Amendment to the Examination Regulations for
the BA in Business Administration with
Informatics at the University of Applied
Sciences, Soest Campus

Dated January 29 2015

According to Section 2 paragraph 4 and Section 64 paragraph 2 of the Law Regulating University Administration (Hochschulgesetz HG) dated 16 September 2014 (GV.NRW S. 547) the University of South Westphalia has set down the following Examination regulations for the BA in Business Administration with Informatics

Article 1

The Examination Regulations for the BA in Business Administration with Informatics at the University of Applied Sciences, Soest Campus, dated 26 August 2011 (as published in the legal publications of the university AmtlicheBekanntmachung der Fachhochschule Südwestfalen – Verkündungsblatt der Fachhochschule Südwestfalen – dated 5 September 2011) is amended with the following changes:

1. In the table of contents, the heading "Paragraph 8 Consideration of study examination results is to be changed to "Section 8 Consideration of examination results"

2. In the table of contents, Paragraph 10 a "Compensation" is added after Section 10 "Retaking examinations"

3. Section 4 Paragraph 1 is to be worded as follows:

(1) The following documents need to be submitted in the application file

   1. A Document certifying higher education qualification
   2. Certificate of a language test according to Section 3 paragraph 3
   3. Statement of whether the applicant has already failed a bachelor examination in the same subject area.

4. Section 6 Paragraph 1 is to be worded as follows:

(1) A board of examination shall be formed to organize the examinations and deal with the tasks for which it is responsible by virtue of these Examination Regulations; the responsibility of the Dean remains unaffected according to Section 27 paragraph 1 sentence 2 German Universities and College Act. (§ 27 Abs.1 S.2 HG). The examination board is a public administrative body in accordance with the German Administrative Procedural Law. It consists of

   a) four members of the professorate, among them the chair and the deputy
   b) one member of the academic staff according to Article 11 section 1 no. 2 German Universities and College Act. (§ 11Abs.1 S.2 HG)
   c) two students.

The members of the examination board are elected by groups by the faculty council of the Department of Electrical Engineering. The faculty council elects the chair and the deputy from the professorate. The other members of the examination board are elected by groups by the faculty council of the Department of Electrical Engineering. The term for members working full-time at the university is
four years; the term for the student members is one year. Re-election is permitted. In the case of the retirement of a member a by-election shall be held.

5. Section 6 Paragraph 1 is to be worded as follows:

(3) The examination board may confer its tasks for all ordinary cases to its chair, except for the decision about appeals.

6. Section 8 is to be worded as follows:

Section 8 Recognition of examination results

(1) ECTS credits that students have completed at other public universities or at teaching institutes equivalent to higher education institutions can be recognized upon application as long as the modules are considered equivalent to modules at our university.

(2) It is the duty of the applicant to give sufficient documentation on credits obtained to enable the examination board to take an informed decision. In the case of rejecting an application for recognition of previous study results according to Paragraph 1 of Section 8, the onus of proof that the results are not comparable to our modules lies with the examination board.

(3) Decisions on recognition of previous examination results will be given within three months of the application date.

(4) After successful application for recognition of previous study results according to Paragraph 1 of Section 8, the student will then be placed in the appropriate year of study. When placing the student in the appropriate semester the amount of ECTS credits already obtained will be weighed against the amount of ECTS credits that need to be taken in the study program overall. If the numerical value of semesters that still need to be completed is below 0.5, the lower whole semester placement will be assigned, if higher than 0.5, the next higher semester will be assigned.

(5) If the student appeals the decision not to recognize previously obtained ECTS credits by the examination board, the applicant can ask for the decision to be examined by the University Executive Board (Rektorat). In this case, the Executive Board will give a recommendation to the examination board on how to proceed with the application.

(6) In cases not covered by paragraph 1 where the Federal Republic of Germany has agreed to recognize ECTS credits from other countries the mutual agreements by the Conference of the Ministers of Educational and Cultural Affairs and the Conference of Rectors in Higher Education will prevail.

(7) Agreements on the recognition of study course and examination in terms of the “learning agreement” of the European Credit Transfer System are binding.

(8) Study and examination results that have been obtained prior to the beginning of studies by junior students according to Section 48 para. 6 German University and College Act (§48 Abs.6 HG) will be accredited upon request.

(9) The university can also recognize other skills and qualifications on application if the relevant documents are submitted and if the qualification is considered equivalent to modules taught at the university.

(10) If examination results are recognized, the examination grades will be transferred to the student's report if the grading systems are compatible. In cases where the grading systems are not compatible, the endorsement “passed” shall be recorded but not included in the calculation of the overall grade.

(11) The examination board decides on recognition pursuant to paragraph 1 to 10, in cases of doubt after consultation with the examiners responsible for the subjects.

(12) The provisions of Section 8 paragraph 1 and 2 apply accordingly to the assessment within the classification examination according to the Regulation of Entrance Examination and Classification for Study Courses at South Westphalia University of Applied Sciences. Further details
concerning the mode, form and extent of the classification examination are regulated by the Regulation of Entrance Examination and Classification for Study Programs at South Westphalia University of Applied Sciences.

7. Section 11 Paragraph 1 2 will be worded as follows:

(2) If the candidate has cogent reasons for the withdrawal or the non-attendance of an examination and wants to claim these, the reasons have to be reported credibly and in writing to the examination board within three days of the exam date.

In case of illness the candidate shall provide a medical certificate showing the physical incapability and dated on the day of the examination or a longer period starting before the examination and including the day of the examination. If the reasons are accepted by the examination board, the examination is regarded as “not taken”.

8. The following paragraph is to be added after Section 10:

Section 10 a Compensation

(1) The students can replace an elective they had previously chosen once if the module was failed once or was failed on the final attempt.

This is only possible when the replacement request is made to the examination board in writing.

9. Section 13 Paragraph 1 1 will be worded as follows:

(1) Registration for module examinations is normally to be made on-line. If there are technical problems or the students have been informed previously, registration may take place in writing to the Student Service Office. The following deadlines apply:

a) In case of a module examination in the form of a written or oral examination the registration deadline is set by the examination board.

b) In case of a module examination in the form of a project (see Section 17) or a combined examination (Section 18), the registration deadline is four weeks after the module has started.

10. Section 13 Paragraph 4 will be worded as follows:

(4) Registration for module examinations are binding. Students can deregister online without giving reasons or the registration counting as an examination attempt as long as they do so within the set timeframe.

a) In case of a module examination in the form of a written (see Section 15) or an oral examination (Section 16) the deregistration deadline is one week before the set examination date.

b) In case of a module examination in the form of a combined examination (Section 17) or in the form of a project assignment (Section 18) or a project (Section 19) the deregistration deadline is two weeks after registration for the examination.

In case of technical problems or written information, deregistration has to be carried out in writing through the Student Service office.

11. The last sentence of Section 13 Paragraph 6 is to be eliminated completely.

12. Section 22 Paragraph 4 letter c is to be worded as follows:

c) the candidate has lost their right to take the examination in the BA program in question by irrevocably failing the bachelor examination of a BA program of similar content or by failing to meet a deadline for a repeat examination of a BA program of similar content within the area of application of the Basic Law.

13. Appendix 2 is to be worded as follows:
Appendix 2

Electives

The modules “Electives BA I – IV” are to be chosen from the list “Electives BA”, the modules 
Electives IT I – II” are to be chosen from the list “Electives IT”.

<table>
<thead>
<tr>
<th>Nr.</th>
<th>Electives BA</th>
<th>SWH</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>E/BA1</td>
<td>Consumer Behavior</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>E/BA2</td>
<td>Corporate Finance II</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>E/BA3</td>
<td>Innovation Management</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>E/BA4</td>
<td>International Corporate Communications</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>E/BA5</td>
<td>Marketing Research</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>E/BA6</td>
<td>Project Management II</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>E/BA7</td>
<td>Quality Management</td>
<td>4</td>
<td>5</td>
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<tr>
<td>E/BA8</td>
<td>Service Management</td>
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<td>5</td>
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<tr>
<td>E/BA9</td>
<td>International Economics</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>E/BA10</td>
<td>Current Developments in Business I</td>
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<td>5</td>
</tr>
<tr>
<td>E/BA11</td>
<td>Current Developments in Business II</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>E/BA12</td>
<td>Challenges in International Management</td>
<td>4</td>
<td>5</td>
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<table>
<thead>
<tr>
<th>Nr.</th>
<th>Electives IT</th>
<th>SWH</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>E/IT1</td>
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<td>5</td>
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<tr>
<td>E/IT2</td>
<td>E-Business</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>E/IT3</td>
<td>ERP ApplicationProgramming</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>E/IT4</td>
<td>Net-Economy</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>E/IT5</td>
<td>Current Developments in Business IT I</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>E/IT6</td>
<td>Current Developments in Business IT II</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>
Article II

These examination regulations will come into effect the day after publication with the following proviso:

Examination results already obtained in the Electives Data Warehousing and Business Intelligence will continue to be valid and will be included in the final transcript.

These examination regulations will be published in the legal publications of the university AmtlicheBekanntmachung der Fachhochschule Südwestfalen – Verkündungsblatt der Fachhochschule Südwestfalen.

These examination regulations will come into effect after verification by the Executive Board of South Westphalia University of Applied Sciences of the version agreed by the Faculty Council of the Department of Electrical Engineering dated 28 January 2015.

signed Iserlohn 29 January 2015

The President (Rektor)

of South Westphalia University of Applied Sciences

Prof. Dr. Claus Schuster