



**General Examination and Study Regulations
for the Bachelor's and Master's Programmes
at the University of Bayreuth
dated 25 September 2024**

Article 9 sentence 1 in conjunction with Article 80 para 1 sentence 1 and Article 84 para 2 sentence 1 BayHIG forms the framework for the following regulations issued by the University of Bayreuth.

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Section I: General part

§ 1

Scope of the General Examination and Study Regulations

- (1) The General Examination and Study Regulations for Bachelor's and Master's Programmes at the University of Bayreuth (APSO) apply to bachelor's and master's degree programmes at the University of Bayreuth that are regulated in subject examination and study regulations with reference to the APSO.
- (2) The subject examination and study regulations (FPSO) regulate in particular the respective programme-related requirements for admission to the examinations, the examination requirements and the course of study as a supplement to these statutes and may contain deviating regulations.

§ 2

Boards of examiners

- (1) ¹A board of examiners shall be formed to make the necessary decisions with regard to the admission to the bachelor's or master's programme and the organizational execution of the bachelor's or master's examination. ²The board of examiners shall administer the examination proceedings in accordance with the present regulations and make all decisions with the exception of the examinations and the assessment thereof. ³It consists of three members and one substitute representative each. ⁴The members of the board of examiners and their substitute representatives are elected by the respective Faculty Council from among the professors (Art. 19 para 1 sentences 1 and 3 BayHIG) of the University of Bayreuth for a period of three years. ⁵The board of examiners shall elect a chair and deputy chair from among its members.
- (2) ¹The board of examiners constitutes a quorum if the majority of members are present and entitled to vote after an invitation had been sent to all members at least three days prior to the meeting. ²The decisions taken by the board of examiners in its meetings are to be made on the basis of majority vote. ³Vote abstention, secret voting, and proxy voting are prohibited. ⁴If votes are equally divided among its members, the chair's vote shall be decisive.
- (3) ¹The chair of examiners shall ensure that the provisions of these regulations and the relevant FPSO are followed. ²He or she shall convene the meetings of the board of examiners and shall act as chair of its proceedings and decisions. ³With regard to matters that cannot be postponed, he or she is authorized to make decisions on behalf of the board of examiners. ⁴He or she must promptly inform the other members of any such decision - at the next meeting at latest. ⁵In addition, unless otherwise provided by the present regulations, the board of examiners can transfer

(until revoked) the right to perform other duties of the board to the chair. ⁶The chair can delegate tasks to the members of the board of examiners.

- (4) The board of examiners shall regularly report to the faculty council concerning updates to examination schedules and study periods and may make suggestions for reforming the present regulations and the relevant FPSO.
- (5) ¹Any notices the board of examiners issues under the terms of the present regulations are to be published together with a rationale and information concerning how to appeal. ²Notices of appeal shall be issued by the president of the University of Bayreuth in consultation with the board of examiners.

§ 3

Examiners and co-examiners

- (1) ¹Any person authorized to conduct university examinations in accordance with Art. 85 BayHIG and the University Examination Ordinance may become an examiner. ²Any member of the University of Bayreuth who is a graduate of an equivalent or comparable programme of study may serve as co-examiner.
- (2) ¹If a member of the University of Bayreuth who is an authorized examiner leaves the University, he or she may remain an examiner for a reasonable period. ²Authorization to administer examinations shall generally remain valid for up to three years.
- (3) ¹Unless otherwise decided by the chair of examiners, the relevant supervisor shall also serve as examiner. ²If that instructor is not authorized to administer examinations as laid out in sentence 1, the chair of examiners shall appoint an examiner at the beginning of the semester in which the examination is to be held.

§ 4

Disqualification due to personal involvement; confidentiality

- (1) Disqualification from consultation and voting on the board of examiners as well as other activities relating to examinations on the basis of personal involvement is governed by Article 51 para 2 BayHIG.
- (2) The non-disclosure obligation that holds for members of the board of examiners, as well as examiners, co-examiners, and anyone else involved in the examination process is governed by Article 26 para 2 BayHIG.

§ 5

Credit transfer

- (1) The recognition and crediting of competencies shall be determined in accordance with Art. 86 BayHIG.
- (2) ¹If credits are recognized for competencies, the grades are to be carried over and included when calculating the final grade, as long as the grading systems are analogous. ²If the grading system for the competencies to be transferred does not correspond to the grading system given in § 13, the grades received at the other higher education institution are to be converted using the Modified Bavarian Formula:
$$x = 1 + 3 \cdot (N_{\max} - N_d) / (N_{\max} - N_{\min})$$
where x is the grade to be calculated, N_{max} is the highest possible grade, N_{min} is the highest passing grade, and N_d is the actual grade; in this calculation, the grade to be calculated is only given to one decimal place and is not adjusted to fit the grading scale given in § 13. ³If a conversion according to sentence 2 is not possible, the board of examiners shall determine a corresponding key for the grade conversion. ⁴If a grade is not available and cannot be determined, the remark "passed" will be entered; in this case, it will not be included in the calculation of the final grade. ⁵The board of examiners in consultation with the relevant representative from the subject area shall decide whether the requirements have been met for credit transfer. ⁶If credit transfer is denied, the person concerned can appeal the decision by submitting a request for the University Governing Board to review the decision within four weeks of notification of denial. ⁷The University Governing Board shall provide the board of examiners with a recommendation on how to proceed with the request.
- (3) Credit transfer/recognition requests are to be submitted to the board of examiners as soon as possible following enrolment and in any event prior to completing the examination proceedings in the relevant module examinations.
- (4) Paragraphs 2 and 3 shall apply mutatis mutandis to the crediting of competencies, subject to the maximum limit pursuant to Art. 86 para 2 Sentence 2 BayHIG.

§ 6

Components of the programmes of study

¹The bachelor's and master's programmes are divided into modules. ²The modules of the degree programmes are listed in the respective FPSO.

§ 7

Times for holding examinations; announcing examination times and examiners

- (1) The module examinations are held promptly following the conclusion of the modules.
- (2) ¹The examination dates and, unless specified in the respective FPSO, the respective examination form and the duration of an examination are determined by the respective examiner and are generally announced to the university at the beginning of the semester. ²An additional examination date may be set in the following semester. ³A change of examiner on short notice shall only take place if there are urgent grounds for doing so.
- (3) Students are to register for examinations by the published deadline, according to the process determined by the board of examiners.

§ 8

Elements of the examination

- (1) The bachelor's or master's examination consists of the module examinations listed in the respective FPSO and the bachelor's or master's thesis.
- (2) The examinations serve as proof that the student has achieved the respective competence objectives of the individual modules.

§ 9

Forms of examination

- (1) ¹The examinations take the form of written examinations, home examinations, oral examinations, portfolio examinations, assignments, presentations, essays, contributions, semester-long tasks, written assignments, role plays, workpieces, sport-specific practical examinations and laboratory practicals. ²The examinations are conducted in the respective language of the degree programme or the respective language course. ³The permitted aids in examinations are determined by the respective examiner.
- (2) ¹Assessment of examinations is carried out according to the process announced by the board of examiners. ²Notifications will not be sent individually. ³Students are required to familiarize themselves independently with the terms of the present regulations pertaining to repeating examinations; they are responsible for informing themselves of examination results. ⁴If an examination is assessed by more than one examiner, the grade shall be determined by taking the average of the grades assigned and truncating (not rounding) the number to one decimal digit. ⁵In cases of para 4, the provisions of sentences 4 and 6 shall not apply. ⁶If a written examination is assessed as

"failed" or "unsatisfactory", it must be assessed by a second examiner.⁷Each examination shall be graded by the examiner either in accordance with §13 (alternative 1) or according to the "pass" or "fail" grading system (alternative 2).⁸If alternative 2 of sentence 7 applies, the examination result shall not factor into the final grade.

(3) ¹Written examinations are written tests and last at least one hour and at most three hours. ²The duration of the examination should be appropriate to the requirements of the associated course. ³A written record of the examination is to be made. ⁴The supervisor must confirm the accuracy by signing. ⁵The examination record sheet is to include all aspects of the examination that are relevant to determining the grade. ⁶Leaving the examination room is permitted with the authorization of the invigilator. ⁷The time and duration of absence are to be noted on the question paper. ⁸Written examinations can also be conducted as written tests on the PC. ⁹An assessment of each written examination shall be provided no later than six weeks after the examination.

(4) ¹Written examinations may be conducted fully or in part using multiple choice testing. ²The questions in the multiple choice section are to be written by the two examiners. ³Prior to the examination time, the examiner shall decide which answers are correct and how many points are to be awarded for each correct answer, i.e. how to weight correct answers in relation to the total points. ⁴If the written examination is conducted only in part by using multiple choice testing, weighting for the individual parts must also be stipulated. ⁵Grading of examinations may be carried out with the help of an optical mark sense reader. ⁶An examination based on the answer choice procedure is passed if the student has achieved the absolute pass mark (at least 50 per cent of the maximum possible points) or the relative pass mark. ⁷The relative cut-off grade is to be determined by taking the average of the points achieved by those examinees taking the examination for the first time, less 10%. ⁸The relative cut-off grade is only to be taken into account if it is below the absolute cut-off grade. ⁹Cut-off grades that are not whole number values shall be rounded in favour of the student. ¹⁰An examination is considered passed if a grade of "ausreichend" [sufficient] (4,0) or better is achieved. ¹¹If an examination is conducted using multiple choice testing and the lowest passing grade (the relative cut-off grade if it is below the absolute cut-off grade, otherwise the latter) or better is achieved, the grades shall be as follows:

1,0 ("sehr gut"/ very good), for 90% or better

1,3 ("sehr gut"/ very good), for at least 80% or better but less than 90%

1,7 ("gut"/ good), for 70% or better but less than 80%

2,0 ("gut"/ good), for 60% or better but less than 70%

2,3 ("gut"/ good), for 50% or better but less than 60%

2,7 ("befriedigend"/ satisfactory), for 40% or better but less than 50%

3,0 ("befriedigend"/ satisfactory), for 30% or better but less than 40%

3,3 ("befriedigend"/ satisfactory), for 20% or better but less than 30%

3,7 ("ausreichend"/ sufficient), for 10% or better but less than 20%

4,0 ("ausreichend"/ sufficient), if the pass mark is reached but less than 10% of the possible points exceeding the minimum score have been achieved.

¹²Cut-off grades that are not whole number values shall be rounded in favour of the student. ¹³If the lowest passing grade (cut-off grade) is not reached, a grade of 5,0 ("nicht ausreichend"/ insufficient) is assigned. ¹⁴If an examination is conducted using multiple choice testing, the following details are to be included when determining the results:

- cut-off grades,
- grade achieved,
- percentage of the number of points exceeding the lowest passing grade or percentage of the number of points.

¹⁵If the examination is only carried out in part via multiple choice testing, grades shall be assigned for the individual parts. ¹⁶In this connection, § 13 para 2 applies accordingly. ¹⁷The details above also apply to the multiple choice portion.

- (5) ¹Take-home examinations shall be completed within 1 to 14 days; the examiner shall determine the exact duration. ²The examination requirement shall be appropriate to the requirements of the underlying course. ³Paragraph 3 sentence 4 applies mutatis mutandis.
- (6) ¹Oral examinations are to be held over a period of 20 to 60 minutes, depending on the requirements of the particular course. ²Oral examinations are administered by two examiners or one examiner and one co-examiner. ³One examiner or the co-examiner shall complete an examination record sheet for the oral examination that includes the following: Place and time as well as duration of the examination, subjects and result of the examination, the names of the examiners or the examiner and the co-examiner, the student and any special occurrences. ⁴The minutes must be signed by the examiners or by the examiner and the co-examiner. ⁵Preferably, students who wish to take the same examination within the next two semesters may be admitted to the oral examination as listeners, provided that space permits. ⁶The examiner or, at the student's request, the examiner may exclude members of the audience. ⁷Discussion and announcement of the examination results (grade) shall not be conducted in public.
- (7) ¹In a portfolio examination of a module, mutually related performances (partial examinations) on the same examination subject are performed as specified by the examiners. ²The individual partial examinations may be written, oral and/or practical examinations of the respective degree programme, which in their entirety form the module examination for the respective module. ³The subject of the assessment of a portfolio examination is all partial examinations in accordance with § 13 para 2.
- (8) ¹Theses of ten to thirty pages are written following the underlying course. ²The topic is set by the responsible examiner; the student's wishes may be taken into account. ³The completion period for the term paper is three to nine weeks for full-time students; for part-time students, the period is extended accordingly. ⁴The topic of the term paper must be such that it can be completed within this period. ⁵For reasons for which the student is not responsible, the chair of examiners may extend this deadline by a maximum of one week at the student's request after consulting the supervisor. ⁶If the student proves by means of a medical certificate that he or she is prevented

from working on the thesis due to illness, the processing time shall be suspended in accordance with the period of illness determined by the doctor.⁷The thesis must be submitted to the examiner in electronic form as a PDF and/or in paper form.⁸If the deadline is not met, the term paper will be assessed as "insufficient".

- (9) ¹In the case of presentations, the topic, type of writing (if applicable), duration, deadline and scope must be clarified with the respective examiner. ²The duration of a presentation can be 15 to 45 minutes, depending on the amount of work involved. ³Paragraph 6 sentences 2 to 4 apply mutatis mutandis. ⁴If the presentation is graded, the examiner shall determine the grade on the basis of the oral presentation and, if applicable, the accompanying written material.
- (10) ¹Essays are a maximum of ten pages. ²The assignment of the topic and supervision are to be applied to this. ³The examiner shall determine the time period for completion when the topic is assigned. ⁴The maximum processing period may not exceed four weeks for full-time students and eight weeks for part-time students. ⁵Paragraph 8 sentences 4 to 8 apply mutatis mutandis.
- (11) ¹Contributions (e.g. tests, minutes, reports, learning portfolios, research papers, posters, research proposals, reaction papers, concepts) are written presentations of subject-related content according to specified criteria. ²The form, deadline and scope of the assignment as well as the assessment criteria must be announced to the students by the respective examiner at the beginning of the course. ³Paragraph 8 sentences 6 to 8 apply mutatis mutandis.
- (12) ¹Semester-long tasks during the semester in the form of written, oral and/or practical work (e.g. working on exercise sheets, programming exercises, reading cards, homework assignments, drawings) are assigned and completed during the module and are carried out as individual or group work. ²The individual components are completed during or at the end of the semester and together form the examination. ³The examiner shall communicate the form and scope of the assignment to the students at the beginning of the course.
- (13) ¹The written elaboration is a written presentation in accordance with the usual criteria and conventions of the subject, e.g. of a project carried out by the student as part of laboratory or research work or research projects. ²The topic, scope and deadline are determined by the respective examiner and are usually announced at the beginning of the course. ³Paragraph 8 sentences 5 to 8 apply mutatis mutandis.
- (14) ¹Assignment-related and competence-related situations are tested in a role play. ²The students receive a written role description as a basis for the following examination situation. ³Students will be able to apply the skills they have acquired in a practice-oriented scenario in interaction with one or more dialogue partners. ⁴The role play, including pronunciation, lasts up to 30 minutes.
- (15) ¹Workpieces are created during or following the underlying course or, if applicable, as a supplement to a term paper. ²They consist, for example, of a prototype with annotated code and project documentation or a production of concepts, the writing of programme booklets, reviews, libretto

texts, work, staging or text analyses. ³The topic is assigned by the relevant examiner. ⁴In addition, paragraph 8 sentences 3 to 8 shall apply to the development of a workpiece.

- (16) ¹The sport-specific practical examination should provide evidence of the student's sport-specific skills and knowledge that he or she has learnt in previous courses and consolidated through independent practice. ²The skill requirements and assessment criteria in the individual sports and movement fields are laid down in the respective subject examination and study regulations. ³Sport-specific practical examinations are generally taken in front of at least two examiners. ⁴Paragraph 6 sentences 3 to 4 apply mutatis mutandis.
- (17) ¹In a practical laboratory course, students learn the appropriate and effective use of equipment, apparatus or measuring instruments to investigate specific scientific and technical tasks, which are generally based on the subject areas of a lecture. ²The students carry out these examinations under supervision. ³The students also practice planning experiments, carrying out parts of experiments independently and analysing and documenting the results of experiments. ⁴This acquisition of competences requires participation in carrying out the experiments in the laboratory and the independent writing of corresponding documentation. ⁵Proof may be required before the practical laboratory course is carried out (e.g. in the form of a written or oral examination) that the students have familiarized themselves sufficiently with the subject matter to be able to carry out the laboratory practical course without risk to participants, the environment or equipment.

§ 10

Credit point system

- (1) ¹For each student enrolled in a bachelor's or master's programme at the University of Bayreuth, an account of "credit points" will be set up at the Examinations Office for the modules completed. ²The credit points that appear on the transcript are identical with credit points as stipulated in the European Credit Transfer System. ³One credit point corresponds to a workload of 30 hours.
- (2) The credit points for the modules are given in the relevant programme FPSO.

§ 11

Consideration of protective provisions

- (1) ¹The utilization of protection periods of the Maternity Protection Act shall be guaranteed. ²Upon request, the claiming of parental leave in accordance with the Federal Parental Allowance and Parental Leave Act (Bundeselterngeld- und Elternzeitgesetz), as well as periods for the care of a close relative within the meaning of § 7 para 3 of the Nursing Care Act who is in need of care within the meaning of § 14 and § 15 of the Eleventh Book of the Social Code (Sozialgesetzbuch),

shall be guaranteed. ³The appropriate evidence must be furnished; any changes in status are to be reported immediately.

- (2) ¹If duly requested, periods during which study was impossible or only possible to a limited extent for reasons beyond the student's control shall not be taken into account with regard to the examination schedule. ²Corresponding evidence must be furnished; medical certificates must be presented in the case of illness. ³Any changes in status are to be reported immediately.

§ 12

Consideration of special needs of students with disabilities or chronic illness and in special life circumstances

- (1) ¹For the sake of ensuring equal opportunities, the particular needs of examinees with disabilities or chronic illnesses under the terms of the Bavarian Equal Opportunities for Disabled Persons Act are to be appropriately accommodated. ²Upon written request by the student, the board of examiners shall determine on the basis of the degree of disability or chronic illness in what form the examination is to be taken; alternatively, an extension or other reasonable accommodations may be granted. ³Proof of the examination disability or chronic illness must be furnished in the form of a medical certificate stating that, due to a long-term or permanent disability or chronic illness, the examination cannot be taken in whole or in part in the intended form. ⁴The request is to be submitted together with the examination registration. ⁵If the request is submitted later, it shall only be valid for subsequent examinations.
- (2) ¹Students in special circumstances may apply to the board of examiners for reasonable accommodations in examinations in accordance with paragraph 1. ²The board of examiners shall decide on the existence of a special life situation and the extent of reasonable accommodations.

§ 13

Grading of examinations

- (1) The following grading scale will be used in the assessment of the individual assignments and examinations; the digit to the right of the comma enables a more differentiated assessment between the whole-number values.

"sehr gut" (excellent)	= 1,0 or 1,3
"gut" (considerably better than average)	= 1,7 or 2,0 or 2,3
"befriedigend" (average)	= 2,7 or 3,0 or 3,3
"ausreichend" (fulfils the minimum requirements despite deficiencies)	= 3,7 or 4,0
"nicht ausreichend" (unsatisfactory due to considerable deficiencies)	= 5,0

- (2) ¹If a module examination consists of several examinations, the module grade is calculated as the arithmetic mean of the respective grades, unless a different weighting is specified in the appendix of the respective degree programme. ²In this calculation, the grade shall only be given to one decimal place; the remaining digits are to be truncated (not rounded). ³Module grades are as follows:

an average of 1,5 or better	= sehr gut
an average of 1,6 up to and including 2,5	= gut
an average of 2,6 up to and including 3,5	= befriedigend
an average of 3,6 up to and including 4,0	= ausreichend.

§ 14

Final grade

- (1) ¹The final grade of the bachelor's or master's examination is calculated from the average of the module grades relevant to the final grade and the grade of the bachelor's or master's thesis, which are weighted with the credit points of the respective module. ²In this calculation, the grade shall only be given to one decimal place; the remaining digits are to be truncated (not rounded).
- (2) As the overall examination grade for a bachelor's or master's examination that was passed, students with an average grade of up to 1.2 receive the grade "excellent", up to 1.5 the grade "very good", up to 2.5 "good", up to 3.5 "satisfactory", up to 4.0 "sufficient".
- (3) The certificate or an attached document shall indicate how the final grade was calculated.
- (4) ¹In addition to the certificate, a European Credit Transfer and Accumulation System (ECTS) grading table is issued in accordance with the ECTS guidelines in the version dated 6 February 2009. ²This table displays what percentage of programme graduates in a given time frame received the same final grade as described in para 2. ³Those programme graduates who were awarded their diplomas in the previous four semesters shall serve as the reference group as long as it includes at least 30 persons. ⁴The date of the last examination shall be decisive in assigning graduates to a particular semester. ⁵If the minimum number of graduates is not reached, the number of previous semesters is to be extended until the minimum number is reached. ⁶If the programme of study does not yet have as many graduates as the minimum number required of the reference group, an ECTS grading table will be issued as soon as the minimum number is reached. ⁷For degrees awarded before the minimum number is reached, an ECTS grading table will be issued at a later date upon request once the minimum number has been reached. ⁸The graduate's own graduating class is also to be included in the reference group. ⁹The size of the reference group and the time frame is to be included.

§ 15

Repeating examinations

- (1) Any failed examination may be repeated several times within the time limits specified in § 26 or § 32.
- (2) Voluntary repetition of a passed examination or a passed bachelor's or master's thesis is not permitted.
- (3) Examinations may be repeated in a different examination format in accordance with the respective FPSO; this is determined by the examiner.
- (4) ¹If the bachelor's or master's thesis is not passed, it may be repeated with a new topic. ^{2A}A second repetition of the bachelor's or master's thesis is not possible. ³If the bachelor's or master's thesis commenced is not passed due to the maximum duration of study in accordance with § 26 para 2 or § 32 para 2, the bachelor's or master's thesis can be continued as a repeat until the end of the planned completion period; the student must inform the Examinations Office of this in writing by the end of the maximum duration of study in accordance with § 26 para 2 or § 32 para 2. ⁴If the bachelor's or master's thesis is then assessed as "unsatisfactory", the bachelor's or master's examination has been failed on the final attempt.
- (5) Organizational measures must be taken to ensure that a failed examination or failed bachelor's or master's thesis can generally be retaken within a period of six months.

§ 16

Notification of having failed the bachelor's or master's examination

A notification of having failed the final attempt at the bachelor's or master's examination will be issued in accordance with § 2 para 5 in conjunction with Article 41 of the Bavarian Administrative Procedure Act (BayVwVfG).

§ 17

Access to examination documents

- (1) After completion of the examination procedure, the student may inspect his or her examination papers, the related examination reports and the record sheets.
- (2) ¹Such requests are to be made within six months after the degree certificate is awarded. ²If the student was prevented from complying with the deadline in sentence 1 through no fault of his or her own, Art. 32 BayVwVfG shall apply.

§ 18

Defects in the examination proceedings

- (1) ¹If it becomes apparent that the examination procedure was flawed in a way that influenced the examination result, the respective examination shall be repeated upon application by a student or ex officio. ²Six months after completion of an examination, ex officio orders pursuant to sentence 1 may no longer be issued and an application pursuant to sentence 1 is no longer possible.
- (2) Any defects in the examination proceedings are to be reported to the examiner or the chair of examiners without delay, and in general, prior to notice being given of the examination results.

§ 19

Non-appearance, withdrawal from examinations, cheating, and policy violations

- (1) ¹Students who have registered for an examination may withdraw without giving reasons by a date announced by the examination board at the latest. ²An examination is deemed to have been failed if the student does not appear for an examination date for which he or she has registered for reasons for which he or she is responsible or withdraws after the deadline specified in sentence 1.
- (2) ¹The grounds for failing to appear - or as long as paragraph 1 sentence 1 does not apply, for withdrawal must be submitted to the board of examiners without delay and substantiated by prima facie evidence. ²The same applies to inability to take the examination due to circumstances arising during the examination. ³Inability to take the examination due to illness must be documented with a medical certificate. ⁴If the board of examiners accepts the reasons given, a new examination time is to be offered under the terms of § 7 within six months.
- (3) If withdrawal or failure to appear is caused by reasons beyond the candidate's control, examinations elements completed up to that point are to be recognized.
- (4) ¹If the student attempts to influence the result of an individual examination by cheating or using unauthorized aids, the examination in question shall be graded as "unsatisfactory". ²A student who significantly disrupts the proper conduct of the examination may be excluded from continuing the examination by the respective examiner or invigilator; in this case, the examination in question is deemed to have been assessed as "unsatisfactory".
- (5) ¹If cheating in the form of plagiarism is detected, the examination will be graded as "nicht ausreichend" ["unsatisfactory"]. ²The accusation of plagiarism is justified if the student has attempted to influence the result of the examination in a way that is favourable to him or her by failing to specifically mark passages taken verbatim from other authors and also statements in his or her work that are closely based on the ideas of other authors. ³The determination shall be made

by the respective examining person and recorded in the file. ⁴In serious cases or in the case of repetition, the entire module examination can be declared failed and, in particularly serious cases, the right to repeat the examination can also be withdrawn and the entire module examination can be declared failed on the final attempt. ⁵The decision on this is taken by the board of examiners. ⁶In deciding on the imposition of the sanction, both the quantity of the plagiarism and its significance for the work must be assessed in each individual case.

§ 20

Invalidating the bachelor's/master's examination

- (1) If the student has cheated in an examination and this fact only becomes known after the certificate has been issued, the board of examiners may subsequently correct the relevant grades accordingly and declare the bachelor's or master's examination failed in whole or in part.
- (2) If the student has wilfully obtained admission to the examinations unlawfully and the fact only becomes known after the certificate has been issued, the board of examiners shall decide on the withdrawal of unlawful administrative acts in accordance with the general principles of administrative law.
- (3) The student shall be given the opportunity to comment before a decision is made.
- (4) The inaccurate degree certificate is to be taken away and, if applicable, replaced with a new one.

§ 21

Academic advising

- (1) General student advising is offered by the University of Bayreuth's Student Advising Office.
- (2) ¹The responsible programme coordinator shall provide advice on questions relating to a bachelor's or master's degree programme at the University of Bayreuth, i.e. the structure of the degree programme, organization of studies, selection of courses and examination questions.
- (3) ¹In the course of the semester, the programme coordinator shall offer advising for all students enrolled in the master's programme. ²Advising is recommended especially for the following persons:
 1. new students,
 2. students who recently failed an examination,
 3. students who have considerably less than 30 credit points per semester in full-time study or 15 credit points per semester in part-time study,

4. students transferring from a different subject, degree programme, or university,
5. those changing from full-time study to part-time study or from part-time study to full-time study,
6. those choosing or changing their focus or the courses in their core elective module.

Section II: Bachelor's Programmes

§ 22

Purpose of the bachelor's examination

¹The bachelor's examination taken during the course of study as a professionally qualifying degree of the academic degree programme of the respective bachelor's programme determines whether the student has the competences specified in the respective FPSO. ²At the same time, it is determined whether the student has an overview of the subject-specific and interdisciplinary contexts to such an extent that he or she is capable of further academic work.

§ 23

Admission to studies and to the examinations

- (1) The requirements for admission to the bachelor's programmes are
 1. a higher education entrance qualification in accordance with Art. 88 and 89 BayHIG and the Qualification Ordinance and
 2. proof of German language skills at level B2 or higher of the Common European Framework of Reference for Languages for applicants who did not earn their higher education entrance qualification in German.
 3. any other requirements necessary for the respective bachelor's programme, which are specified in the respective FPSO.
- (2) Upon enrolment in a bachelor's programme, the student is deemed to have been admitted to the examinations.

§ 24

Full-time and part-time study, standard period of study

- (1) ¹The respective bachelor's programme can be completed as a full-time degree programme and/or as a part-time degree programme, this is determined by the respective FPSO. ²Upon enrolment, the applicant must decide whether he or she wants to complete the programme of study as a full-time or part-time student. ³Changing from full-time to part-time study or from part-time to full-time study is possible within the enrolment period of each new semester. ⁴The programme comprises six semesters of full-time study including the bachelor's thesis (standard period of study). ⁵The part-time degree programme comprises twelve semesters including the bachelor's thesis (standard period of study). ⁶Unless special provisions are made in the present regulations, the deadlines specified for full-time study also apply to part-time study.
- (2) Mandatory or possible internships/excursions are integrated into the degree programme and should be completed within the standard period of study.
- (3) The number of credit points to be acquired is 180.

§ 25

Bachelor's thesis

- (1) In the bachelor's thesis, the student should demonstrate that he or she has mastered the fundamentals of academic work in his or her subject area and can apply them independently to a limited range of topics.
- (2) ¹The chair of examiners shall appoint an examiner as supervisor and reviewer, if possible taking into account the student's wishes. ²The topic of the bachelor's thesis is assigned by an examiner (§ 3) of the relevant subject. ³Record is to be made of the date on which the topic was assigned. ⁴It is recommended that the bachelor's thesis be completed in the sixth semester (full-time study) or the 10th semester (part-time study).
- (3) ¹The bachelor's thesis is integrated into the programme of study and corresponds to a workload of 360 hours. ²The period from the assignment of the topic to the submission of the bachelor's thesis is 15 weeks for full-time students and 30 weeks for part-time students. ³In cases where the student is not responsible for exceeding the deadline, the chair of examiners may extend the submission deadline by a maximum of three weeks for full-time students or six weeks for part-time students at the request of the student after consulting the supervisor; the request must be submitted before the deadline for submitting the bachelor's thesis. ⁶If the student proves by means of a medical certificate that he or she is prevented from working on the thesis due to illness, the processing time shall be suspended in accordance with the period of illness determined

- by the doctor. ⁵Theses that are not submitted by the stated deadline are graded as "nicht ausreichend" ["unsatisfactory"].
- (4) ¹The bachelor's thesis may be submitted in German or English after consultation with the examiner. ²The thesis must contain a table of contents and bibliography. ³The bachelor's thesis shall contain a statement at the end in which the author confirms that he or she wrote the thesis independently and did not make use of any sources or materials that are not cited in the thesis. It shall also be confirmed that the thesis had never before been submitted toward fulfilment of an academic degree. ⁴The bachelor's thesis can be checked using suitable software to determine whether it was written independently and without unauthorised assistance; in particular, it can be checked using plagiarism detection software for text passages or other sources that may not have been marked as such. ⁵In addition, the reviewer may request a summary in German if the bachelor's thesis was written in a foreign language.
- (5) ¹The bachelor's thesis must be submitted in electronic form (printable PDF document) by the deadline. ²Submission is carried out by uploading the document via the form server. ³The Examinations Office will make a note of the date on which the thesis was submitted.
- (6) ¹The student may return the topic to the board of examiners once within the first two weeks. ²Paragraphs 1 to 5 also apply when assigning and working on a new topic.
- (7) ¹The Examinations Office shall forward the thesis to the relevant reviewer ²If the thesis is assessed as "unsatisfactory", it shall be assessed by a further assessor from the group of examiners in accordance with § 3. ³The grades shall be made available no later than two months after submission of the thesis. ⁴Each assessor shall provide a recommendation as to whether the thesis is to be accepted or rejected and assign a grade in accordance with § 13. ⁵The appointment of the additional reviewer shall be made by the chair of examiners.
- (8) ¹If different grades are assigned, the grade for the bachelor's thesis shall be the arithmetic mean of the assessments. ²In this calculation, the grade shall only be given to one decimal place; the remaining digits are to be truncated (not rounded). ³§ 9 para 2 sentences 1 to 3 apply *mutatis mutandis*.
- (9) One copy of the bachelor's thesis is to remain on record.

§ 26

Passing the bachelor's examination

- (1) The bachelor's examination is passed if the grade of the bachelor's thesis and each module performance is at least "sufficient" or "passed" and all required 180 credit points have been achieved.

- (2) ¹If a student has not achieved the credit points specified in paragraph 1 by the end of the eighth semester in the full-time degree programme or by the end of the sixteenth semester in the part-time degree programme for reasons for which he or she is responsible, the bachelor's examination shall be deemed to have been failed for the first time. ²Examinations that were taken on time and for which the candidate received a passing grade need not be repeated.
- (3) ¹If the missing examinations are not passed by the student within a year of the deadline given in para 2 sentence 1 for reasons under his or her control, or if all possibilities to repeat the examinations have been exhausted, then the candidate shall be considered as having failed the bachelor's examination on the final attempt. ²The deadline shall not take into account periods of leave and periods during which the candidate withdrew from study. ³Notice shall be sent to inform the candidate that he or she has failed the examination on the final attempt in accordance with § 2 para 5 in conjunction with Article 41 BayVwVfG as amended. ⁴The board of examiners may grant the student an extension of the deadline for circumstances beyond his or her control if the student submits a request prior to the deadline described in sentence 1.

§ 27

Awarding the bachelor's degree; diploma

- (1) ¹Upon the student's request, a diploma and a degree certificate for successful completion of the bachelor's examination are to be issued within four weeks of demonstrating completion of the required module credits. ²The diploma contains the name of the respective bachelor's degree programme. ³ It is signed by the respective dean and bears the seal of the university. ⁴Upon presentation of the certificate, the graduate receives the right to use the respective academic degree. ⁵This is to be placed after the surname with the respective abbreviation.
- (2) ¹The certificate contains the name of the respective bachelor's degree programme, the overall examination grade and in the transcript of records all module and partial module examinations are listed with the respective grades and credit points, if applicable further examinations as well as the topic and grade of the bachelor's thesis. ²The certificate is to be signed by the chair of examiners. ³The date to be used is the day of the last examination or the date on which the last graded assignment was submitted. ⁴An English translation of the diploma and a Diploma Supplement shall be issued in addition; the Diploma Supplement shall be signed by the chair of examiners. ⁵In addition to the certificate, an ECTS grading table is to be issued under the terms of § 14 para 4.
- (3) The withdrawal of the respective academic degree is governed by Art. 101 BayHIG.

Section III: Master's Programmes

§ 28

Purpose of the master's examination

¹The master's examination at the end of the academic degree programme of the respective master's degree programme determines whether the student has demonstrated the competences defined in the respective FPSO and has acquired the specialist knowledge specified therein. ²At the same time, it is determined whether the student has an overview of the subject-specific and interdisciplinary contexts to such an extent that he or she is capable of further independent academic work.

§ 29

Admission to master's studies and to the examinations

- (1) The requirements for admission to the bachelor's programmes are
- (2) Upon enrolment in a bachelor's programme, the student is deemed to have been admitted to the examinations.

§ 30

Full-time and part-time study, standard period of study

- (1) ¹The respective master's programme's programme can be completed as a full-time degree programme and/or as a part-time degree programme, this is determined by the respective FPSO. ²Upon enrolment, the applicant must decide whether he or she wants to complete the programme of study as a full-time or part-time student. ³Changing from full-time to part-time study or from part-time to full-time study is possible within the enrolment period of each new semester. ⁴The programme comprises four semesters of full-time study including the master's thesis (standard period of study). ⁵The programme comprises eight semesters of part-time study including the master's thesis (standard period of study). ⁶Unless special provisions are made in the present regulations, the deadlines specified for full-time study also apply to part-time study.
- (2) Mandatory or possible internships/excursions are integrated into the degree programme and should be completed within the standard period of study.
- (3) The number of credit points to be acquired is 120.

§ 31

Master's thesis

- (1) ¹In the master's thesis, the student should demonstrate that he or she is able to work independently and with the aid of suitable resources on a topic in the subject using scientific methods and present it in writing in an appropriate manner. ²The topic may include interdisciplinary issues.
- (2) ¹The chair of examiners shall appoint two reviewers (in accordance with § 3), if possible taking into account the student's wishes. ²The topic of the master's thesis is assigned by the first reviewer of the relevant subject. ³Record is to be made of the date on which the topic was assigned. ⁴It is recommended that the master's thesis be completed in the fourth semester (full-time study) or the sixth semester (part-time study).
- (3) ¹The master's thesis is integrated into the programme of study and corresponds to a workload of 900 hours. ²The master's thesis is to be submitted no later than six months after the topic was assigned in the case of full-time study or 12 months in the case of part-time study. ³In cases where the student is not responsible for exceeding the deadline, the chair of examiners may extend the submission deadline by a maximum of 12 weeks for full-time students or 24 weeks for part-time students at the request of the student after consulting the first reviewer. ⁴If the student proves by means of a medical certificate that he or she is prevented from working on the thesis due to illness, the processing time shall be suspended in accordance with the period of illness determined by the doctor. ⁵Theses that are not submitted by the stated deadline are graded as "nicht ausreichend" ["unsatisfactory"].
- (4) ¹The master's thesis may be submitted in German or English after consultation with the first reviewer. ²The thesis must contain a table of contents and bibliography. ³The master's thesis shall contain a statement at the end in which the author confirms that he or she wrote the thesis independently and did not make use of any sources or materials that are not cited in the thesis. It shall also be confirmed that the thesis had never before been submitted toward fulfilment of an academic degree. ⁴The master's thesis can be checked using suitable software to determine whether it was written independently and without unauthorized assistance; in particular, it can be checked using plagiarism detection software for text passages or other sources that may not have been marked as such. ⁵In addition, the first examiner may request a summary in German if the master's thesis was written in a foreign language.
- (5) ¹The master's thesis must be submitted in electronic form (printable PDF document) by the deadline. ²Submission is carried out by uploading the document via the form server. ³The Examinations Office will make a note of the date on which the thesis was submitted.
- (6) ¹The student may return the topic to the board of examiners once within the first two weeks. ²Paragraphs 1 to 5 also apply when assigning and working on a new topic.

- (7) ¹Examinations Office shall forward the thesis to the reviewers appointed. ²The grades shall be made available no later than two months after submission of the thesis. ³Each assessor shall provide a recommendation as to whether the thesis is to be accepted or rejected and assign a grade in accordance with § 13.
- (8) ¹If different grades are assigned, the grade for the master's thesis shall be the arithmetic mean of the assessments. ²In this calculation, the grade shall only be given to one decimal place; the remaining digits are to be truncated (not rounded). ³§ 9 para 2 sentences 1 to 3 apply mutatis mutandis.
- (9) One copy of the master's thesis is to remain on record.

§ 32

Passing the master's examination

- (1) The master's examination is passed if the grade of the master's thesis and each module achievement is at least "sufficient" or "passed" and all required 120 credit points have been achieved and any conditions in accordance with § 3 para 2 of the respective FPSO have been fulfilled.
- (2) ¹If a student has not met the requirements specified in paragraph 1 by the end of the sixth semester in the full-time degree programme or by the end of the 12th semester in the part-time degree programme for reasons for which he or she is responsible, the master's examination shall be deemed to have been failed for the first time. ²Examinations that were taken on time and for which the candidate received a passing grade need not be repeated.
- (3) ¹If the missing examinations are not passed by the student within a year of the deadline given in para 2 sentence 1 for reasons under his or her control, or if all possibilities to repeat the examinations have been exhausted, then the candidate shall be considered as having failed the master's examination on the final attempt. ²The deadline shall not take into account periods of leave and periods during which the candidate withdrew from study. ³Notice shall be sent to inform the candidate that he or she has failed the examination on the final attempt in accordance with § 2 para 5 in conjunction with Article 41 BayVwVfG as amended. ⁴The board of examiners may grant the student an extension of the deadline stated in sentence 1 for circumstances beyond his or her control.

§ 33

Awarding the master's degree; degree certificate

- (1) ¹Upon the student's request, a diploma and a degree certificate for successful completion of the master's examination are to be issued within four weeks of demonstrating completion of the required module credits. ²The diploma contains the name of the respective master's programme. ³It is signed by the respective dean and bears the seal of the university. ⁴Upon presentation of the certificate, the graduate receives the right to use the respective academic degree. ⁵This is to be placed after the surname with the respective abbreviation.
- (2) ¹The certificate contains the name of the respective master's degree programme, the relevant area of specialization or application, the overall examination grade and in the transcript of records all module and partial module examinations are listed with the respective grades and credit points, if applicable further examinations as well as the topic and grade of the master's thesis. ²The certificate is to be signed by the chair of examiners. ³The date to be used is the day of the last examination or the date on which the last graded assignment was submitted. ⁴An English translation of the diploma and a Diploma Supplement shall be issued in addition; the Diploma Supplement shall be signed by the chair of examiners. ⁵In addition to the certificate, an ECTS grading table is to be issued under the terms of § 14 para 4.
- (3) The withdrawal of the respective academic degree is governed by Art. 101 BayHIG.

Section IV: Final clause

§ 34

Effective date

¹The present regulations go into effect on 26 September 2024. ²They apply to students who are enrolled in a bachelor's or master's programme at the University of Bayreuth that is regulated in a subject examination and study regulation with reference to the APSO, or who are beginning such a programme.

Issued on the basis of a decision made by the University of Bayreuth's Senate on 19 June 2024 and approved by the President of the University of Bayreuth on 16 September 2024, Ref. No. A 3701 - I/1.

Bayreuth, 25 September 2024

UNIVERSITY OF BAYREUTH
THE PRESIDENT
[seal] [signature]

Professor Dr. Stefan Leible

These regulations were enacted at the university on 25 September 2024.

This was announced on 25 September 2024 by posting a notice at the university.

The date of the announcement is 25 September 2024.