 people, otherwise the relative pass limit shall not be applicable. If sentence 2 (2) is applied, the Dean of Studies shall be notified.

(5) In case of written examinations that are not entirely composed of multiple choice questions, paragraphs (3) and (4) shall only apply to the respective part.

Section 18 Oral Examination

(1) In oral examinations students must demonstrate both general and specific knowledge of the subject being tested. Oral examinations shall be conducted by an examiner in the presence of an observer with knowledge of the subject, and shall take the form of a group examination (maximum of six examinees), unless agreed otherwise; the Examinations Committee can approve exceptions and stipulate individual examinations.
(2) In oral examinations in the presence of several authorized examiners, each examiner shall determine the grade according to Section 20 immediately after the oral examination has been completed. If the oral examination is held by several examiners, Section 20 (1) sentences 6 and 7 shall apply accordingly. The student shall be informed of the result of the oral examination directly after the oral examination.

(3) A record shall be kept of the oral examination; this shall include the following: place, date and duration of the examination; subjects covered and results of the examination; the names of the examiners, the observer and the student; and any special occurrences. The record shall be signed by the authorized examiners and the observer. The record shall be stored for at least two years.

(4) Students planning to undergo the same examination during a subsequent examination period shall be permitted to be present as listeners during oral examinations within the bounds of feasibility with regard to the examination's location; listeners shall be excluded at the examinee’s request. Students granted permission to attend the oral examination shall not be permitted to be present during the deliberation process and the announcement of the examination result.

Section 19 On-Campus Electronic Examinations
Examinations may be administered in electronic form on campus. Detailed information on the modules in which examinations are held in electronic form on campus is given in the module handbook. Electronic examinations (e-examinations) on campus are examinations which are administered and evaluated via computer or using digital technology. The authenticity and integrity of the examination results shall be verified. Automatically calculated evaluations of examination achievements shall be verified by one examiner at the request of the examinee or two examiners in case of a failed examination.

Section 20 Evaluation of Examinations, Grades, Final Grade
(1) The evaluation of individual examinations shall be expressed by the examiners with the following grades:

<table>
<thead>
<tr>
<th>Grade (in words)</th>
<th>Grade</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>sehr gut (very good)</td>
<td>1.0 or 1.3</td>
<td>an outstanding achievement</td>
</tr>
<tr>
<td>gut (good)</td>
<td>1.7 or 2.0 or 2.3</td>
<td>an achievement that exceeds the requirements considerably</td>
</tr>
<tr>
<td>befriedigend (satisfactory)</td>
<td>2.7 or 3.0 or 3.3</td>
<td>an achievement that fulfills average requirements;</td>
</tr>
<tr>
<td>ausreichend (sufficient)</td>
<td>3.7 or 4.0</td>
<td>an achievement that fulfills the requirements despite flaws</td>
</tr>
<tr>
<td>nicht ausreichend (unsatisfactory)</td>
<td>4.3 or 4.7 or 5.0</td>
<td>an achievement that no longer fulfills requirements due to considerable flaws.</td>
</tr>
</tbody>
</table>

Other grades are not permitted. An examination (Section 5 (3)) has been passed if it has received at least the grade “ausreichend” (sufficient). For ungraded examinations the result shall be either “bestanden” (pass) or “nicht bestanden” (fail). A module examination is passed when all partial achievements (Section 5 (2)(3)) have been passed. If an examination is to be assessed by several examiners or if it consists of several partial achievements within the meaning of Section 5 (2)(3), the total grade is calculated from the weighted average of the individual grades. If the grade for a module consists of several partial achievements it shall be calculated from the average grades achieved in the examinations pursuant to Section 5 (2)(3), unless stipulated
otherwise. Sentence 6 can also be applied to examinations that are not an examination consisting of several parts as defined in Section 5 (2)(3) but still consist of several different components (for example a written examination with a combination of multiple choice questions and open-ended questions). Details of how to grade such examinations are stipulated in Appendix 2. The grading system described in (1) and (2) shall not be used for cases covered by sentences (5) to (7). One decimal place shall count towards the module grade; further decimal places shall be omitted without being rounded.

(2) The authors of the examination shall set the assessment criteria for multiple choice examination achievements (examinations with only one or several correct answers) pursuant to Section 17 (3)(7). If no assessment criteria are set, multiple-choice examinations shall be graded as follows:

Students who answer the required minimum of examination questions according to Section 17 (4)(1) correctly or achieve the required minimum number of points shall receive the grade
1.0 (sehr gut/very good) if at least 85 percent of the remaining questions were answered correctly or remaining points were achieved,
2.0 (gut/good) if at least 70 percent but less than 85 percent of the remaining questions were answered correctly or remaining points were achieved,
3.0 (befriedigend/satisfactory) if at least 50 percent but less than 70 percent of the remaining questions were answered correctly or remaining points were achieved,
4.0 (ausreichend/sufficient) if none or less than 50 percent of the remaining questions were answered correctly or remaining points were achieved. The grades can be increased or decreased by increments of 0.3 according to the percentage; the grades 0.7, 4.3 and 4.7 shall not be awarded. Students who do not achieve the required minimum shall receive the grade 5.0.

Student (3) notwithstanding, the grades 4.3 and 4.7 may be awarded in cases in which examinations according to Section 17 (5) partly take the form of a multiple choice examination.

(3) The final grade of the Master’s examination is:
at an average of up to 1.5 = sehr gut (very good)
at an average 1.6 to 2.5 = gut (good)
at an average 2.6 to 3.5 = befriedigend (satisfactory)
at an average of 3.6 up to and including 4.0 = ausreichend (sufficient)
at an average of over 4.0 = nicht ausreichend (unsatisfactory).
The overall grade in the Master’s examination shall be calculated as the arithmetic average of the module grades and the Master’s thesis grade weighted according to the number of ECTS credits pursuant to Appendix 1. Section 1 (9) and (10) shall apply accordingly.

Section 21 Invalidity of Examinations

(1) If fraudulent methods were used during the examination and if this only becomes known after the certificate has been awarded, the Examinations Committee may correct the grade retrospectively and declare the examination as having been failed in part or in full.

(2) If the requirements for admission to the examination were not fulfilled while no fraudulent acts were committed willfully and if this fact only becomes known after the certificate has been awarded, these circumstances shall be considered remedied by the passing of the examination.

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(3) Students shall be given the opportunity to make a statement before a decision is taken.

(4) ¹The incorrect certificates shall be withdrawn; new certificates shall be issued if applicable. ²A decision according to paragraph (1) shall be excluded after a period of five years starting with the certificates’ date of issue.

Section 22 Inspection of Examination Records
(1) After the completion of the individual examination procedures, students shall on request be entitled to inspect their written examination papers, the corresponding reviews by the examiners, and the examination records.

(2) ¹The request shall be submitted to the chairperson of the Examinations Committee within one month of the notification of grades. ²Students prevented from observing this deadline through no fault of their own can apply for full restitution according to Section 32 of the Bavarian Administrative Procedures Act (BayVwVfG). ³The chairperson of the Examinations Committee shall determine the time and date of the inspection.

Section 23 Final Academic Record, Transcript of Records, Diploma Supplement, Degree Certificate
(1) Students who have successfully completed the Master’s examination shall receive a final academic record, a transcript of records, a diploma supplement and a degree certificate within eight weeks.

(2) ¹The final academic record shall be signed by the chairperson of the Examinations Committee and includes the modules, module grades, title and grade of the Master’s thesis and the overall grade of the Master’s examination. ²On the student’s request the duration of their studies shall be included in the report. ³The transcript of records lists all modules attended; the final academic record and the transcript of records may be combined into one document. ⁴The diploma supplement contains further information on the graduate’s qualifications and states that the degree program is a professional development program for working professionals. ⁵The transcript of records and the diploma supplement shall be issued in English and German. ⁶Information not yet available to the Examinations Office must be submitted together with the required proof by the time of completing the degree program at the latest; otherwise this information may no longer be taken into consideration.

Section 24 Notification of Failed Examinations
Upon request and submission of the required certificates as well as the de-registration certificate, students who have failed the Master’s examination at the final attempt shall receive a written confirmation showing that the examination was failed, which grades were achieved in the individual module examinations and which examination achievements are still missing.

Section 25 Adjustments to Examination Arrangements
(1) ¹The examination procedure shall be adjusted to take into account the nature and extent of a student’s disability. ²Students with a doctor’s certificate showing credibly that they are either partially or fully incapable of sitting the examination in the intended manner due to long-term or permanent disabilities which do not affect the performance which is being tested shall be entitled to be granted permission by the chairperson of the Examinations Committee to have this disadvantage offset by working time being extended accordingly or the examination process being structured differently.
However, care must be taken to ensure that the examination is still suitable to provide evidence of skills which are being assessed by the examination. Sentences 1 and 2 shall apply accordingly to students in special circumstances, the effects of which on the student’s ability to sit the examination are similar to a longer illness or disability as stated above in sentence 2.

(2) Adjustments to examination arrangements may be made for pregnant students if the student submits a medical certificate confirming that she will be at least 30 weeks pregnant by the examination date to the Examinations Committee at least four weeks before the examination date.

(3) Decisions pursuant to (1) and (2) shall only be taken by the chairperson of the Examinations Committee upon written request and after consulting with the Disability Liaison Officer. The student may be required to submit an official certificate from a medical examiner (vertrauensärztliches Attest) proving the fulfillment of the conditions in paragraph (1) or other proof confirming the student’s special circumstances. Applications for adjustments to examination arrangements shall be made to the Examinations Committee in writing at the latest four weeks before registration for the examination.

Section 26 Master’s Thesis

(1) The Master’s thesis is intended to show that the student is capable of dealing with a problem from their field independently and with scientific methods within a set period. The Master’s thesis may not to any significant degree be identical to a previously submitted Diplom, Bachelor’s, Master’s or doctoral thesis (prevention of plagiarism). 15 ECTS credits shall be awarded for the Master’s thesis.

(2) Students are required to have achieved at least 25 ECTS credits in order to qualify for admission to the Master’s thesis.

(3) Students shall ensure that they are allocated a subject for their Master’s thesis in time to observe the deadlines set forth in Section 7, usually at the start of the last semester in the regular duration of studies. The subject and the date of its allocation shall be confirmed by the supervisor and presented to the Examinations Committee. Should a student not be allocated a subject, despite a genuine effort to that end, the chairperson of the Examinations Committee shall, in consultation with a representative of the student’s department, allocate a subject and a supervisor to the student.

(4) It is also permissible to allocate the Master’s thesis as a group project. In such cases it must be possible to evaluate the individual contributions of each student.

(5) Lecturers teaching the Digital Business & AI degree program as their main or secondary occupation and academic staff as defined in Section 19 (1) who are authorized to act as examiners and who teach the degree program as their main occupation pursuant to section 53 (4) shall be entitled to allocate subjects for and supervise Master’s theses. The Examinations Committee shall have the right to grant exceptions.

(6) The time between the selection of a subject and the submission of the Master’s thesis shall be four months; the scope of the subject must be such that it can be dealt with within this period. The chairperson of the Examinations Committee shall have the right to extend the period for the Master’s thesis by way of exception by a maximum of
If a student submits a doctor’s certificate proving that they are incapable of working on the Master’s thesis, the period set for working on the thesis will be suspended temporarily. If the period for working on the thesis is suspended for a considerable period of time as defined in sentence 3 (12 months minimum), the Examinations Committee shall check whether the period for working on the thesis ought to be terminated due to ill health, in which case the Master’s thesis shall be registered with a new topic once the student is well again. Sentences 3 and 4 shall apply accordingly in cases in which the student is prevented from working on the Master’s thesis due to serious reasons beyond their control and outside their sphere of risk.

(7) The subject may only be returned once with good reason and with the approval of the chairperson of the Examinations Committee within the first third of the period for thesis work. Otherwise the Master’s thesis shall be graded “nicht ausreichend” (unsatisfactory; 5.0) if the subject is returned; it shall be regarded as rejected.

(8) The Master’s thesis shall be written in English; the Examinations Committee shall decide on any exceptions at the student’s request and in consultation with the supervisor. The Master’s thesis shall include a declaration by the student confirming that the thesis is an original work, that no sources or materials other than the ones listed were used and that the Master’s thesis has not been submitted to a different examination authority before. A list of sources shall be included in the Master’s thesis; direct and indirect citations taken from publications or other sources must be indicated as such. If it is discovered that the declaration is false, the thesis shall receive the grade “nicht ausreichend” (unsatisfactory; 5.0). The student must be enrolled at FAU during the period of work on the Master’s thesis. The Master’s thesis shall be submitted in two hard copies as well as in machine-readable, electronic form to the Examinations Committee; the time of submission shall be recorded in writing. If the Master’s thesis is not submitted in time, it shall be graded “nicht ausreichend” (unsatisfactory; 5.0); it shall be regarded as rejected.

(9) The Master’s thesis is usually graded by the supervisor, unless stipulated otherwise; Section 17 (2) shall apply accordingly. The chairperson of the Examinations Committee shall work towards the Master’s thesis being graded within two months.

(10) The Master’s thesis shall be accepted if it receives at least the grade “ausreichend” (sufficient). It shall be rejected if it receives the grade “nicht ausreichend” (unsatisfactory).

(11) If the Master’s thesis is rejected, it may be repeated once; a second repetition shall not be permitted. The student shall ensure that they receive a new subject for the repetition of the Master’s thesis within the year following the announcement of the rejection; otherwise the Master’s thesis shall be regarded as having been failed at the final attempt; (3) sentence 2 shall apply accordingly. Paragraphs 1 and 2, paragraphs 5 and 6 and 8 to 10 shall apply accordingly for the repetition of the Master’s thesis; returning the subject shall not be permitted. The chairperson of the Examinations Committee may permit the student to submit a revised version of the Master’s thesis within two months of the announcement of its rejection if this has not been ruled out by the examiner’s review. If the Master’s thesis was rejected on the basis of fraud or plagiarism, it may not be revised. If revision of the thesis is permitted, paragraphs 1 and 2, paragraphs 5 and 6 and paragraphs 8 to 10 shall apply accordingly.
Section 27 Resit Examinations

(1) With the exception of the Master’s thesis, all module examinations can be repeated twice; Section 26 (11) shall apply for the repetition of the Master’s thesis. The resit examination shall be limited to the examination or course achievement graded as “nicht ausreichend” (unsatisfactory). The resit examination shall be taken at the next possible date, generally within six months. It must be taken within a period of twelve months at the latest. The student shall be considered as registered for the next resit examination. The resit period shall not be interrupted by de-registration or leave. If a student misses the resit examination or the resit deadline is not observed, the examination shall be deemed to have been failed unless the Examinations Committee grants the student a respite due to special reasons beyond the student’s control. Section 7 (3) shall apply accordingly. Withdrawal pursuant to Section 12 (3) is not permissible. The standard deadlines pursuant to Section 7 shall continue to apply. The provisions regarding maternity leave, parental leave and caregiver leave (Section 7 (2)) shall apply.

(2) Voluntarily resitting a passed examination of the same module shall not be permitted.

Section 28 Accompanying Program, Additional Modules

In addition to the compulsory curriculum pursuant to Appendix 3, students can also attend an optional excursion, the digital field trip. The fees for this excursion are already covered by the tuition fees for the degree program. The additional module Digital Field Trip does not comprise any examination or course achievements; participation in the digital field trip is stated in a separate section in the degree certificate/transcript of records.

Section 29 Legal Validity, Transitory Provisions

(1) These examination regulations shall come into effect on April 1, 2024. It shall apply to all students starting a degree program from winter semester 2024/2025 onward. Students already studying under the degree program and examination regulations for the degree program for professional development Digital Business at the School of Business, Economics and Society at Friedrich-Alexander-Universität Erlangen-Nürnberg (FAU) – PO MDBA – in the version of December 20, 2019 at the time these regulations come into effect shall complete their degree program in accordance with the degree program and examination regulations that have applied to them to date.

(2) The degree program and examination regulations for the degree program for professional development Digital Business at the School of Business, Economics and Society at Friedrich-Alexander-Universität Erlangen-Nürnberg (FAU) – PO MDBA – dated December 20, 2019 shall become invalid as of March 31, 2026. Examinations according to the valid degree program and examination regulations stated in sentence 1 shall be offered for the last time in winter semester 2025/2026. From the date stated in sentence 2, those students who are affected by the degree program and examination regulations becoming invalid shall take their examinations in accordance with the version of the degree program and examination regulations valid at this time.
Appendix 1: Qualification Assessment Process

(1) The qualification assessment process shall be carried out as necessary, but at least once per year before the beginning of the winter semester.

(2) Applications for admission to the qualification assessment process must generally be submitted in writing to the chairperson of the Examinations Committee by a date published in accordance with local practice (e.g. on the website); applications submitted late shall be considered for the year group starting in the summer semester of the following year. The application shall include:
   1. Cover letter and CV
   2. Proof of having completed an undergraduate degree pursuant to Section 6 (1), including transcript of records and diploma supplement
   3. Proof of proficiency in English equivalent to at least level B2+ of the Common European Framework of Reference for Languages (CEFR); proof of proficiency may be provided in particular by completing the Test of English as a Foreign Language (TOEFL) (at least 88 points), the International English Language Testing System (IELTS) (a score of at least 6.5), or the Cambridge Main Suite of English Examinations.
   4. Proof of previous work experience pursuant to Section 6 (2) (at least one year of work experience is required in a relevant field, see Section 6 (2)).

(3) Proof of proficiency pursuant to sentence 2 (3) is not required if the applicant has provided proof of obtaining at least 15 ECTS credits in modules held in English in their degree pursuant to sentence 2 (2) or can provide proof that using written and spoken English was a key component of their professional experience to date pursuant to (2) (4).

(4) Admission to the qualification assessment process shall be subject to the timely and complete submission of the documents listed in (2). The qualification assessment process shall be carried out with those applicants who fulfill the requirements according to the provisions in (5) ff. Applicants who are rejected shall receive a rejection notification including reasons and information on legal remedies available.

(5) All applicants admitted to the qualification assessment process pursuant to (4) shall be invited to a qualification assessment interview and the written documents they submit will be evaluated to determine whether they qualify for admission to the program. The Examinations Committee can allocate a total of 100 points according to the following criteria and scales:
   1. Grade achieved in undergraduate degree (max. 50 points)
   2. Level of English language skills (max. 10 points)
   3. Qualification assessment interview pursuant to (7) (40 points):
      a) Subject knowledge of management, in particular of planning, organization, leadership, controlling (max. 15 points)
      b) Subject knowledge of digitalization, in particular in the use of digital technologies and AI, development of digital skills, effect of digitalization and AI on basic operations (max. 15 points)
      c) Positive prognosis for successfully completing the Master's degree program
based on the consistently high level of the applicant’s achievements or evidence that the applicant’s performance has clearly improved over their course of studies so far; discussion of results of applicant’s undergraduate degree (based in particular on the transcript of records) (max. 10 points).

3The overall score is reached by adding the points scored for the individual criteria pursuant to sentence 2 in conjunction with (6) and (7). 4Applicants who achieve at least 70 points are classified as qualified and are admitted to the Master's degree program. 5All remaining applicants will receive a notification of rejection; this will specify the reasons for rejection and provide information on available legal remedies.

(6) 1The assessment pursuant to (5)(2) nos. 1 and 2a is conducted according to the following criteria:

1. Grade of Bachelor’s degree pursuant to (5) sentence 2 no. 1 (max. 50 points):

<table>
<thead>
<tr>
<th>Grade of degree pursuant to (2) sentence (2) no. 2</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>50</td>
</tr>
<tr>
<td>1.1</td>
<td>49</td>
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<td>1.8</td>
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<td>1.9</td>
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<td>2.8</td>
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<td>2.9</td>
<td>31</td>
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<tr>
<td>3.0</td>
<td>30</td>
</tr>
<tr>
<td>3.1</td>
<td>29</td>
</tr>
<tr>
<td>3.2</td>
<td>28</td>
</tr>
</tbody>
</table>

2. Level of proficiency in English pursuant to (5) sentence 2 no. 2 (max. 10 points):
   d) Applicants with language skills equivalent to level B2 (independent user) receive 2 points.
   e) Applicants with language skills equivalent to level C1 (proficient user) receive 6 points.
   f) Applicants who can demonstrate even greater proficiency in English obtained, for example, through stays abroad or from working in a multi-lingual company, or applicants who have a certificate for obtaining level C2 of the CEFR receive 10 points.
The qualification assessment interview pursuant to (5) sentence 2 no. 3 lasts approximately 30 minutes per applicant. The date shall be announced at least one week in advance. The date set for this interview shall be observed by the applicant. If an applicant should be unable to attend the qualification assessment interview due to reasons beyond their control, a second date may be set upon justified request up until two weeks before the start of the lecture period. The qualification assessment interview shall be held individually for each applicant. In justified, exceptional cases and with the applicant’s approval, it may also be conducted as a video conference. The qualification assessment interview shall be conducted by at least one member of the Examinations Committee in the presence of an observer. The final point score of the qualification assessment interview is the arithmetic average of the individual ratings according to sentence 9, with positions after the decimal point resulting from the calculation being rounded up. The applicants’ performance in the individual parts of the qualification assessment interview is assessed as follows:

1. Subject knowledge of management, in particular of planning, organization, leadership, controlling (max. 15 points)

<table>
<thead>
<tr>
<th>Skills level</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>No basic subject knowledge</td>
<td></td>
</tr>
<tr>
<td>(No knowledge of subject content relating to management, in particular planning, organization, leadership, controlling)</td>
<td>0</td>
</tr>
<tr>
<td>Basic subject knowledge</td>
<td></td>
</tr>
<tr>
<td>(Taxonomy levels knowledge and understanding; applicants can describe and explain subject matter relating to management, in particular planning, organization, leadership and controlling)</td>
<td>1–5</td>
</tr>
<tr>
<td>Advanced subject knowledge</td>
<td></td>
</tr>
<tr>
<td>(Taxonomy levels knowledge, understanding, application and analysis; applicants can describe, explain, transfer and discuss subject matter relating to management, in particular planning, organization, leadership and controlling)</td>
<td>6–10</td>
</tr>
<tr>
<td>Specialist subject knowledge</td>
<td></td>
</tr>
<tr>
<td>(Taxonomy levels knowledge, understanding, application, analysis, evaluation and creation; applicants can describe, explain, transfer, discuss, analyze and create subject matter relating to management, in particular planning, organization, leadership and controlling)</td>
<td>11–15</td>
</tr>
</tbody>
</table>

2. Subject knowledge of digitalization, in particular in the use of digital technologies and AI, development of digital skills, effect of digitalization and AI on basic operations (max. 15 points)

<table>
<thead>
<tr>
<th>Skills level</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>No basic subject knowledge</td>
<td></td>
</tr>
<tr>
<td>(No basic subject knowledge of digitalization, in particular in the use of digital technologies and AI, development of digital skills, effect of digitalization and AI on basic operations)</td>
<td>0</td>
</tr>
<tr>
<td>Basic subject knowledge</td>
<td></td>
</tr>
<tr>
<td>(Taxonomy levels knowledge and understanding; applicants can describe and explain subject matter relating to digitalization, in particular in the use of digital technologies and AI, development of digital skills, effect of digitalization and AI on basic operations)</td>
<td>1–5</td>
</tr>
<tr>
<td>Advanced subject knowledge</td>
<td></td>
</tr>
<tr>
<td>(Taxonomy levels knowledge, understanding, application and analysis; applicants can describe, explain, transfer and discuss subject matter relating to digitalization, in particular in the use of digital technologies and AI, development of digital skills, effect of digitalization and AI on basic operations)</td>
<td>6–10</td>
</tr>
<tr>
<td>Specialist subject knowledge</td>
<td></td>
</tr>
<tr>
<td>(Taxonomy levels knowledge, understanding, application, analysis, evaluation and creation; applicants can describe, explain, transfer, discuss, analyze and create subject matter relating to digitalization, in particular in the use of digital technologies and AI, development of digital skills, effect of digitalization and AI on basic operations)</td>
<td>11–15</td>
</tr>
</tbody>
</table>
1. A positive prognosis based on improving progress during student’s previous course of studies (max 10 points).

<table>
<thead>
<tr>
<th>Prognosis</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>No positive prognosis (No indication that performance has improved)</td>
<td>0</td>
</tr>
<tr>
<td>Slightly positive prognosis (Indication that performance has improved slightly)</td>
<td>2–4</td>
</tr>
<tr>
<td>Fairly positive prognosis (Indication that performance has improved to a fairly good extent)</td>
<td>6–8</td>
</tr>
<tr>
<td>Strongly positive prognosis (Indication that performance has improved significantly)</td>
<td>9–10</td>
</tr>
</tbody>
</table>

(8) 1Documentation shall be produced on the type and schedule of the qualification assessment process, showing the date, duration and place of the assessment, the names of the Examinations Committee members, the names of the applicants, the decision of the Examinations Committee members and the overall score. 2The main reasons for the decision shall be apparent from the documentation.

(9) Section 25 shall apply.

(10) 1Confirmation of passing the qualification assessment process for the Master’s degree program for professional development in Digital Business & AI shall remain valid indefinitely, provided this program has not changed significantly. 2Applicants who did not qualify for admission to the Master’s degree program may apply to repeat the qualification assessment process on the basis of the documents submitted for the first application one more time.

(11) Applicants shall bear their own costs of the qualification assessment process.
Appendix 2: Suitability Assessment Examination

(1) The suitability assessment examination shall demonstrate whether applicants’ qualifications required in addition to their undergraduate degree (basic level: 180 ECTS credits) mean that they have reached a level equivalent to the 240 ECTS credits required for admission to the Master’s degree program in Digital Business & AI. The suitability assessment examination shall generally be carried out at the same time as the qualification assessment process according to Appendix 1; Sections 1, 3, 5 sentences 3 to 5, and Section 8 to 11 of Appendix 1 shall apply accordingly.

(2) During the suitability assessment examination, which takes the form of an oral examination lasting approximately 40 minutes, it shall be determined whether the applicant has acquired skills relevant to the Master’s degree program outside of higher education that are equivalent to 60 ECTS credits. It shall cover the following areas, each of which are weighted as indicated in the final evaluation: subject knowledge (1/3), methodological skills (1/3), personal skills (1/6) and social skills (1/6). Applicants shall prepare for the oral examination using the template provided by the degree program [see Appendix] relating to the skill areas and attach suitable proof. The level of skill may be proven through:
   a) previous work experience
   b) professional experience
   c) previous professional development activities, additional examinations, participation in seminars or workshops
   d) evaluations received at work, letters of recommendation, employer evaluations
   e) certificates
   f) other forms of proof.
Documents are to be submitted with the application for the degree program according to Appendix 1 (2).

(3) In the oral examination the applicant shall be asked questions relevant to their previous qualification and on the proof presented as evidence of the skills listed in sentence 2. The following abilities within the individual areas shall be the focus of the assessment:
1. Subject knowledge: delegation skills, time management, networking skills, presentation skills, capacity for transformation, and digital skills with regard to functional management
2. Methodological skills: analytical and problem solving ability, ability to grasp new information, decision making skills, analytical skills, organizational skills with regard to business issues
3. Personal skills: ability to deal with criticism, independence, ambition/goal orientation in a business context
4. Social skills: management skills, communication skills, conflict resolving skills, team skills

(4) The Examinations Committee shall evaluate each ability on a five-point scale based on the level reached and expressed as a percentage. The scale shall be as follows:
1. Beginner = 0%
2. Somewhat experienced = up to and including 25%
3. Experienced = up to and including 50%
4. Very experienced = up to and including 75%
5. Expert = up to and including 100%
The suitability assessment examination shall be evaluated as passed if the average of all assessed skills in the individual areas is at least 60%. Appendix 1 Section 7 (7) to (9) and Section 5 (3) to (5) shall apply accordingly.
### Appendix 3: Structure of the Master's Degree Program in Digital Business & AI

<table>
<thead>
<tr>
<th>Module name</th>
<th>Teaching unit</th>
<th>SWS* (semester hours)</th>
<th>ECTS credits</th>
<th>1st sem. ECTS credits</th>
<th>2nd sem. ECTS credits</th>
<th>3rd sem. ECTS credits</th>
<th>Type and scope of the examination</th>
</tr>
</thead>
<tbody>
<tr>
<td>Digital Strategy &amp; Leadership</td>
<td>Digital Strategy &amp; Leadership</td>
<td>x</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td></td>
<td>Presentation, 60 minutes</td>
</tr>
<tr>
<td>Digital Transformation &amp; Projects</td>
<td>Digital Transformation &amp; Projects</td>
<td>x</td>
<td>5</td>
<td>5</td>
<td></td>
<td></td>
<td>Case study: Presentation, approx. 25 minutes and 10 pages</td>
</tr>
<tr>
<td>Digital Technologies &amp; Applications</td>
<td>Digital Technologies &amp; Applications</td>
<td>x</td>
<td>5</td>
<td>5</td>
<td></td>
<td></td>
<td>Written examination 90 minutes</td>
</tr>
<tr>
<td>Applied AI</td>
<td>Applied AI</td>
<td>x</td>
<td>5</td>
<td>5</td>
<td></td>
<td></td>
<td>Project work (6-10 pages) and presentation (20 minutes)</td>
</tr>
<tr>
<td>Business Analytics &amp; Data Science</td>
<td>Business Analytics &amp; Data Science</td>
<td>x</td>
<td>5</td>
<td>5</td>
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<td></td>
<td>Case study: Presentation, approx. 25 minutes and 10 pages</td>
</tr>
<tr>
<td>Digital Innovation &amp; Business Models</td>
<td>Digital Innovation &amp; Business Models</td>
<td>x</td>
<td>5</td>
<td>5</td>
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<td></td>
<td>Case study: Presentation, approx. 25 minutes and 10 pages</td>
</tr>
<tr>
<td>Digital Processes &amp; Services</td>
<td>Digital Processes &amp; Services</td>
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<td>5</td>
<td>5</td>
<td></td>
<td></td>
<td>Case study: Presentation, 25 minutes and/or 10 pages</td>
</tr>
<tr>
<td>Digital Marketing &amp; Sales</td>
<td>Digital Marketing &amp; Sales</td>
<td>x</td>
<td>5</td>
<td>5</td>
<td></td>
<td></td>
<td>Portfolio comprising case study (case study: presentation, approx. 25 minutes and pages) and online simulation approx. 15 minutes</td>
</tr>
<tr>
<td>IT Security &amp; Law</td>
<td>IT Security &amp; Law</td>
<td>x</td>
<td>5</td>
<td>5</td>
<td></td>
<td></td>
<td>Written examination 90 minutes</td>
</tr>
<tr>
<td>Master’s thesis</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>Written thesis, approx. 50–80 pages in length</td>
</tr>
</tbody>
</table>

*Each module comprises 3.5 SWS (semester hours); total SWS (semester hours): 31.5

Total ECTS credits: 60

20

20

20