

**General Examination Regulations  
of Coburg University of Applied Sciences and Arts  
(APO)  
(non-binding translation)**

from 22.12.2025

Based on Art. 9 sentence 1, Art. 84 paragraphs 2 to 4 and paragraph 6, Art. 86 paragraph 3, Art. 96 paragraphs 1 and 3 of the Bavarian Higher Education Innovation Act (BayHIG) in its applicable version (BayRS 2210-1-3-WK), Coburg University of Applied Sciences and Arts issues the following statute:

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## **§ 1 Scope**

<sup>1</sup>These examination regulations contain rules for studying and examinations that apply to all degree programs and other studies. <sup>2</sup>They are supplemented by the respective study and examination regulations (SPO) of each degree program. <sup>3</sup>The rules of these examination regulations take precedence over corresponding rules of the SPO. <sup>4</sup>For cooperative degree programs, the application of the APO is regulated in the cooperation agreement.

## **First Part: General Regulations**

### **§ 2 Standard period of study, structure of the degree program, practical study semester, examinations**

(1) <sup>1</sup>The standard period of study is

1. for Bachelor's degree programs, generally seven semesters; in particularly justified cases, six or eight semesters,
2. for Master's degree programs, generally three semesters; in particularly justified cases, two or four semesters.

<sup>2</sup>For part-time programs, the standard period of study is determined by the respective SPO.

(2) <sup>1</sup>Bachelor's programs generally include a practical study semester; Master's programs may include one.

<sup>2</sup>A practical study semester is an integrated, content-defined, supervised study semester, prepared and accompanied by courses, usually completed in a company or professional institution outside the university, dedicated to a clearly profession-related activity. <sup>3</sup>It generally consists of at least 20 continuous weeks including accompanying courses.

(3) The time allocated for courses may not be impaired by examinations.

### **§ 3 Study and examination regulations**

(1) Approval of the SPO by the President requires that:

1. it does not violate legal regulations,
2. it sufficiently considers university agreements with the state ministry and university development goals and does not conflict with them,
3. it ensures that the degree can be completed within the standard period of study,
4. the program is sustainably secured financially, in staffing, space and materials,
5. the administrative organization is secured,
6. it is designed so that changes are expected only for major reforms or accreditation requirements,
7. no retroactive negative effects occur,
8. the Diploma Supplement and all appendices are available,
9. the statute has been adopted by the Senate by the specified deadlines (May for winter, December for summer semester).

(2) <sup>1</sup>Wherever possible, the Study and Examination Regulations (SPO) must specify the type, number, duration, or time frame of examinations, the weighting used to determine the final grade and the overall examination grade, as well as general and specific admission requirements; otherwise, these matters are governed by the study and examination plan. <sup>2</sup>For German-language degree programs, the SPO regulates which modules may be offered exclusively in a specific foreign language.

(3) <sup>1</sup>One credit point (ECTS) under the SPO, including in-class and self-study as well as examinations, must generally correspond to a student workload of 30 hours. <sup>2</sup>Any deviation from this must be stated in the SPO, whereby the workload may be no less than 25 hours and no more than 30 hours per credit point.

### **§ 4 Examination period, semester schedule, examination dates, special admission requirements**

(1) <sup>1</sup>The examination period begins in the winter semester on 26 January and in the summer semester on 11 July. <sup>2</sup>If the lecture period pursuant to § 1 of the Statutes on the Procedure for Enrollment, Re-registration, Leave of Absence, Exmatriculation, and the Semester and Lecture Periods of the Coburg University of Applied Sciences and Arts (ImmaS) of 25 October 2024, as amended, ends on a Friday, the examination period shall, contrary to sentence 1, begin on the immediately following Saturday. <sup>3</sup>The examination period ends in the winter semester on 14 February and in the summer semester on 31 July. <sup>4</sup>Examinations shall generally take place during the examination period. <sup>5</sup>In exceptional cases, examinations may also be held outside the examination period if so determined by the competent

examination committee, provided that it is ensured that lecture operations are not impaired and that no courses are cancelled as a result. <sup>6</sup>Such an exceptional case may apply in particular to examinations that are part of practice-oriented courses. <sup>7</sup>Another exceptional case may be block courses, in which, for organizational or didactic reasons, it is appropriate for examinations to take place immediately following the respective course. <sup>8</sup>An exceptional case may also exist if a better distribution of examinations over the semester relieves the examination period and distributes the students' workload more evenly throughout the semester.

(2) The examination committee's plan for the examination procedure, including the determination of the registration deadline for examinations (semester schedule), shall be made publicly available within the university before the beginning of the lecture period of the semester.

(3) The following time frames apply to examinations and special admission requirements:

1. Written and oral examinations shall take place within the period specified in paragraph 1;
2. Other examinations with a processing time exceeding 480 minutes shall, in accordance with the SPO, take place at the latest from the beginning of the semester until the end of the examination period;
3. Course-accompanying examinations and special admission requirements shall take place from the beginning of the semester until before the start of the examination period.

(4) <sup>1</sup>For examinations and special admission requirements pursuant to paragraph 3, the chairpersons of the examination committees shall, upon proposal by the examiners, each prepare a schedule that must be made publicly available within the university at least two weeks before the start thereof. <sup>2</sup>For each examination and special admission requirement, at least the first examiner and, where applicable, the second examiner, the date, the start and duration of the processing time, the room, and the permitted working materials and aids must be specified. <sup>3</sup>Unless the examination committee determines otherwise for justified reasons,

1. the appointment as first examiner shall also constitute the appointment for setting the examination tasks, conducting and supervising the assessment, and for implementing compensatory measures for students with disabilities;
2. course-accompanying examinations and assessments relating to special admission requirements shall take place in the room in which the course is held.

<sup>4</sup>The determination made by the examination committee shall be binding on each examiner.

(5) Dates for special admission requirements shall be announced publicly within the university by the examiners in due time and scheduled in such a way that the assessment results can be announced no later than one week before the start of the examination period.

(6) During the examination periods, no events other than examinations shall be permitted in large examination rooms.

## **§ 5 Study and examination plan**

(1) <sup>1</sup>The responsible faculty shall prepare a study plan for each degree program in order to ensure the availability of courses and to inform students; the study plan shall set out the course of study in detail. <sup>2</sup>The study plan shall be adopted by the faculty and must be made publicly available within the university before the beginning of the lecture period of the semester for which it establishes provisions. <sup>3</sup>The publication of new provisions must take place before the beginning of the lecture period of the semester in which the provisions are to be applied for the first time.

(2) <sup>1</sup>The provisions to be established by the examination committee in the examination plan should be combined with the study plan (study and examination plan). <sup>2</sup>The provisions to be established in the current semester pursuant to § 28 (3) nos. 1 to 3 shall be made publicly available within the university on the dates specified in this statute and by resolutions of the examination committee. <sup>3</sup>When preparing the study and examination plan, the examination committee shall ensure, as far as possible, that courses and examinations do not overlap. <sup>4</sup>Where a study and examination regulation provides alternative examination formats for modules, the examination committee shall determine the examination formats applicable for the upcoming semester, taking into account a diversity of formats oriented toward competencies.

(3) The study and examination plan must specify the framework provisions of this statute and the SPO and, in particular, must contain provisions and information on:

1. the designation of the compulsory and compulsory elective modules offered, as well as the modules of the study programs, tracks, specializations, focus areas, in-depth options, compulsory elective groups, and other elective options (alternative study offerings), including the number of semester contact hours per semester and type of course;
2. the module offerings of the Studium Generale that may be selected for the degree program;
3. detailed provisions regarding examinations and special admission requirements.

(4) Provisions pursuant to paragraphs 1 to 3 may be amended after their publication only for compelling reasons (e.g. the unforeseen cancellation of examinations) and only to the extent that such amendments

do not have an adverse effect on students.

(5) The Faculty Council may restrict or suspend, in the study plan, the alternative study offerings specified in the SPO and all master's degree programs as well as bachelor's degree programs that are not subject to admission restrictions, in particular if teaching capacity is sufficient only for certain alternative study offerings or if demand for such an offering does not justify its implementation.

(6) <sup>1</sup>Participation limits in individual courses to be set by the examination committee shall be permissible in justified cases, provided that the overall teaching offer ensures that the degree program can be completed within the standard period of study. <sup>2</sup>A justified case shall exist if the available spatial capacity or the nature, objectives, and purpose of the respective course require such a participation limit. <sup>3</sup>As selection criteria, the admission procedure shall primarily ensure selection based on academic progress; for courses of identical content offered at different locations, social considerations, in particular family and economic circumstances, shall be taken into account, and, in each case, student prioritization shall be applied as far as possible, whereby admission based on the chronological order of registration is excluded.

## **§ 6 Modules**

<sup>1</sup>Degree programs are divided into units of study (modules) that delineate the course content thematically and temporally. <sup>2</sup>As a rule, modules extend over no more than two consecutive semesters and should comprise a workload of at least 5 ECTS (credit points). <sup>3</sup>All modules under the SPO are either compulsory or compulsory elective modules:

1. Compulsory modules are modules that are mandatory for all students.
2. Compulsory elective modules are modules that are offered alternatively, individually or in groups; in accordance with the SPO and the study and examination plan, a specific selection must be made from among them.

<sup>4</sup>Elective modules are modules that are not required under the SPO for achieving the study objective and may additionally be selected from the university's course offerings. <sup>5</sup>Double or multiple enrollment in compulsory, compulsory elective, and elective modules, or the use of one module to fulfill the requirements of multiple modules, is excluded.

## **Second Part: Examinations and Examination Procedures**

### **§ 7 Examinations**

(1) <sup>1</sup>Examinations forming part of the bachelor's and master's examinations are conducted as module examinations alongside the course of study. <sup>2</sup>They serve to determine whether the ability has been acquired to apply scientific methods or artistic skills in professional practice. <sup>3</sup>The bachelor's and master's examinations always include a bachelor's or master's thesis (final thesis).

(2) <sup>1</sup>Examinations may be conducted as written supervised examinations, oral examinations, or other forms of examination and may in each case be conducted across modules and degree programs. <sup>2</sup>Written and oral examinations in bachelor's and master's degree programs generally take place during the examination period.

(3) Written supervised examinations shall, in accordance with the SPO, last at least 30 minutes and no more than 240 minutes.

(4) <sup>1</sup>Oral examinations shall be taken before one examiner with an assessor who must be qualified to examine, or before a panel of examiners; in the case of cross-module examinations, they shall always be taken before a panel of examiners; the determination shall be made by the SPO or the examination committee. <sup>2</sup>The duration of an oral examination should generally be not less than 15 minutes and not more than 45 minutes per student. <sup>3</sup>Oral examinations are generally not open to the public.

(5) <sup>1</sup>For other forms of examination, the SPO shall determine the type and framework of the assessment unless § 7a provides otherwise. <sup>2</sup>Paragraph 4 and § 10 (3) sentence 8 shall apply mutatis mutandis to other forms of examination. <sup>3</sup>Types of other forms of examination may include, in particular:

1. Other written assessments:
  - Computer-based on-site examinations
  - Take-home exams with electronic completion and submission pursuant to § 7a (2)
  - Examination project paper
  - Term paper and project work
  - Written assignment, seminar paper
  - Documentation
  - Portfolio

2. Other oral assessments:
  - Oral report
  - Presentation
  - Colloquium
3. Other practical assessments:
  - Practical study work, e.g. experiments, surveys
  - Performance examination
  - Craft-based project
4. Other examinations conducted as written supervised work (remote examination) or as oral or practical remote examinations within the meaning of § 2 of the Bavarian Regulation on the Pilot Testing of Remote Examinations (BayFEV).

<sup>4</sup>An examination project paper, term paper, or project work is an assignment with complex content and an open-ended solution approach, serving to demonstrate theoretical-scientific, subject-specific and/or creative abilities as well as communication and presentation competencies; § 10 (4) shall apply accordingly.

<sup>5</sup>The exact processing period shall be specified when the task is assigned, shall comply with the formal and substantive requirements of the SPO and the study and examination plan, and may not exceed the lecture and examination period in the case of an examination project paper, or the lecture period of one semester in the case of a term paper or project work. <sup>6</sup>For the purpose of determining compliance with deadlines, the issuance and submission shall be documented in writing by the examiner, where applicable with the student's signature. <sup>7</sup>As a rule, the work shall be completed without continuous supervision. <sup>8</sup>If the processing period is interrupted to a substantial extent for reasons for which the student is not responsible, the examination may, upon application to the examination committee, be treated as not having been attempted. <sup>9</sup>A subsequent or repeat attempt must take place at the next regular examination date. <sup>10</sup>When assigning the task, it may be stipulated that an examination project paper, term paper, or project work that has not yet been submitted may not be removed from specified university premises. <sup>11</sup>Practical study assignments comprise conceptual, practical, and theoretical-scientific components that culminate in a result. <sup>12</sup>For practical study assignments, sentences 5 to 10 shall apply accordingly; for written assignments and documentation, sentences 5 to 9 shall apply accordingly.

(6) <sup>1</sup>Where examinations must, for academic or other compelling reasons, necessarily consist of multiple examination components, they shall constitute an examination whose necessity and components must be set out in the module handbook. <sup>2</sup>The individual weightings of the examination components for determining the final grade must be specified in the study and examination plan. <sup>3</sup>If, in the case of multiple examination components, the calculation of the final grade based on the arithmetic mean of the weighted component grades results in a value between two grade levels, values below 4.0 shall be rounded down to one decimal place and then rounded up or down to the nearest grade level. <sup>4</sup>If this value lies exactly between two grade levels, it shall be rounded to the more favorable nearest grade level. <sup>5</sup>Values above 4.0 shall constitute a failed examination. <sup>6</sup>The rounding of fractional grades shall also be carried out in accordance with these rounding rules.

## **§ 7a Deviations from study and examination regulations, retaking examinations, annulment**

(1) <sup>1</sup>In-person examination formats may, in deviation from the applicable examination regulations (SPO), be changed to Take-Home Exams in the sense of paragraph 2 or to examinations in the sense of § 2 of the Bavarian Distance Examination Pilot Regulation (BayFEV), if and to the extent that in-person examinations cannot be conducted, or cannot be conducted for all students, due to restrictions and obstacles arising from a catastrophe within the meaning of the Bavarian Disaster Protection Act (BayKSG), namely a pandemic, epidemic, or other significant infectious event. <sup>2</sup>If an examination format is changed accordingly, the examiner, with the approval of the responsible examination committee, shall generally determine this at the start of the course and notify the students. <sup>3</sup>If this is not possible, the determination and notification shall occur within a reasonable period, no later than two weeks before the examination. <sup>4</sup>In making these determinations and decisions, considerations of equal opportunity, examination fairness, and data protection must be observed.

(2) <sup>1</sup>Take-Home Exams with electronic distribution and submission are completed independently by the examinee outside the university premises within a specified timeframe without supervision; they may not exceed a 24-hour period within the semester examination period. <sup>2</sup>The examiner shall indicate a recommended working time or scope of work when issuing the Take-Home Exam. <sup>3</sup>All aids are permitted. <sup>4</sup>Upon submission of the examination, the examinee must, in accordance with a corresponding specification by the examiner, certify in an appropriate form that they completed the work independently and without external assistance. <sup>5</sup>If this written certification is missing or untrue, the respective examination performance will be graded as "insufficient" or "unsuccessful." <sup>6</sup>Students shall be given the opportunity, before the examination and within the framework of the course, to familiarize themselves with the electronic

examination system regarding the issuance and submission of the examination. <sup>7</sup>§7 paragraph 5 sentences 8 and 9 apply correspondingly.

(3) <sup>1</sup>If examinations under supervision based on the applicable SPO cannot be timely changed or conducted on university premises due to a catastrophe within the meaning of the Bavarian Disaster Protection Act (BayKSG), namely the sudden occurrence of an infectious event, a period for the rescheduling of examinations during the lecture period of the following semester may be determined by resolution of the Senate in consultation with the examination committee. <sup>2</sup>Sentence 1 applies correspondingly to the university-wide enabling of grade annulments upon request as well as the suspension of deadlines. <sup>3</sup>Resolutions under sentences 1 and 2 must be limited in time according to the occasion and made in a manner that is proportionate and considers the interests of all affected university members.

## **§ 8 Assignment, procedures**

(1) <sup>1</sup>Written examination tasks for a module shall be uniform for a single examination date; a choice between multiple tasks may be allowed. <sup>2</sup>Group work is permitted if the individual contributions can be clearly distinguished and assessed, and if the SPO or examination committee has established this. <sup>3</sup>The requirements for examinations and practical study sections are derived from the module descriptions, which the faculty regulates and maintains for each study program and each SPO version as an annex to the Diploma Supplement. <sup>4</sup>Written examinations may be conducted wholly or partially using the multiple-choice (answer-choice) method. <sup>5</sup>With regard to the special features of this method:

1. the examination material must be selected particularly carefully,
2. the questions must be formulated in a manner that is suitable, clear, and unambiguous, so that reliable and definite results are possible,
3. the correct and incorrect answers must be clearly and factually correct,
4. the SPO or the examination committee must establish an absolute and relative pass threshold.

<sup>6</sup>If, before or after the examination, it is determined that individual questions in the multiple-choice method are unsuitable, they shall be excluded from evaluation or the answers shall be recognized as correct, without adverse effects for the examinees. <sup>7</sup>Further details regarding the multiple-choice method are regulated by the SPO or the examination committee.

(2) <sup>1</sup>In Bachelor's and Master's programs, all examinations, including practical examinations, are significant for passing. <sup>2</sup>Unless the SPO or the examination committee provides otherwise, a grade of "insufficient" in one part of an examination results in a final grade of "insufficient" and, if applicable, counts toward the maximum number under §16 paragraph 1 sentences 3 and 4. <sup>3</sup>For examination components, it may be determined that, instead of partial grades, the total points achieved lead to a final grade.

(3) <sup>1</sup>Written examinations and other examinations, for which the SPO or the examination committee does not specify otherwise, shall be taken under supervision; leaving the examination room is only permitted with the approval of a supervisor. <sup>2</sup>Occurrences that are relevant for determining the examination result, such as violations of examination regulations, must be recorded in writing and signed by the examiner (minutes); the same applies to the results of oral examinations. <sup>3</sup>If the examination is started late, there is no entitlement to an extension of the working time.

(4) <sup>1</sup>Examinations for the purpose of improving a grade are excluded. <sup>2</sup>Examinations in practice-accompanying modules (practical examinations) do not count toward the final grade and are evaluated with the distinctions "passed" or "failed."

(5) Upon request, the examiner must, after the examination result has been determined and within the deadline set by the examination committee, grant access to the assessed written examination or the associated evaluation process; taking notes is permitted.

## **§ 9 Admission requirements**

(1) Admission to an examination (special admission requirement) or to progression to a subsequent study segment (general admission requirement) shall be denied if the requirements according to the SPO are not fully met; admission remains denied until the end of the semester in which the requirements are fully satisfied.

(2) <sup>1</sup>Students must be informed of a denial of admission at the latest one week before the date of the respective examination. <sup>2</sup>Otherwise, admission for this examination period is deemed granted. <sup>3</sup>The implementation is the responsibility of the administration for general admission requirements; for special admission requirements, notification is the responsibility of the chairperson of the examination committee, and implementation is the responsibility of the examiner.

(3) §7 paragraph 2 sentence 1, §8 paragraphs 1 and 3, and §13 paragraph 6 sentence 1 apply correspondingly; in all other respects, further details are governed by the study and examination plan.

(4) <sup>1</sup>Special admission requirements or minimum attendance quotas may only be set by the SPO if they are

indispensable for didactic or professional reasons or for acquiring competencies; their particular necessity must be documented in the module handbook. <sup>2</sup>They must be concretely regulated in the SPO regarding type, scope, fulfillment, and in relation to the procedure in cases of unavoidable absences, e.g., due to illness.

## **§ 10 Final thesis**

(1) The final thesis is intended to demonstrate that a task from a study program can be independently addressed or solved on a scientific and/or artistic basis.

(2) <sup>1</sup>The final thesis is issued and supervised by the examiners appointed by the examination committee.

<sup>2</sup>The final thesis may, with the approval of the examination committee, be carried out at an institution outside the university, provided that supervision by the university examiners is ensured. <sup>3</sup>Students may express topic preferences within the framework of their study program content or, if applicable, within the framework topics set by the examination committee. <sup>4</sup>Issuance of the topic requires that the admission requirements specified in the SPO are fulfilled. <sup>5</sup>The examination committee may determine the minimum and maximum number of theses to be issued by the examiners. <sup>6</sup>The SPO or the examination committee may establish additional regulations, in particular regarding whether and from which semester a topic is assigned ex officio on a case-by-case basis, is generally considered assigned, or—exclusively for other periods—when a registration can take place at a fixed date or within a defined period of the year. <sup>7</sup>The issuance of the final thesis must be immediately communicated by the examiners to the examination office and the chairperson of the examination committee. <sup>8</sup>The notification must include the name of the student, the examiner, the issuance and submission dates, and the topic of the thesis. <sup>9</sup>Without immediate approval of the chairperson of the examination committee after issuance, the thesis is considered not registered; §11 paragraph 1 sentence 3 applies correspondingly.

(3) <sup>1</sup>The period from topic assignment to submission of the thesis must be appropriate to the scope of the topic. <sup>2</sup>It is limited to a maximum of four months for the Bachelor's thesis and a maximum of twelve months for the Master's thesis. <sup>3</sup>§8 paragraph 1 sentence 2 and §15 paragraph 4 apply correspondingly. <sup>4</sup>The topic may be returned for a valid reason, with the consent of the chairperson of the examination committee, only once in total for the first and repeat attempt. <sup>5</sup>The completed thesis must be submitted in one copy to the examiner or, according to the specifications of the examination committee, to the authorized receiving office in the faculty in person, unless the examination committee provides otherwise. <sup>6</sup>The submission date must be recorded in the files. <sup>7</sup>The examiners must immediately notify the chairperson if the processing deadline is exceeded. <sup>8</sup>A thesis will be graded as "insufficient" if it is not submitted on time.

(4) Final theses must include a statement by the student declaring that they have written the thesis independently, have not previously submitted it for examination purposes, have not used any sources or aids other than those indicated, and have marked literal and paraphrased quotations as such.

(5) For final theses, the SPO may provide that they:

1. are personally presented and orally explained by the student before the examiner, who may ask additional questions (presentation, colloquium, defense), provided this part is included in the assessment of the thesis; or
2. are accompanied by modules, e.g., in the form of a seminar, by the examiner of the thesis, and the associated examination leads to a separate final grade.

(6) The assessment period for final theses should not exceed eight weeks.

## **§ 11 Examination registration, reporting procedure**

(1) <sup>1</sup>Anyone who wishes to be admitted to examinations must register online within the exclusion period set by the examination committee, following the instructions of the examination office. <sup>2</sup>Registration applies only to the next scheduled examination date. <sup>3</sup>Without proper and timely registration, participation in examinations is prohibited.

(2) <sup>1</sup>By taking an examination, an elective module or an elective module group, to which the respective module belongs according to the SPO, becomes a compulsory module or compulsory module group. <sup>2</sup>If an examination consists of multiple components, the taking of one component also constitutes the attempt of all other components.

(3) Registration and participation in an examination of study or specialization tracks, directions, or focuses require their one-time selection in accordance with the SPO.

(4) <sup>1</sup>Anyone who takes an additional alternative study offer under paragraph 3 is assigned to the semester corresponding to the study semester according to the SPO in which the offer begins. <sup>2</sup>Anyone who completes an additional alternative study offer under paragraph 3 after passing the final examination will receive a separate certificate for this; otherwise, the modules and corresponding examinations will be listed as elective modules in a grade report.



(5) For modules, regardless of the number of examination components, only one registration is required in the final semester.

### **§ 11a Compensation for disadvantages**

(1) <sup>1</sup>Students who, due to a disability, are unable to take an examination fully or partially in the intended form shall be granted compensation for disadvantages, to the extent necessary to ensure equal opportunities. <sup>2</sup>Compensation for disadvantages may, in particular, be granted in the form of additional working aids, an appropriate extension of the processing time, or taking the examination in a different format.

(2) <sup>1</sup>A request for compensation for disadvantages must be submitted in writing to the officer responsible for the concerns of students with disabilities or chronic illnesses. <sup>2</sup>The request should be submitted no later than at the time of registration for the examination. <sup>3</sup>The officer responsible for the concerns of students with disabilities or chronic illnesses shall decide on the request for compensation.

(3) <sup>1</sup>The disability must be substantiated by presenting a medical certificate or a certificate from a psychological psychotherapist or a child and adolescent psychotherapist. <sup>2</sup>The university may require a certificate from the public health office or a designated physician (trust physician).

### **§ 12 Recognition and crediting**

(1) <sup>1</sup>The recognition of study periods, study and examination achievements, and academic degrees completed outside the university shall be governed by the provisions of the Bavarian Higher Education Innovation Act (BayHIG) in its currently valid version. <sup>2</sup>The same applies to the recognition of competencies acquired outside the university. <sup>3</sup>Decisions by the university in this regard are made after enrollment and do not create an entitlement to a teaching offer from the university corresponding to the verified study progress.

(2) <sup>1</sup>Recognition and crediting are granted upon request to the responsible examination committee. <sup>2</sup>It is the responsibility of the applicant to provide the information required for recognition or crediting, which is necessary to assess the acquired competencies. <sup>3</sup>As required evidence, at a minimum, officially certified grades, module descriptions, semester weekly hours, acquired ECTS, SPO, and, if applicable, additional documents requested by the examination committee must be submitted. <sup>4</sup>The responsible examination committee generally places students in the semester corresponding to their study progress.

(3) If recognition or crediting is denied, the examination committee must provide justification.

(4) Credited achievements are not specially marked.

### **§ 13 Assessment of individual examinations, calculation of final grades**

(1) The evaluation of each examination performance shall be based on the individual achievement of the student.

(2) <sup>1</sup>The following grades are used for evaluation:

1.0	very good	an excellent performance
1.3	very good	an excellent performance
1.7	good	a performance significantly above average requirements
2.0	good	a performance significantly above average requirements
2.3	good	a performance significantly above average requirements
2.7	satisfactory	a performance that meets average requirements
3.0	satisfactory	a performance that meets average requirements
3.3	satisfactory	a performance that meets average requirements
3.7	sufficient	a performance that, despite its deficiencies, still meets requirements
4.0	sufficient	a performance that, despite its deficiencies, still meets requirements
5.0	not sufficient	a performance that, due to significant deficiencies, no longer meets requirements

<sup>2</sup>Grades 0.7, 4.3, 4.7, and 5.3 are excluded. <sup>3</sup>The SPO may provide that examination performances not based on final grades are evaluated as "passed" or "not sufficient."

(3) <sup>1</sup>Written examinations that are to be graded as "not passed" must be evaluated by two examiners; oral examinations must be conducted by at least one examiner and a knowledgeable assessor and, in the case of an insufficient final grade, evaluated by both. <sup>2</sup>If an examination performance is graded differently, the examiners should agree on a consistent grade. <sup>3</sup>If no agreement is reached, the grade is determined by the arithmetic mean, rounded down to one decimal place.

(4) <sup>1</sup>Final grades are formed based on the evaluations. <sup>2</sup>If the grades of several examination components are to be combined into a final grade, the grade is determined by the arithmetic mean, rounded down to

one decimal place. <sup>3</sup>The SPO may provide that grades are weighted differently or stipulate that if one of the examination components is graded “not sufficient,” the final grade shall be “not sufficient.”

(5) Final grades as well as the grade of the Bachelor’s or Master’s thesis are as follows based on the grade point average or grade:

1.0 - 1.5: very good

1.6 - 2.5: good

2.6 - 3.5: satisfactory

3.6 - 4.0: sufficient

above 4.0: not sufficient

(6) <sup>1</sup>The evaluation of examination performances must be based on a clear, comprehensible, and verifiable grading key. <sup>2</sup>The first examiner documents with their signature on the grade sheet that a second correction, if required, has taken place.

#### **§ 14 Cheating, violations of examination rules, use of plagiarism detection software**

(1) <sup>1</sup>Examination performances of students shall be graded “not sufficient” if, during the examination, they have attempted or committed an act of deception or, through culpable behavior, have made an orderly conduct of the examination impossible. <sup>2</sup>The same applies if a student, through culpable behavior, has wrongly obtained admission to an examination.

(2) In addition to paragraph 1, an attempted act of deception after the start of the examination also includes

1. having at hand work aids or resources not permitted or suitable for deception,

2. continuing to work after the end of the allowed processing time.

(3) <sup>1</sup>In particularly serious cases, the examination committee may determine that

1. all other examination performances of the module or examination subject in which the respective performance was completed shall also be graded “not sufficient,” or

2. all further, regularly permitted repeat attempts are considered repeated and failed, so that the module examination under §16 paragraph 1 sentence 6 is deemed finally failed.

<sup>2</sup>A particularly serious case includes, in particular, the submission of a plagiarized final thesis, a deception carried out in cooperation with others, or repeated acts of deception.

(4) <sup>1</sup>Final theses (§10) and other examinations in written form (§7 paragraph 5) must be completed according to the rules of good scientific practice and may be checked using suitable plagiarism detection software, in compliance with data protection and copyright regulations, for the presence of unacknowledged text passages or other sources. <sup>2</sup>The use of plagiarism detection software must be communicated to students in an appropriate form in advance. <sup>3</sup>Final theses must also be submitted in digital form, other written examinations as determined by the instructor at the start of the course. <sup>4</sup>An allegation of plagiarism for the examination types mentioned in sentence 1 is particularly justified if the student has failed to cite verbatim passages taken from other authors or failed to properly mark paraphrased ideas derived from other authors in their examination work. <sup>5</sup>Final theses (§10) and other examinations in written form (§7 paragraph 5) may, prior to evaluation, be reviewed for authorship through a non-graded discussion of the content.

#### **§ 15 Regular dates and deadlines**

(1) <sup>1</sup>Examinations must be taken in sufficient time to ensure that the ECTS credits required for passing the Bachelor’s or Master’s examination, according to the respective study and examination regulations, are obtained by the end of the standard period of study. <sup>2</sup>To comply with the standard period of study, 30 ECTS credits should be acquired per semester.

(2) <sup>1</sup>In Bachelor’s programs, according to the study and examination regulations, at least one examination from the fundamentals of the respective study program may be required by the end of the second semester (basic and orientation examination). <sup>2</sup>If students exceed the deadline according to sentence 1, any outstanding examination performances of the basic and orientation examination are considered not passed for the first time.

(3) <sup>1</sup>In Bachelor’s and Master’s programs, by the end of the standard period of study

1. in all final grades based on examinations, on which the passing of the Bachelor’s or Master’s examination depends according to the study and examination regulations, as well as in the Bachelor’s or Master’s thesis, at least the grade “sufficient” must be achieved, and

2. the practical study semester must be successfully completed,

thus acquiring the ECTS credits required for passing the Bachelor’s or Master’s examination according to the study and examination regulations. <sup>2</sup>If students exceed the standard period of study by more than two semesters without fulfilling the requirements of sentence 1, the Bachelor’s or Master’s examination is

considered not passed for the first time.

(4) <sup>1</sup>The deadlines under paragraph 2 sentence 1 and paragraph 3 may, upon request, be reasonably extended if they cannot be met due to pregnancy, childcare, illness, or other unavoidable reasons. <sup>2</sup>The study and examination regulations govern the procedure for deadline extensions. <sup>3</sup>The existence of the reasons must be credibly substantiated. <sup>4</sup>In case of illness, a medical certificate must be submitted. <sup>5</sup>The university may require a certificate from the public health office or a designated physician (trust physician). <sup>6</sup>A deadline extension shall be denied if, under the overall circumstances, successful completion of the study program is no longer expected. <sup>7</sup>If no deadline extension is granted or the extended deadline is not met, the examination performance or examination is considered not passed.

(5) <sup>1</sup>Further standard dates and deadlines may be specified in the SPO. <sup>2</sup>This may also include additional deadlines for demonstrating ECTS credits, the exceeding of which, according to the study and examination regulations, results in the first or final failure of examinations not yet taken.

## **§ 16 Repetitions, extension periods, leaves of absence**

(1) <sup>1</sup>If a module examination is graded "not sufficient," the repeat examination may be taken in any semester during the regular examination periods. <sup>2</sup>The first repeat of an examination must be taken within a period of no more than six months after the failed first attempt. <sup>3</sup>A second repeat is allowed for a maximum of five examinations and only within a period of no more than twelve months after the failed first repeat attempt. <sup>4</sup>Of the examinations required under the SPO, within the permissible second repeats according to sentence 3, a single examination may be repeated a third time within a period of no more than twelve months; the final thesis is excluded from this. <sup>5</sup>For the third repeat examination under sentence 4, the examination committee may, upon request of the examiner and in agreement with the student, or upon request of the student, at the latest one month before the start of the examination period and with the examiner's approval, permit a different examination type, deviating from the provisions of the study and examination plan, provided that the competence to be acquired can be demonstrated. <sup>6</sup>If an examination performance has been graded "not sufficient" due to a violation of examination regulations under §14 paragraph 3, further repeats are excluded, deviating from sentences 1 to 5.

(2) <sup>1</sup>If the Bachelor's or Master's thesis is graded "not sufficient," it may be repeated once with a new topic. <sup>2</sup>The processing period for the thesis to be repeated begins no later than six months after the announcement of the first grade.

(3) <sup>1</sup>The deadlines for taking repeat examinations are not interrupted by exmatriculation, unless the leave of absence or exmatriculation is due to reasons within the meaning of §15 paragraph 4 sentence 1. <sup>2</sup>If students exceed the deadlines under paragraphs 1 or 2, the examination performance is considered repeated and failed. <sup>3</sup>§15 paragraph 4 applies correspondingly to deadline extensions. <sup>4</sup>When calculating the deadlines under §15, semesters not attended due to recognition or crediting are counted; periods of leave of absence are not counted. <sup>5</sup>For failed examination components, under the condition of §8 paragraph 2 sentence 2, the entire examination must be repeated; the same applies if the total points achieved result in a final grade of "not sufficient."

(4) If no extension is requested after exceeding the repeat deadline, no extension is granted upon request, or a granted extension is not met, the examination is considered repeated and failed.

(5) A leave of absence, in particular due to illness, maternity, childcare, or military/civil service, is considered equivalent to granting an extension for taking examinations.

(6) The examination committee may, upon request, reasonably extend the deadlines for the first attempt under §15 and repeat deadlines under paragraph 1 if a semester abroad is completed and, under the overall circumstances, a successful completion of the study program is expected; this reason is not equivalent to unavoidable reasons under §15 paragraph 4 sentence 1.

## **§ 17 Withdrawal and absence**

(1) <sup>1</sup>If a student withdraws from an examination that has already been commenced, the grade "not sufficient" shall be awarded, unless the withdrawal occurred for reasons not attributable to the student. <sup>2</sup>An examination is deemed to have been commenced upon the presentation of the examination task.

(2) <sup>1</sup>Failure to appear for an examination is deemed an effective withdrawal. <sup>2</sup>If there is no effective withdrawal and the student has missed the examination for reasons attributable to them, the grade "not sufficient" shall be awarded.

(3) <sup>1</sup>Applications for the granting of extensions due to withdrawal or absence, as well as for the extension of the processing period or the return of the topic of the final thesis, must be submitted in writing without delay, generally no later than the day of the respective examination or the submission date of the final thesis, to the chairperson of the examination committee or to the examination office (exclusion period). <sup>2</sup>The same applies to the substantiation of reasons not attributable to the student. <sup>3</sup>A written decision shall be

issued only insofar as the application is not granted or was not submitted without delay; otherwise, §21 paragraph 2 sentence 1 applies correspondingly.

(4) <sup>1</sup>In the event of illness-related inability to take an examination which, in the case of non-attendance, would be graded as not passed, a medical certificate ("certificate of incapacity for work") must be submitted. <sup>2</sup>Any inability to take an examination arising during the examination performance must be reported immediately to the examination supervisor; the obligation to notify and to substantiate the reasons remains unaffected.

## **§ 18 Passing, determination of the overall examination result**

(1) The Bachelor's or Master's examination is passed if, in all modules including the Bachelor's or Master's thesis on which passing the Bachelor's or Master's examination depends according to the study and examination regulations, at least the grade "sufficient" or the distinction "passed" has been achieved and thus the ECTS credits required for passing the Bachelor's or Master's examination according to the study and examination regulations have been obtained.

(2) <sup>1</sup>The overall examination result is determined by the arithmetic mean of the final grades and the grade of the Bachelor's or Master's thesis, rounded to one decimal place. <sup>2</sup>The study and examination regulations may provide that the final grades and the grade of the Bachelor's or Master's thesis are weighted differently.

(3) Based on the overall examination result, an overall classification is awarded:

with an overall examination result of 1.0 to 1.2:

passed with distinction

with an overall examination result of 1.3 to 1.5:

passed with very good

with an overall examination result of 1.6 to 2.5:

passed with good

with an overall examination result of 2.6 to 3.5:

passed with satisfactory

with an overall examination result of 3.6 to 4.0:

passed

## **§ 19 Retention of examination documents**

(1) <sup>1</sup>Examination records shall be kept for two years. <sup>2</sup>The retention period begins on the first day of the semester following the examination. <sup>3</sup>Insofar as creative work is produced as part of examinations, the retention period applies only to the documentation to be prepared in digital form.

(2) <sup>1</sup>For examinations that are not completed in written form (e.g. models) and for final theses, the Examination Committee may stipulate that they must be documented by the student prior to assessment or submitted in digital or electronic form. <sup>2</sup>The original examination performances may be handed over to the student after documentation and assessment, provided that it is ensured that the assessment can be fully nachvollzogen in the event of an appeal. <sup>3</sup>Final theses and examination performances pursuant to sentence 1 shall be kept at the faculty; other examination performances shall be kept at the Examinations Office.

(3) <sup>1</sup>A reduced examination file shall be kept for a period of 50 years. <sup>2</sup>This shall contain documents relating to the duration of enrolment, the examination results, exmatriculation, and the awarding of the academic degree. <sup>3</sup>Retention may also be carried out in digital form. <sup>4</sup>The retention period begins at the end of the calendar year in which the students were exmatriculated.

(4) <sup>1</sup>After expiry of the respective retention period, examination records shall be destroyed unless they are retained for university purposes with the consent of the respective student or archived as records worthy of preservation in the archive of the respective university or in a state archive. <sup>2</sup>Examination records may not be separated or destroyed if and as long as an objection or legal action has been lodged against an examination decision and the proceedings have not been finally concluded.

## **§ 20 Probationary studies under Art. 88 paragraph 6 BayHIG**

(1) <sup>1</sup>The probationary period of study is deemed passed if, by the end of the second semester, at least 30 credit points (ECTS) from the first and second semesters have been earned. <sup>2</sup>Upon fulfillment of this condition, admission to the program of study in the same degree program shall be deemed to have taken place retroactively with all legal consequences, with placement in the third semester, without the need for any further formal admission.

(2) <sup>1</sup>A repetition of the probationary period of study in the same or in a closely related degree program is

not permitted. <sup>2</sup>This also applies if the probationary period of study was not passed at another higher education institution within the Free State of Bavaria.

(3) If fewer than 30 ECTS have been earned by the end of the second semester, the probationary period of study shall be deemed finally failed, with the consequence that the student must be exmatriculated.

## **§ 21 University announcements, participation, information, and duty of care**

(1) University-wide public announcements may be made in written form and/or online; they must safeguard the legitimate interests of the persons concerned (data protection).

(2) <sup>1</sup>Grades are published online for each degree program after they have been determined. <sup>2</sup>Relevant deadlines are published online by the Examinations Office.

(3) <sup>1</sup>Within the scope of their duty to participate, to inform themselves, and to exercise due care in the examination process, all students are obliged to inform themselves diligently and independently, both online and on site, on an ongoing basis about university-wide public announcements issued by the faculty, the examination committees, and the Examinations and Internship Office, and to carry out the necessary actions in the examination process. <sup>2</sup>Failure to submit declarations or to take actions, or submissions or actions that are unclear, insofar as they fall within the obligations under sentence 1, shall be to the detriment of the students.

## **§ 22 Defects in examination procedure, material evaluation errors, reconsideration procedures**

(1) <sup>1</sup>A person may no longer subsequently invoke defects in the examination procedure if they did not assert and substantiate them clearly, without delay, and in writing to the Examinations Office. <sup>2</sup>Defects occurring during the completion of an assessed examination performance must additionally be asserted orally to the examiner or the invigilator.

(2) If defects or omissions fall within the sphere of responsibility or the duty of participation, information, and due care of the student, they shall be attributed to the student.

(3) <sup>1</sup>Upon request, examiners shall grant access to reviewed examination performances within the first two full weeks of the semester following the examination procedure. <sup>2</sup>If concrete and substantiated objections are raised within this exclusion period, the assessment shall be reconsidered within the scope of the objections by the first examiner and, where necessary, also by the second examiner; if the objections are found to be justified, the first examiner and, where necessary, the second examiner shall correct the examination performance accordingly. <sup>3</sup>The granting of access as well as, where applicable, the result of the reconsideration of the assessment or a subsequent correction shall be documented in the records by the examiner.

## **§ 23 Appeals procedures**

(1) <sup>1</sup>An objection against an exmatriculation based on an examination decision or against an examination decision shall be submitted in writing to the Examinations Office. <sup>2</sup>An appeal based on defects that were not asserted within the time limits of § 22 is excluded.

(2) <sup>1</sup>Where concrete and substantiated objections are raised, the original first examiner and, where necessary, also the second examiner shall submit written statements on each individual objection, addressing whether the objections are justified and whether this may lead to a change in the overall assessment. <sup>2</sup>If, following a coherent explanation by the examiners, this is not the case, the objection shall be rejected as unfounded.

(3) <sup>1</sup>Unless otherwise stipulated by the Study and Examination Regulations (SPO) or by the cooperation agreement for degree programs involving cooperation with other higher education institutions, an objection submitted to the Examinations Office of one of the participating institutions shall also be deemed to have been properly filed. <sup>2</sup>The cooperation agreement shall regulate which examination committee of the participating institutions is responsible for the decision. <sup>3</sup>For students who must be enrolled at all cooperating institutions, exmatriculation due to final failure of an examination by one of the participating institutions shall also apply vis-à-vis the other institutions.

## **§ 24 Academic degrees, certificates, diplomas**

(1) <sup>1</sup>On the basis of the successfully passed final examination, the academic degree shall be conferred by certificate in accordance with Art. 96 of the Bavarian Higher Education Innovation Act (BayHIG) and the relevant Study and Examination Regulations (SPO). <sup>2</sup>Certificates and degree certificates shall bear the seal of the University. <sup>3</sup>The certificate and the transcript shall be signed by the President or the Presidentess

and by the Dean or the Deaness. <sup>4</sup>If degree programs are conducted outside faculties, the certificate shall be signed, instead of the Dean or Deaness, by the person responsible for the conduct of the degree program appointed by the University management or the competent committee (e.g. Program Director). <sup>5</sup>Certificates and degree certificates shall bear the date of the day on which the Examination Committee determines the result of the last examination or final thesis. <sup>6</sup>The end of studies shall be deemed to be the day on which the Examination Committee determines the assessment of the last examination performance. <sup>7</sup>Upon determination of the assessments for examinations of theoretical semesters, the assessments of practical examinations and of practical components of the practical semesters shall also be deemed to have been determined.

(2) <sup>1</sup>Transcripts and certificates concerning the successful completion of the Bachelor's or Master's examination and the conferral of the academic degree shall be issued on the basis of the respective templates contained in the appendices to these Examination Regulations. <sup>2</sup>Their structure and format shall be binding; for cooperative degree programs, the provisions of the respective SPO shall apply. <sup>3</sup>The transcripts must indicate:

1. the degree program and, where applicable, track, specialization, or focus,
2. final grades,
3. the title and grade of the final thesis,
4. the overall examination grade and overall classification,
5. the successful completion of the practical study components.

(3) <sup>1</sup>Modules and the final grades of the corresponding examinations shall be listed in the transcripts in the following order: compulsory modules, compulsory elective modules, final thesis, elective modules. <sup>2</sup>The further ranking shall be governed by the respective SPO.

(4) <sup>1</sup>If final grades are obtained through the recognition or transfer of examination performances, this shall not be indicated in the transcript. <sup>2</sup>Final grades achieved in elective modules shall, upon application to the Examinations Office, not be included in the transcript.

(5) <sup>1</sup>In the Diploma Supplement, a relative grade shall be calculated in accordance with the ECTS Users' Guide in its respective valid version. <sup>2</sup>The following parameters shall apply:

1. reference group: four semesters,
2. minimum number of graduates in the reference group: 20, and
3. degree of differentiation of the overall examination grade: two full tenths after the decimal point.

### **Third Part: Practical Study Semester**

#### **§ 25 Practical study semester and any preceding internship (practical study stages)**

(1) The Study and Examination Regulations (SPO) and, additionally, the study plan shall regulate the scope and content of external practical study phases as well as the scope and form of practice-accompanying courses and practical examinations.

(2) <sup>1</sup>Students are entitled and obliged, within a deadline set by the University, to propose at least one training placement corresponding to the training plan. <sup>2</sup>If no proposal or no suitable proposal can be submitted, the University shall, upon application, assist in the search.

(3) Requiring the make-up of interruptions may be waived if the days of absence

1. do not exceed a total of five working days, or in special cases (e.g. military training, pregnancy) do not exceed ten working days,
2. do not impair the training objective, and
3. are not attributable to the student and have been substantiated by appropriate evidence.

(4) If participation in the University's practice-accompanying courses is unreasonable due to the geographical distance between the training placement and the University, the Examination Committee shall, upon application, determine a compensatory arrangement.

#### **§ 26 Practical study contract**

(1) <sup>1</sup>Before the start of the practical study phases, students shall conclude a written training contract with the training placement. <sup>2</sup>In terms of form and/or content, this contract shall correspond to the model training contract in accordance with the provisions governing the implementation of practical study semesters at state universities of applied sciences in Bavaria (2210.4.1-WK) and shall thereby clearly define the mutual obligations of students and training placements. <sup>3</sup>The daily working hours shall correspond to the customary working hours of the training placement.

- (2) <sup>1</sup>For the training contract to be effective vis-à-vis the University, prior written approval in academic terms by the representatives responsible for the practical study phases (practice coordinators) is required.
- <sup>2</sup>Practical periods completed without this approval shall be deemed not to have been completed.
- <sup>3</sup>Registration for the internship shall take place via the University's online services.

## **§ 27 Practical examinations**

- (1) The admission to the practical examinations according to the SPO shall be deemed granted
1. with the registration of training contracts covering the prescribed duration pursuant to § 26 (2) sentence 3 and/or
  2. upon proof of a corresponding recognition (credit transfer).
- (2) § 7 (1) and (2) and § 8 shall apply accordingly.
- (3) Unless the SPO provides otherwise, the practical study semester shall be considered successfully completed if
1. the signed training report and the certificate from the training placement have been recognized by the practice coordinators, and
  2. in all practical examinations, the designation "successfully completed" has been achieved.
- (4) Students who demonstrate special qualifications of a linguistic, regional, or other nature for practical study semesters outside the Federal Republic of Germany may, upon application to the Examination Committee, be exempted from practice-accompanying courses and/or practical examinations.
- (5) <sup>1</sup>The practice coordinators shall determine whether the practical study phases have been successfully completed in accordance with the SPO. <sup>2</sup>If the requirements have not been met or have not been fully met, the Examination Committee may require the full or partial repetition of the practical study phases in accordance with § 16.

## **Fourth Part: Examination Bodies and Offices**

### **§ 28 Responsibilities of examination bodies**

- (1) <sup>1</sup>The examination bodies are the Examination Committee, the Examination Commissions, and the Examiners. <sup>2</sup>The Examination Committee and the Examination Commissions are constituted in accordance with the Study and Examination Regulations (SPO) and each consist, according to the SPO, of the chairperson and at least two additional members. <sup>3</sup>Members of the Examination Committee or an Examination Commission may be university professors (Arts. 57 to 75 BayHIG) who hold a teaching position at a university. <sup>4</sup>Members of an Examination Commission may also be teaching staff for special tasks (Art. 74 BayHIG); the majority of the members of the Examination Committee and the members of an Examination Commission must belong to the group of full-time university professors.
- (2) <sup>1</sup>The Examination Committee is responsible for all examination matters that are not expressly assigned to another examination body. <sup>2</sup>In particular, it has the following duties:
1. the determination and announcement of the deadlines by which examination results must be available,
  2. the decision on fundamental questions regarding admission to examinations and other examination matters of fundamental significance,
  3. the supervision of the proper application of examination regulations,
  4. the handling of appeals against examination decisions and the decision on complaints in examination matters.
- <sup>3</sup>The Examination Committee may challenge and annul unlawful decisions of other examination bodies.
- <sup>4</sup>Other examination bodies are bound by the resolutions of the Examination Committee. <sup>5</sup>Members of the Examination Committee have the right to be present at examinations and to participate in Examination Commission meetings in an advisory capacity.
- (3) The Examination Commission has the following duties:
1. in coordination with the respective deans, the determination and announcement of the dates for the individual examination performances,
  2. the appointment of the examiners, the assignment of students to the examiners, and the appointment of assessors for oral examinations,
  3. the determination and announcement of the permitted working and auxiliary materials on the proposal of the examiner responsible for the task,
  4. the decision on the recognition of study periods, study and examination achievements, and relevant, equivalent vocational or school education,
  5. the decision on the consequences of violations of examination regulations,

6. the decision on applications for extensions of deadlines for the completion of examination performances,
  7. the decision on the consequences of failure to appear for examinations, and
  8. the determination of the results of examination performances.
- (4) <sup>1</sup>In urgent matters, the chairperson shall decide. <sup>2</sup>They shall immediately inform the members of the respective examination body. <sup>3</sup>The respective examination body may annul decisions of its chairperson; rights of third parties already established remain unaffected.
- (5) <sup>1</sup>The Examination Committee may delegate decisions under para. 2 sentence 2 nos. 1 and 3 to one or more members. <sup>2</sup>The Examination Commission may delegate decisions under para. 3 to one or more members.

## **§ 29 Composition of examination bodies**

- (1) <sup>1</sup>The Examination Committee consists of the chairperson and four additional members. <sup>2</sup>The chairperson of the Examination Committee and their deputy are appointed by the President; the other members and their deputies are appointed in agreement with the chairperson of the Examination Committee. <sup>3</sup>The appointment is for an indefinite period.
- (2) <sup>1</sup>Unless otherwise specified in the SPO, the Examination Commission consists of three members. <sup>2</sup>Faculties should appoint a joint Examination Commission with responsibility for multiple degree programs. <sup>3</sup>The chairperson, their deputy, and the other members are appointed by the Faculty Council. <sup>4</sup>For other study programs or comparable offerings, which fully or partially lead to specific, recognizable qualifications but are conducted outside a faculty, the relevant SPO determines which institution of the university, instead of the faculty, appoints the Examination Commission; if exams are simultaneously chosen as module exams for degree programs, the responsibility of this Examination Commission is limited to the tasks under § 28 para. 3 sentence 1 nos. 1 to 3, 5, and 8. <sup>5</sup>Sentence 4 first half-sentence applies accordingly when degree programs are conducted outside of faculties. <sup>6</sup>For other cross-degree offerings of the Studium Generale and the Languages, the university management, on proposal from the faculties and the Center for Future Competences, appoints a joint Examination Commission, for which sentence 4 second half-sentence applies accordingly, and which consists of the chairperson and at least two to four additional members. <sup>7</sup>Paragraph 1 sentence 3 applies correspondingly to Examination Commissions.
- (3) The Examination Committee and Examination Commission may involve other members of the university for support.

## **§ 30 Procedures of examination bodies, principles**

- (1) Examination bodies make decisions in non-public sessions.
- (2) <sup>1</sup>Examination bodies have a quorum if
1. all members are properly summoned, and
  2. a simple majority of the members is present and entitled to vote.
- <sup>2</sup>Agenda items requiring a decision should be communicated to the members at least one week before the meeting.
- (3) A proper summons is also considered to be the setting of meeting dates by the chairperson of the examination body at the beginning of a semester, provided it is ensured that the members are informed.
- (4) Notwithstanding paras. 1 to 3, decisions may be made in writing using the "star procedure."
- (5) <sup>1</sup>In the event of a tie, the chairperson's vote is decisive. <sup>2</sup>If examination bodies are convened a second time to discuss the same matter because they were not quorate the first time, they are deemed quorate regardless of the number of voting members present; in the second summons, this provision must be indicated. <sup>3</sup>Abstentions, secret ballots, and the transfer of voting rights are not permitted. <sup>4</sup>Exclusion from deliberation and voting due to personal involvement is governed by Art. 51 para. 2 BayHIG.
- (6) All persons involved in examination matters are obliged to maintain confidentiality.
- (7) Decisions that are adverse to students must be justified in writing.

## **§ 31 Examiners**

- (1) <sup>1</sup>In addition to the persons listed in Art. 85 BayHIG, the following individuals are authorized to conduct university examinations if they hold or have held an independent teaching position in the respective examination subject at a university:
1. retired professors,
  2. lecturers,
  3. instructors for special tasks, and



4. scientific and artistic staff.

<sup>2</sup>In examination subjects in which practical knowledge and skills are predominantly taught, persons with professional experience in the relevant practice and training are also authorized to conduct university examinations. <sup>3</sup>The examiners are responsible, in accordance with the regulations of the examination committee, for setting the examination tasks, supervising the examination, and evaluating the examination performance.

(2) Examination regulations based on formal or substantive law, as well as resolutions and decisions of the examination bodies, are binding for all examiners.

(3) <sup>1</sup>All examination performances must be evaluated by the first and, if applicable, the second examiner immediately after the completion of the performance, and the achieved grades must be transmitted promptly to the Office for Examinations and Internships according to the procedure established by the examination committee. <sup>2</sup>The evaluation period ends no later than February 21 in the winter semester and August 7 in the summer semester; for cooperative degree programs, this applies only insofar as the examination committee responsible according to § 23 para. 3 sentence 2 does not determine otherwise. <sup>3</sup>The evaluations of practical examinations should be available no later than two weeks before the beginning of the following semester.

## **§ 32 Practical semester coordinators**

<sup>1</sup>The dean, with the approval of the faculty council, appoints a full-time faculty member as the practical studies coordinator for each degree program or for several degree programs with practical study components. <sup>2</sup>The responsibilities of the practical studies coordinator include in particular:

- supporting the Committee for Teaching and Studies (LuSt Committee) and the Office for Internships in professional matters, especially advising students on suitable training positions and reviewing and approving training contracts,
- establishing and maintaining contacts with training institutions, including the acquisition of new training positions and opportunities,
- organizing and, if necessary, participating in practice-accompanying courses and practical examinations,
- maintaining regular contact with the training institutions to monitor the progress of training and to provide academic supervision of students, and
- reviewing the reports submitted by students.

<sup>3</sup>The Office for Internships supports the practical studies coordinators in carrying out their tasks. <sup>4</sup>If necessary, the dean may appoint additional faculty members to assist the practical studies coordinators.

## **§ 33 Examination and internship office, responsibilities**

(1) <sup>1</sup>The Examination Office is responsible for supporting the Examination Committee, the examination boards, and the chairpersons of these examination bodies, as well as for implementing their resolutions and decisions. <sup>2</sup>The Examination Office may suspend the execution of unlawful resolutions of the examination boards and submit them to the Examination Committee for decision.

(2) The Examination Office reviews the approvability of the SPO under study and examination law as well as its feasibility in administrative execution.

(3) <sup>1</sup>In examination matters, complaints and objections shall be addressed exclusively to the Examination Office, and applications shall be submitted to the competent examination body. <sup>2</sup>Applications for which the Examination Office is not responsible shall be forwarded to the competent examination body for decision.

<sup>3</sup>Submissions to offices that are not competent under sentences 1 and 2 shall be forwarded immediately to the competent examination body.

(4) <sup>1</sup>In matters relating to the examination procedure, only the examination committees and the Examination Office are competent. <sup>2</sup>In procedural matters concerning practical study sections, only the Internship Office, the practice coordinators, and the LuSt Committee are competent. <sup>3</sup>Information provided by other offices is not binding.

## **Fifth Part: Miscellaneous**

### **§ 34 Modular studies**

(1) <sup>1</sup>Module studies refer to the study of modules of a specific degree program that are opened by resolution of the faculty or university department with the approval of the administration, provided that the program is neither subject to admission restrictions nor requires an aptitude test. <sup>2</sup>The prerequisites for access to the

study program must be met. <sup>3</sup>The standard period of study is usually one semester. <sup>4</sup>Approval must be denied if the prerequisites under sentence 1 are not fulfilled.

(2) The foregoing provisions shall apply to module studies with the following deviations:

1. A failed examination may only be repeated once and only at the regular examination dates.
2. Deadlines for first attempts and repeat attempts of examinations, as well as entitlement to advance to subsequent courses, shall not apply.
3. Proof of study and completed examinations shall consist exclusively of a printout of the online grade sheet, which must be generated by the students themselves at the end of each semester; any additional documentation required shall be issued by the faculty.

### **§ 35 Entry into force, expiry, transitional provisions**

(1) <sup>1</sup>These regulations shall enter into force on 1 January 2026. <sup>2</sup>At the same time, the previously valid General Examination Regulations of 22 June 2023 (Official Gazette 2023) shall cease to apply.

(2) The Examination Committee may issue supplementary and explanatory provisions for the implementation of these APO.

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Issued on the basis of the resolution of the Senate of the Coburg University of Applied Sciences and Arts of 12 December 2025 and the approval of the President of 22 December 2025.

Coburg, 22.12.2025

signed  
Prof. Dr. Gast, President

These regulations were deposited at the Coburg University of Applied Sciences and Arts on 22 December 2025. The deposit was announced by posting on 22 December 2025. The date of publication is 22 December 2025.

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**Appendix 1**  
**Template for Final Examination Certificates**

COBURG UNIVERSITY OF APPLIED SCIENCES AND ARTS

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BACHELOR / MASTER EXAMINATION CERTIFICATE

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(First Name, Surname, if applicable Birth Name)

Born on \_\_\_\_\_ in \_\_\_\_\_  
 (Date of Birth) (Place of Birth, if applicable Country)

has passed the Bachelor / Master examination  
 in the degree program (Name of Degree Program)  
 (if applicable, Name of Specialization / Major / Focus, etc.)

with the overall assessment (Overall Grade)

Compulsory Modules	Final Grades Grade	Weight
Compulsory Elective Modules	Final Grades Grade	Weight
Bachelor / Master Thesis	Final Grades Grade	Weight

Sum of weighted final grades : Divisor = Overall Examination Grade

*If applicable:* The program included a successfully completed practical semester.  
*or:* The program included a successfully completed basic internship and a successfully completed practical semester.

Elective Modules

Final Grades

Coburg,  
 (Date of confirmation of the thesis or the last examination by the Examination Committee)

President (Seal) Dean or equivalent

Wahlmodule Endnoten

Overall Assessment:

"Passed with distinction" for an overall examination grade	up to 1.2
"Very good" for an overall grade	from 1.3 to 1.5
"Good" for an overall grade	from 1.6 to 2.5
"Satisfactory" for an overall grade	from 2.6 to 3.5
"Pass" for an overall grade	from 3.6 to 4.0

**Appendix 2**  
**Template for German-Language Diplomas**

COBURG UNIVERSITY OF APPLIED SCIENCES AND ARTS

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BACHELOR / MASTER DIPLOMA\*

The Coburg University of Applied Sciences and Arts  
hereby confers upon (*Ms. / Mr.*)

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(*First Name, Surname, if applicable Birth Name*)

Born on \_\_\_\_\_ in \_\_\_\_\_  
(*Date of Birth*) (*Place of Birth, if applicable Country*)

on the basis of  
the successfully completed Bachelor / Master examination in the (*if applicable accredited*) Bachelor /  
Master degree program  
(*Name of Degree Program according to the SPO*)

the academic degree\*

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(*Name of Degree according to the SPO*)\*

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(*Abbreviated Name according to the SPO, with parenthetical addition, without the word "short form"\*, and  
for continuing-education Master programs without abbreviation periods*)

Coburg,  
(*Date of confirmation of the thesis or the last examination by the Examination Committee*)

President

(*Seal*)

Dean or equivalent

\* No linguistic equivalent is possible in the English-language diploma, or it is unnecessary in the respective native language.

**Appendix 3**  
**Template for English-Language Diplomas**

COBURG UNIVERSITY OF APPLIED SCIENCES AND ARTS

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The

COBURG UNIVERSITY OF APPLIED SCIENCES AND ARTS

has awarded the degree of

BACHELOR or MASTER OF \_\_\_\_\_  
(Name of Degree according to the SPO)

\_\_\_\_\_  
(Abbreviated Name according to the SPO, with parenthetical addition, without the word "short form"\* and, for continuing-education Master programs, without abbreviation periods)

to

\_\_\_\_\_  
(First Name, Surname, First Name, Surname, if applicable instead of "Birth Name": "né(e)")

Born on \_\_\_\_\_ in \_\_\_\_\_  
(Date of Birth in English format, e.g., 29 January 1985 – February March ... December)  
(Place of Birth, if applicable Country)

in recognition of successful completion of the examinations for an  
approved \* (alternatively: accredited; for Master programs additionally: postgraduate\*)  
programme of study in \_\_\_\_\_  
(Name of Degree Program according to the SPO)

Coburg, \_\_\_\_\_  
(Date of confirmation of the thesis or the last examination by the Examination Committee in English  
format, e.g., 29 July 2007)

President

Dean or equivalent

(Seal)

\* Note: no linguistic equivalent is possible in the German-language diploma, or it is unnecessary in the respective native language.

#### **Anlage 4**

Upon confirmation of the prerequisites pursuant to Art. 1 (2) sentence 1 or Art. 2 (2) sentence 1 of the Bavarian Social and Early Childhood Education Act (BaySozKiPädG) by the Bavarian State Ministry for Labour and Social Affairs, Family and Integration, the following note shall additionally be included in the final examination certificate for the degree programs "Social Work" and "International Social Work and Development":

"By virtue of the degree attained, the graduate is entitled to use the professional title of State-Recognized Social Pedagogue (female: Staatlich anerkannte Sozialpädagogin; male: Staatlich anerkannter Sozialpädagoge) in accordance with Art. 1 (1) BaySozKiPädG."