These degree program and examination regulations have been worded carefully to be up to date; however, errors cannot be completely excluded. The official German text available from L1 – Legal Affairs and Academic Quality Management is the version that is legally binding.

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

General Degree Program and Examination Regulations for the Bachelor’s and Master’s Degree Programs of the Faculty of Humanities, Social Sciences, and Theology at Friedrich-Alexander-Universität Erlangen-Nürnberg (FAU) – ABMStPO/Phil –

Dated September 27, 2007

amended by statutes of
December 3, 2007
August 5, 2008
September 1, 2009
September 4, 2009
March 3, 2010
June 1, 2010
July 6, 2010
November 5, 2010
March 8, 2011
August 5, 2011
January 18, 2012
October 8, 2012
February 19, 2014
July 21, 2014
August 6, 2015
August 2, 2016
August 24, 2017
August 1, 2018
August 28, 2019
August 6, 2020
August 6, 2021
June 29, 2022

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

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

(1) These General Degree Program and Examination Regulations govern studies and examinations for Bachelor of Arts and Master of Arts degree programs at the Faculty of Humanities, Social Sciences, and Theology at FAU, with the exception of the Bachelor's degree program in Sport Science and the Master's degree programs in Christian Media Communication; Media, Ethics, and Religion; Ethics of Textual Cultures; Human Rights; Lexicography; Physical Activity and Health; Multimedia Education; and Organizational Development and Human Resources. They are supplemented by the respective degree program and examination regulations.

(2) The Bachelor of Arts is an undergraduate degree qualifying students for professional work and consisting of one subject or two subjects which are studied as a first and second subject. The purpose of the Bachelor’s examination is to assess whether students:
- have acquired fundamental knowledge as well as methodological understanding of the examined subjects
- have the ability to employ scientific methods and knowledge independently
- are prepared for an early transition to professional practice.

(3) The Master of Arts is a postgraduate degree qualifying students for further research as well as professional work. The Master’s examination serves to determine whether students:
- have acquired in-depth knowledge of the fundamental concepts and research findings in the subject of their Master’s degree program
- are capable of working independently according to scientific methods and of developing these further
- are prepared for professional practice.

Section 2 Degrees

(1) Passing the examinations results in the following degrees, depending on the type of degree program:
1. The degree of Bachelor of Arts (abbreviation: BA) for passing the Bachelor’s examination
2. The degree of Master of Arts (abbreviation: MA) for passing the Master’s examination

(2) The degree may also be used with the addition ‘(FAU Erlangen-Nürnberg)’.

Section 3 Bachelor’s Degree Programs, Examinations, Standard Duration, Start of Degree Program, Examination and Teaching Language

(1) Students shall take a preliminary examination (Grundlagen- und Orientierungsprüfung, GOP) covering the foundations of the Bachelor’s degree program by the end of the second semester. The degree program and examination regulations govern which Bachelor’s degree programs or partial degree programs
have comparable content in the preliminary examination (GOP). The remainder of the Bachelor’s degree program consists of the examinations taken in the modules up to the end of the standard duration of studies including the Bachelor’s thesis module (if applicable including an oral examination or a presentation) and, if required, an internship and/or research project. 180 ECTS credits are required to successfully complete the Bachelor’s degree program.

(2) 1The standard duration of a Bachelor’s degree program is six semesters. 2Notwithstanding sentence 1, the standard duration of a part-time degree pursuant to Section 3a is twelve semesters.

(3) Degree programs may only be started in the winter semester.

(4) 1Unless stipulated otherwise in the degree program and examination regulations, the teaching and examination language in the Bachelor’s degree programs is German. 2Individual teaching units and examinations may be held in English; further details are stipulated in the module handbook. 3In any case of uncertainty, the examination language shall be the same as the teaching language.

Section 3a Part-Time Degree Programs, Changing Degree Programs, Maximum Number of ECTS Credits

(1) 1Two-subject Bachelor’s degree programs may be completed in the form of a part-time degree program with twice the standard duration in accordance with Appendix 2. 2Students must declare their choice of a part-time degree program to the Student Records Office in writing upon enrollment.

(2) 1One-subject Bachelor’s degree programs can be studied as part-time degree programs which have twice the standard duration. 2Further details are stipulated in the degree program and examination regulations. 3Students must declare their choice of a part-time degree program to the Student Records Office in writing upon enrollment. 4In deviation from Sentence 1, it is not possible for the subject Studies in Literature and Books to be studied as a part-time one-subject Bachelor’s degree program.

(3) 1Changing from a full-time to a part-time degree program is permissible for one-subject and two-subject Bachelor’s degree programs on written request and with effect from the winter semester; students are advised to consult their study advisor before making a change. 2Students may only change to a part-time degree program after the fifth full-time semester in justified exceptional cases; the decision shall rest with the Examinations Committee. 3The semesters completed as part of the full-time or part-time degree program up until that point shall be accredited. 4Any existing rights and obligations governed by the applicable examination regulations created during the part-time or full-time degree program shall not be affected by the change. 5When changing from full-time to part-time study this shall apply in particular to the obligation to resit failed examinations within the set time period and the obligation to pass the preliminary examination (Grundlagen- und Orientierungsprüfung, GOP) within the set time frame. 6In the event of changing from part-time to full-time study, the achievements needed for the GOP of the full-time degree program which have not yet been met shall be submitted within one year of the change.
(4) Part-time students in one-subject and two-subject Bachelor's degree programs may obtain a maximum of 35 ECTS credits per academic year. Notwithstanding sentence 1, modules worth a maximum of 45 ECTS credits may be obtained in the year in which the Bachelor's thesis is submitted. The maximum number of ECTS credits stated in sentences 1 and 2 may be exceeded by 5 ECTS credits once. The Examinations Committee may grant exemptions from the provisions in sentence 3 on written request; the request shall be submitted before the start of the respective examination.

Section 4 Structure of the Bachelor's Degree Program

(1) Bachelor's degree programs consist of undergraduate study, key qualifications and writing a Bachelor's thesis.

(2) In the one-subject Bachelor's degree programs, the degree program and examination regulations stipulate that 160, 150 or 140 ECTS credits must be achieved from the modules in the respective subject before the Bachelor's degree program can be completed. Students are also required to complete the Bachelor's thesis module worth 10 ECTS credits and submit proof of having completed modules from the key qualifications area worth 10, 20, or 30 ECTS credits. The one-subject Bachelor's degree programs as defined above which can be chosen are:
1. Archaeological Sciences
2. Islamic Religious Studies
3. Studies in Literature and Books
4. Sociology

The degree program and examination regulations for Studies in Literature and Books may contain provisions deviating from sentences 1 and 2.

(3) In the two-subject Bachelor's degree programs, 90, 80, or 70 ECTS credits must be achieved in the first subject and 70 ECTS credits in the second subject from the modules of the respective subject according to the provisions in the respective degree program and examination regulations. Students are also required to write a Bachelor's thesis worth 10 ECTS credits in the first subject. If so requested, the Examinations Committee can approve the Bachelor's thesis being written in the second subject. If the Bachelor's thesis is written in the second subject, the weighting of the Bachelor's thesis module in calculating the overall grade shall be based on the requirements of the degree program and examination regulations of the first subject. The deadlines stipulated in Section 10 shall be observed when filing a request pursuant to sentence 3. As a rule, the request should be filed one semester before the end of the examination period for the first subject. In the key qualifications area, students must provide proof of having completed modules worth 10, 20, or 30 ECTS credits, depending on the selected first subject. The degree program and examination regulations for Cultural Geography may contain provisions deviating from sentences 2 and 4. The examination periods set forth in Section 10 are determined separately for each partial degree program and have to be observed accordingly.
Section 5 Master's Degree Programs, Examinations and Standard Duration,
Start of Degree Program, Examination and Teaching Language

(1) The Master's degree program builds on the contents of the Bachelor's program; it
is more research-oriented. The standard duration of a Master's degree program is four
semesters. Notwithstanding sentence 2, the standard duration of a part-time degree
pursuant to Section 5a is eight semesters.

(2) 120 ECTS credits are required to successfully complete the Master's degree
program.

(3) The Master's degree program is concluded with the Master's examination. It
consists of all module examinations throughout the degree program and the Master's
thesis. Modules which are completed as part of the Bachelor's degree program cannot
normally be accredited as part of the Master's examination due to the specific subject
skills that must be acquired as part of the qualification goals of the Master's degree
program, as detailed in the module descriptions. Exceptions may be granted by the
Examinations Committee.

(4) Unless stipulated otherwise by the degree program and examination
regulations, the Master's degree program may only be started at the beginning of the
winter semester.

(5) Unless stipulated otherwise in the degree program and examination
regulations, the teaching and examination language in the Bachelor's degree
programs is German. Individual teaching units and examinations may be held in
English; further details are stipulated in the module handbook. In any case of
uncertainty, the examination language shall be the same as the teaching language.

Section 5a Part-Time Degree Programs, Changing Degree Programs, Maximum
Number of ECTS Credits

(1) The Master's degree programs
1. The Americas/Las Américas
2. Arabic, Islamic, and Semitic Studies
3. Book Studies
4. Digital Humanities
5. English Studies
6. Educational Research on Learning and Instruction
7. German Language and Literature
8. History
9. Art History
10. Art Education
11. Linguistics
12. Literary Studies – Intermedial and Intercultural
13. Media Studies
14. North American Studies: Culture and Literature
15. Education Science
16. Philosophy
17. Sociology
18. Theater – Research – Transfer
may also be studied in the form of a part-time degree program at twice the standard
duration.
(2) 1Students may change from a full-time degree program to a part-time degree program after completing the second subject semester. Students are advised to consult their study advisor before making a change. 2A later change to a part-time degree program shall only be permitted in justified exceptional cases; the decision shall rest with the Examinations Committee. 3It is possible to change from the part-time to the full-time program after completing the second, fourth and sixth subject semester. 4The semesters completed as part of the full-time or part-time degree program up until that point shall be accredited. 5Any existing rights and obligations governed by the applicable examination regulations created during the part-time or full-time studies shall not be affected by the change; this applies in particular to the obligation to resit failed examinations within the prescribed period.

(3) 1Part-time students in Master's degree programs may obtain a maximum of 35 ECTS credits per academic year. 2Notwithstanding sentence 1, modules with a total of 40 ECTS credits may be completed in the academic year in which the Master's thesis is submitted. 3The maximum number of ECTS credits stated in sentences 1 and 2 may be exceeded by 5 ECTS credits once. 4The Examinations Committee may grant exemptions from sentence 3 on written request; the request shall be submitted before the start of the examination.

Section 6 ECTS Credits
(1) 1The degree programs and examinations are based on the European Credit Transfer and Accumulation System (ECTS). 2Approximately 30 ECTS credits are awarded per semester. 3One ECTS credit corresponds to 30 hours of work.

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

Section 7 Modules and Credits
(1) 1The degree program consists of modules for which students are awarded ECTS credits. 2One module is a self-contained teaching and learning unit held over a specific time frame, the contents of which can be tested in an examination.

(2) 1The modules shall be completed with a module examination. 2This examination shall as a rule consist of one examination achievement or one course achievement. 3In exceptional cases, this examination can also consist of several partial examinations or parts of examinations or a combination of examination and course achievements if the subject warrants it. 4Ungraded course achievements consisting of several parts and/or course achievements which can be repeated an unlimited number of times shall not count as examinations consisting of several parts as defined in sentence 3. 5ECTS credits shall only be awarded for successful participation in modules that can be verified in an individual, separately identifiable performance in a module examination. 6Examinations are conducted during the lecture period or following the last lecture or seminar of a module. 7All examinations with the exception of written assignments and oral examinations generally take place during the eight-week examination period. 8The examination period is divided into two weeks before and two weeks after the end of the lecture period of one semester, during which the examinations are sat for the first time, and a period of two weeks before and two weeks after the beginning of the following semester's lecture period, during which the resit examinations take place. 9Other examination periods may apply for examinations offered by another faculty.
Examinations (examination achievements and course achievements) measure the student’s performance. They may be written, oral, electronic, use electronic communication devices or be in a different form. Examination achievements and partial examinations are graded. In the event of invigilated remote electronic examinations, the Bavarian regulation for testing remote examinations (BayFEV) and the FAU regulations on remote examinations on the basis of the Bavarian regulations for testing remote examinations (BayFEV) – EFernPO – shall be complied with. The assessment of course achievements is limited to determining whether the student has passed or not.

(4) Enrollment in the relevant degree program at FAU is a requirement for participation in module examinations according to (2)(1). This shall not apply to resit examinations within the meaning of Sections 34 and 39.

Section 8 Forms of Teaching and Learning

[revoked]

Section 9 Examination Formats, Electronic Examinations

(1) The following forms of examination are recognized for Bachelor’s and Master’s degree programs:
   1. Presentations
   2. Written assignments
   3. Short essays
   4. Reports
   5. Excerpts
   6. Oral examinations and colloquia
   7. Written examinations
   8. Bachelor’s thesis

(2) Examinations may be administered in electronic form. Electronic examinations (e-examinations) are examinations which are administered and evaluated via computer or using digital technology. The authenticity and integrity of the examination results shall be verified. Automatically calculated evaluations of examination achievements shall be verified by one examiner at the request of the examinee or two examiners in case of a failed examination.

(3) Further information about examinations and in which modules examinations may be administered in electronic form can be found in Sections 20, 21, 32 and 38 as well as in the degree program and examination regulations and the module descriptions.

Section 10 Examination Deadlines, Failure to Observe Deadlines

(1) Examinations shall be sat in such a timely manner as to allow students taking a one-subject Bachelor’s degree program to obtain 40 ECTS credits in the GOP and students taking a two-subject Bachelor’s degree program to obtain 20 ECTS credits in the GOP for each subject studied. It shall also be possible for students to obtain 180 ECTS credits in the Bachelor’s examination and for Master’s students to obtain 120 ECTS credits in the Master’s examination by the set deadline. Notwithstanding sentence 1, part-time students shall achieve 20 ECTS credits in the GOP for each subject studied pursuant to Section 30 (4) or (5). The deadline shall be the second
semester for the GOP subject to the provisions in Section 30 (4) and (5), for the full-time Bachelor’s degree program the sixth semester, for the part-time Bachelor’s degree program the twelfth semester, for the full-time Master’s degree program the fourth and for the part-time Master’s degree program the eighth semester. 4 The deadlines according to sentence 3 may be exceeded by the following periods (extended deadline):
1. GOP in full-time or part-time degree program – by one semester
2. Bachelor’s examination in a full-time degree program – by two semesters
3. Bachelor’s examination in a part-time degree program – by four semesters
4. Master’s examination in a full-time degree program – by one semester
5. Master’s examination in a part-time degree program – by two semesters.
An examination shall be considered to have been sat and failed at the final attempt if the required number of ECTS credits was not obtained within the extended deadline according to sentence 4, unless the reasons for this are beyond the student’s control.

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

(3) 1 The reasons according to paragraphs (1) and (2) shall be explained in writing and shown credibly to the Examinations Office without delay. 2 If the reasons are acknowledged, the examination shall be sat at the soonest possible time; already available examination and course achievements shall be accredited. 3 In case of an inability to sit the examination occurring before or during the examination, the examiner shall be notified immediately. 4 In cases where the student is unable to sit an examination due to illness, the student shall be required to submit a doctor’s certificate; a certificate from an official medical examiner may be requested.

Section 11 Examinations Committee, Examination Officers
(1) 1 The Examinations Committee shall organize and carry out the examinations. 2 The Examinations Committee shall have five members. 3 The members shall be elected by the Faculty Council for a term of three years. 4 All full-time university lecturers belonging to the Faculty shall be eligible. 5 The Examinations Committee shall elect one of the members as the chairperson and shall appoint a deputy to act in the event of the chairperson’s absence. 6 The Faculty Council shall furthermore appoint an examination officer for each department and a deputy; sentences 3 and 4 shall apply accordingly. 7 The chairperson of the Examinations Committee may transfer tasks within his or her responsibility to a member of the Examinations Committee or the respective examination officer.
The Examinations Committee shall be tasked with carrying out the examination procedures, in consultation with the Examinations Office, especially the planning and organization of the examinations. Its duties include ensuring that the provisions of these examination regulations are observed. With the exception of the examinations themselves and their assessment, which the examiners are responsible for, all decisions shall be taken by the Examinations Committee unless they have been transferred to the Examinations Office or the examination officers. The Examinations Committee shall check delegated decisions if requested to do so and shall verify that examinations have been legitimately assessed. It shall regularly report to the Faculty Council on the development of examinations and study periods and shall, where applicable, submit suggestions for amendments to the examination regulations; it shall be consulted before such amendments are made. The members of the Examinations Committee shall have the right to be present during examinations.

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

The chairperson shall call the meetings of the Examinations Committee. The chairperson shall be entitled to take decisions that cannot be delayed on behalf of the Examinations Committee. The Examinations Committee shall be informed of such cases without delay. Furthermore, unless these examination regulations state otherwise, the Examinations Committee shall have the right to transfer individual tasks to the chairperson as well as revoke these.

Official notifications in legal matters pertaining to examinations shall be made in writing; reasons shall be given and information on legal remedies available to the person shall be included. Students shall be given the opportunity to make a statement before negative decisions are finalized. The Examinations Committee shall have the right to rule that grade notifications may be sent out in electronic form to the individual students. Any notification of objection in questions of examination legislation shall be issued on behalf of the President following consultation with the Examinations Committee and after hearing the examiners.

Section 12 Announcement of Examination Type, Examination Dates and Examiners, Registration, Withdrawal

The dates of the examinations and the names of the examiners as well as the registration dates and details of how to register for examinations shall be announced in good time and according to local practice.

Students shall register for the individual module examinations after the start of the lecture period. Regular attendance of the teaching unit may be a prerequisite for admission to the examination pursuant to Section 17.

Notwithstanding the deadlines set forth in Sections 10, 34 and 38, withdrawal from the first attempt at an examination for which students have registered pursuant to (2) shall be permitted without stating reasons up until the end of the third working day before the examination date; withdrawals are to be submitted to the examiner.
days between and including Monday and Friday shall be considered as working days.  

Section 10 (3) sentences 1, 3 and 4 shall apply accordingly.  

A declaration of withdrawal is binding.  

Registration to the examination shall be canceled once the declaration is submitted and the student shall no longer be entitled to take the examination on this date.  

Students shall only be able to register for and sit the examination in a later semester.  

The consequences of a delayed or invalid withdrawal shall be governed by Section 16 (1).  

Section 13 Examiners, Exclusion Due to Personal Involvement, Obligation to Confidentiality  

(1)  

The Examinations Committee shall appoint examiners and reviewers.  

All persons eligible to administer examinations according to the Bavarian Higher Education Act (BayHSchG), the Bavarian Law on Academic Personnel of Higher Education Institutions (BayHSchPG) and the Bavarian Higher Education Examiners Act (BayHSchPrüferV) shall be eligible for appointment.  

A change of examiners shortly before the start of an examination shall be permissible on urgent grounds.  

If an eligible examiner leaves the University, they shall usually remain eligible to act as an examiner for up to one year.  

Eligible examiners who only have a temporary contract shall only remain eligible to act as an examiner for the contractually agreed duration of employment.  

The relevant Examinations Committee shall have the right to extend this period upon request following consultation with the place of employment.  

(2)  

Persons who have completed the degree program in question or a degree program related to it shall be eligible for appointment as observers.  

Observers shall be research associates in principal employment at the University.  

(3)  

Exclusion from the deliberation and voting process of the Examinations Committee as well as from the positions of examiner and observer due to personal involvement shall be governed by Section 41 (2) BayHSchG. in conjunction with Section 20, 21 BayVwVfG.  

(4)  

The obligation to confidentiality of the Examinations Committee and other persons involved in matters pertaining to examinations shall be governed by Section 18 (2) sentences 2 and 3 BayHSchG.  

Section 14 Admissions Committee  

(1)  

The evaluation of the qualification and admission requirements for a Master’s degree program shall be the responsibility of the admissions committee appointed for each Master’s degree program.  

The admissions committee shall fulfill its obligations in cooperation with the Master’s Office.  

(2)  

The admissions committees shall consist of three members from the Faculty of Humanities, Social Sciences, and Theology.  

The chairperson shall be a university lecturer as their major occupation.  

One other member shall either be a full-time or part-time university lecturer.  

The third member shall be either a full-time or part-time university lecturer or a member of research staff from the Faculty of Humanities, Social Sciences, and Theology.  

The relevant degree program and examination regulations may stipulate provisions deviating from sentences 1 to 4.  

Full-time university lecturers must account for at least half of the votes.  

The Faculty Council at the Faculty of Humanities, Social Sciences, and Theology shall appoint the members
for a term of office of three years; re-election is permitted. The members shall elect one of the full-time university lecturers as chairperson and one as deputy chairperson.

Section 15 Accreditation of Skills

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

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

(3) The grades achieved in approved modules, examinations and course achievements shall be transferred if they were awarded according to Section 22. If the grading system applied in the examinations sat at the university or equivalent institution of higher education and accredited by FAU is not identical to the grading system set forth in Section 22, the grades achieved at other universities shall usually be converted according to the following formula:

\[ x = 1 + \frac{3(N_{\text{max}} - N_d)}{(N_{\text{max}} - N_{\text{min}})} \]

- \( x \) = converted grade
- \( N_{\text{max}} \) = best grade attainable
- \( N_{\text{min}} \) = lowest grade for passing
- \( N_d \) = grade attained.

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

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

Section 16 Consequences of Delayed Withdrawal, Fraud, Breach of Regulations, Exclusion from Further Participation

(1) An examination shall be graded as ‘nicht ausreichend’ (unsatisfactory; 5.0) if the student withdraws from the examination after the withdrawal deadline (cf. Section 12 (3)) without good reasons; Section 10 (3) shall remain unaffected. The reasons for withdrawal according to sentence 1 shall be explained in writing and shown credibly to
the Examinations Committee without delay. If the Examinations Committee accepts the reasons, a new date shall be set. In cases where the student is unable to sit an examination due to illness, the student shall be required to submit a doctor’s certificate; a certificate from an official medical examiner may be requested.

(2) 1If an attempt is made to commit fraud or to influence the result of an examination achievement through the use of unauthorized materials, the examination in question shall be graded as ‘unsatisfactory’ (5.0). 2The possession of unauthorized materials during or after the handing out of examination papers shall constitute an attempt to commit fraud within the meaning of sentence 1. 3The Examinations Office keeps a list of examinees that have failed an examination due to fraud.

(3) Persons who disturb the orderly examination process may be excluded from continuing the examination by the authorized examiner or the supervising person; in this case the examination achievement in question shall be considered to be ‘unsatisfactory’ (5.0).

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

**Section 17 Compulsory Attendance**

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

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

(3) 1Notwithstanding paragraph 2, in the context of excursions, placements and block seminars, attendance is only considered to have been regular if all teaching units have been attended. 2Appropriate substitute achievements fulfilling the requirement of regular attendance shall be offered in the case of credibly shown periods of absence due to reasons beyond the student’s control of up to and including 15% of instruction time. 3If more than 15% of instruction time has been missed, the teaching unit must be taken again. 4Any positions after the decimal point in the percentage of instruction time missed shall be rounded for the benefit of the student.
(4) Attendance is checked in the individual teaching units, provided these are held face to face, by means of an attendance list in which students must enter their name and signature. If teaching units are held online, teaching staff shall record attendance by taking a register of the names of all those attending. Teaching staff shall compare the names on the registration list to see whether they correspond with the names used by the students attending the teaching unit. If students use a pseudonym during an online teaching unit with compulsory attendance, they must inform the member of teaching staff of their real name in order to allow a comparison to be made.

Section 18 Revocation of Degrees
The revocation of Bachelor’s and Master’s degrees shall be governed by Section 69 BayHSchG.

Section 19 Faults in the Examination Process
(1) Should it turn out that the examination process was faulty in a manner that influenced the result of the examination, it shall be ordered upon a student’s request that a certain student or all students shall resit the examination or parts of the same.

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

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

Section 20 Written Examination, Multiple Choice Examinations
(1) In written examinations, students are required to prove that they are capable of identifying a problem within a limited period and with limited materials, using the conventional methods employed in their field, and to find a solution to this problem. Written examinations may also be held as open book examinations during which students have to complete one or several tasks in a certain time without supervision using either a wide range of aids or whichever aids they like, but without the assistance of third parties. Further details are stipulated in the module description. In the case of examinations as defined in sentence 2, tasks shall as far as possible be tailored to test higher-level skills such as understanding, analysis, transfer and application.

(2) Written examinations shall generally be evaluated by one examiner. If a written examination is graded as ‘nicht ausreichend’ (unsatisfactory), it shall be presented to a second examiner for evaluation. The examiner’s evaluation must be documented in writing and reasons for the final grade must be made clear. Evaluations shall usually be presented within six weeks.

(3) Written examinations may take the form of multiple-choice examinations (with one or more possible correct answers), either in full or in part. Detailed information on the modules with multiple choice examinations is given in the module handbook. The examinee shall state which of the answers to the questions they deem to be correct. Examination questions must allow for reliable examination results. When drawing up the examination questions, it shall be specified which of the answers shall be accepted as correct. If the question does not allow multiple answers, multiple answers shall be inadmissible and disregarded. Before the evaluation of the examination results, at least two of the authors of the examination shall assess whether the examination questions meet the requirement set out in sentence 4. Should they determine that
individual examination questions are faulty, these shall not be taken into account in the evaluation of the examination result; the number of examination questions shall be considered to have been reduced. 9This reduction of the number of examination questions must not result in disadvantages for any of the examinees. 10No minus points may be awarded outside of individual examination questions.

4 The examinations according to (3)(1) shall be considered to have been passed if
1. The examinee answered at least 60 percent of the examination questions correctly/achieved at least 60 percent of the attainable points, or
2. The examinee answered at least 50 percent of the examination questions correctly/achieved at least 50 percent of the attainable points according to the overall score and the number of correct answers is no more than 17 percent below the average number of correct answers for all examinees sitting the examination for the first time.

2 If sentence 1(2) is applied, the Dean of Studies shall be notified.

5 In case of written examinations that are not entirely composed of multiple choice questions, (3) and (4) shall only apply to the respective part.

6 Students who are unable to attend a written examination on the regular date or the resit date as they are completing a semester abroad may apply for an alternative date for an oral examination, provided the change of examination form is compatible with the qualification goal of the module. 2The decision shall be taken by the Examinations Committee in consultation with the examiner. 3Proof of the intended study stay abroad must be submitted together with the application.

Section 21 Oral Examination

1 In oral examinations students must demonstrate both general and specific knowledge of the subject being tested. 2Oral examinations shall be conducted, unless otherwise stated, in the presence of an observer appointed by the examiner.

2 A record shall be kept of the oral examination; this shall include the following: place, date and duration of the examination; subject and result of the examination; the names of the examiners, the observer and the student; and any special occurrences. 2The record shall be signed by the authorized examiners and the observer. 3It shall not be necessary to record the questions asked in the examination or the answers given. 4The record shall be stored for at least two years.

Section 22 Evaluation of Examinations, Grades, Final Grade

1 The evaluation of individual examinations shall be expressed by the examiners with the following grades:

<table>
<thead>
<tr>
<th>Grade (in words)</th>
<th>Grade (in figures)</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>sehr gut (very good)</td>
<td>= (1.0 or 1.3)</td>
<td>an outstanding achievement</td>
</tr>
<tr>
<td>gut (good)</td>
<td>= (1.7 or 2.0 or 2.3)</td>
<td>an achievement that exceeds the average requirements considerably</td>
</tr>
<tr>
<td>befriedigend (satisfactory)</td>
<td>= (2.7 or 3.0 or 3.3)</td>
<td>an achievement that fulfills average requirements;</td>
</tr>
<tr>
<td>ausreichend (sufficient)</td>
<td>= (3.7 or 4.0)</td>
<td>an achievement that fulfills the requirements despite flaws</td>
</tr>
<tr>
<td>nicht ausreichend (unsatisfactory)</td>
<td>= (4.3 or 4.7 or 5.0)</td>
<td>an achievement that no longer fulfills requirements due to considerable flaws.</td>
</tr>
</tbody>
</table>
2 A graded examination (Section 7 (3)(3)) has been passed if it has received at least the grade ‘ausreichend’ (sufficient). 3 The evaluation period should generally not exceed six weeks. 4 Except when otherwise stipulated in the degree program and examination regulations, a module examination shall have been passed when all partial achievements (Section 7 (2)(3)) have been passed. Sentence 2 shall remain unaffected.

(2) 1 If an examination has several examiners or consists of several parts or partial achievements, the total grade is calculated from the weighted average of the individual grades; the grading system described in paragraph 1(1) shall not be used. 2 Sentence 1 can also be applied to examinations that are not an examination consisting of several parts as defined in Section 7 (2)(3) but still consist of several different components (for example a written examination with a combination of multiple choice questions and open-ended questions). Details of how to grade such examinations shall be stipulated in the degree program and examination regulations. 3 One decimal place shall count towards the module grade; further decimal places shall be omitted without being rounded. 4 If there is only one graded examination in a module, this grade shall be the grade for the module. 5 In case of ungraded course achievements, the module shall be rated as ‘bestanden’ (pass) or ‘nicht bestanden’ (fail).

(3) 1 Multiple choice examinations (single and/or multiple correct answers) shall be evaluated as follows: 2 Students who answer the required minimum of examination questions correctly or attain the minimum number of attainable points according to Section 20 (4)(1) shall receive the written grade:

- very good (sehr gut) if at least 75 percent of the remaining questions were answered correctly or remaining points were achieved,
- good (gut) if at least 50 percent but less than 75 percent of the remaining questions were answered correctly or remaining points were achieved,
- satisfactory (befriedigend) if at least 25 percent but less than 50 percent of the remaining questions were answered correctly or remaining points were achieved,
- sufficient (ausreichend) if 0 or less than 25 percent of the remaining questions were answered correctly or remaining points were achieved.

3 The grade scale set forth at (1)(1) shall apply; the grades 0.7, 4.3 and 4.7 shall not be awarded. 4 Students who do not achieve the required minimum number of points shall receive the grade 5.0. 5 Notwithstanding sentence 3, in addition to the grade 5.0, the grades 4.3 and 4.7 may also be awarded in cases in which examinations according to Section 20 (5) partly take the form of a multiple choice examination.

(4) 1 The overall grade of the Bachelor’s examination, the Master’s examination and the modules as well as subject grades shall be as follows:

- at an average of up to 1.50 = sehr gut (very good)
- at an average of over 1.50 and up to 2.50 = gut (good)
- at an average of over 2.50 and up to 3.50 = befriedigend (satisfactory)
- at an average of over 3.50 and up to 4.00 = ausreichend (sufficient)
- over 4.0 = nicht ausreichend (unsatisfactory)

2 Students who pass the Bachelor’s or Master’s examination with a final grade between 1.00 and 1.20 shall receive the overall assessment ‘mit Auszeichnung bestanden’ (passed with distinction).
(5) The requirements for passing the preliminary examination (GOP) are set forth in Section 30.

(6) 1In the two-subject Bachelor’s degree programs, the subject grades for the first and second subjects are included in the calculation of the overall grade for the Bachelor’s examination with the ECTS weighting for the subject and the grade for the Bachelor’s thesis module and its ECTS weighting unless otherwise stipulated in the degree program and examination regulations. 2When calculating the subject grade within the meaning of sentence one, all module grades of the respective subject (first or second subject) shall be included in the calculation with the ECTS weighting of each module unless otherwise stipulated in the degree program and examination regulations.

(7) 1The overall grade of the one-subject Bachelor’s and Master’s degree programs shall be calculated from all module grades with the ECTS weighting for each module, unless otherwise stipulated in the degree program and examination regulations. 2Paragraph 2 (3) and (4) shall apply accordingly.

(8) 1The degree program and examination regulations may stipulate that individual module examinations shall be given half or double weighting in the calculation of the subject grade. 2When calculating subject grades within the meaning of (6), compensatory measures may be provided for partial examinations or course achievements which have been failed with a grade of 4.3.

Section 23 Invalidity of Examinations

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

(2) If the requirements for admission to the examination were not fulfilled while no fraudulent acts were committed willfully, these circumstances shall be considered remedied by the passing of the examination.

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

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

Section 24 Inspection of Examination Records

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

(2) 1Students shall submit the request to the Examinations Office within one month of being notified of their grades. 2Students prevented from observing the deadline according to (1) through no fault of their own can apply for full restitution according to Section 32 of the Bavarian Administrative Procedures Act (BayVwVfG). 3The Examinations Office shall determine the time and date of the inspection.
Section 25 Final Academic Record, Transcript of Records, Diploma Supplement, Grade Distribution Table, Degree Certificate

(1) Students who have successfully completed a degree program pursuant to these examination regulations shall receive a final academic record, a transcript of records, a diploma supplement, a grade distribution table and a degree certificate, if possible within four weeks.

(2) 1 The final academic record states the modules, the module and subject grades, the title and grade of the thesis and, if applicable, the grade achieved in the final oral examination and the final grade of the Bachelor’s or Master’s examination. 2 The transcript of records lists all modules attended; the final academic record and the transcript of records may be combined into one document. 3 The diploma supplement contains further information on the graduate’s qualifications. 4 The transcript of records and the diploma supplement shall be issued in English and German. 5 Information not yet available to the Examinations Office must be submitted together with the required proof by the time of completing the degree program at the latest; otherwise this information may no longer be taken into consideration.

(3) The degree program and examination regulations for the degree program Studies in Literature and Books may state provisions differing from (1) and (2) above.

Section 26 Notification of Failed Examinations

1 Students who fail the Bachelor’s or Master’s examination shall receive notification that the examination has been failed at the final attempt, including information on legal remedies available. 2 Students can also print off an overview of their grades achieved in the individual modules in the examination administration system.

Section 27 Adjustments to Examination Arrangements

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

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

(3) 1 Decisions according to (1) and (2) shall only be taken by the chairperson of the Examinations Committee upon written request. 2 The student may be required to submit an official certificate from a medical examiner (vertrauensärztliches Attest) proving the fulfillment of the conditions in paragraph (1). 3 Applications for adjustments to examination arrangements shall be made to the Examinations Committee at the latest four weeks before registration for the examination.
Section 28 Student Advice and Career Service, Study Advisors

(1) The Student Advice and Career Service (IBZ) at FAU provides information on all study-related matters.

(2) The Faculty’s Student Service Center provides information for students regarding the structure of degree programs and planning their studies.

(3) 1 The departments and degree programs of the faculties involved in the Bachelor’s or Master’s degree program are responsible for providing subject-related advice and support. 2 Introductory events are held for first-year students.

Part II: Bachelor’s Examination

Section 29 Admission Requirements for Examinations

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

1. Evidence that the student meets the requirements stipulated in the degree program and examination regulations is not submitted at all or not in due time.

2. Proof of English language proficiency pursuant to (2) has not been submitted at the latest by the end of the fourth semester (full-time degree program) or eighth semester (part-time degree program); students who completed their university entrance qualification or first degree in English shall not be required to provide proof of language proficiency.

3. Proof of sufficient proficiency in a further foreign language pursuant to (3) has not been provided at the latest by the end of the fourth semester (full-time degree program) or eighth semester (part-time degree program).

4. The preliminary examination (GOP) in the relevant subject or in one of the subjects of the teaching degree programs for Gymnasium that correspond to the degree program subject according to these examination regulations has been failed at the final attempt or is considered to have been failed at the final attempt.

5. The Bachelor’s examination has been failed at the final attempt.

6. The Magister examination, the Diplom examination or the first State Examination for teaching a subject that corresponds to one of the subjects in a Bachelor’s degree program has been failed at the final attempt.

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

3 In justified exceptional circumstances, the deadline for (2) and (3) may be extended on request.

(2) Proof of language proficiency pursuant to (1)(2)(2) can in particular be provided by:

1. A school leaving certificate or a certificate issued by the school providing evidence that language courses have been taken at school up until a level equivalent to B1 according to the Common European Framework of Reference for Languages (CEFR).

2. Evidence of having successfully completed language courses at level B1 according to the CEFR or an equivalent language examination or

3. Taking the placement test from the Department of English for Academic and Special Purposes (EASP) at the Language Center and achieving a result of at
least Level 2, entitling students to participate in English courses at level B2 according to the CEFR.

(3) ¹ A foreign language within the meaning of (1)(2)(3) is considered a language other than the language in which the student obtained their university entrance qualification or their first undergraduate degree. ² The degree program and examination regulations may stipulate which foreign language skills other than English must be proven and may stipulate that proof be submitted earlier than stated in (1)(3). ³ The following shall constitute proof of language proficiency:
1. Evidence according to (2)(1) and (2)(2).
2. For Latin, either the Latinum (Latin proficiency examination) or language courses at FAU according to the requirements of the degree program and examination regulations in connection with the degree program and examination regulations for proving proficiency in Latin at FAU – StPOLatein – dated March 3, 2017.

4 In the case of languages for which there are no language courses pursuant to (2)(2), students shall be required to submit an evaluation from a university lecturer qualified in the subject instead of providing evidence of having successfully completed a language course.

(4) ¹ Only one of the foreign languages in which students should be proficient pursuant to (1)(2) clauses 2 and 3 in connection with (2) and (3) may be studied as part of the degree program. ² Evidence of proficiency in the respective foreign languages shall be submitted to the Examinations Office.

Section 30 Grundlagen- und Orientierungsprüfung (GOP)

(1) ¹ In the preliminary examination (GOP), students should prove that they:
– can fulfill the requirements of an academic degree program in the chosen subject(s)
– have acquired the methodological skills required to continue their studies successfully.
² Key qualification modules cannot be counted towards the GOP.

(2) ¹ To successfully pass the preliminary examination (GOP) in a one-subject Bachelor’s degree program, full-time students must pass modules worth 40 ECTS credits by the end of the second semester. ² Further provisions may be found in the degree program and examination regulations; in particular, they may stipulate that specific modules worth up to 20 ECTS credits must be passed in order to successfully pass the preliminary examination (GOP). ³ If 40 ECTS credits are not achieved in the preliminary examination (GOP), the preliminary examination (GOP) in that subject shall be considered to have been failed.

(3) ¹ To successfully pass the preliminary examination (GOP) in a two-subject Bachelor’s degree program, full-time students must pass modules worth 20 ECTS credits in each of the chosen subjects by the end of the second semester. ² Further provisions may be found in the degree program and examination regulations; in particular, they may stipulate that specific modules worth up to 20 ECTS credits must be passed in order to successfully pass the preliminary examination (GOP). ³ If students do not achieve 40 ECTS credits in the preliminary examination (GOP), the preliminary examination (GOP) shall be considered to have been failed in those subjects in which the requirements of the degree program and examination regulations were not fulfilled or in which the student failed to achieve 20 ECTS credits.
(4) To successfully pass the preliminary examination (GOP) in a one-subject Bachelor’s degree program, part-time students must pass modules worth 40 ECTS credits by the end of the third semester. Further provisions may be found in the degree program and examination regulations; in particular, they may stipulate that specific modules worth up to 20 ECTS credits must be passed in order to successfully pass the preliminary examination (GOP). If 40 ECTS credits are not achieved in the preliminary examination (GOP), the preliminary examination (GOP) in that subject shall be considered to have been failed.

(5) To successfully pass the preliminary examination (GOP) in a two-subject Bachelor’s degree program, part-time students must pass modules worth 20 ECTS credits for each subject studied, equivalent to a total of 40 ECTS credits. These modules shall be completed at the latest by the end of the second semester of the respective degree program, as indicated by the sample degree plan for part-time degree programs shown in Appendix 2; (2)(2) and (3)(2) shall apply accordingly. If 20 ECTS are not achieved or not achieved in due time for each subject in the preliminary examination (GOP) or the modules required according to the degree program and examination regulations have not been passed, the preliminary examination (GOP) shall be considered to have been failed.

Section 31 Bachelor’s Examination
(1) The Bachelor’s examination shall have been passed if all subject modules required according to the degree program and examination regulations, the modules that convey key qualifications and the Bachelor’s thesis module have been passed achieving a total of 180 ECTS credits.

(2) Students of two-subject Bachelor’s degree programs shall complete modules worth 90, 80, or 70 ECTS credits in the first subject, depending on their chosen subject combination. Appendix 3 specifies which subjects may be chosen as the first subject.

(3) Modules worth 70 ECTS credits must be successfully completed in the second subject. Appendix 3 specifies which subjects may be chosen as the second subject.

(4) Compulsory courses and lectures are generally scheduled in such a way that the subject combinations recommended in Appendix 3 may be studied without overlap. Other combinations may be studied upon request after consultation with a study advisor. However, it cannot be guaranteed that courses will not overlap in such cases; students shall bear responsibility for their ability to study the combination and to observe the deadlines in Section 10. Proof of consultation with a study advisor is required upon enrollment.

Section 32 Bachelor’s Thesis
(1) The Bachelor’s thesis is intended to show that the student is capable of dealing with a problem from their field independently according to academic methods within a set period and presenting the results in an appropriate form. The thesis shall be no longer than 40 pages of text and students shall be awarded 10 ECTS credits for it; the degree program and examination regulations for the degree program Cultural Geography may contain provisions deviating from this. The Bachelor’s thesis may be based on a seminar paper. The relevant degree program and examination regulations may contain further provisions for individual subjects.
(2) 1 All full-time and part-time university lecturers employed for at least 50% of the regular working hours of full-time staff at the Faculty of Humanities, Social Sciences, and Theology shall be entitled to assign Bachelor’s theses (act as supervisors); the Examinations Committee may agree exceptions in consultation with the prospective supervisor and the degree program manager. 2 The degree program and examination regulations for Cultural Geography may contain provisions deviating from sentence 1. 3 The Examinations Committee may permit students to write their Bachelor’s thesis at an institution outside the University if supervision there is ensured.

(3) 1 Students shall take the necessary steps to obtain a subject for the Bachelor’s thesis as soon as they fulfill the requirements, generally no later than at the beginning of the last semester of the regular duration of studies. 2 Should a student not be allocated a subject, the chairperson of the Examinations Committee shall, in consultation with a representative of the student’s department, allocate a subject and a supervisor to the student upon request. 3 The Examinations Office shall be notified of the subject and the date of allocation.

(4) 1 The period between the allocation of the subject and the submission of the thesis (standard thesis work period) is three months; subjects shall be such that the thesis can be completed within this period. 2 Sentence 1 notwithstanding, the standard thesis work period in a part-time degree program is six months. 3 The period for thesis work may be extended by a maximum of two weeks (full-time degree program) or four weeks (part-time degree program) in justified, exceptional cases. 4 If a student submits a doctor’s certificate proving that they are incapable of working on the thesis due to illness, the period for thesis work shall be suspended temporarily. 5 If the period for working on the thesis is suspended for a considerable period of time as defined in sentence 4 (3 months minimum), the Examinations Committee shall check whether the period for working on the thesis ought to be terminated due to ill health, in which case the Bachelor’s thesis shall be registered with a new topic once the student is well again. 6 Sentences 4 and 5 shall apply accordingly in cases in which the student is prevented from working on the Bachelor’s thesis due to serious reasons beyond their control and outside their sphere of risk.

(5) 1 The subject of the Bachelor’s thesis may be modified during the thesis work period upon request and with the permission of the person who allocated the subject. 2 The subject may only be returned once and within the first two weeks of the period set for working on the thesis. 3 A new subject shall be allocated immediately or within four weeks at the latest. 4 The period set for working on the thesis starts again upon allocation of the new subject.

(6) 1 Unless stipulated otherwise in the degree program and examination regulations the thesis shall be written in German, or in English with the permission of the supervisor. 2 With the supervisor’s agreement, the chairperson of the Examinations Committee may permit students to write the thesis in a different language.

(7) 1 The thesis shall be submitted in duplicate as well as in a machine-readable, electronic version (PDF document on a storage device). 2 The thesis may be left in the letterbox of the Examinations Office, personally handed in to the Examinations Office during office hours, or posted to the Examinations Office. 3 In the first two cases, the thesis must have been submitted by the last day of the period allocated for working on the thesis. If the thesis is sent by post, the date of the postmark is decisive. 4 The
Examinations Office shall notify the supervisor of the submission date and forward the thesis to them without delay. The thesis shall include a declaration by the student confirming that the thesis is an original work and that no other sources and materials than the ones stated were used. If the thesis is not submitted in time, it shall be graded 'unsatisfactory' (5.0); it shall be regarded as rejected.

The Bachelor's thesis is usually reviewed by the supervisor; the respective degree program may state that the Examinations Committee is responsible for appointing a further reviewer to evaluate the thesis as common practice. Failed theses shall be evaluated by a second reviewer. The chairperson of the Examinations Committee shall work towards the thesis being graded within six weeks at the most. The thesis shall be accepted if it receives at least the grade 'ausreichend' (sufficient) It shall be rejected if it receives the grade 'nicht ausreichend' (unsatisfactory). If the department has appointed a second reviewer, the thesis shall be accepted if it receives at least the grade 'ausreichend' (sufficient) from both reviewers. It shall be rejected if it receives the grade 'nicht ausreichend' (unsatisfactory) from both reviewers.

(8) If there are two reviewers and their evaluations are no more than four grades apart, the grade of the thesis shall be the arithmetic average of the grades from the two reviewers. If the grades of the two reviewers are more than four grades apart or if one reviewer gives the thesis the grade 'nicht ausreichend' (unsatisfactory), the chair of the Examinations Committee shall appoint a third reviewer. In cases covered by sentence 2, the grade of the thesis shall be the arithmetic average of the three evaluations. The grade scale set forth in Section 22 (1)(1) shall not apply to cases in sentences 1 and 3 and only one decimal place shall be shown in the final thesis grade.

(10) If the thesis is rejected or if it is considered to have been rejected, it may be repeated once; a second repetition shall not be permitted. The student shall ensure that they receive a new subject for the repetition of the thesis within two months following the announcement of the rejection; otherwise the thesis shall be regarded as having been failed at the final attempt. Paragraphs 1 and 2, paragraph 3 sentences 2 to 4 and paragraphs 4 to 9 shall apply accordingly in the case of a repetition.

Section 33 Key Qualifications

(1) Students in Bachelor’s degree programs must successfully complete modules aimed at teaching practical skills worth a maximum of 30 ECTS credits in the key qualifications area.

(2) Key qualifications include
- modules from other degree programs
- modules from the chosen degree programs, provided they teach key qualifications
- courses or lectures offered by central institutions that teach specific skills or that are suitable as an extension of the degree program
Furthermore,
- work placements or internships (at companies or institutions which offer work placements/internships)
- field trips
may be accredited if proof of key qualifications according to sentence 1 worth at least 10 ECTS credits or key qualifications pursuant to paragraph 3 is submitted. A 40 hour working week is used as the basis for ECTS credit conversion for internships/placements within the meaning of sentence 2. A reference from the
employer plus a detailed placement report including details of the duration of the placement or internship (including hours worked per week) and the type and scope of the tasks performed is required as evidence. Freely chosen modules fulfilling this requirement may also be accredited as modules within the meaning of sentence 1 after consultation with the person responsible for the examination. Modules which have already counted towards the overall grade for the Bachelor’s examination cannot normally also be accredited as part of the key qualifications due to the specific subject skills that must be acquired as part of the qualification goals of the Bachelor’s degree program as defined in the module description.

(3) 1Skills acquired abroad shall be considered as an additional professional qualification and shall therefore be awarded five ECTS credits. 2A total of five ECTS credits can also be awarded for teaching tutorials, as this can also be considered an additional professional qualification. 3Notwithstanding sentence 1, five ECTS credits cannot automatically be awarded for skills acquired during the compulsory time spent abroad as part of the one-subject Bachelor’s degree program in Studies in Literature and Books.

(4) For the first subject, the degree program and examination regulations may limit the selection in the key qualifications area or make certain modules compulsory; the scope of the compulsory modules may not exceed 10 ECTS credits.

Section 34 Resitting Examinations, Changing Modules, Additional Modules

(1) 1The failed examinations of the preliminary examination and the Bachelor’s thesis may be resat once; all other examinations may be resat twice; only partial examinations or parts of examinations which have been failed may be resat. 2Resit examinations shall take place at the earliest possible date, usually within six months of notification of the first examination result. 3Examinations shall be carried out in such a way that students are able to continue their studies if the examination is passed. 4If no resit examination is offered within the deadline in sentence 3, the resit examination shall be taken in another substitute module.

(2) 1The deadline for resit examinations shall not be interrupted by de-registration or by leaves of absence; if the leave of absence is granted for a semester abroad, the Examinations Committee may grant an exception with the examiner’s approval. 2Students who have failed an examination shall be considered to have registered for the next resit examination. 3Notwithstanding sentence 2, students shall register for resit examinations for key qualifications modules within the meaning of Section 33 themselves, paragraph 1(3) is not affected. 4Students shall be obliged to check the status of their registration in the examination administration system regularly and inform the Examinations Office immediately of any discrepancies. 5If a student misses the resit examination or the resit period is not observed, the examination shall be deemed to have been failed unless the Examinations Committee grants the student a respite due to special reasons beyond the student’s control. Withdrawal according to Section 12 (3) shall not be permitted. 6The provisions regarding maternity leave, parental leave and caregiver leave (Section 10 (2)) shall apply.

(3) 1Voluntarily resitting a passed examination of the same module shall not be permitted. 2Alternative modules may be attended and completed in addition to successfully passed modules or failed modules within the examination deadlines according to Section 10; the failed attempts in the previous alternative module shall be
counted unless stipulated otherwise by the degree program and examination regulations. Sentence 2 (2) shall not apply to key qualification modules within the meaning of Section 33.

(4) If a student completes additional modules, they shall decide which of the achievements shall count towards the grade. Students shall notify the Examinations Office of their decision at the latest four weeks before the degree certificate is issued. The choice shall thus become binding. If no choice is made, the Examinations Office shall count the better achievements out of the student’s achievements for the semester. Achievements that do not count towards the grade shall be listed in the transcript of records up to a maximum total of 30 ECTS credits.

(5) Modules from other degree programs offered as partial qualifications for this degree program are also classed as additional modules. Examination procedures for such modules are governed by the regulations stipulated in the examination regulations for the degree program containing the additional module. Additional modules pursuant to sentence 1 are not included in the final grade, but are shown in a separate section of the transcript of records. If the student files a request with the Examinations Office at the latest eight weeks before certificates are issued, individual additional modules may be omitted from the final certificate.

Part III: Master’s Examination

Section 35 Qualification for a Master’s Degree Program

(1) Qualification requirements for the Master’s degree program shall be proved through:

1. An undergraduate degree from a university that is subject-specific (at least 70 subject-specific ECTS credits) or subject-related to the Master’s degree program in question, or a degree from a university in Germany or another country which shows no considerable differences in terms of qualification; the degree program and examination regulations of the Master’s degree programs shall govern the subject-specific and subject-related degrees according to clause 1 and set forth whether degrees from other subjects are permitted. Applicants with degrees in other subjects may be admitted provided the Master’s degree program in question constitutes an interdisciplinary extension of the content of the undergraduate degree.

2. Pass the qualification assessment process according to Appendix 1.

(2) In terms of qualification, the degrees according to paragraph 1 (1)(1) must not differ significantly from the subject-specific Bachelor’s examination according to these general degree program and examination regulations including the respective degree program and examination regulations. This is especially the case if the student has achieved at least 70 ECTS credits in the subject-specific part of the degree program. If there are significant differences which can be compensated for, the Admissions Committee may grant admission under the condition that proof of further achievements worth up to a maximum of 20 ECTS credits and to be determined by the Admissions Committee be submitted within one year of taking up studies for a Master’s degree program. Section 63 BayHSchG shall apply to the assessment of equivalence of German and foreign degrees.
(3) Applicants within the meaning of (1) shall belong to the best 50% of their class or shall have completed the degree program in question with a final grade of at least 2.50 (= good). Section 15 (3) sentences 1 to 3 shall apply accordingly for qualifications with an alternative grading system.

(4) Notwithstanding paragraph 1(1), students enrolled in a Bachelor’s degree program may be admitted to a Master’s degree program if they have achieved at least 140 ECTS credits. Proof of the successfully completed Bachelor’s degree shall be submitted at the latest within one year of taking up the Master’s degree program; completing the Bachelor’s degree program is a prerequisite for formally starting the Master’s degree program. Admission to the Master’s degree program shall be granted conditionally.

(5) The provisions stipulated in the respective degree program and examination regulations for the qualification assessment process in the Master’s degree programs Development Economics and International Studies and Standards of Decision Making Across Cultures differ in some places from the provisions set forth in (1) to (4) and Appendix 1; in all other instances, the provisions in (1) to (4) and Appendix 1 shall apply.

Section 36 Admission to Examinations

1 Students enrolled in the Master’s degree program shall be considered admitted to the Master’s examination and the module examinations of which the Master’s examination consists, unless admission is to be refused. 2 If there are elective options for the modules to be completed for the Master’s examination, students shall only be admitted to the modules they choose by registering for the examination. 3 Admission shall be refused if:
1. Requirements are not met or certificates are not submitted at all or not in due time as stipulated in the degree program and examination regulations
2. The Diplom, Magister or Master’s examination in a comparable degree program has failed at the final attempt; the degree program and examination regulations govern which degree programs are deemed as comparable with regard to contents
3. It has been ordered that the student is to be de-registered, resulting in the revocation of the student’s right to sit the examination.

Section 37 Master’s Examination

1 The Master’s examination shall consist of all module examinations throughout the degree program including the Master’s thesis module. 2 The Master’s examination shall have been passed if all required module examinations and the Master’s thesis module have been passed.

2 The subject, type, and scope of the Master’s examination shall be determined in the degree program and examination regulations.

Section 38 Master’s Thesis

1 The Master’s thesis is intended to show that the student is capable of dealing with a problem from their field independently and according to academic methods within a set period and presenting the results in an appropriate form. 2 30 ECTS credits shall be awarded for the Master’s thesis. 3 The Master’s thesis may be based on a seminar
Further provisions are set forth in the *degree program and examination regulations*.

(2) The relevant *degree program and examination regulations* may stipulate further requirements for allocating thesis topics in individual degree programs.

(3) ¹The period between the allocation of the subject and the submission of the thesis (standard thesis work period) is six months; subjects shall be such that the thesis can be completed within this period. ²Notwithstanding sentence 1, the standard thesis work period in a part-time degree program is twelve months. ³The period for thesis work may only be extended by a maximum of two months (full-time degree program) or four months (part-time degree program) in justified, exceptional cases.

(4) The Master’s thesis is usually reviewed by the supervisor and by a further reviewer suggested by the supervisor.

(5) ¹Section 32 (2), (3), (4), (5), (6), (7), (8)(3) to (8)(7), (9) and (10) shall apply accordingly. ²Section 32 (4) to (6) shall apply accordingly with the proviso that the Examinations Committee shall consider terminating work on the Master's thesis if it has been suspended for at least 6 months.

**Section 39 Resitting Examinations, Changing Modules, Additional Modules**

¹Master’s degree examinations which have been failed may be repeated twice and the Master’s thesis may be resubmitted once; only partial examinations or parts of examinations (portfolio examination) which have been failed may be resat. ²Section 34 (1)(2) to (1)(5) and (2) and (3) to (5) shall apply accordingly. ³Section 34 (4)(5)(2) shall apply with the proviso that additional modules may only be listed in the transcript of records up to a maximum of 20 ECTS credits.

**Part IV: Final Provisions**

**Section 40 Legal Validity, Transitory Provisions**

(1) ¹These examination regulations shall come into effect on October 1, 2007. ²They shall apply to students starting a Bachelor’s degree program from winter semester 2007/2008 onwards.

(2) ¹Students who started an undergraduate degree program before winter semester 2007/2008 shall complete their undergraduate degree according to the Bakkalaureusprüfungsordnung. ²Examinations according to these examination regulations shall be offered for the last time in winter semester 2011/2012.

(3) ¹Students who started a Magister degree program before winter semester 2007/2008 shall complete their degree according to the Magister degree examination regulations from September 23, 1982, last amended on May 14, 2008. ²Examinations according to these examination regulations shall be offered for the last time in summer semester 2014.

(4) Upon request and with the approval of the relevant subject representatives, the Examinations Committee may grant exceptions to the provisions in paragraphs 2 to 4.
(5) ¹The amendments of June 1, 2010 shall come into effect on the day after their publication. ²They shall apply to students starting a Master’s degree program from winter semester 2010/2011 onwards.

(6) ¹The seventeenth amendment statute shall come into effect on the day after its publication. ²It shall apply to all students starting a degree program from winter semester 2017/2018 onwards. ³Notwithstanding sentence 2, the amendments in (2)(1) concerning changes in the Master’s degree program in Art Education shall apply for students commencing studies from winter semester 2018/2019.

(7) ¹The eighteenth amendment statute shall come into effect on the day after its publication. ²It shall apply to all students starting a degree program from winter semester 2018/2019 onwards. ³Notwithstanding sentence 2, the changes in Section 12 (3) and Section 27 shall also apply to all students who are already studying in accordance with the previously valid version of the ADMStPO/Phil.

(8) ¹The nineteenth amendment statute shall come into effect on the day after its publication. ²Notwithstanding sentence 1, the amendments in Sections 3a, 5a and 35 shall apply to all students starting a degree program from winter semester 2019/2020 onwards. ³Notwithstanding sentences 1 and 2, the amendments in Section 20 (6) (new), Section 22 (3), section 32 (9) and Section 33 shall apply to all examinations which students are entitled to sit for the first time from winter semester 2019/2020 (first attempt).

(9) ¹The twentieth amendment statute shall come into effect on the day after its publication. ²Notwithstanding sentence 1, the amendments in Section 5a (1) shall apply to all students starting a degree program from winter semester 2020/2021 onwards.

(10) The twenty first amendment statute shall come into effect on October 1, 2021.

(11) ¹The twenty second amendment statute shall come into effect on October 1, 2022. ²Unless stipulated otherwise in the following clauses, it shall apply to all students studying a degree program in accordance with the previously valid version of ABMStPO/Phil at the date the twenty second amendment statute comes into effect. ³The amendments in Section 14 (2) and Appendix 1 shall apply for granting admission to the Master’s degree programs from summer semester 2023. ⁴The amendments in Section 32 (2) shall apply to Bachelor’s and Master’s theses that are registered from winter semester 2022/2023. ⁵The amendments in Appendix 3 shall apply to all students starting a two-subject degree program from winter semester 2022/2023 onwards.
Appendix 1:
Qualification assessment process for Master’s degree programs at the Faculty of Humanities, Social Sciences, and Theology at FAU

Unless stipulated otherwise in the relevant degree program and examination regulations, the qualification assessment process for Master’s degree programs at the Faculty of Humanities, Social Sciences, and Theology shall be conducted as follows:

(1) The qualification assessment process shall be carried out as necessary, but at least once per year for the relevant Master’s degree program before the beginning of the general lecture period in the winter semester.

(2) Applications for admission to the qualification assessment process shall be submitted to the University’s Admissions Office by July 15 of each year for the following winter semester and by February 15 of each year for the following summer semester (cut-off period). The application shall include:
   1. Evidence that the applicant holds a qualification according to Section 35 (1)(1) (certificate, transcript of records, diploma supplement or comparable documents) or a transcript of records or a grade transcript showing the best 140 ECTS credits in the case set forth in Section 35 (4)
   2. Where applicable, further documents as proof of fulfillment of the requirements set forth in the relevant degree program and examination regulations.

(3) In accordance with Section 14, qualification assessment shall be the responsibility of the admissions committee of the Master’s degree program in question. The admissions committee may transfer the task of coordinating and carrying out the process to individual members unless otherwise stated. In addition, the admissions committee may appoint additional authorized examiners for the relevant degree program to conduct the selection interviews pursuant to (5).

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

(5) The relevant admissions committee shall carry out a preselection based on the submitted documents as part of the qualification assessment process to assess whether an applicant qualifies for a Master’s degree program. The admissions committee shall deem the applicant qualified if the final grade of the subject-specific degree or degree which fulfills the requirements specified in Section 35 (1)(1) clauses 1 and 2 and Section 35 (2)(3), or in the case of Section 35 (4) the average grade of the student’s previous achievements, has been confirmed as 2.50 (‘gut’/good) or better. Section 15 (3) sentences 1 to 3 shall apply for qualifications gained under a different grading system. Applicants whose final grade or average of the previous achievements is not 2.50 (‘gut’/good) or better shall receive a rejection notification including reasons or an invitation to a selection interview depending on the provisions of the relevant degree program and examination regulations; the relevant degree program and examination regulations may specify a minimum grade for admission to a Master’s degree or invitation to a selection interview or refrain from selection.
interviews. Individual degree program and examination regulations can specify whether candidates with a degree from a related subject or a degree that is not entirely equivalent to the admissions requirements shall have to pass a selection interview before being admitted to the Master's degree program. The date of the selection interview shall be announced at least one week in advance. If an applicant should be unable to attend due to reasons beyond their control, a second date may be set upon justified request up until two weeks before the start of the lecture period. The interview shall be held individually for each applicant and shall take approximately 15 minutes. With the applicant's consent, the selection interview may also be carried out via video call. The interview shall be conducted by two examiners, at least one of whom shall be a member of the Selection Committee. If necessary, the examiners may invite observers to attend the interview. The examiners pursuant to sentence 9 shall submit a recommendation to the admissions committee stating whether the applicant should pass or fail the selection interview. The admission committee shall decide on the basis of the recommendation pursuant to sentence 11 whether the applicant should pass or fail the selection interview. If the applicant passes the selection interview, the admission committee shall decide whether admission is to be granted with conditions according to Section 35 (2)(3). If the applicant fails the selection interview, they shall be considered not suitable and shall not be accepted on to the Master's degree program. Records shall be kept of the first stage and of the selection interview; Section 21 (2) shall apply accordingly. Applicants will be notified of the result in writing. A rejection notification shall include reasons and information on the legal remedies available.

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

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

(8) Applicants who did not qualify for admission to the Master's degree program may apply for repetition of the qualification assessment process on the basis of the documents submitted for the first application one more time. It is always possible to take part in the qualification assessment process on the basis of other documents.

(9) Confirmation of passing the qualification assessment process shall remain valid indefinitely, provided that the Master's degree program has not been changed significantly.
### Appendix 2:
Structure of the Part-Time Two-Subject Bachelor’s Degree Program

<table>
<thead>
<tr>
<th>Semester of degree program</th>
<th>Subject 1</th>
<th>Subject 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Full-time degree program</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Full-time degree program: GOP</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Full-time degree program</td>
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<tr>
<td>4.</td>
<td>Full-time degree program</td>
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<td>5.</td>
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<td>6.</td>
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<td>Full-time degree program: GOP</td>
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<td>7.</td>
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<td>Full-time degree program</td>
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<td>8.</td>
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<td>Full-time degree program</td>
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<tr>
<td>9.</td>
<td>Part-time degree program</td>
<td>Part-time degree program</td>
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<tr>
<td>10.</td>
<td>Part-time degree program</td>
<td>Part-time degree program</td>
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<tr>
<td>11.</td>
<td></td>
<td>Part-time degree program</td>
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<tr>
<td>12.</td>
<td>Part-time degree program; Bachelor’s thesis</td>
<td></td>
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</tbody>
</table>
Appendix 3:  


The courses offered for this combination are scheduled in such a way that the subjects can usually be combined with one another without overlap. This combination may only be studied after consultation with a study advisor. It cannot be guaranteed that there will be no overlap. Students are responsible for ensuring that it is possible to study their chosen combination and that they meet the deadlines specified in Section 10. Proof of consultation with a study advisor must be submitted upon enrollment. This combination is not possible.