

Examination regulations for conducting the external examination

Master of Science (M.Sc.)

Digital Business Management

from 26.01.2026

Legal basis

Based on Section 32 (3) in conjunction with Section 33 of the Law on Higher Education Institutions in Baden-Württemberg (Landeshochschulgesetz – LHG) in the new version dated 01.04.2014 (GBl. p. 99), last amended by Article 5 of the Act of 11.12.2025 (GBl. 2025 No. 139) and the General Study and Examination Regulations of Reutlingen University of Applied Sciences dated 23.05.2022, the Senate of Reutlingen University of Applied Sciences adopted these examination regulations in the following revised version by resolution dated 21.01.2026. The President of Reutlingen University approved these regulations on 26.01.2026 in accordance with Section 32 (3) sentence 1 LHG.

Preamble

The aim of the external examination is to enable employees of companies or self-employed persons to obtain the academic degree "Master of Science" through part-time study alongside their work.

Participants acquire the technical skills, knowledge and abilities to deal with issues relating to their current or intended career and practical problems independently, in a practical manner and taking international developments into account, using scientific methods and findings. They also expand their management skills in this area.

§ 1 Scope

These examination regulations apply to the examination of non-enrolled students (external examination) for the Master of Science (M.Sc.) degree in the field of "Digital Business Management".

§ 2 Application of the general part of the study and examination regulations of Reutlingen University

The currently valid general study and examination regulations for bachelor's and master's programmes at Reutlingen University apply, unless otherwise specified in these examination regulations.

§ 3 Admission requirements for external examinations

(1) The requirements for admission to external examinations are:

1. A qualified degree in a relevant subject with at least 180 ECTS credits. The following are considered relevant subjects:

- Degree programmes in business informatics
- Degree programmes in business administration, economics or industrial engineering
- Technical, mathematical or engineering degree programmes with at least 15 ECTS credits in business administration. The examination board for external examinations (see § 6) or one or more representatives from this committee, who determine the subject-specific criteria by resolution, decide which parts of the degree programme are to be counted towards the business administration component.
- To the above-mentioned degree programmes that are considered equivalent. The examination board for external examinations or one or more representatives from this committee, who determine the technical content criteria by resolution, shall decide on the comparability of the degrees.

2. Successful participation in a selection interview. The purpose of the selection interview is to evaluate the personal characteristics of the participants. The evaluation points of the selection interview relate to the following criteria

- (1) communication behaviour,
- (2) problem-solving behaviour and structuring, and
- (3) commitment and initiative.

The three criteria are tested by the professors responsible for the modules of the study programme in the form of open questions to the participants. The individual criteria must each be passed with a grade of at least 4.0. The overall assessment is based on the average of the three criteria, with all criteria being weighted equally.

If applicants can credibly demonstrate, for example by means of a medical certificate, that they are wholly or partially unable to take the selection interview in its intended form due to a long-term or permanent physical impairment or disability, the chair of the external examination board may allow the time for the selection interview to be extended appropriately or equivalent examination performance to be provided in another form. An application for hardship or a medical certificate must be submitted to the chair of the external examination board at least three working days before the selection interview takes place.

3. Good command of German and/or English (see §12 Language of instruction):

- for the study programme to be conducted primarily in German, English level B2 according to the Common European Framework of Reference for Languages (CEFR), or

- for the study programme conducted exclusively in English, English level C1 according to the Common European Framework of Reference for Languages (CEFR).
4. Sufficient preparation for the external examination by participating in the preparatory continuing education programme of the Knowledge Foundation @ Reutlingen University.
- (2) Applicants who have earned fewer than 210 ECTS credits in their bachelor's degree programme may be credited with up to 30 ECTS credits for knowledge and skills acquired outside of higher education as part of the admission process. In addition, applicants who have earned fewer than 210 ECTS credits in their first university degree at the time of admission must complete an additional module entitled "Research Project, Practical Project or Professional Practice". The details are regulated by a guideline issued by the examination board for the recognition of qualifications corresponding to 30 ECTS credits. The module is ungraded.
- (3) Those who are enrolled as students at a university or who have definitively failed a university examination or an external examination in a degree programme related to the subject in which the external examination is to be taken, or who have lost their examination entitlement, are not admitted to the external examination.

§ 4 Admission procedure for external examinations

- (1) The application for admission to the external examination must be submitted before the first module examination is taken. The application must be accompanied by:
1. A complete curriculum vitae in tabular form detailing your academic and professional career
 2. An officially certified copy of the certificate of your first degree
 3. Proof of ECTS credits earned in the first (bachelor) degree
 4. Proof of sufficient preparation for the external examination at the Knowledge Foundation@Reutlingen University
 5. Proof of the required language skills (see §12 Language of instruction):
 - 5.1. For the study programme to be conducted primarily in German:
 - a) Proven sufficient knowledge of German. This can be demonstrated by the evidence listed in § 1 of the statutes on the language skills required for studying at Reutlingen University in the currently valid version.
 - b) English language skills at level B2 (according to the Common European Framework of Reference for Languages), to be proven by means of the evidence listed in §2 of the Statutes on the required language skills for studying at Reutlingen University, as amended.

5.2. For the study programme conducted exclusively in English:

English language skills at level C1 (according to the Common European Framework of Reference for Languages), to be proven by means of the evidence listed in §2 of the Statutes on the required language skills for studying at Reutlingen University in the currently valid version.

- (2) The examination board for external examinations (see § 6) or a representative from this body shall decide on admission to the external examination. The applicant shall be notified of the decision in writing.

§ 5 Examination requirements for external examinations

- (1) The modules required for graduation are listed in Table 1. An overview and description of the modules can be found in the module handbook.
- (2) The respective module coordinators are responsible for assessing the individual examination performances, including the Master's thesis. Only full-time lecturers at Reutlingen University can be module coordinators.
- (3) A maximum of 50% of the courses for exam preparation should be taught by professors at Reutlingen University.
- (4) The overall grade is calculated according to the weighting based on ECTS points in the tables in the appendix.

§ 6 Examination board for external examinations

- (1) The examination board consists of three members. Two of the members are full-time lecturers at Reutlingen University and one member is the head of the Department of Studies and Students at Reutlingen University.
- (2) The head of the programme for preparing for the external examination of the Knowledge Foundation @ Reutlingen University may not simultaneously be a member of the examination board. He or she may participate in the examination board as an advisory member.
- (3) The term of office for members is four years. The members are appointed by the management of Reutlingen University.

§ 7 Master's thesis

- (1) Registration for the Master's thesis can take place at the earliest after passing modules worth 50 ECTS credits and must take place no later than 2 months after passing all modules except for the Master's thesis module. The topic of the Master's thesis must be such that it can be completed within 6 months while working full-time.

- (2) The processing time may be extended by a maximum of two months for reasons beyond the control of the person being examined. The chair of the examination board decides on the extension at the request of the non-enrolled student.
- (3) The Master's thesis must be submitted in English in two printed and bound copies. At the request of the non-enrolled student and with the approval of the examiner, the examination board may allow the Master's thesis to be written in German. In addition, an electronic version of the Master's thesis and a short summary in electronic form must be submitted.
- (4) A colloquium will be held before the final grade is determined. This colloquium will cover the content of the Master's thesis and should not last longer than 45 minutes. The prerequisite for the colloquium is the submission of the Master's thesis as specified in paragraph (3).
- (5) Each examiner awards a grade for the written Master's thesis and a grade for the colloquium. The overall grade for the Master's thesis module is composed of 2/3 of the average grades for the written Master's thesis and 1/3 of the average grades for the colloquium. Both the written Master's thesis and the colloquium must have been graded at least 4.0 ("sufficient"). If one of the two parts is not passed, the Master's thesis module as a whole is considered failed.

§ 8 Master's certificate, transcript and degree

- (1) The academic degree "Master of Science (M.Sc.)" is awarded, for which 90 ECTS credits must be earned.
- (2) If the candidate has passed all modules, the external examination is considered successfully completed. A Master's certificate is issued with the results, stating that the Master's degree was completed as an external examination.
- (3) The Diploma Supplement contains an ECTS grading table for the final grade. This is based on the final grades of the last three graduating classes.

§ 9 Loss of admission to the external examination and the right to take the examination

Admission to the external examination and the right to take the examination expire if the participant has not successfully passed the examination within 5 years of being admitted to the external examination in accordance with § 4 (2). In exceptional cases, the examination board may decide to grant an extension.

§ 10 Examination fees

Examination fees are charged in accordance with the current version of Reutlingen University's fee regulations. They are due after admission to the external examination.

§ 11 Elective subjects

- (1) The modules to be selected for elective modules 1 and 2 are listed in Table 2.
- (2) Further modules may be added to the modules in Table 2 by decision of the examination board.
- (3) There is no entitlement to the offer of all modules in each semester. A minimum of four participants is required for an elective module to be offered.
- (4) It is not possible to change an elective subject if the candidate has already made a first attempt.

§ 12 Language of instruction

The courses in the study programme to prepare for the external examination by the Knowledge Foundation @ Reutlingen University and the external examination itself can be held either in German (primarily German with a few English-language modules) or in English (exclusively English).

§ 13 Entry into force

These examination regulations for the external examination shall enter into force on the day after their publication. They apply to participants in the study programme who are admitted to the external examination from the winter semester 2026/2027 onwards.

Reutlingen, 26.01.2026

Professor Dr. Sabine Löbbe

President

Table1 : Examination schedule for the Master of Science in Digital Business Management (with first degree 210 ECTS credits)

Code	Module	ECTS credits	Type of grading ¹	Examination
M 1	Digital Business Essentials	6	B	TP / RE / WE
M 2	Digital Business Processes	6	B	TP / RE / OE
M 3	Enterprise Architecture Management	8	B	PW
M 4	Digital Strategy	6	B	TP
M 5	Software Management	8	B	TP / RE / PW
M 6	Cloud Computing	6	b	PW
M 7	Change Management	4	b	TP / RE / OE
M 8	Internet of Things	4	b	PW
M 9	Elective 1	6	b	according to Table 2
M 10	Elective 2	6	b	according to Table 2
M 11	Master's thesis	30	b	MT
Total		90	---	---

Key to examination results:

WE – written examination

RE – Presentation

TP – Term paper

MT – Master's thesis

OE – Oral examination

PW – Project work

CA – Continuous assessment

¹ b = graded, u = ungraded

Table 2: Modules for elective subject 1 and elective subject 2

Code	Module	ECTS credits	Type of grading ²	Examination
WF1	Entrepreneurship & Innovation	6	b	PW / RE
WF2	Artificial Intelligence	6	b	TP / PW
WF3	Big Data Management & Analytics	6	b	PW
WF4	Online Marketing, Social Media & eCommerce	6	b	TP
WF5	Digital Business Week	6	b	PW
WF6	Sustainability Management	6	b	RE

² b = graded, u = ungraded