

# General Examination Regulations (APO) of the Neu-Ulm University of Applied Sciences (HNU)

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*The following text is a commentary in English language on the General Examination Regulations (APO) of the Neu-Ulm University of Applied Sciences, helping you to understand the contents of the German document. The legally binding text remains the German version. Please refer to the German text if possible or seek advice in case of uncertainties.*

Based on Art. 13 Sect. 1 Cl. 2 and Art. 61 Sect. 2 Cl. 1 and Sect. 8 Cl. 2 of the Bavarian Higher Education Act (Bayerisches Hochschulgesetz: BayHSchG) of 23 May 2006 (Law and Ordinance Gazette p. 245, BayRS 2210-1-1-WFK) in conjunction with Art. 1 Sect. 2 of the State Examination Regulations for the Universities of Applied Sciences in Bavaria (Rahmenprüfungsordnung für die Fachhochschulen in Bayern: RaPO) of 17 October 2001 (Law and Ordinance Gazette p. 686, BayRS 2210-4-1-4-1-WFK) according to the respective valid version, the Neu-Ulm University of Applied Sciences (hereafter: University) issues the following regulations:

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## I. General

### § 1 Purpose of the General Examination Regulations

<sup>1</sup>The General Examination Regulations contain regulations for courses and examinations at the Neu-Ulm University of Applied Sciences (HNU). <sup>2</sup>The General Examination Regulations serve to complete and supplement the State Examination Regulations for the Universities of Applied Sciences in Bavaria (RaPO) of 17 October 2001 as amended and is supplemented by the respective Programme and Examination Regulations for individual programmes of study and special further education studies.

### § 2 Scope

<sup>1</sup>The General Examination Regulations of the Neu-Ulm University of Applied Sciences apply to all courses of study offered at the Neu-Ulm University of Applied Sciences and other studies as defined by Art. 56 (6) of the BayHSchG [Bavarian Higher Education Act (Bayerisches Hochschulgesetz)]. <sup>2</sup>The "General Programme and Examination Regulations for the Joint Bachelor's Programmes of Ulm and Neu-Ulm Universities of Applied Sciences", as amended, apply to Bachelor's programmes offered in cooperation with the Ulm University of Applied Sciences.

## II. Examining bodies

### § 3 Overview of examining bodies

The examining bodies are the examination board, the examination committees and the examiners.

### § 4 Examination board

(1) <sup>1</sup>The examination board comprises the chairperson and at least five other members.

<sup>2</sup>Each faculty of the university shall be represented by two professors and the Centre for

Continuing Education shall be represented by one professor. <sup>3</sup>A replacement must be appointed as a permanent substitute for each member. <sup>4</sup>The university's women's representative is represented in the examination committee in an advisory capacity.

- (2) <sup>1</sup>The appointment of the chairperson of the examination board is made by the President. <sup>2</sup>The appointment of the other members is made by the President in agreement with the chairperson. <sup>3</sup>The term of office is three years; reappointment is permissible. <sup>4</sup>New appointments and reappointments should be made on the basis that no more than half of the members are replaced at any one time. <sup>5</sup>Members of the examination board elect a deputy chairperson for a term of three years.
- (3) In addition to the duties and responsibilities specified in § 3 (2) of the RaPO, the examination board is responsible in particular for the following additional tasks: the determination and announcement of the dates for the examination registration, the examination period and the examination review.

## § 5 Examination committees

- (1) <sup>1</sup>An examination committee is set up for the respective programme. <sup>2</sup>An interdisciplinary examination committee can also be set up for continuing Master's degree programmes. <sup>3</sup>Other programmes, specialist subject and in-depth modules, elective and optional modules as well as Language Centre modules forming part of an existing degree programme are assigned to the examination committee of the underlying programme. <sup>4</sup>Certificate courses of the Centre for Continuing Education are assigned to the relevant examination committee for continuing Master's degree programmes.
- (2) <sup>1</sup>If the respective Programme and Examination Regulations do not stipulate otherwise, the examination committee comprises the chairperson and at least two other professors. <sup>2</sup>The members of the examination committee should teach in the relevant degree programme. <sup>3</sup>For each examination committee at least one substitute must be appointed as a permanent representative. <sup>4</sup>The women's representatives of the faculties attend meetings of the examination committees of the relevant faculty in an advisory capacity but do not have voting rights.
- (3) <sup>1</sup>The chairperson and the members of each examination committee are appointed for a term of three years by the relevant faculty board. Reappointment is permissible. <sup>2</sup>The members of the examination committee elect a deputy chairperson for a term of three years. <sup>3</sup>For continuing Master's degree programmes, the appointment of examination committee members and the chairperson is made by the President of the university.
- (4) <sup>1</sup>The duties of the examination committees are set out in Art. 3 Sect. 3 Cl. 2 of the RaPO. The examination committees also decide on the cancellation of completed examinations. <sup>3</sup>Art. 3 Sect. 2 Cl. 2 No. 4 of the RaPO remains unaffected.

## § 6 Examiners

- (1) Examinations may only be assessed by persons who have at least the same grades as those determined by the examination or an equivalent qualification.

(2) <sup>1</sup>The following persons are entitled to organise university examinations in addition to university lecturers (Art. 62 Sect. 1 Cl. 2 No. 1 of the BayHSchG) if they carry out or have carried out independent teaching in the relevant examination subject at a university:

1. Retired professors,
2. Teaching staff for specific tasks,
3. Lecturers.

<sup>2</sup>In examination subjects that impart predominantly practical knowledge and skills, persons experienced in professional practice and training are also authorised to organise university examinations.

(3) In accordance with the regulations of the examination committee, the examiners are responsible for setting the tasks, the supervision of the examinations and the assessment of the examinations.

## **§ 7 Business and procedure, involvement of the Department of Studies**

(1) <sup>1</sup>Course of business and decision-making capacity are governed by the provisions of Section VI of the constitution of Neu-Ulm University of Applied Sciences. <sup>2</sup>The examination board and examination committees may call upon other persons for advice.

(2) <sup>1</sup>The Department of Studies supports the examination bodies, attends their meetings, but without voting rights, and implements their decisions. <sup>2</sup>Any applications, objections and other submissions must be submitted in writing or via the corresponding online forms only to the Department of Studies in all matters relating to regulations governing studies and examinations, and must be forwarded to the relevant examination bodies. <sup>3</sup>Notification of students in regard to the aforementioned matters is made by the Department of Studies. <sup>4</sup>Applications, objections and other submissions may also be submitted to the Centre for Further Education for continuing degree programmes and other courses.

## **III. Bachelor's and Master's degree programmes and other courses of study**

### **§ 8 Study objectives of Bachelor's and Master's degree programmes**

(1) <sup>1</sup>The objective of the Bachelor's degree programme is to enable students to operate independently in the professional or business environment of their chosen field of study. This is achieved through the medium of a university education based on the teaching of scientific and/or artistic principles. <sup>2</sup>Each Bachelor's degree programme promotes the students' scientific-methodological, social and personal capacity for action in addition to imparting subject-specific and methodological competences. <sup>3</sup>The degree programme has a modular structure and generally enables students to develop individual areas of specialisation by offering specialised areas of study, specialist subjects, in-depth modules or elective modules. <sup>4</sup>The Bachelor's degree programme also provides the basis for an application-oriented, scientific and/or artistic further qualification in a Master's degree programme.

- (2) <sup>1</sup>The consecutive and continuing Master's degree programme at the Neu-Ulm University of Applied Sciences leads to the award of the Master's degree. <sup>2</sup>The Master's degree programme enables specially qualified students who have already completed a university degree course to further develop their qualifications and to acquire a further, internationally compatible degree. <sup>3</sup>On the basis of scientific and/or artistic findings and methods, students acquire further knowledge, skills and expertise that qualify them to work as specialists or managers or qualify them to work towards obtaining a scientific and/or artistic further qualification within the framework of a doctorate.
- (3) <sup>1</sup>The educational mission of the Neu-Ulm University of Applied Sciences is: "We train internationally experienced, solution-oriented, responsible and engaged specialists and executives". <sup>2</sup>Students at the Neu-Ulm University of Applied Sciences can acquire international experience during the so-called mobility window described in the course catalogue. They can do so by attending one of the international partner universities of the Neu-Ulm University of Applied Sciences, by taking part in foreign trips, by working with international students in the coursework and teaching as well as by participating in extra-curricular events taking place at the Neu-Ulm University of Applied Sciences. <sup>3</sup>Students at the Neu-Ulm University of Applied Sciences acquire a solution-oriented mindset through the medium of practical-based teaching and by developing an entrepreneurial mindset. <sup>4</sup>The Neu-Ulm University of Applied Sciences supports student volunteer initiatives and offers university-wide study programmes in the areas of "Education through Responsibility" and "Education for sustainable development" and thereby encourages students to act responsibly as future movers and shakers in the economy and society. <sup>5</sup>According to their Digital Teaching mission statement, studying at the Neu-Ulm University of Applied Sciences prepares students for the digital world of tomorrow. <sup>6</sup>The university uses digitalisation to develop individual learning pathways for students as well as their academic success. It achieves this by being transparent about the students' individual learning progress. <sup>7</sup>The university uses the potential of digitalisation to create the scope to develop methodological competence and social interaction.

## § 9 Structures of degree programmes

- (1) Study courses at the Neu-Ulm University of Applied Sciences are basically designed as full-time study programmes.
- (2) The Neu-Ulm University of Applied Sciences offers the following types of structures of degree programmes in particular:

### § 9a Study programme with in-depth work experience

<sup>1</sup>All of the bachelor's degree programmes at HNU - with the exception of the part-time degree programmes - may be studied in the form of a degree programme with intensive in-company training (*Studium mit vertiefter Praxis*). <sup>2</sup>In the case of studies with intensive in-company training in the Bachelor's degree, the practical semester and additional practical phases to deepen the practical content are usually completed at the same practical institution in accordance with the education contract. <sup>3</sup>In the case of studies with intensive in-company train-

ing in the Master's degree programme, at least 8.5 months shall be spent in a practical placement during the course of the degree programme in accordance with the education contract; the periods of the Master's thesis may be taken into account.<sup>4</sup>The corresponding contracts shall be approved by the coordinator "Studies with intensive in-company training " of the university and, in the Bachelor's degree programmes, additionally by the respective practical experience officer. <sup>5</sup>In addition, dual courses of study may be offered which provide for in-depth practice for all students. <sup>6</sup>The learning locations of the higher education institution and the company shall be systematically interlinked in terms of organisation, content and contract.

### **§ 9b Combined study programme**

<sup>1</sup>In addition to studying at the university, the combined study programme also includes periods of training and work experience tailored to the study programme. <sup>2</sup>In accordance with the training contract, the periods of work placement are generally divided between periods preceding the study programme, the semester break, the practical semester, the period during which students work on their Bachelor's theses and additional times to be completed once students have been informed that they have passed the final training examination at the relevant body. The purpose of this is consolidate the practical content of the study programme. <sup>3</sup>The technical approval of the university is required for the entire training contract.

### **§ 9c Part-time study programme**

<sup>1</sup>The part-time study programme is an extended variant of the full-time study programme with a reduced range of ECTS per semester. <sup>2</sup>The Programme and Examination Regulations of the degree programmes stipulate further provisions.

### **§ 9d Continuing study programme**

<sup>1</sup>The continuing study programme is designed in such a way that students can undertake the degree programme while holding down a full-time job. <sup>2</sup>Classes are usually held outside normal student contact hours at the university.

### **§ 9e Module study programme**

- (1) Module studies are designed to provide students with a professional focus and the acquisition of scientific or professional partial qualifications.
- (2) <sup>1</sup>Modules of a non-admission-restricted degree programme can be offered individually or in groups (5-30 ECTS) as module studies. <sup>2</sup>The same requirements apply for access to module studies as for access to the actual degree programme. <sup>3</sup>The relevant Programme and Examination Regulations govern whether and to what extent module studies are offered.
- (3) The official length of programme is usually a semester; and correspondingly longer for modules that span several semesters according to the regulations applicable to the actual degree programme.
- (4) For module studies, Articles 26-35 apply accordingly with the following deviation: a failed examination may only be retaken once.

- (5) Only a print-out of the grades qualifies as proof of attendance on module studies and passed examinations.

### **§ 9f Certificate courses**

<sup>1</sup>Special further education studies can also be offered in the form of certificate courses. <sup>2</sup>They provide for the acquisition of scientific or professional partial qualifications.

### **§ 10 Official length of programme and semester**

- (1) <sup>1</sup>The official length of programme for Bachelor's degree programmes is generally seven semesters; in particularly justified cases, the duration of study may cover more than seven semesters. <sup>2</sup>It includes the theory-based semesters, the integrated practical semester and the examinations including the period of time spent working on the Bachelor's thesis.
- (2) <sup>1</sup>The official length of programme for Master's degree programmes is generally three semesters; in particularly justified cases the official length of programme may be longer. <sup>2</sup>It includes the theory-based semesters and the examinations, including the period of time spent working on the Master's thesis.
- (3) The official length of programme in the other study programmes is based on the specific requirements of the actual programmes and is usually one semester.
- (4) The official length of programme is defined in the respective Programme and Examination Regulations.
- (5) The individual length of programme for a student in a degree programme is counted in semesters.

### **§ 11 Practical training, pre-practical training**

- (1) The Programme and Examination Regulations may stipulate that the completion of practical training or vocational training must be proven before studies are commenced. <sup>2</sup>This training must basically correspond to the chosen field of study.
- (2) The practical training referred to in Sect. 1 may be replaced by a practical activity corresponding to the selected degree programme which lasts for at least six weeks. This must be completed before the start of the course of study (pre-practical training), unless the actual Programme and Examination Regulations specify otherwise.
- (3) The training objective and content of the pre-practical training and practical training are governed by the relevant Programme and Examination Regulations.

### **§ 12 Modularisation of the course of study**

- (1) <sup>1</sup>The competences leading to the final qualification of a degree programme are taught in modules. <sup>2</sup>Modules are units of study defined in terms of topic and duration by the summary of the study contents. The contents of a module should be determined in such a way that they can be taught in one semester and, in exceptional cases and with proper



justification, in two consecutive semesters. <sup>4</sup>Several modules in the same field of study can be arranged into so-called module groups in order to give the course of study a clearer structure.

- (2) <sup>1</sup>A module usually concludes with an examination (see § 21 Types of examination).  
<sup>2</sup>Modules should generally comprise at least 5 ECTS.
- (3) All modules are either compulsory modules, elective modules (also in-depth modules, specialist modules) or optional modules:
- a. <sup>1</sup>Compulsory modules impart the competences required to achieve the qualification objective of a degree programme and are binding for all students on a degree programme. <sup>2</sup>The examination results of the compulsory modules are generally included in the final grade.
  - b. <sup>1</sup>Elective modules enable students to acquire competences that match their individual preferences as well as their personal qualification goals. These competences expand or consolidate the qualification goal of the degree programme and give students the scope to define their own course of study. <sup>2</sup>Elective modules are offered individually or in groups to choose from. <sup>3</sup>Students must make a specific choice among them in accordance with the respective Programme and Examination Regulations. <sup>4</sup>The chosen modules are treated like compulsory modules. <sup>5</sup>The selection system and the range of modules are published by the faculties. <sup>6</sup>The elective modules go towards the final result of the course of study in accordance with the provisions of the respective Programme and Examination Regulations.
  - c. <sup>1</sup>Optional modules teach competences that go beyond the qualification goal of a degree course. <sup>2</sup>They are not compulsory for achieving the objective of the course of study and can also be chosen by students from the range of elective modules offered by the university. <sup>3</sup>They do not go towards the final result of the course of study but can be included on the final degree certificate if the students so request.
- (4) <sup>1</sup>Elective modules should generally be taken from the third semester. <sup>2</sup>The Programme and Study Regulations may contain deviating regulations.
- (5) <sup>1</sup>The Neu-Ulm University of Applied Sciences is under no obligation to ensure that all core elements in the course of study, in-depth modules, elective and optional modules provided in the Programme and Examination Regulations are actually offered. <sup>2</sup>Likewise, the university is under no obligation to ensure that such courses are held if there are insufficient numbers of students. <sup>3</sup>In the event that an elective module completed in the previous semester is no longer offered, those students who have taken the examination in this module but failed it will be entitled to a retake the examination within the statutory period stipulated for retaking examinations.
- (6) A module is successfully completed if the attainment of the learning objective has been proven by successful completion of all course-related examination requirements specified in the curriculum or by successful attendance.

- (7) It may be necessary to provide evidence of certain competences in order to partake in examinations.
- (8) <sup>1</sup>Suitable modules (courses and examinations) may be run with English as the language of instruction and examination. <sup>2</sup>This must be specified in the relevant Programme and Examination Regulations.

### **§ 13 Programme and examination regulations**

- (1) <sup>1</sup>The Programme and Examination Regulations for individual degree programmes and certificate courses (see § 9f) supplement the General Examination Regulations. <sup>2</sup>Programme and Examination Regulations are issued for each degree course and certificate course offered at the Neu-Ulm University of Applied Sciences. This should contain special provisions on:
1. The qualification objective of the degree course concerned, which specifies the educational objectives of Bachelor's and Master's degree courses detailed in § 8 of these General Examination Regulations at the Neu-Ulm University of Applied Sciences; the qualification requirements for the degree course concerned, if necessary with information on the requirements of practical training and pre-practical training including information on their educational objectives and content; the academic grade to be awarded after the successful completion of the final examination;
  2. The composition of the examination committee, if different from the regulations set forth in Art. 5 Sect. 2;
  3. Regulation on structures of degree programmes offered (if applicable module studies, part-time studies, etc.); the official length of programme and the credits required to complete the studies (ECTS); the required learning required of students in terms of credits according to the European Credit Transfer System (ECTS), provided that one credit corresponds to a workload other than 30 hours; the recommendation for the mobility window (periods abroad); the timing and duration of the practical semester, its admission requirements and the structure of the courses accompanying the practical period, if different from what is specified in the regulations in § 18 (practical semester), and ,if applicable, allowability of the practical semester;
  4. Compulsory and elective modules, the completion of which is required for the successful completion of the degree course concerned; the performance in coursework and examinations required for the successful completion of a module, including their type and duration and scope; the required courses and their scope in semester hours per week or teaching units; where applicable, the assignment of the modules to the semesters of taught content; Modules offered in English;
  5. The weighting of marks for examinations to obtain the final grade;
  6. If applicable: Main areas of study or specialisation subjects (subject-specific elective modules to be chosen individually or in groups);
  7. If necessary, modules for the foundation and preliminary examination;

8. Schedules and deadlines;
9. Regulations on examination registration and withdrawal procedures, if different from §§ 27-28;
10. If applicable, regulations on retaking examinations, if different from § 35 (retakes of examinations);
11. Regulations on the final thesis (requirements, time spent completing the thesis, etc.).

<sup>3</sup>Certificate courses can also be summarised in Programme and Examination regulations.

- (2) The qualification objectives, the degree title, the degree, designation of the final qualification and the modular concept should be consistent with one another.
- (3) The Programme and Examination Regulations of the degree programmes at the Neu-Ulm University of Applied Sciences should create a suitable environment to allow students to spend time abroad without any loss of time.

## § 14 Course catalogue

- (1) The relevant faculty board decides on a course prospectus for each programme of study to ensure the provision of the range of courses offered and to provide students with information. The course catalogue does not form part of the actual Programme and Examination Regulations. <sup>2</sup>The course catalogue is to be made known to students at the university prior to the lecture period of the term for which it stipulates regulations. <sup>3</sup>The notification of new regulations must be made before the beginning of the lecture period of the semester in which the regulations are to be applied for the first time.
- (2) The course catalogue specifies the provisions of the General Examination Regulations and the respective Programme and Examination Regulations and should in particular contain provisions and information on:
  1. The names of the compulsory and elective modules offered in the relevant semester as well as the modules of the main areas of study/specialist subjects of study, as well as the type of the courses and their ECTS credits;
  2. Person responsible for the module; teaching staff;
  3. More detailed provisions on examinations (including information on approved resources for examinations), certificates of attendance and special admission requirements, insofar as these are not definitively laid down in the Programme and Examination Regulations.
- (3) The course catalogue may indicate the proportion of semester hours per week are self-directed learning.

## § 15 Module specifications

- (1) The module specifications (module handbook) contain at least the following information for each module:

1. Qualification objectives, learning outcomes and content of the module. These take into account:
    - a. Subject-specific and methodological competences, in particular the students' digital competences in the chosen degree programme,
    - b. personal competencies of the students as responsible achievers in the economy and society;
  2. Forms of teaching and learning;
  3. Knowledge, skills and abilities required for participation;
  4. Usability of the module in other degree programmes and its relationship with other modules of the same degree programme;
  5. The performance in coursework and examinations required to successfully complete the module, including the type, scope and duration of coursework and examinations, as requirements for the award of credit points in accordance with the European Credit Transfer System (ECTS);
  6. Credits and grading, where one credit corresponds to a maximum of 30 hours in terms of the student's total participation in classroom and self-study environments;
  7. Frequency of the provision;
  8. Duration, as well as
  9. If stipulated, the minimum and maximum number of students attending the course;
  10. If stipulated, the semester of taught content in which the student must be registered for the first-time provision of coursework and examination achievements;
  11. If stipulated, the assignment of the modules and associated courses to the semesters of taught content, and
  12. The weighting of marks for examinations to obtain the final grade for the Bachelor's and Master's examinations.
- (2) <sup>1</sup>The module specifications are to be made known to students before the beginning of the following semester. They are only amended after they have been disclosed if there are compelling reasons to do so (for example unexpected cancellation of examinations) and only insofar as such amendments do not adversely affect students. In English-language modules, the titles of modules and module specifications must be in English.
- (3) <sup>1</sup>Attendance restrictions on individual courses to be determined by the examination committee are permissible in justified cases, if the course provisions as a whole ensure that the course of study can be completed within the official length of programme. <sup>2</sup>A justified case exists if the existing spatial capacity or the type, aim and purpose of the relevant course require a corresponding restriction in the number of students attending. <sup>3</sup>The admission procedure should primarily take into account selection based on academic progress and, if possible, prioritisation of the students,

where admission based on the chronological order in which the students enrolled is not permitted.

## § 16 Examination schedule

- (1) For written supervised examinations, the relevant examination committee shall, subject to the recommendation of the examiners, approve a schedule which has to be published at least two weeks before the beginning of the examination period advertised in the University Calendar. <sup>2</sup>Each examination must specify at least the first, and if necessary, second examiners, the date, start and duration of the examination and any approved tools and resources. <sup>3</sup>Unless otherwise determined by the examination committee for legitimate reasons:
1. The appointment of the first examiner also entails an order for the assignment, acceptance and supervision of certification and for providing compensation for persons with disabilities
  2. Study-related examinations and certification of special admission requirements take place within the scope of the course.
- (2) The examination schedule ensures that the studies can be completed in the official length of programme takes into account, in particular:
1. The schedulable and reliable course of study,
  2. A high degree of overlap of courses and examinations,
  3. A reasonable and average workload which is suitable for the examination work load for the modules,
  4. An appropriate schedule and organisation for the examinations.
- (3) The decisions of the examination committee are binding for each examiner.
- (4) Examiners who use the form of examination of the portfolio examination in their modules shall inform the examination committee in good time about the examination dates, so that these can be notified to the students before the semester starts.

## § 17 Basic modules

Foundation modules equip students with the scientific and methodological foundations for their studies and provide the basis for achieving the qualification goal of the chosen degree programme. <sup>2</sup>The relevant Programme and Examination Regulations of the Bachelor's degree programmes determine which examinations are to be taken from the foundations of the relevant degree programme at the latest by the end of the second semester (foundation and preliminary according to Art. 8 Sect. 2 of the RaPO).

## § 18 Practical semester and courses that accompany the work experience

- (1) <sup>1</sup>Students must complete at least one practical semester in Bachelor degree programmes. <sup>2</sup>The details of the practical semester and the admission requirements for the practical semester can be found in the relevant Programme and Examination Regulations.
- (2) <sup>1</sup>A practical semester is a study semester incorporated into the course of studies, regulated by the university, and the content of which the university determines, oversees and which it prepares and supports with courses. The practical semester is spent in a company or another work-related institution generally outside of the Neu-Ulm University of Applied Sciences. <sup>2</sup>Students may also spend their practical semester working in start-up companies. <sup>3</sup>This requires the approval of the person responsible for practical placements. <sup>4</sup>The aim of the practical semester is:
  - a. To use the knowledge and competences acquired on the course in relevant professional and business environments,
  - b. To acquire knowledge and experience from relevant work placement provider,
  - c. To learn and gain experience of the rules of economic, legal and social operations and to acquire social and key competences.
- (3) <sup>1</sup>In the practical project, students should work under the guidance of an experienced supervisor on assignments that are typical for the type of work experience and qualification they are endeavouring to obtain. <sup>2</sup>The Programme and Examination Regulations may make further provisions.
- (4) <sup>1</sup>The practical semester usually lasts no more than 6 months and is divided into the practical project and the accompanying courses. <sup>2</sup>Unless otherwise specified in the Programme and Examination Regulations, the time spent on the practical project, after deduction of any holidays, days lost due to illness and other absences, shall amount to at least 100 days of attendance. <sup>3</sup>Daily working hours correspond to the usual working hours of the organisation where the work placement is spent. <sup>4</sup>The accompanying courses usually take place at the university in the form of block courses. <sup>5</sup>The block courses are organised as an introductory block and as a final block. <sup>6</sup>A combination of study days and block courses is also allowed.
- (5) <sup>1</sup>The examinations of the practical semester provide a particular form of course-related certification. They are used to determine whether the students have successfully completed the practical semester, including the practical courses which accompany the work placement. <sup>2</sup>The examinations generally take place at the end of the practical semester.
- (6) <sup>1</sup>A minimum attendance requirement may be stipulated for passing the examinations at the end of the practical semester and for the practical courses which accompany the work placement. <sup>2</sup>The relevant Programme and Examination Regulations may stipulate further provisions.

- (7) <sup>1</sup>The time spent engaged in relevant work-related activities may count towards the practical semester in the Bachelor's degree programmes subject to special grounds being provided. <sup>2</sup>The Programme and Examination Regulations stipulate further provisions.
- (8) <sup>1</sup>Students are responsible for procuring a work placement provider for the practical project. <sup>2</sup>Work placement providers should be nominated by the students and approved by the work placement coordinator. <sup>3</sup>Students have to submit the work placement contract before starting their work placement. <sup>4</sup>For start-up companies, the provisions of Sect. 2 apply.
- (9) <sup>1</sup>The work placement coordinators decide whether the successful completion of the practical semester can be determined. <sup>2</sup>In addition to the result of any certification, the work placement coordinators must also take into account the report submitted by the work placement provider, the report to be submitted by the students, together with the certification of the training institution. <sup>2</sup>The Programme and Examination Regulations may stipulate further provisions.
- (10) <sup>1</sup>If the work placement does not meet the training requirements; the work placement coordinators may request full or partial repetition of the practical semester. <sup>2</sup>Partial or complete repetition may also be required if the result of the examination at the end of the practical semester and the work placement report are unlikely to mean that a repetition of the examination alone will lead to ascertaining successful completion. <sup>3</sup>If successful completion of the practical semester cannot be ascertained, the student concerned will receive written notification informing the student of whether he/she will be required to repeat the work placement and, if so, within what time period.
- (11) Initial attendance on courses, coursework and examination performance in the theory-based study semester are generally not permitted during the practical semester.
- (12) <sup>1</sup>The requisite number of repeat examinations should be taken in the practical semester. <sup>2</sup>If, for reasons beyond their control, students are prevented from retaking examinations during the practical semester, Art. 8 Sect. 4 of the RaPO shall apply accordingly. <sup>3</sup>Students must submit a request to the relevant examination committee no later than at the time at which the register for the examination should take place.

## § 19 Examinations

- (1) <sup>1</sup>Examinations and types of examinations allow a meaningful review of the learning outcomes achieved. <sup>2</sup>They are module-based and competence-based.
- (2) <sup>1</sup>Examinations are provided as part of the course of study generally at the end of the semester or after completion of a module and are generally graded. <sup>2</sup>The examination requirements are based on the course catalogues, curricula and module specifications particular to each degree programme.
- (3) If examinations take place in the form of group work, the individual performances must be clearly defined and assessable.

## § 20 Teaching and learning methods, attendance requirements

(1) <sup>1</sup>The forms of teaching and learning in the programmes at the Neu-Ulm University of Applied Sciences have a high practical relevance. <sup>2</sup>They cover, for example, the following:

1. Seminar-based teaching provides a scientific overview and consolidation;
2. Exercises give students an opportunity to apply what they have learned;
3. Seminars (S) enable the more detailed treatment of selected scientific questions and are often addressed to subgroups of study groups;
4. Practicals entail the special use of subject-specific technical, artistic, physical, methodological or other resources in the application of what has been learned;
5. In projects, specific tasks are dealt with by the students in a problem-oriented or research-oriented manner.

<sup>3</sup>There may be programme-specific characteristics in each of the categories. <sup>4</sup>Excursions take place within the scope of the above categories and are educational events that take place outside the university. <sup>5</sup>All or parts of the courses in the above categories can take place in digital form (e-learning, in short: (EL)). <sup>6</sup>The contents of the course are provided, for example, via a learning platform.

(2) <sup>1</sup>In terms of design and implementation of the teaching and learning methods, the university focuses on national and international quality standards for teaching. <sup>2</sup>The content-related design and methodical-didactic approaches of the curriculum are continuously reviewed and adapted to technical and didactic developments.

(3) <sup>1</sup>The success of students is encouraged particularly in the first two semesters by:

1. Advanced courses which do not count towards the ECTS credits for the programme and are used to meet different requirements;
2. Tutorials that are offered by student tutors accompanying the module or as required; Didactic training is offered for the student tutors.

<sup>2</sup>There is no requirement for advanced courses and tutorials to be held.

(4) <sup>1</sup>In terms of its certification as a "family-friendly university", compulsory attendance at classes at the Neu-Ulm University of Applied Sciences has been waived since 2008 wherever this is possible. Instead, compulsory attendance of students at classes should be promoted by self-organised forms of learning by the students. These include the use of an e-learning platform and its ability to enable virtual participation in courses or the choice of courses offered by the Virtual University of Bavaria [Virtuelle Hochschule Bayern (VHB)].

(5) For courses where the attainment of the qualification depends on the physical presence of a number of students (e.g. on excursions) or the completion of specific tasks (e.g. laboratory tests, practicals), the dates/parts of the course where personal attendance is a requirement are published in the relevant course catalogue before the beginning of the semester in which they take place.



- (6) <sup>1</sup>Provided that regular or partial physical attendance on a module is appropriate, this attendance is acknowledged if the student attends at least 80% of the sessions for which course attendance is a requirement.
- (7) <sup>1</sup>If students are prevented from attending at least 80% of sessions on a course where attendance is a requirement for reasons for which they are not responsible, students are nevertheless deemed to have satisfied the attendance requirements if they have attended at least 50% of the course sessions. <sup>2</sup>The reason for which the student is not responsible should be proven by appropriate evidence. In the case of illness, the student must provide a medical certificate.
- (8) <sup>1</sup>If the proof of attendance is a requirement for admission to an examination, the student must be informed at least one week before the relevant examination as to whether he/she has successfully provided the evidence of attendance. <sup>2</sup>If the deadline is not met, the admission requirement for the examination will be deemed to have been met during this examination period.

## § 21 Forms of examination

- (1) <sup>1</sup>Examinations and forms of examination are module-based and competence-based. <sup>2</sup>They allow a meaningful review of the learning outcomes achieved for the respective module.
- (2) Examinations may be conducted in written, oral, digital or practical form, or in some other form or in mixed forms.
- (3) <sup>1</sup>A module examination should normally comprise one examination. <sup>2</sup>It may also include several components (portfolio examination (Sect. 4)). <sup>3</sup>Seminar work, certification for practical work, laboratory work and attendance on outings count towards an assessment.
- (4) <sup>1</sup>In the case of portfolio examinations, the examiner or, if applicable, two or more examiners regulate the nature, the extent and the weighting of the individual subtasks in a grading scheme, which must be notified to students by means of the course catalogue no later than the date at which lecture period for the relevant semester begins. <sup>2</sup>The individual elements may not exceed the scope of a written or oral module examination in terms of their duration and content. <sup>3</sup>All work completed go towards the assessment <sup>4</sup>There is an overall assessment of all work carried out.

### § 21a Written examinations

- (1) <sup>1</sup>Written examinations are written tests or other written work. <sup>2</sup>Other written work includes assessable work (such as coursework, seminar, project, and homework), take-home-exams and reports.
- (2) <sup>1</sup>Written tests are used to demonstrate that the candidate is capable of dealing with a problem within a limited period of time, with or without specified resources and under supervision with the methods that are standard for the subject, and demonstrating his/her analytical and methodological problem-solving abilities. <sup>2</sup>For a module of 5 ECTS, completing a written test usually takes 90 minutes. The actual Programme and Examination

regulations may make provision for a written test that differs from this in terms of duration. <sup>3</sup>The maximum duration of 240 minutes must not be exceeded. <sup>4</sup>If students are late for a written test, they are not entitled to have extra time to compensate for the time they have missed. <sup>5</sup>Leaving the examination room is only allowed with the permission of the invigilator or invigilators. <sup>6</sup>A record should be completed for each written test. <sup>7</sup>The record should contain details of incidents which may be of importance for the determination of the test result, and in particular incidents as defined by Art. 6 of the RaPO.

- (3) <sup>1</sup>Assessable work includes independent pieces of work on specified topics or problems, which usually span a longer period of time because of the extensive nature of the task and the type of work entailed in completing the task. This work includes, in particular, researching information, structuring content, drafting an outline and preparing a written manuscript in the form which is standard for scientific work. <sup>3</sup>The work is done without the need for constant supervision. <sup>4</sup>The work takes no more than three months to complete. <sup>5</sup>The exact requirements for the duration and scope of the work are stipulated by the person setting the assignment. <sup>6</sup>Assessable work should be prepared in accordance with the rules of good scientific practice; in particular, the candidate has to provide an assurance that he/she has completed the work independently, has not submitted the work for other examinations, has indicated all the sources and resources used in completing the work and consents to the work being checked with anti-plagiarism software. <sup>7</sup>The work must also be submitted in digital format (searchable), if this is stipulated by the person setting the assignment at the beginning of the project. <sup>8</sup>Assessable work should be graded "Unsatisfactory", if it is not submitted by the deadline for the project.
- (4) A take-home exam is a written examination that is completed within a specified timeframe, but is not limited to a specific time or place. This type of exam primarily includes open questions with complex solutions. This may include the application of acquired skills in a concrete case, case analyses or the development of new solutions. Resources may be used during the exam, but they must be indicated in full, as with a term paper. The examiner determines the scope of the exam (e.g. number of characters), the total time (e.g. 90 – 240 minutes) and the deadline as well as the form and mode of submission (e.g. Moodle). Students taking the exam will be informed of the exam release date at least two weeks in advance. Students must submit the exam in the designated form within 24 hours. When submitting the exam, each student is required to confirm that he/she completed the exam independently, that he/she has indicated all of the sources and aids that he/she used for the exam and that he/she agrees to the recommended verification by means of anti-plagiarism software. Any take-home exam that is submitted more than 24 hours after the time of release does not count as passed and will be awarded the mark of 5.0, unless the examinee can provide evidence (e.g. in the form of a screenshot with the date and time) that submission was impossible, or not possible until a later time, due to technical difficulties. Problems in uploading should be reported to the Examinations Office via email immediately.

- (5) <sup>1</sup>The results and activities of a project or work placement are documented in a report. <sup>2</sup>Reports should contain about 30,000 characters excluding spaces (Work placement report: approx. 15,000 characters excluding spaces). <sup>3</sup>Reports should be graded "Unsatisfactory" or "Unsuccessful" if they are not submitted on time.

### § 21b Digital Examinations

<sup>1</sup>Examinations can also be taken and assessed using computer-aided or digital media (digital examinations). <sup>2</sup>As part of the course, students will be given the opportunity to familiarise themselves with the examination system before taking the examination. <sup>3</sup>If examinations are to be offered in digital form, this must be announced at HNU at least four weeks prior to the start of the respective examination period.

### § 21c Oral Examinations

- (1) <sup>1</sup>Oral examinations are conducted by two examiners. <sup>2</sup>They can take place as a single examination or as a group examination with a maximum of five candidates. <sup>3</sup>The duration of an oral examination may not be less than 10 minutes and not more than 30 minutes per candidate; the exact duration will be determined by the examiners. <sup>4</sup>The main subjects and results of the oral examination in the individual modules as well as any circumstances which are relevant for the determination of the examination result must be minuted. <sup>5</sup>This must be signed by the examiners. <sup>6</sup>With the consent of candidates, students from the same degree programme can be admitted to oral examinations. <sup>7</sup>Candidates who take the examination during the same examination period cannot be admitted as observers and cannot be involved in the deliberation and announcement of the examination results.
- (2) <sup>1</sup>Lectures, seminars and presentations are independent pieces of work on specified topics or problems. This work includes researching information, structuring contents and delivering a short presentation on the topic. <sup>2</sup>The scope of the lecture and the handout is determined by the examiner, and the duration of the lecture should be no less than 10 minutes and no more than 30 minutes.

### § 21d Practical examinations

<sup>1</sup>Practical examinations such as laboratory testing (laboratory work, tests, experiments, etc.) are a test of practical skills. <sup>2</sup>The results of practical work can be also be presented and documented. <sup>3</sup>The requirements for a presentation or documentation shall be determined by the relevant examiner; the duration of the practical examination should be no less than 10 minutes and no more than 30 minutes, and the documentation should be based on the requirements of comparable written examinations.

### § 21e Multiple-choice examinations

- (1) Some examinations may comprise entirely or partly of multiple-choice questions.
- (2) <sup>1</sup>A multiple-choice examination consists of a group of tasks with pre-defined suggested answers. <sup>2</sup>Tasks can be set as multiple-choice tasks (one out of a total of n suggested responses is correct - "1 out of n").

- (3) <sup>1</sup>There must be a clearly correct answer for each task. <sup>2</sup>The minimum number of points for a task is 0 points and cannot be negative.
- (4) If multiple-choice examinations are presented to candidates, the examiner shall, if applicable, mention this in the course catalogue, stating what proportion of the final mark is made up by the multiple-choice examination and the assessment scheme.
- (5) <sup>1</sup>The multiple choice assessment is prepared by at least two examiners. <sup>2</sup>At an early stage in the design and preparation of the examination questions, the examiners agree on content of the examination and the basic mark scheme as well as on changes that will become necessary in the further course of the examination. <sup>3</sup>If the examiners deem that individual tasks in an examination are flawed as measured by the requirements of Sect. 3, these tasks are not included when determining the result of the examination. <sup>4</sup>The students should not be disadvantaged by this.
- (6) In the preparation of a multiple-choice examination, the examiners must in particular observe and stipulate in writing the following points before the examination date:
- the number of tasks based on the multiple-choice format,
  - the correct answer for each task,
  - a correct choice for each suggested answer,
  - the relevant number of points for each task,
  - in the case of only proportionate use of questions based on multiple-choice format, the weighting of such questions in relation to the other parts of the examination.
- (7) Marking the examination can be done using an automated method.
- (8) <sup>1</sup>An examination based on the multiple-choice format is passed,
- if a total of at least 60% of the maximum achievable number of marks has been scored (absolute pass) or
  - If the relative pass mark has been reached.
- <sup>2</sup>The relative pass mark is calculated from the average of the corresponding module of the current exam date. <sup>3</sup>The average value is the arithmetic mean of the marks scored in the current module examination. <sup>4</sup>If the proportion of marks scored by students exceeds 80% of this average mark, the relative pass mark has been reached.
- (9) <sup>1</sup>If the students have scored the minimum number of marks required to pass the examination in accordance with Sect. 8, the mark is
- 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 (good), if at least 10 %, but less than 20 %
- 4.0 (sufficient), if the required minimum number of marks to be scored according to Sect. 8 has been reached, but less than 10% of the possible marks beyond the required minimum number of marks to be achieved according to Sect. 8 have been achieved.

<sup>2</sup>A non-integer grade boundary is rounded off in favour of the students. <sup>3</sup>If the required minimum number of marks to be achieved according to Sect. 8 has not been reached, the grade is "unsatisfactory" (5.0). <sup>4</sup>Clauses 1 to 3 only apply to examinations that are entirely multiple choice.

- (10) For a multiple-choice examination, the following information should be provided in terms of determining the result:
- a. the grade,
  - b. the pass mark to be determined in accordance with Sect. 8,
  - c. the maximum number of marks that can be attained,
  - d. the number of marks scored by the candidate and the average number of marks scored by the reference group referred to in Sect. 8, Cl. 2,
  - e. in the case of passing the examination, the percentage of the number of points actually achieved to be determined in accordance with Sect. 9 Cl. 1 in addition to the required minimum number of points to be achieved in accordance with Sect. 8 or, in the case of failing the examination, the number of points actually missing to reach the minimum number of points to be achieved.

## § 22 Schedules and deadlines

- (1) In Bachelor's degree programmes, according to Article 8 of the RaPO, the required examinations must be taken from the basics of the relevant degree programme (foundation and preliminary examinations) by the end of the second semester. The relevant Programme and Examination Regulations determine which modules count as foundation modules and in which semester these are to be taken.
- (2) In the Bachelor's degree programmes, the examinations of the first two semesters of taught content must be passed by the end of the fourth semester.
- (3) <sup>1</sup>If students miss the deadline specified under Sect. 1, the examinations that have not yet been taken are deemed to have been failed for the first time. <sup>2</sup>If students miss the deadline specified under Sect. 2, the exams that have not yet been taken are deemed to have been irrevocably failed.
- (4) <sup>1</sup>In the Bachelor's and Master's degree programmes, all coursework and examinations according to Art. 8 Sect. 3 Cl. 1 of the RaPO should be passed and the required ECTS credits have to be acquired according to the actual curricula by the end of the actual official length of programme. <sup>2</sup>If students exceed the official length of programme by more than two semesters without fulfilling the requirements stipulated in Cl. 1, the examination

not yet taken shall be deemed as failed for the first time. <sup>3</sup>A student thesis that has been started has not yet been submitted is also deemed to have failed. <sup>4</sup>Students who exceed the official length of programme will be informed about the legal consequences according to Cl. 2.

- (5) <sup>1</sup>The official length of programme may be exceeded by a maximum of 3 semesters. <sup>2</sup>If students exceed the deadline stipulated under Cl. 1, the examinations that have not yet been started or passed are deemed as irrevocably failed.
- (6) Deadlines for providing evidence of ECTS points achieved can be specified in the relevant Programme and Examination Regulations. Failure to meet these deadlines results in the first or irrevocable failure of examinations that have not yet been started or passed.
- (7) <sup>1</sup>The deadlines set out in Sections 1 to 2 and 4 to 6 may be reasonably extended on request in the event of deadline transgressions for which the candidate is not responsible in accordance with Art. 8 Cl. 4 of the General Examination Regulations (RaPO). <sup>2</sup>Requests for extension of the deadline must be received by the examination office immediately, but no later than within five working days after the notification of the grade in the relevant semester. <sup>3</sup>Evidence must be submitted without delay. <sup>4</sup>§ 8 section 4 RaPO (*Rahmenprüfungsordnung: Examination Regulations*) applies accordingly. <sup>5</sup>An application for an extension of the deadline is to be rejected if the student does not have a relevant reason for which he/she is not responsible, if evidence is not provided, or if the application is submitted too late.

## § 23 Protection periods under the Maternity Protection Act, parental leave

- (1) <sup>1</sup>The protective provisions specified in Art. 61 Sect. 2 No. 4 of the Bavarian Higher Education Act in accordance with Articles 3, 4, 5 and 8 of the Maternity Protection Act (MuSchG) and the deadlines of the Federal Parental Allowance and Parental Leave Act must be observed. <sup>2</sup>Recourse to the corresponding periods of protection is made possible.
- (2) <sup>1</sup>For pregnant and breastfeeding female students, attendance at educational events and examinations is not compulsory. <sup>2</sup>Non-attendance does not result in students incurring any legal obligations or drawbacks. <sup>3</sup>Examinations can be retaken despite leave of absence; repeat exams do not have to be taken. <sup>4</sup>Withdrawal from a legally validated and ongoing examination, as well as compensation, is subject to the general requirements. <sup>5</sup>The application for granting an extension should be submitted immediately, but no later than by the end of the periods specified in Articles 22 and 35.

## § 24 Academic course guidance

<sup>1</sup>Students have to go to the Academic Course Guidance Service if they

- have to repeat an examination for the second time,
- received less than half of the envisaged ECTS credits in the first semester,
- or exceed their official length of programme.

<sup>2</sup>Students are required to provide evidence of their use of the Academic Course Guidance Service in order to register for further examinations.

#### **IV. Organisation of examinations**

##### **§ 25 Recognition and crediting of coursework and examination performance and study periods**

- (1) Coursework and examinations, completed at other state or officially recognised universities in the Federal Republic of Germany or at foreign universities, are recognised, provided that there are no significant differences in terms of acquired competencies (learning outcomes).
- (2) <sup>1</sup>Coursework and examinations, which have been acquired in a similarly named or related programme at a state or officially recognised university of applied sciences in Bavaria in the foundation modules of the course of study, are to be recognised on application without the need for further examination in the foundation modules in a Bachelor's degree programme at the Neu-Ulm University of Applied Sciences. <sup>2</sup>The foundation modules for which recognition is granted up to 60 ECTS credits according to Cl. 1 are determined in the relevant Programme and Examination Regulations.
- (3) <sup>1</sup>Competencies acquired outside the university will be credited if they are equivalent. <sup>2</sup>Equivalence is given if the content, scope and requirements correspond to those of the relevant degree programme. <sup>3</sup>The total amount of creditable ECTS credits may not exceed half of the ECTS credits to be gained in the degree programme.
- (4) <sup>1</sup>Applications for recognition/crediting of competences acquired before the beginning of the relevant study programme are to be submitted no later than four semesters after the beginning of the semester in which enrolment in the registered study programme or a change to the registered study programme has taken place (for a subsequent enrolment or subsequent change, the application for recognition/accreditation should be made with the application for enrolment/application to change the programme of study). <sup>2</sup>Applications for recognition/crediting of competences acquired during the relevant programme (e.g. VHB, study abroad) must be submitted no later than the following semester. <sup>3</sup>Late applications will not be considered.
- (5) <sup>1</sup>No application for recognition/accreditation can be made for coursework and examinations that have already been started or accepted at the Neu-Ulm University of Applied Sciences in the relevant programme. <sup>2</sup>Only examinations that are complete as specified in the curriculum can be recognised and/or credited. Recognition and crediting of partial examinations is generally excluded.
- (6) <sup>1</sup>The documents required for recognition/accreditation shall be submitted by the students in a clear and adequate form for the purpose of review. <sup>2</sup>The examination committee decides on the recognition/accreditation <sup>3</sup>The examination committee may delegate this decision to one or more members of the examination committee.

- (7) <sup>1</sup>If coursework and examinations are taken into account, the grades – insofar as the grading systems are comparable – are to be taken and included in the calculation of the overall grade. <sup>2</sup>In the case of non-comparable grading systems, the grades are converted according to the so-called "modified Bavarian formula":

Maximum mark (= best achievable mark,  $N_{max}$ ) minus achieved mark ( $N_d$ ), divided by maximum mark ( $N_{max}$ ) minus lowest pass mark ( $N_{min}$ ), multiply the result by three, plus one

$$x = 1 + 3 \times \frac{N_{max} - N_d}{N_{max} - N_{min}}, \text{ where } x \text{ is the conversion mark that is being sought.}$$

<sup>3</sup>The marks calculated are rounded off to one decimal place. <sup>4</sup>If the calculated grade is worse than 4.0, the examination is deemed to be failed. <sup>5</sup>If it is not possible to convert the mark, the grade "passed" will be accepted. <sup>6</sup>A mark of recognition/accreditation on the certificate is permitted.

- (8) Crediting for study periods depends on the extent of the recognised/accredited ECTS credits. <sup>2</sup>One semester will generally be credited for 15 ECTS credits that are recognised and accredited, where studiability is taken into account.
- (9) <sup>1</sup>Reasons must be given for any non-recognition/non-accreditation. <sup>2</sup>If recognition/accreditation is refused, the person concerned must apply to the management of the university for a review of the decision. <sup>3</sup>Art. 63 of the Bavarian Higher Education Act (BayHSchG) also applies.

## § 26 Examination dates, examination periods and resources

- (1) <sup>1</sup>Examinations usually take place during the examination period. <sup>2</sup> The examination period begins after the lecture period of each semester and usually spans a period of two weeks. <sup>3</sup>If the programme requires different examination periods, the examination board may make alternative provisions. <sup>4</sup>The examination board announces the beginning of the examination period no later than two weeks after the beginning of the lecture period. <sup>5</sup>Within a week of the examination period starting, examinations may be held to a very limited extent, provided that this does not affect the lecture programme and the attendance of the students on courses.
- (2) <sup>1</sup>The dates for examinations that take place within the examination period are generally to be announced four weeks (but at the latest two weeks) before the examination period by means of the exam schedules for the respective faculty. The exam location and the names of the examiners appointed for the individual exam sections are to be announced at the same time. The exam dates for oral examinations are set by the respective examiners and announced at least two weeks in advance.
- (3) In the case of coursework and examinations for the semester (including portfolio examinations), the examiners must indicate the deadlines for submission together with the specification of the work to be completed.



- (4) Examinations in part-time degree programmes and in other courses of study, in particular in modular-based, additional or special continuing education courses, may be determined in accordance with the decision of the responsible examination committee outside the examination period.
- (5) <sup>1</sup>Repeat examinations may be determined in accordance with the decision of the responsible examination committee outside the examination period. <sup>2</sup>In particular, examination committees responsible for the repetition of examinations may set examinations after the normal examination period no earlier than two weeks after the end of the relevant examination period and no later than within the first two weeks of the lecture period of the following semester (special repeat examination). The examination committees may also set more detailed regulations, also with regard to participation requirements, insofar as relevant Programme and Examination Regulations are not otherwise determined. <sup>3</sup>The examination committee shall provide at least two weeks' notice of the special repeat examinations in accordance with standard university procedure. <sup>4</sup>The special repeat examination date only applies to students who have taken the examination on the relevant date and have not achieved an adequate final grade.

## **§ 27 Registration procedure for examinations**

- (1) <sup>1</sup>Admission to an examination in a programme at the Neu-Ulm University of Applied Sciences is subject to the student being enrolled on the programme. <sup>2</sup>The same applies to other studies.
- (2) <sup>1</sup>It is the responsibility of students to register for examinations: all exams must be registered for in a proper and timely manner. <sup>2</sup>Registration for the examinations is usually carried out using the online procedure provided within the deadline set by the examination board and published by the university. <sup>3</sup>The examination registration for theses is done using the specified forms. <sup>4</sup>Subsequent applications will be accepted on request up to two weeks before the start of the relevant examination period, and applicants are required to report compelling reasons to the examination office for the late registration. <sup>5</sup>For any such subsequent examination registration, a late fee is payable in accordance with the fee schedule of the Neu-Ulm University of Applied Sciences.
- (3) The relevant Programme and Examination regulations may stipulate alternative provisions for examination registration.
- (4) Admission to a registered examination is deemed to have taken place if the examination registration is displayed in the student portal after the deadline for the examination registration has passed.
- (5) <sup>1</sup>Students have to find out about the status of their registration via the online function. <sup>2</sup>Students who are not admitted to the examination are barred from taking the examination. <sup>3</sup>If necessary, the examination office will carry out a review of the admission. <sup>4</sup>The student is not entitled to an extension of the time permitted for the examination if the review of the admission takes place during the examination period.

- (6) <sup>1</sup>In the absence of proper and timely registration, an examination for which no express admission has been granted shall be deemed not to have taken place. <sup>2</sup>The relevant examination committee decides on exceptions.
- (7) <sup>1</sup>The admission to a registered examination is effective only for the next examination date. <sup>2</sup>Students must reapply to be able to re-sit an examination or to sit for an examination that they have missed. <sup>3</sup>Registration ex officio by the university shall not take place.
- (8) <sup>1</sup>The registration period for examinations in elective modules may be preceded by the deadline for registration for the examinations in the compulsory modules and may already be dated at the beginning of the semester. <sup>2</sup>This will be announced by the faculty secretariat responsible. <sup>3</sup>In the case of enrolling on an elective module, the student has to decide on whether the status of the module is optional or elective. <sup>4</sup>If the student enrolls on more than the required elective modules, he/she is required to indicate their preferences. <sup>5</sup>The additional modules can be treated as optional modules. <sup>6</sup>The relevant Programme and Examination Regulations may make alternative provisions.
- (9) Students must be enrolled until the results of the examinations have been announced.

## § 28 Withdrawal and absence

- (1) <sup>1</sup>Students can withdraw from an approved examination via the student portal until two weeks before the start of the relevant examination period (effective withdrawal). <sup>2</sup>Failure of the student to attend an examination to which they have been admitted (non-attendance) is not considered to be a legitimate withdrawal from the examination. <sup>3</sup>Cl. 1 does not apply if students are subject to the requirement to re-sit an examination or are required to take the examination for the first time in accordance with § 8 of the RaPO or if other written work as defined by Article 21a Sect. 1 Cl. 2 or portfolio examinations are involved, which take place during the semester. <sup>4</sup>An examination that is missed without the student withdrawing from the examination in accordance with approved protocol is considered failed. <sup>5</sup>The same applies if a written examination is not completed within the specified period.
- (2) <sup>1</sup>If a student withdraws from an examination that has already begun, the grade "Unsatisfactory" will be awarded, unless the withdrawal was made for reasons for which the student is not responsible. <sup>2</sup>The examination starts with the setting of the examination papers. <sup>3</sup>Enrolment for assessable work is deemed to be entry for an examination. <sup>4</sup>Withdrawal from a portfolio examination is possible until the first portfolio item has been completed. <sup>5</sup>A later withdrawal is only possible if there are reasons for which the student is not responsible (e.g. illness). <sup>6</sup>In such a case, the withdrawal applies to the entire portfolio examination and not to the individual examination elements. <sup>7</sup>In such cases, upon request, examination elements already completed can be taken into account when the examination is resumed, provided that comparability is given.
- (3) <sup>1</sup>If students withdraw from an examination or miss an examination and wish to assert grounds for which they are not responsible pursuant to Art. 9 Sect. 3 of the RaPO, they

must report these in writing or via the corresponding online forms within three days of the respective examination date and substantiate these grounds. <sup>2</sup>An inability to take an examination during an examination must also be reported to the examination supervisor without delay. <sup>3</sup>If the inability to take an examination is due to illness, a medical certificate must be submitted, which must be based on an investigation, which is generally carried out latest on the day of the actual examination. <sup>4</sup>Art. 8 Sect. 4 Cl. 5 and 6 of the RaPO apply accordingly.

- (4) <sup>1</sup>Students can withdraw from an elective module within ten working days of the date on which the lectures for the module are due to begin. <sup>2</sup>If the minimum number of participants in this module is not reached as a result of the student withdrawing from the module, the student will only be allowed to withdraw if he/she is able to introduce another student to take his/her place. <sup>3</sup>If the enrolment of a student means that the maximum number of students on a module is exceeded, the student will be placed on a waiting list. <sup>4</sup>Students on the waiting list will be admitted onto the module as soon as a student enrolled on the module withdraws from the module.

## § 29 Breach of examination regulations (cheating)

- (1) <sup>1</sup>The grade "Unsatisfactory" is used to assess the coursework and examinations of students who have attempted to cheat or cheated during the examination or who have made it impossible for the examination to run in a proper manner as a result of culpable conduct. <sup>2</sup>The coursework and examinations may only be repeated once and are deemed to have been irrevocably failed if they are not passed at the first re-sit. <sup>3</sup>Clause 1 also applies if students have wrongfully entered for an examination by culpable conduct.
- (2) <sup>1</sup>Possession of unauthorised tools or aids during the examination also counts as attempted cheating. <sup>2</sup>Unauthorised aids in this sense are, for example, mobile phones or other electronic means of communication. <sup>3</sup>Possession of such aids applies to both the examination room and to the spatial surroundings, such as hallways, staircases and toilets.
- (3) In particularly serious cases, the candidate's other examination performances in the module or examination subject in which the examination was taken may also be graded as "Unsatisfactory".
- (4) If the person to be examined has cheated in an examination and this fact becomes known only after the certificate has been issued, the grade of the examination may be adjusted in accordance with Sect. 1.
- (5) Prior to a decision pursuant to Sect. 1 to 4, the party concerned shall be given the opportunity to submit their comments.

### § 30 Reasonable adjustments

- (1) <sup>1</sup>Students who are unable to take all or part of an examination in the stipulated form due to a disability or chronic illness shall be granted a reasonable adjustment insofar as this is necessary to achieve equal opportunities. <sup>2</sup>Art. 5 of the RaPO shall apply accordingly.
- (2) <sup>1</sup>A request for a reasonable adjustment must be applied for in writing. <sup>2</sup>The request must be made no later than the time at which the student enters the examination. <sup>3</sup>The disability or chronic illness should be documented by the student submitting a medical certificate together with the application. <sup>4</sup>The university may require the submission of a medical certificate or a qualified specialist medical certificate. <sup>5</sup>The costs for this should be borne by the applicant.
- (3) <sup>1</sup>The examination board decides on the granting of the reasonable adjustment in accordance with Art. 3 Sect. 2 No. 5 of the RaPO. <sup>2</sup>In case of any dispute, an expert may be called in to mediate.

### § 31 Assessing the examination

- (1) The assessment of the examination is based on the students' individual performance.
- (2) The following grades are evaluated for the assessment of coursework and examinations:  
Passed: 1.0 1.3 1.7 2.0 2.3 2.7 3.0 3.3 3.7 4.0  
Failed: 5.0.
- (3) Examinations on which no final grades are based can be graded with the "successfully passed" or "failed" grades.
- (4) <sup>1</sup>The continuous processing of several topics in a module examination does not constitute a partial examination. <sup>2</sup>The weighting of the individual areas is regulated by the examiners involved in the assessment scheme.
- (5) <sup>1</sup>Written Examinations which are assessed as failed must be assessed by two examiners. Art. 61 Sect. 3 Number 10 of the Bavarian Higher Education Act (Bayerisches Hochschulgesetz: BayHSchG) and Art. 7 Sect. 3 of the RaPO shall apply accordingly.

### § 32 Bonus examinations and coursework

- (1) <sup>1</sup>In addition to the final examination of a module, bonus examinations/coursework may be offered during or alongside the courses. <sup>2</sup>The bonus examination/coursework is only taken into account when determining the module grade if this results in a better module grade and the original module grade is at least "4.0". <sup>3</sup>Taking the bonus examination/coursework is optional for students.
- (2) <sup>1</sup>Acquired bonus points expire at the end of the semester in which they were acquired and the module's examination is not taken if the module examination is not offered. <sup>2</sup>Students do not have the option to convert bonus points into retakes. The details of the optional bonus examination/coursework, its duration or deadline as well as the total number

of points that can be gained through coursework and examinations must be documented in a binding manner in the module handbook or at the beginning of the respective course.

### § 33 Disclosure of results

- (1) <sup>1</sup>The grades achieved in coursework and examinations will be disclosed by the university while safeguarding the interests of the student, and will only be binding once the responsible examination committee has determined the grades. <sup>2</sup>Individual assessments take the form of an administrative decision.
- (2) <sup>1</sup>Publication of the results by the university can be made displayed on a notice board or published online. <sup>2</sup>Students who fail their examinations will be notified in writing or can find out their results online. <sup>3</sup>The results are generally deemed to be known no later than on the third day after they have been published on the online portal. For written notifications, the results are deemed to be known three days after the notifications have been sent.

### § 34 Inspection of examination files

- (1) <sup>1</sup>During the examination review week, students who have been examined in the previous semester are granted access to their written examination papers and examination records. <sup>2</sup>In the event of a student being given access to their examination papers and examination records, the examiner should be present. <sup>3</sup>Access to the examination papers from the previous semesters may be granted during this time If there are good reasons for doing so. <sup>4</sup>The dates during which students are allowed access to their examination papers and examination records are decided by the examination board. <sup>5</sup>The production of handwritten records is permissible.
- (2) The right of access to the examination file as part of administrative and legal proceedings shall remain unaffected.

### § 35 Examination re-sits

- (1) <sup>1</sup>If a module examination was graded "Unsatisfactory" or if it is considered as "failed for the first time" due to the deadline not being met, the student usually has the right to re-sit the examination once within the time limits set forth in Art. 10 Sect. 1 Cl. 3 and Sect. 3 Cl. 3 of the RaPO. <sup>2</sup>The first re-sit must be taken within six months, and no later than by the next possible examination date.
- (2) <sup>1</sup>A second re-sit of a failed examination is permitted in a Bachelor's degree programme (in the basic study programme) within the deadlines set forth in Art. 10 Sect. 1 Cl. 4 and Sect. 3 Cl. 3 of the RaPO for a maximum of two examinations in accordance with the respective curriculum. A second re-sit of a failed examination is permitted in a Bachelor's degree programme (in the general study programme) within the deadlines set forth in Art. 8 Sect. 3 Cl. 3 and Art. 10 Sect. 1 Cl. 4 and Sect. 3 Cl. 3 of the RaPO taking into account any re-sits in the basic study programme for a maximum of four examinations in accordance with the relevant curriculum. <sup>3</sup>A second re-sit of a failed examination in a Master's programme is permitted within the deadlines set forth in Art. 8 Sect. 3 Cl. 3

und Art. 10 Sect. 1 Cl. 4 and Sect. 3 Cl. 3 of the RaPO for a maximum of three examinations in accordance with the relevant curriculum, unless the relevant Programme and Examination Regulations stipulate otherwise. <sup>4</sup>If the requirements set forth in Cl. 1 to 3 are not met, the examinations that were not passed in the first attempt at re-sitting the examination will be deemed to have been irrevocably failed.

- (3) Further admission requirements may be specified in the respective Programme and Examination Regulations for the second re-sit.
- (4) <sup>1</sup>A third re-sit of a failed examination is not permitted. <sup>2</sup>Re-sitting a passed exam (including final thesis) is not permitted. <sup>3</sup>The same applies to study and examination achievements that have been recognised or credited.
- (5) <sup>1</sup>If the final thesis (Bachelor's or Master's thesis) has been graded "Unsatisfactory", it can be repeated once, but the topic of investigation must be a new one. <sup>2</sup>The deadline for the final thesis to be retaken begins no later than six months after the student has been notified of the first assessment and is no more than three months for a Bachelor's thesis and five months for a Master's thesis. <sup>3</sup>If students fail to meet the requirement under Cl. 2, the final thesis is deemed to have been irrevocably failed.
- (6) The deadlines for the completing re-sits are not interrupted by leave of absence or ex-matriculation, unless the leave of absence or ex-matriculation are due to reasons as defined by Art. 8 Sect. 4 Cl. 1 of the RaPO.
- (7) If students exceed the re-sit deadlines, the examination is deemed to have been re-taken and failed. For extensions to deadlines, Art. 8 Sect. 4 of the RaPO applies accordingly.

## § 36 Final thesis

- (1) <sup>1</sup>The final thesis is part of the final examination. <sup>2</sup>It should show that the student is able to work independently on a task using scientific methods.
- (2) <sup>1</sup>The Bachelor's thesis can only be submitted by students who have successfully passed the examinations of the first three semesters and have successfully completed the practical semester in the degree programme in which the Bachelor's examination is to be taken. <sup>2</sup>Any exemptions from this rule must be approved by the examination committee. <sup>3</sup>The Programme and Examination Regulations may stipulate further preliminary which are to be provided as requirements for admission to examinations involving the Bachelor's thesis.
- (3) In Master's degree programmes, the requirements for admission to the Master's thesis as well as the duration of the Master's thesis are specified in the relevant Programme and Examination Regulations.
- (4) <sup>1</sup>The topic of the thesis (of Bachelor's and Master's theses) is issued by professors at the university (Art. Sect. 1 Cl. 1 Nr. and Sect. 2 Nr. 1, Art. 13 BayHSchPG) . The thesis is supervised and evaluated by them. <sup>2</sup>If a degree programme is offered in collaboration with another university, professors from the collaborating university can also take part in the supervision and assessment of the final theses.

- (5) <sup>1</sup>The topic must be of such a nature that it can be dealt with within the prescribed time limit. <sup>2</sup>The period from the time at which the topic was chosen to the submission of the final thesis may not exceed five months for the Bachelor's thesis and six months for the Master's thesis.
- (6) <sup>1</sup>The topic can only be returned once for good cause with the consent of the chairperson of the examination committee. <sup>2</sup>A request must be submitted to the chairperson of the examination committee no later than two months before the submission deadline. <sup>3</sup>In the case of redoing the thesis, returning the topic is only permitted if the student has not made use of this option during his/her first work.
- (7) <sup>1</sup>The examination committee may, subject to the student making an application, grant a reasonable period of grace if the deadline for submission cannot be met due to illness or other reasons for which the candidate is not responsible; the grace period should not exceed half of the standard time allocated for working on the thesis. <sup>2</sup>The student is required to substantiate the grounds for which he/she is not responsible. <sup>3</sup>In the event of illness, a medical certificate must always be provided. <sup>4</sup>Art. 8 Sect. 4 of the RaPO shall apply accordingly. <sup>5</sup>A request must be submitted to the chairperson of the Examination Committee no later than two weeks before the submission deadline.
- (8) The following procedure applies to the preparation of the Bachelor's thesis:
1. The assignment of the topic is to be recorded; The following information must also be recorded: The name of the student and name of the person assigning the topic, the topic of the final thesis, the date on which the topic was assigned, as well as the deadline for submission.
  2. The completed final thesis must be submitted to the examination office in duplicate. A digital copy of the final thesis must also be submitted to the examination office.
- (9) Final theses must be accompanied by a declaration by the student stating that he or she has written the work independently, has not submitted it for any other examination purposes, or used any sources or aids other than those specified, and has fully referenced literal and meaningful quotations and agrees to the thesis being checked by anti-plagiarism software.
- (10) <sup>1</sup>Each thesis is generally assessed by at least two examiners. <sup>2</sup>The examination committee may decide on deviations from this rule only if there are compelling reasons to do so (e.g. lack of a suitable second examiner). The reasons for doing so are to be recorded in writing. <sup>3</sup>Each assessment carries the same weighting and both assessments go towards determining the final grade. <sup>4</sup>The grade of the final thesis is calculated arithmetic average of the two assessments rounded off to one decimal place. <sup>5</sup>The Programme and Examination Regulations may contain regulations that deviate from this. <sup>6</sup>The assessment procedure should not exceed a period of four weeks. <sup>7</sup>If the thesis is not submitted on time, it will be graded "Unsatisfactory".

- (11) <sup>1</sup>The provisions of Art. 35 Sect. 5 shall apply for any retake of the thesis. <sup>2</sup>The new topic for the retake of the final thesis must be registered with the examination committee.

### **§ 37 The final grade and certificate**

- (1) The student passes the Bachelor's or Master's examination if he/she has achieved at least the grade "Satisfactory" or achieved the mark "Passed with success" in all modules including the Bachelor's and Master's theses and designated coursework. In accordance with the relevant Programme and Examination Regulations, passing the Bachelor's or Master's examination depends on achieving these grades. The successful student thereby acquires the ECTS credits required for passing the Bachelor's or Master's examination.
- (2) <sup>1</sup>The final examination result is calculated from the arithmetic average of the final examination grades or module grades rounded off to one decimal place as well as the grade of the Bachelor's or Master's thesis module according to the respective weightings. <sup>2</sup>If weightings are not specified, the weighting is based on ECTS credits.
- (3) For outstanding results (overall grade of 1.2 or above), the overall grade is "Passed with distinction".
- (4) The University shall issue a certificate for a Bachelor's or Master's examination that has been passed. The certificate will include the following information:
1. the programme and, if applicable, the field of study or main area of study,
  2. all modules and their grades,
  3. the topic of the Bachelor's and Master's thesis and the grade,
  4. the overall examination result,
  5. the successful completion of the practical semester (if applicable).
- (5) <sup>1</sup>The certificate is issued and signed by the president of the university or his/her representative and the chairperson of the examination committee. <sup>2</sup>The certificate shall bear the date of issue.
- (6) <sup>1</sup>The final grades obtained in elective modules or any specialisation or profiling will be shown on the certificate subject to a request being made to the examination office. <sup>2</sup>The request must be submitted no later than the date of the final assessment.

### **§ 38 Degree and certificate**

- (1) On the basis of the passed Bachelor's examination, the academic degree "Bachelor of Science" ("B.Sc."), "Bachelor of Arts" (BA) or "Bachelor of Engineering" ("B.Eng) is awarded in accordance with the Programme and Examination Regulations.
- (2) On the basis of the passed Master's examination in a consecutive Master's degree programme, the academic degree "Master of Science" ("M.Sc.") or "Master of Arts" (MA) is awarded in accordance with the Programme and Examination Regulations.



- (3) For continuing Master's degree programmes, degrees other than those mentioned in Sect. 2 may be awarded according to the relevant Programme and Examination Regulations. <sup>1</sup>The certificate will also be issued with the date of issue of the certificate. <sup>2</sup>The award of the degree is documented in accordance with the law and the relevant Programme and Examination Regulations. <sup>3</sup>The date on which the last examination was passed is indicated. <sup>4</sup>The certificate will be signed by the President of the university or his/her representative and given the seal of the university.

### § 39 Diploma Supplement

- (1) <sup>1</sup>The university issues a Diploma Supplement in English for Bachelor's and Master's degree programmes according to the "Diploma Supplement Model" of the European Union, the Council of Europe and UNESCO. <sup>2</sup>The text as agreed between KMK and HRK should be used as amended to represent the national education system.
- (2) <sup>1</sup>The Diploma Supplement is signed by the chairperson of the relevant examination committee. <sup>2</sup>The signature can also be reproduced as a facsimile.
- (3) <sup>1</sup>The grading percentages of all achievable grades are issued in the form of a grade chart in the Diploma Supplement for the final grade. <sup>2</sup>The reference group for the percentages refers to a period of at least two academic years and comprises at least 50 people. <sup>3</sup>Successful students, to whom different examination regulations apply, can be combined in the respective reference group to form a cohort as long as the Programme and Examination Regulations are essentially comparable. <sup>4</sup>Combining graduates from different programmes of study is not permitted. <sup>5</sup>The grading percentage corresponds to the proportion of graduates who have achieved a certain grade in the total number of graduates in the cohort; the calculated percentage is rounded to two decimal places. <sup>6</sup>The following scale applies to the distribution of percentages:

1.0	-	1.2
1.3	-	1.5
1.6	-	1.8
1.9	-	2.1
2.2	-	2.4
2.5	-	2.7
2.8	-	3.0
3.1	-	3.3
3.4	-	3.6
3.7	-	4.0

- (4) <sup>1</sup>The final grade stated in the Diploma Supplement is calculated in accordance with Art. 37 Sect. 2 from the grades of the examination results allocated to the modules of the basic study programme and main study programme and the grade of the final thesis. <sup>2</sup>No grading percentage according to Sect. 3 is indicated, as long as the reference group is too small. A note will be included in the Diploma Supplement.

## V. Effective date, termination, bridging provisions

The General Examination Regulations (APO) of the Neu-Ulm University of Applied Sciences (HNU) enter into force on 1 September 2019.

For students who have commenced their studies before 1 September 2019, the provisions of the current Programme and Examination regulations continue for two semesters. These Programme and Examination Regulations will expire on 31 August 2020.

Issued on the basis of the decision of the Senate of the Neu-Ulm University of Applied Sciences from 25 June 2019 and the approval of the president of 25 June 2019.

Neu-Ulm, 25 June 2019

Prof. Dr Uta M. Feser

President

Neu-Ulm University of Applied Sciences

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