



**General provisions for study and examination regulations regarding
bachelor's and master's programmes at Ulm University (General Framework)
of 27 August 2017**

Based on § 32 (3) sentence 1 Federal State Higher Education Act Baden-Württemberg (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) last amended by article 3 of the federal state act on tuition fees (*Landeshochschulgebührengesetz*) and other laws of 9 May 2017 (law gazette no. 10, p. 245 ff), the Senate of Ulm University, in consultation with the Faculty Councils, adopted the following statutes on 212 July 2017. The President of Ulm University gave his consent on 27 July 2017 in accordance with § 32 (3) sentence 1 of the *LHG*.

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Preliminary remark 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 these regulations apply equally to men and women.

I. General provisions

§ 1 Scope of application

- (1) This General Framework forms the basis for the study and examination regulations of the bachelor's and master's programmes offered by the Faculties except for the study and examination regulations of Ulm University for the bachelor's and master's programmes Teacher Education at Grammar Schools. This General Framework contains general regulations on procedures and processes for examinations taken during the course of study and applies to all such examinations to be conducted at Ulm University. The Faculties adopt their own study and examination regulations providing for subject-specific contents and requirements regarding examinations. This General Framework is supplemented by these subject-specific study and examination regulations.
- (2) The respective study and examination regulations of the Faculties must not contradict this General Framework. 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 (*KMK*) 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 provided 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 an amendment 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"). In engineering, the academic degree Bachelor of Engineering ("BEng") 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) Applicants holding the qualifications named in § 58(1) and (2) *LHG* are entitled to do undergraduate studies. To be admitted to a master's programme applicants 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 have 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 earned 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 exam, multiple choice test, practical exam, internship 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 must not lead to essential changes to the curriculum.
- (6) The module description provides the following information on:
- ECTS points, method of assessment (among others, prerequisites for admission to exam) and grading system.
 - 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, students in bachelor's programmes must earn 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 students' 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 (5). Additional examinations may be credited to modules in the master's programme after enrolment. The admissions statutes of master's programmes remain unaffected.
- (10) (Partial) modules offered both in the bachelor's and in the master's programme may only be selected in the master's programme if they have not yet been used in the bachelor's programme. The accreditation of modules already used in the bachelor's programme for the master's programme is not possible. § 5 (9) remains 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 delivery to the Dean of Studies and the chair 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 have 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 students if this period may be extended.
- (7) Students shall have completed all module examinations required for graduation under the *FSPO* 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. Jurisdiction on withdrawal from exams in case of chronic diseases remains unaffected.
- (9) The respective subject examination board decides if students 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 students themselves. The same applies if students are unable to attend/take the examination due to a dependant 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 earned fewer than 30 credit points by the end of the examination period of the second semester in the programme or, if they have earned more than 30 credit points, they have not yet taken or passed the exam within the meaning of § 6 (6).
 - 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 a professional 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 chair and their deputy. Chairs and deputy chairs must be full-time university lecturers or full-time habilitated employees of Ulm University.
- (4) To constitute a quorum either the chair 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 chair has the casting vote.
- (5) The subject examination board can entrust certain tasks -in individual cases or generally- to the chair or any other member of the examination board.
- (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 chair 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 completion 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 overall 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 month of receiving the decision.

Where the subject examination board does not remedy the appeal, it must be submitted to the member of the *Präsidium* (Board) in charge of teaching for a decision.

- (10) To fulfil its functions the subject examination board utilizes the administrative services of the *Studiensekretariat* of Ulm University.

§ 11 Examiners

- (1) The subject examination board determines who is entitled to conduct examinations and appoints the examiners and further members of the examination board 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 *FSPO*, written module examinations are, as a rule, assessed by one examiner while oral module examinations are assessed by one examiner in the presence of a further member of the examination board or by several examiners. 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 *FSPO*. The master's thesis is assessed by two examiners. Should a bachelor's thesis be graded "insufficient" (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 (7) 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 higher education institutions or universities of cooperative education (*Berufsakademien*) in the Federal Republic of Germany or at state or state-recognised higher education institutions 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 outcomes, 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. Students are 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 higher education institution fall under paragraph 2 sentence 3. 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 through an examination for essential differences.
- (3) Grades are transferred –subject to the grading systems being comparable- and count towards the module grade and the overall grade. If the grading 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 study 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 non-recognition.
- (7) Skills and knowledge acquired outside the higher education area are recognised in compliance with § 35 (3) sentences 1 and 2 LHG. 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. Details are specified in Ulm University’s statutes on admission and enrolment as amended.

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, in exceptional cases, written or oral examinations in the second examination period be offered as closed examinations, only students may take part who had registered for the same examination in the first examination period but failed the examination or who withdrew from the examination for good reason (e.g. inability to take the exam) and whose withdrawal was approved.

- (2) Time and place of oral examinations are arranged by the examiners.
- (3) Registration periods for written examinations in a module end no later than three calendar days before the examination date.
- (4) To be admitted to module examinations under §§ 16a and b, students must register online via *Hochschuldienstportal* or, in exceptional cases, in particular for additional examinations and closed repeat examinations in case of previous inability to take an exam, in writing or electronically at the *Studiensekretariat*. Proof of the study achievements in accordance with § 6 (3) required for the respective module examination under the FSPO must be submitted for registration. 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. Students 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 for leave under § 61 (3) *LHG* as well as under § 26 (6) of Ulm University's statutes on admission and enrolment as amended,
 - b) submit proof of their 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 programme¹.

¹ The FSPO specify which programmes are related.

- (3) Admission must be 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

- (1) Students with a disability, chronic disease or a more than temporary impairment of their health complicating the delivery of study and exam achievements can submit a request for compensation for disadvantages. The subject examination board determines, in consultation with the students and the examiners, if possible absences may be compensated for or if the course must be repeated or how equivalent study and examination achievements may be delivered either within a longer period of time or in a different manner. Such measures in compensation for disadvantages do not modify the subject-specific requirements of the study and examination regulations. This applies analogously to cases of a prolonged illness of the child or prolonged and time-intensive care of dependants subject to adequate proof (e.g. specialist medical attest); the decision is made by the examination board at the request of the students.
- (1) Measures in compensation for disadvantages are only granted upon written or electronic request of the students. This request must be addressed to the subject examination board. The request must be submitted in time, or within the period stated in the respective study and examination regulations before the delivery of the respective study and examination achievement. In this request, students have to show credibly that the requirements for a compensation for disadvantages are fulfilled (e.g., by presenting a medical certificate).

§ 16 Module examinations

- (2) In module examinations students are to prove that they have attained the learning goals described in the module handbook and acquired the corresponding competencies.
- (3) Examiners inform candidates in good time about auxiliary means admitted in the module examination.
- (4) 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*.
- (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 further member of the examination board. Examinations last 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 thesis and requirements

- (1) The requirements for admission to the modules bachelor's and master's thesis are specified in the respective *FSPO*. The application for admission to the bachelor's and master's thesis must be filed no later than three 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 "insufficient" (5.0) in the first attempt.
- (2) If students comply with the admission 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 chair 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 theses serve assessment purposes giving students the opportunity to show that they are capable of elaborating a topic from their subject using scientific methods within a given period of time. 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.
- (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'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.

- (6) 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.
- (7) 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 students' responsibility. A request is justified, in particular, in case of students' own or their child's illness or prolonged time-intensive care of a dependant. 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.
- (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's and master's theses must be submitted to the *Studiensekretariat* within the set time frame. 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 recorded. If the bachelor's or master's thesis is not submitted within the set time frame it is deemed to have been graded "insufficient" (5.0) unless the students are not responsible for exceeding the deadline.
- (10) 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' work 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 "insufficient" (5.0). Where scientific misconduct according to sentence 1 is established, the need for further action under the Statutes of Ulm University on Safeguarding Good Scientific Practice is considered.
- (11) 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 | = very good | = an outstanding achievement |
| 2 | = good | = an achievement far above average requirements |
| 3 | = satisfactory | = an achievements 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 (numerals) 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.
- (3a) If a module requires one or several ungraded study achievements (*Scheine*) without these forming part of the admission requirements for module examinations and if the students fulfil the predefined minimum standards, such study achievements are deemed to have been passed. If the module (part) examination was passed, students 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.
- (4) Grades are awarded according to the table below:

| Individual grade | Final grade | Designation of the grade | |
|-------------------|-------------|--------------------------|--------------|
| | | German | English |
| 1.0 1.3 | 1.0 – 1.5 | sehr gut | very good |
| 1.7 2.0 2.3 | 1.6 – 2.5 | gut | good |
| 2.7 3.0 3.3 | 2.6 – 3.5 | befriedigend | satisfactory |
| 3.7 4.0 | 3.6 – 4.0 | ausreichend | sufficient |

| | | | |
|-----------------|--|-------------------|------|
| Better than 4.0 | | nicht ausreichend | fail |
|-----------------|--|-------------------|------|

- (5) Examinations can take the form of multiple choice tests. The *FSPO* define absolute and relative pass marks for multiple choice tests. The achievements in multiple choice tests are to be graded as follows unless the *FSPO* have their own provisions; if the examinees have earned the minimum number of points required for passing (pass mark), the grade is

| | | |
|------------------|---------------|--|
| 1.0 very good | if 90 – 100% | more points than the pass mark were earned |
| 1.3 very good | if 80 – <90% | more points than the pass mark were earned |
| 1.7 good | if 70 – <80% | more points than the pass mark were earned |
| 2.0 good | if 60 – <70% | more points than the pass mark were earned |
| 2.3 good | if 50 – <60% | more points than the pass mark were earned |
| 2.7 satisfactory | if 40 – <50% | more points than the pass mark were earned |
| 3.0 satisfactory | if 30 – <40% | more points than the pass mark were earned |
| 3.3 satisfactory | if 20 – <30 % | more points than the pass mark were earned |
| 3.7 sufficient | if 10 – <20% | more points than the pass mark were earned |
| 4.0 sufficient | if 0 – <10% | more points than the pass mark were earned |

If the student failed to earn the minimum number of points required, the grade is “fail” (5.0).

- (6) If the examination is composed of both multiple choice test and other tasks, the multiple choice part is graded as specified in paragraph 5 above and the other tasks as specified in paragraph 4 above. The calculation of the overall grade is based on the grades of both exam parts. An exam part can be weighted. If only parts of an examination are done by multiple choice testing, the criteria for the exam format of the multiple choice test under paragraph 5 do not apply if the exam part done by multiple choice counts not more than 50% towards the overall grade of the examination calculated from the -possibly weighted- mean of the grades in all examination achievements.

- (7) As a rule, the bachelor's and master's thesis are assessed by the examiner who set the topic. If the thesis must be assessed by a second examiner, they are appointed by the subject examination board. Paragraph 2 above applies analogously to the assessment of bachelor's and master's thesis. The grade awarded for the bachelor's or the master's thesis counts towards the final grade. If 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 reviewer. The subject examination board then determines the result within the scope of the previous assessments. Paragraphs 2 and 3 apply analogously.
- (8) The overall 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.
- (9) When the minimum number of credit points required for a module, exam area or a final examination has been reached, no further study and exam achievements can be considered.
- (10) If the overall grade is 1.1 or better and the ECTS grade is A, the qualification "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 students 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) students 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 "insufficient" (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) Students’ right to examination terminates if they fail to meet the examination deadlines specified in the *FSPO* for the last repeat exam unless the students are 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 students in the repeat module examination must be communicated to the students at the time of arranging the date of the repeat examination at the latest.
- (4) Bachelor’s or master’s theses that were graded “insufficient” (5.0) or are deemed not to have been passed may be repeated once. The application for a repeat 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 when writing their first thesis.
- (5) Oral presentations as part of the bachelor’s or master’s thesis that were graded “insufficient” 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 completed 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 (*Additive Schlüsselqualifikationen*) modules not counting towards the final grade are shown without indicating the grade obtained. The certificate must be signed by the chair 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 for comparison is made up of all graduates that 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 students' 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, students are 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 chair 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 specified 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) Upon 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 students are 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 shown to be credible. If students claim illness or the illness of their child or intensive care-taking of a dependant 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. 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 students attempt to manipulate the result of a module examination by deceiving or using inadmissible resources, the respective module examination is graded "insufficient" (5.0). In aggravated cases or in cases of repeated attempts at manipulation, the examination board

may exclude students from further repeat examinations 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 "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 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 "insufficient" (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. Where the subject examination board takes negative decisions these must immediately be communicated to the students concerned in writing or electronically. They must be substantiated and contain information about legal redress. The students 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 specified 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 notify 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 the required 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 students, and, if applicable, notifies them of the newly scheduled examination periods. Paragraph 1 sentences 2 - 4 applies accordingly.
- (3) Students on leave for one of the reasons mentioned in paragraphs 1, 2 and 4 may do coursework and take module examinations as defined in § 61 (3) *LHG*.
- (4) Family responsibilities are social responsibilities performed by students 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 dependants in need of care within the meaning of § 7 para. 3 of the home

²According 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).

care leave act (*Pflegezeitgesetz*). If students perform family responsibilities, paragraph 1 sentence 2-3 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 students cheated in an examination and this becomes known after the examination certificate was awarded, the grades in the module examinations where the students cheated can be corrected. As the case may be, the module examination can be declared "insufficient" (5.0) and the bachelor's or master's examination failed.
- (2) If the prerequisites for admission to an examination were not fulfilled without the students 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 students acted intentionally when obtaining admission unjustly, the module examination may be declared "insufficient" (5.0) and the bachelor's or master's examination failed.
- (3) The students 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 reviews 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) These General provisions for study and examination regulations regarding bachelor's and master's programmes at Ulm University (General Framework) have effect from the winter semester 2017/18 .
- (2) This General Framework is published in the Official Bulletin of Ulm University. At the same time, the General provisions for study and examination regulations regarding bachelor's and master's programmes at Ulm University (General Framework) of 11 March 2015, published in the Official Bulletin of Ulm University No. 8 of 30 March 2015, pages 46-66 cease to be effective.

The above regulations have been approved. They are hereby executed and are to be published.

Ulm, 27 July 2017

signed

Prof. Dr.-Ing. Michael Weber

-President-

Courtesy translation