

**General Examination Regulations of the
University of Applied Sciences
Würzburg-Schweinfurt
For Bachelor's and Master's Programmes
(Allgemeine Prüfungsordnung; APO)**

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The State Examination Regulations (Rahmenprüfungsordnung für Fachhochschulen in Bayern, RaPO)² and the Bavarian Higher Education Act (Bayerisches Hochschulgesetz, BayHschG) form the framework for the following General Examination Regulations decreed by the University of Applied Sciences Würzburg-Schweinfurt (FHWS).

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1. Chapter

§ 1

Scope of application

This General Examination Regulation applies to all Bachelor's and Master's programmes at FHWS.

§ 2

Purpose of the General Examination Regulation

¹The General Examination Regulations fulfil the requirements of the State Examination Regulations (Rahmenprüfungsordnung, RaPO) of 17 October 2001 in the version applicable. ²They contain the regulations for the conduct of degree programmes and examinations at FHWS.

2. Chapter

§ 3

Commencing studies

Individual conditions for commencing a degree programme are stipulated by the respective study and examination regulations.

§ 4

Re-enrolment and leave of absence

¹The students must enrol for each semester in due form and on time to continue studying (re-enrolment).

²Details of the procedure are regulated by the Regulations for the Procedure of Enrolment, Leave of Absence, and Termination of Enrolment at the University of Applied Sciences Würzburg-Schweinfurt (FHWS Enrolment Regulations).

¹FHWS may release students from the obligation to study properly on request and for good cause (leave of absence). ²The duration of leaves of absence should generally not exceed two semesters in the whole degree. ³The deadlines to be observed are regulated in § 39 (3) and § 36 (6), participation in examinations in § 35.

Periods

- a) of maternity leave in accordance with the Maternity Protection Act (MuSchG) of 23 May 2017 in its current version,
- b) of parental leave in accordance with § 15 Parental Benefit Act (BEEG) of 5 December 2006 in its current version, as well as
- c) of leave of absence for the care of close relatives (in the meaning of § 7 (3) Family Caregiver Leave Act (PflegeZG) of 28 May 2008 in its current version) being in need of care (in the meaning of §§14, 15 of the Eleventh Volume of the Social Security Code (SGB XI) of 26 May 1994 in its current version)

must not be credited against the amount of time specified in (2) Sentence 2.

§ 5

Programme Advice

- (1) The primary task of the programme advisor is to support the students in all questions related to planning the course of their degree and the organisation of their studies.
- (2) In general, the programme advisor is a professor or another member of the teaching staff and is appointed by the faculty council.

3. Chapter

Programme structure

1. Section

General regulations

§ 6

Standard time to degree

¹The standard time to degree, in particular for programmes which are carried out part-time, as extra-occupational programmes, or programmes accompanying (vocational) training, is determined by the respective study and examination regulations. ²The examinations should be taken in sufficient time to ensure that the ECTS credit points required to receive the Bachelor's or Master's degree have been earned by the end of the standard period of study. ³Unless the respective study and examination regulations stipulate otherwise, one ECTS credit point corresponds to a student workload of 30 hours, including contact time and independent study.

§ 7 Modules

- (1) Bachelor's and Master's programmes are modularised.
- (2) The degree programme's core modules (Pflichtmodule) are mandatory for all students.
- (3) ¹Elective modules (Wahlpflichtmodule) are either core elective modules (Fachwissenschaftliche Wahlpflichtmodule, FWPM) or, in the case of Bachelor's programmes, general elective modules (Allgemeinwissenschaftliche Wahlpflichtmodule, AWPM) that are offered either individually or in groups and can be chosen by students from a catalogue. ²All chosen modules except the general elective modules are treated like core modules. ³A general elective module can contain one or more general elective courses (Allgemeinwissenschaftliches Wahlpflichtfach, AWPf). ⁴The AWPf catalogue is agreed by the Faculty of Applied Natural Sciences and Humanities and the respective faculty. ⁵The FWPM catalogue is determined by the respective faculty.
- (4) ¹Optional modules (Wahlmodule) are modules which are not listed as modules required for completing the degree programme. ²They can be selected from FHWS's study options as additional modules and can also be listed in the final certificate at the student's request. ³Optional modules do neither contribute to the degree grade nor to the ECTS score requirement stipulated in the respective study and examination regulations.
- (5) ¹Each Bachelor's degree programme contains one general elective module. ²General elective modules serve the development of interdisciplinary skills (*studium generale*); therefore, they have no immediate thematic relation to other modules of the respective degree programme. ³The offer may include the following subject areas: languages, cultural studies, science and technology, politics, law and business/economic studies, pedagogy, psychology and social sciences, soft skills, creativity and art. ⁴AWPFs with the best grades up to 5 ECTS credit points are included in the calculation of the final grade of an AWPM, unless the student makes a different binding selection to the Department of Student Affairs (HSST) before the degree certificate is issued.
- (6) An area of specialisation can consist of core modules and elective modules; it serves to specialise in a discipline.
- (7) ¹In the appendix to each study and examination regulations, the modules - in the case of core modules the courses assigned to them -, a possible area of specialisation, the semester in which they are to be taken, the ECTS credit points and credit hours (SWS) assigned to each module, the type, length and language of examination, as well as particular conditions for admission to the examination are specified. ²Modules that do not lead to a final grade, i.e. are ungraded, are identified accordingly. ³The regulations are supplemented by the study plan (see § 8).
- (8) ¹In the respective study and examination regulations, each faculty stipulates a Bachelor's programme's foundation modules (Grundlagenmodule) with the scope of 60 ECTS credits. ²If no such stipulation is made, the modules listed for the first two semesters are considered foundation modules.
- (9) ¹There is no guarantee that all modules provided for in a programme's study and examination regulations are offered each semester. ²There is also no guarantee that the courses assigned to them will take place if there is not a sufficient number of participants.

§ 8 Study plan, module descriptions

- (1) ¹To safeguard the range of courses offered, to provide information for students, and to substantiate a programme's study and examination regulations, the faculty council decides upon a study plan that is not part of the respective study and examination regulations. ²The study plan describes the course of study for the next semester. ³The study plan must be published electronically for the whole FHWS. ⁴Publication of new rules and regulations must take place no later than at the start of the lecture period of the semester in

which these new rules and regulations are to be applied for the first time. ⁵The study plan includes, in particular, rules and information about

- a) the catalogue of offered modules, their time allocation and the distribution of ECTS credit points,
 - b) the types of all courses, insofar as they have not been definitively specified in the appendix of the corresponding study and examination regulations,
 - c) module managers, lecturers,
 - d) more detailed provisions regarding the examinations, the certificates of participation, and the particular conditions for admission to examinations insofar as no final regulations have been laid down yet in the respective study and examination regulations,
 - e) the determined language of instruction and examination for each course.
- (2) ¹Each core module and elective module of a degree programme must have a description which is to be published electronically. ²Each module description shall at least contain the following information
- a) Contents and qualification objectives of the module,
 - b) Teaching and learning formats,
 - c) Conditions of participation in the module
 - d) Applicability of the module,
 - e) Condition for the award of ECTS credit points,
 - f) ECTS credit points and grading,
 - g) Frequency of the offered module,
 - h) Workload of contact time as well as self-study time,
 - i) Module duration.

§ 9

Semester abroad

- (1) ¹Students have completed a semester abroad if they have earned course and examination achievements abroad for a continuous period of at least three months and the examination committee has accredited these; this also applies to optional modules. ²In general, course and examination achievements shall be earned at a partner university (studies abroad) or in a company or an external institution (internship abroad).
- (2) ¹The basis for a decision about accreditation of course and examination achievements earned abroad is exclusively the competences acquired or to be proven by the student in the specific module (learning results). ²Course and examination achievements must be accredited if there are no substantial differences between the competences acquired and those which are to be proven.
- (3) ¹In order to accredit course and examination achievements from studies abroad, the following documents are generally required:
 - a) A valid learning agreement signed before going abroad,
 - b) a transcript of records issued at the end of the studies abroad by the partner university, and
 - c) official information about the partner university's grading system.

²The learning agreement has to be signed either by the chairperson of the examination committee, its deputy, or by a member of the examination committee authorized by the respective examination committee. ³For the accreditation of course and examination achievements, students have to submit the documents stipulated in Sentence 1 to their examination committee.

(4) § 43 (4) applies to the grading of course and examination achievements that are to be accredited.

2. Section

Pre-study internship, internship module

§ 10

Pre-study internship

¹The pre-study internship is defined as work activity which serves the intended degree programme; it is preferably to be completed without interruption and before the start of studies. ²If the intended degree programme requires a pre-study internship it is stipulated in the respective study and examination regulations; these also stipulate the length and contents of the pre-study internship.

§ 11

Internship Module

- (1) An internship module is defined as a module that is incorporated into the degree programme, regulated and directed by FHWS and prepared as well as accompanied by courses; in general, the internship part is completed in a company or an institution outside FHWS where students spend time working in a professional field related to their degree programme.
- (2) ¹In general, Bachelor's programmes shall contain an internship module, whereas Master's programmes may contain an internship module. ²As a rule, the internship module of Bachelor's programmes shall consist of a continuous period of at least 20 and at most 26 weeks including the accompanying courses. ³Students are usually employed as full-time interns; the examination committee shall decide on exceptions.
- (3) ¹The study and examination regulations stipulates the requirements which have to be met to enter the internship module phase. ²The internship's objectives and contents can be found in the internship plan which is determined and published by the faculty council.
- (4) During the internship module, students shall be supervised by an appropriate member of the faculty as well as by qualified members of staff of the respective company/institution/organisation.
- (5) ¹Before the start of the internship module, a written training contract must be concluded between the student and the training institution. ²In addition to general concerns under employment law, this contract also regulates, in particular,
 - a) the obligation of the training institution
 - i. to train the student for the agreed period in accordance with the internship plan and to have them supervised for this period by a qualified person;
 - ii. to allow the student to take part in the accompanying courses and to sit examinations when required;
 - iii. to review and initial the report that is to be produced by the student;
 - iv. to issue a training reference in good time for the end of the internship;
 - b) the obligation of the students
 - i. to take advantage of the training opportunities and to carefully perform the tasks assigned within the framework of the internship plan;
 - ii. to produce a report on the tasks and contents of the training during the internship module in due time;
 - c) insurance issues for the students;
 - d) the possibility of premature termination of the contract.

³Before the conclusion of this contract, the agreement of the faculty's coordinator responsible for the degree programme's internship module must be obtained.

- (6) ¹If the internship objectives are not affected, the student may be exempted from making up for times of absence, if the reasons for the absence were beyond the student's control and if the times of absence during the internship module do not amount to more than five working days. ²The student shall make up for times of absence exceeding five working days if absences amount to more. ³The student shall provide proof that the reasons for their times of absence were beyond their control.
- (7) ¹The internship module is deemed to be successfully completed if
- evidence of the internship and its duration of at least 20 weeks, full-time, is provided through a reference from the training institution, as well as
 - a report on the student's activities during the internship signed by the training institution is available and the contents of this have been approved by the faculty's supervisor.
- ²Additional requirements may be stipulated in the study and examination regulations.
- (8) The coordinator responsible for the internship module is, as a rule, a professor or another member of the teaching staff and will be appointed by the faculty council.

3. Section

Special study modes

§ 12

Single module studies

¹Through single modules studies, students can get technical orientation and acquire partial academic or professional qualification. ²Students select one or more modules open for single module studies from existing FHWS undergraduate or graduate degree programmes provided that the respective degree programme is not subject to any admission restriction in the semester in which the module is regularly offered. In all other respects, the study and examination regulations for single module studies apply.

§ 13

Part-time studies

¹Degree programmes may be established as part-time degree programmes with their own study and examination regulations. ²Part-time studies are regular studies with an extended standard time to degree and thus reduced scope of learning contents per semester.

§ 14

Extra-occupational Studies

Extra-occupational degree programmes are designed by FHWS in such a way that they can be completed in addition to a professional activity or vocational training; this means that face-to-face courses are concentrated on evening hours, weekends and block courses, and the proportion of virtual teaching is increased.

§ 15

Studies with Intensified Practice

In accordance with a training contract, students in Studies with Intensified Practice complete the internship module, but also extra practice phase(s) in one training institution in order to intensify practical contents.

§ 16 Combined Studies

¹In addition to regularly studying in a degree programme at FHWS, Combined Studies also contain training and practical phases aligned to the respective degree programme. ²In accordance with the training contract, the practical phases are generally divided into periods preceding the studies, the lecture-free period, the internship module, the period of the final thesis and additional periods; these additional periods shall be completed to deepen the practical contents of the degree programme after the announcement of the passing of the final examination at the competent authority.

4. Chapter Examination matters

1. Section Examination bodies

§ 17 Examination bodies

- (1) The examination board (Prüfungsausschuss), the examination committee (Prüfungskommission) and the examiners are the existing examination bodies.
- (2) ¹In addition to the persons mentioned in Article 62 (1) Sentence 2 No.1 of the Bavarian Higher Education Act, all those persons are entitled to hold examinations in higher education who have acted as independent lecturers in the examined subject at an higher education institution:
 - a) Retired professors,
 - b) Sessional lecturers,
 - c) Lecturers with special responsibilities and
 - d) Research assistants.

²In subjects where predominantly practical knowledge and skills are taught, also persons with professional and training experience are entitled to hold examinations in higher education. ³Examiners are responsible for compiling, invigilating and assessing the examination performance (grading).

§ 18 General regulation for the activities of the examination bodies

- (1) Unless otherwise stipulated below, the common rules for the course of business in the collegial bodies and the other bodies of Part 3 Chapter 1 of the Statutes of FHWS apply.
- (2) ¹The chairperson of an examination body must convene a meeting of their examination body with at least one week's notice, specifying the agenda. ²When the examination body fix their meeting dates at the latest at the beginning of the respective semester it is considered a proper invitation to the examination body's meetings if it is ensured that the members are informed of this in good time. ³Meeting dates shall be published electronically throughout FHWS; the president's office, the legal unit, as well as the Department of Student Affairs (HSST) are to be informed. ⁴Meetings must be scheduled such that decisions can be made in time and promptly. ⁵The meetings are not public.
- (3) ¹A decision which cannot be postponed until the next meeting may be made by circulation. ²The chairperson must make the documents required for decision making available to all members in writing, if necessary,

and indicate a date by which the decision is to be made. ³If there is an electronic circulation procedure, appropriate safeguards for electronic transmission shall be taken into account.

- (4) ¹The chairperson makes decisions by means of an accelerated procedure in matters that are not to be delayed. ²The chairperson must inform the members of the examination body of this immediately. ³Examination bodies may repeal decisions made by the chairperson; rights of third parties that have already arisen remain unaffected.
- (5) ¹Minutes must be kept of the examination body's decisions which must be signed by the chairperson. ²Decisions made by means of an circulation procedure or accelerated procedure must be added to the minutes of the next meeting.

§ 19

Examination Board (Prüfungsausschuss)

- (1) ¹The examination board shall consist of a chairperson, a deputy chairperson and three other members. ²Members may be from the group of higher education lecturing staff who are teaching at a higher education institution. ³The members represent all disciplines. ⁴A permanent substitute shall be appointed for each member.
- (2) ¹The chairperson shall be appointed by the president. ²All other members shall be appointed by the president in consultation with the chairperson. ³Board members shall be appointed for a three-year term; re-appointment is permitted. ⁴New appointments and re-appointments shall be made in such a way that no more than half of the members change at the same time.
- (3) ¹The examination board is responsible for all examination matters that have not been explicitly assigned to another examination body. ²The examination board fulfil the following functions:
- a) They set and communicate the examination period;
 - b) They set and communicate the registration period for examinations;
 - c) They set and communicate the due dates of examination results;
 - d) They address fundamental matters regarding the admission to examinations as well as other fundamental examination matters;
 - e) They monitor the correct conduct of examinations in accordance with the examination provisions;
 - f) They handle objections against decisions made in examination matters as well as they decide on complaints in examination matters;
 - g) They make the decisions concerning reasonable accommodations (Nachteilsausgleich).
- ³The examination board may object to and revoke unlawful decisions of other examination bodies. ⁴Other examination bodies are bound by the decisions of the examination board. ⁵Board members are entitled to be present in examinations and to take part in the examination committees' meetings in an advisory capacity.
- (4) The examination board may delegate decisions in accordance with (3) Sentence 2 Letter e and g to one or more members.
- (5) Minutes must be forwarded immediately to the president's office, the board members, the chairperson of every examination committee, the legal unit and the Department of Student Affairs (HSST).

§ 20

Examination Committee (Prüfungskommission)

- (1) ¹Each degree programme shall establish an examination committee. ²The Faculty of Applied Natural Sciences and Humanities shall additionally establish an examination committee for general elective module

examinations. ³An examination committee shall consist of a chairperson, a deputy chairperson and at least one other member. ⁴In the event of a permanent or long-term absence of a member of the examination committee, the faculty council shall appoint a substitute by secret ballot for the period of the absence.

- (2) ¹The chairperson, their deputy and all other members shall be appointed in secret ballot for a three-year term by the responsible faculty council. ²Members may be elected from the group of professors and from the group of lecturers with special responsibilities; the majority of the members of the examination committee must be from the higher education lecturing staff. ³Re-appointment is permitted.
- (3) An examination committee fulfil the following functions:
 - a) They prepare and conduct examinations insofar as this is not the duty of any other examination body;
 - b) They set and communicate the dates of the examinations in consultation with the responsible faculty dean;
 - c) They appoint the examiners, they assign students to the examiners, and appoint possible co-examiners for oral examinations;
 - d) They set and communicate authorized materials and equipment on the proposal by the examiner responsible for the examination;
 - e) They make the decisions concerning any form of accreditation according to § 9 and about learning agreements;
 - f) They decide about relevant equivalent school/vocational education and/or training and about relevant equivalent disciplines;
 - g) They decide about the consequences of violations of examination regulations and of failing to attend an examination;
 - h) They decide about applications for deadline extensions;
 - i) They determine the results of examination achievements;
 - j) They implement and conduct the aptitude procedure for access to a Master's programme, unless otherwise stipulated in the study and examination regulations.
- (4) The examination committee may delegate decisions in accordance with (3) Letter e through i to one or more members.
- (5) Meeting dates must be additionally communicated to the chairperson of the examination board.
- (6) Minutes must be forwarded immediately to the president's office, the committee members, the chairperson of the examination board, the legal unit and the Department of Student Affairs (HSST).

2. Section

Examinations and assessments

§ 21

Examinations and assessments

- (1) Each core module and each elective module generally culminates in an examination.
- (2) ¹Examinations take the form of a written or oral examination or another type of assessment. ²Other types of assessment are:
 - a) Research projects (§ 26),
 - b) Presentations,
 - c) Multimedia presentations,

- d) Documentation reports,
 - e) Colloquiums,
 - f) Written assignments/Term papers,
 - g) Portfolio assignments,
 - h) Practical or artistic assignments.
- (3) An oral examination to improve the student's grade in a course/module that in accordance with the study and examination regulations culminates in a written examination (oral supplementary examination) is not permitted.

§ 22

Admission requirements

- (1) ¹If proof of attendance must be provided for admission to examinations, it may be refused if the course was not attended or only attended irregularly. ²Irregular attendance shall be deemed to have taken place if attendance on the course sessions offered is lower than 75%. ³Proof of attendance may also be made dependent on the completion of certain tasks (e.g. conducting certain experiments). ⁴Such condition is indicated in the appendices to the respective study and examination regulations and in the study plan.
- (2) ¹If admission to an examination is dependent on a particular condition (§ 8 (1) Sentence 5 Letter d), the students affected must be notified whether the condition has been fulfilled no later than two weeks before the relevant examination. ²If this deadline is not observed, the condition for admission to the examination in the current examination period shall be deemed to be fulfilled.

§ 23

Written examinations

- (1) ¹Written examinations are invigilated. ²Written examinations also include artistic tasks.
- (2) ¹The tasks in an examined module/course should be uniform for an examination date at a university. ²It may be possible to choose between a number of tasks.
- (3) ¹If students arrive late for a written examination, they are not entitled to a corresponding extension of the examination time. ²Students may only leave the examination room with the permission of an invigilator. ³A record (examination record) must be made of each written examination. ⁴The incidents that are relevant for the assessment of performance, in particular violation of examination regulations (§ 38) must be entered in the examination record.
- (4) The time for written examinations should not be less than 90 minutes or more than 240 minutes.
- (5) The grading process of examinations should not take longer than four weeks.
- (6) ¹After the determination of examination results, students may be given access to their graded written examination. ²The examiner should be present when access is provided. ³The examination board stipulate the formalities; they may set a reasonable deadline after which access will no longer be granted. ⁴Having accessed their examination, students may make a reasoned written application for a copy of their examination; the examination board shall make the decision about this application. ⁵In the statement of reasons, the student must demonstrate an interest in legal protection in a sufficiently credible manner; this is particularly the case if the student wishes to appeal against the written examination or has already done so. ⁶When students are given access to their graded examination and aspects are revealed that result in an alteration of the grade, the first examiner in agreement with the second examiner may make an application to the relevant examination committee to change the grade. ⁷If students have the impression that their own point of view is not given sufficient consideration, they may make an application for a re-assessment to the relevant examination committee. ⁸This application must be made in writing to the Department of Student Affairs (HSST) no later than eight days after the deadline given in Sentence 3.

§ 24

Written examinations as multiple choice tests

- (1) Written examinations may take the form of multiple choice examinations.
- (2) ¹Multiple choice questions may be given a maximum of five possible answers. ²At least one of the possible answers must be correct. ³A deduction of points as a sanction for choosing an incorrect answer is possible. ⁴However, the scoring rule shall be such that, even if the question is answered incorrectly, no less than zero points per question will be scored in total.
- (3) Students must be informed about the use of multiple-choice questions when the examination details are published.

§ 25

Oral examinations

- (1) An oral examination is conducted by two examiners.
- (2) ¹An oral examination may not last less than 15 minutes or more than 45 minutes per student. ²The oral examination can be conducted as an individual examination or a group examination.
- (3) ¹The key contents and results of the oral examination and incidents which are relevant for assessing the performance must be recorded. ²This record must be signed by both examiners.
- (4) ¹Students from the same degree programme may be allowed into oral examinations as listeners, unless an examinee objects. ²The admission of listeners does not extend to the discussion of the examinee's performance and the announcement of the result of the examination.

§ 26

Engineering/Research projects

- (1) ¹An engineering or research project is an academic performance delivered during the semester with complex contents and an open-ended approach; it serves to provide evidence of theoretical/academic, specialist and creative skills, as well as communication skills. ²Due to the complexity of the task and the manner of execution, the work is generally done over an extended period without constant supervision. ³The time allowed for completion of this project is specified when the project task is set; appropriate consideration must be given to the overall workload of students in accordance with the respective study and examination regulations, or study plan. ⁴When the project task is set, it may be specified that an engineering/research project that has not yet been submitted may not be removed from fixed areas of FHWS.
- (2) ¹Further content or formal requirements for the design of the engineering/research project can be laid down in the study and examination regulations. ²The task shall have practical relevance and be conducted at FHWS, in a company or an (external) institution/organization. ³The engineering/research project is to be prepared/written independently. ⁴The engineering/research project may be assigned to a group of students to work on it together. ⁵At the same time, it must be possible to identify and assess the individual student's performance. ⁶The assignment of the project task, the student(s) working on it and the time allowed for completion must be recorded.
- (3) ¹A declaration by the student(s) that they have written the paper independently, not submitted it elsewhere for examination purposes, used no sources or resources other than those indicated, and marked any verbatim quotes and paraphrases as such must append the master's thesis. ²The work must also satisfy the formal criteria that are defined and communicated by the responsible faculty council, and handed out to students together with their project task.
- (4) ¹The study and examination regulations may stipulate that students have to give a presentation of the engineering/research project to explain their work orally, if the engineering/research project without

presentation was graded with the minimum grade of "sufficient". ²The presentation takes place in the presence of the relevant examiners who may ask supplementary questions. ³The presentation will be taken into account in the final grading of the engineering/research project.

- (5) ¹The period for grading the engineering/research project shall not exceed four weeks. ²An engineering/research project is awarded the grade "non-sufficient" if it is not submitted on time.

§ 27

Framework for other types of assessment

- (1) ¹A presentation is a specialist lecture on a topic assigned in advance lasting 20 - 45 minutes. ²A presentation of a specialist topic assigned in advance using various media is referred to as a multimedia presentation; it should last between 20 and 45 minutes. ³A documentation report is a written summary of a maximum of 30 pages of all the information related to the assigned topic. ⁴A colloquium is an interview with the student about a very narrow topic (e.g. an exercise), lasting 15 to 45 minutes. ⁵A written assignment/term paper is a written piece of work in the range up to a maximum 30 pages about a topic set in advance. ⁶A portfolio assignment is a systematic compilation of a limited number of documents/deliverables about several topics from the module. ⁷The study and examination regulations may stipulate that grading criteria are to be communicated to the students before they start to work on the type of assessment mentioned in this section.
- (2) ¹Practical or artistic assignments comprise conceptual, practical and theoretical work that contributes to and creates the result. ²For this purpose, work is done throughout one semester in the respective course/project or in basic and foundation modules. ³The result is presented, handed in and assessed during the examination period. ⁴Students from the same degree programme may be allowed for the presentation as listeners, unless the examinee objects. ⁵The admission of listeners does not extend to the discussion of the examinee's performance nor the announcement of the result of the examination.

§ 28

IT-assisted examinations

¹All examinations may be conducted as IT-assisted examinations. ²IT-assisted examinations are examination procedures which are carried out and/or assessed by computer-assisted or digital media. ³When communicating examination details, students shall be informed that examination procedures are carried out by IT means.

§ 29

Bonus examinations

¹In graded modules, voluntary examinations may be offered during the semester in order to earn a bonus. ²A bonus examination cannot substitute the regular module/course examination. ³If students take part in a bonus examination, its result is taken into account when determining the module grade, provided the following conditions are met: the module examination was passed without the bonus examination's result being taken into account and the module grade will be improved by the bonus examination. ⁴By participating in a bonus examination, the module grade can be improved by one grade increment. ⁵The maximum number of points must also be achievable without considering the bonus examination. ⁶The result of the bonus examination expires at the end of the semester in which the bonus examination was taken, unless the module examination is not offered in this semester. ⁷Details, in particular the number, type, duration, content and scope of bonus examinations as well as their concrete weighting in determining the module grade, will be determined by the examiners in consultation with the respective examination committee; all relevant information will be communicated to the students in an appropriate manner no later than two weeks after the beginning of the semester.

§ 30**Bachelor's/Master's thesis**

- (1) The Bachelor's/Master's thesis shall show that the student is capable of working independently on an academic basis on a problem from the field of the degree programme, and, if applicable, of actively finding a practice-oriented solution or implementing a practice-oriented solution to a problem.
- (2) ¹In general, two examiners are appointed by the examination committee for the Bachelor's/Master's thesis. ²At least one examiner must be a professor in the respective faculty. ³The examiners set the topic and supervise the work. ⁴If the student is to work on their thesis within FHWS, the topic must be such that it can be dealt with using FHWS's facilities. ⁵With approval by the examination committee, the Bachelor's/Master's thesis may be completed in an institution outside FHWS, if supervision by FHWS's examiners is guaranteed. ⁶Students may express wishes for topics from core modules and elective modules; a topic may be assigned to a number of students to work on it together, provided that the individual performance of the individual student can be assessed.
- (3) ¹A Bachelor's thesis' task must be such that the thesis can be completed within the timeframe specified by the workload that is stipulated in the respective study and examination regulations. ²The period from the topic being set to the submission of the Bachelor's thesis may not exceed five months if the Bachelor's thesis has been assigned no later than one month after the start of the last regular semester of the respective degree programme. ³Otherwise, the period may not exceed three months.
- (4) ¹A Master's thesis' task must be such that the thesis can be completed within the timeframe specified by the workload that is stipulated in the respective study and examination regulations. The completion period from the topic being set to the submission of the Master's thesis may not exceed six months.
- (5) ¹Start and end date of the completion period is to be determined by the examination committee of the degree programme and recorded along with the topic. ²Details and deviations are stipulated by the respective study and examination regulations.
- (6) ¹Task assignment is to be recorded on a form and taken to the files of the respective examination committee. ²The form shall contain at least the following information: The name of the authors of the task and of the thesis, full wording of the topic, date of the task assignment, date of submission, possible extensions of the date of submission. ³The form must be signed by the author of the task and by the student.
- (7) ¹The topic may only be given back once and for good reason with the consent of the chairperson of the examination committee. ²The topic of the Bachelor's/Master's thesis may not be given back if the student is repeating the Bachelor's/Master's thesis and has already given back the topic when writing their first Bachelor's/Master's thesis.
- (8) ¹§ 26 (3) above shall apply mutatis mutandis. ²The Bachelor's/Master's thesis is to be submitted on time in at least one printed copy and additionally twice in a digital format (where one copy is to be anonymised, i.e. without the student's name and matriculation number). ³Further requirements for the procedure can be regulated in the respective study and examination regulations.
- (9) ¹The period for grading a Bachelor's thesis shall not exceed four weeks; a Master's thesis shall be graded within a maximum of eight weeks. ²A Bachelor's/Master's thesis is awarded the grade "non-sufficient" if it is not submitted on time.

3. Section

Conduct of examinations

§ 31

Examination periods

- (1) ¹Examinations are generally taken during the scheduled examination period. ²Examinations can be conducted on every day except Sunday and public holidays.
- (2) ¹In general, the examination period starts immediately after the lecture period. ²The FHWS-wide announcement of the examination period must be made no later than two weeks after the beginning of the semester.
- (3) ¹Exceptions may be made for the following:
- For examinations in general elective modules/courses, the last week of the lecture period may be determined;
 - For duly justified cases of examinations in advanced training master's programmes, examination may take place during the lecture period;
 - For examinations that in accordance with their purpose shall be prepared during the lecture period;
 - For examinations which, according to their purpose, are not necessarily to be prepared by the students during the lecture period, the period between the examination period and the beginning of the following semester may be determined;
 - For additional re-sits.
- ²In the case of Letter a, the decision on the exceptions is made by the council of the Faculty of Applied Natural Sciences and Humanities, and in all other cases by the respective faculty council in consultation with the responsible examination committee and the examiners. ³Scheduled courses as well as the duration of courses must not be affected by examinations.
- (4) ¹In particularly exceptional cases, the university management may allow more deviations from the dates stipulated in (2) at the request of a faculty. ²Paragraph (3) Sentence 3 above shall apply mutatis mutandis.
- (5) ¹Unless stipulated otherwise, the FHWS-wide announcement of examination dates and locations must be made no later than three weeks before the end of the lecture period or before the respective examination. ²Dates of additional re-sits must be announced throughout the faculty no later than at the end of the semester preceding the examination date, but at the latest three weeks before the respective examination date.

§ 32

Registrations and cancellations of registrations for examinations

- (1) ¹For each module in each semester, the student must register for the examinations through the Department of Student Affairs (HSST) within the period fixed by the examination board. ²The details of the procedure are determined by the Department of Student Affairs (HSST) in agreement with the examination board and published throughout FHWS no later than two weeks after the start of the lecture period. ³If an examination can be taken in German or in English, students make their decision when registering for the examination.
- (2) ¹If the student does not register on time and in due form, an examination to which they have not been admitted is regarded as not having been taken. ²The examination committee responsible may make decisions on exemptions from the obligation of registering on time and in due form. ³Unless stipulated otherwise, admission is to be refused irrespective of a registration if a (particular) condition for admission to examinations is not fulfilled.

- (3) ¹If a student does not take part in an examination for which they have registered the grade "non-sufficient" will be awarded unless the student has cancelled their registration for the examination through the Department of Student Affairs (HSST) at least two weeks before the respective examination date. ²Cancellation in due time can be made without giving any reasons and results in the examination being deemed not to have been taken. ³Failure to cancel in due time is equivalent to a cancellation in due time in the meaning of the second half of Sentence 1, if the failure to cancel in due time is due to reasons for which the student is not responsible. ⁴The reasons for the failure to cancel in due time without being responsible for the failure must be reported to the Department of Student Affairs (HSST) immediately in writing. ⁵If the failure to cancel the registration in due time is due to illness, a medical certificate that is in line with the specifications made by the examination board must be provided. ⁶§ 40 (1) Sentence 5 applies mutatis mutandis.

§ 33

Reasonable accommodations (Nachteilsausgleich)

- (1) ¹Students who are not able to take an examination in its intended form, in whole or in part, as a result of a disability, shall be granted reasonable accommodations, insofar as this is possible and necessary for the establishment of equal opportunities. ²Reasonable accommodations may comprise, in particular, appropriate extension of the examination time or allowing the student to take the examination in another form.
- (2) ¹Students must apply for reasonable accommodations in writing. ²The application must be made to the Department of Student Affairs (HSST) no later than the registration for the examination or, in the event of a disability that emerges later than this, immediately after the disability is discovered.
- (3) ¹The need for reasonable accommodations must be substantiated through the presentation of a medical certificate. ²The examination board determines what information the medical certificate must contain; the requirements for the medical certificate must be published for the whole of FHWS. ³The examination board may demand a certificate from the public health department (Gesundheitsamt) or a specific doctor (independent medical examiner; Vertrauensarzt).
- (4) ¹The examination board makes the decision regarding an application for reasonable accommodations and communicates their decision to the Department of Student Affairs (HSST). ²The student concerned and the examiners of the modules/courses for whose examinations the student has registered are informed immediately by the Department of Student Affairs (HSST) about reasonable accommodations granted.

§ 34

Withdrawal from examinations

- (1) ¹In the event of the withdrawal from an examination that has already been started, the grade "non-sufficient" or "failed" is awarded, unless the withdrawal was for reasons for which the student is not responsible. ²The examination is deemed to have been started when the examination task is set. ³For Bachelor's/Master's theses as well as for other types of assessments except colloquiums, the assignment of the topic is the relevant point in time.
- (2) ¹The reasons for the withdrawal in accordance with (1) must be reported and substantiated to the Department of Student Affairs (HSST) immediately in writing. ²An inability to take part in the examination that occurs during an ongoing examination must be asserted to the invigilator immediately and noted in the examination record. ³The obligation to report and substantiate the reasons for this remains unaffected. ⁴In the event of inability to take part in the examination due to illness, the student must produce a medical certificate that is in line with the specifications made by the examination board must be provided (§ 33 (3) Sentence 2). ⁵This medical certificate must be based on a medical examination which in general took place on the day of the respective examination; it must confirm the possibility of an unrecognized inability to take part in the ongoing examination. ⁶§ 40 (1) Sentence 5 applies mutatis mutandis.

§ 35

Examinations during leaves of absence

- (1) ¹In Bachelor's/Master's programmes, no examinations can be taken for the first time during a leave of absence as per § 4 (2). ²Repeating a failed examination is permissible.
- (2) In Bachelor's/Master's programmes, examinations can be taken for the first time even though the student is taking parental leave or statutory maternity leave in accordance with the Maternity Protection Act or leave for the care of close relatives in accordance with § 4 (3).

§ 36

Re-sitting examinations

- (1) ¹If an examination for a module or module part was awarded the grade "non-sufficient" a re-sit is possible. ²If the re-sit was also graded "non-sufficient" the examination can be re-sat for a second time. ³Examinations in single module studies can only be re-sat once.
- (2) ¹The first re-sit of an examination for a module or module part must generally be taken within a period of six months from the announcement of the examination results. ²The second re-sit must be taken within a period of twelve months from the announcement of the results of the re-sat examination.
- (3) ¹It is possible to repeat examinations that do not affect the final grade as often as desired within the limits of the maximum duration according to § 39 (2) Sentence 2. ²After this point in time, Paragraphs (1) and (2) shall apply accordingly.
- (4) When an examination can be taken in German or in English, the language chosen for the previous attempt must not be the language chosen for the re-sit.
- (5) ¹A Bachelor's/Master's thesis awarded the grade "non-sufficient" may be repeated with a new topic only once. ²The completion period for the second attempt of the Bachelor's/Master's thesis shall start no later than six months after the announcement of the result of the first attempt.
- (6) ¹In the case of an extension of deadlines, § 40 (1) applies accordingly. ²If students exceed time limits as per (2) or (5) Sentence 2, the examination is regarded as having been re-sat and failed.
- (7) ¹The deadlines for taking re-sit examinations are not extended by a leave of absence or de-registration from the student registry, unless leave of absence or de-registration is due to pregnancy, parental leave, illness, or other reasons for which the student is not responsible. ²The existence of such reasons must be substantiated. ³In case of illness, a medical certificate must be produced that is in line with the specifications of the examination board as per § 33 (3) Sentence 2.

§ 37

Grade improvement

- (1) ¹With an application for grade improvement, a passed and graded examination with the exception of the Bachelor's/Master's thesis can be re-sat once. ¹The first re-sit must generally be taken within a period of six months from the announcement of the respective examination result. ³The application for grade improvement must be submitted to the Department of Student Affairs (HSST) within the time period specified by the examination board.
- (2) ¹During Bachelor's studies a maximum of four applications for grade improvement, during Master's studies a maximum of two applications in accordance with Paragraph (1) Sentence 1 are possible for one module examination per application. ²If a submitted application for grade improvement exceeds one of these limits, the student must be informed of the inadmissibility of the application immediately by the Department of Student Affairs (HSST). ³The order in which the applications are received is decisive. ⁴An already approved application for grade improvement can no longer be withdrawn.
- (3) The better result, either from the first attempt or a re-sit, will be taken as final grade.

- (4) § 36 (4) shall apply mutatis mutandis.
- (5) Grade improvement is not possible in single module studies.

§ 38

Violation of examination legislation

¹Examinations are awarded the grade "non-sufficient" or the assessment "failed" if students cheated or attempted to cheat when taking the examination or rendered it impossible for the examination to proceed properly through their culpable conduct. ²The same applies if a student wrongfully achieved admittance to an examination through their culpable conduct.

4. Section

Deadlines

§ 39

Standard deadlines

- (1) ¹Study and examination regulations stipulate which examinations for foundation modules of the respective Bachelor's programme have to be taken for the first time by the end of the second subject semester (Grundlagen- und Orientierungsprüfung; minimum ECTS score requirement in line with § 8 (2) Sentence 1 RaPO). ²Study and examination regulations can specify further deadlines for taking examinations.
- (2) ¹By the end of the standard time to degree
- a) a minimum grade of "sufficient" should be achieved as the final grade in all examinations contributing to the degree grade as well as for the Bachelor's/Master's thesis;
 - b) the internship module in Bachelor's programmes shall have been passed successfully;
 - c) ungraded examinations, as far as stipulated by the study and examination regulations, shall have been passed successfully
- and thus the ECTS credits required for passing the Bachelor's/Master's examination, in accordance with these study and examination regulations, shall have been earned. ²If students exceed the standard time to degree by more than two semesters without satisfying the requirements specified under Sentence 1, the Bachelor's/Master's examination is regarded as having been failed for the first time. ³Students who do not satisfy the requirement specified in Sentence 1 at the end of the standard time to degree shall be given advice by the programme advisor (see § 5 and must be informed about the legal consequences according to Sentence 2.
- (3) ¹Leaves of absence granted in accordance with § 4 (2) will not be counted when calculating the deadlines according to Paragraph (1) and (2). ²For the deadlines of re-sits of examinations, § 36 (6) applies.

§ 40

Extension of deadlines

- (1) ¹The deadlines in § 39 (1) and (2) Sentence 2 can be extended appropriately on request if they cannot be observed because of pregnancy, bringing up a child, illness or other reasons for which the student cannot be held responsible. ²The existence of such reasons must be substantiated. ³In case of illness, a medical certificate must be produced. ⁴§ 33 (3) Sentence 2 above shall apply mutatis mutandis. ⁵The degree programme's examination committee may demand a certificate from the public health department (Gesundheitsamt) or a specific doctor (independent medical examiner; Vertrauensarzt).
- (2) An application pursuant to (1) must be made in writing to the Department of Student Affairs (HSST) in good time before the expiry of the deadline, at the latest on the occurrence of the reason.

- (3) ¹An extension of the deadline must be refused if a successful completion of the degree programme can no longer be expected, in view of the overall circumstances. ²If no extension of the deadline is granted or if the extended deadline is not observed, the examination is regarded as having been failed.

5. Section

Grading and other assessments

§ 41

Announcement of grades

- (1) Grades shall be announced no later than four weeks after the end of the examination period.
- (2) The deadline in (1) also applies to examination dates in accordance with § 31 (3) and (4).
- (3) FHWS-wide announcement of the due dates of the submission of examination results shall be made no later than two weeks after the start of the semester.

§ 42

Assessment of examinations, development of final grades

- (1) ¹The individual performance of the student must be taken as basis for the assessment of an examination. ²If examinations that lead to final grades are accomplished in the form of group work, it must be possible to clearly identify and assess the performance of the individual students.
- (2) ¹Final grades are developed on the basis of assessments. ²The following grades and verbal designations are used:

1 very good an outstanding performance

2 good a performance that is considerably above the average requirements

3 satisfactory a performance that meets the average requirements

4 sufficient a performance that satisfies the requirements, in spite of its deficiencies

5 non-sufficient a performance that does not satisfy the requirements because of considerable deficiencies

³The grades may be reduced or raised by increments of 0.3; the grades 0.7, 4.3, 4.7 and 5.3 are not possible.

⁴Examinations that do not result into final grades shall be assessed as “passed successfully” or “failed”.

- (3) ¹Examinations that will be awarded the grade “non-sufficient” or the assessment “failed” shall be confirmed by a second examiner. ²If an examination has been assessed differently, the examiners shall find an agreement on the assessment. ³If no agreement can be found, the grade awarded is determined by rounding down the arithmetic mean of the different grades to one decimal place and mapped to the nearest grade in accordance with (2). ⁴If the mean value is precisely between two FHWS grades, it is rounded to the higher grade.

- (4) ¹The grades achieved in individual examinations within one module are subsumed to form the module grade. The module grade is determined by rounding down the arithmetic mean of the individual grades to one decimal place. ²If the grades of individual examinations are to be weighted differently, the respective weighting factor is set out in the appendix to the study and examination regulations. ³If one examination is awarded the grade "non-sufficient", the module grade "non-sufficient" must be awarded.
- (5) The grading system for module grades and for the grades awarded for the Bachelor's/Master's thesis is scaled as follows:

	to 1.5	very good
1.6	to 2.5	good
2.6	to 3.5	satisfactory
3.6	to 4.0	sufficient
higher than 4.0		non-sufficient

§ 43

Transfer of course and examination achievements

- (1) ¹Semesters as well as course and examination achievements recorded at another public or state-approved higher education institution in the Federal Republic of Germany or at a higher education institution abroad are to be recognized and transferred to the student's record if the following requirements are fulfilled: the student must apply for recognition and transfer; the course and examination achievements must be required in order to continue the pursuit of studies, in order to register for examinations, or in order to start a graduate degree programme; the qualifications earned in the previous programme and the qualifications required in the current programme do not differ significantly. ²The transfer includes
- transfer of ECTS credits
 - the recognition of modules,
 - the determination of grades and assessments, and
 - the accreditation of study periods.
- (2) ¹For the recognition of modules, no schematic comparison with modules of the degree programme at FHWS shall be made. ²The link for the decision about recognition is exclusively the competences acquired or to be proven by the student in the specific module (learning results). ³Transfer of course and examination achievements acquired in higher education shall be made if the qualifications earned in the previous programme and the qualifications required in the current programme do not differ significantly. ⁴For the recognition of modules that have been completed outside the Federal Republic of Germany, the valid equivalence agreements and agreements within the framework of university partnerships must be observed. ⁵Transfer of qualifications acquired outside the field of higher education shall be made, if the qualifications earned are equal to the qualifications required in the current programme. ⁶Qualifications earned outside the field of higher education are to be credited up to a maximum of half of the qualifications to be acquired in the respective degree programme.
- (3) ¹Special provisions apply when a student transfers from one public or state-approved university of applied sciences in Bavaria to another university of applied sciences in Bavaria: If the student's previous and the current degree programme bear the same name or are related, course and examination achievements of up to 60 ECTS credits earned in foundation modules (Grundlagenmodule) can be recognized as equivalent to achievements in foundation modules (see § 7 (8)) of the new programme and transferred without further examination to FHWS upon application. ²To the transfer of additional ECTS credits, (1) and (2) apply.

- (4) ¹If graded course and examination achievements are accredited, the grades – insofar as the grading systems are comparable – are to be transferred and included in the calculation of the degree grade. ²If the grade that is to be recorded does not correspond to the FHWS grading system, the grade is to be mapped to the nearest FHWS grade; if the grade that is to be recorded is precisely between two FHWS grades, it will be rounded to the higher grade. ³In case of incomparable grading systems, non-FHWS grades are to be transformed into decimals, converted in accordance with the following formula,

$$Note = 1 + 3 \cdot \frac{E-Note_{fremd} - A-Note_{fremd}}{Z-Note_{fremd} - A-Note_{fremd}}$$

and finally rounded to the nearest FHWS grade, where

A-Grade_{non-FHWS} is the highest grade attainable in the non-FHWS system;

Z-Grade_{non-FHWS} is the lowest grade attainable in the non-FHWS system that constitutes a pass in the examination, and

E-Grade_{non-FHWS} is the grade attained (= to be transferred) in the non-FHWS system.

⁴For passed ungraded achievements, the assessment “passed successfully” shall be recognized.

- (5) ¹Periods of study are to be recognized in the ratio of the total of ECTS credits to the regular ECTS credits to be achieved per semester (30 ECTS credits). ²The periods will be rounded up to full semesters if at least 75 % of the regular semester ECTS credits to be achieved per semester are to be recognized.
- (6) Prior to the crediting of achievements earned elsewhere, the module manager or the internship module coordinator of the relevant degree programme shall be heard.
- (7) ¹The application for the transfer of course and examination achievements shall generally be made no later than one month after the enrolment or change of degree programme. ²The application shall be made in writing to the Department of Student Affairs (HSST) along with all the documents necessary for the evaluation. ³If the transfer of course and examination achievements in accordance with (1) to (3) is refused the applicant is to be informed of the reason for the refusal in a written notification in accordance with Article 39 BayVwVfG (Bayerisches Verwaltungsverfahrensgesetz). ⁴The applicant may apply for the decision to be reviewed by the university management; the university management shall give the examination committee concerned a recommendation for the further processing of the application. ⁵As soon as a decision has been made, the application for the transfer of course and examination achievements can no longer be withdrawn.

§ 44

Passing the Bachelor's/Master's examination, degree grade

- (1) The Bachelor's/Master's examination shall be passed,
- a) if in all modules, including the Bachelor's/Master's thesis, on which the passing of the Bachelor's/Master's examination depend according to the relevant study and examination regulations, at least the grade “sufficient” or the assessment “passed successfully” was achieved and thus the ECTS credits according to the relevant study and examination regulations required for passing the Bachelor's/Master's examination were earned, and
 - b) if the degree grade was published via the Student Portal.
- (2) ¹The degree grade (Prüfungsgesamtergebnis) is the weighted arithmetic mean of all graded examinations contributing to module grades in accordance with the relevant study and examination regulations; the result is calculated to one decimal and not rounded. ²The grade weight is calculated from the product of a module's ECTS credits and a weighting factor. It is specified in the appendix to study and examination regulations. ³The study and examination regulations for Bachelor's programmes may stipulate that the module grades be weighted differently when the degree grade is calculated. ⁴If so, the weighting factor for foundation modules may be 0.5 or 1.0; for the Bachelor's thesis it may be 1.0 or 1.5; for all other modules it may be 1.0. ⁵All modules in Master's programmes are weighted with the factor 1.0.

(3) Based on the degree grade, the following assessments are awarded:

for degree grades between 1.0 and 1.2 passed with outstanding performance

For degree grades between 1.3 and 1.5 passed with excellent performance

for degree grades between 1.6 and 2.5 passed with good performance

for degree grades between 2.6 and 3.5 passed with satisfactory performance

for degree grades between 3.6 and 4.0 passed.

6. Section

Student issues

§ 45

Handling of students requests and appeals

- (1) ¹Student requests in examination matters, with the exception of applications for reasonable accommodations, are generally handled by the examination committee of the degree programme. ²The examination committee's decision is communicated in writing by the Department of Student Affairs (HSST) to the student; this is generally done within one week after the decision is made.
- (2) ¹If an appeal can be made against an examination committee's decision, this must be addressed to the Legal Unit (Stabsstelle Recht) of the University of Applied Sciences Würzburg-Schweinfurt. ²In the first instance, the appeal is handled by the examination committee again. ³If they allow the appeal, the student is informed of the remedy as a rule within one week by the Department of Student Affairs (HSST). ⁴If the examination committee does not allow the appeal, an interim response is prepared by the Department of Student Affairs (HSST) usually within one week. ⁵The appeal must then be handled by the examination board. ⁶Generally within two weeks after the examination board's meeting, FHWS Legal Unit writes the final notification concerning the appeal.

5. Chapter

Certificates, academic degree

§ 46

Certificates, Diploma Supplement

- (1) ¹Students receive a certificate in line with the template in appendix 1 or 2 which shall document their passed Bachelor's/Master's examination. ²The certificate for graduates from Bachelor of Engineering programmes is supplemented by the sentence "The graduate is entitled to the legally protected professional German title 'Ingenieur/Ingenieurin'."
- (2) In addition to the certificate, an English Transcript of Records is issued in line with the template in appendix 3.
- (3) ¹A Diploma Supplement in line with the template in appendix 4 is added to the certificate. ²The Diploma Supplement shall not only state the size of the year-group, but also the relative grade in accordance with the ECTS Users' Guide of the European Communities. ³The following parameter apply:
- Reference group: all graduates of a degree programme
 - Period for documentation of all grades of the reference group: the last six semesters

- c) Differentiation of the degree grade: two decimal places.

§ 47

Academic degree

- (1) Students are awarded academic degrees as stipulated by the study and examination regulations after passing the degree examination at FHWS.
- (2) Students receive a certificate in German and English documenting the award of the academic degree in line with the templates in appendices 5a and 5b or 6a and 6b of these regulations.
- (3) ¹In the German version, academic degrees are awarded in the gendered variant. ²Female graduates who were awarded the male variant of the academic degree may bear the female variant in German.
- (4) The revocation of the academic degree shall be governed by the stipulations of the law.

§ 48

Storage of examination documents

- (1) ¹All examination documents have to be stored for two years by the respective faculty; if it is an artistic piece of work or exclusively in a digital format, the obligation for storage applies to a digital format. ²The storage period starts with the end of the calendar year in which the student receives the result of the corresponding (module) examination.
- (2) ¹A reduced examination file is kept for fifty years by the Department of Student Affairs (HSST). ²This file contains the following information: the duration of enrolment, the examination results, the de-registration documents, and documentation of the award of the academic degree. ³The file may be stored digitally. ⁴The storage period starts with the end of the calendar year in which the student de-registered from the student registry.
- (3) ¹Upon expiry of this storage period, examination documents must be destroyed, unless, with the consent of the student concerned, they shall be retained for FHWS purposes or if they are archived in the archives of the respective higher education institution or a state archive as documents worthy of archiving. ²Examination documents may not be removed or destroyed if and as long as an appeal or action has been filed against an examination decision and the proceedings have not been completed with legal effect.

6. Chapter

Coming into effect, expiration, transitional provisions

§ 49

Coming into effect, expiration

- (1) These General Examination Regulations shall come into effect with the exception of § 44 (2) Sentences 4 and 5 on 1 October 2019.
- (2) At the same time, the General Examination Regulations of the University of Applied Sciences Würzburg-Schweinfurt of 26 October 2010 in its last valid version for all Bachelor's and Master's programmes will expire.

§ 50

Transitional provisions

- (1) ¹The study and examination regulations of all Bachelor's and Master's programmes shall be adapted. ²For study and examination regulations which are not adapted to these General Examination Regulations by 1

October 2019 and which contain deviating regulations, the stipulations made in these General Examination Regulations except § 44 (2) Sentences 4 and 5 shall apply from 1 October 2019.

- (2) The new regulation grade weights made in § 44 (2) Sentences 4 and 5 only applies to students who commence their studies in a Bachelor's or Master's programme from the time at which the respective study and examination regulations were adapted to the valid General Examination Regulations.
- (3) The terms of office of the members of the examination bodies shall continue to apply.

Drawn up on the basis of the resolution of the Senate of the University of Applied Sciences Würzburg-Schweinfurt of 14 January 2019 and the approval of the President of the University of Applied Sciences Würzburg-Schweinfurt as of 28 January 2019.

Würzburg, 28 January 2019

Professor Dr. Robert Grebner
President

These General Examination Regulations for Bachelor's and Master's Programmes at the University of Applied Sciences Würzburg-Schweinfurt were set down on 28 January 2019 at the University of Applied Sciences Würzburg-Schweinfurt. This was announced on 18 June 2019 in a poster. Therefore, the date of publication is 28 January 2019..

Abbreviations:

APO	General Examination Regulations
AWPF	general elective course
AWPM	general elective module
BayHSchG	Bavarian Higher Education Act
BayHSchPG	Bavarian Higher Education Personnel Act
BEEG	Federal Parental Benefit Act
B. Eng.	Bachelor of Engineering
BGBI	Federal Law Gazette
ECTS	European Credit Transfer and Accumulation System
FHWS	University of Applied Sciences Würzburg-Schweinfurt
FWPM	Core elective module
GVBl	Bavarian Law Gazette
HSST	Department of Student Affairs
MuSchG	Maternity Protection Act
PflegeZG	Family Caregiver Leave Act
RaPO	General Examination Regulations for Universities of Applied Sciences
SGB XI	Social Security Code Volume 11
SPO	Study and Examination Regulations
SWS	Credit hours

Abbreviations for examinations that take the form of other types of assessment:

A	Research project
B:	Presentation
C	Multimedia presentation
D	Documentation report
E	Colloquium
F	Written assignments/Term paper
G	Portfolio assignment
H	Practical assignment