
General Provisions for Study and Examination Regulations regarding Bachelor and Master Programmes at Ulm University (General Framework) of 12 March 2013

In its meeting of 21 February 2013, the Senate of Ulm University in consultation with the faculty councils adopted the following statutes pursuant to § 34 (1) in conjunction with § 19 (1) sentence 2 no. 9 of the Law on Higher Education of the Land of Baden-Württemberg ("Landeshochschulgesetz" – LHG) in the version of 1 January 2005 (Law Gazette p. 1 ff), last amended by article 2 of the Second Law on the introduction of a constituted student body and the advancement of academic further education ("Verfasste Studierendenschaft-Gesetz" – VerfStudG) of 10 July 2012 (Law Gazette no. 11 p. 457 ff). The President of Ulm University approved these on 12 March 2013 pursuant to § 34 (1) sentence 3 LHG.

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Preliminary remarks on language use

According to Article 3(2) Basic Law men and women have equal rights; all male designations of persons and positions used in this General Framework apply equally to men and women.

I. General provisions

§ 1 Scope of application

- (1) This framework forms the basis for the study and examination regulations of the faculties. It contains general regulations on procedures and processes for examinations taken during the course of study and applies to all such examinations conducted at Ulm University. The faculties adopt their own study and examination regulations providing for subject-specific contents and requirements regarding examinations.
- (2) Provisions to the contrary in the respective study and examination regulations of the faculties are only effective if exceptions are expressly permitted in this General Framework.
- (3) This General Framework is based on the legal requirements of the Framework Act for Higher Education ("Hochschulrahmengesetz") and the Law on Higher Education of the Land of Baden-Württemberg ("Landeshochschulgesetz") as well as the common structural guidelines for the accreditation of bachelor and master programmes (decision of the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic ("Kultusministerkonferenz") of 10 October 2003 in the version of 4

February 2010 including the framework requirements for modularisation and the introduction of the credit point system). It is applicable to all consecutive bachelor and master programmes and postgraduate bachelor and master programmes requiring professional experience offered at Ulm University.

- (4) Objectives, subject-matter, organisation and performance requirements of the individual bachelor and master programmes are regulated in the respective FSPO ("Fachspezifische Studien- und Prüfungsordnungen" – FSPO). Based on these FSPO the individual faculties create a curriculum and a module handbook for each degree programme.

§ 2 Overall study objectives, academic degrees

- (1) Bachelor programmes aim to establish a scientific and methodological basis in the respective sciences. The programme objective is to enable students to apply the acquired skills and knowledge in the context of their field of work and under guidance.
- (2) Consecutive master programmes deepen and broaden the scientific and methodological qualifications acquired during bachelor studies, place them into an interdisciplinary context and supplement them with further subjects (§ 29 (2) sentence 2 LHG). Postgraduate master programmes constitute a further academic degree built on qualifications acquired during academic studies and on the job (§ 31 (2) sentence 1 LHG). Students must be capable of independently applying research findings and scientific methods and evaluating their significance and scope with a view to solving complex tasks in the scientific and social fields.
- (3) Students who have successfully completed the bachelor examination are awarded the academic degree "Bachelor of Science" ("B.Sc."), or, in philosophy, the academic degree "Bachelor of Arts" ("B.A"). In engineering, the academic degree Bachelor of Engineering ("B.Eng.") may be awarded.
- (4) Students who have successfully completed the master examination are awarded the academic degree of "Master of Science" ("M.Sc."). In engineering, the academic degree of Master of Engineering ("M.Eng.") may be awarded. For postgraduate master programmes requiring professional experience, other master degree titles diverging from these standard designations may be used.

§ 3 Beginning of programmes

The beginning of programmes is specified in the FSPO.

§ 4 Admission requirements of programmes

- (1) To be admitted to a bachelor programme the candidates must fulfil the requirements stated in § 58 (2) LHG or requirements recognized as equivalent or a university entrance qualification for qualified working people as defined in § 59 LHG. To be admitted to a master programme the candidate must fulfil the requirements stated in § 29 (2) sentences 5 and 6 LHG (consecutive master programmes) or § 31 (2) sentence 2 LHG (postgraduate master programmes requiring professional experience).

- (2) The faculties individually define further access and/or admission requirements for bachelor programmes by way of admission tests or selection procedures in separate statutes or, for admission to master programmes, in separate admission statutes.
- (3) The FSPO may make special provisions for students wishing to change from the traditional Diplom, bachelor and master programmes as well as programmes requiring a state examination to the new bachelor and master programmes.

§ 5 Standard period of study, programme organisation, modules, credit points, additional examinations

- (1) Standard periods of study for full-time students are six, seven or eight semesters for bachelor programmes and four, three or two semesters for master programmes. Total standard periods of study of full-time students are up to five years (ten semesters) when completing the bachelor and the consecutive master programme. A study year consists of two semesters. Study courses may formally be offered as part-time courses. In such case, standard periods of study may exceed those stipulated in sentence 1.
- (2) Module volumes are determined by students' workload and quantified in credit points according to the European Credit Transfer and Accumulation System (ECTS). One credit point (CP) corresponds to an average student workload of 30 hours. Bachelor programmes require a minimum of 180 CP. As a rule, the master degree requires 300 CP including those obtained during previous studies leading to the first qualifying degree. This rule may be waived in individual cases where students have adequate qualifications.
- (3) Bachelor and master programmes require the performance of examinations and assignments. These may take various forms (e.g. written, oral or computer-based, report of work placement, presentation). Moreover, students must write a bachelor or master thesis. Details are provided in the FSPO. Students in bachelor programmes take an orientation examination in accordance with § 34 (3) sentence 1 LHG.
- (4) Bachelor programmes with a standard period of study of more than three years comprise an intermediate examination in accordance with § 32 (1) sentence 2 LHG requiring students to prove that they have acquired the basic technical and methodological skills necessary for successfully continuing their studies.
- (5) Bachelor and master programmes are composed of modules. Bachelor and master theses as well as external work placements form separate modules. Teaching and study contents of the individual modules are described in a module form based on the framework guidelines for modularisation according to § 1 (3). All module forms of a degree programme together constitute the module handbook. Module descriptions form part of neither this General Framework nor the FSPO.
- (6) The award of credit points may require the successful completion of study achievements according to § 6 (3) and is subject to passing the module examination according to § 6 (2).
- (7) Besides specialist modules, bachelor students must obtain a minimum of 6 CP from Additional Key Skills ("Additive Schlüsselqualifikationen") modules. Integrated key skills

may form a separate module; they may, however, also be taught as part of other specialist modules.

- (8) Besides compulsory modules, students may choose further modules in addition to the compulsory and core elective examinations from the offer of Ulm University (additional examinations). At the student's request, such additional examinations are shown in the degree certificate. Such additional examinations may not be retaken once passed. Failed additional examinations fall under § 12 (4). Additional examinations may be credited to the master degree after enrolment. The admissions statutes for master programmes remain unaffected.

§ 6 Module examinations, module responsibility, orientation examination, intermediate examination, deadlines

- (1) Module examinations in bachelor and master programmes must be taken while enrolled in the programme during the examination periods specified in the FSPO.
- (2) Modules may be made up of one or several marked examinations (partial module examinations) and/or one or several unmarked study achievements. Details are provided in the FSPO. Unless otherwise provided for partial module examinations, the following regulations for module examinations equally apply to partial module examinations.
- (3) The admission to module examinations according to paragraph 1 above may be tied to unmarked coursework. Details are provided in the FSPO.
- (4) As a rule, each module and how it is taught lies in the responsibility of one lecturer who reports on actions taken to ensure its performance to the dean of studies and the chairperson of the subject-specific board of examiners ("Fachprüfungsausschuss"). The respective dean of studies may entrust module responsibility to a member of the teaching staff. The module handbook of each study course lies in the responsibility of the dean of studies in charge.
- (5) The FSPO may make provisions for different forms of module examinations and retakes.
- (6) By the end of the third semester bachelor students must have passed the orientation examination according to § 34 (3) LHG. The FSPO define form, scope and volume of the prescribed (partial) module examination(s). Students who have not passed the required module examination(s) by the end of the third semester at the latest lose their right to be examined in this programme unless they are not responsible for exceeding the deadlines. The subject-specific board of examiners decides at the request of the student if this period may be extended.
- (7) Bachelor students enrolled in programmes whose standard period of study exceeds three years must have taken module examinations in the compulsory modules listed in the module handbook (intermediate examination) by the end of the fourth semester. The FSPO define form, scope and volume of the module examinations to be performed. Should students fail to pass the required module examinations by the end of the sixth semester at the latest, they lose their right to be examined unless they are not responsible for exceeding the time limits. Paragraph 6 sentence 4 applies accordingly.

- (8) Students enrolled in bachelor and master programmes must have taken all module examinations in compulsory, core elective and elective modules listed in the module handbook (examination achievements relevant for the final examination within the meaning of § 34 (2) sentence 2 LHG) by the end of the standard period of study. The FSPO specify form, scope and volume and may establish that the examinations listed in sentence 1 must be taken and passed no later than three semesters after termination of the standard periods of study of the bachelor and master programme. Should students exceed such deadlines they lose their right to be examined in and the admission to this study course unless they are not responsible for exceeding the deadlines. Paragraph 6 sentence 4 applies accordingly.
- (9) Examination periods within the meaning of paragraphs 6-8 must be extended by periods of maternity leave, parental leave and family responsibilities as defined in § 24 (1), (2) and (4).
- (10) The respective subject-specific board of examiners decides if a student may, at his/her request, deliver any coursework and do any examinations after the lapse of the periods stipulated in paragraphs 6-8. The child's illness or an unpreventable breakdown of childcare arrangements are recognised as excuses as long as relevant proof is provided (medical certificate or certificate of the childcare facility), as well as any illness or inability to take the examination on the part of the student him-/herself. The same applies if he/she is unable to attend/take the examination due to a dependant relative being in need of care.

§ 6a Study organisation and recommendations

- (1) Ulm University offers individual, subject- and person-specific assistance with the organisation and scheduling of studies through course advisors.
- (2) Course advisors offer to assist students and make recommendations with the aim to facilitate study organisation and scheduling if these students in undergraduate courses desire or need this due to any special needs (such as students with a child, family responsibilities, a chronic disease, special economic circumstances etc.). From the University's viewpoint there is a particular need if
 - a) students have fewer than 15 credit points by the end of the examination period of the first subject-specific semester, or
 - b) students have not yet passed the orientation examination or have fewer than 30 credit points by the end of the examination period of the second subject-specific semester, or
 - c) students have fewer than 60 credit points by the end of the examination period of the third subject-specific semester,and the reasons for this failure to pass examinations lie with the students.
- (3) The establishment of recommendations does not affect the legal and statutory deadlines for specific study and examination achievements and the legal principles applicable to examinations in general.

- (4) Course advisors also offer recommendations regarding the organisation and scheduling of studies for students whose study and examination results are far above average and who thus show a special aptitude for scientific work.
- (5) All counselling is confidential.

§ 7 Lectures and examinations held in English

Lectures and examinations may be held wholly or partially in English or any other foreign language. Details are provided in the FSPO.

§ 8 Work experience

The FSPO may oblige students to do work experience and prescribe scope and content thereof.

§ 9 Student advisory services

The FSPO may make student advisory services obligatory.

§ 10 Subject-specific board of examiners ("Fachprüfungsausschuss")

- (1) Boards of examiners responsible for the individual programmes are formed by resolution of the respective faculties (subject-specific boards of examiners). A board may be responsible for one or several degree programmes. Details are provided in the FSPO.
- (2) The subject-specific board of examiners is composed of full-time university lecturers as defined in § 44 (1) sentence 1 LHG (professors, junior professors, lecturers), full-time habilitated employees of Ulm University, further academic staff of the respective faculties and, in an advisory capacity, students. The number of board members and their term of office are specified in the FSPO. It is possible to re-elect board members.
- (3) The members of the subject-specific boards of examiners are appointed by the respective faculties. The subject-specific boards of examiners elect the chairperson and his or her deputies. Chairpersons and deputy chairpersons must be full-time university lecturers or full-time habilitated employees of Ulm University.
- (4) To constitute a quorum either the chairperson of the subject-specific board of examiners or their deputy plus a total of at least half of the voting members must be present. Resolutions are adopted by a simple majority of votes; in the event of an equality of votes the chairperson has the casting vote.
- (5) The subject-specific board of examiners may entrust the performance of all its ordinary tasks to the chairperson of the subject-specific board of examiners; this does, however, not apply to any decisions regarding objections.
- (6) The members of the subject-specific board of examiners are bound by official secrecy. Should they not be civil servants, they are pledged to secrecy by the chairperson of the board.

- (7) The members of the subject-specific board of examiners are entitled to attend examinations. This right does not include the notification of examination results.
- (8) The respective subject-specific board of examiners supervises the organisation of module examinations and is responsible for the performance of the tasks assigned to it within the scope of this General Framework and the FSPO. It ensures compliance with this General Framework and the FSPO and takes decisions in examination-related matters. It decides on the recognition of study achievements and module examinations and checks for the existence of essential differences as defined in § 12 and receives complaints in cases of non-recognition. It periodically reports to the respective faculties on the development of periods of examination and study, including time frames for bachelor and master theses and the distribution of subject and final marks. It also makes suggestions regarding the revision of the FSPO and module descriptions.
- (9) Where the subject-specific board of examiners takes negative decisions these are communicated to the student concerned in writing or electronically. They must be substantiated and accompanied by information about legal redress. Any appeals against decisions taken by the subject-specific board of examiners must be lodged with the Student Administration Office ("Studiensekretariat") either in writing or for the record within one month of receiving the decision. Where the subject-specific board of examiners does not allow the appeal, it must be submitted to the member of the "Präsidium" (executive committee) in charge of teaching for a decision.
- (10) For the performance of its functions the subject-specific board of examiners utilizes the administrative services of the Student Administration Office of Ulm University.

§ 11 Examiners and further board members

- (1) The subject-specific board of examiners appoints the examiners and the further members of the board of examiners competent in the subject-matter of the examination. The subject-specific board of examiners may delegate the appointment of the further members of the board of examiners to the examiner in charge.
- (2) As a rule, examiners are university lecturers, habilitated employees, academic employees of the respective faculties who have been conferred the right of examination as well as external lecturers as defined in § 56 (2) LHG. Only persons holding a degree which is equivalent to or higher than the candidate's prospective degree may be appointed as examiners or as further members of the board of examiners.
- (3) Unless otherwise provided in the FSPO, written module examinations are, as a rule, assessed by one examiner, and oral module examinations are assessed by one principal examiner in the presence of one or several further examiner(s). As a rule, the lecturers teaching the module are also the examiners. Paragraph 4 below remains unaffected.
- (4) Unless otherwise provided in the applicable FSPO, bachelor theses are assessed by one examiner while master theses are assessed by two examiners. Should a bachelor thesis be marked "insufficient" (5.0) a second opinion regarding this bachelor thesis must be obtained. Where marks differ, the final mark is calculated as the arithmetic mean of the two; § 17 (5) sentences 5 and 6 apply analogously.

§ 12 Recognition of study and examination achievements, mobility during studies

- (1) Upon written or electronic request, any study and examination achievements obtained at state and state-recognised institutes of higher education or cooperative education ("Berufsakademien") in the Federal Republic of Germany or at state or state-recognised institutes of higher education abroad are recognised if there is no essential difference regarding acquired competence to the substituted achievements. There is no essential difference if quality, level, learning outcome, scope/workload and profile are essentially equivalent to requirements in this study course at Ulm University. Should individual achievements required for recognition of specific study and examination achievements be missing, the respective subject-specific board of examiners may determine supplementary achievements. The student is to submit the request for recognition within one semester of enrolment in the desired study course and provide the relevant information on the achievement to be recognised. Students doing a specific part of their studies at a foreign institute of higher education fall under paragraph 2 sentence 3. The achievement to be recognised must have been completed in the past 10 years. The documents must be submitted as copies and must be in German or English. Where documents required for recognition are missing, these must be handed in no later than 12 weeks after submission of the request. The board of examiners decides on recognition within a reasonable period.
- (2) Recognition is not subject to any examination for essential differences if study and examination achievements were done within the framework of cooperation agreements (Double Degree Programmes). Neither is recognition subject to any examination for essential differences if study and examination achievements were done during a period of study at a foreign university within the framework of a Learning Agreement. In such case, students must submit their Learning Agreement and Transcript of Records within six months of returning from the foreign university. In any other case, recognition occurs individually though an examination for essential differences.

Marks are transferred –subject to the assessment systems being comparable- and count towards the module mark and the final mark. If the assessment systems are not comparable or there are no marks, the marks can be converted or the achievements are qualified as "pass".

- (3) Where foreign students as defined in § 60 (1) sentence 2 LHG take and fail examinations during a period of study completed in a degree programme at Ulm University, these failed examinations will later, during a study course pursued at Ulm University, count as failed attempts.
- (4) Failed examinations in a study course at Ulm University count, ex officio, as failed attempts towards the permitted number of retakes. Sentence 1 also applies to any study courses in a related subject.
- (5) Recognition of study and examination achievements completed by graduates doing further studies in individual modules forming part of study courses offered at Ulm University is not subject to any examination for essential differences if they belong to the same or a related study course.

- (6) The respective subject-specific board of examiners is responsible for recognition. Before determining an examination for essential differences, the competent subject representatives ("Fachvertreter") must be consulted. The subject-specific board of examiners issues the negative or positive decision on recognition either in writing or electronically. In cases of non-recognition or partial recognition, the subject-specific board of examiners issues a notice containing information about legal redress. This notice must specify the reasons for non- or partial recognition.
- (7) Knowledge and skills acquired outside the higher education system are recognised in the form of credit points if content and level are equivalent to that part of the study course that they are to substitute and if the institution where such knowledge and skills were acquired has a standardized quality assurance system. No more than 45 such credit points may be recognised for a bachelor programme and no more than 30 for a master programme. Theses are exempted from recognition. If individual achievements required for recognition of specific knowledge and skills are missing, the competent subject-specific board of examiners may provide for a placement test.
- (8) Recognition of degrees follows paragraph 1. They are the responsibility of the respective admissions committees. Further details are specified in the admissions and enrolment statutes of Ulm University.

II. Examinations in bachelor and master programmes

§ 13 Organisation of module examinations, examination periods

- (1) The FSPO provide dates for written examinations and retakes of module examinations in compliance with standard periods of study and the examination periods in bachelor and master programmes specified in § 6 (6-9). It is recommended that the first examination period for written module examinations in bachelor and master programmes should be the last week of the semester and the following three weeks, while the second examination period should be the three weeks preceding the following semester and the first week of the semester. As a rule, the examinations of the second examination period at Ulm University are offered as open examinations. Should written or oral examinations of the second examination period be offered as closed examinations, only students may take part that had registered for the same examination at a previous examination date but failed the examination or who withdrew from the examination for good reason (e.g. inability to take an exam) and whose withdrawal was approved.
- (2) Time and place of oral examinations are arranged by the examiners themselves.
- (3) Registration periods for written module examinations end no later than three calendar days before the examination date.
- (4) To be admitted to module examinations, students must register online via Hochschuldienstportal or, in exceptional cases, in particular for additional examinations and closed retakes in case of previous inability to take an exam, in writing at the Student Administration Office. Proof of the study achievements required for the respective module examination under the FSPO must be presented in accordance with § 6 (3). Registration according to paragraph 3 above is deemed to have occurred by the end of the registration

period unless the student has revoked his or her registration at the Student Administration Office by this date. During the registration period, registration for examinations may be revoked without cause. If registration for an examination is revoked, the examination is deemed not to be registered. On termination of the registration period, the examination date is binding. A student may claim good cause for late registration, withdrawal from the examination or failure to attend after the end of the registration period. Good cause for late registration may, in particular, be that participation in a module examination is subject to the prior submission of coursework which could only be completed after the registration deadline.

§ 14 Admission to courses and module examinations

- (1) Access to some compulsory courses may be restricted under the provisions of § 30 (5) LHG. If it is impossible to place the student surplus in different or additional courses, the faculty selects among those students that registered by the deadline determined by the course responsible and that fulfil the course requirements. Undue hardship in this selection is to be avoided in consultation with the course responsible and the students concerned. The result is communicated to students in good time.
- (2) Admission to module examinations is restricted to persons who
 - a) are enrolled in a bachelor or master programme at Ulm University and who are not on academic leave, except leave under § 61 (3) LHG (maternity and parental leave),
 - b) submit proof of the study achievements or module examinations required for admission to the respective module examination under the FSPO, and
 - c) have not lost their right to be examined or failed an examination at last attempt.
- (3) Admission is denied if
 - a) the prerequisites stated in paragraph 1 above are not fulfilled,
 - b) students have failed an orientation, intermediate, bachelor or master examination in their chosen programme or a related programme¹ at last attempt or have lost their right to be examined therein.
- (4) Admission must be revoked if students are not enrolled in any bachelor or master programme at Ulm University or if they are on academic leave at the time of taking examinations.
- (5) Students are informed of rejection or revocation of their application for admission by the Student Administration Office in writing or electronically. Rejections must be substantiated and accompanied by information about legal redress.

§ 15 Compensation for disadvantages

Where students show credibly, e.g. by presenting a medical certificate, that they are fully or partially incapable of regularly attending courses pursuant to the provisions of the FSPO or

¹ The FSPO indicate which study courses are related.

performing programme requirements and/or module examinations in the prescribed manner due to continuing or permanent impairment of their health or disabilities, the subject-specific board of examiners determines, in consultation with the student and the examiners, if possible absences may be compensated or the course must be repeated or how equivalent programme achievements and module examinations may be performed either within a longer period of time or in a different manner. This applies analogously to cases of a prolonged illness of the child or prolonged and time-intensive care of dependant relatives subject to adequate proof (e.g. specialist medical attest); the decision is made by the board of examiners at the request of the student.

§ 16 Module examinations

- (1) In module examinations students are expected to prove that they have attained the learning goals described in the module handbook and acquired the corresponding skills.
- (2) Examiners inform candidates in good time about auxiliary means admitted for the module examination.
- (3) The examiner communicates the examination result to the Student Administration Office immediately after inspection according to § 26 (2), and the examination documents (e.g. written test, record of the oral examination) are delivered to the Student Administration Office.

§ 16a Written module examinations/computer based examinations

- (1) Written module examinations are written examinations and other written work.
- (2) Module examinations may be computer-based.
- (3) Examinations may be set partially or completely as multiple choice tests. Further details are provided in the FSPO.
- (4) As a rule, written examinations should last between 60 and 180 minutes. Further details are provided in the FSPO.
- (5) Assessment of written module examinations and bachelor or master theses may not exceed 6 weeks from taking the examination.

§ 16b Oral module examinations

- (1) Oral module examinations are e.g. oral examinations, reports and presentations.
- (2) Oral module examinations take the form of individual or group examinations conducted, as a rule, by a principal examiner according to § 11 (2) in the presence of a second examiner. The principal examiner consults with the second examiner before determining the result. Examinations take between 10 and 50 minutes per student. Further details are provided in the FSPO.

- (3) Key contents and results of the examination must be recorded in a written report.
- (4) Students wishing to take the same examination at a later date are permitted to attend as far as the available space allows this unless the examination candidate objects to their presence. This permission does, however, not include the consultation and the notification of examination results. The public is excluded for important reasons or at the request of the examination candidate.

§ 16c Admission to the modules bachelor and master theses and requirements

- (1) The requirements for admission to the modules bachelor and master theses are specified in the respective FSPO. The application for admission to the bachelor and master theses must be filed no later than 3 months after taking the last module examination unless the respective FSPO provide otherwise. If students fail to meet this deadline without good cause, the bachelor or master thesis is marked “insufficient” (5.0) in the first attempt.
- (2) When students comply with the requirements under paragraph 1, they contact a university lecturer to request a topic. Students are given the opportunity to make their own suggestions for a topic. The chairperson of the subject-specific board of examiners ensures that students receive topics for their bachelor or master thesis no later than six weeks after filing the application.
- (3) The bachelor thesis is equivalent to 6 to 12 credit points; the master thesis is equivalent to 15 to 30 credit points with the exception of master theses prepared under special agreements with partner universities outside the scope of application defined in § 1. Such papers are for the purpose of assessment giving students the opportunity to show that they are capable of elaborating a topic taken from their major subject using scientific methods within a fixed period. The respective FSPO may require an oral presentation of the bachelor or master thesis or a defence of the thesis to be part of the examination. Extra credit points, which may be recognised as integrated key skills, are awarded for the presentation or the defence.
- (4) The FSPO may allow group work. Group work is admissible as long as individual contributions are clearly definable and assessable.
- (5) The topic of the bachelor or master thesis is set by an examiner according to § 11 (1, 2). Subject to previous approval by the subject-specific board of examiners, the setting of the topic and supervision of the thesis may be performed by an examiner who is not a member of the faculty, as long as the choice of the topic is approved by a lecturer doing research and teaching in the programme who is a member of the faculty's group of examiners. The examiner setting the topic of the bachelor or master thesis also acts as the thesis advisor.
- (6) The topic of the bachelor or master thesis is issued together with the admission to the bachelor or master thesis. The time of issue and the topic of the thesis must be made known to the Student Administration Office. The time allowed for the completion of the thesis begins when the topic is set.

- (7) The respective FSPO provide the time frame for the completion of the bachelor and master thesis and the number of corresponding credit points. The choice of the topic and supervision must be in line with the time allowed for its completion. Unless the FSPO provide otherwise, the subject-specific board of examiners may extend the time allowed for the completion of the bachelor thesis by up to 2 weeks and the time allowed for the completion of the master thesis by up to 4 weeks if the student requests this with good cause. Good cause may be the student's own or their child's illness or prolonged time-intensive care of a dependant relative. The request must be submitted to the subject-specific board of examiners at least two weeks before the end of the time allowed for the completion of the thesis and requires the thesis advisor's approval.
- (8) The topic of the thesis may be returned only once and only during the first month of the time allowed for its completion. A new topic must be set and issued within six weeks in accordance with paragraph 2 above.
- (9) Bachelor and master theses must be submitted to the Student Administration Office within the specified time limits. The Student Administration Office must receive a copy for examination purposes on an electronic data medium. The FSPO also indicate how many copies must be submitted for the examiners and in what form (e.g. electronic). This does not affect regulations between students and the library (KIZ) regarding rights of use and exploitation of such theses.
The date of submission must be put on file. If the bachelor or master thesis is not submitted within the fixed time limits it is deemed to have been marked "insufficient" (5.0) unless the student is not responsible for exceeding the time limit.
- (10) On submitting their bachelor or master thesis students must affirm in writing that they wrote the thesis independently and did not use any sources and means other than those indicated by them; furthermore, that they cited all passages where they quoted or referred to others' works and their contents and that they complied with the Statutes of Ulm University on Safeguarding Good Scientific Practice in the applicable version. Should this affirmation not be true, the bachelor or master thesis is marked "insufficient" (5.0). Where scientific misconduct according to sentence 1 is established, the need for taking further action under the Statutes of Ulm University on Safeguarding Good Scientific Practice is considered.
- (11) The bachelor or master thesis must be written in German unless the FSPO provide otherwise.

§ 17 Assessment of module examinations (including bachelor and master theses), calculation of final mark

- (1) The FSPO determine which modules count towards the final mark (modules relevant for the final mark).
- (2) All examinations requiring marks are awarded one of the following marks:

1	=	excellent	=	an outstanding achievement
2	=	good	=	an achievement far above average requirements

3	=	satisfactory	=	an achievement fulfilling average requirements
4	=	sufficient	=	an achievement fulfilling minimum requirements despite its deficiencies
5	=	insufficient	=	an achievement not fulfilling minimum requirements due to considerable deficiencies

For a more differentiated assessment it is possible to form intermediate marks by increasing or decreasing a mark by 0.3. However, the following marks are excluded: 0.7; 4.3; 4.7 and 5.3.

- (3) If a module requires a module examination, the mark given for this examination is the mark awarded for this module. If a module requires partial module examinations, the mark awarded for the module is calculated as the arithmetic mean of the marks (in digits) of the individual achievements appertaining to the respective module weighted according to their allocated credit points. For the calculation of the module mark, the mark is rounded to one decimal place (commercial rounding). Where the second decimal place is five and all following decimal places are zero, however, the mark is rounded down. Module examinations are weighted according to their allocated credit points unless the FSPO provide otherwise.
- (3a) If a module requires one or several unmarked study achievements ("Scheine") without these forming part of the admission requirements for module examinations and if the student fulfils the predefined minimum standards, such study achievements are deemed to have been passed. If the (partial) module examination was passed, the student may be awarded a bonus for such passed study achievements improving the mark of their (partial) module examination by 0.3 or 0.4 respectively to the next best intermediate mark. The module handbook provides which modules include study achievements as described in sentence 1 above. It is not possible to improve a mark from 5.0 to 4.0.
- (4) Marks are awarded according to the table below:

Individual mark	Final mark	In words German	English
1.0 1.3 1.7	1.0 – 1.5	sehr gut	excellent
2.0 2.3 2.7	1.6 – 2.5	gut	good
3.0 3.3	2.6 – 3.5	befriedigend	satisfactory
3.7 4.0	3.6 – 4.0	ausreichend	sufficient
Higher than 4.0		nicht ausreichend	insufficient

- (5) As a rule, the bachelor and master theses are assessed by the examiner who set the topic. If the thesis must be assessed by a second examiner, he or she is appointed by the

subject-specific board of examiners. Paragraph 2 above applies analogously to the assessment of bachelor and master theses. The mark awarded for the bachelor or the master thesis counts towards the final mark. Where the final examination is marked by two examiners, the result is calculated as the arithmetic mean of the individual marks. Where there is a divergence of two marks or more between the two examiners, the subject-specific board of examiners appoints a third expert. The subject-specific board of examiners then determines the result within the scope of the previous assessments. Paragraphs 2 and 3 apply analogously.

- (6) The final mark of the bachelor and master examinations is calculated as the weighted mean of all module marks counting towards the final mark including the marks of the bachelor and master thesis. For this calculation, the module marks and the marks of the bachelor and master theses are weighted according to their allocated credit points unless the FSPO provide otherwise. The FSPO may provide that, instead of the module marks, the examination marks count towards the final mark. Additional examinations are not considered in the calculation of the final mark. Paragraphs 3 and 4 above apply analogously to the calculation of the final mark.
- (7) Where the final mark is better than or equals 1.1, the grade “mit Auszeichnung” (“with distinction”) is awarded.

§ 18 Passing and failing of module examinations

- (1) A module examination is deemed to be passed if the module mark is “sufficient” (4.0) or better. Where a module examination consists of more than one examination, all appertaining examinations (partial module examinations) must be marked “sufficient” (4.0) or better.
- (2) The bachelor and the master thesis as well as the presentation, if any, are deemed to have been passed according to the FSPO if all of them were marked “sufficient” (4.0) or better.
- (3) If a bachelor and master thesis was failed or is deemed to have been failed, the Student Administration Office notifies the student thereof in writing or electronically also providing information about legal redress.

§ 19 Bachelor or master examinations failed at last attempt

- (1) The bachelor or master examination is irrevocably failed if
 - a) the bachelor or master thesis was failed or is deemed failed at the second attempt,
 - b) the student failed a retake of an exam at last attempt according to the FSPO or this retake is deemed to have been failed,
 - c) the right to be examined was forfeited due to exceeding time limits.

§ 20 Retake of module examinations

- (1) Module examinations that were marked “insufficient” (5.0) or that are deemed failed may be retaken once unless the respective FSPO provide otherwise. The FSPO may provide that module examinations may be retaken more than once. Where a module examination

is composed of more than one examination, only the examinations must be retaken that were not marked “sufficient” (4.0) or better. It is not permitted to retake a module examination that was passed unless the respective FSPO provide otherwise.

- (2) Retakes of module examinations must be taken within the examination periods specified in the FSPO. A student’s right to be examined terminates if he/she fails to meet the deadlines provided for the last retake unless the student is not responsible for the default.
- (3) Retakes of module examinations not taken within the examination periods of the semester following the semester in which the examination was failed may be conducted in another form than prescribed in the FSPO if subject-specific circumstances require this. In such event, the form of the examination to be taken by the student in the retake of the module examination must be communicated to the student at the time of arranging the date of the retake at the latest.
- (4) Bachelor or master theses that were marked “insufficient” (5.0) or are deemed not to have been passed may be retaken once. The application for a retake of the examination must be filed no later than two months after the examination notification takes effect. Where this deadline is not met, students lose their right to be examined unless they are not responsible for the default. Students may only return topics if they did not make use of this option at first attempt.
- (5) Oral presentations as part of the bachelor or master thesis that were marked “insufficient” may be repeated once.

§ 21 Termination of the degree programme

- (1) Students are deemed to have successfully completed their bachelor or master programme when they have successfully performed all achievements and modules required for the respective programme by the FSPO and obtained the number of credit points necessary for passing a bachelor or master programme.

§ 22 Examination certificate, transcript of records, diploma supplement, degree certificate

- (1) Students are awarded an examination certificate of successfully completed bachelor and master programmes within four weeks of passing the last module examination. This certificate shows the final mark of the bachelor or master examination (up to one decimal place), the modules completed in the course of the bachelor or master programme and the module marks, the topic and the mark of the bachelor or master thesis and any additional examinations. The FSPO may provide that ASQ modules not counting towards the final mark are shown without indicating the mark obtained. The certificate must be signed by the chairperson of the subject-specific board of examiners. In degree programmes taught in English the certificate is made out in English.
- (2) The final mark of bachelor and master examinations correspond to the following ECTS grades:
 - A: the best 10%
 - B: the next best 25 %
 - C: the next best 30 %

- D: the next best 25 %
- E: the next best 10 %

The cohort used as a basis is made up of all students that have successfully completed a bachelor or master programme in the four semesters preceding the examination date.

Where the cohort is smaller than 25 graduates, no ECTS grade is shown; at the graduate's request, an individualised unified ranking is created. The ECTS grade is shown in the diploma supplement.

- (3) The bachelor and master certificate is accompanied by a transcript of records and a diploma supplement. In addition to the student's personal data, the diploma supplement provides information on the type and level of the degree, the status of Ulm University and a detailed description of the programme awarding the degree. The transcript of records and the diploma supplement is made out in English and in German.
- (4) Together with the examination certificate and bearing the same date, the student is awarded the bachelor or master degree certificate testifying the award of the bachelor or master degree according to § 2. The degree certificate is signed by both the dean and the chairperson of the subject-specific board of examiners and sealed with the seal of the University. Certificates awarded in study courses offered in cooperation with other universities are, however, signed as provided in the cooperation agreements and the FSPO.
- (5) Students who did not pass their bachelor or master examination at last attempt receive a written or electronic notification thereof accompanied by information about legal redress.
- (6) On request and for a fee, examination and degree certificates of programmes taught in German are also made out in English; the same applies to English language programmes. The request must be made within five years of the date of termination of studies.

III. Final provisions

§ 23 Default, withdrawal, deception, administrative offence

- (1) A module examination is deemed failed if the student failed to appear on the examination date without good cause or if he/she withdrew from the examination between registration and the end of the examination without good cause. The same applies if a bachelor or master thesis is not submitted within the allowed time period unless the student is not responsible for the default.
- (2) The reason claimed in justification of the withdrawal or the default must immediately be indicated to the subject-specific board of examiners in writing or electronically and proved to be credible. Where students claim illness or the illness of their child or intensive care of a dependent requiring care, they may be asked to present a medical attest or, in case of doubt, a medical attest made out by a physician to be named by the subject-specific board of examiners. A withdrawal is impossible if students have, at the time of the occurrence of the obstacle, already taken parts of the examination whose result is such that the examination cannot be successfully completed. If the reason is accepted, a new date is scheduled. In such case, the previously obtained examination results are recognised. Where module examinations consist of more than one examination, the examination

achievements attained in this module up to the time of an accepted withdrawal or an accepted default are recognised.

- (3) Where a student attempts to manipulate the result of a module examination by deceiving or using inadmissible resources, the respective module examination is marked "insufficient" (5.0). In aggravated cases or in cases of repeated attempts at manipulation, the board of examiners may exclude the student from further retakes leading to his or her irreversible loss of the right to be examined in this programme.
- (4) Bachelor and master theses whose wording coincides wholly or in essential parts with that of other works and publications without identifying such passages as direct quotations and referencing the sources are marked "insufficient" (5.0).
- (5) In aggravated or repeated cases of paragraph 4 above, students may be excluded from all further studies and examinations in this programme at Ulm University. This also comprises retakes of examinations. In such case, expulsion is considered in consultation with the responsible faculty council and the presidential board.
- (6) Students disrupting the orderly conduct of an examination may be excluded from continuing the module examination by the responsible examiner or supervisor. In such cases, the respective examination is deemed "insufficient" (5.0). In particularly serious cases, the subject-specific board of examiners may exclude the students from further examinations.
- (7) Students may demand within a four-week period that decisions taken under paragraph 3 sentence 1, paragraph 4 and paragraph 6 sentence 1 be reviewed by the subject-specific board of examiners. Decisions by the subject-specific board of examiners incriminating a student must be communicated to the student in writing without delay. They must be substantiated and accompanied by information about legal redress. The student must be given the opportunity to comment before a decision is taken.

§ 24 Terms of protection

- (1) At a student's request maternity protection periods as defined in § 3 (1) and § 6 (1) of the Federal Maternity Protection Act (MuSchG) in the version of its publication of 20 June 2002 (Federal Law Gazette I 2318) in the applicable version must be considered. The request must be accompanied by relevant proof. Maternity protection periods interrupt any periods provided by these study and examination regulations.
- (2) At a student's request, parental leave periods must likewise be considered under the Federal Parental Allowance and Parental Leave Act (BEEG) of 5 December 2006 (Federal Law Gazette I 2748) in the applicable version. Students must inform the Student Administration Office in writing of the period(s) of time during which they intend to take their parental leave no later than four weeks before doing so and submit all relevant proof. The Student Administration Office must verify whether the legal requirements that would establish an employee's claim to parental leave are fulfilled and communicates the outcome to the student, and, if applicable, inform him or her of the newly scheduled examination dates. Paragraph 1 sentences 2 and 4 above applies accordingly.

- (3) Students on leave for one of the reasons mentioned in paragraphs 1 and 2 may do coursework and take module examinations as defined in § 61 (3) sentence 2 LHG.
- (4) Family commitments are social commitments met by a student within the concept of “family” as defined by Ulm University in its auditing as a “family-friendly university”². These are, in particular, the raising of children that are under 14 at the beginning of the semester and the care of dependents in need of care. Where students meet family commitments, paragraph 2 sentence 2-4 apply accordingly. Extension periods because of family commitments are, as a rule, limited to two semesters.

§ 25 Revocation of an academic degree

- (1) If a student committed deception during an examination and this becomes known after the award of the examination certificate, the results of the module examinations in which the student committed deception may be corrected. If applicable, the module examination may be declared “insufficient” (5.0) and the bachelor or master examination failed.
- (2) Where requirements for admission to an examination were not fulfilled, however without the student attempting to deceive, and where this fact becomes known only after the award of the examination certificate, this defect is remedied by the fact that the student passed the examination. Where a student deceived to obtain admission, the module examination may be declared “insufficient” (5.0) and the bachelor or master examination failed.
- (3) The student must be given the opportunity to comment before a decision is taken.
- (4) The incorrect examination certificate must be withdrawn and a new one, if any, must be issued. If the bachelor or the master examinations are declared failed on the grounds of deception, the bachelor or master degree certificate must be withdrawn together with the incorrect examination certificate.
- (5) Decisions based on paragraph 1 or paragraph 2 sentence 2 above are excluded after expiration of a five-year period from the date of the examination certificate.
- (6) Revocation of the academic degree follows legal provisions.

§ 26 Right to inspection

- (1) At their request, students have the right to inspect their bachelor or master thesis, the appertaining opinions and the examination records within one year of completion of their bachelor or master examination.
- (2) Regarding the inspection of written module examinations or examination records, a period of four weeks starting on the date of notification of the examination result applies.

² According to this definition, “family” is a social network. “Family” is the union of a couple with or without children and of single parents with their children intended to be durable and characterised by mutual responsibility. Besides the two-generation nuclear family (father, mother, children, siblings and their relationships), the concept of family also comprises non-marital relationships, homosexual relationships, blended families and foster families. Where direct social responsibility cannot be met in the two-generation model, family can also mean a three-generation model (grandchildren and grandparents).

- (3) The examiner determines place and time of the inspection.

§ 27 Effective date and transitional provisions

- (1) The General Provisions for Study and Examination Regulations regarding Bachelor and Master Programmes (General Framework) at Ulm University take effect on the day after their publication in the Official Bulletin ("Amtlichen Bekanntmachungen") of Ulm University with the exception of § 13 (3). § 13 (3) first applies in the summer semester 2013.
- (2) At the same time, the General Provisions for Study and Examination Regulations regarding Bachelor and Master Programmes at Ulm University (General Framework) ("Allgemeinen Bestimmungen zu Studien- und Prüfungsordnungen für das Bachelor- und Masterstudium an der Universität Ulm (Rahmenordnung)") of 3 March 2010 (Official Bulletin of Ulm University, 11 March 2010, no. 4, pp 29-60), and the following study and examination regulations of Diplom study courses cease to have effect subject to paragraphs 3 to 5:

Biology, of 12 December 2001 (Bulletin of Ulm University, 21 December 2001, no. 13, pp 293-316), first amendment statutes of 23 February 2004 (Bulletin of Ulm, 08 March 2004, no. 2, pp 11-22), second amendment statutes of 13 December 2004 (Official Bulletin of Ulm University, 22 December 2004, no. 18, p 135),

Chemistry, of 20 July 2000 ("Amtsblatt Wissenschaft, Forschung und Kunst", no. 9, p 713 of 15 September 2000),

Electrical engineering and information technology, of 03 September 2001 (Official Bulletin of Ulm University, 03 September 2001, no. 9, pp 129-214), first amendment statutes of 21 May 2002 (Official Bulletin of Ulm University, 10 June 2002, no. 9, pp 122-125),

Computer sciences (computer science, computer science intensive course, media informatics), of 04 September 2001 (Official Bulletin of Ulm University, 19 September 2001, no. 11; pp 218-281),

Mathematics, of 20 July 2000 ("Amtsblatt Wissenschaft, Forschung und Kunst", no. 9, page 739 of 15 September 2000), first amendment statutes of 18 January 2002 (Bulletin of Ulm University, 13 February 2002, no. 1, pp 1-17), second amendment statutes (Official Bulletin of Ulm University, 16 November 2004, no. 17, pp 127-129),

Physics, of 20 July 2000 ("Amtsblatt Wissenschaft, Forschung und Kunst", no. 9, p 719 of 15 September 2000),

Chemistry and Management, of 23 January 2001 (Bulletin of Ulm University, 31 January 2001, no. 2, pp 7-33), first amendment statutes of 23 February 2004 (Bulletin of Ulm University, 08 March 2004, no. 2, pp 11-22),

Mathematics and Management, of 20 July 2000 ("Amtsblatt Wissenschaft, Forschung und Kunst", no. 9, p 693 of 15 September 2000), first amendment statutes of 18 January 2002 (Official Bulletin of Ulm University, 13 February 2002, no. 1, pp 1-17), second amendment statutes of 02 November 2004 (Official Bulletin of Ulm University, 16 November 2004, no. 17, p 128), third amendment statutes of 27 June 2005 (Official Bulletin of Ulm University, 11 July 2005, no. 13, pp 113-115),

Physics and Management, of 20 July 2000 ("Amtsblatt Wissenschaft, Forschung und Kunst", no. 9, p 725 of 15 September 2000),

Economics, of 17 December 2003 (Official Bulletin of Ulm University, 17 December 2003, no. 22, pp 186-208),

as well as the study and examination regulations of the following bachelor and master programmes

Philosophy, of 28 July 2003 (Official Bulletin of Ulm University, 18 August 2003, no. 14, pp 136-154),

Master of Communications Technology, of 23 July 2004 (Official Bulletin of Ulm University, 04 August 2004, no. 12, pp 82-96),

- (3) Students enrolled in Diplom study courses at the time when this General Framework takes effect continue their studies under the study and examination regulations of such Diplom study courses; however, they may, on application, change to one of the bachelor or master programmes. The right to be examined and to be awarded a Diplom examination certificate under the study and examination regulations of Diplom study courses terminates on 30 September 2016.
- (4) Students enrolled in the bachelor programme psychology at the time when this General Framework takes effect complete their studies under the study and examination regulations of 28 July 2003.
- (5) Students enrolled in the master programme communications technology under the study and examination regulations of 23 July 2004 at the time when this General Framework takes effect complete their studies under the study and examination regulations of 23 July 2004.

Ulm, 12 March 2013

Professor Dr. Karl-Joachim Ebeling
- President -