Examination Regulations for the Bachelor course

“Business Administration with Informatics”

at

South Westphalia
University of Applied Sciences,
Soest Campus

Preamble:
In accordance with Section 2 Paragraph 4 and Section 64 paragraph 1 of the Law on the Universities of North-Rhine Westphalia (Higher Education Act – HG) of 31 October 2006 (GV.NRW.P. 474), as amended, 8 October 2006 (GV.NRW. P. 516), the following regulations have been accepted as statutes by Fachhochschule Südwestfalen/South Westphalia University of Applied Sciences.

This document is a translation and is for information purposes only. For any legal proceedings only the German version has legal validity.
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I. GENERAL REGULATIONS

Section 1
Area of application

(1) These examination regulations apply to the Bachelor Course “Business Administration and Informatics leading to the degree” Bachelor of Arts (B.A.) -- hereafter referred to as BA course --, of the Faculty of Electrical Power Engineering of the South Westphalia University of Applied Sciences, hereinafter referred to as university.

(2) These examination regulations may be amended by study rules for a BA course, regulating scope and structure of the study course, taking into account technical and didactical developments as well as requirements of practice.

Section 2
Aims of the study course

(1) The Bachelor examination constitutes the conclusion of both a professional scientific and academic qualification in the Bachelor course of Business Administration with Informatics.

(2) According to the General Aims of Study of Section 58 of the German University and College Act (§58 HG) the BA course shall offer graduates an application-oriented training on a broad practical and academic basis, enabling them to acquire expertise, the awareness of problems and an individual capacity of judgement, hence qualifying for a responsible job in a broad field of occupations.

(3) Besides specialist knowledge the study course aims to strengthen social and cross-cultural competence, willingness of cooperation, communication and team skills as well as entrepreneurial thinking and thus prepares for working in international fields.

(4) The Bachelor examination should determine whether the student has acquired the solid knowledge necessary for academic activity and is able to work independently and successfully on a technical problem on the basis of scientific knowledge and methods.

(5) Upon passing the final examination, students are conferred with the academic degree “Bachelor of Arts” (B.A.)

Section 3
Prerequisites; special qualification for the study course

(1) Qualification prerequisites for admission to the BA course are an entrance qualification for a university of applied sciences or any equivalent qualification according to Section 49 of the German University and College Act (§49 HG). A substitute may be a University Entrance Qualification for holders of a professional qualification, regulated by the Ordnung über den Hochschulzugang für in der beruflichen Bildung Qualifizierte an der Fachhochschule Südwestfalen (Code concerning the University Entrance Qualification for Holders of a Professional Qualification at South Westphalia University of Applied Sciences).

(2) Applicants without a qualification according to Section 49 para. 1-6 of the German University and College Act (§49 HG) will be, in an exceptional case, admitted to the course, by proof of eligibility in the form of an exam, according to Section 49 para. 10 of this regulation, which certifies a study-related aptitude as well as a good general educational
background, or by proof of a similar examination. Admission to the entrance examination is only to be granted when exceptional, far above average, educational, professional and/or social performance is proven. Within the scope of the entrance examination a general and study-related aptitude as well as a good general educational background is to be verified, which is equivalent to the knowledge of applicants holding an above-average higher education entrance qualification (overall average grade higher than “satisfactory” 3.0). The examination of the level of knowledge is limited to the field of German, mathematics, English, informatics or subjects of economics in accordance with the level of knowledge in year 12 of a specialised secondary school (Fachoberschule).

(3) In addition to the qualification according to Section 49 of the German Universities and College Act, applicants will have to prove eligibility in the form of an exam that certifies academic and language qualifications according to Section 4 para. 2.

(4) Proof of academic and language qualifications is considered effected for applicants with a German higher education entrance qualification of a business secondary school or a successfully completed equivalent apprenticeship or by proof of equivalent foreign educational certificates.

(5) Proof of language qualification is considered effected by proving aptitude and knowledge of English in courses enrolled up to the German Abitur level (level of General University Entrance Qualification) and passed at least with a “Fair” or a TOEFL test score of at least 550 points or 213 points computer-based or a comparable language test.

Section 4
Admission procedures

(1) The application must be submitted by 15 July for the winter semester of the same year along with a:

1. Higher educational entrance certificate
2. Certificate of a language test according to Section 3 para. 3
3. Statement of whether the applicant has already failed a bachelor examination in the same branch of study, maybe finally.

(2) In cases where the aptitude has not been proven according to Section 3 para. 2 and 3 the applicant will be invited to an oral examination to verify his/her aptitude for the course. The written invitation to this viva is sent to the applicant at least one week before the date of the examination. The examination is conducted by two professors of the faculties of Electric Power Engineering or Mechanical Engineering Automation Technology. The examiners are appointed by the chair of the Examination Board. The examination shall last no longer than 45 minutes. Topics and results of this examination are to be recorded.

(3) The result of the admission procedure is communicated to the applicant following the exam. In the case of rejection an explanation has to be put in writing and furnished to the applicant together with legal advice to appeal.

(4) In case of rejection a new application after meeting the conditions is possible at a later date. A third application, however, is not possible.
Section 5  
Structure of study course

(1) The course can only be started in the winter semester. The regular duration of the programme is seven semesters. The teaching programme is to be arranged such that the professional qualification can be completed within this period. The examination procedures are to be arranged such that statutory periods of maternity protection and parental leave are enabled. Down times for the care of a spouse, a registered partner under the Civil Partnership Act or relatives in direct line or first relatives by marriage will be respected. For students suffering from a chronic illness or a disability in accordance with Section 2 para. 1 of the SGB IX (German Social Code Vol. IX) the examination board will, upon request of the student, determine the conditions of the examination as regulated by the Examination Regulations in due consideration of the handicap and individual circumstances.

(2) The course is arranged in modules. It contains modules of 210 credits. The entire workload of the programme covers a total volume of 154 hours per week. The compulsory modules and their study hours per week are listed in Annex 1. Annex 2 contains the elective modules.

(3) The classes are in the form of seminars, exercise sessions and practical work. Seminars serve the joint development of a topic and should give the students the opportunity to deal independently with topics. Exercise sessions are intended to deepen the subject, e.g. using examples. Practical work allows a deepening of knowledge working on practical tasks.

(4) All classes will be conducted in English.

Section 6  
Examination board

(1) A board of examination shall be formed to organise 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 para. 1 sentence 2 German Universities and College Act. (§ 27 Abs.1 S.2 HG). The examination board is a public authority 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.) a member of the academic staff according to Section 11 para. 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 Faculty of Electrical Power Engineering. Of the professorate, the chair and the deputy will be elected by the faculty council. 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. With the retirement of a member a by-election shall be held.

(2) The examination board shall ensure that the provisions of the examination regulations are met and ensure the correct procedure of the examinations. It is primarily responsible for decisions on appeals against decisions in examination processes. It reports to the faculty
council on the development of examination and periods of study and makes suggestions concerning duration, scope and structure of the course as well as study and examination regulations.

(3) The examination board may confer its tasks for all normal cases to its chair (e.g. admission to the examination, appointing the examiners and their deputies) except for the decision about appeals.

(4) The examination board shall constitute a quorum if the chair or the deputy and at least two other members of the professorate and at least one further voting member are present. Decisions will be made by a simple majority of the members present. In the case of a tie, the vote of the chair shall be decisive. The members of the examination board from the group of students do not vote on educational and scientific decisions, particularly in the validation of study and examination results and the appointment of examiners and assessors. Student members shall not participate in consultation and decisions on matters relating to the setting of examination questions or their own examination.

(5) The members of the examination board have the right to attend examinations, except student members who are scheduled to have their own examination on the same day.

(6) The members of the examination board and their deputies are sworn to secrecy. If they are not employed in the public sector, the chair of the examination board has to swear them to secrecy.

(7) Incriminating decisions of the examination board have to be given immediately to the affected student in written form with reasons. The student has the right to be heard before. Section 2, Paragraph 3 No. 3 of the Administrative Procedures Act for the state of North-Rhine Westphalia remains unaffected, in particular the exception of the duty of hearing and justification for assessment of scientific and artistic nature.

Section 7
Examiners and assessors

(1) The examination board shall appoint the examiners and assessors. Only persons with at least a Bachelor degree or an equivalent degree or qualification may be appointed. Examiners shall have taught on their own authority in the subject in question, unless compelling reasons justify an exception. If more than one examiner is to be appointed, at least one of the examiners shall have taught in the subject being examined. The examiners perform the examinations independently and on their own authority.

(2) The chair of the examination board shall ensure that the candidates are informed of the names of the examiners no later than two weeks before the start of the examination. An announcement posted on the notice board shall be sufficient.

(3) The candidate may make suggestions regarding the supervision of their Bachelor thesis. The examination board shall ensure that all pursuant obligations are evenly distributed among the examiners. Further provisions concerning the Bachelor thesis are regulated by part III

(4) Examiners and assessors are sworn to secrecy. If they are not employed in the public sector, the chair of the examination board has to swear them to secrecy.
Section 8
Recognition of periods of study and examination results

(1) The following achievements and results will be eligible for recognition for the BA study course ex officio:

   a. study and examination results in the same programme at a university of applied sciences within the scope of the Basic Law, or in an identical module in another programme of South Westphalia University of Applied Sciences

   b. equivalent study and examination results that have been obtained from courses at other universities as well as from BA courses at state or state-approved colleges of cooperative education within the scope of the Basic Law.

(2) Study and examination results of the BA course will be recognised upon request:

   a. equivalent study and examination results that have been obtained from other universities outside the scope of the Basic Law, or

   b. equivalent study and examination results that have been obtained in Diploma Study Courses from state or state-approved colleges of cooperative education.

The examination board shall make the necessary decisions concerning recognition.
Concerning all cases pursuant to Section 8, para 2 a. of these regulations; Art.III of the Lisbon Convention shall be taken into account.

(3) Above named provisions shall accordingly apply to the recognition of study periods, courses and examinations taken in the form of further academic studies as well as state-approved distance learning degree courses. As far as the recognition of equivalence is concerned, the mutual agreements by the Conference of the Ministers of Educational and Cultural Affairs and the Conference of Rectors in Higher Education are to be taken into account.

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

(5) 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.

(6) If study courses and examinations are recognised, the grades shall be carried over and included in the calculation of the overall grade, provided the grading systems are comparable. In the case of incomparable grading systems, the endorsement “passed” shall be recorded but not included in the calculation of the overall grade.

(7) The examination board decides on recognition pursuant to para. 1 to 5, in case of doubt after consultation with the examiners responsible for the subjects.

(8) The provisions of Section 8 para 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 Courses at South Westphalia University of Applied Sciences.
Section 9
Assessment of examination results

(1) Examination results are assessed differentially with grades. The individual examination results shall be awarded by the examiners responsible.

(2) If several examiners are involved in an exam, they jointly grade the overall examination results, unless other provisions below are relevant. If the examiners do not agree on a grade, the grade shall be composed of the arithmetic mean of the individual grades.

(3) For the assessment of the examination results the following grades are to be given.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
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<tr>
<td>1.0; 1.3</td>
<td>Very good = outstanding work</td>
</tr>
<tr>
<td>1.7; 2.0; 2.3</td>
<td>Good = work substantially above average requirements</td>
</tr>
<tr>
<td>2.7; 3.0; 3.3</td>
<td>Satisfactory = work which meets the average requirements</td>
</tr>
<tr>
<td>3.7; 4.0</td>
<td>Fair = work which meets the average requirements, despite shortcomings,</td>
</tr>
<tr>
<td>5.0</td>
<td>Fail = a work which does not meet the requirements due to significant deficiencies</td>
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(4) If the module grade consists of several grades, only the first digit after the decimal point is taken into account; all further digits are dropped without rounding.

The grade assessment is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
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<tbody>
<tr>
<td>up to 1.5</td>
<td>Very good</td>
</tr>
<tr>
<td>1.6 to 2.5</td>
<td>Good</td>
</tr>
<tr>
<td>2.6 to 3.5</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>3.6 to 4.0</td>
<td>Fair</td>
</tr>
<tr>
<td>above 4.0</td>
<td>Fail</td>
</tr>
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Section 10
Retaking of examinations

(1) Module examinations that have been failed or declared to have been failed may be retaken twice. In case of a failed module examination in the form of a project assignment or written assignment a new project assignment or written assignment has to be submitted.

(2) The bachelor thesis and the colloquium if failed may be repeated once.

(3) A module examination assessed with at least “fair” may not be retaken.
(4) Examinations shall be retaken at the earliest date fixed. A retake date may be postponed upon request according to the following time frames, by proof of one of the following reasons:

a. care of a minor according to Section 25 para. 5 Federal Education and Trainings Assistants Act, not exceeding three semesters.

b. participation as an elected member in entities or organs of the university, student body, student council or student union, not exceeding two semesters.

c. the function as a women's representative or equal opportunities commissioner, not exceeding two semesters

d. a disability or serious illness for the period of prolonged duration of studies

The examination board shall decide upon the exemptions. The right to retake an examination is forfeited if a fixed date is missed, unless the due date was missed through no fault of the candidate in accordance with Section 11 para. 2 of these regulations.

(5) If a module examination or the bachelor project has been failed in a final and non-appealable manner, the bachelor examination is “irrevocably failed”.

Section 11
Non-attendance, withdrawal from examination, cheating and infringement of the rules

(1) An examination is considered “failed” (5.0) under the following circumstances: non-attendance at the examination date without cogent reasons, withdrawal from an examination without cogent reasons or not submitting the work in time once the examination has started.

(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 without delay. In case of illness the candidate shall provide a medical certificate showing the physical incapability. If the reasons are accepted by the examination board, the examination is regarded as “not taken”.

(3) If the candidate tries to influence the result of his or her examination by cheating or use of unauthorised aids, the examination will be assessed with "failed" (5.0) – depending on the severity of the infringement. A candidate who disturbs the procedure of the examination can be excluded after warning by the examiner responsible from the continuation of the examination, in which case the examination will be assessed with "failed "(5.0). The reasons for the exclusion have to be entered in the records. In severe cases the examination board may exclude the candidate from further examinations. If a candidate is excluded from further examinations he or she can demand verification of the decision by the examination board. This also applies to cheating or use of unauthorised aids.
II. MODULE EXAMINATIONS AND REPORT OF ATTENDANCE

Section 12

Aim, scope and form of module examinations

(1) A module examination (ME) is a course-related examination in an individual module, in accordance with the examination regulations, usually in the form of an examination paper (Section 15), an oral examination (Section 16), an written assignment (Section 17), a combination of any of the afore mentioned examinations (Section 18) or a project assignment (Section 19)

(2) The aim of the module examination is to determine whether the students have acquired the necessary command of the content and methods of the examination subjects and are able to apply them independently and on their own.

(3) Within a period of four weeks prior to the examination, the examination board determines, in agreement with the examiners, consistently for all candidates form and date of the individual module examinations, for examination papers also the completion time.

(4) Results of a module examination may be substituted by an equivalent result of a placement examination in accordance with the Ordnung zur Regelung der Prüfung für die Studiengänge der Fachhochschule Südwestfalen (Code concerning the grading for study courses at South Westphalia University of Applied Sciences).

(5) A module examination is deemed to have been passed if the grade is at least “fair”. For each passed module examination credits will be rated in accordance with Annex 1.

Section 13

Admission to module examinations

(1) The application for admission to take a module examination must generally be submitted to the examination board by means of the online-procedure. The following deadlines must be met.

   a) For a module examination in the form of an examination paper or an oral examination the deadlines are determined by the examination board.

   b) For a module examination in the form of an written assignment (Section 17) or a combination of any of the afore mentioned examinations (Section 18) the deadline is four weeks after the start of courses of the semester.

(2) Applications for permission to take the module examination must, on demand, include the following documents unless they have already been submitted earlier:
a) a statement about prior attempts to take the module examination

b) a statement about prior attempts to take a bachelor examination in the same study course

c) for oral examinations a statement whether the candidate excludes an audience from his or her oral examination.

(3) The admission to a module examination in the form of a project assignment (Section 19) may be applied for at any time.

(4) An application for admission to a module examination is binding. As a general rule it can be withdrawn through the official online procedure without stating reasons and without being counted as an attempt as long as the following time limits are adhered to:

a) For a module examination in the form of an examination paper (Section 15) or an oral examination (Section 16) one week prior to the examination date.

b) For a module examination in the form of an written assignment (Section 17), a combination of examinations (Section 18) or a project assignment (Section 19) two weeks prior to the examination date.

(5) If a candidate applies for admission to a module examination as an elective module for the first time and then fails to withdraw within the period prescribed, the module is determined as an elective module and the choice is binding. If the student’s quota of elective modules has been exhausted the registered module will be classified as an ancillary module.

(6) Admission to the module examination may only be granted to those who are enrolled at the University of Applied Sciences or hold the status of a visiting student or junior student. In case of simultaneous enrolment in a different study course at South Westphalia University of Applied Sciences with identical modules the study course has to be completed where it was started. In case of a change of study course within South Westphalia University of Applied Sciences an already commenced examination procedure with identical modules has to be carried on in the new study course. Examination procedures commenced at any other university of applied sciences in an identical study course have to be carried on in this study course.

(7) Admission to the module examination will be denied if:

a) the documents submitted are incomplete and are not completed prior to the date fixed by the examination board or

b) the candidate has irrevocably failed an identical examination in Business Administration or Economics or any identical module in a study course at South Westphalia University of Applied Sciences or has irrevocably failed a bachelor's examination in Business Administration or Economics within the area of application of the Basic Law.

(8) The examination board shall decide on the admission to take examinations.
Section 14
Conduct of module examinations

(1) The time periods for the module examination in the form of an examination paper (Section 15) or an oral examination (Section 16) shall be determined by the examination board and announced at the beginning of the semester or at the end of the previous semester.

(2) The examination date will be announced well in advance, usually two weeks prior to the examination.

(3) Upon request of the examiner or the supervising person the candidate has to prove his or her identity by submitting an official photo identification card.

(4) If the candidate proves that he or she is unable to take the examination in the scheduled form in whole or in part due to prolonged or permanent physical disability according to Section 2 para. 1 SGB (Code of Social Law vol. XI), the examination board may permit proof of equivalent examination performance to be submitted in a suitable manner, where necessary by also extending the preparation time. In such decisions, the representative of people with disabilities has to be involved.

(5) The candidates shall be notified about the assessment of the module examination no later than six weeks after the examination.

Section 15
Examination paper

(1) Examination papers are written examinations that are being monitored.

(2) In an examination paper, the candidates shall demonstrate in a limited period of time with limited means that they are familiar with the framework of the subject and are able to analyse specific questions within this overall context and solve problems. Furthermore the examination paper shall ascertain whether the candidates have the necessary command in a broad range of knowledge in the specific area.

(3) The examiner decides upon the permission of auxiliary material for an examination paper. A list of auxiliary materials shall be announced together with the examination date.

(4) The duration of written examinations is 90 to 120 minutes for modules which are taught with four hours per semester week and 60 to 90 minutes for modules taught with two hours per semester week.

(5) The topic of the examination will usually be specified by the examiner. In justified cases, especially when several subjects are assessed jointly in a single examination, the topic may be specified by more than one examiner. In this case the examiners determine the weighting of the individual parts prior to the examination.

(6) In credit-assessed study courses module examinations in the form of an examination paper are usually assessed by only one examiner. Examinations which are decisive for the continuation of the studies (third attempt) are generally assessed by two examiners. If the two assessments of an examination paper differ, the grade will be calculated by the arithmetic
mean of the individual scores. In the case of para. 5 sentence 3 the assessment of each of the examiners shall be taken into account according to the previously determined weighting.

(7) A candidate may take a supplementary oral examination before an examination paper is awarded the grade “fail” after a final repetition. This rule is applicable to not more than three module examinations. The supplementary oral examination has to be taken immediately after the notification as a “fail” of the examination paper upon request of the candidate. The supplementary oral examination shall be assessed jointly by the examiners of the examination paper; in addition the regulations about oral examinations (Section 16) shall apply accordingly. Due to the supplementary oral examination the grade of a module examination can only be merited as a “fair” (4.0) or “fail” (5.0). Sentences 1 to 5 are not applicable to Section 11 para. 1 and 3 (non-attendance, withdrawal from examination, cheating and infringement of the rules).

Section 16
Oral examinations

(1) Section 15 para. 2 shall apply accordingly to oral examinations.

(2) Within the framework of the oral examination, individual subject examinations may consist of written tasks to a reasonable extent as long as the character of an oral examination is maintained. The oral examination usually lasts at least 20 minutes but not more than 30 minutes per candidate.

(3) Oral examination are usually assessed by the examiner and a competent assessor (Section 7 sentence 1 and 2) or by more than one examiner (council examination) as group examination or individual examination. All examiners as well as the assessors shall be heard before the final grade is awarded.

(4) The main topics and results of the examination, especially those decisive for the assessment, shall be recorded in minutes. The candidate shall be informed individually about the results immediately following the examination.

(5) Students who are scheduled to take the same examination at a later examination period are allowed as audience in accordance with the capacity of the premises and the candidate's approval. The admission does not include the consultation and notification of the examination results.

Section 17
Written assignments

(1) Written assignments are written compositions of usually 5 to 15 pages generated within and accompanying a course of study. They may be amended by a presentation of no more than 45 minutes and the obligation to take regularly and actively part in the course.

(2) Section 15 para. 2, 5 and 6 shall apply accordingly to written assignments.
(3) The examiner decides upon type, length, time frame and form of the written assignment in accordance with para. 1.

(4) The written assignment shall be submitted to the examiner within the allocated time. The chair of the examination board shall be notified of the due date no later than two weeks prior to submission. When submitting the written assignment the students have to declare in writing that their work was written by themselves – in the event of group work their individual contribution to the work -- and no sources other than those specified were used and that any cited sources and resources used are appropriately referenced. The submission date of the written assignment has to be placed on record. If the written assignment is sent through postal service the time of posting shall be authoritative. If the written assignment is not submitted in due time, it shall be assessed as "failed" (5.0).

Section 18
Combined form of examinations

(1) Where appropriate a module examination may be taken in the form of an written assignment (Section 17) plus an additional examination paper (Section 15) or an oral examination (Section 16).

(2) Section 15 to 17 shall apply accordingly.

(3) A written assignment may be the prerequisite for the admission to the relevant examination paper or oral examination.

(4) Form and weighting of the individual parts of the examination, after consultation with the examination board, shall be announced to the students in an appropriate manner at the latest with the start of the lecture period.

Section 19
Project assignment

(1) A project assignment is a composition generated in the course of a practice-related project. It may be amended with a presentation not longer than 45 minutes, as specified by the lecturer.

(2) All professors who may be appointed as examiners in accordance with Section 7 para.1, may award and supervise a project assignment. Upon request of the candidate, an honorary professor or adjunct professor according to Section 6 para. 1 may be appointed as supervisor by the examination board if a suitable topic is specified. The project assignment may be performed in an establishment inside as well as outside the university if its supervision is ensured. Candidates must be granted the opportunity to make suggestions for the topic of the project assignment.

(3) A project assignment may be approved in the form of group work provided the part which is to be assessed allows a clear distinction and well-defined assessment of a candidate's individual contribution in the team work based on the indication of specific sections, page number or other objective criteria.
(4) The project assignment is set by the supervisor. The set date is the day on which the candidate is informed of the topic. The date has to be placed on record.

(5) The allocated time (period from the set date to submission of the assignment) shall not exceed three months.

(6) The written composition of a project assignment shall be submitted to the supervisor at due time. When submitting the project assignment, the candidate must affirm in writing -- in group work for the candidate’s individual contribution -- that it was written independently and that exclusively the sources and resources cited were used. The submission time has to be placed on record. If the written part of the project assignment is sent through postal service the time of posting shall be authoritative. If the written part of the project assignment is not submitted in due time, the work will be considered "failed" (5.0).

(7) The project assignment is assessed based on the written composition and an oral presentation if one was given. Section 15 para. 2, 5 and 6 shall apply accordingly.
III. STUDIES

Section 20
Scope and completion of studies

(1) The study course comprises

a) the modules offered during the seven regular semesters, in accordance with Annex 1 and 2.

b) the bachelor project, which consists of the bachelor thesis and a colloquium in accordance with Annex 3

(2) The compulsory modules are listed in Annex 1; the elective modules are listed in Annex 2.

Section 21
Scope and content of the Bachelor Thesis

(1) The bachelor thesis is an examination by which the candidate shall demonstrate his or her ability to deal with a practice-related task independently within a specified time by applying the academic and professional methods acquired during the study. The length of the bachelor thesis shall be between 40 and 60 pages.

(2) The setting of the topic of a bachelor thesis as well as its supervision may be done by members of the following groups, who may be appointed as examiners according to Section 7 para.1:

a) Professors and instructors for special tasks of the Soest campus

b) Honorary professors as well as adjunct professor of the Soest campus if a suitable topic for a thesis has been specified. This needs the approval of the examination board.

c) Other professors and staff at research institutions at other universities or outside of academia if a suitable topic for a thesis is specified. This needs the approval of the examination board.

(3) The bachelor thesis may be completed in an institution outside of the university if its supervision is sufficiently ensured. Candidates have the right to make proposals for the topic of the thesis.

(4) Upon a candidate's request the chair of the examination board ensures that he or she is provided with a bachelor thesis on time.

(5) The bachelor thesis may be approved in the form of group work provided the parts which are to be assessed are clearly distinguishable and assessable and meet the requirements of para 1, based on indication of section, page number, or other objective criteria.
Section 22
Admission to the Bachelor Thesis

(1) Admission to the bachelor thesis may only be granted to those who

a) are enrolled at South Westphalia University of Applied Sciences or hold
the status of a visiting student in accordance with Section 52 para. 2 HG.

b) have obtained a minimum of 150 credits in the modules of the first to sixth
semester in accordance with Annex 1 and 2.

(2) Applications for admission to the Bachelor Thesis must be submitted to the examination
board in writing. Applications must include the following documents unless they have already
been submitted earlier:

a) proof of meeting the requirements for admission according to para. 1, specifying
any study and examination achievements which have not been rendered yet

b) a statement about prior attempts to complete a Bachelor thesis in the same study
course

The application shall contain suggestions to name supervisors and examiners. The suggestions
require the nominees’ approval.

(3) The application for admission can be withdrawn in writing until the date of the
announcement of the decision, in which case the application is not counted towards the
number of allowable examination attempts.

(4) The examination board shall decide on the admission. The permission shall be denied if:

a) the requirements specified in para. 1 are not met

b) the documents submitted are incomplete or

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

Section 23
Conduct and assessment of the Bachelor Thesis

(1) The assignment of the topic of the bachelor thesis and the definition of the duration is done
by the examination board. The date of assignment is the day on which the candidate is
informed of the topic and the name of the supervisors. This date has to be placed on record.

(2) The allocated time (period of the assignment until submission of the Bachelor thesis) is at
least eight and at the most twelve weeks. Topic and task of the thesis must be such that it can
be completed within the specified period of time.
(3) The topic of a Bachelor thesis can only be returned by the candidate once and only during the first two weeks of the allocated time without stating reasons. In the event of a repetition of a failed bachelor thesis the topic can only be returned if the candidate has not exercised this right during their first attempt.

(4) In the event of a candidate's permanent physical disability according to Section 2 para. 1 SGB IX, Section 14 para. 4 shall be applied accordingly.

(5) The bachelor thesis shall be composed in English. Two copies of the thesis have to be submitted in due time via the Students Service Office to the chair of the examination board. Additionally one copy of the thesis has to be submitted in electronic form. When submitting the bachelor thesis the students have to declare in writing that their work was written by themselves – in the event of group work their individual contribution to the work -- and no sources other than those specified were used and that any cited sources and resources used are appropriately referenced. The submission time of the bachelor thesis has to be placed on record. If the thesis is sent through postal service the time of posting shall be authoritative. If the bachelor thesis is not submitted in due time, the work will be marked as “failed”.

(6) The bachelor thesis shall be assessed by two examiners who are appointed by the examination board, among them the supervisor and a professor of the Soest campus.

In the event that the two examiners do not agree on a grade for the bachelor thesis, the grade is calculated by the arithmetic mean of the individual scores, if the difference of both individual grades is less than 2.0. If the difference is 2.0 or higher the examination board shall appoint a third examiner. In this case the grade for the bachelor thesis shall be calculated by the arithmetic mean of the two highest out of the three individual scores. The bachelor thesis may only be assessed as “fair” or better if at least two individual grades are at least “fair” or better. All assessments shall be justified in writing.

The student shall be informed about the assessment of the bachelor thesis no later than eight weeks after its submission.

(7) For passing the bachelor thesis 12 credits are awarded.

Section 24
Colloquium

(1) The colloquium completes the Bachelor thesis to the bachelor project and shall be assessed individually. It is designed to show the candidate's ability to present the results of the bachelor thesis, its academic basis and interdisciplinary context orally and independently as well as judging its practical impact. During the course of the colloquium the manner and methods of working on the bachelor thesis shall also be discussed.

(2) Admission to the colloquium may only be granted to those who

   a) are enrolled at South Westphalia University of Applied Sciences or hold the status of a visiting student in accordance with Section 52 para. 2 HG.

   b) have obtained a minimum of 195 credits in the modules of the first to sixth semester in accordance with Annex 1 and 2.

   c) have obtained 12 credits in the Bachelor thesis.
(3) Applications for admission to the colloquium must be submitted to the examination board in writing. Applications must include proof of the requirements according to para 2, unless they have already been submitted. Furthermore a statement about prior attempts to take similar examination and whether the audience will be excluded shall be enclosed. The admission to the colloquium may already be applied for at the time of application for the bachelor thesis (Section 22 para.2). In this case admission to the colloquium shall be granted as soon as all documents required are presented. Sect. 22 para. 4 shall apply accordingly to the admission to the colloquium and its denial.

(4) The colloquium is held as an oral exam (Section 16) with a duration of at last 30 but not longer than 45 minutes and shall be performed and assessed jointly by the examiners of the bachelor thesis. In the event of Section 23 para. 6 sent. 5 the colloquium shall be performed by those examiners whose individual grades were used as a basis for the overall grade of the bachelor thesis. Additionally regulations concerning oral module examinations shall apply accordingly to the procedure of a colloquium.

(5) For passing the colloquium 3 credits are awarded.
IV. RESULT OF THE BACHELOR EXAMINATION; ANCILLARY MODULES

Section 25
Result of the bachelor examination

(1) The bachelor examination is considered passed if the following credits are acquired:
   a) 165 credits in compulsory modules according to Annex. 1
   b) 30 credits in elective modules according to Annex. 2
   c) 12 credits in the bachelor thesis
   d) 3 credits in the colloquium

(2) The bachelor examination is irrevocably failed if one of the examination results pursuant to para. 1 has been conclusively awarded a “fail” or the admission to an examination was lost by missing a deadline. A written document containing information on applicable remedies shall be given if the examination is failed.

(3) Upon request of the candidate and after his or her name has been removed from the register of students the examination board shall issue a certificate stating the results achieved in examinations and courses with their grades as well as those achievements necessary for the bachelor examination which have not been rendered yet. The document shall record the fact that the bachelor examination has been irrevocably failed.

(4) Candidates who leave the university without a final degree will be given a certificate confirming the entire study and examination achievements upon request.

Section 26
Calculation of final grade, certificate and Bachelor Degree Certificate

(1) The final grade of the bachelor examination is to be calculated from the arithmetic mean of the credit-assessed individual scores for the module examinations, the bachelor thesis and the colloquium according to Section 9 para.4 pursuant to these examination regulations. Only the first decimal digit of the final grade shall be taken into account and recorded in the certificate. In the event of a final grade assessed equal or better than 1.3, by derogation from Section 9 para. 4, the final grade “passed with distinction” shall be awarded.

Grades of ancillary modules in accordance with Section 27 para. 1 shall not be taken into consideration.

(2) A certificate confirming that the candidate has passed the bachelor examination is to be issued immediately. The certificate has to contain information on all the modules required, including their grades and topics as well as the grade of the bachelor thesis, the grade of the colloquium and the final grade of the bachelor examination. Each grade shall be followed by the result in decimal digits in brackets. The final grade shall in accordance with the “Framework guidelines for the introduction of credit point systems and the modularisation of study courses” of the Standing Conference of State Education Ministers be converted by the following ECTS table:
level A the best 10 \%,
level B next 25 \%,
level C next 30 \%,
level D next 25 \%,
level E next 10 \%.

ECTS grades will be shown in study courses with 50 or more graduates. For the calculation of the ECTS grades a reference period of three graduating year groups will be taken into account. For calculating the relative grade the second decimal digit of the absolute grade shall be taken into consideration. If the percentage limits are exceeded because of identical grades the higher ECTS grade will be granted. Grades of ancillary modules in accordance with Section 27 shall be recorded upon the candidate's request. The bachelor certificate shall be issued in German and English. Furthermore the grades in the English version are formulated in the current international format:

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

(3) The bachelor certificate is to be signed by the chair of the examination board. It shall be furnished with the examination board's official stamp and bear the date of the last examination.

(4) Together with the certificate, the candidate will also be awarded a Bachelor degree certificate (\textit{Bachelorurkunde}) containing the date of the certificate. This Bachelor degree certificate records the conferring of the bachelor degree “Bachelor of Arts (B.A.)”. The Bachelor degree certificate shall be issued in German and English. It is to be signed by the dean and the chair of the examination board and sealed with the stamp of South Westphalia University of Applied Sciences.

(5) Together with the certificate a diploma supplement shall be issued.

(6) In cooperation with universities abroad a graduation certificate shall be issued if

a) all courses which are needed for an equivalent degree at the partner university have been completed,

b) in the modules of the fourth to seventh semester in the study course of Business Administration with Informatics in Soest a minimum of 30 credits has been awarded.

\textbf{Section 27}

\textbf{Ancillary modules}

Students may enrol for module examinations in more subjects than those prescribed in these examination regulations (ancillary modules). Upon request of the candidate the results of these examinations are included in the bachelor certificate in accordance with Section 26 para. 2 sent. 9.
V. FINAL PROVISIONS

Section 28
Access to examination files

Immediately after the assessment of an examination the candidate shall be granted inspection of his/her examination documentation upon request. Time and place for the inspection shall be determined by the examiners.

Section 29
Invalidity of examinations

(1) If the candidate has cheated during the examination, and if this fact does not come to light until after conferment of the degree or the issuance of a certificate according to Section 25, para. 3, the examination board may subsequently correct the grades for those examinations in which cheating was involved and declare the examination to have been partly or completely failed.

(2) If it turns out that the requirements for admission to an examination were not met without any intention of cheating on the candidate’s part, and this fact does not come to light until after conferment of the degree or the issuance of a certificate according to Section 25, para. 3, this shortcoming will be deemed to have been remedied by the candidate’s passing the examination. Should the candidate have fraudulently and intentionally gained admission, the examination board shall decide on legal consequences in accordance with the Administrative Procedure Act of North-Rhine Westphalia.

(3) The incorrect examination certificate or an incorrect certificate according to Section 25, para. 3 is to be revoked. If applicable, a new and corrected certificate or certificate according to Section 25, para. 3 is to be issued.

(4) Decisions pursuant to para. 1 and para. 2, sentence 2, expire after a time limit of five years following the date of conferment of the degree or the issuance of a certificate according to Section 25, para. 3.

Section 30
Coming into effect and Publication

(1) These examination regulations shall take effect on 1 September 2011. They are published in the bulletin of South Westphalia University of Applied Sciences -- public announcement of South Westphalia University of Applied Sciences.

(2) These regulations shall apply for the first time to students who enrol in the winter semester 2011/2012 in their first semester of the course Business Administration and Informatics in the Department of Electrical Power Engineering.
For those students of the study course of Business Administration with Informatics of the department of Electrical Power Engineering who have begun their studies before these regulations went into effect, the examination regulations of 10 October 2006 shall be applicable under the following conditions until the end of winter semester 2015/16:

The examination periods for the last chance that examinations in accordance with the before-mentioned regulations can be taken are as follows:

- Examinations in courses of the 1st term: Winter semester 2012/13
- Examinations in courses of the 2nd term: Summer semester 2013
- Examinations in courses of the 3rd term: Winter semester 2013/14
- Examinations in courses of the 4th term: Summer semester 2014
- Examinations in courses of the 5th term: Winter semester 2014/15
- Examinations in courses of the 6th term: Summer semester 2015
- Examinations in courses of the 7th term: Winter semester 2015/16

Any Bachelor Examination to be taken in accordance with the examination regulations of 10 October 2006 have to be completed by 31 August 2016 at the very latest.

Upon request students may continue their studies in accordance with these examination regulations. The request is irrevocable. The examination board shall decide on the approval of such requests.

These examination regulations will be enacted after verification by the Executive Board of South Westphalia University of Applied Sciences due to the decision of the Faculty Council of the Department of Electrical Power Engineering from 11 August 2011.

Iserlohn, 26 August 2011

The President
of South Westphalia University of Applied Sciences

Professor Dr. Claus Schuster
VI. Annexes

Annex 1
Compulsory Modules

1\textsuperscript{st} Semester

<table>
<thead>
<tr>
<th>No.</th>
<th>Module</th>
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<th>Credits</th>
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<tr>
<td>1</td>
<td>International English Communication and Self-Management</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>2</td>
<td>Business Administration I</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>3</td>
<td>Business Mathematics I</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>4</td>
<td>Financial Accounting</td>
<td>4</td>
<td>6</td>
</tr>
<tr>
<td>5</td>
<td>IT – Introduction</td>
<td>4</td>
<td>6</td>
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<tr>
<td>6</td>
<td>Management Information Systems a)*</td>
<td>2</td>
<td>3</td>
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<tr>
<td>7</td>
<td>Sum</td>
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2\textsuperscript{nd} Semester

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<td>Communication in Global Business</td>
<td>4</td>
<td>4</td>
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<td>8</td>
<td>Business Administration II</td>
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<tr>
<td>9</td>
<td>Business Mathematics II</td>
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<td>10</td>
<td>Cost Accounting</td>
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<td>5</td>
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<tr>
<td>11</td>
<td>Economics a) Microeconomics *</td>
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<tr>
<td>12</td>
<td>Databases</td>
<td>4</td>
<td>5</td>
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<tr>
<td>6</td>
<td>Management Information Systems b)*</td>
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3\textsuperscript{rd} Semester

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<td>Competence in Business Activities</td>
<td>4</td>
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<td>14</td>
<td>Corporate Finance I</td>
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<td>5</td>
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<td>11</td>
<td>Economics b) Macroeconomics*</td>
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<td>15</td>
<td>Management and Organization</td>
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<td>17</td>
<td>Statistics a)*</td>
<td>4</td>
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<tr>
<td>18</td>
<td>Enterprise Resource Planning / e-Business I</td>
<td>4</td>
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<td>19</td>
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4\textsuperscript{th} Semester

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<td>20</td>
<td>Business Law</td>
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<td>Marketing II</td>
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<td>Project Management I</td>
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<td>5</td>
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<tr>
<td>23</td>
<td>Enterprise Resource Planning / e-Business II</td>
<td>4</td>
<td>5</td>
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<tr>
<td>24</td>
<td>Programming</td>
<td>4</td>
<td>5</td>
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<td>Advanced English Language and Academic Competence</td>
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<tr>
<td>26</td>
<td>Controlling and Auditing</td>
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<td>27</td>
<td>International Management</td>
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<td><strong>Elective IT I</strong></td>
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<td>Advanced Competence in Academic Writing and Presenting</td>
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<tr>
<td>29</td>
<td>Logistics</td>
<td>4</td>
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<td>30</td>
<td>Operation Research</td>
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<td><strong>Elective BA III</strong></td>
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<td><strong>Elective BA IV</strong></td>
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<td><strong>Elective IT II</strong></td>
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<td>33</td>
<td>Final Thesis + Colloquium</td>
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* = Individual sub-modules a) and b) are joined to one singular module. Each individual sub-module is to be assessed separately.
Annex 2
Elective modules

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

<table>
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<td>E/BA 1</td>
<td>Consumer Behavior</td>
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<td>E/BA 2</td>
<td>Corporate Finance II</td>
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<td>Marketing Research</td>
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<td>Service Management</td>
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<td>International Economics</td>
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<td>E/BA 10</td>
<td>Current Developments in Business I</td>
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<td>E/IT 1</td>
<td>Data Warehousing/ Business Intelligence</td>
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<td>E/IT 2</td>
<td>E-Business</td>
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<td>E/IT 3</td>
<td>ERP Application Programming</td>
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<td>Net-Economy</td>
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<td>Information Management</td>
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<td>5</td>
</tr>
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Annex 3
Bachelor Project

The bachelor project consists of the following examinations:

1. Bachelor thesis (12 credits)
The bachelor thesis is the concluding and comprehensive report of the project and shall comply with the standards of scientific publications.

2. Colloquium (3 credits)
The candidate shall present the contents and results of the project in the form of a presentation in front of both examiners followed by a discussion.