

**Examination regulations
for the Bachelor Degree Programme
Hotelmanagement**

as at May 18th 2026

Please note

This is a translation of the original German “Prüfungsordnung für den Bachelor Studiengang Hotelmanagement from 18.05.2026”. Should there be any discrepancies between the English translation and the original German version, the original text shall prevail.

Pursuant to § 2 (4) and § 64 (1) of the Higher Education Act of the State of North Rhine-Westphalia (Hochschulgesetz – HG), as amended by the Act of 12 July 2019, ISM International School of Management has issued the following examination regulations for the Bachelor examination in the Bachelor degree programme “Hotelmanagement”.

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Related documents:

Study plan

Module handbook

Preamble

The Bachelor degree programme in Hotel Management prepares students for managerial activities in companies, particularly within the international hospitality industry. It aims to provide students with the necessary professional knowledge, skills, and methods, as well as their appropriate practical application in real-world professional contexts. To meet the evolving demands of the professional world, the content of individual modules is delivered in an application-oriented manner based on scientific findings. The focus is on the integration of theory and practice, e.g., the concrete application and adaptation of professional knowledge, skills, and methods from general business administration, tourism, and specifically hospitality, in different settings and situational contexts.

Students are enabled to analyze processes and problems in management practice, develop economically justified solutions, and consider interdisciplinary aspects. They are expected to think and act with a market- and company-oriented perspective, while also finding operationally efficient and sustainable solutions without losing sight of the company's strategic long-term objectives.

Graduates are further able to carry out practice-oriented projects according to scientific principles and to apply the theories and methods learned in a practically viable manner, empirically and quantitatively supported.

In addition to acquiring professional and methodological skills, the programme promotes students' personal and social competencies, particularly in key areas of an international, personnel-focused service industry. This includes, in particular, the management of internationally staffed functional areas and teams.

Students acquire comprehensive professional competence and are prepared for responsible and ethically reflective action. They gain knowledge of international frameworks and develop intercultural sensitivity and team-working skills.

Gender equality is taken into account in the design of the programme and its content.

Compensatory measures for students to ensure equivalent study and examination conditions regarding admission, study organisation and structure, workload, and modifications to studies and examinations are provided for in the corresponding regulations and guidelines

General

§ 1 Scope of Application, Commencement of Studies and Disadvantage Compensation

1. These Bachelor examination regulations apply to the completion of the Bachelor degree programme in Hotel Management.

The “Hotel Management” degree programme is a dual study programme with a standard duration of seven semesters. The programme can be completed either in German or in an English-language variant (“English Trail”).

2. In addition to the general section, these examination regulations include the appendices “Module handbook” and “Study Plan”. Adjustments and changes to the appendixes may be determined by the examination board.
3. The examination regulations in their respectively valid version are an integral part of the study agreement.
4. Studies in the first semester of the bachelor degree programme may usually be taken up in the winter semester.
5. To ensure equality of opportunity for disabled students (within the meaning of § 2 para 1 of the Social Security Code IX) or for those with chronic illnesses, disadvantage compensations with regard to admission to bachelor degree programmes, academic calendar and conditions as well as examination procedures and conditions are accorded which compensate for the disadvantages. Presentation of appropriate proofs may be required to substantiate a disability or chronic illness. In cases of dispute an authorized expert is to be involved in formulating the disadvantage compensation. Furthermore the statutory maternity periods, parental leave periods as well as inactive periods due to the care or provision of spouses, registered life partners or a direct relation or first-degree relation by marriage are to be observed if these are in need of care or provision.
6. While observing the requirements of the discipline and depending on the circumstances of the individual case, the following may for example be accorded:
 - Extension of the total period in which certain study and examination work is to be performed (examination period)
 - Changes in duration (including editing time, interruption of time-based study and examination work by individual recuperation periods which may not be counted against the editing time) and/or circumstance (splitting of examination work into work segments) of individual study and examination work
 - Extension of periods between individual pieces of study and examination work
 - Possibility of co-determination in setting examination dates (e.g. not immediately before or after particular therapeutic measures)
 - Performance of study and examination work in a form other than scheduled

- Allowance of an individual instead of a group examination
 - Release from the duty of regular attendance of lectures (with offsetting of attendance through performance of compensatory work)
 - Allowance of necessary aids (e.g. braille) and assistance services (e.g. sign language interpreter as well as provision of adapted (examination) documents (e.g. large print)
 - Taking an examination in a separate room
7. If a student provides credible evidence that, due to a prolonged or permanent physical disability, a chronic illness, or in accordance with the applicable statutory maternity protection provisions, they are unable to complete examination requirements in whole or in part in the prescribed form, the examination board shall permit the student to complete the examination requirements within an extended period of time or to provide equivalent examination performance in an alternative form. Once granted, compensation for disadvantages (reasonable accommodation) due to a chronic illness or disability shall apply to all future examination requirements, provided that no change in the nature of the illness or disability is to be expected.

§ 2 Preconditions for Study

1. The precondition for taking up studies is a proof of a university of applied science entrance qualification or a general qualification for university entrance or a subject-linked qualification for university entrance or an entrance qualification recognized as equivalent by the competent government agencies or an entrance opportunity regulated by statutory ordinance according to § 49 para 4 of the Higher Education Act (HG). Details concerning nature, form and scope of a possible admission examination governs the admission regulations in the applicable version.
2. Admission to studies will be mandatorily denied if the university applicant does not fulfill the admission requirements according to para 1 or has definitively failed an examination required according to the examination regulations in the chosen bachelor degree programme at a university in the area of validity of the German Basic Law. This applies accordingly to related or comparable bachelor degree programmes.
3. Further registration requirements (e.g. participation in the selection procedure, mathematics skills and foreign language skills) are regulated by the university in its admission rules.
4. If proof of admission to the programme (cf. paragraphs 1 to 3 and the Admission Regulations) is not yet available in the original form at the start of the semester¹, the applicant may be provisionally admitted to the programme (conditional admission). The missing documents must be submitted to ISM no later than three months after the start of the semester. If this is not done, the student shall be exmatriculated. Any examinations already taken will not be certified.

§ 3 Structure and Content of the Bachelor Degree Programme

1. The standard period of study, including all examinations, is seven semesters.

¹ 1.10. or 1.4

2. The allocation of workload is based on credit points in accordance with the European Credit Transfer (ECTS). The workload includes attendance of courses, preparation and follow-up work, internships, as well as preparation for and participation in examinations. One credit point corresponds to 30 hours of work. Approximately 50 credit points are to be earned per academic year. The annual workload therefore amounts to approximately 1,500 hours.
3. For the purposes of these examination regulations, a course is any form of instruction delivered in person, online, and/ or in hybrid format that can be quantified in semester contact hours (SWS) or teaching units (UE) and is specified in the module handbook and the study plan.
4. The degree programme is structured in modules. Each module comprises five credit points; the Bachelor thesis comprises ten credit points.
5. The study content is designed in such a way that the degree programme can generally be completed within the standard period of study. The individual contents are set out in the module handbook (see Annex "Module Handbook").
6. The modules are specified in the curriculum (see Annex "Curriculum"). The curriculum also serves as a recommendation to students for the appropriate structuring of their studies. The contents of the individual modules and the corresponding examination and teaching formats are set out in the module descriptions published in the module handbook.
7. Each module concludes with a module examination. Credit points are awarded upon successful completion of the examination.

§ 4 Course Guidance

1. General course guidance is given by ISM staff members. It extends to questions of course suitability and the academic calendar as well as career planning. A confidential person is available for psychological support as is a representative for the concerns of students with a disability or chronic illness.
2. Subject-specific course guidance is the responsibility of the course director. In particular, it supports students with regard to questions concerning course content, structure, requirements and techniques of the bachelor degree programme.
3. A list of names for the above contacts is provided by ISM through suitable media.
4. The use of academic advising is particularly recommended at the beginning of the programme, in case of a change of degree programme or university, in the event of failing examinations, during an interruption of studies, and prior to withdrawal from the programme.

Bachelor Examination

§ 5 General and Bachelor Degree

1. The bachelor examination constitutes the professional qualification at the end of the programme. Its purpose is to determine whether students have acquired the in-depth subject-specific, methodological, and key competencies necessary for independent professional activity and whether they are able to work independently on the basis of scientific knowledge and methods.
2. The bachelor examination is completed through the acquisition of credits in accordance with the curriculum. Successful completion of the programme requires the acquisition of 180 credits (workload = 5,400 hours).
3. Upon passing the bachelor examination, ISM awards the academic degree Bachelor of Arts, abbreviated as B.A.
4. The bachelor examination consists of the module examinations and a thesis. The module examinations take place during the bachelor degree programme at the times when each module in the bachelor degree programme is scheduled according to the study plan (see appendix “Study Plan”).

§ 6 Examination Board

1. The tasks assigned by these examination regulations are the responsibility of the examination board for the faculty of economics, which – unless regulated otherwise – acts as the joint examination board for the bachelor degree programmes in the faculty of economics. The examination board is an examining body of the ISM International School of Management. The composition of the examination board is regulated in the senate’s rules of procedure.
2. The examination board supervises compliance with the examination regulations and ensures the proper conduct of examinations. The board appoints examiners and observers and decides on the withdrawal of the appointment. It is in particular responsible for decisions on objections to decisions taken in examination procedures. The examination board reports to the faculty regularly, at least once a year, on the development of study periods and the allocation of grades for the parts of the bachelor examination and the overall grades. The examination board makes suggestions on reforming the examination regulations and the study plan. As a rule the examination board can devolve the execution of its duties to the chair of the examination board.
3. The examination board is quorate if besides the chair, or in the event of his absence his deputy, at least two further professors as well as at least two further voting members are present. It makes decisions by a simple majority. In the case of a voting tie the vote of the chair, or if absent his deputy, has the casting vote. The student members of the examination board do not take part in

consultation and decision-making on issues which concern the determination of examination tasks or their own examinations.

4. Meetings can also be conducted by video conference or by circulation in writing. In the circulation procedure decisions are taken by email vote if no more than two members object to this type of voting.
5. The members of the examination board have the right to be present during an examination. Exceptions to this are student members who are to submit to the same examination in the same examination period.
6. Meetings of the examination board are not public. The members of the examination board and their deputies are subject to confidentiality. They are to be bound to secrecy by the chair of the examination board.
7. Decisions made by the examination board or its chair in relation to a justified request submitted in writing by the examinee must be communicated to the examinee by email, or in the case of negative decisions, immediately in writing, stating the reasons and providing information on legal remedies. The formal and content requirements for reasoned requests, in particular following an examination review, are regulated in the guideline “Prüfungseinsicht und Nachkorrekturanträge” (translated: Examination Inspection and Requests for Re-Assessment) This guideline, in its currently valid version, is an integral part of these examination regulations. § 2 para 3 No. 3 of the Administrative Procedure Act (VwVfG) for the Land of North Rhine-Westphalia, in particular on the exception to the duty to give a hearing and to give reasons in decisions of a scientific or artistic nature, remains unaffected.
8. Reasoned requests to the examination board pursuant to paragraph 7 require that the justification addresses at least one of the following points:
 - a) Certain solution pages were inadvertently not taken into account during the correction of written examination papers,
 - b) There is a demonstrable arithmetic error in the calculation of the total score,
 - c) There is an obvious and objectively verifiable error in the academic assessment based on a misunderstanding or incorrect factual basis.

Questions of interpretation regarding the academic assessment do not constitute grounds for reasoned requests under this provision. Further details, in particular the procedure for the inspection of examination documents and for requests for reassessment, are governed by the guideline “Prüfungseinsicht und Nachkorrekturanträge” (translated: Examination Inspection and Requests for Re-Assessment), in its version valid at the time.

§ 7 Examiners and Observers

1. Examiners and observers are appointed by the examination board for the conducting of the bachelor examination. Only those who have taken at least one bachelor examination applicable to

the subject or a comparable degree, in particular a diploma examination applicable to the subject, or have acquired a comparable qualification, may be appointed as examiners.

2. Unless compelling reasons require differently, the examiners should have exercised a relevant independent teaching activity in the study section to which the examination applies. If several examiners are to be appointed, at least one examiner should have taught in the relevant module.
3. The examiners are independent of instructions in their examination activities.
4. Only those who have taken at least one relevant bachelor examination or a comparable examination, in particular a relevant diploma examination, or have acquired a comparable qualification, may be appointed as observers (expert observers).
5. The chair of the examination board ensures that the examinee is notified in due time of the names of the examiners. The notification should usually be given at least two weeks before the examination. The notification is made electronically or by bulletin.
6. Examiners and observers are bound to secrecy on examination matters.

§ 8 Recognition and Credit Transfer regarding Study Periods and Examination Credits

1. Study and examination credits produced in another ISM Bachelor degree programme or a congeneric Bachelor degree programme at another state or state-approved university or at another state or state-approved vocational academy or at a foreign state or state-approved universities can be transferred insofar that there is no significant difference in terms of competences, contents and as well as qualification level and/or profile (e.g. research or application-orientated) from those of the Bachelor degree programme the recognition is applied for. At the same time an overall consideration should be undertaken with regard to the importance of the credits for achieving the objectives of the Bachelor degree programme and the purpose of the examinations (see appendix "Module handbook"). In this respect there is a significant difference if the applicant is likely to be hindered in successfully completing the Bachelor degree programme. The burden of proof for asserting significant differences lies with the university.
2. The examination board makes decisions on the transfer of credits according to para 1. Responsible faculty representatives are to be consulted to arrive at a decision. The applicant must present the documents required for the transfer of credits. Applications for the transfer of credits are to be processed within three months.
3. In the case of a transfer of credits according to para 1, students will receive the number of credit points designated according to the appendix "Study Plan".
4. For the transfer of study and examination credits the equivalence agreements approved by the culture ministers' conference (KMK) and the German Rectors' Conference (HRK) should be observed. Also to be observed are agreements which are part of university partnerships. In cases of doubt the German "Zentralstelle für ausländisches Bildungswesen" is to be consulted.

5. Where there are differences in the grading system a grades conversion is to be undertaken according to the “modified Bavarian formula” of the culture ministers’ conference (Agreement on the determination of overall grades for foreign university entrance certificates. Decision of the culture ministers’ conference of March 15th 1991 in the version of November 18th2004). Where grading systems are not comparable the remark “passed” will be adopted. The transfer of credits will be indicated in the certificate.
6. On request, knowledge and skills attained in a manner other than through a higher education course can also be recognized on the basis of submitted documents (such as certificates, subjects descriptions, curricula etc.) if they are equivalent to the study and examination credits that they shall replace in terms of content and level. The verification of whether the study and examination credits attained by the applicant are equivalent to the study and examination credits that they shall replace is made in each individual case on the basis of documents submitted by the applicant.
7. The decision regarding the recognition of knowledge and skills rests with the examination board according to para. 6. Applications for recognition are to be processed within three months. Non-university achievements may be recognized as study and examination credits to a maximum of 50%. Study and examination credits acquired through recognition are recorded with the note "passed" in the diploma. They are not considered for the calculation of the overall grade.

§ 9 Examination Dates

1. At least one examination possibility per semester will be offered for the elements to be examined. The examination board may set further dates. Notification is made electronically or by bulletin.
2. The examinations and their chronological sequence are scheduled bindingly by the examination board. Any exceptions are subject to the decision of the examination board.
3. Participation in the first attempt at an examination must take place no later than three semesters after the semester to which attendance of the course is assigned according to the study plan. Furthermore, repeat examinations must be taken no later than three semesters after participation in the first attempt. If this is not the case, the student loses the right to take the examination. Loss of the right to take an examination may result in a change to different or new examination regulations or de-registration.

§ 10 Assessment of Examination Performance

1. Grades for individual pieces of examination work are set by the respective examiners. If parts of examination work are composed of more than one element, the assessment of the examination work consists of the weighted arithmetic mean of the individual grades. The examiner has to establish at the beginning of the course whether a failed part of work leads to the module examination being graded as “failed” (5.0) or whether the weighted arithmetic mean of the part of work is to be used for assessing the module examination.
2. The following grades are to be used to assess examination performance:

1	Very good	An excellent performance
2	Good	A performance above average requirements
3	Satisfactory	A performance in accordance with average requirements
4	Sufficient	A performance that in spite of its faults still meets requirements
5	Failed	A performance that because of considerable faults does not meet requirements

For further differentiation of an assessment, grade figures decreased or increased by 0.3 may be used; grades 0.7, 4.3, 4.7 and 5.3 are excluded. Only examination performance with a grade between 1.0 and 4.0 inclusive may be credited to the bachelor examination.

3. The assessments “passed” and “failed” are also allowable for module examinations. In this case a module examination counts as “passed” if it meets the requirements. If a module examination is composed of several pieces of examination work, all the pieces of examination work must be assessed as “passed” to pass the module examination.
4. If several examiners are involved in an examination they assess the overall examination performance jointly unless otherwise determined in the following. If assessments do not agree, the grade will be the result of the arithmetic mean of the individual assessments.
5. If the grade for an examination performance is calculated from the arithmetic mean, two decimal places are recognized in the result of the mean calculation – all others are deleted. The assessment of a grade determined in this way is
 - Up to 1.50 “Very good”
 - Over 1.50 to 2.50 “Good”
 - Over 2.50 to 3.50 “Satisfactory”
 - Over 3.50 to 4.0 “Sufficient”
 - Over 4.0 “Failed”
6. A module examination has been passed if it has been assessed at least as “sufficient” (4.0). If a module examination has been passed, this also means that the credit points assigned according to the appendix “Study Plan” have also been gained.
7. It is possible to inspect corrected written examinations and to submit a request for reassessment. An evaluation by a second instructor, however, is not provided for and therefore cannot be requested.
8. Details regarding the inspection of examinations, the requirements for a request for reassessment, and the submission of reasoned requests to the examination board are governed by the guideline “Prüfungseinsicht und Nachkorrekturanträge” (translated: Examination Inspection and Requests for Re-Assessment), which, in its version valid at the time, constitutes an integral part of these examination regulations.

§ 11 Repetition of Examination Work and Failure of the Bachelor Examination

1. If module examinations have been “failed” (5.0) they may be repeated twice. One time only a module examination may also be repeated three times (free trial examination to compensate for hardship cases). The possibility of repeating module examinations is regulated by § 16, § 17, § 18 and § 19. The bachelor examination has been “definitively failed” if the free trial examination or another third attempt has been assessed as “failed” (5.0).
2. The “oral exam” form is bindingly laid down for the free trial examination. The free trial examination cannot be accorded when a failed examination has been declared as “failed” (5.0) due to improper conduct, in particular an attempt at cheating.
3. The thesis may be repeated once. The bachelor examination has been “definitively failed” if when the bachelor thesis is repeated it earns a “failed” (5.0) assessment.
4. If the examinee can definitively no longer be admitted to an examination scheduled according to the appendix “Study Plan” or if they have “definitively failed” the bachelor examination, the examinee will receive a notification of the associated compulsory de-registration, together with information on legal remedies. On application, the examination board will issue a certificate for the successfully achieved examination and study credits.

§ 12 Cheating and Breach of Regulations

1. If the examinee attempts to influence the result of their examination performance by cheating, e.g. use of inadmissible aids or plagiarism, the corresponding examination performance will be assessed as “failed” (5.0). The attempt at cheating is to be put on record by the respective examiner or proctor.
2. In the case of a first attempt at cheating the head of campus will issue a warning; in the case of a repeated or serious attempt at cheating the examinee may also be de-registered.
3. An examinee who interferes with the proper course of the examination may usually after warning be excluded from continuing the examination performance by the respective examiner or proctor. In this case, the corresponding examination performance will be assessed as “failed” (5.0), and a warning is to be issued by the head of campus. The reasons for the exclusion are to be put on record.
4. The examinee may request within 14 days after the decision that decisions according to paragraph 1 and paragraph 3 are reassessed by the examination board. This is done with an informal written request.

Module Examinations

§ 13 Objective, Number, Form and Extent of Module Examinations

1. The bachelor degree programme is structured according to the study plan (see appendix “Study Plan”) in modules, each of which concludes with an examination. The examinations are intended to determine whether the examinee has mastered the contents and methods of the module (see appendix “Module handbook”) in the essential relationships and can independently apply the acquired skills and abilities. The module examination usually consists of an examination at the end of the semester and/or examination work during the semester.
2. Examinations may be conducted in person and/or in digital form. Digital examinations are those that are carried out using electronic information and communication technologies and are administered with the examinee and examiner physically separated. They may be conducted synchronously or asynchronously, and under supervision or without supervision, provided that the type, scope, and requirements of the respective examination ensure independent, verifiable, and equivalent performance. The specific format of the examination is determined and communicated by the examination board.
3. The specific number, format, scope or duration, and requirements of the examinations are listed in the module handbook. At the beginning of a semester, the examination board may, in consultation with the examiners, modify the examination modalities and communicate these changes.
4. The following forms of module examination are provided for:
 - Report
 - Term Paper as individual or group work
 - Written Exam with or without preparatory reading time
 - Written Exam with intermediate examination
 - Partial examinations during the course
 - Oral exam
 - Presentation as individual or group work
 - Paper presentation
5. If the module examination is carried out wholly or partly as an examination during the semester, all forms of examination are allowed which permit an individually recognizable study performance, in particular partial examinations during the course, term papers, presentations or paper presentations.

§ 14 Admission to Module Examinations

1. Only those who are registered (matriculated) in the relevant degree programme at the ISM and not on vacation may be admitted to module examinations. Students who are on vacation can however be admitted to module examinations which they have to repeat because of a failed attempt.
2. The examination board may provide for a registration procedure (application for admission) for admission to individual module examinations.
3. Admission will be decided by the examination board. The decision on admission will usually be announced two weeks before the examination date. Notification is made electronically or by bulletin.
4. Admission will be denied if
 - the requirements named in paragraph 1 are not fulfilled or
 - the deadlines have not been complied with or documents (paragraph 2) are incomplete and have not been completed by the deadline set by the examination board.

§ 15 Conduct of Module Examinations

1. Examination dates are set by the examination board and communicated to the examinee in a timely manner, usually at least two weeks before the respective examination. Notification is made electronically or by bulletin.
2. On demand of the examiner or invigilator examinees are to identify themselves with ISM student identification or official photographic identification.
3. All examination procedures, such as number of participants, start of written exam, end of written exam, disturbances, early hand-ins (including in the preparation periods) are to be documented with a signed record, unless an electronic documentation (e.g., for online examinations) is available.
4. Lateness is the responsibility of the student.
5. A module examination counts as “failed” (5.0) if the examinee does not appear at an examination appointment, withdraws from the examination after it has started or if examination work is not completed within the prescribed working time. In the case of compelling reasons, such as illness of the examinee, the determining reasons for the absence are immediately to be credibly reported to the examination board in writing. Presentation of proofs of this, such as a doctor’s certificate, may be demanded. If the examination board recognizes the reasons, the examination will be annulled and the examinee will be notified of this in writing or in a note on the intranet.
6. For module examinations that consist of several partial examinations all of these partial examinations must be completed within the same semester, otherwise the result of one partial examination constitutes the overall result for the entire module.

§ 16 Technical Disruptions in Digital Examinations

1. If, in a digital written examination, the transmission of the examination tasks, the processing of the examination tasks, the submission of the examination performance, or the conduct of video supervision is not possible or not properly possible for technical reasons, the examination shall be terminated at the respective stage. The examination performance shall not be assessed; the examination attempt shall be deemed not to have been undertaken. This shall not apply if the student is responsible for the technical disruption.
2. If, during a digital oral examination, the video or audio transmission is temporarily disrupted, the examination shall be continued after the disruption has been remedied. If the technical disruption persists and proper continuation of the examination is not possible, the examination shall be repeated at a later date. Paragraph 1 sentences 2 and 3 shall apply accordingly.
3. If, during a digital oral examination, a technical disruption occurs only after a substantial part of the examination performance has been completed, the examination may, in deviation from paragraph 2, be continued and concluded by telephone without the use of a video conferencing system, provided that equal opportunities are ensured.
4. Paragraphs 1 to 3 shall apply accordingly to practical digital examinations.
5. Technical disruptions in digital examinations, in particular disruptions of the internet connection, the hardware or software used, or the examination platform, shall result in the examination not being assessed and the examination attempt being annulled, provided that the student is not responsible for the disruption.
6. The circumstances relevant to the absence from, termination of, or interruption of a digital examination must be substantiated in text form to the examination board without undue delay, but no later than five calendar days after the examination date. The examination board shall decide whether the requirements pursuant to paragraph 5 are met and determine the further procedure. If the requirements pursuant to paragraph 5 are met, the examination shall be deemed annulled and shall not count as a failed attempt. If they are not met, the examination shall be deemed failed.

§ 17 Recordings in Digital Examinations in Connection with Academic Misconduct and Breaches of Regulations

1. In digital examinations, video supervision may be conducted to ensure the proper conduct of the examination. Permanent or indiscriminate recording of image, audio, or screen data shall not take place.
2. If, during or after a digital examination, there is a justified suspicion of academic misconduct within the meaning of § 12 (1) or of a breach of regulations within the meaning of § 12 (3), the image, audio, or screen data lawfully collected in the context of the examination may be reviewed by the respective examiner or by a person appointed by the examination board, insofar as this is necessary to clarify the facts of the case.

3. If the review reveals indications of academic misconduct or a breach of regulations, these shall be documented by the respective examiner or by a person appointed by the examination board and submitted to the examination board for further decision. The provisions of § 12 shall remain unaffected.
4. The evaluation of the data shall be carried out exclusively for the purpose of determining academic misconduct or a breach of regulations. Any further use or evaluation for other purposes shall be prohibited.
5. The students concerned shall be informed, in an appropriate manner and no later than prior to the commencement of the digital examination, about the nature, scope, purpose, and duration of the data processing.
6. The data collected shall be deleted without undue delay as soon as they are no longer required for the decision pursuant to § 12, but no later than upon completion of any review procedure pursuant to § 12 (4).

§ 18 Module Examinations in the Form of Written Papers

1. Reports (scientific protocols or field trip reports) are a written, systematic review (sometimes summary) of an activity applicable to the subject (e.g. internship, field trip, discussion round) including a critical discussion of the contents.
2. Term papers are independently created continuous texts according to scientific and technically practical methods in written form on a given topic or a practically orientated task or problem (case study) which is to be solved within a given time and a given range.
3. Term papers can be produced as individual or group work. In the case of group work the individual contribution of each student must be recognizable, e.g. identified by an indication of sections, page numbers or other objective criteria.
4. The examination board sets the range and editing period. Usually this should not exceed six weeks. The examination board may increase the editing period for group papers as well as papers with a very high workload (greater than six credit points). The examination board may accord extensions to compensate for disadvantages such as longer illnesses or serious technical or family problems.
5. More details on the editing of written papers are regulated in supplementary "guidelines on the preparation of written papers".
6. The examinee must affirm in lieu of oath that they have prepared the present paper independently and without using other than the stated aids and that the ideas derived directly or indirectly from outside sources are identified as such and that the present paper has not so far been presented in the same or similar form as examination work in any other examination procedure and has also not been published. The statutory declaration must state the number of words written in the paper.
7. Examinees must further declare that they agree to the present paper being submitted to a plagiarism test, that the consent of the referee is to be obtained before any publication of the

paper and that they have been informed that a violation of the statutory declaration (para 6) entails the threat of disallowance of the examination work as well as deception or fraud proceedings.

8. In addition, the examinee must attach to the submitted work a declaration regarding the use of generative artificial intelligence (AI) (cf. § 2 (5) of the “guidelines on the preparation of written papers”).
9. The examinee is to be notified of the assessment of the report or term paper no later than eight weeks after submission of the term paper. Notification is made electronically or by written bulletin.
10. If a report has been assessed as “failed”, it may be reworked and resubmitted for assessment once only within a period stipulated by the examination board. If the report is again assessed as “failed” (5.0) in the second correction cycle, then it has definitively failed. Otherwise the report is to be assessed as 4.0 or “passed”.
11. If a report has definitively failed or a term paper has been assessed as “failed” (5.0), the module or partial module work as well as the examination is to be repeated with a new topic or a new issue.

§ 19 Module Examinations in the Form of Written Exam

1. Written exams serve to verify the solution of problems as well as the treatment of topics in a limited time and with limited aids by the usual methods of the discipline.
2. Written exams with preparatory reading time serve to verify the solution of tasks, based on a comprehensive study of cases, in a limited time with limited aids by the usual methods of the discipline. The working time in these cases is to be increased by 30 minutes (preparatory reading time).
3. A choice of topics may be given in the written exam, but there is no right to this.
4. Multiple choice questions (MC questions) may constitute no more than 50 percent of the total number of points to be attained. MC questions must be posed in such a way that they can be answered unequivocally. Allowable MC questions consist of a question followed by a choice of four to five answers from which the right answer is to be chosen. Assessment per MC question is by plus points for correct answers and minus points for incorrect answers, although less than 0 points cannot be given in an MC questionnaire. Plus and minus points have the same value.
5. The written exam is set by the examiners involved. The coordination as well as the weighting of the subject areas in the written exam (through the number of points to be attained) is determined by the head of module. Every examiner assesses the whole written exam regardless of the proportions and their weighting. Otherwise the examination board may because of the singularity of a subject area decide that an examiner awards point only for the part of the written exam that corresponds to their subject area. The grade is determined jointly by the examiners by means of the number of points attained.

6. Written exams take place under supervision. The examiner decides on the permissibility of aids. The examinee will be advised of the permitted aids electronically or by bulletin in due time before the examination.
7. If a written examination is conducted as an online examination, the examinee shall, upon registration for the examination, receive the access data required to complete the online examination. The online examination shall be electronically supervised using electronic communication systems. For this purpose, the examinee shall install a software application on their computer which records the screen and, via a webcam, also records the examinee. Prior to participation in the online examination, the examinee must verify their identity by presenting an appropriate document (student ID card or official identity card). In the course of electronic supervision, the applicable data protection regulations shall be observed, and students shall be informed, prior to the start of the online examination, about the data collected. Before the first registration for an online examination, students shall be informed of the documented procedure for conducting online examinations as approved by the examination board.
8. The examinee is to be notified of the assessment of each written exam after no longer than eight weeks. Notification is made electronically or by written bulletin.

§ 20 Module Examinations in the Form of Oral Exams and Presentations

1. Oral exams serve as evidence of an understanding of the relationships in the examination area and the integration of special questions into these relationships, as well as to test the basic knowledge communicated so far. A form of oral exams are negotiations in which the own position has to be represented appropriate to the situation and solution oriented.
2. A presentation is an independently prepared and delivered speech on a given topic, to be supported by suitable visual aids. The presentation may be followed by an oral discussion. The collaboration in the preparation of the presentation may be an object of assessment. The presentation may take place over several occasions. As part of the examination work a decisive summary (executive summary) as well as the visual support material (e.g. PowerPoint slides) are to be handed in by the appointed date of the final presentation.
3. The oral examinations are taken before an examiner in the presence of an expert observer or before several examiners as group examinations or as individual examinations. The observer is not entitled to ask questions. Presentations may also be carried out without the presence of an expert observer.
4. If a presentation is performed as a group effort, the individual contribution must be identified e.g. by an indication of sections, page numbers or other objective criteria.
5. Before determining the grade the examiner is to consult with the observer. In collegial examinations the examiners are to agree on a concerted grade. In this case they jointly establish the weighting of the parts before the start of the examination.

6. The essential topics and results of the examination, in particular the facts relevant to grading, are to be registered in a record. This is to be signed by the examiner as well as the expert observer or by the examiners involved (collegial examination). The examinee is to be notified of the grade of the examination no later than two weeks after the examination.
7. Students who intend to take the same examination during a later examination period are permitted as an audience depending on the available space, as long as no examinee has raised an objection on registering for the examination. The permission does not extend to consultation and disclosure of the examination result.
8. If an oral exam or a presentation has been assessed as “failed” (5.0) or if for compelling reasons an oral exam or a presentation has not been passed, the examination is to be repeated as an individual oral exam. The examination board determines the appointed date.

§ 21 Module Examinations as Partial Examinations

1. A paper presentation consists of a presentation and a term paper on a common topic. The term paper may also be replaced wholly or partially by a poster, i.e. an explication of scientific circumstances by means of text with the aid of illustrations, or a report.
2. Examination in the form of a written exam with intermediate examinations serves to examine various accomplishments. The intermediate examinations may be in the form of presentations or term paper.
3. Partial examinations during a course are to be carried out in the form of written and/or oral exercises during the semester as part of the course. They serve as a continuous assessment tool. The topics, number and dates of the partial examinations are to be determined at the start of the semester.
4. The provisions of these rules on written papers and written exams as well as oral exams and presentations apply accordingly or analogously.
5. The weighting of the individual parts of examination work is to be announced before the start of the course.
6. Participation in individual partial examinations may be linked to passing other partial examinations. Further details are regulated by the examination board.
7. Successfully completed part work as in paragraph 2 and paragraph 3 is to be documented by credits or in a database.

§ 22 Practical Vocational Activity

1. Within the degree programme, a total of at least 60 weeks of Practical Vocational Activity must be completed by the time of graduation. These activities are an integral part of the dual degree programme and are carried out in cooperation with a practice partner recognized in accordance with the admission regulations. Proof must be provided by means of employment contracts, training

contracts, or internship agreements, as well as certificates or confirmations of employment and/or internships. A Practical Vocational Activity must be completed on a full-time basis in the context of an internship, vocational training, employment, or within one's own business (provided that it is registered in the commercial register). Practical Vocational Activities may also be completed abroad.

2. The duration of the Practical Vocational Activity must not fall below a minimum duration of ten weeks per semester on a full-time basis and must be completed during the designated practical phases outside the theoretical study phases or during a leave semester.
3. A prerequisite for the recognition of Practical Vocational Activities is that they meet the requirements for practice partners as well as the substantive and organizational integration of theory and practice in accordance with the admission regulations and the "Richtlinien zur Gestaltung berufspraktischer Tätigkeiten in den dualen Studiengängen" (translated: Guidelines for the Design of Practical Vocational Activities in Dual Degree Programmes).
4. Further details regarding the structure of Practical Vocational Activities, their content requirements, the integration of theory and practice, and their recognition are governed by the "Richtlinien zur Gestaltung berufspraktischer Tätigkeiten in den dualen Studiengängen" (translated: Guidelines for the Design of Practical Vocational Activities in Dual Degree Programmes).

Bachelor Thesis and Disputation

§ 23 Object

1. The thesis is a written final paper on a defined problem of economics, economic psychology or business law. It is intended to show that the examinee is capable of independently dealing within a set period with a practically orientated task from their subject area both in its technical details and in cross-subject relationships by scientific and technically practical methods.
2. The length of the thesis is between 12,000 and 15,000 words.
3. The thesis may be written in German or English. In English-language degree programmes, the thesis is written in English.
4. The thesis may in principle be carried out in cooperation with an institution outside the ISM.
5. The thesis is set and supervised by an examiner (first assessor) appointed according to § 7(1). The second examiner (second assessor) may be proposed by the examinee and is determined by the examination board. One of the two assessors must have a doctorate degree. In addition one of the examiners must be an ISM Professor. The examinee has a right to propose a topic for the thesis.
6. Students are required to participate in a disputation after submitting their thesis. The disputation serves as the oral disputation of the bachelor thesis and is intended to demonstrate that students are capable of presenting the results of their work, reflecting on them critically, and engaging in academic discussions.
7. The disputation is conducted before at least one appointed examiner (first assessor) and in the presence of a competent observer (sachkundiger Beisitzer).
8. The disputation consists of a presentation by the student on the key contents of the bachelor thesis, followed by a scientific discussion with the examiner. The total duration of the disputation is 30–45 minutes.
9. Further details are outlined in the module handbook.

§ 24 Admission to Bachelor Thesis and Application

1. Conditions for admission to a bachelor thesis are:
 - Fulfillment of admission requirements according to § 14
 - Proof of examination performance for the first to fourth semester (see appendix “Study Plan”) with the exception of the practical vocational activity.
2. The application for admission to a thesis is to be directed in writing to the chair of the examination board.

3. Until notification of the decision on the application, the application may be withdrawn in writing without being added to the number of possible examination attempts.
4. The application is to be accompanied by a declaration of the examiner (first assessor) on willingness to set and supervise the thesis.
5. Should the student not be able to name a first assessor, the examination board will assign them a topic and first assessor for the thesis.
6. If the bachelor thesis is to be carried out in cooperation with companies or organizations outside the university the application is to be accompanied by a short profile of the company or organization, an undertaking by the contact person there to ensure sufficient supervisory capacity as well as with regard to appointment as second examiner (second assessor) a declaration of will by the contact person there and proof of their qualification (§ 7 (1)).
7. Admission will be decided by the examination board. Admission will be denied if
 - the issued topic does not fulfill the requirements of § 23 or
 - the requirements named in paragraph 1 are not fulfilled or
 - there are doubts as to the feasibility of the thesis, in particular with regard to paragraph 6, or
 - documents are incomplete and have not been completed by the deadline set by the examination board.
 - the examiner is a relative of the examinee².
8. Notification of admission is made electronically or in writing.

§ 25 Issuing and Editing of a Thesis

1. The topic of the thesis is set by the first assessor of the thesis. The topic and the terms of reference must be constituted in such a way that the thesis can be concluded within the prescribed period. The topic of the thesis is issued by the chair of the examination board or a representative.
2. The day on which the examinee is notified of the topic counts as the time of issue. The time of issue is to be put on record.
3. The editing time (period from starting to edit the thesis until its submission) is ten weeks. The examinee will be notified of the specific editing period in writing when the topic is issued.
4. The examination board may on receiving before expiry of the deadline a substantiated written application, e.g. on grounds of empirical work, extend the editing time exceptionally and once only for up to two weeks. The first assessor of the thesis should be consulted on the application.
5. In cases of incapacity to be examined due to illness the editing time of the thesis will be extended by the days of incapacity verified by a doctor's certificate, but by no longer than two months.

² Definition of „relative“ according to § 11 para. 1 No. 1 German Criminal Code (Strafgesetzbuch – StGB).

6. The topic of the thesis may be returned only once and only within the first two weeks of the editing time without giving reasons. In the case of repetition according to § 11 (4) return is only permissible if the examinee has not made use of this option in preparing their first thesis.
7. More details on the editing of a thesis are regulated in supplementary “guidelines on the preparation of written papers”.

§ 26 Submission of a Thesis

1. The thesis is to be delivered according to schedule to the examination board or a place named by it for this purpose in electronic form. The time of submission is to be put on record. If the thesis is not delivered on schedule, it will be assessed as “failed” (5.0).
2. The examinee must affirm in lieu of oath that they have prepared the present thesis independently and without using other than the stated aids and that the ideas derived directly or indirectly from outside sources are identified as such and that the present thesis has not so far been presented in the same or similar form as examination work in any other examination procedure and has also not been published. The statutory declaration must state the number of words written in the paper.
3. Examinees must further declare that they agree to the present thesis being submitted to a plagiarism test, that the consent of the first assessor is to be obtained before any publication of the thesis and that they have been informed that a violation of the statutory declaration (para 2) entails the threat of disallowance of the examination work as well as deception or fraud proceedings.

§ 27 Assessment of the Thesis and Disputation

1. The thesis is to be assessed by two examiners (assessors). One of the assessors should be the first assessor and the other the second assessor. If the examiners’ assessments do not agree, the grade of the thesis is composed of the arithmetic mean of the individual assessments. If both individual assessments are “failed” (5.0), the bachelor thesis counts as failed.
2. If the difference between the two grades of the bachelor thesis is 2.0 or more, the examination board appoints a third assessor for the thesis. The grade of the thesis is the result of the arithmetic mean of the three individual assessments. The thesis can however only be assessed as “passed” (4.0) or better if at least two of the grades are “sufficient” (4.0) or better.
3. If only one examiner assesses the bachelor thesis as “failed” (5.0) the examination board appoints a third assessor for the thesis. If the individual assessment of the third assessor is “failed” (5.0), the bachelor thesis counts as failed. Otherwise, the grade of the thesis is the result of the arithmetic mean of the three individual assessments.
4. All assessments are to be justified in writing. The examinee will be notified no later than six weeks after submission of the thesis whether it has passed. Credit points are awarded for the thesis according to the appendix “Study Plan”.

5. The disputation shall take place only after the submission of the thesis and shall be assessed by at least one appointed examiner (first assessor) in the presence of a competent observer (sachkundiger Beisitzer). The observer shall not have the right to ask questions. Prior to determining the grade, the examiner shall hear the observer. The essential subject matter and results of the examination, in particular the facts relevant to the grading, shall be recorded in minutes. These minutes shall be signed by both the examiner and the competent observer.
6. The module "Bachelor Thesis" is considered passed if both the written thesis and the disputation are graded at least "sufficient" (4.0). In this case, the final module grade is composed of 70% of the thesis grade and 30% of the disputation grade. If either the written thesis or the disputation is graded as "failed" (5.0), the final module grade will also be "failed" (5.0).

Result of the Bachelor Examination

§ 28 Diploma

1. If the examinee has passed the bachelor examination, they will promptly receive a diploma on the results, if possible within four weeks after notification of the result of the last examination.
2. The diploma includes the designation of the degree attained, information on the bachelor degree programme, the names of the modules, the grades of the module examinations, the topic of the thesis, the credit points gained and the overall grade of the bachelor examination. Examination credits which not have been awarded through the ISM and recognized according to § 8 are to be indicated.
3. The overall grade of the bachelor examination is composed of the arithmetic mean of the individual grades stated in para 1 according to § 10. Weighting of the individual grades is done proportionately to the credit points assigned to each of them.
4. The diploma is to be signed by the head of campus and stamped with the seal of the university. It carries next to the date of issue the date of the day on which the last examination was taken (final degree).

§ 29 Bachelor Certificate

1. The examinee will receive a bachelor certificate by virtue of the bachelor examination they have passed. It certifies the award of the degree of bachelor according to § 5.
2. The bachelor certificate carries the date of the final degree (§ 28) and the date of issue. It contains a statement of the bachelor degree programme. The bachelor certificate is signed by the president and the head of the examination board and stamped with the seal of the university.

§ 30 Diploma Supplement and Transcript of Records

1. By virtue of the bachelor examination that has been passed, a diploma supplement in English is issued additionally.
2. The diploma supplement contains the university awarding the degree, additional information about the degree programme, the qualifications acquired with the degree, the topic and module grade of the thesis, the final overall grade of the bachelor examination and the ECTS grade. It is signed by the head of campus.
3. The ECTS grade is a relative grade which puts the overall grade of the bachelor examination in relation to a comparison group (ISM students in the same bachelor degree programme). Classification is done according to the following table:

ECTS Grade	Percentage of Students Receiving this Grade
A	10
B	25
C	30
D	25
E	10

4. The transcript of records contains all the examination credits gained by the student. This includes the names of the modules, the grades and the allocated credit points of the module examinations, the topic and the module grade of the thesis as well as the final overall grade of the bachelor examination. It is signed through the head of the examination office as a facsimile.

§ 31 Additional Modules

The examinee may undergo an examination in modules additional to those prescribed (additional modules). The result of these examinations is not considered in determining the overall grade. The additional modules are incorporate in the diploma supplement unless the student declares to the examination board in writing that they do not wish the additional examination credits to be incorporated in the diploma supplement.

Final Provisions

§ 32 Inspection of Examination Files

1. The examinee is offered an appointment to inspect the examination documents relating to a module examination or the thesis by a notification of the examination office. Individual appointments are not provided for.
2. After conclusion of the bachelor examination the examinee is on application offered an inspection of their written exam work, the associated assessments of the examiners and the examination records.
3. Application for the inspection is to be made to the chair of the examination board within a month after issuing of the examination diploma or of the notification of the failed bachelor examination. § 32 of the Administrative Procedure Act for the Land of North Rhine-Westphalia on restoration to the former condition applies accordingly. The chair determines the place and time of the inspection as well as the person in whose presence the inspection is carried out.

§ 33 Invalidity of Examinations

1. If the examinee has cheated in an examination and if this fact becomes known only after issuing of the diploma according to § 28 (1, 2) or the diploma according to § 11 (5), the examination board may accordingly retrospectively adjust the grades for the examination work in performing which the examinee has cheated and declare the bachelor examination failed in whole or in part.
2. If the requirements for admission to an examination were not fulfilled although the examinee did not intend any deception in this, and if this fact becomes known only after issuing of the diploma according to § 28 (1, 2) or the diploma according to § 11 (5), this defect is remedied by the passing of the examination. If the examinee effected the admission wrongfully with intent, the examination board will decide on the legal consequences taking into account the Administrative Procedure Act for the Land of North Rhine-Westphalia.
3. The incorrect examination diploma according to § 28 (1, 2) or the diploma according to § 11 (5) is to be confiscated and if appropriate reissued. A decision according to paragraph 1 and paragraph 2 sentence 2 is excluded after expiry of a period of five years after issuing of the examination diploma according to § 28 (1, 2) or the diploma according to § 11 (5).

§ 34 Objection Procedure

1. An objection against adverse decisions in the examination procedure, in particular against the assessment of examination performances, may be lodged within one month after notification in accordance with § 68 of the Administrative Court Procedure Act (Verwaltungsgerichtsordnung – VwGO).

2. An objection against the assessment of an examination performance must be preceded by a reasoned application to the examination board following inspection of the examination and completion of the re-assessment procedure. The procedure and formal requirements for such application are governed by the “Richtlinie Prüfungseinsicht und Nachkorrekturanträge” (translated: “Guideline on Examination Inspection and Requests for Re-Assessment”), which forms part of these examination regulations. The examination board shall decide on the application.
3. The examination board shall decide on the objection pursuant to paragraph 1. In order to ensure transparency, the contact details of the examination board, the responsible contact people, and the detailed procedure for submitting applications shall be published on the university website.

§ 35 Entry into Force

These examination regulations come into force with effect from October 1st 2026. They will first apply to those students who take up their studies in the winter semester 2026/27.

Issued by reason of the Senate resolutions of May 18th 2026.

Dortmund, 18.05.2026

Prof. Dr. Gerrit Lietz

Vice President Academic Affairs