M.Sc. in Media, Management and Digital Technologies

Guideline (PStO 2018)
Important Information

Dr. Birgit Bodenstein-Köppl

Updated October 2023

Agenda

1. Study Program
2. General Information
# 3. Point of contact

1. Study Program

- Examination and Study Regulations
- General Terminology
- Curricula
- Recommendation for Curriculum
- Time Limit

Examination and Study Regulations – „Prüfungs- und Studienordnung (PStO)"

The Prüfungs- und Studienordnung (short: PStO) contains all examination and study regulations.
Here: Prüfungs- und Studienordnung for the Master Program "Media, Management and Digital Technologies" (2018).

PStO (2018) is available on the MMT-Homepage and on the ISC-Homepage (Information- and Service Center/ Prüfungsamt)
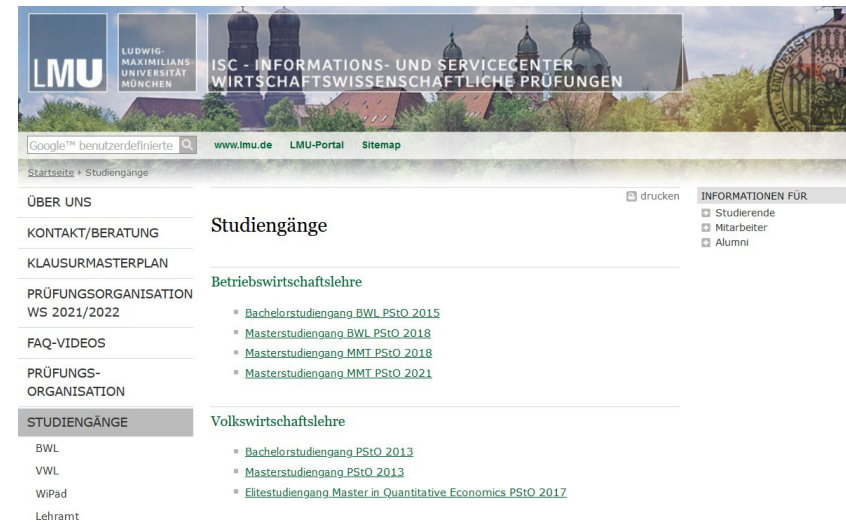
General Terminology

The Master of MMT is based on the European Credit Transfer System (ECTS). You have to acquire a total of 120 ECTS credits for graduation.

Modules

The study program is divided into modules. After passing the module examination, the credit points for the corresponding module will be awarded.
A module may consist of different forms of teaching (e.g. lecture and tutorial).

Module examination

The module examination will be passed either by one exam (e.g. written exam) or two exams (e.g. written and oral examination) resulting always in one module grade.

For every passed exam (module examination) you will receive a certain number of ECTS credits that correspond to the workload of the course.

Courses usually are attributed 6 or 12 ECTS Credits, sometimes 3 ECTS Credits.

How is the Master's program designed?
Modules:

Sem.	Media Business	Business and Technology		Media Technologies
1	**Transformation and Digitization** (6 ECTS Credit Points/CP)	**Foundations of MMT** (12 ECTS CP)	**Media Communication** (6 ECTS CP)	**Interface Design** (6 ECTS CP)
2	**Innovation I (Digitalization, Transformation & Management)** (6 ECTS CP)	**Technological Concepts for Media** (12 ECTS CP)		
3	**Innovation XI (Electronic Markets)** (6 ECTS CP)	**Business Concepts for Media** (12 ECTS CP)		**Online Multimedia** (6 ECTS CP)

+ 18 ECTS CP Electives (Business and Informatics, min. 6 ECTS CP each) ➔ 2nd and 3rd semester

+ 30 ECTS CP Master Thesis ➔ 4th semester; in total: 120 ECTS CP

Acquisition of 120 ECTS-Credits

Compulsory Modules
must be taken without exception
102 ECTS Credits

Optional Modules
Choose from different modules
according to certain rules
18 ECTS Credits

120 ECTS
Credits

Compulsory Modules	ECTS Credits
Foundations of Media, Management and Digital Technologies	12
Media Communication	6
Transformation and Digitization	6
Interface Design	6
Technological Concepts for Media	12
Innovation I (DTM)	6
Business Concepts for Media	12
Innovation XI (Electronic Markets)	6
Online Multimedia	6
Final Module	30

Optional Modules	ECTS Credits
	18
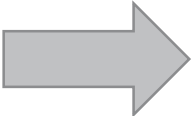
Next slide

Rules for selecting optional modules

In total 18 ECTS-Credits must be selected from optional modules in the fields of business administration and informatics.

Select 6 ECTS-Credits from the field "business administration". Select 6 ECTS-Credits either from the module „Elective Topics in Informatics I" or „Elective Topics in Informatics II" (in the field "informatics"). Select the remaining 6 ETCS-credits either from the field "business administration" or the field "informatics" (Elective Topics in Informatics I, II or Practical Course in Informatics)

Optional Modules
Business Administration:

Accounting and Taxation I-III
Finance and Insurance I-III
Marketing & Strategy I-III
Innovation and Digital Business I-IV
Leadership and Human Resources I-II
Elective Topics in Business Administration (Theory I)
Elective Topics in Business Administration (Theory II)
Advanced Elective Topics in Business Administration (Theory I)
Advanced Elective Topics in Business Administration (Theory II)
Elective Topics in Business Administration (Applied Theory I)
Elective Topics in Business Administration (Applied Theory II)
Advanced Elective Topics in Business Administration (Applied Theory I)
Advanced Elective Topics in Business Administration (Applied Theory II)

Optional Modules
Informatics:

Elective Topics in Informatics I
Elective Topics in Informatics II
Practical Course in Informatics

An Optional module consist of more specific courses (see course catalogue on the MMT homepage)

Modules and Specific Courses (1/3)

Please be aware that a module may consist of one or more specific courses! When choosing your courses, please remember that you can only take one course in one module. Each module can only be selected once.

MMT mandatory modules consist of one specific course.

Optional modules often consist of more specific courses.

This is important to know for grade improvement (further details can be found in this presentation)

Modules and Specific Courses (2/3)

The overview of all offered mandatory Modules in Business and Informatics is available on the MMT-Homepage.

The overview of all offered current courses (electives) in Business and Informatics (Course Catalogue: available 15th September/WT, 15th April/ST) and important rules (guideline) are available on our MMT-Homepage.

More information to the courses can also be found on LSF (will be explained in the course of this presentation) or on the departments homepages.

Optional/Modules and Specific Courses (3/3)

Example: Optional Module in Informatics

Optional modules in informatics consist of more specific courses.

This is important to know for grade improvement (further details can be found in this presentation).

Module: Elective Topics in Informatics I or II
Human-Computer Interaction II, WT Advanced Topics in Human-Computer Interaction, ST Multimedia Learning Environments, ST Human Computation, ST Knowledge Representation and Reasoning, WT Knowledge Discovery in Databases II, WT …

Recommendation for Curriculum

Modules	1st	2nd	3rd	4th
Foundations of Media, Management and Digital Technologies	12			
Media Communication	6			
Transformation and Digitization	6			
Interface Design	6			
Technological Concepts for Media		12		
Innovation I		6		
Optional Modules Business Administration and Informatics		12	6	
Business Concepts for Media			12	
Innovation XI			6	
Online Multimedia			6	
Final Module				30
ECTS-Credits per Semester	**30**	**30**	**30**	**30**

120 ECTS Credits
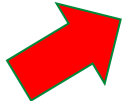
Master Thesis: For detailed information read our presentation to the Master thesis (MMT-Homepage)

Time Limit

The regular period of study consists of 4 semesters.

Maximum time:

The maximum time to earn 120 ECTS-Credits is 6 semesters.

(Relevant is the date of your last exam, e.g. submission date of Master Thesis)

Extension of Study period

The request for the extension of the study period must be handed in before the applicable deadline.

2. General important Information

- LSF and Uni2work
- Courses (Online or classroom)
- Exam Registration
- Grading Scale
- Grade Improvement
- Credit Transfer
- Inability to take an examination
- Documentation
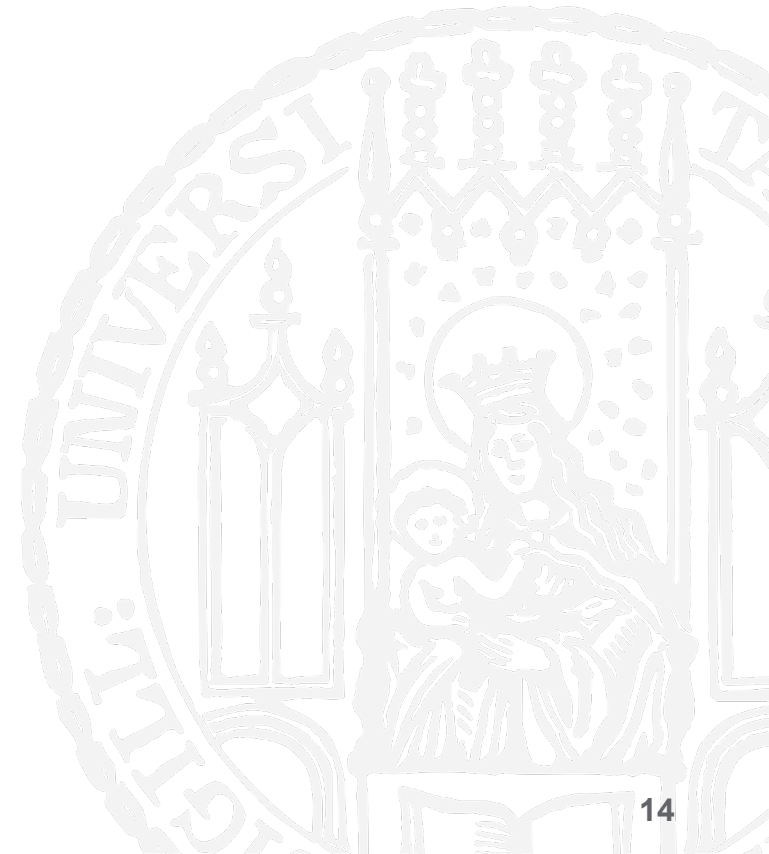
LSF (Lehre, Studium, Forschung): our web-based application

www.lsf.lmu.de
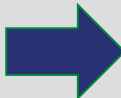
log on with your username (LMU student e-mail) and password

LSF (Lehre, Studium, Forschung): our web-based application

https://www.hilfe.lsf.uni-muenchen.de/index.html
https://www.en.hilfe.lsf.uni-muenchen.de/index.html

Documentation of study and exam achievements

Online available (LSF): www.lsf.lmu.de

Course Catalogue

Transcript, update available every semester

Overview of already passed examinations

Registration for exams

Informatic Courses (Optional modules)

All optional modules in Informatics are not included in LSF; the overview of all offered courses is available on our MMT-Homepage (Course Catalogue).

There is an other system available for this modules: moodle

Moodle: web-based application informatics

https://moodle.lmu.de

Registration for examination (all compulsory modules and Optional Modules in Business)

Online registration (and also cancellation) is mandatory for all exams. Each Student is required to register for the exams in LSF and by this link the individual examination to the respective module.

Timelines for registration and cancellation are available on the ISC-homepage (mandatory modules). In addition please ask the responsible chair of the course (mandatory and optional modules)

Online exams: Without registration you cannot take part on the exam!

Registration for Informatic Courses (Optional modules)

Online registration (and also cancellation) is mandatory for all exams, also for all optional courses in informatics.

In addition please ask the responsible chair of the course (mandatory and optional modules)

How are grades calculated?

- Possible Grades: 1.0; 1.3; … 4.0 (passed)

- In some courses, grades will be based on multiple forms of evaluation (e.g. a written exam and presentation), called "partial evaluations".

- For such courses, the final grade is the arithmetic mean of the grades earned in each partial evaluation.

- Possible Grades: 1.10; 1.11; ….

- Final grades are calculated exactly up to two decimal places.

- Grades equal to or less than a 4.00 are passing, grades greater than 4.00 (meaning 4.01+) result in the grade 5.00 (fail).

- Each passed exam enters the grade point Average (GPA) with the corresponding number of ECTS Credits, the GPA consists of all credits earned.

Grade Improvement

- Is it possible to improve a grade?

  A passed module examination can be repeated once at the next regular/possible date. A not passed module examination can be repeated (Study time limit!)

- Are there any modules excluded from the grade improvement?

  Master Thesis

Grade Improvement

- Which grade is relevant?
  The better one

- How often may I improve my module grade?
  Only once

- Which examination will be relevant in case both grades are the same?
  The later one

Grade Improvement

- In case the module contains several specific courses what has to be considered?

  The grade from the first examination can be improved by a better grade from a different specific course within this module at the next possible date. Any module can be selected only once (example next slide)

- Are there any deadlines to be considered in case I want to improve my grade?
  The next regular/possible date

- What is the meaning of next regular/possible date?
  Next time this module will be offered
  (example next slide)

Example Grade Improvement (module with several specific courses)

- Elective Topics in Informatics I: Grade 3.7 in module examination (written exam) to lecture 1 + tutorial 1 "Human Computation", summer term, 2nd semester; I would like to improve my grade

- Elective Topics in Informatics I is being offered **every summer and winter term**

- If you want to improve your grade, the repeat examination **has to take place next winter**. Specific course „Human Computation" is only available during summer term. Improvement for example with specific course „Managing Massive Multiplayer Online Games" within module Elective Topics in Informatics I, which is available during winter term.

- Renewed registration for Elective Topics in Informatics I, winter term, 3rd semester

Grade Improvement

- When does it make sense to improve my grade?
  In case of a bad day, otherwise this creates additional workload

- What do I have to do to improve my grade?
  Renewed registration (in LSF) for the same module examination

- What happens if I miss the registration deadline?
  A grade improvement is only possible with registration

- If I am on approved leave (holiday semester) can I improve my grade?
  Only in case if the previous module examination was not passed.
  (passed module examinations can not be repeated during the approved absence)

Example Grade Improvement

Example:

1. Attempt, Grade 3.7

      2. Attempt, Grade 3.3 => Grade 3.3 counts

      2. Attempt, Grade 3.7 => Grade 3.7 counts

      2. Attempt, Grade 4.0 => Grade 3.7 counts

Example:

1. Attempt, not passed, Grade 5.0

      2. Attempt, passed with Grade ≤ 4.0 => Grade improvement is possible once

Example:

1. Attempt, not passed, Grade 5.0 (= fPV)

      2. Attempt, not passed, Grade 5.0 => Repeatable until end of 6th Semester

Credit Transfer

Periods of study and ECTS credits from other Master Programs can be transferred to our program if the individual courses are equivalent to the courses we offer within our program.

Acknowledgement

(before M.Sc. matriculation), e.g. Change of University

has to be notified at the end of the 1st semester

Acknowledgement

(**after M.Sc. matriculation**), e.g. Studies abroad

has to be notified after completion of studies abroad at the end of the following semester

Inability to take an examination

- Must be notified immediately. It has to be proved before grade publication at the latest.

- Notification after grade publication or four weeks after the examination date is not possible.

- Notification must be done within 2 to 3 days at a maximum.

Documentation of study and exam achievements

After graduation:

- ✓ Master Diploma (M.Sc.)
- ✓ Master Certificate
- ✓ Transcript of Records
- ✓ Diploma Supplement

3. Point of contact
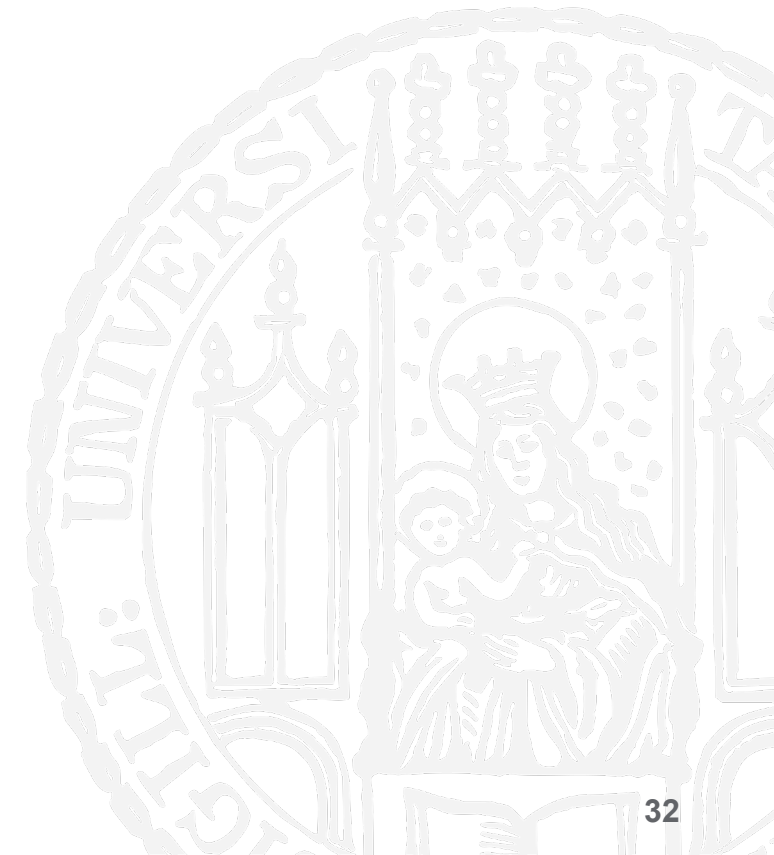
Further information – Contact Student Counseling

- All questions related to the Prüfungs- und Studienordnung
- Examples: Acknowledgment of former examinations, study deadlines, module selection …
- Questions related to e.g. PStO, modules, course program, grades, grade improvement, master Thesis, transcript, Study abroad or time of absence, Transfer credits

Please contact: Dr. Birgit Bodenstein-Köppl, ISC

b.bodensteinkoeppl@lmu.de

Further Information – MMT Homepage

- **PStO:** Prüfungs- und Studienordnung for the Master Program
- **Course Catalogue:** overview of all offered current courses in Business and Informatics available 15th September (WT), 15th April (ST)
- **Master Thesis (presentation)**
- **FAQs**

Further Information – ISC Homepage

- **Important Information** (e.g.information on the organization of the exams)

- **www.isc.lmu.de**

Privacy Protection

Please note that only e-mails will be accepted submitted via campus-E-Mail.

There will be no reply to private E-Mail-addresses.

Disclaimer

All information in this document has been carefully researched and compiled, nevertheless changes and errors are possible. Therefore, no legal claim can be derived from this document. Only the respective examination and study regulation is legally binding.

Status of information: October 2023