

OFFICIAL BULLETIN ISSUED BY THE UNIVERSITIES OF THE SAARLAND

2024

Issued in Saarbrücken, April 29, 2024

No. 14

HOCHSCHULE FÜR TECHNIK UND WIRTSCHAFT (Saarland
University of Applied Sciences (htw saar))

Examination regulations for the “Master of Business Administration”
program of the Saarland University of Applied Sciences (htw saar)
Business School
From January 25, 2023

Study regulations for the “Master of Business Administration” program of
the Saarland University of Applied Sciences (htw saar) Business School
From January 25, 2023

Examination regulations for the “Master of Business Administration” program of the Saarland University of Applied Sciences (htw saar) Business School

From January 25, 2023

On January 4, 2023, the Faculty Council of the Saarland University of Applied Sciences (htw saar) Business School issued the following study regulations for the Master's program "Master of Business Administration" in accordance with § 28 (1), page 3, no. 1 of the Saarland Higher Education Act (SHSG) dated November 30, 2016 (Official Gazette I, page 1080), last amended by Article 3 of the Act dated December 8, 2022 (Official Gazette I, p. 1566) and pursuant to the htw's General Examination Regulations (RPO) dated November 9, 2022 (DB 8/2023, p. 44). These study regulations are hereby announced after approval by the Senate Committee and the Executive Board.

Table of Content

- § 1 Area of application
- § 2 Entry and enrollment requirements
- § 3 Selection committee
- § 4 Academic degree, standard period of study, ECTS points
- § 5 Examiner (reviewer), supervisor
- § 6 Degree program modules
- § 7 Study and examination achievements
- § 8 Master's thesis
- § 9 Degree certificate
- § 10 Entry into force

§ 1 Area of application

These regulations govern the examination procedure for the Business Administration Master program (MBA).

§ 2 Entry and enrollment requirements

(1) Entry requirement for the MBA continuing education program is an initial degree in economics with at least 180 ECTS credits. A degree program with an economic orientation requires earning at least 40 ECTS

credits in modules from business administration and economics, or from commercial and private law.

(2) You must be able to prove your English skills at level C1. A minimum of two years' work in an English-speaking business environment, as evidenced by a certificate from the employer can also serve as proof of the required language skills.

(3) Applicants must provide proof of at least one year of relevant professional experience after completing their first degree. Professional experience is considered relevant if it was gained in the field of business administration.

(4) Applicants with an initial degree in a field other than economics must provide evidence of at least two years of relevant professional experience.

(5) If there are still spots available, applicants without current professional experience may be admitted. Before starting the degree program, applicants must reach an agreement with the Director of Studies on how to properly implement their transfer projects, such as through internships or practical tasks.

(6) The required documents and a curriculum vitae in tabular form (max. 2 pages) must be enclosed with the applicant's application. The thesis title must also be stated if not shown on the degree certificate.

§ 3 Selection committee

(1) The Business School must set up a selection committee.

(2) The selection committee consists of - two full-time professors from the Business School and - a representative from the business world, who is appointed by the Business School's Dean's Office at the suggestion of the Director of Studies.

(3) The chairperson of the selection committee must be a member of the group of professors at the Business School. The term of office is three years. Re-election is possible. In addition to the full-time members, two professors from the Business School must be appointed as representatives.

(4) The selection committee decides on admission based on the qualifications required for the program in question and the documents submitted. If the number of applications exceeds the number of spots available, a ranking list will be drawn up based on the applicant's final grade of their initial degree. Applications that cannot be admitted will be forwarded to the Student Services Office together with the reasons for their rejection by the admissions committee.

§ 4 Academic degree, standard period of study, ECTS points

- (1) After successfully completing the program, students will be awarded the academic degree of "Master of Business Administration (MBA)".
- (2) The degree program is offered as a part-time program. The standard period of study, including the completion of the Master's thesis, is five semesters.
- (3) Students must acquire 90 ECTS credits to successfully complete the program. 1 ECTS credit corresponds to a workload of 30 hours.

§ 5 Examiner (reviewer), supervisor

- (1) Only university lecturers, retired professors, honorary professors and those with a postdoctoral qualification, teaching assistants, teachers for special tasks and research assistants can be appointed as examiners for the Master's thesis.
- (2) Persons can only be appointed as supervisors of a Master's thesis if they - at least - meet the requirements of the examination or have an equivalent qualification according to the German Qualification Framework (DQR).

§ 6 Modules from the Master's Program

- (1) The degree program is modular in design. The examination requirements can be found in the module descriptions. The study regulations stipulate the options for repeating examinations.
- (2) At the beginning of each semester, an agreement is concluded between a supervising lecturer and the student on a transfer project that can be carried out in cooperation with a company or independently. In particular, the agreement must specify the subject area of the project, the project process and the expected results. If the student is not in employment, a transfer project will be assigned by the module supervisor.

§ 7 Study and examination achievements

- (1) All examinations in the program are conducted in English. The examination requirements are listed in the module handbook.
- (2) If written online exams are offered, they will be conducted using a suitable tool in accordance with the distance learning examination regulations.

(3) As part of the transfer projects, students are required to complete a combined examination consisting of a project report and a presentation of the project results. Further regulations can be found in the module handbook.

§ 8 Master's thesis

(1) To obtain the academic degree of "Master of Business Administration (MBA)", students must write a Master's thesis. This is intended to demonstrate the students' ability to apply the skills acquired during their studies to a task with a primarily practical focus within a given time frame in the form of a scientific paper written by them independently.

(2) The Master's thesis must be written in English.

(3) Students must have completed 36 ECTS credits in the first two semesters in order to register for the Master's thesis.

(4) The Master's thesis is to be completed within five months. Candidates who fail their Master's thesis may repeat it once.

(5) Final theses are supervised and assessed by professors from the htw saar. If requested by a student, the initial supervision and assessment can also be carried out by a lecturer from the degree program. In this case, a professorial member of the htw saar must assume the role of second supervisor. The second supervisor signs the draft of the assessment report together with the first supervisor and is equally involved in the grading process.

(6) A colloquium will be held in connection with the Master's thesis. During the colloquium, students are expected to explain the content and results of their Master's thesis and present the scientific significance of the work for the respective business administration field. The colloquium will be held by the person supervising the thesis and a professor from the htw saar. Both are jointly involved in the grading process.

§ 9 Degree certificate

(1) Once the student has successfully completed all the program modules and passed the final exams, they will be awarded the certificate and the degree of Master of Business Administration (MBA) by the htw saar. The certificate lists the modules, module evaluations, the final grade for the program, the topic of the final thesis, the ECTS points of the modules and the program, as well as the name of the program. The

certificate is signed by the head of the program and the president of the htw saar.

(2) The final grade is calculated in accordance with the applicable framework examination regulations (RPO) for Bachelor's and Master's degree programs at the Saarland University of Applied Sciences (htw saar) and is based on the individual grades weighted according to the ECTS credits of the modules and the final thesis.

§ 10 Entry into force

These regulations enter into effect on April 1, 2024 and apply to all students who begin their studies from that date. They will be posted on the "President's" notice boards and published in the official bulletin of the Saarland universities.

Saarbrücken, March 7, 2016

sgd.

Prof. Dr.-Ing. Dieter Leonhard

President of the htw saar

DISCLAIMER: This English translation of the Examination Regulations for the "Master of Business Administration (MBA)" program of the Saarland University of Applied Sciences (htw saar) Business School **is for informational purposes only**. The original German text is the legally binding version.

**Study Regulations
for the Master's Program "Business Administration (MBA)" at the
Saarland University of Applied Sciences (htw saar) Business
School**

From January 25, 2023

On January 4, 2023, the Faculty Council of the Saarland University of Applied Sciences (htw saar) Business School issued the following study regulations for the Master's program "Master of Business Administration" in accordance with § 28 (1), page 3, no. 1 of the Saarland Higher Education Act (SHSG) dated November 30, 2016 (Official Gazette I, p. 1080) last amended by Article 3 of the Act dated December 8, 2022 (Official Gazette I, p. 1566) and pursuant to the htw's General Examination Regulations (RPO) dated November 9, 2022 (DB 8/2023, p. 44). These study regulations are hereby announced after approval by the Senate Committee.

Table of Content:

- §1 Area of application
- §2 Content and structure of the Master's program
- §3 Modules from the Master's Program
- §4 Curriculum and modules
- §5 Student advisory service
- §6 Entry into force

§ 1 Area of application

§2 Content and structure of the Master's program

§2 Content and structure of the Master's program

- (1) The part-time Master of Business Administration (MBA) program offers further education based on an initial, professionally qualifying degree. The program's goal is to expand its participants' professional and personal skills based on scientific methodology with a high level of practical orientation. This MBA degree is designed to prepare professionals for (international) specialist and management roles. In a digitized and dynamic business environment, graduates should be able to analyze complex

management tasks, design solutions for them and implement those solutions.

- (2) The program is supported and organized by the htw saar Business School. The CEC saar, the university's continuing education institution, is responsible for the operational side of the program, including the organizational support of lecturers and examiners, as well as planning the teaching units and exams.
- (3) The program is fee-based. The tuition fees are specified in the htw saar's list of fees.
- (4) As a rule, the program begins in the winter semester, provided there are enough participants. If this is not the case, the program director, in consultation with the CEC director, may decide to postpone the start of the program to the following summer semester. Applicants will be informed accordingly.
- (5) The standard period of study, including the completion of the Master's thesis, is five semesters. The program is divided into online and self-study phases, as well as practical projects. Students must acquire 90 ECTS credits to successfully complete the program.

§ 3 Modules from the Master's Program

This Master's program is offered exclusively online. Exceptions can only be made by the program director in consultation with the resp. student and the CEC director. All classes will be taught in English.

§4 Curriculum and modules

The structure of the degree program is shown in the following table:

Study semester	Module code	Module name	Hours per semester week	ECTS	Type of examination and assessment (graded/pass)	Can be repeated (semesterly /annually)
1	MBA-110	Digital Finance & Performance Management	4 hours per semester week (Lecture time: 90 min. online lecture)	6 ECTS	Graded remote exam	Semesterly
1	MBA-120	Intrapreneurial Management & New Business Models	4 hours per semester week (Lecture time: 90 min. online lecture)	6 ECTS	Written assignment & remote presentation (Overall grade 1:1)	Semesterly

1	MBA-130	Transfer Project 1	---	6 ECTS	Written assignment & remote presentation (Overall grade 1:1)	Semesterly
2	MBA-210	Sustainable Leading & Reporting	4 hours per semester week (Lecture time: 90 min. online lecture)	6 ECTS	Graded remote exam	Semesterly
2	MBA-220	Leadership in the Digital Age	4 hours per semester week (Lecture time: 90 min. online lecture)	6 ECTS	Written assignment & remote presentation (Overall grade 1:1)	Semesterly
2	MBA-230	Transfer Project 2	---	6 ECTS	Written assignment & remote presentation (Overall grade 1:1)	Semesterly
3	MBA-310	Corporate Finance & Business Valuation	4 hours per semester week (Lecture time: 90 min. online lecture)	6 ECTS	Graded remote exam	Semesterly
3	MBA-320	Innovation & Technology Development Management	4 hours per semester week (Lecture time: 90 min. online lecture)	6 ECTS	Written assignment & remote presentation (Overall grade 1:1)	Semesterly
3	MBA-330	Transfer Project 3	---	6 ECTS	Written assignment & remote presentation (Overall grade 1:1)	Semesterly
4	MBA-410	Learning from Data & Decision Analysis	4 hours per semester week (Lecture time: 90 min. online lecture)	6 ECTS	Graded remote exam	Semesterly
4	MBA-420	AI & Machine Learning for Business Experts	4 hours per semester week (Lecture time: 90 min. online lecture)	6 ECTS	Written assignment & remote presentation (Overall grade 1:1)	Semesterly
4	MBA-430	Transfer Project 4	---	6 ECTS	Written assignment & remote presentation (Overall grade 1:1)	Semesterly
5	MBA-510	Master's Thesis		15 ECTS	Master's Thesis	Semesterly
5	MBA-520	Master's Thesis		3 ECTS	Remote colloquium (graded)	Semesterly

		Colloquium				
--	--	------------	--	--	--	--

The content, learning objectives and skills taught in the modules are described in more detail in the module database.

§5 Student Advisory Service

If you are interested in this study program, the CEC saar staff will be happy to advise you. More detailed subject-specific questions about the program and its individual modules can be addressed to the program director.

You must be employed when you start the program. In the event that employment or the pursuit of a job is no longer possible during the course of study, an agreement must be reached with the course director on how the program can be continued properly. This applies in particular to the implementation of transfer projects in the second to fourth semesters.

§6 Entry into force

These regulations enter into effect on April 1, 2024 and apply to all students who begin their studies from that date. They will be posted on the "President's" notice boards and published in the official gazette of the Saarland universities.

Saarbrücken, March 7, 2016

sgd.

Prof. Dr.-Ing. Dieter Leonhard

President of the htw saar

DISCLAIMER: This English translation **is for informational purposes only**. The original German text is the legally binding version.