

PO2024

Regulations regarding the assignment of examiners for the subject area of Business Administration and Corporate Taxation for all Bachelor's degree programs in Business Administration and Business Law in the *summer semester 2024*

This is a convenience translation, which is provided to English-speaking readers for informational purposes only. Only the German version of this document is legally binding in accordance with § 23 paragraph 1 Federal State Administrative Procedure Act (Landesverwaltungsverfahrensgesetz).

Head of Department: Prof. Dr. Frauke Sander

Applications to change examiners in the courses of the Business Administration 1 module:

- A change of examiner is only possible within the first six weeks after the start of lectures if a justified application is submitted to the head of the department.
- Information on the relevant requirements and the necessary application can be found on the [homepage of the Department of General Business Administration](#). If necessary, you can contact Prof. Dr. Nothhelfer (Business Administration) during office hours (see LSF). Please register in advance. Please contact Prof. Dr. Spohn to apply for the subject "Corporate Taxation".
- **A change of examiner will only be authorized in justified cases of hardship and to improve the compatibility of studying and raising children (parental leave). Overlapping lectures are not a justified case of hardship.**
- **Please note:** The examiner assignment is binding unless you have been authorized to change examiners. You can only take the examination with the examiner appointed for your degree program. If you take the exam with a different examiner, your exam will not be graded and documented as revoked.

1. BUSINESS ADMINISTRATION I / BUSINESS ADMINISTRATION (GMT1300)

1.1 FOUNDATIONS OF ACCOUNTING (GMT1302)

1st attempt: assignment of examiner

2nd + 3rd attempt: selection of examiner

Key facts in the subject Foundations of Accounting:

a) Recognition of skills acquired during vocational training

- The Business School recognizes accounting skills acquired during vocational training in a variety of professions and awards the corresponding credits (ECTS) without further examination.
 - Information on the relevant vocational training courses can be found on the [website of the Department of General Business Administration](#).
 - Applications for credit transfer must be **submitted** within the first **six weeks after the start of lectures**, including all relevant certificates (final certificate, training certificate and vocational school certificate).
- **Please note: Recognition is only possible if the examination performance to which accounting is assigned has been assessed as at least sufficient in both certificates.**
- The documents must be sent in advance by email to bwl@hs-pforzheim.de. The completed recognition form can be picked up during the recognition consultation hours (see notice board, W2.1.16). It is absolutely necessary to submit the original certificates! The recognition form is available for pick up for all recognitions submitted 48 hours before the respective consultation appointment.

b) Compact course "Foundations of accounting"

- Students of all degree programs (except BDEM) have the option of completing the course as part of a compact course (Prof. Dr. Nothhelfer / Prof. Dr. Scholz) after the first few weeks of lectures
- The target group is students with relevant previous knowledge from vocational training (if this could not be credited, see a)) or a corresponding school education as well as students in their second or third attempt.
- This course is not recommended for students without prior knowledge.
- Further information: [website of the Department of General Business Administration](#)
- For the compact course, you have a choice of examiners depending on availability, but you must decide on an examiner before the start of the course by registering on Moodle.

Examiner assignments in the 1st attempt sorted by degree programs (if students cannot/do not want to take advantage of either of the above offers):

Degree program	Examiner
BCAF - Controlling, Accounting and Financial Management	Klittich
BELS - Purchasing, Logistics and Supply Chain Management	Klittich
BMA - Marketing	
BKPM- Consumer Psychology and Market Research	
BMKD - Marketing Communication and Digital Marketing	Klittich
BMMD - Media Management and Digital Media	
BPM – Human Resources Management	Klittich
BNRE - Sustainability and Resource Efficiency	
BSWP - Taxes and Auditing	Klittich
BWI- Business Information Systems	
BBA/BIB - International Business	Klittich (deutsch) Kropp (englisch)
BBA/BIM - International Marketing	
BDBM - Digital Business Management (only in English)	
BWR - Business Law	Klittich

1.2 MANAGEMENT OF BUSINESS FUNCTIONS (GMT1301)

1st attempt: assignment of examiner

2nd + 3rd attempt: selection of examiner

Examiner assignments in the 1st attempt sorted by degree program:

Degree program	Examiner
BCAF - Controlling, Accounting and Financial Management	Janes
BELS - Purchasing, Logistics and Supply Chain Management	Janes
BMA - Marketing	
BKPM- Consumer Psychology and Market Research	
BMKD - Marketing Communication and Digital Marketing	Janes
BMMD - Media Management and Digital Media	
BPM – Human Resources Management	Janes
BNRE - Sustainability and Resource Efficiency	
BSWP - Taxes and Auditing	Janes
BWI- Business Information Systems	
BBA/BIB - International Business	Janes (deutsch) Buchner (englisch)

BBA/BIM - International Marketing	
BDBM - Digital Business Management (only in English)	
BWR - Business Law	Janes