

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

as of 26 April 2023

On the basis of Article 9 Sentence 2 and Article 84 (2) Sentence 1 of the Bavarian Higher Education Innovation Act (BayHIG) of 5 August 2022 (GVBl p. 414, BayRS 2010-1-3-WK), the Technical University of Applied Sciences Würzburg-Schweinfurt (THWS) issues the following statutes:

The text of this study and examination regulations has been carefully prepared
according to the current status;
However, no guarantee can be provided as regards correctness.
Only the German version published as an official THWS publication is relevant and legally binding

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1. Chapter 1

§ 1

Scope of application

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

§ 2

Purpose of the General Examination Regulation

¹These General Examination Regulations serve to fill out and supplement the statutory regulations (BayHIG and HSchPrüferV) in the respective applicable versions. ²They contain the regulations for the conduct of degree programmes and examinations at THWS.

2. Chapter 2

§ 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

(1) 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 (THWS Enrolment Regulations).

- (2) 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.
- (3) 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 Advisors

- (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 3

Programme structure

Section 1

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 credit points awarded in accordance with the European Credit Transfer and Accumulation System (hereinafter called 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 self-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 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 THWS's course offers 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 communicates 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 a 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 THWS. ⁴The publication of new regulations must take place at the start of the lecture period of the semester in which the regulations are to be applied for the first time. ⁵The study plan includes, in particular, regulations and information about
- the catalogue of offered modules, their time allocation and the distribution of ECTS credit points,
 - the types of all courses, insofar as they have not been definitively specified in the appendix of the corresponding study and examination regulations,
 - 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 recognised/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 recognition or credit 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 recognised if there are no substantial differences between the competences acquired and those which are to be proven.
- (3) ¹In order to recognise 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 by the partner university at the end of the period of studies abroad, and
 - c) information about the partner university's grading system submitted by the partner university at the end of the period of studies abroad.
- ²The learning agreement has to be signed either by the head of the examination committee, its deputy, or by a member of the examination committee authorised by the respective examination committee. ³For the recognition of credits, 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.

Section 2

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 in a continuous period 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 THWS and prepared as well as accompanied by courses; in general, the internship part is completed in a company or an institution outside THWS where students spend time working in a professional field clearly 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 stipulate 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 staff of the respective company/institution/organisation.
- (5) ¹Before the start of the internship module, a written internship contract must be concluded between the student and the training company/institution/organisation. 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 in accordance with the internship plan;
 - ii. to produce a report on the tasks and contents of the training during the internship module in due time;
 - c) issues concerning the students' insurance;
 - 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. ⁴Students who have concluded an education contract with the internship partner as part of the dual study programme and submitted it to THWS do not have to conclude a training contract pursuant to Sentence 1.

- (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
- a) 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
 - b) 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.

Section 3

Special study modes

§ 12

Single module studies

¹Single module studies are intended to provide the student with a professional orientation as well as parts of an academic or professional qualification. ²Students select one or more modules from existing THWS 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. ³In 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 THWS in such a way that they can be completed parallel to employment or vocational training; this means that face-to-face courses take place predominantly in the evenings, on weekends and as block courses, and the proportion of virtual teaching is increased.

§ 15

Cooperative Studies – Studies with Intensified Practice

- (1) ¹The dual cooperative study programme can be offered in all Bachelor's and consecutive Master's degree programmes in the form of practice-integrated study with in-depth practice. ²The offer is specified in the study and examination regulations for the respective degree programme. ³The dual study variant can be chosen by the student within the framework of enrolment; details on this are regulated in § 5 paragraph 4 of the enrolment statutes of THWS in the currently valid version.
- (2) ¹The study programme with in-depth practice takes place in conjunction with a company (or another suitable institution) as a practice partner. ²Practice partners are companies or other suitable institutions that have concluded a practice partner agreement with THWS in which the cooperation

within the framework of the dual cooperative study programme (in the form of study with in-depth practical experience) is regulated.

- (3) ¹Additional practice takes place during the lecture and examination-free period. ²Duration, training objectives and contents result from the practice plans of the respective faculty. ³The practical phases according to sentence 1 as well as the practical phase within the framework of the practical module in the Bachelor's degree programmes are completed at the respective practice partner.
- (4) The final thesis is carried out in cooperation with the respective practice partner.
- (5) Further regulations on the dual study variant, in particular on compulsory modules and deviating examination achievements, are set out in the respective study and examination regulations as well as the associated appendix.

§ 16

Cooperative Studies – Combined Studies

- (1) ¹The dual study programme can be offered in all Bachelor's degree programmes in the form of the practice-integrated combined study programme. ²The offer is specified in the study and examination regulations for the respective degree programme. ³The dual study variant can be chosen by the student within the framework of enrolment; details on this are regulated in § 5 paragraph 4 of the enrolment statutes of THWS in the currently valid version.
- (2) ¹Combined studies take place in conjunction with a company (or another suitable institution) as a practice partner. ²Practice partners are companies or other suitable institutions that have concluded a practice partner agreement with THWS in which the cooperation within the framework of the dual cooperative study programme (in the form of the combined study programme) is regulated.
- (3) ¹The training periods preceding the study programme in accordance with the education contract between the student and the practice partner must be completed at the practice partner. ²Additional practical training takes place during the lecture- and examination-free periods. ³The duration, training objectives and contents are specified in the practical training plans of the respective faculty. ⁴The practical phases according to sentence 2 as well as the practical phase within the scope of the practical module are completed at the respective practice partner.
- (4) The final thesis is carried out in cooperation with the respective practice partner.
- (5) Further regulations on the dual study variant, in particular on compulsory modules and deviating examination achievements, are set out in the respective study and examination regulations as well as the associated appendix.

Chapter 4

Examination matters

Section 1

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 85 (1) Sentence 2 No. 1 of the Bavarian Higher Education Innovation 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 associates and design 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).

- (3) ¹By way of derogation from (2), only persons who have the special qualification for academic or artistic work within the meaning of Article 57 paragraph 1 sentence 1 BayHIG may be appointed as examiners for theses (§ 30). ²The requirements for the special qualification for academic or artistic work shall be based on the requirements for the appointment of professors pursuant to Article 57, Paragraph 3, Sentence 1, No. 2 in conjunction with Paragraph 1, Sentence 1, No. 3 BayHIG. Paragraph 1, Sentence 1, No. 3 BayHIG. ³The special qualification for scientific or artistic work exists in the case of:
- a) Full-time university teachers and honorary professors of THWS and other universities,
 - b) Teachers for special tasks, scientific and artistic staff and lecturers of THWS who can prove that they have completed a doctorate, as well as
 - c) Persons for whom the faculty council of the faculty at which the thesis is to be taken has determined the qualification for scientific or artistic work on the basis of predefined and uniformly applied, transparent and verifiable criteria.

§ 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 THWS apply.
- (2) ¹The head 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 THWS; 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 head 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 head makes decisions by means of an accelerated procedure in matters that are not to be delayed. ²The head must inform the members of the examination body of this immediately. ³Examination bodies may repeal decisions made by the their heads; 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 head. 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 head, a deputy head and three other members. ²Members may be from the group of higher education lecturing staff who are teaching at a higher education institution (cf. Section 19 (1) Sentence 1 and Sentence 3 BayHIG). ³The members represent all disciplines taught at THWS. 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) ¹In special exceptional situations (in particular severe weather conditions on examination days, general disruptions as a result of pandemics, etc.), the examination board may, in consultation with the university management, take appropriate decisions in order to create equal conditions for all students across all faculties and to avoid undue hardship. ²The resolutions shall be limited in time, taking into account the specific exceptional situation.
- (6) 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 (Section 19 (1) Sentence 1 BayHIG); 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 authorised materials and equipment on the proposal by the examiner responsible for the examination;
 - e) They make the decisions concerning any form of recognition and accreditation according to § 9 as well as § 43 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).

Section 2

Examinations

§ 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 at 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 (cf. § 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 prepared for 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 exam paper. 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 exam paper, students may make a reasoned written, usually electronic application for a copy of their examination; the examination board shall decide 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 exam papers and aspects are revealed that result in a changed 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 usually by electronic means 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) ¹Written examinations can be carried out completely or partially in an answer-choice procedure (e.g. multiple-choice procedure). ²If the answer-choice procedure accounts for more than 20% of the total examination performance, measured in terms of the total number of points, the following regulations shall apply. ³The correction can be carried out with the help of an automated procedure.
- (2) ¹An examination section in the answer-choice procedure consists of a collection of tasks with predefined answer suggestions. ²The tasks can be set as single-choice tasks (exactly one of a total of n suggested answers is correct - "1 out of n") or multiple-choice tasks (one or more (x) of a total of n suggested answers is or are correct - "x out of n").
- (3) ¹There must be one unambiguously correct solution to each task. ²Within a task, points may be deducted for incorrectly chosen answers. ³The minimum number of points to be achieved for a task is 0 and cannot be negative.
- (4) If examinations are conducted in an answer-choice procedure, this will be announced in the publication of the examination conditions, if applicable, with an indication of the share of the answer-choice procedure in the total score.
- (5) ¹The question-answer catalogue is prepared by at least two examiners. ²They shall agree at an early stage in the conception and preparation of the examination tasks on their content and basic correction key as well as on any changes that may become necessary in the further course of the examination. ³If an examination by the examiners reveals that individual tasks are faulty in relation to the requirements of (3), these are not to be taken into account when determining the examination result. ⁴The students must not suffer any disadvantage as a result.
- (6) When preparing an examination using the answer-choice method, the following points in particular must be observed and specified in writing by the examiners before the examination date:
 - The number of questions according to the answer-choice procedure.
 - The correct solution for each question.
 - The correct choice for each suggested answer.
 - The maximum number of points for each question.
 - In the case of only partial use of answer-choice tasks, the weighting of such questions in relation to the other parts of the examination.
- (7) ¹An examination according to the answer-choice procedure is passed,
 1. if a total of at least 50% of the maximum possible number of points has been achieved (absolute pass mark) or
 2. if at least 40% of the maximum attainable number of points has been achieved and the number of points achieved by the student does not fall below the average examination performance of the students who took part in the examination by more than 20% (relative pass mark). ²A pass mark that is not a whole number shall be rounded in favour of the student.
- (8) ¹If the student has achieved the minimum number of points required to pass the examination in accordance with (7), the grade shall be
 - 1.0 (very good), if at least 90%
 - 1.3 (very good), if at least 80% but less than 90%
 - 1.7 (good), if at least 70% but less than 80%
 - 2.0 (good), if at least 60% but less than 70%
 - 2.3 (good), if at least 50% but less than 60%
 - 2.7 (satisfactory), if at least 40% but less than 50%

- 3.0 (satisfactory), if at least 30% but less than 40%
 - 3.3 (satisfactory), if at least 20% but less than 30%
 - 3.7 (sufficient), if at least 10% but less than 20%,
 - 4.0 (sufficient), if the minimum number of points required according to (7) has been achieved, but less than 10% of the possible points exceeding the minimum number of points required according to (7) have been achieved. ²A grade limit that is not an integer will be rounded in favour of the student. If the minimum number of points required in accordance with (7) is not achieved, the grade shall be "insufficient" (5.0).
- (9) In case of an examination based on the answer-choice method, the following information shall be given as part of the determination of the result:
- The grade.
 - The pass grade to be determined in accordance with (7).
 - The number of maximum points attainable.
 - The number of points achieved by the examinee and the average of the number of points achieved by the reference group referred to in (7) No. 2.
 - In the event of passing the examination, the percentage of the number of points actually achieved in excess of the minimum number of points to be achieved required in accordance with (7), to be determined in accordance with (8), Sentence 1, or, in the event of failing the examination, the number of points actually still missing in order to achieve the minimum number of points to be achieved required in accordance with (7).

§ 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 examination result.

§ 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 or question and the manner of execution, the project is generally prepared over an extended period without constant supervision. ³The completion period 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 or question 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 THWS.
- (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 THWS, in a company or an (external) institution/organisation. 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. ⁵In this case, it must be possible to identify and assess individual performance. ⁶The assignment of the project task or question, the student(s) working on it and the completion period 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. This applies if the engineering/research project without presentation was graded with the minimum grade of "sufficient". ²The presentation takes place in the presence of the responsible examiners who may ask supplementary questions. ³The presentation will be taken into account for 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 talk on a topic assigned in advance lasting 20 to 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 respective study and examination regulations may stipulate that grading criteria are to be set and 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, performance is delivered 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 and the announcement of the examination result.

§ 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. ³Students shall be informed that examination procedures are carried out by IT means no later than when the examination details are communicated.

§ 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 final module grade, provided the following conditions are met: the module examination was passed also 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 final module grade can be improved by one grade increment. ⁵The maximum number of points must also be achievable without a 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, the examination committee appoints two examiners 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 the thesis at the University, the topic must be such that it can be dealt with using the university's facilities. ⁵With approval by the examination committee, the Bachelor's/Master's thesis may be completed in an institution outside THWS, if supervision by THWS's examiners is guaranteed. ⁶Students may suggest 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' choice of topic 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 completion period from the topic being set to the submission of the Master's bachelor's thesis must not exceed five months.
- (4) ¹A Master's thesis' choice of topic 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 must 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/Question 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 person setting the topic and name of the author of the thesis, full wording of the topic, date of the topic assignment, date of submission, possible extensions of the completion period. ³The form must be signed by the person setting the topic 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 the first Bachelor's/Master's thesis.
- (8) ¹§ 26 Paragraph (3) above shall apply mutatis mutandis. The Bachelor's or Master's thesis must be submitted at least twice in digital form (once anonymised, i.e. without the student's name and matriculation number) to the first examiner and the Department of Student Affairs by the deadline. 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 period of eight weeks. ²A Bachelor's/Master's thesis is awarded the grade "non-sufficient" if it is not submitted on time.

Section 3

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 THWS-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 above, the decision on exceptions shall be made by the faculty 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 as well as 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 further 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 THWS-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 date. 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) ¹Registration for the examinations usually to be taken during the examination period (in particular written and oral examinations) must be made module by module for each examination semester via the Department of Student Affairs within the deadline set by the examination board. ²The details of the procedure are determined by the Department of Student Affairs in agreement with the examination board and published throughout THWS no later than two weeks after the start of the lecture period. ³In cases where the examination is started or taken in its entirety outside the examination period, the registration for exams takes place ex officio at the latest at the start of the examination or, in the case of project work and student research projects, at the time the topic or the assignment to be worked on is issued. ⁴If 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 the examination 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 given unless the student has cancelled their registration for the examination through the Department of Student Affairs (HSST) at least two days prior to 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, usually in electronic form. ⁵If the failure to cancel the registration in due time is due to illness, a medical certificate in line with the specifications made by the examination board must be submitted. 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) ¹Generally, compensation for disadvantages must be applied for electronically. ²The application must be made to the Department of Student Affairs (HSST) no later than together with 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 disability must be substantiated by submitting a medical certificate or a certificate from a psychological psychotherapist. ²The examination board determines what information the certificate must contain; the requirements for the certificate must be published throughout THWS. 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 immediately be reported and substantiated electronically to the Department of Student Affairs. ²An inability to take part in the examination that occurs during an ongoing examination must be immediately reported to the invigilator and noted in the examination record. ³The obligation to report and substantiate the reasons for this remains unaffected. ⁴In the event of incapacity to take an exam due to illness, a medical certificate or a certificate from a psychological psychotherapist must be submitted in accordance with the requirements of the examination board (§ 33 (3), Sentence 2). ⁵This medical

certificate must be based on a medical examination which in general takes place on the day of the respective examination; it must confirm the possibility of an inability to take part in the examination that has not been discovered at the start of the 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; this does not apply to the Bachelor's or Master's thesis. 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; this does not apply to the Bachelor's or Master's thesis. ²The second re-sit must be taken within a period of twelve months from the announcement of the results of the first re-sit.
- (3) ¹It is possible to re-sit examinations that do not affect the final grade as often as desired within the limits of the maximum duration according to § 39 Paragraph (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 one exam attempt does not automatically determine the language of the following attempt(s).
- (5) ¹A Bachelor's/Master's thesis awarded the grade "non-sufficient" may be repeated only once with a new topic. 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 Paragraph (1) applies accordingly. ²If students exceed time limits as per Paragraphs (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 interrupted 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 Paragraph (3) Sentence 2.

§ 37

Grade improvement

- (1) ¹With an application for grade improvement, a passed and graded examination can be re-sat once; this does not apply to Bachelor's/Master's theses. ¹The 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, usually electronically, within the examination registration deadline set by the examination board.

- (2) ¹During Bachelor's studies a maximum of four applications for grade improvement (one module exam per application) in accordance with Paragraph (1) Sentence 1 are possible; the number of possible applications during Master's studies is two. 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.

Section 4

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*). 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 Bachelor's/Master's examination as well as in 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 the relevant 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 or a certificate from a psychological psychotherapist must be submitted. ⁴§ 33 (3) Sentence 2 above shall apply mutatis mutandis. ⁵The respective 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, usually electronically, 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 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.

Section 5

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 Paragraph (1) also applies to examination dates in accordance with § 31 Paragraphs (3) and (4).
- (3) THWS-wide announcement of the due dates for 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 student.
- (2) ¹Module grades are developed on the basis of this assessment. 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 are awarded the grade "non-sufficient" or the assessment "failed" shall be assessed by two examiners. ²If an examination performance 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 Paragraph (2). ⁴If the mean value is precisely between two THWS grades, it is rounded to the better grade.
- (4) ¹If the grades from several examinations are to be combined to one final grade, this grade is calculated by rounding down the (weighted) 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 specified in the appendix to the study and examination regulations. ³If an examination is awarded the grade "non-sufficient", the final grade "non-sufficient" must be awarded.
- (5) The grading system for calculated final grades and for the grades awarded for Bachelor's/Master's theses is scaled as follows:

from 1	to 1.5	very good
1.6	to 2.5	good
2.6	to 3.5	satisfactory
3.6	to 4.0	sufficient
worse than 4.0		non-sufficient

§ 43

Recognition and crediting of competences

- (1) Periods of study, study and examination achievements as well as degrees in accordance with Article 86 Paragraph 1 Sentences 1 and 2 BayHIG are to be recognised on application on the occasion of the continuation of studies, the taking of examinations, the commencement of further studies or admission to doctoral studies at THWS, provided that there are no significant differences with regard to the competences acquired and the competences to be demonstrated.
- (2) ¹For the recognition of modules, no schematic comparison with modules of the degree programme at THWS shall be made. ²The connecting factor for the decision about transfer/recognition is exclusively the competences acquired or to be proven by the student in the specific module (learning results). ³The recognition of competences acquired in higher education shall be made if the competences acquired and the competences that are to be proven 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.
- (3) ¹Recognition of competences acquired outside the field of higher education shall be made, if the competences acquired are equal to the competences that are to be acquired in the current programme. ²Competences acquired outside the field of higher education are to be credited up to a maximum of half of the competences to be acquired in the respective degree programme.
- (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 transferred does not correspond to the THWS grading system, the grade is to be mapped to the nearest THWS grade; if the grade that is to be transferred is precisely between two THWS grades, it will be rounded to the better grade. ³In case of incomparable grading systems, non-THWS grades are to be transformed into decimals, converted in accordance with the following formula,

$$\text{Grade} = 1 + 3 \cdot \frac{\text{Grade } E_{\text{non-THWS}} - \text{Grade } A_{\text{non-THWS}}}{\text{Grade } Z_{\text{non-THWS}} - \text{Grade } A_{\text{non-THWS}}}$$

the result is rounded to the nearest THWS grade, where

Grade $A_{\text{non-THWS}}$ is the best grade attainable in the non-THWS system;

Grade $Z_{\text{non-THWS}}$ is the worst grade attainable in the non-THWS system that still constitutes a pass in the examination, and

Grade $E_{\text{non-THWS}}$ is the grade attained (= to be transferred) in the non-THWS system.

⁴For passed, ungraded achievements, the assessment "passed successfully" shall be accredited.

- (5) ¹Periods of study are to be recognised or credited in the ratio of the total recognised or credited ECTS points to the regular semester performance (30 ECTS points). 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 accredited.
- (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 recognition and 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 usually be submitted electronically to the Department of Student Affairs (HSST), providing all the documents necessary for the evaluation. ³If the recognition or credit 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 about refusal in a written notification in accordance with section 39 BayVwVfG (*Bayerisches Verwaltungsverfahrensgesetz*). ⁴The applicant may apply for the decision to be reviewed by the university management; the university management will give its recommendation to the examination committee regarding the further processing of the application. ⁵As soon as a decision has been made, the application for the accreditation/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 online student portal.
- (2) ¹The degree grade (*Prüfungsgesamtergebnis*) is the weighted arithmetic mean of all graded examinations contributing to final 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 final 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 module

Bachelor's Thesis, it may be 1.0 or 1.5; for all other modules it may be 1.0. □ For modules of a Master's degree programme, the weighting factor is always 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.

Section 6

Student requests

§ 45

Handling of student 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 appeal must be addressed to the Legal Unit (Stabsstelle Recht) of the Technical 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 THWS examination board. ⁶Generally within two weeks after the examination board's meeting, the THWS Legal Unit writes the final notification concerning the appeal.

Chapter 5

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:
 - a) Reference group: all graduates of a degree programme

- b) 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 THWS.
- (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 the period of enrolment, the examination results, 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 THWS 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.

Chapter 6 Coming into effect, expiration, transitional provisions

§ 49 Coming into effect, expiration

- (1) These General Examination Regulations shall come into effect on 1 October 2023.
- (2) Simultaneously, the General Examination Regulations of the Technical University of Applied Sciences Würzburg-Schweinfurt of 28 January 2019 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 2023 and which contain deviating regulations, the stipulations made in these General Examination Regulations shall apply from 1 October 2023.

- (2) The regulation of grade weights made in § 44 Paragraph (2) Sentences 4 and 5 only applies to students who have commenced their Bachelor's or Master's degree programme as of the date on which the respective study and examination regulations were changed to the General Examination Regulations applicable as of 1 October 2019.
- (3) The terms of office of the members of the examination bodies shall continue to apply.
- (4) The provision under section 17(3) shall only apply to theses in accordance with section 30 that are registered on or after 1 October 2023.

Issued on the basis of the resolution of the senate of the Technical University of Applied Sciences Würzburg-Schweinfurt of 24 April 2023 and the legal supervisory approval of the President of the Technical University of Applied Sciences Würzburg-Schweinfurt, pursuant to Article 9 Sentence 3, Article 84 (2) Sentence 1 BayHIG of 26 April 2023.

Würzburg, 26 April 2023

Professor Dr. Robert Grebner
President

These General Examination Regulations for the Bachelor's and Master's degree programmes of the Technical University of Applied Sciences Würzburg-Schweinfurt were laid down at the Technical University of Applied Sciences Würzburg-Schweinfurt on 26 April 2023. This was communicated on 26 April 2023 by notice. Therefore, the date of publication is 26 April 2023.

Abbreviations:

APO THWS	General Examination Regulations of THWS
General elective (AWPF)	General elective course
AWPM	General elective module
BayHIG	Bavarian University and College Innovation Act
BEEG	Federal Parental Benefit Act
B. Eng.	Bachelor of Engineering
BGBl	Federal Law Gazette
ECTS	European Credit Transfer and Accumulation System
FWPF	Core elective course
FWPM	Core elective module
GVBl	Bavarian Law Gazette
HSST	Department of Student Affairs
MuSchG	Maternity Protection Act
PflegeZG	Family Caregiver Leave Act
SGB XI	Social Security Code Volume 11
SPO	Study and examination regulations
Credit hours (SWS)	Semester hours per week
THWS	Technical University of Applied Sciences Würzburg-Schweinfurt

Abbreviations for other types of assessment:

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