

**These examination regulations have been worded carefully to be up to date; however, errors cannot be completely excluded. The official German text available at the Examinations Office is the version that is legally binding.**

**Note:** Students who started their studies before the latest amendment came into effect are also requested to comply with previous amendments and the respective transitory provisions.

**Please note:**

These examination regulations shall apply to students starting a degree programme **from** the winter semester 2007/08 onwards.

Students who are studying under the General Examination Regulations for Diplom, Bachelor's and Master's degree programmes at the Faculty of Engineering from 17 October 1972 (KMBI 1973 p. 91) and the degree programme and examination regulations for their degree programme shall be examined according to those regulations [http://www.fau.de/universitaet/organisation/recht/studiensatzungen/TECHFak/%0bDPO\\_Technische\\_Fak\\_Alt.pdf](http://www.fau.de/universitaet/organisation/recht/studiensatzungen/TECHFak/%0bDPO_Technische_Fak_Alt.pdf).

**General Degree Programme and Examination Regulations  
for the Bachelor's and Master's Degree Programmes at the  
Faculty of Engineering at Friedrich-Alexander-Universität  
Erlangen-Nürnberg (FAU)  
– ABMPO/TechFak –  
Dated 18 September 2007**

amended by statutes of  
25 July 2008  
3 December 2009  
4 March 2010  
6 May 2010  
7 July 2010  
7 June 2011  
30 July 2012  
22 May 2013  
5 June 2014  
14 August 2015  
3 July 2017  
20 February 2019

Based on Section 13 (1)(2), Section 43 (4) and (5), Section 58 (1) and Section 61 (2)(1) of the Bavarian Higher Education Act (Bayerisches Hochschulgesetz, BayHSchG), FAU enacts the following General Degree Programme and Examination Regulations:

## Table of contents:

<b>Part I: General Provisions</b> .....	<b>3</b>
Section 1 Scope, Purpose of the Bachelor's and Master's Examination .....	3
Section 2 Degrees .....	3
Section 3 Structure of the Bachelor's Degree Programme, Examinations and Standard Duration of Study, Start of Degree Programme, Practical Work Prior to Studies, Examination and Teaching Language .....	3
Section 4 Structure of the Master's Degree Programme, Examinations and Standard Duration of Study, Start of Degree Programme, Examination and Teaching Language.....	4
Section 4a Part-Time Degree Programmes, Changing Degree Programmes, Maximum Number of ECTS Credits .....	4
Section 5 ECTS Credits.....	5
Section 6 Modules and Credits, Voluntary Intermediate Examinations .....	5
Section 6a Compulsory Attendance.....	6
Section 7 Examination Deadlines, Failure to Observe Deadlines.....	7
Section 8 Examinations Committee .....	7
Section 8a Degree Programme Committees.....	8
Section 9 Examiners, Observers, Exclusion Due to Personal Involvement, Obligation to Confidentiality .....	9
Section 10 Examiners, Observers, Exclusion Due to Personal Involvement, Obligation to Confidentiality .....	9
Section 11 Admissions Committees for Master's Degree Programmes .....	10
Section 12 Accreditation of Skills.....	10
Section 13 Fraud, Breach of Regulations, Exclusion from Further Participation.....	11
Section 14 Revocation of Degrees .....	11
Section 15 Faults in the Examination Process .....	11
Section 16 Written Examination, Multiple Choice Examinations.....	12
Section 17 Oral Examination .....	13
Section 17a Electronic Examinations.....	13
Section 18 Evaluation of Examinations, Grades, Final Grade.....	14
Section 19 Invalidity of Examinations.....	15
Section 20 Inspection of Examination Records.....	15
Section 21 Final Academic Record, Transcript of Records, Diploma Supplement, Degree Certificate .....	16
Section 22 Notification of Failed Examinations .....	16
Section 23 Adjustments to Examination Arrangements .....	16
<b>Part II: Bachelor's examination</b> .....	<b>17</b>
Section 24 Admission Requirements for Examinations.....	17
Section 25 Grundlagen- und Orientierungsprüfung (GOP).....	17
Section 26 Bachelor's Examination .....	17
Section 27 Bachelor's Thesis.....	17
Section 28 Resit Examinations, Change of Module, Additional Modules.....	19
<b>Part III: Master's Examination</b> .....	<b>19</b>
Section 29 Qualification for a Master's Degree Programme.....	19
Section 30 Admission Requirements for Examinations.....	20
Section 31 Master's Examination.....	21
Section 32 Master's Thesis.....	21
Section 33 Resitting Examinations, Changing Modules, Additional Modules .....	22
<b>Part IV: Final Provisions</b> .....	<b>22</b>
Section 34 Legal Validity, Transitory Provisions .....	22
Appendix: Qualification assessment process for Master's degree programmes at the Faculty of Engineering at FAU.....	24

## Part I: General Provisions

### Section 1 Scope, Purpose of the Bachelor's and Master's Examination

(1) <sup>1</sup>These degree programme and examination regulations govern studies and examinations for Bachelor's and Master's degree programmes at the Faculty of Engineering resulting in the degrees 'Bachelor of Science' and 'Master of Science'. <sup>2</sup>They are supplemented by the **degree programme and examination regulations**.

(2) <sup>1</sup>The Bachelor of Science is an undergraduate degree that qualifies the graduate for professional work. <sup>2</sup>The purpose of the Bachelor's examination is to assess whether students:

- have acquired fundamental knowledge as well as methodological understanding of the examined subjects,
- have the ability to employ scientific methods and knowledge independently and
- are prepared for the transition to professional practice.

(3) <sup>1</sup>The Master of Science is a second university degree that qualifies graduates for further research as well as professional work. <sup>2</sup>The Master's examination serves to determine whether students:

- have acquired in-depth knowledge of fundamental concepts and research findings in the subjects of their Master's degree programme,
- are capable of working independently according to scientific methods and of developing these further and
- are prepared for professional practice.

### Section 2 Degrees

(1) Passing the examinations results in the following degrees, depending on the type of degree programme:

1. The degree of Bachelor of Science (abbreviation: BSc) for passing the Bachelor's examination
2. the degree of Master of Science (abbreviation: MSc) for passing the Master's examination.

(2) The degrees may also be used with the addition '(FAU Erlangen-Nürnberg)'.

### Section 3 Structure of the Bachelor's Degree Programme, Examinations and Standard Duration of Study, Start of Degree Programme, Practical Work Prior to Studies, Examination and Teaching Language

(1) <sup>1</sup>Students shall take a preliminary examination (Grundlagen- und Orientierungsprüfung, GOP) covering the foundations of the Bachelor's degree programme by the end of the second semester pursuant to Section 25 in conjunction with the regulations set forth in the respective **degree programme and examinations regulations**. <sup>2</sup>The remainder of the Bachelor's degree programme consists of the module examinations throughout the degree programme up to the end of the standard duration of studies including the Bachelor's thesis module (if applicable including an oral examination or a presentation) and, if required, an internship and/or research project. <sup>3</sup>180 ECTS credits are required to successfully complete the degree programme.

(2) Due to the specific subject competencies that must be acquired as part of the qualification goals of the Bachelor's degree programme, each module can only be taken once during the Bachelor's degree programme.

(3) The standard duration of the Bachelor's degree programme is six semesters.

(4) Unless stipulated otherwise in the respective **degree programme and examination regulations**, the degree programme may only be started in the winter semester.

(5) The **degree programme and examination regulations** govern for which degree programmes applicants are to carry out practical work prior to beginning their studies and state more detailed provisions regarding type and scope.

(6) <sup>1</sup>The teaching and examination language in the Bachelor's degree programme is German. <sup>2</sup>Unless stipulated otherwise in the respective **degree programme and examination regulations**, individual modules may be taken and examined in English. <sup>3</sup>Further details are stipulated in the respective **degree programme and examination regulations** and/or module handbook. <sup>4</sup>In any case of uncertainty, the examination language shall be the same as the teaching language.

#### **Section 4 Structure of the Master's Degree Programme, Examinations and Standard Duration of Study, Start of Degree Programme, Examination and Teaching Language**

(1) The Master's degree programme builds on the contents of the Bachelor's programme; it is more research-oriented.

(2) <sup>1</sup>The Master's degree programme shall have a duration of three semesters plus one semester for working on the Master's thesis. <sup>2</sup>The Master's degree programme is concluded with the Master's examination. <sup>3</sup>This consists of examinations in all modules taken throughout the degree programme including the Master's thesis module. <sup>4</sup>120 ECTS credits are required to successfully complete the degree programme.

(3) Due to the specific subject competencies that must be acquired as part of the qualification goals of the consecutive Bachelor's and Master's degree programme, each module can only be taken once during the Master's degree programme.

(4) <sup>1</sup>The standard duration of the Master's degree programme including all examinations is four semesters. <sup>2</sup>Sentence 1 notwithstanding, the standard duration of a part-time Master's degree programme is eight semesters. <sup>3</sup>The total standard duration for the consecutive Bachelor's and Master's degree programme is ten semesters.

(5) <sup>1</sup>Unless stipulated otherwise in the respective degree and examination regulations, the teaching and examination language in the Master's degree programme is German. <sup>2</sup>Individual teaching units and examinations or modules may be held in English. <sup>3</sup>Further details are stipulated in the respective **degree programme and examination regulations** and/or module handbook. <sup>4</sup>In any case of uncertainty, the examination language shall be the same as the teaching language.

#### **Section 4a Part-Time Degree Programmes, Changing Degree Programmes, Maximum Number of ECTS Credits**

(1) <sup>1</sup>The Master's degree programmes in Chemical Engineering - Sustainable Chemical Technologies, Chemical and Biological Engineering; Communications and Multimedia Engineering; Electrical Engineering, Electronics and Information Technology; Energy Technology; Computer Science; Information and Communication Technology; Life Sci-

ence Engineering; Mechanical Engineering; and Medical Engineering may be completed in the form of a part-time degree programme. <sup>2</sup>Students must declare their choice of a part-time degree programme to the Student Records Office in writing upon enrolment.

(2) <sup>1</sup>Students may change between full-time and part-time Master's degree programmes once per academic year on written request. <sup>2</sup>A change to a part-time degree programme from the third full-time semester shall only be permitted in justified exceptional cases; the decision shall rest with the Examinations Committee. <sup>3</sup>Any existing rights and obligations governed by the applicable examination regulations created during the part-time or full-time studies shall not be affected by the change; this applies in particular to the obligation to resit failed examinations within the prescribed period.

(3) <sup>1</sup>Part-time students in Master's degree programmes may obtain a maximum of 35 ECTS credits per academic year. <sup>2</sup>The Examinations Committee may grant exemptions from sentence 1 on written request; the request shall be submitted before the start of the examination.

### **Section 5 ECTS Credits**

(1) <sup>1</sup>The degree programmes and examinations are based on the European Credit Transfer and Accumulation System (ECTS). <sup>2</sup>In general, 30 ECTS credits are allocated per semester. <sup>3</sup>One ECTS credit corresponds to 30 hours of work.

(2) <sup>1</sup>ECTS credits serve as a system to categorise, calculate and confirm the amount of work a student has invested. <sup>2</sup>They are a quantitative indicator of a student's workload.

### **Section 6 Modules and Credits, Voluntary Intermediate Examinations**

(1) <sup>1</sup>The degree programme consists of modules for which students are awarded ECTS credits. <sup>2</sup>One module is a chronologically connected and self-contained teaching and learning unit, the content of which can be tested in an examination.

(2) <sup>1</sup>The modules shall be completed with a module examination. <sup>2</sup>This examination shall as a rule consist of one examination achievement or one course achievement. <sup>3</sup>In exceptional cases, this examination can also consist of several partial examinations or parts of examinations or a combination of examination and course achievements if the subject warrants it. <sup>4</sup>ECTS credits shall only be given for successful participation in modules that can be verified in an individual, separately identifiable performance in a module examination. <sup>5</sup>Module examinations are conducted during the lecture period or following the last lecture/seminar of a module before the start of the next semester's lecture period. <sup>6</sup>All examinations generally take place during the five-week examination period. <sup>7</sup>The examination period is divided into two weeks after the end of the lecture period of one semester and a period of three weeks before the beginning of the following semester's lecture period. <sup>8</sup>Examination achievements are graded. <sup>9</sup>The assessment of course achievements is limited to determining whether the student has passed or not.

(3) <sup>1</sup>Examinations (examination achievements and course achievements) measure the student's success. <sup>2</sup>They may be written, oral, electronic, or in a different form. <sup>3</sup>In particular, tutorial achievements, which usually involve independently solving tutorial exercises each week (e.g. exercises in programming), and laboratory achievements, which usually involve practical tasks, written experiment protocols, and oral or written attesta-

tions, are permitted. <sup>4</sup>Furthermore, students may be required to submit seminar achievements (usually a presentation and written report) and excursion achievements (usually a review or discussion contribution). <sup>5</sup>The specific form and scope of the examinations stated in sentences 3 and 4 depend on the specific manner in which the respective module or teaching unit is taught. Details are stipulated in sentence 6, the applicable **degree programme and examination regulations** and/or the module handbook. <sup>6</sup>The scope of a graded seminar achievement depends on the specific topic which has been allocated and shall be agreed with the module coordinator. <sup>7</sup>Unless stipulated otherwise in the relevant **degree programme and examination regulations**, the presentation shall last approximately 30 minutes and a written assignment shall be approx. 10 pages long. <sup>8</sup>Examination achievements are graded. <sup>9</sup>The assessment of course achievements is limited to determining whether the student has passed or not.

(4) Enrolment in the relevant degree programme at FAU is a requirement for participation in module examinations according to paragraph (2)(1).

(5) <sup>1</sup>In addition to the module examinations, voluntary interim examinations (e.g. tutorial achievements or short tests) may be offered during teaching units as a way of measuring the standard of performance. <sup>2</sup>More detailed information, including the number, types and scope of these examinations, is given in the module handbook. <sup>3</sup>An interim examination achievement may improve the grade for a passed module examination or partial examination by a maximum of 0.7; a grade may not be made worse.

### **Section 6a Compulsory Attendance**

(1) <sup>1</sup>For teaching units, which are marked accordingly in the respective module description, in which the qualification goal can only be achieved by regular attendance, compulsory attendance can be made a requirement for admission to the module examination or for obtaining the course achievement. <sup>2</sup>If attendance of the individual student is required for all participants to obtain the subject-specific skills, if the individual student obtaining such skills depends on the attendance of the other participants, or if subject-specific skills can only be obtained by being present at a particular place, or if participation is required for safety reasons, it is permissible to introduce an obligation to attend.

(2) <sup>1</sup>Regular attendance is defined as missing no more than 15 % of instruction time in any given teaching unit. <sup>2</sup>If between 15 % and 30 % of instruction time has been missed, the lecturer can offer the student the option to obtain a substitute achievement fulfilling the requirement of regular attendance. If no such substitute achievements are offered or the substitute achievements offered are not obtained by the student, attendance is not considered to have been regular. <sup>3</sup>If more than 30 % of all instruction time has been missed, the teaching unit must be taken again. <sup>4</sup>Any positions after the decimal point in the percentage of instruction time missed shall be rounded for the benefit of the student.

(3) <sup>1</sup>Paragraph 2 notwithstanding, in the context of excursions, placements and block seminars, attendance is only considered to have been regular if all teaching units have been attended. <sup>2</sup>Appropriate substitute achievements fulfilling the requirement of regular attendance shall be offered in the case of credibly shown periods of absence due to reasons beyond the student's control of up to and including 15 % of instruction time. <sup>3</sup>If more than 15 % of instruction time has been missed, the teaching unit must be taken again. <sup>4</sup>Any positions after the decimal point in the percentage of instruction time missed shall be rounded for the benefit of the student.

(4) Attendance is checked in the individual teaching units by means of an attendance list in which students must enter their name and signature.

### **Section 7 Examination Deadlines, Failure to Observe Deadlines**

(1) <sup>1</sup>Examinations shall be sat in such a timely manner as to allow the student to obtain the ECTS credits specified in the relevant **degree programme and examination regulations** for the preliminary examination (Grundlagen- und Orientierungsprüfung (GOP)) and the Bachelor's or Master's examination by the scheduled deadline. <sup>2</sup>Deadlines shall be the second semester of the degree programme for the GOP and the last semester of the respective standard duration for the Bachelor's or Master's examination. <sup>3</sup>The deadlines according to sentence 2 may be exceeded by the following periods (extended deadline):

1. GOP – by one semester
2. Bachelor's examination – by two semesters
3. Master's examination – by one semester
4. Master's examination in a part-time degree programme – by two semesters.

<sup>4</sup>An examination shall be considered to have been sat and failed at the final attempt if the required number of ECTS credits stipulated in the relevant **degree programme and examination regulations** was not obtained within the extended deadline according to (3), unless the reasons for this are beyond the student's control.

(2) The deadline set forth in paragraph (1) shall be extended by claiming the legal periods of protection stipulated in the law protecting mothers at work, in education and whilst studying, the Maternity Protection Act (Mutterschutzgesetz – MuSchG) in the version published on 23 May 2017 (BGBl I S. 1228 [German Federal Law Gazette I p.2318]), according to the periods set forth in the current version of the Parental Allowance and Parental Leave Act (Bundeselterngeld- und Elternzeitgesetz – BEEG) of 5 December 2006 (BGBl I S. 2748 [German Federal Law Gazette I p. 2748]), and according to periods of time spent providing care in the sense of Section 7 (3) of the current version of the Caregiver Leave Act (Pflegezeitgesetz - PflegeZG) of 28 May 2008 (BGBl I S. 874, 896 [German Federal Law Gazette I p. 874, 896]) for a close family member who requires care in the sense of the current version of SGB XI (German Social Security Code XI) of 26 May 1994 (BGBl I S. 1014, 1015 [German Federal Law Gazette I p. 1014, 1015]).

(3) <sup>1</sup>The reasons according to paragraph (1)(4) and paragraph (2) shall be explained in writing and shown credibly to the Examinations Office without delay. <sup>2</sup>If the reasons are acknowledged, the examination shall be sat at the soonest possible time; previous examination and course achievements shall be accredited. <sup>3</sup>In case of an incapability to sit the examination occurring before or during the examination, the examiner shall be notified immediately; in cases where the student is unable to sit an examination due to illness, an official doctor's certificate shall be submitted at the same time. <sup>4</sup>The Examinations Committee may require the student to submit a certificate from an official medical examiner (vertrauensärztliches Attest). <sup>5</sup>In case of withdrawal from an examination due to illness after the examination has started, the student must submit a certificate from an official medical examiner to the Examinations Committee without delay.

### **Section 8 Examinations Committee**

(1) <sup>1</sup>An Examinations Committee consisting of six members of the Faculty of Engineering shall organise the examinations for the Master's and Bachelor's degree programmes pursuant to these examination regulations. <sup>2</sup>The chairperson and four more members

shall be professors or full-time lecturers at the Faculty of Engineering, one member shall be a research associate and an authorised examiner according to the valid version of Section 3 (2) of the Higher Education Examiners Act (Hochschulprüferverordnung; p.67). <sup>3</sup>The members of the Examinations Committee shall be appointed by the Faculty Council. <sup>4</sup>The term of office of the members shall be three years. <sup>5</sup>They may be reappointed. <sup>6</sup>A deputy shall be appointed for the chairperson and each member.

(2) The chairperson may transfer tasks within their responsibility to a member of the Examinations Committee.

(3) <sup>1</sup>The Examinations Committee shall be tasked with carrying out the examination procedures, especially the planning and organisation of the examinations. <sup>2</sup>Its duties include ensuring that the provisions of these examination regulations are observed. <sup>3</sup>Unless stipulated otherwise in sentence 4 and Section 8a, all decisions shall be taken by the Examinations Committee with the exception of examinations themselves and their assessment, which the examiners are responsible for. <sup>4</sup>The Examinations Committee can transfer responsibility for regularly recurring or highly degree programme-specific tasks (see Section 8a (1)(4)) to the pertinent Degree Programme Committee as specified in Section 8a. <sup>5</sup>The Examinations Committee shall check delegated decisions if requested to do so and shall verify that examinations have been legitimately assessed. <sup>6</sup>It shall report regularly to the Dean of Studies on the development of examinations and study periods. <sup>7</sup>The members of the Examinations Committee shall have the right to be present during examinations.

(4) <sup>1</sup>The Examinations Committee shall have a quorum when all members are summoned in writing observing a notice period of at least one week and the majority of members are present and eligible to vote. <sup>2</sup>Decisions shall be taken with the majority of votes cast in meetings. <sup>3</sup>Abstentions, ballot votes and delegation of votes shall not be permitted. <sup>4</sup>In case of a tie of votes, the vote of the chairperson shall be decisive.

(5) <sup>1</sup>The chairperson shall call the meetings of the Examinations Committee. <sup>2</sup>The chairperson shall be entitled to take decisions that cannot be delayed on behalf of the Examinations Committee. <sup>3</sup>The Examinations Committee shall be informed of such cases without delay. <sup>4</sup>Furthermore, unless these examination regulations state otherwise, the Examinations Committee shall have the right to transfer individual tasks to the chairperson as well as revoke these responsibilities.

(6) <sup>1</sup>Official notifications in legal matters pertaining to examinations shall be made in writing; reasons shall be given and information on legal remedies available to the person shall be included. <sup>2</sup>Students shall be given the opportunity to make a statement before negative decisions are finalised. <sup>3</sup>The Examinations Committee shall have the right to rule that grade notifications may be sent out in electronic form to the individual students. <sup>4</sup>The President shall issue any notification of objection in questions of examination legislation following consultation with the Examinations Committee and after hearing the examiners.

### **Section 8a Degree Programme Committees**

(1) <sup>1</sup>A Degree Programme Committee will be established for each degree programme for quality assurance purposes. <sup>2</sup>At the minimum, the Degree Programme Committee shall include faculty members, research staff and students, as well as subject advisors.



<sup>3</sup>The Degree Programme Committee shall meet at regular intervals to consult on organisational and content-related issues regarding the degree programme and on any changes to the examination regulations. <sup>4</sup>The committee shall be responsible for the tasks transferred to it pursuant to Section 8 (3)(4), for example setting compulsory elective modules, taking decisions on exceptions to the rules governing supervision of final theses and taking decisions concerning requests to change specialisation.

(2) <sup>1</sup>The Degree Programme Committee shall have a quorum when all members are summoned observing a notice period of at least one week and the majority of members is present and eligible to vote. <sup>2</sup>Decisions shall be taken with the majority of votes cast in meetings. <sup>3</sup>In case of a tie of votes, the vote of the chairperson shall be decisive. <sup>4</sup>The chairperson shall call the meetings of the Degree Programme Committee. <sup>5</sup>The chairperson shall be entitled to take decisions that cannot be delayed on behalf of the Degree Programme Committee. <sup>6</sup>Furthermore, unless these examination regulations state otherwise, the Degree Programme Committee shall have the right to transfer individual tasks to the chairperson as well as revoke these responsibilities. <sup>7</sup>The members of the Degree Programme Committee shall be appointed by the Faculty Council. <sup>8</sup> Section 9 (4) and (5) shall apply accordingly.

#### **Section 9 Examiners, Observers, Exclusion Due to Personal Involvement, Obligation to Confidentiality**

(1) <sup>1</sup>The Examinations Committee shall appoint the examiners. <sup>2</sup>All persons eligible to administer examinations according to the current version of the Bavarian Higher Education Act (BayHSchG) and the Bavarian Higher Education Examiners Act (BayHSch-PrüferV) shall be eligible for appointment. <sup>3</sup>If an eligible examiner leaves the University, they shall usually remain eligible to act as an examiner for up to one year. <sup>4</sup>The Examinations Committee shall have the right to extend this period upon request.

(2) A change of examiners shortly before the start of an examination shall be permissible on urgent grounds (in particular a long illness, loss of eligibility to administer examinations or partiality).

(3) <sup>1</sup>Persons who have completed the degree programme in question or a degree programme related to it shall be eligible for appointment as observers. <sup>2</sup>Observers shall be full-time research associates.

(4) Exclusion from the deliberation and voting process of the Examinations Committee as well as from the positions of examiner and observer due to personal involvement shall be governed by Section 41 (2) BayHSchG.

(5) The obligation to confidentiality of the Examinations Committee and other persons involved in matters pertaining to examinations shall be governed by Section 18 (3) BayHSchG.

#### **Section 10 Examiners, Observers, Exclusion Due to Personal Involvement, Obligation to Confidentiality**

(1) <sup>1</sup>The dates of the examinations and the examiners shall be announced by the Examinations Office in good time and according to local practice. <sup>2</sup>The students shall register for the individual module examinations after the start of the lecture period. <sup>3</sup>The registration dates and formalities shall be announced according to local practice four weeks in advance.

(2) <sup>1</sup>The deadlines set forth in Sections 7 and 28 notwithstanding, withdrawal from first attempts at written and oral examinations shall be permitted without stating reasons up until the end of the third working day before the examination date according to (2)(1); withdrawals are to be submitted to the examiner. The days between and including Monday and Friday shall be considered as working days. <sup>2</sup>Once a student has declared that they wish to withdraw they may not revoke this declaration; registration to the examination shall be cancelled once the declaration is submitted and the student shall no longer be entitled to take the examination.

(3) <sup>1</sup>An examination achievement shall be graded as 'nicht ausreichend' (unsatisfactory; 5.0) if the student fails to attend an examination on the examination date without good reasons or if the student withdraws from the examination after the withdrawal deadline as specified in (3). <sup>2</sup>The reasons for withdrawal or absence according to (1) shall be explained in writing and shown credibly to the Examinations Committee without delay. <sup>3</sup>If the Examinations Committee accepts the reasons, a new date shall be set. <sup>4</sup>In cases where the student is unable to sit an examination due to illness, a certificate from an official medical examiner (vertrauensärztliches Attest) may be required by the Examinations Committee. <sup>5</sup>In case of withdrawal from an examination due to illness after the examination has started, the student must submit a certificate from an official medical examiner to the Examinations Committee without delay.

### **Section 11 Admissions Committees for Master's Degree Programmes**

(1) The evaluation of the qualification and admission requirements for a Master's degree programme shall be the responsibility of admissions committees appointed for every Master's degree programme.

(2) <sup>1</sup>The admissions committees shall consist of at least one professor as the chairperson, a university lecturer, and a research associate working for the University who is eligible to administer examinations pursuant to the valid version of the Higher Education Examiners Act (Hochschulprüferverordnung; p.67). <sup>2</sup>The members shall be appointed by the Faculty Council of the Faculty of Engineering for a term of office of three years; re-election shall be permitted. <sup>3</sup>Section 8 (4) and (5) shall apply accordingly.

### **Section 12 Accreditation of Skills**

(1) <sup>1</sup>Study periods, modules, course and examination achievements achieved in degree programmes at FAU or other public or state-approved universities in the Federal Republic of Germany, through successful participation in a distance course as part of a degree programme at a public or state-approved university in the Federal Republic of Germany, or in degree programmes at foreign universities shall be accredited according to these examination regulations unless there are significant differences in the skills acquired. <sup>2</sup>The same shall apply to study periods, course and examination achievements achieved at a public or state-approved university in Bavaria in the course of other study programmes within the meaning of Section 56 (6)(1) and (2) BayHSchG, in special study programmes within the meaning of Section 47 (3)(1) BayHSchG, or at the Virtual University of Bavaria.

(2) <sup>1</sup>Skills acquired in programmes for professional development within the meaning of Section 56 (6)(3) BayHSchG, or outside of higher education shall be accredited if they are equivalent to skills acquired through university studies. <sup>2</sup>Skills acquired outside the university sector shall replace no more than half of the required skills of which students must provide proof.

(3) <sup>1</sup>The grades achieved in approved modules, examinations and course achievements shall be transferred if they were awarded according to Section 18 and are recognised as equivalent according to the recommendations in the anabin database (information portal for the recognition of foreign qualifications offered by the Standing Conference of the Ministers of Education and Cultural Affairs (KMK)). <sup>2</sup>If the grading system applied in the examinations sat at a university or equivalent institution of higher education and accredited by FAU is not identical to the grading system set forth in Section 18, the grades achieved at other universities are usually converted according to the following formula:

$$x = 1 + 3 (N_{\max} - N_d) / (N_{\max} - N_{\min}) \text{ with}$$

x = converted grade

N<sub>max</sub> = best grade attainable

N<sub>min</sub> = lowest grade for passing

N<sub>d</sub> = grade attained.

<sup>3</sup>Only one decimal place is shown for the grades thus calculated. <sup>4</sup>If conversion is not possible, the Examinations Committee usually determines a system by which to calculate the grades.

(4) <sup>1</sup>The documents needed for this accreditation shall be submitted to the chairperson of the Examinations Committee. <sup>2</sup>Subject to the provisions in sentence 3, the student shall have a legal claim to accreditation if the conditions stipulated in (1) and (2) are met. <sup>3</sup>Accreditation is only possible if the student has not already lost the right to be examined in that subject at FAU by passing or failing to pass the relevant examination at the final attempt. <sup>4</sup>The decision shall rest with the chairperson of the Examinations Committee after consultation with the department representative appointed by the department in question; the decision shall be issued in writing.

### **Section 13 Fraud, Breach of Regulations, Exclusion from Further Participation**

(1) In case of an attempt to commit fraud or to influence the result of an examination through the use of unauthorised materials, the examination in question shall be graded 'nicht ausreichend' (unsatisfactory, 5.0).

(2) Persons who disturb the orderly examination process may be excluded from continuing the examination in question by the authorised examiner or the supervising person; in this case the examination achievement in question shall be considered to be 'nicht ausreichend' (unsatisfactory; 5.0).

(3) In case of a repeated or severe breach of regulations in the sense of (1) or (2), the Examinations Committee may exclude students from further participation in the examination.

### **Section 14 Revocation of Degrees**

The revocation of Bachelor's and Master's degrees shall be governed by Section 69 BayHSchG.

### **Section 15 Faults in the Examination Process**

(1) Should it turn out that the examination process was faulty in a manner that influenced the result of the examination, it shall be ordered upon a student's request that a certain student or all students shall resit the examination or parts of the same.

(2) Faults in the examination process shall be reported to the chairperson of the Examinations Committee or the examiner without delay.

(3) Six months after completion of the examination, resit examinations may no longer be ordered ex officio as stipulated in paragraph (1).

### **Section 16 Written Examination, Multiple Choice Examinations**

(1) <sup>1</sup>In written examinations (in particular Klausur, Hausarbeit or Seminararbeit) students are required to prove that they are capable of identifying a problem within a limited period and with limited materials, using the conventional methods employed in their field, and to find a solution to this problem. <sup>2</sup>Changing the examination form from an (electronic) written examination to an oral examination may be possible in exceptional circumstances after the semester has started if the respective **degree programme and examination regulations** allow for both forms of examinations and the teaching concept of a module has been changed accordingly at short notice. <sup>3</sup>The decision shall be taken by the module coordinator. <sup>4</sup>They shall inform students at the latest two weeks after lectures begin if the examination is to be an oral examination instead of an (electronic) written examination. <sup>5</sup>The form of the resit examination in semesters in which no teaching units are held shall follow the form taken by the examination in the semester in which the teaching unit was last held. <sup>6</sup>Resit examinations in semesters in which the teaching unit is held shall follow the examination form chosen for the semester in question.

(2) <sup>1</sup>Students who are unable to attend a written examination on the regular date as they are completing a semester abroad may, in consultation with the respective examiner, apply for an alternative date for an oral examination, provided the change of examination form is compatible with the qualification goal of the module. <sup>2</sup>The decision shall be taken by the Examinations Committee. <sup>3</sup>Evidence of the planned studies abroad and written consent from the examiner shall be attached to the application.

(3) The duration of the written examination shall be governed by the relevant **degree programme and examination regulations**.

(4) <sup>1</sup>Written examinations shall generally be graded by the author of the examination questions. <sup>2</sup>If a written examination achievement is graded as 'nicht ausreichend' (unsatisfactory) it shall be presented to a second examiner for evaluation. <sup>3</sup>The examiner's evaluation must be documented in writing and reasons for the final grade must be made clear.

(5) <sup>1</sup>Written examinations may take the form of multiple-choice examinations (with one or more possible correct answers), either in full or in part. <sup>2</sup>Detailed information on the modules with multiple choice examinations is given in the module handbook. <sup>3</sup>The examinee shall state which of the answers to the questions they deem to be correct. <sup>4</sup>Examination questions must allow for reliable examination results. <sup>5</sup>When drawing up the examination questions, it shall be specified which of the answers shall be accepted as correct. <sup>6</sup>If the question does not allow multiple answers, multiple answers shall be inadmissible and disregarded. <sup>7</sup>Before the evaluation of the examination results, at least two of the authors of the examination shall assess whether the examination questions meet the requirement set out in sentence 4. <sup>8</sup>Should they determine that individual examination questions are faulty, these shall not be taken into account in the evaluation of the examination result; the number of examination questions shall be considered to have

been reduced. <sup>9</sup>This reduction of the number of examination questions may not result in disadvantages for any of the examinees. <sup>10</sup>No minus points may be awarded outside of individual examination questions.

(6) <sup>1</sup>The examinations according to (4)(1) shall be considered to have been passed if:

1. The examinee answered at least 50 percent of the examination questions correctly/achieved at least 50 percent of the attainable points, or
2. the examinee answered at least 40 percent of the examination questions correctly/achieved at least 40 percent of the attainable points and the number of correct answers/points obtained is no more than 17 percent below the average number of correct answers/points obtained by all examinees sitting the examination for the first time.

<sup>2</sup>If Sentence 1 (2) is applied, the Dean of Studies shall be notified.

(7) In case of written examinations that are not entirely composed of multiple choice questions, (5) and (6) shall only apply for the respective part.

### **Section 17 Oral Examination**

(1) <sup>1</sup>In oral examinations students must demonstrate both general and specific knowledge of the subject being tested. <sup>2</sup>Oral examinations shall be conducted, unless otherwise stated, in the presence of an observer appointed by the examiner. <sup>3</sup>Changing the examination form from an oral examination to an (electronic) written examination may be possible in exceptional circumstances after the semester has started if the respective **degree programme and examination regulations** allow for both forms of examinations and the teaching concept of a module has been changed accordingly at short notice. <sup>4</sup>The decision shall be taken by the module coordinator. <sup>5</sup>They shall inform students at the latest two weeks after lectures begin if the examination is to be an (electronic) written examination instead of an oral examination. <sup>6</sup>The form of the resit examination in semesters in which no teaching units are held shall follow the form taken by the examination in the semester in which the teaching unit was last held. <sup>7</sup>Resit examinations in semesters in which the teaching unit is held shall follow the examination form chosen for the semester in question.

(2) Oral examinations generally have a duration of 30 minutes; **degree programme and examination regulations** may contain provisions deviating from this.

(3) In oral examinations in the presence of several authorised examiners, each examiner shall determine the grade according to Section 18.

(4) <sup>1</sup>A record shall be kept of the oral examination including the following: place, date and duration of the examination; subject and result of the examination; the names of the examiners, the observer and the student; and any special occurrences. <sup>2</sup>The record shall be signed by the authorised examiners and the observer. <sup>3</sup>It shall not be necessary to record the questions asked in the examination or the answers given. <sup>4</sup>The record shall be kept in the examination records for a minimum of two years.

### **Section 17a Electronic Examinations**

<sup>1</sup>Examinations may be administered in electronic form. <sup>2</sup>Detailed information on the modules in which examinations are in electronic form is given in the module handbook. <sup>3</sup>Electronic examinations (e-examinations) are examinations which are administered and evaluated via computer or using digital technology. <sup>4</sup>The authenticity and integrity

of the examination results shall be verified. <sup>5</sup>Automatically calculated evaluations of examination achievements shall be verified by one examiner at the request of the examinee or two examiners in case of a failed examination.

### Section 18 Evaluation of Examinations, Grades, Final Grade

(1) <sup>1</sup>The evaluation of individual examination achievements shall be expressed by the examiners with the following grades:

sehr gut (very good)	= (1.0 or 1.3)	an outstanding achievement;
gut (good)	= (1.7 or 2.0 or 2.3)	an achievement that exceeds the average requirements considerably;
befriedigend (satisfactory)	= (2.7 or 3.0 or 3.3)	an achievement that fulfils average requirements;
ausreichend (sufficient)	= (3.7 or 4.0)	an achievement that fulfils the requirements despite flaws;
nicht ausreichend (unsatisfactory)	= (4.3 or 4.7 or 5.0)	an achievement that no longer fulfils requirements due to considerable flaws.

<sup>2</sup>An examination (Section 6 (2)) has been passed if it has received at least the grade 'ausreichend' (sufficient). <sup>3</sup>Ungraded examinations (Section 6 (3)(8)) shall either count as 'bestanden' (pass) or 'nicht bestanden' (fail); this also applies in the case of a combination of several course achievements in cases as described in Section 6 (2)(3). <sup>4</sup>Except when otherwise stipulated in the relevant **degree programme and examination regulations**, a module examination shall have been passed when all parts of the examination or partial achievements (Section 6 (2)(3)) have been passed. <sup>5</sup>If an examination has several examiners or consists of several parts or partial achievements within the meaning of Section 6 (2)(3), the total grade is calculated from the weighted average of the individual grades, subject to the provision stipulated in (5); the grading system described in sentence 1 shall not be used. <sup>6</sup>One decimal place shall count towards the module grade; further decimal places shall be omitted without being rounded.

(2) <sup>1</sup>Multiple choice examinations (with one or more possible correct answers) shall be graded as follows:

<sup>2</sup>Students who answer the required minimum of examination questions correctly or attain the minimum number of attainable points according to Section 16 (4)(1) shall receive the grade:

1.0 (sehr gut/very good) if at least 75 percent of the remaining questions were answered correctly or remaining points were achieved,

2.0 (gut/good) if at least 50 percent but less than 75 percent of the remaining questions were answered correctly or remaining points were achieved,

3.0 (befriedigend/satisfactory) if at least 25 percent but less than 50 percent of the remaining questions were answered correctly or remaining points were achieved,

4.0 (ausreichend/sufficient) if no or less than 25 percent of the remaining questions were answered correctly.

<sup>3</sup>The grades can be increased or decreased by increments of 0.3 according to the percentage; the grades 0.7, 4.3 and 4.7 shall not be awarded. <sup>4</sup>Students who do not achieve the required minimum shall receive the grade 5.0. <sup>5</sup>Notwithstanding sentence 3, in addition to the grade 5.0, the grades 4.3 and 4.7 may also be awarded in cases in which examinations according to Section 16 (6) partly take the form of a multiple choice examination.

(3) The Grundlagen und Orientierungsprüfung – preliminary examination (GOP) – shall have been passed if the requirements stipulated in Section 25 of these examination

regulations and in the relevant **degree programme and examination regulations** have been fulfilled.

(4) <sup>1</sup>The overall grade of the GOP, the Bachelor's examination, the Master's examination and the modules shall be as follows:

at an average of up to 1.5 = sehr gut (very good)

at an average of over 1.5 and up to 2.5 = gut (good)

at an average of over 2.5 and up to 3.5 = befriedigend (satisfactory)

at an average of over 3.5 and up to 4.0 = ausreichend (sufficient).

<sup>2</sup>Students who pass the Bachelor's or Master's examination with a final grade between 1.0 and 1.2 shall receive the overall assessment 'mit Auszeichnung bestanden' (passed with distinction).

(5) <sup>1</sup>If a module consists of more than one graded part or partial examination (Section 6 (2)(3)), the module grade shall be calculated from the individual grades weighted according to their number of ECTS credits, unless specified otherwise in the applicable **degree programme and examination regulations**. <sup>2</sup>Paragraph 1 (6) shall apply accordingly. <sup>3</sup>If the examination is not graded, the successfully completed module shall have the result 'bestanden' (pass).

(6) <sup>1</sup>The final grade of the GOP shall be calculated using all module grades from the modules required for passing the GOP with the weighting of their ECTS credits. <sup>2</sup>In case of several possible modules, the better results shall be used.

(7) <sup>1</sup>Unless stipulated otherwise in the **degree programme and examination regulations**, all module grades of the Master's or Bachelor's degree programme shall be included in the calculation of the final grade of the Bachelor's or Master's examination, weighted according to their ECTS credits. <sup>2</sup>(1)(5) and (6) shall apply accordingly.

### **Section 19 Invalidity of Examinations**

(1) If fraudulent methods were used during the examination and if this only becomes known after the certificate has been awarded, the Examinations Committee may correct the grade retrospectively and declare the examination as having been failed in part or in full.

(2) If the requirements for admission to the examination were not fulfilled while no fraudulent acts were committed wilfully and if this fact only becomes known after the certificate has been awarded, these circumstances shall be considered remedied by the passing of the examination.

(3) Students shall be given the opportunity to make a statement before a decision is taken.

(4) <sup>1</sup>The incorrect certificate shall be withdrawn; a new certificate shall be issued if applicable. <sup>2</sup>A decision according to paragraph (1) shall be excluded after a period of five years starting with the certificate's date of issue.

### **Section 20 Inspection of Examination Records**

(1) After the completion of the individual examination procedures, students shall on request be entitled to inspect their written examination papers, the corresponding reviews by the examiners, and the examination records.

(2) <sup>1</sup>Students shall submit the request to the responsible examination body within one month of being notified of their grades. <sup>2</sup>Unless the Examinations Office is responsible, the examiner shall allow the inspection; further details shall be decided by the Examinations Committee. <sup>3</sup>Students prevented from observing the deadline according to (1) through no fault of their own shall be granted full restitution according to Section 32 of the Bavarian Administrative Procedures Act (BayVwVfG).

### **Section 21 Final Academic Record, Transcript of Records, Diploma Supplement, Degree Certificate**

(1) Students who have successfully completed a degree programme shall receive a final academic record, a transcript of records, a diploma supplement and a degree certificate, if possible within four weeks.

(2) <sup>1</sup>The final academic record shall contain the modules and module grades and the final grade of the Bachelor's or Master's examination; it shall also cite the topic of the Bachelor's or Master's thesis. <sup>2</sup>The transcript of records lists all modules attended; the final academic record and the transcript of records may be combined into one document. <sup>3</sup>The transcript of records and the diploma supplement shall be issued in English and German. <sup>4</sup>Information not yet available to the Examinations Office must be submitted together with the required proof by the time of the degree programme's completion at the latest; otherwise this information may no longer be taken into consideration for the documents listed in paragraph (1).

### **Section 22 Notification of Failed Examinations**

Upon request and submission of the required certificates as well as the de-registration certificate, students who have failed the Bachelor's or Master's examination at the final attempt shall receive written confirmation showing that the examination was failed, which grades were achieved in the individual module examinations and which examination achievements are still missing.

### **Section 23 Adjustments to Examination Arrangements**

(1) <sup>1</sup>The examination procedure shall be adjusted to take into account the nature and extent of a student's disability. <sup>2</sup>Students with a doctor's certificate showing credibly that they are either partially or fully incapable of sitting the examination in the intended manner due to long-term or permanent disabilities which do not affect the performance which is being tested shall be entitled to be granted permission by the chairperson of the Examinations Committee to have this disadvantage offset by working time being extended accordingly or the examination process being structured differently. However, care must be taken to ensure that the examination is still suitable to provide evidence of skills which are being assessed by the examination.

(2) Adjustments to examination arrangements may be made for pregnant students, if the student submits a medical certificate confirming that she will be at least 30 weeks pregnant by the examination date to the Examinations Committee responsible within four weeks before the examination date.

(3) <sup>1</sup>Decisions according to paragraphs (1) and (2) shall only be taken by the chairperson of the Examinations Committee upon written request. <sup>2</sup>The student may be required to submit an official certificate from a medical examiner (vertrauensärztliches Attest) proving the fulfilment of the conditions in paragraph (1). <sup>3</sup>Applications for adjustments to



examination arrangements should be made to the Examinations Committee no later than four weeks before the examination.

## **Part II: Bachelor's examination**

### **Section 24 Admission Requirements for Examinations**

(1) <sup>1</sup>Students enrolled in a Bachelor's degree programme shall be deemed as admitted to the Bachelor's examination and the module examinations of which the Bachelor's examination consists, unless admission is to be refused. <sup>2</sup>Admission shall be refused if:

1. Requirements are not met or certificates are not submitted at all or not in due time as stipulated in the special provisions of these examination regulations and in the **degree programme and examination regulations**.
2. the GOP, the Bachelor's examination, the Diplom intermediary examination or the Diplom examination in the same subject or in a related subject (specified in the relevant **degree programme and examination regulations** and in the Faculty of Engineering's list of subject-related degree programmes) or other degree programmes which are classed as equivalent pursuant to Art. 63 BayHSchG has been failed at the final attempt.
3. It has been ordered that the student is to be de-registered, resulting in the revocation of the student's right to sit the examination.

(2) If admission to the examinations is to be refused, the decision shall be taken without delay, furnished with reasons and information on legal remedies available and announced to the student.

### **Section 25 Grundlagen- und Orientierungsprüfung (GOP)**

(1) In the preliminary examination (GOP) students should prove that they:

- can fulfil the requirements of an academic course of study in the chosen subjects
- have acquired the methodological skills required to continue their studies successfully.

(2) <sup>1</sup>The GOP consists of modules worth at least 30 ECTS credits. <sup>2</sup>The GOP shall have been passed when all modules designated as part of the GOP in the relevant **degree programme and examination regulations** have been passed and all requirements stipulated in the **degree programme and examination regulations** have been fulfilled.

<sup>3</sup>The relevant **degree programme and examination regulations** shall specify subject, type and scope of the GOP.

### **Section 26 Bachelor's Examination**

<sup>1</sup>The **degree programme and examination regulations** shall specify subjects, type and scope of the Bachelor's examination. <sup>2</sup>The Bachelor's examination shall have been passed if all subject modules required according to the relevant **degree programme and examination regulations** have been passed achieving 180 ECTS credits.

### **Section 27 Bachelor's Thesis**

(1) <sup>1</sup>The Bachelor's thesis is intended to show that the student is capable of dealing with a problem from their field independently according to academic methods within a set period and presenting the results in an appropriate form. <sup>2</sup>The Bachelor's thesis is awarded between eight and twelve ECTS credits according to the relevant **degree programme and examination regulations**. An additional oral examination or presentation

may also be required in the respective module. <sup>3</sup>The scope of the Bachelor's thesis depends on the specific topic which has been allocated and shall be agreed with the supervisor.

(2) <sup>1</sup>Unless the relevant **degree programme and examination regulations** state otherwise, full-time university lecturers at the Faculty of Engineering for the degree programme in question shall be entitled to assign Bachelor's theses (supervisors). <sup>2</sup>The Examinations Committee shall have the right to grant exceptions. <sup>3</sup>Permission may be granted for the Bachelor's thesis to be completed at an institution outside the University if a supervisor pursuant to sentence 1 is prepared to supervise the thesis for FAU.

(3) <sup>1</sup>Students shall ensure that they receive a subject for their Bachelor's thesis at the latest by the start of the last semester of the standard duration of their degree programme. <sup>2</sup>To be admitted to the Bachelor's thesis students must have obtained at least 110 ECTS credits and have successfully completed the GOP (preliminary examination). <sup>3</sup>The Examinations Office shall be notified of the subject and the date of allocation. <sup>4</sup>Should a student, despite a genuine effort to that end, not be allocated a subject, the chairperson of the Examinations Committee shall, in consultation with a representative of the student's department, allocate a subject and a supervisor to the student.

(4) <sup>1</sup>The period between being allocated the subject and submitting the Bachelor's thesis (standard thesis work period) shall be five months. <sup>2</sup>The scope of the subject must be such that it can be completed within the standard thesis work period. <sup>3</sup>With the Examinations Committee's approval, the supervisor may extend the work period by a maximum of one month upon receiving a justified request. <sup>4</sup>If a student submits a doctor's certificate proving that they are incapable of working on the thesis due to illness, the period for thesis work shall be suspended temporarily.

(5) <sup>1</sup>The subject of the Bachelor's thesis may only be returned once and within the first three weeks of the thesis work period; returning the subject shall not be permitted for repetitions of the Bachelor's thesis. <sup>2</sup>If the subject is returned where it is not admissible, the Bachelor's thesis shall be graded 'nicht ausreichend' (unsatisfactory; 5.0); it shall be regarded as rejected. <sup>3</sup>Sentence 2 shall apply accordingly if the Bachelor's thesis is not submitted by the deadline.

(6) <sup>1</sup>Unless stipulated otherwise in the relevant **degree programme and examination regulations**, the thesis shall be written in German, or in English with the permission of the supervisor. <sup>2</sup>With the supervisor's agreement, the chairperson of the Examinations Committee may permit students to write the thesis in a different language upon request.

(7) <sup>1</sup>One printed and bound copy and one digital copy (PDF document on a storage device) of the thesis shall be submitted to the supervisor. <sup>2</sup>The supervisor shall inform the Examinations Office of the date of submission without delay. <sup>3</sup>The Bachelor's thesis shall include a declaration by the student confirming that the thesis is an original work and that no other sources or materials than the ones listed were used.

(8) <sup>1</sup>The thesis is usually graded by the supervisor; Section 16 (3) shall apply accordingly. <sup>2</sup>The chairperson of the Examinations Committee shall work towards the Bachelor's thesis being graded within one month. <sup>3</sup>The thesis shall be accepted if it receives at least the grade 'ausreichend' (sufficient).

(9) <sup>1</sup>If a Bachelor's thesis is rejected, it may be repeated once; a second repetition or revision shall not be permitted. <sup>2</sup>The student shall ensure that they receive a new subject for the repetition of the thesis within two months following the announcement that the original thesis was graded unsatisfactory; otherwise the thesis shall be regarded as having been failed at the final attempt. <sup>3</sup>Paragraphs 1 and 2, paragraph 3 sentences 3 and 4 and paragraphs 4 to 8 shall apply accordingly in the case of a repetition.

### **Section 28 Resit Examinations, Change of Module, Additional Modules**

(1) <sup>1</sup>With the exception of the preliminary examination (GOP) and the Bachelor's thesis, every module examination or partial module examination may be resat twice; course achievements may be repeated without restriction. <sup>2</sup>The resit examination shall be limited to the failed examination or course achievement. <sup>3</sup>Examinations that are part of the GOP may only be resat once; Section 27 (9) shall apply to repetition of the Bachelor's thesis. <sup>4</sup>Resit examinations shall take place at the earliest possible date, usually within six months of notification of the first examination result. <sup>5</sup>The **degree programme and examination regulations** may suspend the obligation to resit examinations within the stated deadlines for elective or compulsory elective modules which have already been started if the student changes modules. <sup>6</sup>Resit examinations of the GOP shall not be offered before the examination period following the period of the first attempt. <sup>7</sup>The student shall be considered as registered for the next resit examination. <sup>8</sup>The deadline for resit examinations shall not be interrupted by de-registration, change to or from a part-time degree programme, or leave. <sup>9</sup>If a student misses the resit examination or the resit period is not observed, the examination shall be deemed to have been failed unless the Examinations Committee grants the student a respite due to special reasons beyond the student's control. The standard deadlines according to Section 7(1) shall continue to apply. Section 7(3) shall apply accordingly. <sup>10</sup>The provisions regarding maternity protection, parental leave and caregiver leave (Section 7(2)) shall apply.

(2) <sup>1</sup>Voluntarily resitting a passed examination of the same module shall not be permitted. <sup>2</sup>Unless the **degree programme and examination regulations** state otherwise, alternative modules may be completed to replace failed modules; the failed attempts in the previous alternative module shall be counted unless the **degree programme and examination regulations** state otherwise. <sup>3</sup>The same shall apply to modules that are attended and completed within the examination periods in Section 7 in addition to successfully completed modules. <sup>4</sup>If a student completes additional modules, they shall decide which of the achievements shall count towards the grade. <sup>5</sup>Students shall notify the Examinations Office of their decision at the latest by the end of the degree programme. <sup>6</sup>This decision is binding. <sup>7</sup>If no decision is made by the student, the Examinations Office shall consider the student's best achievements in a semester. <sup>8</sup>The achievements that do not count towards the grade shall be listed in the transcript of records.

(3) Subject to the special provisions in the **degree programme and examination regulations**, students may choose in which order they complete the modules.

## **Part III: Master's Examination**

### **Section 29 Qualification for a Master's Degree Programme**

(1) Qualification requirements for the Master's degree programme shall be proved through:

1. Having completed an undergraduate degree that is subject-specific or subject-related to the Master's degree programme in question or a degree from a university in Germany or another country with equivalent content; the relevant **degree programme and examination regulations** of the Master's degree programmes shall govern the subject-specific and subject-related degrees according to sentence 1. Unless the **degree programme and examination regulations** state otherwise, the 'Bachelor-Master-Ampel', of which students are notified according to local practice, shall apply.
2. Where applicable, further documents as proof of fulfilment of the requirements set forth in the relevant **degree programme and examination regulations**
3. Passing the qualification assessment process according to the **Appendix**.

(2) <sup>1</sup>In terms of the skills and knowledge gained, the degrees according to (1)(1) must not differ significantly from the subject-specific Bachelor's examination according to these examination regulations including the relevant **degree programme and examination regulations**. <sup>2</sup>If there are significant differences which can be compensated for, the Admissions Committee may grant admission under the condition that proof of further achievements worth up to a maximum of 20 ECTS credits and to be determined by the Admissions Committee be submitted within one year of taking up studies for a Master's degree. <sup>3</sup>Section 63 BayHSchG shall apply to the assessment of equivalence of German and foreign degrees. <sup>4</sup>Sentence 2 shall apply to subject-related degrees.

(3) <sup>1</sup>Paragraph 1(1) notwithstanding, students enrolled in a Bachelor's degree programme may be admitted to a Master's degree programme if they have achieved at least 140 ECTS credits. <sup>2</sup>Proof of the successfully completed Bachelor's degree shall be submitted at the latest within one year of taking up the degree programme; completing the Bachelor's degree programme is a prerequisite for formally starting the Master's degree programme. <sup>3</sup>Admission to the Master's degree programme shall be granted conditionally.

(4) The qualification assessment process for the Elite degree programmes and the Master's degree programme in International Project Management in Systems Engineering shall be governed by the relevant **degree programme and examination regulations**, deviating in part from the provisions stipulated in (1) to (3) and in the **Appendix**. In all other instances, the provisions set forth in (1) to (3) and the **Appendix** shall apply.

### **Section 30 Admission Requirements for Examinations**

<sup>1</sup>Students enrolled in the Master's degree programme shall be considered admitted to the Master's examination and the module examinations of which the Master's examination consists, unless admission is to be refused. <sup>2</sup>If there are elective options for the modules to be completed for the Master's examination, students shall only be admitted to the modules they choose by registering for the examination. <sup>3</sup>Admission shall be refused if:

1. Requirements are not met or certificates are not submitted at all or not in due time as stipulated in the special provisions of these examination regulations and in the **degree programme and examination regulations**.
2. the Diplom or Master's examination in the same subject or in a related subject (specified in the relevant **degree programme and examination regulations** or in the Faculty of Engineering's list of subject-related degree programmes) or other degree programmes which are classed as equivalent pursuant to Art. 63 BayHSchG has been failed at the final attempt.

3. It has been ordered that the student is to be de-registered, resulting in the revocation of the student's right to sit the examination.

### **Section 31 Master's Examination**

(1) <sup>1</sup>The Master's examination shall consist of all module examinations throughout the degree programme including the Master's thesis module. <sup>2</sup>The relevant **degree programme and examination regulations** can stipulate that an oral examination is to be taken in addition to the Master's thesis. <sup>3</sup>To complete the Master's degree, students must pass all required module examinations including the Master's thesis module and oral examination, if applicable.

(2) The relevant **degree programme and examination regulations** shall specify subject, type and scope of the Master's examination including, if applicable, vocational practice.

### **Section 32 Master's Thesis**

(1) <sup>1</sup>The Master's thesis is a graded written assignment that concludes the Master's degree. <sup>2</sup>It is intended to show that the student is capable of dealing with a problem from their field independently and according to scientific methods within a set period. <sup>3</sup>The Master's thesis may not to any significant degree be identical to a previously submitted Diplom, Bachelor's, Master's or doctoral thesis (prevention of plagiarism). <sup>4</sup>The relevant **degree programme and examination regulations** shall govern the allocation of ECTS credits. <sup>5</sup>The scope of the Master's thesis depends on the specific topic which has been allocated and shall be agreed with the supervisor.

(2) <sup>1</sup>Requirements for being admitted to the Master's thesis are stipulated in the respective degree programme and examination regulations. <sup>2</sup>Students shall take the necessary steps to obtain a subject for their Master's thesis at the latest by the start of the last semester of the degree programme's standard duration. <sup>3</sup>The subject and the date of its allocation shall be confirmed by the supervisor and presented to the Examinations Office. <sup>4</sup>Should a student, despite a genuine effort to that end, not be allocated a subject, the chairperson of the Examinations Committee shall, in consultation with a representative of the student's department, allocate a subject and a supervisor to the student.

(3) <sup>1</sup>Unless the relevant **degree programme and examination regulations** state otherwise, university lecturers in principal employment at the Faculty of Engineering for the degree programme in question shall be entitled to assign Master's theses. <sup>2</sup>The Examinations Committee shall have the right to grant exceptions. <sup>3</sup>Permission may be granted for the Master's thesis to be completed at an institution outside the University if a supervisor pursuant to sentence 1 is prepared to supervise the thesis for FAU.

(4) <sup>1</sup>The time between the selection of a subject and the submission of the Master's thesis (standard thesis work period) shall be six months, or twelve months for part-time degree programmes; the scope of the subject must be such that it can be completed within this period. <sup>2</sup>The Examinations Committee shall have the right to extend the period for the Master's thesis by a maximum of three months upon receiving a justified request. <sup>3</sup>If a student submits a doctor's certificate proving that they are incapable of working on the Master's thesis, the period for thesis work shall be suspended temporarily.

(5) <sup>1</sup>The subject may only be returned once and within the first third of the period for working on the thesis. <sup>2</sup>Otherwise the Master's thesis shall be graded 'nicht ausreichend' (unsatisfactory; 5.0) if the subject is returned; it shall be regarded as rejected.

(6) <sup>1</sup>Unless stipulated otherwise in the relevant **degree programme and examination regulations**, the Master's thesis shall be written in German, or in English with the permission of the supervisor. <sup>2</sup>The Master's thesis shall contain a summary of results at the end. <sup>3</sup>The Master's thesis shall include a declaration by the student confirming that the thesis is an original work and that no other sources or materials than the ones listed were used. <sup>4</sup>One printed and bound copy and one digital copy (PDF document on a storage device) of the Master's thesis shall be submitted to the supervisor; the date of submission shall be recorded. <sup>5</sup>If the Master's thesis is not submitted in time, it shall be graded 'nicht ausreichend' (unsatisfactory; 5.0); it shall be regarded as rejected.

(7) <sup>1</sup>The Master's thesis is usually graded by the supervisor; Section 16 (3) shall apply accordingly. <sup>2</sup>The chairperson of the Examinations Committee shall usually work towards the Master's thesis being graded within one month.

(8) <sup>1</sup>The Master's thesis shall be accepted if it receives at least the grade 'ausreichend' (sufficient). <sup>2</sup>It shall be rejected if it receives the grade 'nicht ausreichend' (unsatisfactory).

(9) <sup>1</sup>If the Master's thesis is rejected or if it is regarded as rejected, it may be repeated once; a second repetition shall not be permitted. <sup>2</sup>The student shall ensure that they receive a new subject for the repetition of the Master's thesis within the semester following the announcement of the rejection; otherwise the Master's thesis shall be regarded as having been failed at the final attempt. <sup>3</sup>Paragraphs 1 and 2(3) and 2(4) and paragraphs 3 to 8 shall apply accordingly for the repetition of the Master's thesis; returning the subject shall not be permitted. <sup>4</sup>The chairperson of the Examinations Committee may permit the student to submit a revised version of the Master's thesis within six months of the announcement of its rejection if this has not been ruled out by the examiner's review and if both the student and supervisor agree. A revised version may not under any circumstances be submitted if the Master's thesis was rejected on grounds of fraud and plagiarism. <sup>5</sup>If revision of the thesis is permitted, paragraph 1, paragraph 2 sentences 3 and 4 and paragraphs 3 to 8 shall apply accordingly.

(10) Provisions that deviate from paragraphs 1 to 9 may be agreed upon within the framework of dual degree agreements or degree programme co-operations.

### **Section 33 Resitting Examinations, Changing Modules, Additional Modules**

Unless stipulated otherwise in the **degree programme and examination regulations** for the Elite degree programmes, Section 28 shall apply accordingly for resitting examinations, changing modules and taking additional modules.

## **Part IV: Final Provisions**

### **Section 34 Legal Validity, Transitory Provisions**

(1) <sup>1</sup>These examination regulations shall come into effect on 1 October 2007. <sup>2</sup>They shall apply to students starting a degree programme from the winter semester 2007/08 onwards.

(2) Students who are studying under the General Examination Regulations for Diplom, Bachelor's and Master's degrees at the Faculty of Engineering from 17 October 1972 (KMBI 1973 p. 91) and the **degree programme and examination regulations** for their degree programme shall be examined according to those regulations.

(3) <sup>1</sup>The eleventh amendment statute shall come into effect on the day after its publication. <sup>2</sup>It shall apply to all students starting a degree programme from the winter semester 2017/2018 onwards. <sup>3</sup>Sentence 2 notwithstanding, the amendments listed under nos. 10, 16, 17, 26b) bb) and 31c) shall also apply to students who are studying under the previously valid version at the time these regulations come into effect.

(4) <sup>1</sup>The twelfth amendment statute shall come into effect on the day after its publication. <sup>2</sup>It shall apply to all students starting a degree programme from the summer semester 2019 onwards. <sup>3</sup>Sentence 2 notwithstanding, the amendments listed under Section 16 (2), Section 24 and Section 30 shall also apply to students who are studying under the previously valid version at the time these regulations come into effect.

## Appendix:

### Qualification assessment process for Master's degree programmes at the Faculty of Engineering at FAU

(1) The qualification assessment process for the relevant Master's degree programme shall be carried out as necessary, but at least once before the start of the lecture period of the semester preceding the regular start of a degree programme.

(2) <sup>1</sup>Applications for the qualification assessment process must be submitted to the Master's Office by 15 July for the winter semester and 15 January for the summer semester. <sup>2</sup>The respective Admissions Committee may stipulate other deadlines in consultation with the Master's Office. <sup>3</sup>These shall be announced in accordance with local practice at least six months in advance. <sup>4</sup>The application shall contain:

1. A certificate proving that the applicant holds a qualification according to Section 29 (1)(1) (certificate, transcript of records, diploma supplement or comparable documents) or a transcript of records showing at least 140 ECTS credits in the case set forth in Section 29 (3)
2. An application letter
3. Where applicable, further documents as proof of fulfilment of the requirements set forth in the relevant **degree programme and examination regulations**.

(3) <sup>1</sup>In accordance with Section 11, qualification assessment shall be the responsibility of the Admissions Committee of the Master's degree programme in question. <sup>2</sup>The Admissions Committee may transfer the task of coordinating and carrying out the process to individual members unless otherwise stated. <sup>3</sup>The Admissions Committee shall fulfil its obligations in cooperation with the Master's Office.

(4) <sup>1</sup>Admission to the qualification assessment process shall be subject to the timely and complete submission of the documents listed in paragraph (2). <sup>2</sup>The qualification assessment process shall be carried out with those applicants who fulfil the requirements according to the provisions in paragraph (5). <sup>3</sup>Applicants who are rejected shall receive a rejection notification including reasons and information on legal remedies available.

(5) <sup>1</sup>The relevant Admissions Committee shall select applicants based on the submitted documents as part of the qualification assessment process to assess whether they are qualified for a Master's degree programme. <sup>2</sup>The Admissions Committee shall deem the applicant qualified based on the documents submitted if:

1. The final grade of the subject-specific or subject-related/equivalent degree fulfils the provisions under Section 29 (1)(1) or in the case of Section 29 (3) if the student has achieved an average of 2.50 (gut/good) or better in their previous achievements **or**
2. Compulsory modules related to the subject or the degree programme, especially from the fourth semester of the Bachelor's programme onwards according to these examination regulations in conjunction with the relevant **degree programme and examination regulations** or equivalent modules at another university were passed with a certain grade average or minimum grade; the modules and the grade requirements shall be governed by the relevant **degree programme and examination regulations**;

Section 12 (3) sentences 1 to 3 shall apply accordingly for qualifications and modules with a differing grading system.

<sup>3</sup>Applicants who cannot be admitted to the Master's degree programme on the basis of their submitted qualifications alone shall be invited to an oral admission examination.



<sup>4</sup>Sentence 2 (1) notwithstanding, individual **degree programme and examination regulations** can specify whether candidates with a degree from a related subject or an equivalent degree in the sense of Section 29 (2)(2) must attend an oral admission examination for admission to the Master's degree programme. <sup>5</sup>The date of the oral admission examination shall be announced at least one week in advance. <sup>6</sup>If an applicant should be unable to attend due to reasons beyond their control, a second date may be set upon justified request up until two weeks before the start of the lecture period. <sup>7</sup>The oral admission examination shall generally be held as an individual examination and have a length of approximately 15 minutes; it may be held as a group examination with a maximum of five applicants and a length of about 15 minutes per applicant. <sup>8</sup>With the applicant's approval, the oral admission examination may be conducted as a video conference. <sup>9</sup>It shall be conducted by at least one member of the Admissions Committee in the presence of an observer; Section 17 (4) shall apply accordingly. <sup>10</sup>The oral admission examination is intended to demonstrate that the applicant possesses the required technical and methodological expertise and can be expected to carry out independent academic work in a more research-oriented degree programme; the individual **degree programme and examination regulations** shall specify the criteria of the examination and their weightings. <sup>11</sup>The result of the oral examination and the qualification assessment process will be given as 'bestanden' (pass) or 'nicht bestanden' (fail). <sup>12</sup>Applicants will be notified of the result in writing. <sup>13</sup>A rejection notification shall include reasons and information on the legal remedies available.

(6) Section 23 shall apply accordingly.

(7) Applicants shall bear their own costs of the qualification assessment process.

(8) Confirmation of passing the qualification assessment process shall remain valid indefinitely, provided that the Master's degree programme has not been changed significantly.