



MBS Regulations for Failed Study Abroad Courses

This document explains the general MBS regulations and provides guidelines and processes for students who:

1. struggle with one or more courses abroad and are concerned to fail
2. failed one or more courses abroad and are missing credits

General MBS regulations regarding study abroad credits

Students must earn credits abroad as part of their MBS degree. Depending on their study program, the requirements are different as outlined in the respective Study and Examination Regulations, on the MBS Study Abroad Website and on the MBS Learning Agreement.

Students who fail to reach the required ECTS in the defined courses abroad have to register for re-take exams with the host university. The repeat exams follow the examination regulations of the host university.

In cases where there is no possibility of re-takes at the host university, the student can submit an official request to the MBS Examination Committee for a substitute or equivalent assessment/exam.

This can be done by completing the **'Request for Substitute Study Abroad Assessment at MBS'** form (page 3) and submitting it - along with supporting documents - to the Examination Committee at MBS which will accept or deny the request.

Approvals are only granted in situations, which are considered 'undue hardship' and for courses where MBS has lecturers familiar with the subject. Undue hardship could include, but is not limited to, repeating an entire course at a host university, high travel costs to retake an exam, etc.

Unsubstantiated (or poorly documented) requests will be denied and students will have to re-take the failed course(s) abroad at their own expenses. Students who have failed more than 50% of the credits abroad must repeat an entire term abroad at their own expenses.

In the following pages, students will find step-by-step Guidelines and Processes (page 2) as well as the MBS Form 'Request for Substitute Study Abroad Assessment Credit at MBS' (page 3).



Guidelines and Process

To avoid this lengthy and tedious process, students should try to pass all courses abroad. Below are some guidelines for students to follow:

Scenario 1: Student struggles with a course abroad and is concerned to fail it

1. Check repeat exam regulations of host university abroad
2. Talk to the professor teaching the course explaining your concern/struggle and ask for input or ways to pass the course. Most of the time, the problem can be solved this way.

If that does not work:

- Contact the responsible person at the host university (international center or academic advisor for exchange students). Explain your situation and ask for input.

If that does not work:

- Inform the MBS Study Abroad advisor for your region to get involved by writing an email to outgoing@munich-business-school.de

Scenario 2: Student has failed one or more courses at the host university

- Inform the MBS Study Abroad advisor (it is better to address this early and not wait until the transcripts arrive) at: outgoing@munich-business-school.de
- Find out from the host university if/when the exam must be repeated or if there are no re-take exam.
- If you cannot do a re-take exam at the host university and/or your request falls under 'undue hardship' as defined in page 1,
 1. inform the MBS Study Abroad advisor (outgoing@munich-business-school.de)
 2. complete the '**Request for Substitute Study Abroad Assessment Credit at MBS**' form and submit it with the supporting documents* attached as outlined below

In both cases, please inform your MBS Study Abroad advisor soon, so they are aware that you are either struggling with a course or have failed a course.

*Supporting Documents

- Copy of Learning Agreement from MBS with your pre-approved courses
- Transcript from host university
- Proof of registration for repeat exams at host university or Written proof from host university (via email is sufficient) that you contacted them and that a re-take exam is not being offered
- Syllabus from the failed course(s), outlining the course contents



Request for Substitute Study Abroad Assessment Credit at MBS - Form

Complete and sign form, attach supporting documents (see p. 2) and send it to MBS Examination Office: pruefungsamt@munich-business-school.de

First Name:	Last Name:		
Email:		Phone:	
Your Study Program at MBS: Bachelor IB <input type="checkbox"/>		Master IB <input type="checkbox"/>	Master SBC <input type="checkbox"/>
Semester Abroad:	Fall: <input type="checkbox"/>	Spring: <input type="checkbox"/>	Year:
Name of Host University:			Country:
Academic Advisor at Host University:		Email:	
ECTS successfully passed abroad:		ECTS failed:	
List name of course(s) (with ECTS credits) you failed abroad and provide explanation			
1. <i>why you failed the course</i>			
2. <i>why you apply for substitute study abroad assessment credits at MBS and why you cannot obtain the credits abroad</i>			
3. <i>why your situation should be considered 'undue hardship</i>			
Failed Course 1:			
Failed Course 2:			
Failed Course 3:			
<u>Explanation:</u>			

Supporting Documents attached:

- MBS Learning Agreement
- Transcript Host University
- Proof of Exam Registration
- Syllabus failed course(s)

Student signature

(if you upload signature as picture, click inside the grey frame):

Date: