

These degree programme and examination regulations have been worded carefully to be up to date; however, errors cannot be completely excluded. The official German text available from L 1 – Office of Legal Affairs and Academic Quality Management is the version that is legally binding.

**General Degree Programme and Examination Regulations  
for the  
Bachelor’s and Master’s Degree Programmes at the  
Faculty of Sciences of  
Friedrich-Alexander-Universität Erlangen-Nürnberg (FAU)  
– ABMPO/NatFak –  
Dated 28 October 2019**

amended by statutes of  
27 August 2020

Based on Section 13 (1)(2), Section 43 (5), Section 58 (1) and Section 61 (2)(1) of the Bavarian Higher Education Act (Bayerisches Hochschulgesetz, BayHSchG), FAU enacts the following degree program and examination regulations:

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## Part I: General Provisions

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

(1) <sup>1</sup>These degree programme and examination regulations govern examinations in the Bachelor's and Master's degree programmes at the Faculty of Sciences at FAU leading to a Bachelor of Science or Bachelor of Arts and Master of Science or Master of Arts degree, with the exception of

- the Elite Master's degree programme in Integrated Immunology (ilmmune),
- the degree programmes at the Department of Mathematics and
- the degree programmes at the Department of Physics.

<sup>2</sup>They are supplemented by the respective **degree programme and examination regulations**.

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

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

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

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

### Section 2 Degrees

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

1. The degree of Bachelor of Science or Bachelor of Arts (abbreviation: BSc or BA) for passing the Bachelor's examination.

2. The degree of Master of Science or Master of Arts (abbreviation: MSc or MA) for passing the Master's examination.

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

### **Section 3 Structure of the Bachelor's Degree Programme, Standard Duration of Study, Teaching and Examination Language, Starting Date**

(1) <sup>1</sup>Bachelor's degree programmes lay the academic foundations, provide methodological skills and lead to qualifications related to the professional field. <sup>2</sup>Students shall pass a Grundlagen- und Orientierungsprüfung (GOP) covering the foundations of the Bachelor's degree programme by the end of the second semester. <sup>3</sup>The subsequent part of the Bachelor's degree programme includes the examinations until the end of the standard duration of study. <sup>4</sup>To complete the Bachelor's degree programme successfully, students shall achieve 180 ECTS credits pursuant to these general degree programme and examination regulations in conjunction with the **degree programme and examination regulations** for the specific subject, including all module examinations and the Bachelor's thesis.

(2) The standard duration of a Bachelor's degree programme including all examinations is six semesters.

(3) <sup>1</sup>The teaching and examination language in the Bachelor's degree programme is German. <sup>2</sup>Unless stipulated otherwise in the respective **degree programme and examination regulations**, individual modules may be taken and examined in English. <sup>3</sup>Further details are stipulated in the **degree programme and examination regulations** and the module handbook. <sup>4</sup>In any case of uncertainty, the examination language shall be the same as the teaching language. <sup>5</sup>The **degree programme and examination regulations** can stipulate provisions deviating from sentences 1 and 2 and allow for other teaching and examination languages.

(4) The Bachelor's degree programme may only be started in the winter semester.

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

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

(2) <sup>1</sup>The Master's degree programme shall have a duration of three semesters plus one semester for working on the Master's thesis. <sup>2</sup>To complete the degree programme successfully, students shall achieve 120 ECTS credits pursuant to these general degree programme and examination regulations in conjunction with the **degree programme and examination regulations** for the specific subject, including all module examinations and the Master's thesis.

(3) The standard duration of the Master's degree programme, within which all module examinations should be taken, is four semesters.

(4) <sup>1</sup>The teaching and examination language in the Master's degree programmes is German or English; further details are stipulated in the relevant **degree programme and examination regulations**. <sup>2</sup>Individual modules may be taught and assessed in either German or English. <sup>3</sup>Further details are stipulated in the **degree programme**

**and examination regulations** and the module handbook. <sup>4</sup>In any case of uncertainty, the examination language shall be the same as the teaching language. <sup>5</sup>The **degree programme and examination regulations** can stipulate provisions deviating from sentences 1 and 2 and allow for other teaching and examination languages.

(5) The Master's degree programme may be started in the winter semester or in the summer semester, unless stipulated otherwise in the applicable **degree programme and examinations regulations**.

### **Section 5 ECTS Credits**

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

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

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

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

(2) <sup>1</sup>The modules shall be completed with a module examination. <sup>2</sup>This examination shall as a rule consist of one examination achievement or one course achievement. <sup>3</sup>In exceptional cases, this examination can also consist of several partial examinations or parts of examinations or a combination of examination and/or course achievements if the subject warrants it. <sup>4</sup>Ungraded 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. <sup>5</sup>ECTS credits shall only be awarded for successful participation in modules that can be verified in an individual, separately identifiable performance in a module examination. <sup>6</sup>Module examinations are conducted during the lecture period or following the last lecture/seminar of a module before the start of the next semester's lecture period.

(3) <sup>1</sup>Examinations (examination achievements and course achievements) measure the student's performance. <sup>2</sup>They may be in writing, oral, electronic or in a different form specific to the subject (e. g. tutorial achievements, practical achievements, seminar achievements, excursion achievements). <sup>3</sup>Examination achievements are graded. <sup>4</sup>The assessment of course achievements may be limited to determining whether the student has passed ('bestanden') or failed ('nicht bestanden').

(4) <sup>1</sup>Tutorial achievements (TA) generally involve independently solving exercises each week (e. g. exercises in programming or calculations or e-learning units, which are assessed on the basis of an exercise log, compilation or electronic record). <sup>2</sup>Practical achievements (PA) generally involve completing practical tasks, documenting them in a series of reports and completing oral or written tests on the practical task at hand. <sup>3</sup>Furthermore, students may be required to submit seminar achievements (SA) (usually a presentation and written report) and excursion achievements (ExA) (usually a review, contribution to a discussion or reports). <sup>4</sup>The specific form and scope of the

examinations stated in sentences 1 to 3 depend on the specific manner in which the respective module or teaching unit is taught. Details are stipulated in (5), the applicable **degree programme and examination regulations** and/or the module handbook.

(5) <sup>1</sup>The scope of a seminar achievement pursuant to (4)(3) depends on the specific topic which has been allocated and shall be agreed with the module manager. <sup>2</sup>Unless stipulated otherwise in the relevant **degree programme and examination regulations**, the presentation shall generally last approximately 30 minutes and the handout shall be approximately 10 pages long.

(6) <sup>1</sup>In addition to the module examinations, voluntary intermediate examinations (e. g. paper and computer exercises, presentations) may be offered during courses as a way of measuring the standard of performance. <sup>2</sup>More detailed information, including the number, type and scope of these examinations, is given in the module handbook. <sup>3</sup>If a student chooses to use the option detailed in sentence 1, these results shall be taken into account when determining the grade for the module. <sup>4</sup>Intermediate examination achievements may improve the grade for a module examination or partial examination by a maximum of 0.7; a grade may not be made worse.

(7) <sup>1</sup>Tests to verify that students have mastered the safety skills required for practical exercises or experiments in the laboratory do not count as examinations as defined in the paragraphs above, as they do not serve to determine whether or not students have mastered the skills which must be acquired in a module. <sup>2</sup>Checking these basic safety-related skills is not comparable to an examination as defined above and simply constitutes a basic entry requirement which must be met before students can take part in practical exercises or experiments in the laboratory in order to ensure the safety of everyone participating in the teaching unit and to protect the facilities. <sup>3</sup>Modules for which an entry requirement such as this must be met shall be labelled accordingly in the module description.

(8) Enrolment in the relevant degree programme at FAU is a requirement for participation in module examinations according to (2)(1). This shall not apply to resit examinations as defined in Sections 30 (1)(6) and 38.

### **Section 7 Compulsory Attendance**

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

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

has been missed, the teaching unit must be taken again. <sup>4</sup>Any positions after the decimal point in the percentage of instruction time missed shall be rounded for the benefit of the student.

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

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

### **Section 8 Examination Deadlines, Failure to Observe Deadlines**

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

1. GOP – by one semester
2. Bachelor's examination – by two semesters
3. Master's examination – by one semester.

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

(2) The deadline set forth in paragraph 1 shall be extended by claiming the legal periods of protection stipulated in the law protecting mothers at work, in education and whilst studying, the Maternity Protection Act (Mutterschutzgesetz – MuSchG) in the version published on 23 May 2017 (BGBl. I S. 1228 [German Federal Law Gazette I p. 1228]), according to the periods set forth in the current version of the Parental Allowance and Parental Leave Act (Bundeselterngeld- und Elternzeitgesetz – BEEG) of 5 December 2006 (BGBl. I S. 2748 [German Federal Law Gazette I p. 2748]), and according to periods of time spent providing care in the sense of Section 7 (3) of the current version of the Caregiver Leave Act (Pflegezeitgesetz – PflegeZG) of 28 May 2008 (BGBl. I S. 874, 896 [German Federal Law Gazette I p. 874, 896]) for a close family member who requires care in the sense of Sections 14, 15 of the current version of SGB XI (German Social Security Code XI) of 26 May 1994 (BGBl. I S. 1014, 1015 [German Federal Law Gazette I p. 1014, 1015]).

(3) <sup>1</sup>The reasons according to (1)(4) and (2) shall be explained in writing and shown credibly to the Examinations Committee responsible pursuant to Section 8 without delay. <sup>2</sup>If the reasons are acknowledged, the examination shall be sat at the soonest possible time; previous examination and course achievements shall be accredited. <sup>3</sup>In

case of an inability to sit the examination occurring before or during the examination, the examiner shall be notified immediately. <sup>4</sup>In cases where the student is unable to sit an examination due to illness, a certificate from an official medical examiner ('vertrauensärztliches Attest') may be required by the Examinations Committee responsible. <sup>5</sup>In case of withdrawal from an examination due to illness after the examination has started, the student must submit a certificate from an official medical examiner to the Examinations Office without delay.

### Section 9 Examinations Committee

(1) <sup>1</sup>The Faculty Council of the Faculty of Sciences shall enlist the help of Examinations Committees responsible for a combination of degree programmes to organise examinations. <sup>2</sup>One Examinations Committee shall be responsible for each of the following combinations:

1. Bachelor's degree programme in Biology (BSc) and Master's degree programme in Cell and Molecular Biology (MSc)
2. Bachelor's degree programme in Integrated Life Sciences – Biology, Biomathematics and Biophysics (BSc) and Master's degree programme in Integrated Life Sciences – Biology, Biomathematics and Biophysics (MSc)
3. Bachelor's degree programme in Geosciences (BSc) and Master's degree programmes in Geosciences (MSc) and GeoThermics/GeoEnergy (MSc)
4. Bachelor's degree programme in Physical Geography (BSc) and Master's degree programme in Physical Geography: Climate & Environmental Sciences (MSc) as well as the Bachelor's and Master's degree programmes in Cultural Geography (BA and MA)
5. Bachelor's degree programmes in Chemistry (BSc) and Molecular Science (BSc) and Master's degree programmes in Chemistry (MSc) and Molecular Science (MSc).

(2) The composition of each Examinations Committee is governed by the relevant **degree programme and examination regulations**.

(3) <sup>1</sup>The term of office of the members shall be three years. <sup>2</sup>Re-election shall be permitted.

(4) The chairpersons may transfer tasks within their responsibility to another member of the relevant Examinations Committee.

(5) <sup>1</sup>The Examinations Committee responsible shall be tasked with carrying out examination procedures, especially the planning and organisation of examinations. <sup>2</sup>It shall ensure that the provisions of these general degree programme and examination regulations are complied with in conjunction with the relevant **degree programme and examination regulations**. <sup>3</sup>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. <sup>4</sup>The Examinations Committee shall check delegated decisions if requested to do so and shall verify that examinations have been legitimately assessed. <sup>5</sup>It shall regularly report to the Faculty Council on the development of examinations and study periods. <sup>6</sup>The members of the Examinations Committee shall have the right to be present during examinations. <sup>7</sup>The Examinations Committee shall have recourse to the Examinations Office when carrying out its tasks.

(6) <sup>1</sup>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. <sup>2</sup>Decisions shall be taken with the majority of votes cast in meetings. <sup>3</sup>Abstentions, ballot votes and delegation of votes shall not be permitted. <sup>4</sup>In case of a tie of votes, the vote of the chairperson shall be decisive.

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

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

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

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

(2) External examiners may be appointed if they are university lecturers or are eligible to administer examinations according to the Bavarian Higher Education Examiners Act and there is a valid reason for doing so; however, at least one examiner must be a full-time lecturer at FAU's Faculty of Sciences.

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

(4) Persons who have completed the degree programme in question or an equivalent degree programme shall be eligible for appointment as observers.

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

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



## **Section 11 Announcement of Examination Dates and Examiners, Registration, Withdrawal**

(1) The dates of the examinations and the names of the examiners shall be announced by the Examinations Office in good time and according to local practice.

(2) <sup>1</sup>Unless stipulated otherwise in the relevant **degree programme and examination regulations**, students shall register for examinations after the lecture period has started. <sup>2</sup>The registration dates and formalities shall be announced according to local practice four weeks in advance.

(3) <sup>1</sup>Notwithstanding the deadlines set forth in Sections 8 and 32, withdrawal from first attempts at examinations 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. The days between and including Monday and Friday shall be considered as working days. <sup>2</sup>In cases where the student is unable to sit an examination due to illness, a certificate from an official medical examiner ('vertrauensärztliches Attest') may be required by the Examinations Committee responsible. <sup>3</sup>In case of withdrawal from an examination due to illness after the examination has started, the student must submit a certificate from an official medical examiner to the Examinations Office without delay. <sup>4</sup>Once a student has declared that they wish to withdraw they may not revoke this declaration; registration to the examination shall be cancelled once the declaration is submitted and the student shall no longer be entitled to take the examination. <sup>5</sup>The consequences of a delayed or invalid withdrawal shall be governed by Section 14 (1).

## **Section 12 Admissions Committee for the Master's Degree Programme**

(1) An Admissions Committee is appointed for each of the Master's degree programmes to evaluate whether applicants meet the qualification and admission requirements.

(2) The composition of each Admissions Committee is governed by the relevant **degree programme and examination regulations**.

(3) Section 9 paragraphs (3), (4) and (6) to (8) shall apply accordingly.

## **Section 13 Accreditation of Skills**

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

(2) <sup>1</sup>Skills acquired in programmes for professional development as defined by Section 56 (6)(3) BayHSchG, or outside of higher education shall be accredited if they are

equivalent to skills acquired through university studies. <sup>2</sup>Skills acquired outside the university sector shall replace no more than half of the required skills of which students must provide proof.

(3) <sup>1</sup>The grades achieved in approved modules, examinations and course achievements shall be transferred if they were awarded according to Section 22. <sup>2</sup>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:

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

x = converted grade

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

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

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

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

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

#### **Section 14 Consequences of Delayed Withdrawal, Fraud, Breach of Regulations, Exclusion from Further Participation**

(1) <sup>1</sup>An examination shall be graded as 'nicht ausreichend' (unsatisfactory) if the student fails to attend an examination on the examination date without good reasons or if the student withdraws from the examination after the withdrawal deadline (Section 11 (3)) without good reasons; Section 8 (3) shall remain unaffected. <sup>2</sup>The reasons for withdrawal or absence according to sentence 1 shall be explained in writing and shown credibly to the Examinations Office without delay. Section 11 (3) sentences 2 to 4 shall apply accordingly. <sup>3</sup>If the Examinations Committee accepts the reasons, the examination must be sat on the next possible date.

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

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

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

### **Section 15 Revocation of Degrees**

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

### **Section 16 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 17 Written Examination, Multiple-Choice Examinations**

(1) <sup>1</sup>In written examinations (written examinations, assignments or seminar papers) students are required to prove that they are capable of identifying a problem within a limited period and with limited materials, using the conventional methods employed in their field, and to find a solution to this problem. <sup>2</sup>Changing the examination form from an (electronic) written examination to an oral examination may be possible in exceptional circumstances after the semester has started if the respective **degree programme and examination regulations** allow for both forms of examinations and the teaching concept of a module has been changed accordingly at short notice. <sup>3</sup>The decision shall be taken by the module coordinator. <sup>4</sup>They shall inform students at the latest two weeks after lectures begin if the examination is to be an oral examination instead of an (electronic) written examination. <sup>5</sup>The form of the resit examination in semesters in which the teaching unit is not held shall follow the form taken by the examination in the semester in which the teaching unit was last held. <sup>6</sup>Resit examinations in semesters in which the teaching unit is held shall follow the examination form chosen for the semester in question.

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

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

(4) <sup>1</sup>Written examinations may take the form of multiple-choice examinations (with one or more possible correct answers), either in full or in part. <sup>2</sup>Detailed information on the modules with multiple-choice examinations is given in the module handbook. <sup>3</sup>The examinee shall state which of the answers to the questions they deem to be correct. <sup>4</sup>Examination questions must allow for reliable examination results. <sup>5</sup>When drawing up the examination questions, it shall be specified which of the answers shall be accepted as correct. <sup>6</sup>If the question does not allow multiple answers, multiple answers shall be inadmissible and disregarded. <sup>7</sup>Before the evaluation of the examination results, at

least two of the authors of the examination shall assess whether the examination questions meet the requirement set out in sentence 4. <sup>8</sup>Should they determine that individual examination questions are faulty, these shall not be taken into account in the evaluation of the examination result; the number of examination questions shall be considered to have been reduced. <sup>9</sup>This reduction of the number of examination questions must not result in disadvantages for any of the examinees. <sup>10</sup>No minus points may be awarded outside of individual examination questions.

(5) <sup>1</sup>Unless stipulated otherwise in the relevant **degree programme and examination regulations**, examinations pursuant to (4) sentence 1 shall be deemed to have been passed if

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

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

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

### **Section 18 Oral Examination**

(1) <sup>1</sup>In oral examinations students must demonstrate both general and specific knowledge of the subject being tested. <sup>2</sup>Unless stipulated otherwise, the oral examinations shall be held as individual examinations. <sup>3</sup>Oral examinations taken by just one authorised examiner shall be conducted in the presence of an observer appointed by the examiner.

(2) The duration of oral examinations shall be governed by the relevant **degree programme and examination regulations**.

(3) <sup>1</sup>Changing the examination form from an oral examination to an (electronic) written examination may be possible in exceptional circumstances after the semester has started if the respective **degree programme and examination regulations** allow for both forms of examinations and the teaching concept of a module has been changed accordingly at short notice. <sup>2</sup>The decision shall be taken by the module coordinator. <sup>3</sup>They shall inform students at the latest two weeks after lectures begin if the examination is to be an (electronic) written examination instead of an oral examination. <sup>4</sup>The form of the resit examination in semesters in which the teaching unit is not held shall follow the form taken by the examination in the semester in which the teaching unit was last held. <sup>5</sup>Resit examinations in semesters in which the teaching unit is held shall follow the examination form chosen for the semester in question.

(4) In oral examinations in the presence of several authorised examiners, each examiner shall determine the grade according to Section 22.

(5) <sup>1</sup>A record shall be kept of the oral examination; this shall include the following: place, date and duration of the examination; name of the module to which the examination belongs and number of ECTS credits allocated to the module; subject and result

of the examination; the names of the examiners, the observer and the student; and any special occurrences. <sup>2</sup>The record shall be signed by the authorised examiners and the observer. <sup>3</sup>It shall not be necessary to record the questions asked in the examination or the answers given. <sup>4</sup>The record shall be stored for at least two years.

(6) <sup>1</sup>Students planning to undergo the same examination during a subsequent examination period shall be permitted to be present as listeners during oral examinations upon request, within the bounds of feasibility with regard to the examination's location and at the examiner's discretion; listeners shall be excluded at the examinee's request. <sup>2</sup>Students granted permission to attend the oral examination shall not be permitted to be present during the deliberation process and the announcement of the examination result.

### Section 19 Talks and Presentations

(1) <sup>1</sup>In presentations and talks, students should prove that they are capable of working independently on a scientific topic, presenting it clearly for a particular audience and defending their point of view in expert discussions. <sup>2</sup>Presentations and talks are assessed on the basis of content, verbal presentation, conduct during the discussion and, if applicable, performance during the preparation of the presentation. <sup>3</sup>The person who assigns the topic of the presentation should generally be appointed an examiner, subject to the provisions in Section 10. <sup>4</sup>If several authorised examiners pursuant to Section 10 (1) attend a presentation/talk, there shall be no need to include an observer.

(2) Section 18 (2) and (3) shall apply accordingly.

(3) Presentations may be declared as public in the **degree programme and examination regulations** or in the module handbook; in this case listeners shall be permitted without the restriction stipulated in Section 18 (6).

### Section 20 Practical Achievements

<sup>1</sup>The type and scope of the examinations in the practical modules depend on the specific manner in which the respective module is taught; see module handbook for details. <sup>2</sup>As a rule, the examination consists of conducting various experiments and documenting the experiments in a series of reports or lab book. <sup>3</sup>It is possible for the documentation of individual experiments to be submitted in advance for an interim assessment.

### Section 21 Electronic Examinations

<sup>1</sup>Examinations may be administered in electronic form. <sup>2</sup>Detailed information on the modules in which examinations are in electronic form is given in the module handbook. <sup>3</sup>Electronic examinations (e-examinations) are examinations which are administered and evaluated via computer or using digital technology. <sup>4</sup>The authenticity and integrity of the examination results shall be verified. <sup>5</sup>Automatically calculated evaluations of examination achievements shall be verified by one examiner at the request of the examinee or two examiners in case of a failed examination.

### Section 22 Evaluation of Examinations, Grades, Final Grade

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

Grade (in words)	Grade	Explanation
sehr gut	= (1.0 or 1.3)	an outstanding achievement;

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

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

(2) <sup>1</sup>Multiple-choice examinations (single and/or multiple choice) shall be evaluated as follows: <sup>2</sup>Students who answer the required minimum of examination questions according to Section 17 (5)(1) correctly shall receive the 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 none or less than 25 percent of the remaining questions were answered correctly or remaining points were achieved.

<sup>3</sup>The grade scale set forth in (1)(1) shall apply; the grades 0.7, 4.3 and 4.7 shall not be awarded. <sup>4</sup>Students who do not achieve the required minimum shall receive the grade 5.0. <sup>5</sup>Notwithstanding sentence 3, in addition to the grade 5.0, the grades 4.3 and 4.7 may also be awarded in cases in which examinations according to Section 17 (6) partly take the form of a multiple-choice examination.

(3) The Grundlagen- und Orientierungsprüfung (GOP) shall have been passed if the requirements stipulated in Section 29 of these examination regulations and in the relevant **degree programme and examination regulations** have been fulfilled.

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

- at an average of up to 1.5 = 'sehr gut' (very good),
- at an average of over 1.5 and up to 2.5 = 'gut' (good),
- at an average of over 2.5 and up to 3.5 = 'befriedigend' (satisfactory),
- at an average of over 3.5 and up to 4.0 = 'ausreichend' (sufficient),
- at an average of over 4.0 = 'nicht ausreichend' (unsatisfactory).

<sup>2</sup>The applicable **degree programme and examination regulations** may stipulate that students who pass their Bachelor's or Master's examination with a total grade better than 1.2 may receive a degree 'with distinction'.

(5) <sup>1</sup>Unless stipulated otherwise in the relevant **degree programme and examination regulations**, the module grades shall be calculated from the average of the individual grades achieved in the examinations within the meaning of Section 6 (2)(3); the grading system described in (1) shall not apply. <sup>2</sup>Only one decimal place shall count towards the module grade; further decimal places shall be omitted without being rounded. <sup>3</sup>If the Bachelor's and Master's thesis modules consist of a thesis and an oral part, the relevant **degree programme and examination regulations** may stipulate that the Bachelor's and Master's thesis as well as the rest of the module shall be weighted according to their number of ECTS credits when calculating the module grade. <sup>4</sup>If there is only one graded examination in a module, this grade shall be the grade for the module. <sup>5</sup>If the examination is not graded, the successfully completed module shall have the result 'bestanden' (pass).

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

### **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 responsible may correct the grade retrospectively and declare the examination as having been failed in part or in full.

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

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

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

### **Section 24 Inspection of Examination Records**

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

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

## **Section 25 Final Academic Record, Transcript of Records, Diploma Supplement, Grade Distribution Table, Degree Certificate**

(1) <sup>1</sup>Students who have successfully completed a degree programme shall receive a final academic record, a transcript of records, a diploma supplement, a grade distribution table and a degree certificate, generally within four weeks. <sup>2</sup>The certificate shall be signed by the chairperson of the relevant Examinations Committee.

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

## **Section 26 Notification of Failed Examinations**

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

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

(3) <sup>1</sup>Decisions according to paragraphs 1 and 2 shall only be taken by the chairperson of the Examinations Committee responsible upon written request. <sup>2</sup>The student may be required to submit an official certificate from a medical examiner ('vertrauensärztliches Attest') proving the fulfilment of the conditions in paragraph 1. <sup>3</sup>Applications for adjustments to examination arrangements should be made to the Examinations Committee responsible no later than four weeks before the examination.



## Part II: Bachelor's Examination

### Section 28 Admission Requirements for Examinations

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

1. Requirements are not met or certificates are not submitted at all or not in due time as stipulated in the special provisions of these examination regulations (Sections 29-32) and in the **degree programme and examination regulations**.
2. The applicant has failed the GOP, the Bachelor's examination, the Diplom intermediary examination or the Diplom examination, the intermediary examination or the Magister examination in the same subject or in a related subject pursuant to the **degree programme and examination regulations** at the final attempt.
3. It has been ordered that the student is to be de-registered, resulting in the revocation of the student's right to sit the examination.

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

### Section 29 Grundlagen- und Orientierungsprüfung (GOP)

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

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

(2) <sup>1</sup>The GOP shall have been passed when the modules designated as part of the GOP in the relevant **degree programme and examination regulations** have been passed and all requirements stipulated in the **degree programme and examination regulations** have been fulfilled. <sup>2</sup>The relevant **degree programme and examination regulations** shall specify the subject, type and scope of the GOP.

### Section 30 Bachelor's Examination

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

### Section 31 Bachelor's Thesis

(1) <sup>1</sup>The Bachelor's thesis is intended to show that the student is capable of dealing with a problem from the subject area covered by the degree programme independently according to academic methods within a set period and can present the results in an appropriate form. <sup>2</sup>As a rule, the Bachelor's thesis module is worth 10 to 15 ECTS credits; further details are stipulated in the relevant **degree programme and examination regulations**.

(2) <sup>1</sup>The relevant **degree programme and examination regulations** govern who is eligible to assign Bachelor's theses (act as a supervisor). <sup>2</sup>The Examinations Committee responsible shall have the right to grant exceptions. <sup>3</sup>The Examinations Committee

responsible may permit students to write their Bachelor's thesis at an institution outside the University if supervision there is ensured.

(3) <sup>1</sup>Students shall ensure that they are allocated a subject for their Bachelor's thesis in time to observe the deadlines set forth in Section 8, usually at the start of the last semester in the regular duration of studies. <sup>2</sup>The Examinations Office shall be notified of the subject and the date of allocation. <sup>3</sup>Should a student not be allocated a subject despite a genuine effort to that end, the chairperson of the Examinations Committee responsible shall, in consultation with a representative of the student's department, allocate a subject and a supervisor to the student. <sup>4</sup>The **degree programme and examination regulations** may stipulate conditions for allocating a Bachelor's thesis deviating from those stipulated in sentence 1.

(4) <sup>1</sup>Depending on the **degree programme and examination regulations**, the period between assigning the topic and submitting the Bachelor's thesis shall range between eight and twelve weeks. <sup>2</sup>The scope of the subject must be such that it can be completed within the standard thesis work period. <sup>3</sup>The Examinations Committee shall have the right to extend the period for the thesis by a maximum of four weeks upon receiving a justified request; the **degree programme and examination regulations** can stipulate other extension periods. <sup>4</sup>If a student submits a doctor's certificate proving that they are incapable of working on the thesis due to illness, the period for thesis work shall be suspended temporarily.

(5) <sup>1</sup>Unless stipulated otherwise in the **degree programme and examination regulations**, the subject of the Bachelor's thesis cannot be returned. <sup>2</sup>If the subject is returned where it is not admissible, the Bachelor's thesis shall be graded 'nicht ausreichend' (unsatisfactory; 5.0); it shall be regarded as rejected. <sup>3</sup>Sentence 2 shall apply accordingly if the Bachelor's thesis is not submitted by the deadline.

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

(7) <sup>1</sup>The Bachelor's thesis shall generally be evaluated by the supervisor and another examiner appointed by the chairperson of the Examinations Committee. <sup>2</sup>Any provisions to the contrary shall be stipulated in the **degree programme and examination regulations**. <sup>3</sup>The chairperson of the Examinations Committee responsible shall arrange for the thesis to be graded within one month as far as possible.

(8) <sup>1</sup>Unless stipulated otherwise in the relevant **degree programme and examination regulations**, and depending on the number of evaluations pursuant to (7), one hard copy (one evaluation) or two hard copies (two evaluations) shall be submitted to the Examinations Office together with three copies in a machine-readable, electronic version (PDF document on a CD-ROM or another storage device approved by the Examinations Office). <sup>2</sup>The supervisor and second examiner shall each be given one of the (stamped) hard copies and an electronic copy. <sup>3</sup>The design of the title page shall follow the template provided by the Examinations Committee responsible. <sup>4</sup>The Bachelor's thesis shall include a declaration by the student confirming that the thesis is an original work and that no other sources or materials than the ones listed were used.

(9) <sup>1</sup>The Bachelor's thesis shall be accepted if it receives at least the grade 'ausreichend' (sufficient) from all examiners. <sup>2</sup>It shall be rejected if it receives the grade 'nicht ausreichend' (unsatisfactory) from all examiners. <sup>3</sup>If two evaluations are submitted and one examiner grades the thesis as 'nicht ausreichend' (unsatisfactory) and the other examiner grades it as at least 'ausreichend' (sufficient), a third examiner shall be appointed. <sup>4</sup>If this examiner grades the thesis as 'nicht ausreichend' (unsatisfactory) it shall be rejected; otherwise the thesis shall be given the grade which is the arithmetic average of the grades of all three evaluations; Section 22 (1) sentences 5 and 6 shall apply.

(10) <sup>1</sup>If the Bachelor's thesis has been accepted according to (9)(1) and if examiners give the thesis a different grade in those cases where two evaluations are required, the final grade of the Bachelor's thesis shall be the arithmetic average of the grades from the two examiners; the grading system pursuant to Section 22 (1)(1) shall not apply and only one decimal place shall be shown in the final thesis grade. <sup>2</sup>If there is a discrepancy of two or more entire grades between the evaluations of the two examiners (= 'very good', 'good'...), (9) sentences 3 and 4 shall apply accordingly.

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

### **Section 32 Resit Examinations**

(1) <sup>1</sup>With the exception of the GOP and the Bachelor's thesis module, every failed module examination or partial examination may be resat twice. <sup>2</sup>The resit examination shall be limited to the failed examination or course achievement. <sup>3</sup>Section 31 (11) shall apply to the repetition of the Bachelor's thesis module. <sup>4</sup>The resit examination must be sat on the next possible date, which shall generally be in the semester following the first examination. <sup>5</sup>The student shall be considered as registered for the next resit examination. <sup>6</sup>Students 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. <sup>7</sup>The resit period shall not be interrupted by de-registration or leave of absence. <sup>8</sup>If a student misses the resit examination or the resit period is not observed, the examination shall be deemed to have been failed unless the Examinations Committee responsible grants the student a respite due to special reasons beyond the student's control. The standard deadlines according to Section 8 (1) shall continue to apply. <sup>9</sup>The provisions regarding maternity protection, parental leave and caregiver leave (Section 8 (2)) shall apply.

(2) Voluntarily resitting a passed examination of the same module shall not be permitted.

### **Section 32a Key Qualifications**

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

(2) <sup>1</sup>Key qualifications include

- Modules from other degree programmes
- Modules from the chosen degree programmes, 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 programme.

<sup>2</sup>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. <sup>3</sup>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. <sup>4</sup>Freely chosen modules fulfilling this requirement may also be accredited as modules within the meaning of sentence 1 after consultation with the Examinations Committee responsible. <sup>5</sup>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 programme as defined in the module description.

(3) <sup>1</sup>Skills acquired abroad shall be considered as an additional professional qualification and shall therefore be awarded five ECTS credits. <sup>2</sup>A total of five ECTS credits can also be awarded for teaching tutorials, as this can also be considered an additional professional qualification.

(4) The **degree programme and examination regulations** may limit the selection in the core skills area or make certain modules compulsory.

### Section 33 Additional Modules

(1) <sup>1</sup>Additional modules are modules included in the degree programme (e. g. elective modules, key qualifications) that are attended within the examination periods as stipulated in Section 8 in addition to successfully completed modules. <sup>2</sup>If a student completes additional modules of the degree programme at FAU, the student shall decide which of the modules shall go into the calculation of the final grade. <sup>3</sup>Students shall notify the Examinations Office of their decision at the latest eight weeks before the degree certificate is issued. <sup>4</sup>This decision is binding. <sup>5</sup>If no choice is made and if there are different modules from which to choose, the Examinations Office shall use the module with the better grade for the calculation.

(2) <sup>1</sup>Modules from other degree programmes offered as partial qualifications for this degree programme are also classed as additional modules. <sup>2</sup>Examination procedures for such modules are governed by the regulations stipulated in the **degree programme and examination regulations** for the degree programme containing the additional module. <sup>3</sup>Additional modules pursuant to (2) are not included in the final grade, but are shown in a separate section of the transcript of records. <sup>4</sup>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.

(3) The **degree programme and examination regulations** may contain provisions deviating from (1) and (2).

### Part III: Master's Examination

#### Section 34 Qualification for a Master's Degree Programme

(1) <sup>1</sup>In order to qualify for admission to a Master's degree programme, students must have:

1. An undergraduate degree from a university that is subject-specific, subject-related or relevant to the specific Master's degree programme or another equivalent German or non-German qualification with equivalent content.
2. Passed the qualification assessment process according to the **Appendix**.

<sup>2</sup>The relevant **degree programme and examination regulations** for the Master's degree programmes stipulate which qualifications are considered subject-specific, subject-related or equivalent pursuant to sentence 1 item 1.

(2) <sup>1</sup>Degrees according to (1)(1)(1) and (1)(2) must be equivalent to the subject-specific Bachelor's examination according to these examination regulations and the relevant **degree programme and examination regulations** with regard to the knowledge gained. <sup>2</sup>If there are significant differences which can be compensated for, the Admissions Committee may grant admission under the condition that proof of further achievements worth up to a maximum of 20 ECTS credits and to be determined by the Admissions Committee be submitted within one year of taking up studies for a Master's degree. <sup>3</sup>Admission in this case shall be granted conditionally.

(3) <sup>1</sup>Notwithstanding (1)(1)(1), students who are enrolled in a Bachelor's degree programme may be admitted to a Master's degree programme if they have achieved a minimum number of ECTS credits according to the provisions stipulated in the relevant **degree programme and examination regulations**; the minimum number of ECTS credits shall be no less than 135. <sup>2</sup>Proof of the successfully completed Bachelor's degree must be submitted at the latest within one year of taking up the Master's degree programme; completing the Bachelor's degree programme is a prerequisite for formally starting the Master's degree programme. <sup>3</sup>Admission to the Master's degree programme shall be granted conditionally.

#### Section 35 Admission to Examinations

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

1. Requirements are not met or certificates are not submitted at all or not in due time as stipulated in the special provisions of these examination regulations (Sections 36-38) and in the **degree programme and examination regulations**.
2. The student has failed the Diplom, Magister or Master's examination in a degree programme classed according to the **degree programme and examination regulations** as being in the same or a comparable subject at the final attempt.
3. It has been ordered that the student is to be de-registered, resulting in the revocation of the student's right to sit the examination.

<sup>3</sup>Section 28 (2) shall apply accordingly.

### **Section 36 Master's Examination**

(1) <sup>1</sup>The Master's examination shall consist of all module examinations throughout the degree programme including the Master's thesis module. <sup>2</sup>The relevant **degree programme and examination regulations** may stipulate that the Master's thesis is to be complemented by a final oral examination in the same module (Master's colloquium). <sup>3</sup>To complete the Master's degree, students must pass all required module examinations including the Master's thesis module and oral examination, if applicable. <sup>4</sup>Modules which have already been the subject of a Bachelor's examination cannot usually be accredited as part of the Master's examination due to the specific subject skills that must be gained as part of the qualification goals of the consecutive Master's degree programme; the Examinations Committee responsible can allow exceptions.

(2) The relevant **degree programme and examination regulations** shall specify the subjects, type and scope of the Master's examination.

### **Section 37 Master's Thesis**

(1) <sup>1</sup>The Master's thesis is a graded written assignment that concludes the Master's degree. <sup>2</sup>It is intended to show that the student is capable of dealing with a problem from their field independently and according to scientific methods within a set period. <sup>3</sup>In order to avoid plagiarism, the Master's thesis may not to any significant degree be identical to a previously submitted Diplom, Bachelor's or Master's thesis or dissertation or an extended written assignment ('Zulassungsarbeit') in a teaching degree programme ('Lehramt'); Section 15 shall remain unaffected. <sup>4</sup>According to the provisions set forth in the relevant **degree programme and examination regulations**, 25 or 30 ECTS credits are awarded for the Master's thesis module.

(2) <sup>1</sup>Students shall ensure that they are allocated a subject for their Master's thesis in time to observe the deadlines set forth in Section 8, usually at the start of the last semester in the regular duration of studies. <sup>2</sup>The subject and the date of its allocation shall be confirmed by the supervisor and presented to the Examinations Office. <sup>3</sup>Should a student not be allocated a subject, despite a genuine effort to that end, 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. <sup>4</sup>The **degree programme and examination regulations** may stipulate conditions for allocating a Master's thesis deviating from sentence 1.

(3) <sup>1</sup>The relevant **degree programme and examination regulations** govern who is eligible to assign Master's theses (act as a supervisor). <sup>2</sup>Section 31 (2) sentences 2 and 3 and (7) shall apply accordingly.

(4) <sup>1</sup>The time between the selection of a subject and the submission of the Master's thesis shall be six months; the scope of the subject must be such that it can be dealt with within this period. <sup>2</sup>If the **degree programme and examination regulations** do not stipulate otherwise, the Examinations Committee responsible can extend the period for working on the thesis up to twice by six weeks at a time. <sup>3</sup>If a student submits a doctor's certificate proving that they are incapable of working on the Master's thesis, the period for thesis work shall be suspended temporarily.

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

(6) <sup>1</sup>The relevant **degree programme and examination regulations** govern the language in which the Master's thesis is to be written. <sup>2</sup>The Master's thesis shall contain a summary of results at the end. <sup>3</sup>The design of the title page shall follow the template provided by the Examinations Committee responsible. <sup>4</sup>The Master's thesis shall include a declaration by the student confirming that the thesis is an original work and that no other sources or materials than the ones listed were used. <sup>5</sup>Unless stipulated otherwise in the relevant **degree programme and examination regulations**, two hard copies of the Master's thesis and two machine-readable, electronic copies (PDF document on a CD-ROM or another storage device approved by the Examinations Office) shall be submitted to the Examinations Office, the supervisor and the second evaluator; the date of submission shall be recorded in writing. <sup>6</sup>If the Master's thesis is not submitted in time, it shall be graded 'nicht ausreichend' (unsatisfactory; 5.0); it shall be regarded as rejected.

(7) Section 31 (7) and (9) shall apply accordingly.

(8) <sup>1</sup>If the Master's thesis has been accepted according to (7) in conjunction with Section 31 (9) sentence 1 and if in the case of evaluation by two examiners the evaluations of the two examiners are no more than two grade levels apart, the grade of the Master's thesis shall be the arithmetic average of the grades from the two examiners; the grading system pursuant to Section 22 (1)(1) shall not apply and only one decimal place shall be shown in the final thesis grade. <sup>2</sup>If the evaluations from the two examiners differ by more than two grade levels, the chairperson of the Examinations Committee responsible shall appoint a third examiner. <sup>3</sup>The average of the three grades shall be calculated. The grade scale set forth in Section 22 (1)(1) shall not apply and only one decimal place shall be shown in the final thesis grade.

(9) <sup>1</sup>If the Master's thesis is rejected or if it is regarded as rejected, it may be repeated once; a second repetition shall not be permitted. <sup>2</sup>The student shall ensure that they receive a new subject for the repetition of the Master's thesis within the semester following the announcement of the rejection at the latest. <sup>3</sup>Otherwise the Master's thesis shall be regarded as having been failed at the final attempt; (2)(3) shall apply accordingly. <sup>4</sup>Paragraphs 1 and 2 sentences 2 to 4 and paragraphs 3 to 8 shall apply accordingly for the repetition of the Master's thesis; returning the subject shall not be permitted. <sup>5</sup>The chairperson of the Examinations Committee may permit the student to submit a revised version of the Master's thesis within two months of the announcement of its rejection provided the student agrees and this has not been ruled out after the review. Revision shall not be permitted if the Master's thesis was rejected on grounds of fraud or plagiarism. <sup>6</sup>Sentence 4 shall apply accordingly if a student is permitted to submit a revised version of the thesis.

### **Section 38 Resitting Examinations, Additional Modules**

Unless stipulated otherwise in the **degree programme and examination regulations** Sections 32 and 33 shall apply accordingly to resitting examinations and taking additional modules.

## Part IV: Final Provisions

### Section 39 Legal Validity, Transitory Provisions

(1) <sup>1</sup>These general examination regulations shall come into effect on the day after their publication. <sup>2</sup>They shall apply to students starting one of the degree programmes listed in Section 1 (1) from the winter semester 2019/2020 onwards. <sup>3</sup>In deviation from sentence 2, in the case of the Master's degree programme in Geosciences, the provisions in Section 34 and the **Appendix** shall only apply to students applying to start studies in the winter semester 2020/2021; until then, the provisions stipulated in the latest version of the degree programme and examination regulations for the Bachelor's degree programme in Geosciences and the Master's degree programme in Geosciences at the Faculty of Sciences at FAU – **FPOGeo** – dated 2 March 2017 shall apply, in conjunction with the latest version of the general examination regulations for the Bachelor's degree programme in Geosciences (BSc) and the Master's degree programmes in Geosciences (MSc) and GeoThermics/GeoEnergy (MSc) at the Faculty of Sciences at FAU – **ABMPOGeo/NatFak** – dated 29 February 2016.

(2) <sup>1</sup>At the same time, the general examination regulations for the Bachelor's degree programme in Biology (BSc Biology) and the Master's degree programme in Cell and Molecular Biology (MSc ZMB), and for the Bachelor's degree programme in Integrated Life Sciences – Biology, Biomathematics and Biophysics (BSc ILS) and the Master's degree programme in Integrated Life Sciences – Biology, Biomathematics and Biophysics (MSc ILS) at the Faculty of Sciences at FAU – **ABMPOBio/NatFak** – dated 22 July 2015 shall become invalid from 30 September 2024. <sup>2</sup>Students studying pursuant to the regulations stated in sentence 1 in conjunction with

- the degree programme and examination regulations for the Bachelor's degree programme in Biology (BSc Biology) and the Master's degree programme in Cell and Molecular Biology (MSc ZMB) at the Faculty of Sciences at FAU – **FPOBio** – dated 22 July 2015, last amended on 5 August 2016 or
- the degree programme and examination regulations for the Bachelor's degree programme in Integrated Life Sciences – Biology, Biomathematics, Biophysics (BSc ILS) and the Master's Degree Programme in Integrated Life Sciences – Biology, Biomathematics and Biophysics (MSc ILS) at the Faculty of Sciences at FAU – **FPOILS** – dated 22 July 2015

who started to study before the winter semester 2019/2020 shall complete their studies in accordance with the provisions that have applied to date. <sup>3</sup>Examinations governed by the previously applicable degree programme and examination regulations stated in sentences 1 and 2 will be offered for the last time for the Bachelor's degree programmes in summer semester 2024 and for the Master's degree programmes in winter semester 2022/2023.

(3) <sup>1</sup>Paragraph 2 shall apply accordingly with respect to the general degree programme and examination regulations for the Bachelor's degree programme in Geosciences (BSc) and the Master's degree programmes in Geosciences (MSc) and the Master's degree programme in Geothermics/GeoEnergy (MSc) at the Faculty of Sciences at FAU – **ABMPOGeo/NatFak** – dated 29 February 2016 for students who are studying in accordance with the degree programme and examination regulations for the Bachelor's degree programme in Geosciences (BSc) and the Master's degree programme in Geosciences (MSc) at the Faculty of Sciences at FAU – **FPOGeo** – dated 29 Feb-



ruary 2016, last amended on 2 March 2017. <sup>2</sup>The regulations stipulated in **AB-MPOGeo/NatFak** shall continue to apply unchanged for students studying the Master's degree programme in GeoThermics/GeoEnergy.

(4) <sup>1</sup>The first amendment statute shall come into effect on 1 October 2020. <sup>2</sup>At the same time, the general degree programme and examination regulations for the Bachelor's and Master's degree programmes in Chemistry and Molecular Science at the Faculty of Sciences at FAU – **ABMPOChemMol/NatFak** – dated 25 July 2013 shall become invalid with effect from 30 September 2025. <sup>3</sup>Students studying pursuant to the regulations stated in sentence 2 in conjunction with

- the degree programme and examination regulations for the Bachelor's and Master's degree programmes in Chemistry at the Faculty of Sciences at Friedrich-Alexander-Universität Erlangen-Nürnberg – **FPOChem** – dated 25 July 2013 or
- the degree programme and examination regulations for the Bachelor's and Master's degree programmes in Molecular Science at the Faculty of Sciences at FAU – **FPOMol** – dated 25 July 2013

shall complete their studies in accordance with the provisions that have applied to date.

<sup>4</sup>Examinations governed by the previously applicable degree programme and examination regulations stated in sentences 2 and 3 will be offered for the last time for the Bachelor's degree programmes in summer semester 2025 and for the Master's degree programmes in winter semester 2023/2024.

## Appendix

### Qualification assessment process for Master's degree programmes pursuant to Section 1 (1)(1)

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

(2) <sup>1</sup>Applications for the qualification assessment process must be submitted to the FAU Master's Office by 15 July for starting to study in the winter semester and 15 January for starting to study in the summer semester (final deadline). <sup>2</sup>The individual **degree programme and examination regulations** may stipulate deadlines deviating from sentence 1. <sup>3</sup>The application shall contain:

1. A certificate proving that the applicant holds a university degree according to Section 34 (1)(1)(1) (final academic record, transcript of records, diploma supplement or comparable documents).
2. If the Bachelor's degree certificate is not yet available, a transcript of records containing the minimum number of ECTS credits required pursuant to the relevant **degree programme and examination regulations**.
3. Where applicable, further documents as proof of fulfilment of the requirements set forth in the relevant **degree programme and examination regulations**.

(3) <sup>1</sup>In accordance with Section 12, qualification assessment shall be the responsibility of the Admissions Committee of the Master's degree programme in question. <sup>2</sup>The Admissions Committee may transfer the task of coordinating and carrying out the process to individual members unless otherwise stated. <sup>3</sup>The Admissions Committee shall fulfil its obligations in cooperation with the Master's Office.

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

(5) <sup>1</sup>Unless stipulated otherwise in the relevant **degree programme and examination regulations**, the qualification assessment process shall be conducted in accordance with the following provisions. <sup>2</sup>The relevant Admissions Committee shall select applicants based on the submitted documents as part of the qualification assessment process to assess whether they are qualified for a Master's degree programme. <sup>3</sup>The Admissions Committee shall deem the applicant qualified based on submitted documents if the final grade of the subject-specific or subject-related/equivalent degree fulfils the provisions under Section 34 (1)(1)(1) or in the case of Section 34 (3) if the student has achieved an average of 2.5 (good) or better in their previous achievements; for degrees graded on the basis of a different grading system Section 13 (3) sentences 1 to 3 shall apply accordingly. <sup>4</sup>Applicants who cannot be admitted to the Master's degree programme on the basis of their submitted qualifications alone and have a grade of at least 3.0 in an equivalent degree shall be invited to an oral admission examination. <sup>5</sup>Sentence 3 notwithstanding, individual **degree programme and examination regulations** can specify whether candidates with a degree from a related subject or an

equivalent degree shall have to pass an oral admission examination before they can be admitted to the Master's degree programme. <sup>6</sup>The date of the selection interview shall be announced at least one week in advance. <sup>7</sup>If an applicant should be unable to attend due to reasons beyond their control, a second date may be set upon justified request up until two weeks before the start of the lecture period. <sup>8</sup>The oral admission examination is an individual interview which lasts approximately 15 to 20 minutes. <sup>9</sup>With the applicant's approval, the oral admission examination may be conducted as a video conference. <sup>10</sup>It shall be conducted in accordance with the respective **degree programme and examination regulations** by at least one member of the Admissions Committee in the presence of an observer; Section 18 (4) shall apply accordingly. <sup>11</sup>The oral admission examination is intended to demonstrate in particular that the applicant possesses the required technical and methodological expertise and can be expected to carry out independent academic work in a more research-oriented degree programme; the individual **degree programme and examination regulations** shall specify the criteria of the examination. <sup>12</sup>The result for the examination shall be either 'bestanden' (passed) or 'nicht bestanden' (failed). <sup>13</sup>Applicants shall be notified of the result of the oral admission examination in writing. <sup>14</sup>A rejection notification shall include reasons and information on the legal remedies available.

(6) <sup>1</sup>Unless stipulated otherwise in the applicable **degree programme and examination regulations**, applicants who fail the oral admissions examination can repeat it once at the date set for the regular application procedure for the next semester. <sup>2</sup>It may not be repeated more than once on the basis of the documentation submitted with the first application.

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

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