General provisions for study and examination regulations regarding bachelor's and master’s programmes at Ulm University (General Framework) of 11 March 2015

Based on § 19 (1) sentence 2 no. 9 in conjunction with § 32 federal state higher education act (LHG) as amended by article 1 of the third act amending higher education regulations (Drittes Hochschulrechtsänderungsgesetz – 3. HRÄG) of 1. April 2014 (law gazette no. 6, p. 99 ff) the Senate of Ulm University, after consultation with the faculty councils, adopted the following statutes on 25 May 2015.

The President of Ulm University gave his consent on 10 March 2015 in accordance with § 32 (3) sentence 1 of the LHG.

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According to Article 3 (2) Basic Law, men and women have equal rights; all male designations of persons and positions used in these regulations 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 Federal State Higher Education Act Baden-Württemberg (Landeshochschulgesetz) as well as the common structural guidelines for the accreditation of bachelor’s and master’s 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 undergraduate, consecutive and postgraduate studies, in both bachelor’s and master’s programmes, offered at Ulm University, except programmes leading to the state exam.

(4) Objectives, subject-matter, organisation and performance requirements of the bachelor’s and master’s programmes are regulated in the FSPO (Fachspezifische Studien- und
Prüfungsordnungen – FSPO). Based on these FSPO the individual faculties create a curriculum and a module handbook for each degree programme. The information given in the module descriptions in compliance with § 5 (6a) in the module handbooks of the bachelor’s and master’s programmes is a binding part of these Framework Regulations and of the FSPO. This information may only be modified as part of a change of the FSPO.

§ 2 Overall study objectives, academic degrees

(1) Bachelor’s programmes aim to establish a scientific and methodological basis in the respective sciences. The study 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’s programmes deepen and broaden the scientific and methodological qualifications acquired during bachelor’s studies, place them into an interdisciplinary context and supplement them with further subjects (§ 29 (2) sentence 4 LHG). Postgraduate master’s programmes constitute a further academic degree built on qualifications acquired during academic studies and on the job (§ 31 (3) 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’s examination are awarded the academic degree of “Bachelor of Science” (“BSc”) and, in Philosophy, the academic degree of “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’s examination are awarded the academic degree of “Master of Science” (“MSc”). In engineering, the academic degree of Master of Engineering (“MEng”) may be awarded. For postgraduate master’s programmes, other master’s degree titles deviating from these standard designations may be used (e.g. MBA).

§ 3 Start of the programmes

The beginning of programmes is specified in the FSPO.

§ 4 Admission requirements of programmes

(1) Candidates holding the qualifications named in § 58(1) and (2) LHG are entitled to do undergraduate studies. To be admitted to a master’s programme candidates must fulfil the requirements stated in § 59 (1) (consecutive master’s programmes) or, respectively, § 59 (2) LHG (postgraduate master’s programmes).

(2) Regarding the bachelor’s programmes, the faculties regulate further access requirements via entrance exams and/or admission requirements via a selection procedure in separate statutes; in the master’s programmes, separate admissions statutes define access and/or admission requirements.

(3) The FSPO may make special provisions for students wishing to change from the traditional Diplom, bachelor’s and master’s programmes as well as programmes requiring a state examination to the new bachelor’s and master’s 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’s programmes and four, three or two semesters for master’s programmes. Total standard periods of study for full-time students completing a bachelor’s and consecutive master’s programme are up to five years (ten semesters). A study year consists of two semesters. Study programmes may be offered as formal part-time programmes. 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’s programmes require a minimum of 180 CP. The master’s degree requires 300 CP including those obtained during previous studies leading to the first degree qualifying for a professional career. This rule may be waived in individual cases where students have adequate qualifications. CP must always be shown as full points. They are awarded for completed work and shown in the transcript of records.

(3) Bachelor’s and master’s programmes require the performance of examinations and assignments. These may take various forms (e.g. written, oral or computer-based, placement report, presentation). Moreover, students must write a bachelor’s or master’s thesis. Further details are specified in the FSPO.

(4) Bachelor’s and master’s programmes are composed of modules. Bachelor’s and master’s theses as well as external 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.

(5) A module description in the module handbook for a module named in the study programme may be changed without changing the subject-specific statutes unless the information specified in paragraph 6 sentence 1a) is concerned. Such changes can be made by the Dean of Studies in good time before lectures in the semester start and must be published by then. They may not entail essential changes to the curriculum.

(6) The module description provides information on:

a) ECTS points, method of assessment (among others, prerequisites for admission to exam) and grading system.

b) Classroom hours, language of instruction, duration, interval, module coordinator, lecturer(s), allocation to study programmes, previous knowledge, learning outcomes, subject-matter, required reading, teaching and learning forms, workload, basis for ........

(7) The award of credit points may be subject to the successful completion of study achievements according to § 6 (3) and is subject to passing the module examination according to § 6 (2).

(8) Besides specialist modules, bachelor’s students must obtain a minimum of 6 CP from transferable skills (Additive Schlüsselqualifikationen) modules. Integrated key skills may form a separate module; they may, however, also be taught as part of other specialist modules.
(9) Besides compulsory modules, students may choose further modules in addition to the compulsory and compulsory 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 repeated once passed. Failed additional examinations fall under § 12 (4). Additional examinations may be credited to the master’s degree after enrolment. The admissions statutes for master’s programmes remain unaffected.

§ 6 Module examinations, module responsibility, deadlines

(1) Module examinations in bachelor’s and master’s programmes must be taken while enrolled in the programme during the examination periods specified in the FSPO.

(2) Modules may be composed of one or several graded examinations (module part examinations) and/or one or several ungraded study achievements. Further details are specified in the FSPO. Unless otherwise provided for module part examinations, the following regulations for module examinations equally apply to module part examinations.

(3) The admission to module examinations according to paragraph 1 above may be tied to the completion of further module examinations or ungraded coursework. Further details are specified in the FSPO. (See § 14 (2b))

(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 examination board (Fachprüfungsausschuss). The respective Dean of Studies may entrust module responsibility to a member of the teaching staff. The module handbook of each programme lies in the responsibility of the Dean of Studies in charge.

(5) The FSPO may make provisions for different forms of module examinations and repetitions.

(6) Students must have taken and passed a minimum of one examination, in case of part-time studies two examinations from the foundations of the respective subject by the end of the examination period of the third semester in the bachelor’s programme. The FSPO define form, scope and volume of the prescribed module (part) examination(s). Examinations can be repeated once. Students who have not passed the required module examination(s) by the end of the examination period of the third semester at the latest or taken them in good time lose their right to examination in this programme unless they are not responsible for exceeding this deadline. The subject examination board decides at the request of the student if this period may be extended.

(7) Students shall have completed all module examinations required for graduation under the subject examination regulations by the end of the standard period of study of the bachelor’s or master’s programme. The FSPO specify form, scope and volume and may provide that the examinations listed in sentence 1 must be completed no earlier than three semesters after termination of the standard periods of study of the bachelor’s and master’s programme. Students exceeding such deadlines lose their right to examination in this programme unless they are not responsible for exceeding the deadlines. Paragraph 6 sentence 4 applies accordingly.

(8) Examination deadlines within the meaning of paragraphs 6 and 7 must be extended for students with children and family members in need of care by the time they need to fulfil such
family responsibilities as defined in § 24 (1), (2) and (4) as well as for students with disabilities and chronic diseases.

(9) The respective subject examination board decides if a student may, at their request, deliver any coursework and do any examinations after the lapse of the periods stipulated in paragraphs 6 and 7. The child’s illness or an unpreventable breakdown of childcare arrangements are recognised as excuses as long as 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 related recommendations

(1) Ulm University offers individual, subject- and person-specific assistance with the organisation and scheduling of studies through course advisers.

(2) Course advisers offer to assist students and make recommendations with the aim to facilitate study organisation and scheduling if these undergraduate students 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 their first semester in the programme, or

b) students have not yet passed any examinations within the meaning of § 6 (6) or have earned fewer than 30 credit points by the end of the examination period of their second semester in the programme, or

c) students have earned fewer than 60 credit points by the end of the examination period of their third semester in the programme,

and the reasons for this failure to pass examinations lie with the students.

(3) The setting 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 advisers 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 in English

Lectures and examinations may be conducted wholly or partially in English or any other foreign language. Further details are specified in the FSPO.

§ 8 Internship/placement

The FSPO may oblige students to do an internship/placement and prescribe scope and content thereof.

§ 9 Student advisory services

The FSPO may make student counselling obligatory.
§ 10 Subject examination board

(1) Examination boards responsible for the individual programmes are formed by resolution of the respective faculties (subject examination boards). A board may be responsible for one or several degree programmes. Further details are specified in the FSPO.

(2) The subject examination board 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 examination board are appointed by the respective faculties. The subject examination board elects the chairperson and his or her deputy. 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 examination board 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 equal votes the chairperson has the casting vote.

(5) The subject examination board may entrust the performance of all its ordinary tasks to the chairperson of the subject examination board; this does, however, not apply to any decisions regarding objections.

(6) The members of the subject examination board are bound by official secrecy. Should they not be public sector employees, they are pledged to secrecy by the chairperson of the board.

(7) The members of the subject examination board are entitled to attend examinations. This right does not include the notification of examination results.

(8) The respective subject examination board 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's and master's theses and the distribution of subject and final grades. It also makes suggestions regarding the revision of the FSPO and module descriptions.

(9) Where the subject examination board takes negative decisions these must be communicated to the student concerned in writing or electronically. They must be substantiated and contain information about legal redress. Any appeals against decisions taken by the subject examination board must be lodged with the Studiensekretariat (student administration and examinations office) either in writing or for the record within one months of receiving the decision. Where the subject examination board does not allow the appeal, it must be submitted to the member of the Präsidium (Board) in charge of teaching for a decision.
To fulfil its functions the subject examination board utilizes the administrative services of the Studiensekretariat of Ulm University.

§ 11 Examiners and further board members

1. The subject examination board appoints the examiners and the further examination board members competent in the subject-matter of the examination. The subject examination board may delegate the appointment of the further members of the examination board 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 examination board.

3. Unless otherwise provided in the FSP0, 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 remains unaffected.

4. As a rule, the bachelor’s thesis is assessed by one examiner unless otherwise provided in the respective FSP0. The master’s thesis is assessed by two examiners. Should a bachelor’s thesis be graded “not sufficient” (5.0) a second opinion regarding this bachelor’s thesis must be obtained. If grades differ, the final grade 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 programme at Ulm University. Equivalence regarding the content aligns with the qualification objectives defined in the module handbooks. It can be credited towards study and examination achievements of the desired programme on an individual, general or combined basis. Should individual achievements required for recognition of specific study and examination achievements be missing, the respective subject examination board may determine supplementary achievements. The student is to submit the request for recognition within one semester of enrolment in the desired programme 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 examination board decides on recognition within a reasonable period. It also decides on placement in a higher semester in the programme depending on type and scope of the study and examination achievements to be recognised.
(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.

(3) Grades are transferred—subject to the assessment systems being comparable—and count towards the module grade and the overall grade. If the assessment systems are not comparable or there are no grades, the grades can be converted or the achievements are qualified as “pass”.

(4) If foreign students as defined in § 60 (1) sentence 5 LHG take and fail examinations during a specific period of study completed in a degree programme at Ulm University, these failed examinations will later, during a later programme pursued at Ulm University, count as failed attempts if the examination is the same.

(5) Failed examinations in a programme at Ulm University count, ex officio, as failed attempts towards the permitted number of repetitions in any other programme if the examination is the same. Recognition of study and examination achievements completed by graduates doing further studies in individual modules forming part of programmes offered at Ulm University is not subject to any examination for essential differences if they belong to the same or a related programme.

(6) The respective subject examination board is responsible for recognition. Before mandating an examination for essential differences, the competent subject representatives (Fachvertreter) must be consulted. The subject examination board issues the negative or positive decision on recognition either in writing or electronically. In cases of non-recognition or partial recognition, the subject examination board 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 programme that they are to substitute and if the institution where such knowledge and skills were acquired has a standardized quality assurance system. Recognition can be denied in parts if more than 50% of the academic studies are to be substituted. If individual achievements required for recognition of specific knowledge and skills are missing, the competent subject examination board may provide for a placement test. Paragraph 1 applies analogously regarding the procedure.

(8) The recognition of degrees follows paragraph 1. It lies within the responsibility of the respective admissions committees. Further details are regulated in the statutes of Ulm University on admission to studies, enrolment, re-registration, academic leave and termination of enrolment.
II. Examinations in bachelor's and master's programmes

§ 13 Organisation of module examinations, examination periods

(1) The FSPO provide dates for written examinations and repeat module examinations in compliance with standard periods of study and the examination periods in bachelor’s and master’s programmes specified in § 6 (6) and (7). It is recommended that the first examination period for written module examinations in bachelor’s and master’s 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, first examinations take place during the first examination period, while repeat examinations take place during the second examination period. 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.

(3) Registration periods for written examinations end no later than three calendar days before the examination date.

(4) To be admitted to module examinations, students must register online via Hochschuldensteportal or, in exceptional cases, in particular for additional examinations and closed repetitions in case of previous inability to take an exam, in writing or electronically at the Studiensekretariat. Proof of the study achievements required for the respective module examination under the FSPO must be presented in accordance with § 6 (3). Registration under paragraph 3 above is deemed to have occurred by the end of the registration period unless students revoke their registration at the Studiensekretariat 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 can 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 makes a selection among those students that registered by the deadline fixed 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’s or master’s programme at Ulm University and not on academic leave, except leave under § 61 (3) LHG as well as under § 26 (6) of the statutes
of Ulm University on admission to studies, enrolment, re-registration, academic leave and termination of enrolment,

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 examination in this or a related study programme\(^1\).

(3) Admission is denied if the requirements defined in paragraph 2 are not met.

(4) Admission must be revoked if students are not enrolled in any bachelor’s or master’s programme at Ulm University or if they are on academic leave at the time of taking examinations. Paragraph 2 a) remains unaffected.

(5) Students are informed of rejection or revocation of their application for admission by the Studiensekretariat in writing or electronically. Rejections must be substantiated and provide 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 of performing required study or examination achievements in the prescribed manner due to continuing or permanent impairment of their health or disabilities (students with a disability or chronic disease), the subject examination board determines, in consultation with the student and the examiners, if possible absences may be compensated or if 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 examination board 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 Studiensekretariat immediately after inspection according to § 26 (2), and the examination documents (e.g. written test, record of the oral examination) are delivered to the Studiensekretariat.

§ 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 specified in the FSPO.

\(^{1}\) The FSPO indicate which programmes are related.
(4) As a rule, written examinations should last between 60 and 180 minutes. Further details are specified in the FSPO.

(5) Assessment of written module examinations and bachelor’s or master’s 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 specified in the FSPO.

(3) Key contents and results of the examination must be recorded in a written report.

(4) In justified exceptional cases, an oral examination can be conducted via video-conference. This requires the consent of the examiner and the examination candidate, a suitable technical infrastructure at both ends, and the presence of a neutral supervisor at the end of the examination candidate.

(5) 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. At the request of the examination candidate, public members of the university are to be excluded.

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

(1) The requirements for admission to the modules bachelor’s and master’s theses are specified in the respective FSPO. The application for admission to the bachelor’s and master’s 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’s or master’s thesis is graded “not sufficient” (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 must have the opportunity to make their own suggestions for a topic. The chairperson of the subject examination board ensures that students receive topics for their bachelor’s or master’s thesis no later than six weeks after filing the application.

(3) The bachelor’s thesis is equivalent to 6 to 12 credit points; the master’s thesis is equivalent to 15 to 30 credit points with the exception of master’s 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 subject using scientific methods within a fixed period. The respective FSPO may require an oral presentation of the bachelor’s or master’s thesis or an oral 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 oral defence.
The FSPO may provide for group work. Group work is admissible as long as individual contributions are clearly definable and assessable.

The topic of the bachelor’s or master’s thesis is set by an examiner according to § 11 (1, 2). Subject to previous approval by the subject examination board, 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’s or master’s thesis also acts as the thesis supervisor.

The topic of the bachelor’s or master’s thesis is issued together with the admission to the bachelor’s or master’s thesis. The time of issue and the topic of the thesis must be made known to the Studiensekretariat. The time allowed for the completion of the thesis begins when the topic is set.

The respective FSPO specify the time frame for the completion of the bachelor’s and master’s 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 examination board may extend the time allowed for the completion of the theses by up to 2 weeks for the bachelor’s thesis and up to 4 weeks for the master’s thesis if the failure to comply with the deadline does not lie within the student’s responsibility. A justified request 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 examination board at least two weeks before the end of the time allowed for the completion of the thesis and requires the thesis supervisor’s approval.

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.

Bachelor’s and master’s theses must be submitted to the Studiensekretariat within the specified time limits. For examination purposes, a pdf version must be submitted electronically to the Studiensekretariat. The respective 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’s or master’s thesis is not submitted within the fixed time limits it is deemed to have been graded “not sufficient” (5.0) unless the student is not responsible for exceeding the time limit.

On submitting their bachelor’s or master’s 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’s or master’s thesis is graded “not sufficient” (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.

The bachelor’s or master’s thesis must be written in German unless the FSPO provide otherwise.
§ 17 Assessment of module examinations (including bachelor's and master's theses), calculation of overall grade

(1) The FSPO specify which modules count towards the final grade (modules relevant for the final grade).

(2) All graded examinations are awarded one of the following grades:

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 = not sufficient = an achievement not fulfilling minimum requirements due to considerable deficiencies

For a more differentiated assessment it is possible to form intermediate grades by raising or lowering a grade by 0.3. However, the following grades are excluded: 0.7; 4.3; 4.7 and 5.3.

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

Grades are awarded according to the table below:

<table>
<thead>
<tr>
<th>Individual grade</th>
<th>Final grade</th>
<th>Designation of the grade</th>
<th>German</th>
<th>English</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>1.0 – 1.5</td>
<td>sehr gut</td>
<td>1.0</td>
<td>very good</td>
</tr>
<tr>
<td>1.3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.7</td>
<td>1.6 – 2.5</td>
<td>gut</td>
<td>1.6</td>
<td>good</td>
</tr>
<tr>
<td>2.0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.3</td>
<td></td>
<td>befriedigend</td>
<td>2.6</td>
<td>satisfactory</td>
</tr>
<tr>
<td>2.7</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.0</td>
<td>2.6 – 3.5</td>
<td>ausreichend</td>
<td>3.6</td>
<td>sufficient</td>
</tr>
<tr>
<td>3.3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.7</td>
<td></td>
<td>nicht ausreichend</td>
<td></td>
<td>not sufficient</td>
</tr>
<tr>
<td>4.0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Better than 4.0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

The final grade of the bachelor’s and master’s examinations is calculated as the weighted mean of all module grades counting towards the final grade including the grades of the bachelor’s and master’s thesis. For this calculation, the module grades and the grades of the bachelor’s and master’s theses are weighted according to their allocated credit points unless the FSPO provide otherwise. The FSPO may provide that, instead of the module grades, the examination grades count towards the overall grade. Additional examinations are not considered in the calculation of the overall grade. Paragraphs 3 and 4 above apply analogously to the calculation of the overall grade.
(7) If the overall grade 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 grade is “sufficient” (4.0) or better. If a module examination consists of more than one examination, all appertaining examinations (module part examinations) must be graded “sufficient” (4.0) or better.

(2) The bachelor’s and the master’s thesis as well as the presentation, if any, are deemed to have been passed according to the FSPO if all of them were graded “sufficient” (4.0) or better.

(3) If a bachelor’s and master’s thesis was failed or is deemed to have been failed, the Studiensekretariat notifies the student thereof in writing or electronically also providing information about legal redress.

§ 19 Bachelor’s or master’s examinations failed at last attempt

The bachelor’s or master’s examination is irrevocably failed if

a) the bachelor’s or master’s thesis was failed or is deemed failed at the second attempt,

b) the student failed a repeat examination at last attempt according to the FSPO or this exam is deemed to have been failed,

c) the right to examination was forfeited due to exceeding time limits.

§ 20 Repetition of module examinations

(1) Module examinations that were graded “not sufficient” (5.0) or that are deemed failed may be repeated once unless the respective FSPO provide otherwise. The FSPO may provide that module examinations may be repeated more than once. Where a module examination is composed of more than one examination, only those examinations must be repeated that were not graded “sufficient” (4.0) or better. It is not permitted to repeat a module examination that was passed unless the respective FSPO provide otherwise.

(2) A student’s right to examination terminates if they fail to meet the examination deadlines specified in the FSPO for the last repetition unless the student is not responsible for this failure.

(3) Repetitions 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 repetition of the module examination must be communicated to the student at the time of arranging the date of the repetition at the latest.
Bachelor's or master's theses that were graded “not sufficient” (5.0) or are deemed not to have been passed may be repeated once. The application for a repetition of the examination must be filed no later than two months after the examination notification takes effect. If this deadline is not met, students lose their right to examination 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.

Oral presentations forming part of the bachelor’s or master’s thesis that were graded “not sufficient” may be repeated once.

§ 21 Conclusion of programmes

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

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

(1) Students are awarded an examination certificate of successfully completed bachelor’s and master’s programmes within four weeks of passing the last module examination. This certificate shows the final grade of the bachelor’s or master’s examination (up to one decimal place), the modules completed in the course of the bachelor’s or master’s programme and the module grades, the topic and the grade of the bachelor’s or master’s thesis and any additional examinations. The FSPO may provide that transferable skills modules not relevant not the final grade are shown without indicating the grade obtained. The certificate must be signed by the chairperson of the subject examination board. In degree programmes taught in English the certificate is made out in English.

(2) The overall grade of bachelor’s and master’s 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 graduates that have successfully completed a bachelor’s or master’s 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’s and master’s 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 are made out in English and in German.

(4) Together with the examination certificate, the student is awarded the bachelor’s and master’s degree certificate with the same date as the examination certificate. It certifies the award of the bachelor’s or master’s degree according to § 2. The degree certificate is
signed by both the dean and the chairperson of the subject examination board and sealed with the seal of the University. Certificates awarded in programmes offered in cooperation with other universities are, however, signed as provided in the cooperation agreements and the FSPO.

(5) Students who failed their bachelor’s or master’s 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; this applies analogously to English-taught 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 students fail to appear on the examination date without good cause or if they withdraw from the examination between registration and the end of the examination without good cause. The same applies if a bachelor’s or master’s 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 examination board in writing or electronically and proved to be credible. If students claim illness or the illness of their child or intensive care-taking of a dependent in need thereof, 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 examination board. A withdrawal is impossible if students have, when the obstacle arises, 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) If a student attempts to manipulate the result of a module examination by deceiving or using inadmissible resources, the respective module examination is graded “not sufficient” (5.0). In aggravated cases or in cases of repeated attempts at manipulation, the examination board may exclude the student from further repetitions leading to their irreversible loss of the right to examination in this programme.

(4) Bachelor’s and master’s 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 graded “not sufficient” (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 repeat examinations. In such case, expulsion is considered in consultation with the responsible faculty council and the 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 “not sufficient” (5.0). In particularly serious cases, the subject examination board 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 examination board. Decisions by the subject examination board incriminating a student must be communicated to the student in writing without delay. They must be substantiated and contain information about legal redress. The student must be given the opportunity to comment before a decision is taken.

§ 24 Periods of protection/family responsibilities

(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 applicable version must be considered. The request must be supported by relevant proof. Maternity protection periods interrupt any periods provided by these FSPO.

(2) At a student’s request, parental leave periods must likewise be considered under the Federal Parental Allowance and Parental Leave Act (BEEG) in the applicable version. Students must inform the Studiensekretariat 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 Studiensekretariat 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) LHG.

(4) Family responsibilities are social responsibilities performed 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 within the meaning of paragraph 3 of the home care leave act (Pflegezeitgesetz). If students perform family responsibilities, paragraph 2 sentence 2-4 apply accordingly. The extension of deadlines due to family responsibilities is not to exceed the standard period of study in a study programme.

§ 25 Revocation of academic degree

(1) If a student cheated in an examination and this become known after the examination certificate was awarded, the grades in the module examinations, where the student cheated, can be corrected. As the case may be, the module examination can be declared “not sufficient” (5.0) and the bachelor’s or master’s examination failed.

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).
(2) If the prerequisites for admission to an examination were not fulfilled without the student intending to deceive about it and this becomes known only after the examination certificate was handed out, this shortcoming is rectified through passing the examination. If the student acted intentionally when obtaining admission unjustly, the module examination may be declared “not sufficient” (5.0) and the bachelor’s or master’s 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’s or the master’s examinations are declared failed on the grounds of deception, the bachelor’s or master’s degree certificate must be withdrawn together with the incorrect examination certificate.

(5) Decisions based on paragraphs 1 and 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’s or master’s thesis, the appertaining opinions and the examination records within one year of completion of their bachelor’s or master’s 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.

(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’s and Master’s Programmes at Ulm University (General Framework) have effect from the summer semester 2015.

(2) With the effective date of this General Framework, the General Provisions for Study and Examination Regulations regarding Bachelor’s and Master’s Programmes at Ulm University (General Framework) of 12 March 2013 (Official Bulletin of Ulm University), and the following study and examination regulations of Diplom programmes cease to have effect subject to paragraphs 3 to 5:


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),


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


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),

(3) Students enrolled in Diplom programmes at the time when this General Framework takes effect continue their studies under the study and examination regulations of such Diplom programmes; however, they may, on application, change to one of the bachelor’s or master’s programmes. The right to examination and to be awarded a Diplom examination certificate under the study and examination regulations of Diplom programmes terminates on 30 September 2016.

Ulm, 11 March 2015

signed
Professor Dr. Karl Joachim Ebeling
-President-