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Examination Regulations

for the Bachelor's Degree Programme

Business Administration with Informatics

at South Westphalia University of Applied Sciences

Soest Campus

as of 8 August 2018

In accordance with Section 2 (4) and Section 64 (1) of the Law governing the universities of the federal state of North Rhine-Westphalia (Higher Education Act) of 16 September 2014 (GV.NRW.P.547), as amended by Law of 17 October 2017 (GV.NRW.P.806) and in accordance with Section 1 (1) of the General Examination Regulations for Bachelor's and Master's Programmes at South Westphalia University of Applied Sciences, the Faculty Council of the Faculty of Electrical Engineering of South Westphalia University has issued the following Examination Regulations:

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Part 1 General Regulations

Section 1 Applicability

These Examination Regulations for the Bachelor's programme Business Administration with Informatics at the Faculty of Electrical Engineering (Soest campus) apply in combination with the General Examination Regulations of South Westphalia University in the currently valid versions.

Section 2 Academic Degree

Upon passing the Bachelor's examination in accordance with Section 2 of the General Examination Regulations, students are conferred with the academic degree "Bachelor of Arts" (B.A.) in the degree programme Business Administration with Informatics by South Westphalia University.

Section 3 Specific Prerequisites

- (1) In addition to the general prerequisites in accordance with Section 3 of the General Examination Regulations, applicants shall evidence their language qualifications as follows:
 1. the applicant has studied English up to the German Abitur (German Higher Education) level and passed with at least "Sufficient" (4.0);
 2. the applicant has passed a TOEFL-Test with a score of at least 550 points or 213 points computer-based or 80 points internet-based;
 3. the applicant has passed an IELTS- Test with at least an overall result of 6.0;
 4. or the applicant has passed a comparable language test in accordance with Paragraph 2 with an appropriate result.
- (2) The applicant is to be invited, upon request, to an examination which serves to assess his or her language qualifications in accordance with Paragraph 1. The invitation shall be sent in writing at least one week before the examination. The examination is conducted and assessed by two examiners of the Faculty of Electrical Engineering. The examiners are to be appointed by the Chairperson of the Examination Board. The examination is conducted in the form of a written examination paper with a duration of 120 minutes. The applicant is to be informed of the results in writing. In case of a rejection, there shall be sent a written statement as well as legal remedies. A renewed application is allowed at a later date. There is no claim regarding a resit during the application period. A third application is precluded.

Section 4 Begin, Duration, Structure and Scope of Study

- (1) The programme begins in the winter semester.
- (2) The regular duration of studies is 7 semesters.

- (3) All courses and examinations are conducted in English.
- (4) The scope of the academic performances amounts to 210 credit points, one credit point corresponds to a 30-hour student workload. The compulsory modules amount to 155 credit points, the elective modules 55 credit points. The compulsory modules that are obligatory (in accordance with Section 4 (4) of the General Examination Regulations) are to be found in Enclosure 1. The catalogues from which the elective modules are to be chosen (according to Section 4 (4) of the General Examination Regulations) are listed in Enclosure 2 A, 2 B, 2C, and 3. The elective modules with the scope of 55 credit points are to be chosen according to the following criteria: At least 30 credit points shall be proved from subjects of Enclosure 2, including at least 15 credit points either from subjects of Enclosure 2 A or 2 B. Additionally, at least 15 credit points from subjects of Enclosure 3 shall be proved.
- (5) In the programme Business Administration with Informatics students may choose between the course specialisations “Markets” and “Resources”. For setting the course specialisation, there are to be obtained at least 15 credit points either from courses of Enclosure 2 A or 2 B. When registering for the colloquium, the selection shall be confirmed.
- (6) Further details on the structure of the programme as well as on type, scope, contents, and types of examination within the modules are to be found in the enclosure, the study plan, and the module handbook.

Section 5 Examination Board

Referring to Section 6 (3) of the General Examination Regulations, the election of the chairperson and the deputy of the examination board shall be conducted by the faculty council, and not by the examination board.

Section 6 Compensation

Referring to Section 11 of the General Examination Regulations, students may switch once an already defined elective module that they have requested for admission, if they failed the examination of the module at least once; or if they have permanently failed the examination. In doing so, they shall address a written request to the examination board.

Part 2 Module Examinations and Academic Performances

Section 7 Scope and Form of Module Examinations

In addition to the forms of module examinations listed in Section 13 (1) in the General Examination Regulations, those can also be conducted as a portfolio (Section 15).

Section 8 Admission to Module Examinations

- (1) The application deadlines for admission to module examinations (in accordance with Section 14 (2) of the General Examination Regulations) shall be determined by the examination board.
- (2) In case of a withdrawal of the request for admission to a module examination in accordance with Section 14 (5) of the General Examination Regulations, the following deadlines apply:
 - a) The deadline for module examinations in the form of an examination paper (Section 9), a multiple choice examination paper (10), or an oral examination (11) is one week before the examination date.
 - B) Module examinations in the form of a seminar paper (Section 12), a combined form of examination (Section 13), or a portfolio (Section 15) can be withdrawn two weeks after the application period for admission. Module examinations in the form of project assignments (Section 14) can be withdrawn two weeks after the registration.
- (3) In accordance with Section 14 (7) of the General Examination Regulations, admission to the module examination may be made dependent on preliminary achievements. Enclosure 1-3 define for which examinations there are needed such academic performances.

Section 9 Examination Paper

- (1) In accordance with Section 17 of the General Examination Regulations, examination papers will last between 60 and 120 minutes.
- (2) This degree programme provides the opportunity to supplementary examinations in oral form (in accordance with Section 17 (4) of the General Examination Regulations). At least two supplementary oral examinations are allowed in the course of study.

Section 10 Multiple Choice Examination Paper

- (1) In accordance with Section 18 of the General Examination Regulations, multiple choice examination paper will last between 60 and 120 minutes.
- (2) Furthermore, Section 9 (2) applies appropriately.

Section 11 Oral Examinations

In accordance with Section 20 of the General Examination Regulations, oral examinations will last between 20 and 30 minutes.

Section 12 Seminar Paper

In accordance with Section 21 of the General Examination Regulations, a seminar paper comprises up to 15 pages. The presentation which may amend a seminar paper, will last at

most 45 minutes. The module handbook issues in which modules such a presentation is necessary.

Section 13 Combined Form of Examinations

At the beginning of the semester, the lecturer defines in writing the type of examination in addition to the seminar paper in accordance with Section 22 (1) of the General Examination Regulations. This also includes the weighting of both elements of the combined examination regarding the calculation of the score of the module examination. The lecturer may also determine, if it is necessary to pass both elements or, if a compensation of the marks is sufficient for passing the module examination.

Section 14 Project Assignments

- (1) In accordance with Section 23 (1) of the General Examination Regulations, project assignments comprise up to 15 pages. The presentation which may amend a project assignment, will last at most 45 minutes. The module handbook issues in which modules such a presentation is necessary.
- (2) The completion time of project assignments set by the examiner according to Section 23 (5) of the General Examination Regulations may endure at most 3 months.

Section 15 Portfolio

- (1) A portfolio is an autonomous, written, and oral documentation of the learning process. It comprises the reflection and discourse of the own acquisition of competencies in a module. If necessary, the acquisition of competencies will be reflected in an oral examination by means of the portfolio. The portfolio comprises individual components, e.g. audit trail, text analyses, presentations, case studies, structural design, examination papers, etc. The individual components are restricted to five elements. The written part of the portfolio comprises up to 15 pages, the oral part will last 20-30 minutes.
- (2) The final composition and notification of the portfolio shall be conducted in writing by the lecturer at the beginning of the course. The weighting of the individual components of the portfolio are also included in the calculation of the score of the module examination. The lecturer may also determine, if it is necessary to pass both elements or, if a compensation of the marks is sufficient for passing the module examination.
- (3) A portfolio may be approved in the form of a group work, if the part which is to be assessed, according to its length, number of pages, or other objective criteria allows a clear distinction and well-defined assessment of a candidate's individual contribution in the team work and, if the requirements according to Paragraph 1 are fulfilled for each student.
- (4) The completion time (time from setting until submission of the composition) shall be adapted to the length of the module and shall not exceed one semester.
- (5) The assessment of the portfolio shall be based on the written composition and the oral examination as far as such are included.

Part 3 Studies

Section 16 Scope of the Bachelor's Thesis

In accordance with Section 28 (1) of the General Examination Regulations, the scope of the Bachelor's thesis comprises 40-60 pages. The completion time (time from setting until submission of the thesis) will last at least 8 and at most 12 weeks.

Section 17 Admission to Bachelor's Thesis

In addition to Section 29 (1) of the General Examination Regulations, only those shall be approved to the Bachelor's thesis, who obtained a minimum of 150 credits in the modules of the first to sixth semester in accordance with Enclosure 1-3.

Section 18 Conduct, Submission, and Assessment of the Bachelor's Thesis

- (1) In accordance with Section 30 (2) of the General Examination Regulations, the topic of the Bachelor's thesis may be rejected within the first two weeks of the completion time without stating reasons.
- (2) Contrary to Section 30 (4) of the General Examination Regulations, the Bachelor's thesis must be written in English.
- (3) Referring to Section 30 (7) of the General Examination Regulations, passing the Bachelor's thesis will be awarded with 12 credit points.

Section 19 Colloquium

- (1) In addition to Section 31 (2) of the General Examination Regulations, only those are approved to the colloquium,
 - a) who obtained a minimum of 140 credits in the compulsory modules of the first to sixth semester,
 - b) who obtained a minimum of 55 credits in the elective modules and complied with Section 4 (5),
 - c) who chose his or her course specialisation in accordance with Section 4 (5),
 - d) and who obtained 12 credits in the Bachelor's thesis.
- (2) In accordance with Section 31 (5) of the General Examination Regulations, the colloquium is conducted as oral examination, amended by a presentation with a duration of 45 to 60 minutes.
- (3) Referring to Section 31 (6) of the General Examination Regulations, passing the colloquium will be awarded with 3 credit points.

- (4) The colloquium may be conducted in the form of a videoconference in the consent with all persons involved in the examination. When both examiners and the candidate are connected during the videoconference, there shall be present a competent assessor with the student.

Part 4 Assessment of the Final Thesis, Double Degree

Section 20 Examination Certificate

- (1) Additionally, the marks are formulated in the current international format on the Bachelor's certificate. The marks will be converted by the following table.

With an average of 1.0 up to and including 1.5 = A
With an average of 1,6 up to and including 2.5 = B
With an average of 2,6 up to and including 3.5 = C
With an average of 3,6 up to and including 4.0 = D

- (2) In addition to Section 33 (1) of the General Examination Regulations, the course specialisation shall be listed on the certificate.

Section 21 Double Degree

Referring to Section 35 of the General Examination Regulations, there is to be issued a certificate in the scope of cooperation with a foreign university,

- a) if all subjects, which are necessary for a completion of studies at the partner university, are passed and
- b) if the student has obtained a minimum of 30 credits in the modules of the fourth to seventh semester of the programme Business Administration with Informatics.

Part 5 Final Provisions

Section 22 Coming into effect, Transitional Provision, Publication

- (1) These Examination Regulations shall come into effect on 01/09/2018. They are published in the Official Announcement of South Westphalia University of Applied Sciences - Promulgating Publication of South Westphalia University of Applied Sciences.
- (2) The provisions of these Examination Regulations apply for the first time for those students who are enrolled in winter semester 2018/2019 in the programme Business Administration with Informatics.

- (3) The regulations in case of new or curricular re-designed programmes (Aufwuchsregelung) which apply for this programme are to be found in Enclosure 4.
- (4) Students who started the programme Business Administration with Informatics before coming into effect of these Examination Regulations, are covered by the Bachelor Examination Regulations dated 26/08/2011 (Official Announcement of South Westphalia University of Applied Sciences - Promulgating Publication of South Westphalia University of Applied Sciences - as of 05/09/2011) to the following restrictions until the end of winter semester 2023/2024:
- a) In accordance with the Examination Regulations dated 26/08/2011, the particular examinations take place in the examination periods of the following stated semesters for the last time:
- | | |
|------------------------------------------|---------------------------|
| Examinations in first semester courses | winter semester 2019/2020 |
| Examinations in second semester courses | summer semester 2020 |
| Examinations in third semester courses | winter semester 2020/2021 |
| Examinations in fourth semester courses | summer semester 2021 |
| Examinations in fifth semester courses | winter semester 2021/2022 |
| Examinations in sixth semester courses | summer semester 2022 |
| Examinations in seventh semester courses | winter semester 2022/2023 |
- b) The Bachelor's examination of students covered by the Examination Regulations as of 26/08/2011 shall be passed by 29/02/2024.
- c) Students may continue their studies according to these Examination Regulations upon request. This request is irrevocable. The examination board decides on approving the request.

The given Examination Regulations are issued after verification by the Rectorate of South Westphalia University based on decision of the faculty council of the Faculty of Electrical Engineering as of 11/07/2018.

Iserlohn, 08 August 2018

Rector of South Westphalia University of Applied Sciences
As representative

Prof. Dr. Marie-Theres Roeckerath-Ries

Enclosure 1: Compulsory Modules

| No. | Module | Semester | Preliminary Achievements | ECTS-Points |
|-----|---------------------------------------------------------|----------|--------------------------|-------------|
| 1 | International English Communication and Self-Management | 1 | | 5 |
| 2 | Business Administration I | 1 | X | 5 |
| 3 | Financial Accounting | 1 | | 5 |
| 4 | Business Mathematics | 1 | | 5 |
| 5 | Management Information Systems | 1 | | 5 |
| 6 | IT – Introduction | 1 | | 5 |
| 7 | Communication in Global Business | 2 | | 4 |
| 8 | Business Administration II | 2 | X | 5 |
| 9 | Cost Accounting | 2 | | 6 |
| 10 | Microeconomics | 2 | | 5 |
| 11 | Problem Solving Using Spreadsheet Software | 2 | | 5 |
| 12 | Databases | 2 | | 5 |
| 13 | Competence in Business Activities | 3 | | 4 |
| 14 | Corporate Finance | 3 | | 6 |
| 15 | Business-to-Consumer Marketing | 3 | | 5 |
| 16 | Macroeconomics | 3 | | 5 |
| 17 | Entrepreneurship and Innovation | 3 | | 5 |
| 18 | Enterprise Resource Planning I | 3 | | 5 |
| 19 | English for Academic Purposes | 4 | | 5 |
| 20 | Business-to-Business Marketing | 4 | | 5 |
| 21 | Logistics | 4 | X | 5 |
| 22 | Business Law | 4 | | 5 |
| 23 | E-Business / Web-Development | 4 | | 5 |
| 24 | Enterprise Resource Planning II | 4 | | 5 |
| 25 | Advanced English Language and Academic Competence | 5 | | 5 |
| 26 | Controlling & Auditing | 5 | | 5 |
| 27 | International Management | 5 | | 5 |
| 28 | Advanced Competence in Academic Writing and Presenting | 6 | | 5 |
| 29 | Final Thesis + Colloquium | 7 | | 12 + 3 |

Enclosure 2: Elective Modules Business

| | Module | Semester | Preliminary Achievements | ECTS-Points |
|-----------------------------------|---------------------------------------------------|-----------|--------------------------|-------------|
| Enclosure 2 A) | | | | |
| Focus: Markets | | | | |
| | Marketing Research | 5 / 6 / 7 | | 5 |
| | Marketing Communications | 5 / 6 / 7 | | 5 |
| | Consumer Behaviour | 5 / 6 / 7 | | 5 |
| | Service Management | 5 / 6 / 7 | | 5 |
| | Business Model Design | 5 / 6 / 7 | | 5 |
| Focus: Resources | | | | |
| | Advanced Corporate Finance | 5 / 6 / 7 | | 5 |
| | Operations Management | 5 / 6 / 7 | | 5 |
| | Introduction to Project Management | 5 / 6 / 7 | | 5 |
| | Advanced Project Management | 5 / 6 / 7 | | 5 |
| | Quality Management | 5 / 6 / 7 | | 5 |
| | Operations Research | 5 / 6 / 7 | | 5 |
| | Human Resources | 5 / 6 / 7 | | 5 |
| Enclosure 2 C) | | | | |
| General Business Electives | | | | |
| | Foreign Trade | 5 / 6 / 7 | | 5 |
| | International Financial Markets | 5 / 6 / 7 | | 5 |
| | Quantitative Analyses in International Management | 5 / 6 / 7 | | 5 |
| | Advanced Business Analytics | 5 / 6 / 7 | | 5 |
| | Entrepreneurial Finance | 5 / 6 / 7 | | 5 |
| | Start-up Project | 5 / 6 / 7 | | 5 |
| | CSR / Business Ethics | 5 / 6 / 7 | | 5 |
| | English for Specific Purposes | 5 / 6 / 7 | | 5 |
| | Current Developments in Business I | 5 / 6 / 7 | | 5 |
| | Current Developments in Business II | 5 / 6 / 7 | | 5 |
| | Current Developments in Business III | 5 / 6 / 7 | | 5 |
| | Challenges in International Management I | 5 / 6 / 7 | | 5 |
| | Challenges in International Management II | 5 / 6 / 7 | | 5 |
| | Internship(s)* | 5 / 6 / 7 | | 5/10/15 |

* According to the provisions of the module descriptions, at most 15 credits may be obtained in the form of an internship.

Enclosure 3: Elective Modules IT

| | Module | Semester | Preliminary Achievements | ECTS-Points |
|--|----------------------------------------|-----------------|---------------------------------|--------------------|
| | Development | | | |
| | Programming | 5 / 6 / 7 | | 5 |
| | IS Project | 5 / 6 / 7 | | 5 |
| | Advanced Programming | 5 / 6 / 7 | | 5 |
| | | | | |
| | SAP / ERP | | | |
| | ERP Application Programming | 5 / 6 / 7 | | 5 |
| | ERP Configuration | 5 / 6 / 7 | | 5 |
| | ERP Lab Exercises | 5 / 6 / 7 | | 5 |
| | | | | |
| | eBusiness | | | |
| | Net Economy | 5 / 6 / 7 | | 5 |
| | Business Analytics | 5 / 6 / 7 | | 5 |
| | E-Business Lab Exercises | 5 / 6 / 7 | | 5 |
| | Current Developments in Business IT I | 5 / 6 / 7 | | 5 |
| | Current Developments in Business IT II | 5 / 6 / 7 | | 5 |
| | | | | |

Enclosure 4: Regulations in case of new or re-designed programmes

In accordance with these new Examination Regulations, compulsory modules are provided for the first time as follows:

| No. | Module | Semester | At latest provided for the first time: |
|-----|---------------------------------------------------------|----------|----------------------------------------|
| 1 | International English Communication and Self-Management | 1 | Winter semester 2018/19 |
| 2 | Business Administration I | 1 | Winter semester 2018/19 |
| 3 | Financial Accounting | 1 | Winter semester 2018/19 |
| 4 | Business Mathematics | 1 | Winter semester 2018/19 |
| 5 | Management Information Systems | 1 | Winter semester 2018/19 |
| 6 | IT – Introduction | 1 | Winter semester 2018/19 |
| 7 | Communication in Global Business | 2 | Summer semester 2019 |
| 8 | Business Administration II | 2 | Summer semester 2019 |
| 9 | Cost Accounting | 2 | Summer semester 2019 |
| 10 | Microeconomics | 2 | Summer semester 2019 |
| 11 | Problem Solving Using Spreadsheet Software | 2 | Summer semester 2019 |
| 12 | Databases | 2 | Summer semester 2019 |
| 13 | Competence in Business Activities | 3 | Winter semester 2018/19 |
| 14 | Corporate Finance | 3 | Winter semester 2018/19 |
| 15 | Business-to-Consumer Marketing | 3 | Winter semester 2018/19 |
| 16 | Macroeconomics | 3 | Winter semester 2019/20 |
| 17 | Entrepreneurship and Innovation | 3 | Winter semester 2019/20 |
| 18 | Enterprise Resource Planning I | 3 | Winter semester 2018/19 |
| 19 | English for Academic Purposes | 4 | Summer semester 2019 |
| 20 | Business-to-Business Marketing | 4 | Summer semester 2019 |
| 21 | Logistics | 4 | Winter semester 2018/19 |
| 22 | Business Law | 4 | Summer semester 2019 |
| 23 | E-Business / Web-Development | 4 | Summer semester 2020 |
| 24 | Enterprise Resource Planning II | 4 | Summer semester 2019 |
| 25 | Advanced English Language and Academic Competence | 5 | Winter semester 2018/19 |
| 26 | Controlling & Auditing | 5 | Winter semester 2018/19 |
| 27 | International Management | 5 | Winter semester 2018/19 |
| 28 | Advanced Competence in Academic Writing and Presenting | 6 | Summer semester 2019 |
| 29 | Final Thesis + Colloquium | 7 | Winter semester 2018/19 |

In accordance with these new Examination Regulations, elective modules are provided for the first time in summer semester 2019.