

**The following study and examination regulations  
were reviewed and approved at the 452nd meeting  
of the Senate on 26 February 2025.**

This is the English reading version -  
Only the German version of these Study and Examination  
Regulations is legally binding!

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# Inhaltsverzeichnis

## Table of contents

§1 Scope of application	3
§ 2 Admission requirements	4
§ 3 Duration and structure of the degree programme	4
§ 4 Examination structure	6
§ 5 Revocation of admission to the Master's degree programme and examination entitlement, deadlines	7
§ 6 Examination requirements	8
§ 7 General rules for implementation of examinations	9
§ 8 Oral examinations	9
§ 9 Written examinations and other written assignments	10
§ 10 Assessment of examination performances and preliminary examination performances	12
§ 10a Assessment of coursework using the multiple choice method	13
§ 10b Assessment of examinations according to the European Credit Transfer System	13
§ 10 c Portfolio examination	14
§ 11 Absence, withdrawal, cheating, breach of regulations	15
§ 12 Passing and failing	16
§ 12a Attendance in the courses	16
§ 13 Retaking examinations	17
§ 14 Recognition of periods of study, preliminary examination work and examination results	17
§ 15 Examination boards	18
§ 16 Examiners and observers	20
§ 17 Responsibilities	20
§ 18 Purpose and implementation of the Master's examination	21
§ 19 Academic prerequisites	21
§ 20 Nature and scope of the Master's examination	21
§ 21 Issue and completion time of the Master's thesis	21
§ 22 Submission and assessment of the Master's thesis	22
§ 23 Additional subjects	23
§ 24 Overall grade, certificate and diploma supplement	23
§ 25 Academic degree and Master's certificate	23
§ 25a Double degree, joint degree	24
§ 26 Invalidity of examinations	24
§ 27 Access to examination files	25
§ 28 Legend for abbreviations used in the Special Section	26
§ 29 Master's degree programme in Business Management (MU), Master in Unternehmensführung / Master in Business Management (MU)	27
§ 30 Master's degree programme in Business Administration in Transport and Logistics (MTL)	27
§ 31 Master's degree programme in International Tourism Management (MITM)	27
§ 32 Master's degree programme in International Business/Intercultural Management	27
§ 33 Master's degree programme in International Marketing and Communication (MBM)	27

§ 34 Master's degree programme in Technical Management (MTM)	27
§ 35 Master's degree programme in Software Engineering and Management (MSEM)	27
§ 35a Master's degree programme in Software Engineering (SEM)	27
§ 36 Master's degree programme in Electrical Engineering (MEE)	27
§ 37 Master's degree programme in Electronic Systems Engineering (MESE)	27
§ 38 Master's degree programme in Mechatronics (MME)	27
§ 39 Master's degree programme in Mechanical Engineering (MMA)	27
§ 40 Master's degree programme in Process Engineering (MVT)	27
§ 41 Master's degree programme in Sustainable Tourism Management (NTE)	27
§ 42 Master's degree programme in Business Analytics, Controlling & Consulting (MAC)	27
§ 43 Master's degree programme in Automotive Systems Engineering (MAS)	27
§ 45 Entry into force	28

**Study and examination regulations of Heilbronn University  
- Engineering - Business - Computer Science -  
for Master's degree programmes with a standard duration of 3  
semesters  
of 18 June 2004**

Based on Section 8 (5) in conjunction with Section 32 (1) of the State Higher Education Act (Landeshochschulgesetz = LHG) of 1 January 2005 (GBl. p. 1), in its current version, the Senate of Heilbronn University adopted the following study and examination regulations for Master's degree programmes with a standard duration of 3 semesters on 16 June 2021, last amended by resolutions of 26 February 2025.

**§1  
Scope of application**

The study and examination regulations apply to the Master's degree programmes Automotive Systems Engineering (MAS) Business Analytics, Controlling & Consulting (MAC) Electrical Engineering (MEE) Electrical Systems Engineering (MEL) Electronic Systems Engineering (MESE) Master in Entrepreneurship (ME) International Tourism Management (MITM) International Business/Intercultural Management (MIBIM) International Marketing and Communication (MBM) Master in Transport and Logistics Management (MTL) Mechatronics (MME) Mechatronics and Robotics (MMR) Mechanical Engineering (MMA) Sustainable Tourism Development (NTE) Software Engineering and Management (MSEM) discontinued Software Engineering (SEM) Technical Management (MTM) Tourism Futures Studies (TFS) Master in Business Management (MU) Process Engineering (MVT) Information Systems - Information Management and Data Science (MID)

## **A. General part**

### **I. Section: General**

#### **§ 2**

#### **Admission requirements**

(1) Admission to the Master's degree programmes in accordance with Section 1 (1) requires a university degree or an equivalent qualification.

(2) Applicants with degrees of 210 ECTS points will be admitted to the programme after submitting a proper application and after fulfilling further admission requirements in accordance with paragraph 4.

(3) Applicants with degrees with 180 ECTS credits will be admitted to the degree programme subject to a condition after submitting a proper application. The conditional admission obliges the applicant to acquire a further 30 ECTS credits before completing the Master's degree programme.

#### **§ 3**

#### **Duration and structure of the degree programme**

(1) The standard period of study for the degree programmes according to § 1 para. 1 is three semesters. It comprises the theoretical study semesters including the examinations and the Master's thesis.

(2) The total scope of the compulsory and elective courses required for the successful completion of the degree programme in semester hours per week with the allocated credit points is specified in the special section. Credit points reflect the average student workload and are measured in accordance with the European Credit Transfer and Accumulation System (ECTS) (ECTS points, ECTS credit points or ECTS credits). One ECTS point corresponds to a workload of 25 hours, unless otherwise stipulated in the special section of these study and examination regulations. The degree programme is modularised, i.e. the course content and courses are combined into larger, self-contained and examinable content units (modules). The content framework, the competences to be acquired and the courses of a module are defined in a module handbook.

(3) By resolution of the faculty council responsible for the degree programme, the order and type of courses specified in the special section may be changed for compelling reasons for an individual semester. The changes must be announced in writing within the first three weeks of lectures of the respective semester.

(4) The language of instruction in the courses is German, the language of examination is the language of instruction. The responsible examination board may specify a language other than German as the language of instruction or examination language. Paragraph 3 sentence 2 applies accordingly.

### **§ 3a** **Supplementary coursework for students admitted on conditional admission**

(1) Students who have been admitted to the degree programmes in Section 1 under the condition that they acquire a further 30 ECTS credits by the time they complete the Master's degree programme must complete additional coursework (supplementary coursework) in addition to the examination papers, preliminary examinations and examinations specified in the special section. The supplementary coursework to be completed shall be determined individually for the student concerned in accordance with paragraphs 2 to 4.

(2) Immediately after admission to the degree programme and by the end of the first week of lectures at the latest, students admitted on conditional admission shall submit an application to the responsible Examination Board to determine the supplementary coursework. The application must be accompanied by

1. a list of the planned supplementary coursework leading to the acquisition of at least 30 ECTS credits in total. Only examinations and preliminary examinations from the examination regulations of the Bachelor's degree programmes that are assigned to the faculty to which the Master's degree programme belongs may be selected as supplementary coursework;
2. written confirmation from the responsible dean of studies that appropriate study counselling has taken place and that the supplementary coursework proposed in the application, taking into account the applicant's individual previous education, meaningfully complements the study plan regulated in the special section;
3. a timetable showing the planned sequence in which the supplementary coursework is to be completed.

(3) The chairperson of the relevant examination board shall decide on the application. The applicant shall be informed of the decision in writing; in particular, the supplementary coursework to be completed shall be listed in detail. The applicant may request within a period of 2 weeks that the decision according to sentence 1 be reviewed by the Examination Board. The written decision in accordance with sentence 2 and the decision of the Examination Board in accordance with sentence 3 must be accompanied by corresponding information on legal remedies.

(4) The student admitted under condition is bound by the decision according to paragraph 3. Changes to the supplementary coursework require the approval of the Chair of the Examination Board. Paragraph 3 sentences 2 to 4 apply accordingly.

(5) The following regulations apply analogously to the supplementary examinations:

1. concerning the loss of the right to take examinations and the regulation of the deadlines to be observed (§ 5);

2. regarding registration for coursework (§ 6 para. 1 no. 1 and 3, para. 2 and 3);
3. concerning the provision, type and assessment of coursework (§§ 7 to 11);
4. concerning the passing and repetition of coursework (§§ 12 and 13);
5. concerning the responsible examination board, examiners and responsibilities (§§ 15-17).

(6) The issue of the certificate and the Master's degree certificate requires prior proof of the acquisition of 30 ECTS credits through the successful completion of supplementary coursework.

(7) Supplementary coursework is not included in the certificate. They can also not be included in the certificate as additional subjects in accordance with § 23. They are included in the Diploma Supplement in accordance with § 24.

## **§ 4**

### **Examination structure**

(1) Coursework is assessed in examinations. The type of examination for each course is specified in the special section.

(2) The Master's examination consists of module examinations and a Master's thesis. Module examinations consist of one or more examinations in an examination subject or in an interdisciplinary examination area. The module examinations and the individual examinations are specified in the special section. Module examinations are generally taken during the course of study in conjunction with and in relation to the content of courses (course-related examinations).

(3) Admission to the Master's examination can be made dependent on the successful completion of coursework that is to be completed in individual courses of the study semester. These course achievements to be completed in advance (preliminary examination achievements) are specified in the special section. It may be stipulated that certain examination prerequisites can be completed at the latest by the time of registration for the last examination of a module examination or at the latest by the time the certificate is issued.

(4) At the request of an examiner and with the approval of the responsible Examination Board and the member of the Rectorate responsible for teaching, it is possible to deviate from the previously planned form of examinations in justified exceptional cases. The application must be submitted in writing by the examiner and justified. Only pandemic-related disadvantages can be taken into account as reasons for the application.

At the request of a student and with the approval of the responsible Examination Board, the Bachelor's thesis may be submitted before the practical semester has been completed in justified exceptional cases. The prerequisite

The prerequisite for this is that all other examination achievements have already been successfully completed and it has been credibly demonstrated that an application for a practical placement has been unsuccessful - the head of the Internship Office will issue an opinion on this. The application must be submitted

in writing by the student and must be justified. Only pandemic-related disadvantages can be considered as reasons for the application.

The provisions of Section 5 (4) SPO AT are limited to the winter semester 2020/2021 and the summer semester 2021.

## **§ 5**

### **Revocation of admission to the Master's degree programme and examination entitlement, deadlines**

(1) The module examinations for the Master's examination should be taken by the end of the third semester. The module examinations can also be taken before the expiry of the set deadlines, provided that the necessary examination prerequisites have been proven.

(2) Students will be informed in good time about the type and number of preliminary examinations to be taken and the module examinations to be completed, as well as the dates by which they are to be taken and the date on which the Master's thesis is to be completed and submitted.

(3) The right to take examinations and admission to the Master's degree programme shall expire if the examinations for the Master's examination are not completed at the latest three semesters after the date specified in paragraph 1, unless the student is not responsible for missing the deadline.

## **§ 5a**

### **(1) Maternity protection, child-raising, caring and nursing periods**

(1) Students who

1. become mothers can take maternity leave for the six weeks before the birth and up to eight weeks after the birth

2. live in a household with their own child or a child within the meaning of the applicable law on the granting of child-raising allowance and parental leave (currently § 15 BEEG) and care for and raise this child themselves, may take parental leave until this child reaches the age of three.

3. can care for and raise a child in accordance with no. 2 up to the age of ten years  
Care periods of up to six semesters

4. caring for close relatives in need of care within the meaning of § 7 of the Caregiver Leave Act (Pflegezeitgesetz) may take care periods of up to six semesters  
in accordance with the following paragraphs.

(2) The assertion of rights derived from paragraph 1 must be submitted to the university in writing. The application must be submitted four weeks before the date on which maternity leave, parental leave or childcare leave is to commence. It can also be submitted during the current semester. For each new semester, an extension for the respective semester must be applied for. At the request of the university, a certificate from a doctor or midwife must be submitted for maternity leave. In the other cases of paragraph 1, evidence must be submitted which is suitable to prove the above-mentioned requirements.



- (3) If the special situation according to paragraph 1 is recognised by the university, all deadlines regulated in these study and examination regulations are suspended. At the student's request, the topic of an issued Master's thesis is deemed not to have been assigned. Students are granted leave of absence from their studies in accordance with Section 61 (3) LHG. If the duration of a leave of absence in accordance with paragraph 1 is more than six semesters in total, the degree programme must be continued in accordance with the then applicable study and examination regulations. The Examination Board shall make transitional arrangements for the students concerned in order to avoid serious disadvantages and a significant extension of the duration of studies.

## **.§ 6**

### **Examination requirements**

- (1) The examinations for the Master's examination may only be taken by students who

1. is enrolled in the Master's degree programme at the university on the basis of a university degree or equivalent qualification,
2. have successfully completed the examination prerequisites for the respective module examinations (§ 19) and, if applicable, the examination prerequisites and examination achievements required for a proper course of study, which are prescribed for a previous semester, and
3. a declaration has been submitted as to whether a Master's examination has already been definitively failed in the same Master's degree programme or in a Master's degree programme determined by the statutes of the university in accordance with Section 60 (2) No. 2 LHG at a university within the scope of the Basic Law.

- (2) Admission to individual examinations is dependent on

in the event that the examiner has defined a minimum scope of learning activities (e.g. the preparation of teaching and learning texts or case studies, the performance of laboratory exercises) for the course by written announcement within the first three weeks of lectures, on confirmation by the examiner of the learning activities performed, whereby the confirmation must be made by the examiner to the Examination Office at least three weeks before the examination is taken and the minimum scope of learning activities has been approved by the responsible Examination Board.

- (3) Admission to an examination may only be refused if

1. the requirements specified in paragraphs 1 and 2 are not fulfilled in full or in part, or
2. the documents are incomplete or
3. in the same Master's degree programme or in a Master's degree programme determined by the statutes of the university in accordance with § 60 Para. 2 No. 2 LHG, a course-related examination or the Master's examination required by the study and examination regulations has been definitively failed or the person is undergoing examination proceedings or
4. the examination entitlement has expired in accordance with Section 34 (2) LHG.

(4) Students shall register for examinations in due time in accordance with the procedure laid down by the university. Deregistration is only possible within the period specified by the university.

### **§ 6a**

#### **Examination authorisation during the semester of leave**

- (1) Students on leave of absence are entitled to take examinations during the semester of leave.
- (2) Notwithstanding § 6a para. 3, students on leave of absence are not entitled to take part in university events.
- (3) Students on leave of absence in accordance with § 5a are entitled to attend courses at the university and to use its facilities.

### **§ 7**

#### **General rules for implementation of examinations**

- (1) Written and oral examinations must be completed within the examination period defined in the university's schedule. This regulation does not apply to partial examinations in accordance with § 9a. At the request of an examiner and with the approval of the responsible examination board and the member of the rectorate responsible for teaching, written and oral examinations may also be taken outside the examination period in justified exceptional cases.
- (2) In addition to a preliminary examination during the examination period, preliminary examinations may also be taken before the start of the lecture period of the study semester at the request of the examiner with the decision of the responsible Examination Board and with the approval of the responsible Dean of Studies if the examination date was announced in the last week of the previous semester at the latest.
- (3) If someone can credibly demonstrate that it is not possible for him or her to take preliminary examinations or examinations in full or in part in the intended form due to disability, chronic illness or maternity leave, the chairperson of the responsible examination board shall be authorised to take the examinations within an extended processing time or to take equivalent examinations in another form. It must be ensured that the competences to be demonstrated in the examination are also demonstrated in this other form. A medical certificate may be required for this purpose.

### **§ 8**

#### **Oral examinations**

- (1) In oral examinations, students should demonstrate that they recognise the interrelationships of the examination area and are able to place specific questions in these contexts.
- (2) Oral examinations are taken in front of several examiners or in front of one examiner in the presence of an observer as a group examination or as an individual examination.
- (3) The duration of oral examinations is specified in the special section.

(4) The main subjects and results of the oral examinations are to be recorded in a protocol. The result is to be announced to the examinees following the oral examinations.

(5) Students who wish to take the same module examination at a later examination date should be admitted as listeners, subject to room conditions, unless the person being examined objects. However, admission does not extend to the consultation and announcement of the examination results

## **§ 9**

### **Written examinations and other written assignments**

(1) In the written examinations and other written assignments (e.g. a presentation), students should demonstrate that they can solve problems and work on topics using the usual methods of their subject within a limited time and with limited resources. A written examination is also intended to determine whether they have the necessary basic knowledge. In a presentation, students must write a scientifically sound paper on a limited topic and present the results orally.

(2) Examinations that are not to be completed as written examinations or other written work during the course of study are generally assessed by two examiners. The assessment procedure should not exceed four weeks.

(3) The duration of the written examinations is specified in the special section.

(4) Examinations conducted with electronic aids shall be treated as written examinations or other written assignments.

## **§ 9a**

### **Combined examination**

A combined examination is a composite examination consisting of one or more oral or written partial examinations and a final oral or written examination (final examination).

(2) Combined examinations are only permitted during the course and are conducted by one examiner.

(3) The type and duration of the final examination are specified in the special section.

(4) The examiner responsible for the course shall determine in the first three weeks of the lecture period how many partial examinations are to be conducted and on which dates. At the same time, he/she shall determine the proportion of the individual partial examinations in the final result. The determination must be communicated to the students in writing and notified to the examination board responsible for the degree programme.

(5) The assessment of the combined examination is determined in accordance with § 10 from the assessment of the partial examinations and the final examination, whereby the final examination must be passed and is included in the final result with at least 50 per cent.

(6) In the event of missing or withdrawing from partial examinations, § 11 Para. 1 applies. A partial examination not taken for a valid reason must be made up.

### **§ Section 9b**

#### **Written examinations using the multiple-choice method**

(1) Examinations using the answer-choice method are permitted for written examinations; the proportion of such tasks in examinations may not exceed 25% of the scope of the examination.

(2) When setting the examination tasks, it must be determined which answers are recognised as correct. In the case of single-choice tasks, each task shall be given a mark of 1 if exactly the answer provided has been given. A score of 0 is awarded if another answer, several answers or no answer at all is given. In the case of multiple choice tasks, each task is given a score of 1 if exactly the intended answers have been given. A score of 0 is awarded if the candidate's answers deviate from the intended answers. The scoring rules will be announced with the task.

(3) Comments and texts by the candidate in which the tasks are discussed and alternative answers are questioned or labelled as partly correct and partly incorrect cannot be taken into account when assessing answer selection tasks.

(4) Each task can be given a weighting factor by which the assessment number is multiplied before the total points are calculated. The weighting factor of a task as well as the maximum achievable score of all examination parts of the answer-choice procedure and the number of points required to pass all examination parts of the answer-choice procedure must be specified.

If it transpires after the test has been carried out that individual answer selection tasks are incorrect, these are not to be taken into account when calculating the total number of points. The allocation scheme of points to grade value must be corrected accordingly.

### **§ 9c**

#### **Examination through practical work**

In a practical assignment, the solution to a certain number of problems is to be planned and realised with theoretical reference.

The weighting factor of a task as well as the maximum achievable number of points for all parts of the examination in the answer-choice procedure and the number of points required to pass all parts of the examination in the answer-choice procedure must be specified.

## § 10

### **Assessment of examination performances and preliminary examination performances**

(1) The individual examination performances are assessed by the respective examiner. The following grades are to be used for the assessment of individual examination performances:

- 1 = very good = an outstanding performance;
- 2 = good = a performance that is significantly above average;
- 3 = satisfactory = a performance that meets average requirements;
- 4 = sufficient = a performance that still meets the requirements despite its deficiencies;
- 5 = insufficient = a performance that no longer meets the requirements due to significant deficiencies.

Individual grades can be increased or decreased by 0.3 to intermediate values in order to differentiate the assessment of examination performance. The grading scale starts at 1.0. Grades lower than 4.0 are assessed as 4.7 or 5.0. The grading scale ends at 5.0.

(2) In the case of examinations that are assessed by several examiners and examinations in accordance with Section 9a, the final grade shall be determined in accordance with the grading scale defined in paragraph 1 on the basis of the proportion of the individual graded performances in the overall examination performance.

(3) If a module examination consists of several examinations, the module grade is calculated from the average of the grades of the individual examinations. The grades of individual examinations are given special weight in accordance with the regulations in the special section.

The module grade is:

- With an average up to and including 1.5 = very good;
- with an average of 1.6 up to and including 2.5 = good;
- with an average of 2.6 up to and including 3.5 = satisfactory;
- with an average of 3.6 up to and including 4.0 = sufficient;
- with an average of 4.1 or higher = insufficient.

§ Section 12 (1) sentence 2 remains unaffected.

(4) Paragraph 3 applies accordingly to the formation of the overall grade (§ 24).

(1) When calculating the average, only the first decimal place behind the decimal point is taken into account; all other decimal places are cancelled without rounding.

Preliminary examination work is assessed by the examiner. A distinction must be made in the assessment between 'pass' and 'fail'. Regularly enrolled exchange students may request a grade in accordance with the rules set out in paragraphs 1 to 4, provided this has been made known to the examiner before the start of the examination. A performance shall be graded as 'failed' if it no longer fulfils the requirements due to significant deficiencies. If a preliminary examination performance in accordance with Section 9a is determined by means of a composite examination, the assessment is determined by the proportion of the individual assessed performances in the final result.

If

(2) the proportion of performances graded as 'passed' is more than half of the graded performances, the preliminary examination performance has been passed.

### **§ 10 a**

#### **Assessment of coursework using the answer-choice method**

(1) For the assessment of coursework using the answer-choice method, the following allocation scheme applies to the examination parts of the answer-choice method. In the case of examinations, the grade is calculated as a percentage of the difference between the maximum achievable number of points for all parts of the examination using the answer choice method and the minimum number of points required to pass. In the case of preliminary examination work, the grade 'passed' is awarded if at least the grade 'sufficient' is achieved according to the allocation scheme.

The following allocation scheme of points to grades is to be used:

1 = very good: minimum number of points required to pass plus at least 75 per cent of the difference according to sentence 2,  
2 = good: minimum number of points required to pass plus at least 50 but less than 75 per cent of the difference according to sentence 2,  
3 = satisfactory: minimum number of points required to pass plus at least 25 but less than 50 per cent of the difference according to sentence 2,  
4 = sufficient: the minimum number of points required to pass plus less than 25 per cent of the difference according to sentence 2 is achieved.

For the differentiated assessment in accordance with § 11 para. 1, constant distances are used as a basis. § Section 13 (1) sentence 2 remains unaffected.

(2) If, after an initial assessment of the tasks, it emerges that the median of the total points achieved by the candidates is equal to or lower than the minimum number of points M, M shall be redetermined. The new minimum score M' is calculated as  $M' = M * b / G$  with rounding to the nearest whole number. G is the maximum total number of points that can be achieved by solving all tasks, b is the total number of points achieved by the best candidate. If M' is less than G/3 as a result of this calculation rule, M' is set at G/3 and rounded to the nearest whole number. The allocation scheme according to paragraph 1 must be adjusted accordingly.

### **§ 10 b**

#### **Assessment of examination achievements according to the European Credit Transfer System**

The following calculation and allocation scheme applies to the assessment of examination achievements according to the grading scale of the European Credit Transfer System (ECTS grades, ECTS grades).

(1) The ECTS grade is determined on exactly two cut-off dates: 1 April for the previous winter semester and 1 October for the previous summer semester. Subsequent grade changes are not taken into account in the grade distribution.

(2) ECTS grades are only calculated for examinations and final grades.

(3) An ECTS grade is only determined if the assessment procedure results in more than 30 grades.

(4) ECTS grades are determined on the basis of achievements that have met the requirements. The grade 'A' is awarded for the leading segment with the grade level according to § 11 para. 1, which is achieved by 10 % of the leading students, 'B' for the next following segment with the grade level according to § 11 para. 1, which is achieved by the next 25 % of students, 'C' for the next segment of the next 30 % of students, "D" for the next segment of the next 25 % of students and 'E' for the lowest segment with the grade level according to § 11 para. 1, which was achieved by a maximum of 10 % of students.

(5) The ranking is determined

a) in the case of an examination, from the same examination of the semester and the same examination of the six previous semesters

b) in the case of a degree, from the final grades of the semester and the final grades of the six previous semesters of the similar degree programme.

### **§ 10 c**

#### **Portfolio review**

(1) The portfolio examination serves in a special way as a competence-oriented examination and is made up of several examination elements, usually in different forms, throughout the semester. The examination elements together form a uniform examination and are completed within one semester. A portfolio examination contains several examination elements. The number, time, duration and scope of the examination elements are determined by the responsible examiner. The following examination elements are planned

- the written paper,
- the test,
- the presentation,
- the recorded practical performance,
- the draft,
- the consultation or
- the poster.

A written paper is an essay or summary on a specific topic or issue.

A test is the completion of tasks to understand the course content and can take place as part of a course or on another date. The test can be taken in both written and oral form.

A presentation is a structured essay that is presented orally and/or using digital tools (e.g. video pitch) and takes place as part of a course.

A recorded practical performance includes documentation of the development or the process steps and the results.

A draft is the representation and presentation of a concept in the form of texts, drawings, graphics, models, samples and calculations for a specific service to be developed.

Consultation includes feedback discussions on individual project phases or an overall project. It is directly linked to the status presented and focuses on this. The consultation is intended to show that the candidate has mastered the subject area on request and is able to take the project or plan forward.

A poster is a visualised presentation using a poster to document a topic.

The examination elements are not subject to the provisions of Section 8 (1) SPO. Examination elements cannot be recognised or credited. The transfer of completed examination elements to later semesters is not possible.

(2) In the first three weeks of the lecture period, the responsible examiner determines how many and which examination elements are to be completed. At the same time, he/she determines the proportion and form (grade or percentage) in which the individual components are included in the final result. Students must be notified of the determination in writing in ILIAS and the examination board responsible for the degree programme must be notified of the initial determination and any changes.

(3) In the first three weeks of lectures, students have the opportunity to register for the individual examination elements with the responsible examiner. In doing so, they also declare in writing that they will register for the portfolio examination during the examination registration period. If this later registration does not take place, students are deemed to be registered. The examiner will inform the examination office of any students who have not registered when submitting their grades.

Cancellation of the portfolio examination is not permitted. Once participation in individual examination elements has begun, cancellation of these is also not permitted. In the event of cancellation or failure, Section 12 (1) SPO applies. If the reasons for the withdrawal or failure are beyond the student's control, a retake date for the examination element in question must be scheduled for the same semester. This is determined by the examiner; the examiner decides on any additional retake dates.

## **§ 11**

### **Absence, withdrawal, cheating, breach of regulations**

(1) An examination shall be graded as "insufficient" (5.0) if an examination date is missed without a valid reason or if someone withdraws from the examination without a valid reason after registering for the examination. The same applies if an examination is not completed within the specified processing time.

(2) The reason given for the withdrawal or failure to attend in accordance with paragraph 1 must be reported to the Central Examination Office immediately in writing and substantiated. In the event of illness, a medical certificate may be required and, in cases of doubt, a certificate from a doctor nominated by the university. In these cases, the corresponding entitlement to take the examination remains intact. In this case, the examination results already available are to be taken into account.

(3) Insofar as compliance with deadlines for the initial registration for examinations, the repetition of examinations, the reasons for missing examinations and for examination results are affected, the illness of the student is equivalent to the illness of a child to be



cared for by the student.

(4) If someone attempts to influence the assessment of a course achievement by cheating or using unauthorised aids, the examination achievement in question will be assessed as "insufficient" (5.0) or the examination performance in question will be assessed as "failed". Anyone who disrupts the orderly progress of the examination can be excluded from continuing the examination by the respective examiner or supervisor; in this case, the examination will be graded as "fail" (5.0) or the examination performance in question will be graded as "failed". In serious cases, the responsible examination board may exclude the person to be examined from taking further examinations.

(5) The person affected by the decision may request within a period of two weeks that the decisions according to paragraph 4 sentences 1 and 2 be reviewed by the responsible examination board. Incriminating decisions must be communicated to the person concerned without delay, the reasons for the decision must be given and information on the right of appeal must be provided

## **§ 12**

### **Passing and failing**

(1) A module examination is passed if the module grade is at least "sufficient" (4.0). In the cases specified in the special section, a module examination with several examinations is only passed if certain examinations have been graded at least "sufficient" (4.0).

(2) The Master's examination is passed if all module examinations of the Master's examination have been passed and the Master's thesis has been graded at least "sufficient" (4.0).

(3) If a module examination has not been passed or if the Master's thesis has been graded lower than "sufficient" (4.0), this will be communicated to the examinee. They must also receive information as to whether the module examination and the Master's thesis can be retaken and, if so, to what extent and within what period.

(4) If the Master's examination has not been passed, a certificate will be issued upon request and upon presentation of the relevant evidence and the certificate of exmatriculation, which contains the examinations taken and their grades as well as the missing examinations and indicates that the Master's examination has not been passed.

## **§ 12a**

### **Attendance in the courses**

(1) Attendance is compulsory in the course types seminar (S, SR, LR), laboratory (L) and language didactics colloquium (SP). At the beginning of the course, the lecturer should point out that attendance is compulsory.

(2) The courses mentioned in para. 1 are only passed if the respective performance record according to §12 AT SPO MA 3Sem. has been passed and at least 80% of the courses offered have been attended.

(3) If a student is unable to attend a course due to circumstances for which he/she is not responsible, he/she must inform the respective lecturer. The lecturer shall decide on suitable catch-up options so that the level of knowledge expected of the student in SPO AT Master 3sem.

accordance with para. 2 can be achieved.

(4) If a student has not been able to attend less than 50% of the courses offered due to circumstances for which he/she is not responsible, he/she does not have to be given the opportunity to catch up in order to achieve the learning objective by the lecturer and the course is deemed to have been failed.

### **§ 13**

#### **Retaking examinations**

(1) Each examination may be retaken twice; after the second third attempt, further third attempts are subject to a counselling interview with an office to be designated by the faculty. Proof of counselling must be provided for each further third attempt. The repetition of a passed examination is not permitted.'

(2) In the cases of § 12 Para. 1 Sentence 2, only individual examinations that have not been graded 'sufficient' (4.0) or higher may be repeated.

(3) The repeat examination should be taken no later than the examination dates of the following semester.

(4) is cancelled without substitution

(5) The right to take examinations and admission to the degree programme expires if a course-related examination, preliminary, intermediate or final examination required by the examination regulations has been definitively failed.

### **§ 14**

#### **Recognition of periods of study, preliminary examinations and examinations**

(1) Periods of study, preliminary examinations and examinations shall be recognised without an equivalence assessment if they were completed at a higher education institution in the Federal Republic of Germany in a Master's degree programme in which i. within the meaning of § 6 Para. 3 No. 3 predominantly the same module examinations are to be taken.

Coursework and examinations as well as degrees that have been completed in degree programmes at state or state-recognised universities and vocational academies in the Federal Republic of Germany or in degree programmes at foreign state or state-recognised universities shall be recognised, provided that there is no significant difference in the competences acquired compared to the achievements or degrees that are being replaced. When assessing the eligibility for recognition, the competences to be acquired as defined in the module handbook (Section 3 (3) sentence 3), their level (regularly measured using the level of the European Qualifications Framework) and the degree to which they have been practised must be taken into account, whereby the latter is generally indicated by the number of ECTS points. Recognition serves the continuation of studies, the taking of examinations, the commencement of further studies or admission to doctoral studies. If the application is not granted, this must be justified in writing. The regulations

(2) of Section 35 LHG and the Act on the Convention of 11 April 1997 on the Recognition of Qualifications concerning Higher Education in the European Region of 16 May 2007, as amended, remain unaffected.'

(3) Knowledge and skills acquired outside the higher education system may be credited up to half of the ECTS credits provided for the degree programme, provided that they are equivalent in terms of content and level to the coursework they are intended to provide within the meaning of para. 2 sentences 2 and 3. In cases of doubt, the examination board responsible for credit transfer may determine a placement test. The placement test must be suitable for classifying the competences.

(4) If preliminary examination work and examination achievements are recognised, the grades - insofar as the grading systems are comparable - are to be adopted and included in the calculation of the overall grade. In the case of incomparable grading systems, the note 'passed' shall be included. The crediting is labelled in the transcript of records.

(5) If the requirements of paragraphs 1 to 3 are met, there is a legal entitlement to credit transfer.

(6) The crediting of periods of study, preliminary examination work and examination achievements shall only take place upon application by enrolled students. The documents required for credit transfer must be submitted by the student. The responsible examination board shall decide on credit transfer.

## **§ 15**

### **Examination boards**

(1) An examination board is formed for each Master's degree programme for the organisation of the Master's examination and the tasks assigned by the study and examination regulations. The following examination boards are formed:

1. the Examination Board of the Faculty WV for the degree programmes Corporate Management/ Business Management (MU), Master in Corporate Management/ Master in Business Management (MU), Business Administration in Transport & Logistics (MTL), Master in Entrepreneurship (ME), Master in Transport and Logistics Management (MTL) and Business Informatics - Information Management and Data Science (MID), Business Informatics Digital Transformation (MDT)
2. the Examination Board of the Faculty IB for the degree programmes International Tourism Management (MITM), International Business/Intercultural Management (MIBIM), Sustainable Tourism Development (NTE) and Tourism Future Studies (TFS).
3. the Examination Board for Business Administration for the Master's degree programme in International Marketing and Communication (MBM).
4. the Examination Board for Computer Science for the Master's degree programmes in Software Engineering and Management (MSEM) and Software Engineering (SEM)
5. the Künzelsau Engineering Examination Board for the Master's degree programme in Electrical Engineering (MEE).
6. the Examination Board for Master's degree programmes TE for the Master's degree programmes Automotive Systems Engineering (MAS), Electrical Systems Engineering (MEL), Electrical Systems Engineering (MES), Process Engineering (MVT), Mechatronics and Robotics (MMR), Mechatronics (MME), Mechanical Engineering (MMA) and Technical Management (MTM).
- 7 The Examination Board of the MV Faculty for the Master's degree programme in Business Analytics, Controlling & Consulting (MAC)

(2) The Audit Committee shall consist of between five and seven members. The term of office of the members is four years. In the event of the premature resignation of a member, the term of office of the new member shall be the remaining term of office. The chairperson, the deputy chairperson, the other members of the examination board and their deputies are appointed by the faculty council of the faculty to which the Master's degree programme is assigned from among the professors of this faculty and the professors of other faculties who regularly teach courses in the Master's degree programme. This appointment is made on a proposal from the Dean's Office by a simple majority vote of all members of the Faculty Council present. Other professors, lecturers and teaching staff for special tasks may be consulted in an advisory capacity. As a rule, the Chairperson conducts the business of the Examination Board. If a Master's degree programme is assigned to more than one faculty, the Chair of the Examination Board is appointed for a term of office alternately by the faculties to which the Master's degree programme is assigned. The group of other members and deputies is appointed by the respective faculty after equal allocation to the faculties. The deputy chairperson is to be appointed by a faculty that is not also the chairperson of the Master's programme.

(3) The Examination Board ensures that the provisions of the study and examination regulations are complied with. The Examination Board makes suggestions for the reform of the curriculum and the study and examination regulations. The Examination Board also decides on the expiry of examination entitlement and admission to the degree programme in accordance with Section 32 (5) LHG.

The Examination Board may delegate certain of its tasks to the Chairperson.

(4) The members of the Examination Board have the right to participate in the acceptance of coursework.

(5) The members of the Examination Board and their deputies are subject to official secrecy. If they are not in public service, they must be sworn to secrecy by the chairperson.

(6) A central examination office has been set up as part of the student department for the administrative and organisational implementation of the study and examination regulations.

(7) A Central Examination Board has been established to coordinate joint examination matters and to further develop the study and examination regulations and quality improvement measures. In particular, it makes recommendations on

1. drawing up framework guidelines with regard to the design of the study and examination regulations

2. commenting on amendments to 'Part A: General Section' at the request of the member of the Executive Board responsible for teaching

3. to comment on objections in accordance with Section 8 (2) LHG at the request of the member of the Executive Board responsible for teaching.

Members of the Central Examination Board are, by virtue of their office, the member of the Executive Board responsible for teaching as Chair of the Central Examination

Board, a member of the relevant examination boards appointed by the respective faculty, the head of the student department and, following election by the Senate, a further member of the group of university lecturers at the university for a period of two years. In order to deal with topics in accordance with numbers 1 and 2, the committee is supplemented by two persons from the group of students at the university, who are elected by the Senate for a period of one year on the recommendation of the student members of the Senate.

## **§ 16**

### **Examiners and observers**

- (1) As a rule, only professors are authorised to conduct examinations that are not conducted in conjunction with the courses. Lecturers and teaching staff for special tasks may be appointed as examiners if professors are not available as examiners. Persons experienced in professional practice and training who themselves possess at least the qualification to be determined by the examination or an equivalent qualification may also be appointed as examiners.
- (2) The person to be examined may propose the examiner or a group of examiners for the Master's thesis and the oral examinations. The proposal does not constitute a claim.
- (3) The names of the examiners should be announced in good time.
- (4) Only those who possess at least the qualification to be determined by the examination or an equivalent qualification shall be appointed as assessors.
- (5) Section 15 (5) applies accordingly to the examiners and the assessors

## **§ 17**

### **Responsibilities**

Responsible for the decision

- 1. on the consequences of violations of examination regulations (§ 11),
- 2. on passing and failing (§ 12),
- 3. the appointment of examiners and assessors (§ 16),
- 4. on the second repetition of examinations (§ 13 para. 4),
- 5. on the invalidity of the Master's examination (§ 26)

is the responsible Examination Board. Certificates and diplomas are issued by the Central Examination Office.

## **II. Section: Master's examination**

### **§ 18**

#### **Purpose and implementation of the Master's examination**

(1) The Master's examination forms the professional qualification of the Master's degree programme. The Master's examination determines whether the student has an overview of the interrelationships of the subject, has the ability to apply scientific methods and knowledge and has acquired the in-depth specialist knowledge required for further qualified work in professional practice.

(2) The module examinations of the Master's examination are generally carried out during the course of study (§ 4 Para. 2) in conjunction with and with reference to the content of courses of the Master's degree programme.

### **§ 19**

#### **Academic prerequisites**

The special section specifies the type and number of prerequisite examinations that must be completed as a prerequisite for admission to the Master's examination.

### **§ 20**

#### **Type and nature of the Master's examination**

(1) The special section of the Master's examination specifies which module examinations are to be taken in the compulsory and compulsory elective areas.

(2) The subject matter of the module examinations shall be the subject areas of the courses assigned to the examination subjects in accordance with the Special Section.

### **§ 21**

#### **Issue and completion time of the Master's thesis**

(1) The Master's thesis is an examination paper. It should demonstrate that a problem from the subject can be worked on independently using scientific methods within a specified period of time. The topic of the Master's thesis must be issued at the earliest after the lecture period of the second semester and at the latest six months after the end of the semester in which the last module examination was successfully completed. The deadline for submitting the Master's thesis may be extended by up to three months by the Examination Board in justified exceptional cases at the student's request.

The Master's thesis is issued and supervised by a professor or, if they are not available as examiners, by lecturers and teaching staff for special tasks, provided that they work in an area relevant to the degree programme. The Master's thesis may also be supervised by persons experienced in professional practice and training who themselves have at least the qualifications required by the

(2) Master's examination in the respective Master's degree programme or an equivalent qualification. If the Master's thesis is to be carried out at an institution outside the university, the approval of the chair of the responsible examination board is required.

(3) The Master's thesis is issued by the Examination Board. The topic and date are to be recorded. Students may express their topic preferences. Upon request, the Examination Board will arrange for the Master's thesis to be issued in good time.

(4) The Master's thesis may also be completed in the form of group work if the individual contribution to be assessed as an examination performance is clearly distinguishable and assessable on the basis of the specification of sections, page numbers or other objective criteria that enable a clear delimitation and fulfils the requirements according to paragraph 1.

(5) The processing time for the Master's thesis is six months. If this is necessary to ensure equal examination conditions or for reasons for which the person being examined is not responsible, the processing time may be extended to a maximum of eight months; the decision on this is made by the responsible examination board on the basis of a statement from the supervisor. The topic, task and scope of the Master's thesis must be limited by the supervisor in such a way that the workload regulated in the special section can be adhered to.

## **.§ 22**

### **Submission and assessment of the Master's thesis**

(1) The Master's thesis must be submitted to the responsible examination office in due form and time; the time of submission must be recorded. Upon submission, a written declaration must be made that the thesis - in the case of a group thesis, the appropriately labelled part of the thesis - was written independently and that no sources and aids other than those specified were used.

(2) The Master's thesis must be assessed by two examiners. One of the two examiners must be a professor at Heilbronn University or at another university; the supervisor of the Master's thesis is the examiner. The assessment procedure should not exceed four weeks.

(3) The Master's thesis can be repeated once if the grade is worse than 'sufficient' (4.0); a second repetition is excluded. The issue of a new topic must be applied for in writing to the Chair of the Examination Board within two months of the announcement of the failure. If the application deadline is missed, the right to take the examination expires, unless the person being examined is not responsible for the failure.

## **§ 23**

### **Additional subjects**

- (1) Upon application, students may take additional courses from the university's overall programme up to a maximum of 30 ECTS credits and have them included in their transcript of records as additional subjects. The grades of these examinations are not included in the overall grade.
- (2) Additional subjects from foreign partner universities are listed in the transcript of records in German or English translation.
- (3) In the case of crediting additional subjects to examinations specified in the special section of these study and examination regulations, failed attempts will be credited.

## **§ 24**

### **Overall grade, certificate and diploma supplement**

- (1) The overall grade is calculated in accordance with Section 10 (3) to (5) from the module grades and the grade of the Master's thesis. A special weighting may be provided for individual module grades and the grade of the Master's thesis in the special section.
- (2) In the case of outstanding performance (overall grade of at least 1.3), the overall grade 'passed with distinction' is awarded.
- (3) A certificate of successful completion of the Master's examination will be issued at the student's request. The certificate must include the module grades, the topic of the Master's thesis and its grade, as well as the overall grade; the grades must be given the decimal value determined in accordance with Section 10 (5) in brackets. If applicable, the field of study and the specialisations as well as - upon request - the result of the module examination in the additional subjects (§ 23) and the duration of study required to complete the Master's examination shall also be included in the certificate.
- (4) The certificate shall bear the date of the day on which the last examination was taken.
- (5) The certificate is supplemented by a Diploma Supplement, which is prepared in accordance with the requirements of the German Rectors' Conference.

## **§ 25**

### **Academic degree and Master's certificate**

- (1) After passing the Master's examination, Heilbronn University of Applied Sciences awards
  1. in the degree programmes International Tourism Management (MITM), International Business Administration/Intercultural Management (MIBIM), International Marketing and Communication (MBM), Sustainable Tourism Development (NTE) the academic degree Master of Arts, abbreviated to M.A.
  2. in the degree programmes Electronic Systems Engineering (MESE), Mechatronics (MME)



and Mechanical Engineering (MMA), Automotive Systems Engineering (MAS), Mechatronics and Robotics (MMR), Electrical Systems Engineering (MEL) the academic degree Master of Engineering, abbreviated to M.Eng,

3. in the degree programmes Technical Management (MTM), Software Engineering and Management (MSEM), Electrical Engineering (MEE) and Process Engineering (MVT), Business Analytics, Controlling & Consulting (MAC), Business Informatics - Information Management and Data Science (MID), Master in Corporate Management (MU), Master in Transport and Logistics Management (MTL), Master in Entrepreneurship (ME) the academic degree Master of Science, abbreviated to M.Sc.

(2) The Master's certificate bears the date of the diploma. It certifies the award of the Master's degree. The Master's certificate bears the seal of Heilbronn University.

### **§ 25a**

#### **Double Degree, Joint Degree**

(1) Heilbronn University may, in cooperation with another university, provide for double degrees or joint degrees for individual degree programmes. The prerequisite for this is the conclusion of an agreement between the participating universities and the participating degree programmes. The agreement must contain the specific requirements, in particular the prerequisites for participation, the timetable, the examinations to be taken, regulations on the mutual recognition of study and examination achievements and a regulation on the conversion of grades.

(2) In order to obtain the degrees of both universities, the requirements of both study and examination regulations must be fulfilled. Upon successful completion of a degree programme as part of a double degree procedure, the student shall receive a certificate from each of the participating universities (double degree). The degree documents contain a note stating that the degree programme was completed within the framework of a double degree agreement with the partner university to be designated.

Heilbronn University may set up joint degree programmes in cooperation with another university. Paragraph 1 sentences 2 and 3 apply accordingly. Upon successful completion of a joint degree programme, the student shall receive a joint certificate from the participating universities (joint degree certificate)

### **§ 26**

#### **Invalidity of examinations**

(1) If the person being examined has cheated in an examination and this fact only becomes known after the certificate has been issued, the grade of the examination can be corrected in accordance with § 10. If necessary, the module examination may be declared 'insufficient' (5.0) and the Master's examination may be declared failed. The same applies to the Master's thesis.

(2) If the requirements for taking a module examination were not fulfilled without the person being examined intending to deceive about this, and this fact only becomes known after the certificate has been issued, this deficiency is cured by passing the module examination. If it was deliberately and wrongly caused that the module examination could be taken, the module examination may be declared 'insufficient' (5.0) and the Master's examination may be declared failed.

(3) Before a decision is made, the applicant shall be given the opportunity to comment.

(4) The incorrect certificate must be withdrawn and a new one issued if necessary. The Master's certificate and the Diploma Supplement shall also be confiscated together with the incorrect certificate if the Master's examination was declared failed due to cheating. A decision in accordance with paragraphs 1 and 2 is excluded after a period of five years from the date of the certificate.

## **§ 27**

### **Access to the examination files**

Within one year of the conclusion of the examination procedure, the examined person shall be granted access to their written examination papers, the related reports and examination records in an appropriate form upon request; Section 29 of the State Administrative Procedure Act shall remain unaffected.

## A. Special section

### § 28

#### Legend for abbreviations used in the special section

Type of course:	V = Lecture L = Laboratory S = Seminar Ü = Exercise SP = Language didactics colloquium PS = Simulation game
Type of examination:	LK = written examination during the course LM = oral examination accompanying the course LL = course-related laboratory work LP = portfolio examination LR = lecture accompanying the course LE = course-related through draft LA = course-related through practical work LKBK = course-related by combined examination with written examination as final examination LKBM = course-related by combined examination with oral examination as final examination LKBR = course-related by combined examination with presentation as final examination  PK = cross-course examination with written exam PM = cross-course through oral examination PR = cross-course through presentation PA = practical work across all courses
Type of preliminary examination	SK = preliminary examination by written examination SL = preliminary examination performance through laboratory work SR = preliminary examination performance through presentation SE = Examination performance through draft SA = preliminary examination performance through practical work SP = Examination performance through project work SKBK = Preliminary examination performance through combined examination with written examination as final examination SKBM = Preliminary examination performance through combined examination with oral examination as final examination SKBR = Preliminary examination performance through combined examination with presentation as final examination
Master Thesis =	PT = Final thesis (Master thesis)

**§ 29 Master's degree programme in Unternehmensführung (MU), Master in Unternehmensführung / Master in Business Management (MU)**

**§ 30 Master programme Business Administration in Transport and Logistics (MTL)  
Master in Transport und Logistik Management (MTL)**

**§ 31 Master programme International Tourism Management (MITM)**

**§ 31a Master programme Tourism Futures Studies (TFS)**

**§ 32 Master programme International Business/Intercultural Management (MIBIM)**

**§ 33 Master programme International Marketing and Communication (MBM)**

**§ 34 Master programme Technical Management (MTM)**

**§ 35 Master programme Software Engineering and Management (MSEM) expiring**

**§ 35a Master programme Software Engineering (SEM)**

**§ 36 Master programme Elektrotechnik (MEE)**

**§ 37 Master programme Electronic Systems Engineering (MESE)**

**§ 37a Master programme Electrical Systems Engineering (MEL)**

**§ 38 Master programme Mechatronik (MME)**

**§ 38 a Master programme Mechatronik und Robotik (MMR)**

**§ 39 Master programme Maschinenbau (MMA)**

**§ 40 Master programme Verfahrenstechnik (MVT)**

**§ 41 Master programme Nachhaltige Tourismusentwicklung (NTE)**

**§ 42 Master programme Business Analytics, Controlling & Consulting (MAC)**

**§ 43 Master programme Automotive Systems Engineering (MAS)**

**§ 44 Master programme Wirtschaftsinformatik - Informationsmanagement und Data Science (MID)**

**§ 45 Master programme in Entrepreneurship (ME)**

## **B. Final provisions**

### **§ 45 Entry into force**

(1) These Study and Examination Regulations enter into force on 01 September 2005.

(2) The amendments to the Study and Examination Regulations were last reviewed by resolution on 26 February 2025 and enter into force on the date of the respective resolution.

Heilbronn, 26 February 2025

Signed:

Prof. Dr.-Ing. Oliver Lenzen  
Rektor

The examination regulations are hereby made public in accordance with Heilbronn University's announcement statutes dated 28 June 2017.

Heilbronn, 26 February 2025

For the Vice-Rectorate for Studies and Teaching

Signed:

Prof Dr Ulrich Brecht