

**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 at the Examinations Office is the version that is legally binding.**

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

**General Degree Programme and Examination Regulations  
for the  
Bachelor's and Master's Degree Programmes of the Faculty  
of Humanities, Social Sciences, and Theology at  
Friedrich-Alexander-Universität Erlangen-Nürnberg (FAU)  
– ABMStPO/Phil –  
Dated 27 September 2007**

amended by statutes of  
3 December 2007  
5 August 2008  
1 September 2009  
4 September 2009  
3 March 2010  
1 June 2010  
6 July 2010  
5 November 2010  
8 March 2011  
5 August 2011  
18 January 2012  
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19 February 2014  
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6 August 2015  
2 August 2016  
24 August 2017  
1 August 2018

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

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## Part I: General

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

(1) <sup>1</sup>These General Degree Programme and Examination Regulations govern studies and examinations for Bachelor of Arts and Master of Arts degree programmes at the Faculty of Humanities, Social Sciences, and Theology at FAU, with the exception of the Bachelor's degree programme in Sport Science and the Master's degree programmes 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. <sup>2</sup>They are supplemented by the respective **degree programme and examination regulations**.

(2) <sup>1</sup>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. <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 an early transition to professional practice.

(3) <sup>1</sup>The Master of Arts is a postgraduate degree qualifying students 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 the fundamental concepts and research findings in the subject 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 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 Programmes, Examinations, Standard Duration, Examination and Teaching Language

(1) <sup>1</sup>Students shall take a preliminary examination (GOP) covering the foundations of the Bachelor's degree programme by the end of the second semester. <sup>2</sup>**The degree programme and examination regulations** govern which Bachelor's degree programmes or partial degree programmes have comparable content in the preliminary examination (GOP). <sup>3</sup>The remainder of the Bachelor's degree programme 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. <sup>4</sup>180 ECTS credits are required to successfully complete the degree programme.

(2) <sup>1</sup>The standard duration of a Bachelor's degree programme is six semesters. <sup>2</sup>Notwithstanding Sentence 1, the standard duration of a part-time degree pursuant to Section 3a is twelve semesters.

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

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

### **Section 3a Part-Time Degree Programmes, Changing Degree Programmes, Maximum Number of ECTS Credits**

(1) <sup>1</sup>Two-subject Bachelor's degree programmes may be completed in the form of a part-time degree programme with twice the standard duration in accordance with **Appendix 2**. <sup>2</sup>Students must declare their choice of a part-time degree programme to the Student Records Office in writing upon enrolment. <sup>3</sup>Notwithstanding sentence 1, Japanese Studies and Scandinavian Studies cannot be studied within a two-subject part-time degree programme.

(2) <sup>1</sup>One-subject Bachelor's degree programmes can be studied as part-time degree programmes which have twice the standard duration. <sup>2</sup>Further details are stipulated in the **degree programme and examination regulations**. <sup>3</sup>Students must declare their choice of a part-time degree programme to the Student Records Office in writing upon enrolment. <sup>4</sup>Notwithstanding sentence 1, it is not possible for the one-subject Bachelor's degree programmes Islamic Theological Studies and Studies in Literature and Books to be studied as part-time degree programmes.

(3) <sup>1</sup>Changing from a full-time to a part-time degree programme is permissible for one-subject and two-subject Bachelor's degree programmes on written request and with effect from the winter semester; students are advised to consult their study advisor before making a change. <sup>2</sup>Students may only change to a part-time degree programme after the fifth full-time semester in justified exceptional cases; the decision shall rest with the Examinations Committee. <sup>3</sup>The semesters completed as part of the full-time or part-time degree programme up until that point shall be accredited. <sup>4</sup>Any existing rights and obligations governed by the applicable examination regulations created during the part-time or full-time degree programme shall not be affected by the change. <sup>5</sup>When 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 (GOP) within the set time frame. <sup>6</sup>In the event of changing from part-time to full-time study, the achievements needed for the Grundlagen- und Orientierungsprüfung of the full-time degree programme which have not yet been met shall be submitted within one year of the change. Section 10 (1)(4) shall not apply.

(4) <sup>1</sup>Part-time students in one-subject and two-subject Bachelor's degree programmes may obtain a maximum of 35 ECTS credits per academic year. <sup>2</sup>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. <sup>3</sup>The maximum number of ECTS credits

stated in sentences 1 and 2 may be exceeded by 5 ECTS credits once. <sup>4</sup>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 Programme**

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

(2) <sup>1</sup>In the one-subject Bachelor's degree programmes, the **degree programme 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 programme can be completed. <sup>2</sup>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. <sup>3</sup>The **degree programme and examination regulations for Studies in Literature and Books** may contain provisions deviating from sentences 1 and 2.

(3) <sup>1</sup>In the two-subject Bachelor's degree programmes, 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 programme and examination regulations**. <sup>2</sup>Students are also required to write a Bachelor's thesis worth 10 ECTS credits in the first subject. <sup>3</sup>If so requested, the Examinations Committee can approve the Bachelor's thesis being written in the second subject. <sup>4</sup>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. <sup>5</sup>In the key qualifications area, students must provide proof of having completed modules worth 10, 20, or 30 ECTS credits, depending on the number of subjects studied. <sup>6</sup>The **degree programme and examination regulations for Cultural Geography** may contain provisions deviating from sentences 2 and 4. <sup>7</sup>The examination periods set forth in Section 10 are determined separately for each partial degree programme and have to be observed accordingly.

#### **Section 5 Master's Degree Programmes, Examinations and Standard Duration, Examination and Teaching Language**

(1) <sup>1</sup>The Master's degree programme builds on the contents of the Bachelor's programme; it is more research-orientated. <sup>2</sup>The standard duration of a Master's degree programme is four semesters. <sup>3</sup>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 programmes.

(3) <sup>1</sup>The Master's degree programme is concluded with the Master's examination. <sup>2</sup>It consists of all module examinations throughout the degree programme and the Master's thesis. <sup>3</sup>Modules which are completed as part of the Bachelor's degree programme 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 programme, as detailed in the module descriptions; exceptions may be granted by the Examinations Committee.

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

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

### **Section 5a Part-Time Degree Programmes, Changing Degree Programmes, Maximum Number of ECTS Credits**

(1) The Master's degree programmes

1. The Americas/Las Américas,
2. Arabic, Islamic, and Semitic Studies,
3. English Studies,
4. Educational Research on Learning and Instruction,
5. History,
6. Romance Studies,
7. Art History,
8. Linguistics,
9. Literary Studies – Intermedial and Intercultural,
10. Medieval Latin and Neo-Latin,
11. North American Studies: Culture and Literature,
12. Education Science,
13. Philosophy,
14. Japanese Popular and Media Culture,
15. Sociology,
16. Theatre and Media Studies,
17. Theatre Education

may also be studied in the form of a part-time degree programme at twice the standard duration.

(2) <sup>1</sup>Students may change from a full-time degree programme to a part-time degree programme after completing the second subject semester; students are advised to consult their study advisor before making a change. <sup>2</sup>A later change to a part-time degree programme shall only be permitted in justified exceptional cases; the decision shall rest with the Examinations Committee. <sup>3</sup>It is possible to change from the part-time to the full-time programme after completing the second, fourth and sixth semesters. <sup>4</sup>The semesters completed as part of the full-time or part-time degree programme up until that point shall be accredited. <sup>5</sup>Any existing rights and obligations governed by the applicable examination regulations created during the part-time or full-time studies shall not be affected by the change; this applies in particular to the obligation to resit failed examinations within the prescribed period.

(3) <sup>1</sup>Part-time students in Master's degree programmes may achieve a maximum of 35 ECTS credits per academic year. <sup>2</sup>Notwithstanding 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. <sup>3</sup>The maximum number of ECTS credits stated in sentences 1 and 2 may

be exceeded by 5 ECTS credits once. <sup>4</sup>The 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) <sup>1</sup>The degree programmes and examinations are structured based on the European Credit Transfer and Accumulation System (ECTS). <sup>2</sup>Approximately 30 ECTS credits are awarded 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 7 Modules and Credits**

(1) <sup>1</sup>The degree programme consists of modules for which students are awarded ECTS credits. <sup>2</sup>One 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) <sup>1</sup>The modules shall be completed with a module examination. <sup>2</sup>This examination shall as a rule consist of one examination achievement or one course achievement. <sup>3</sup>In exceptional cases, this examination can also consist of several partial examinations or parts of examinations or a combination of examination and course achievements if the subject warrants it. <sup>4</sup>ECTS credits shall only be given for successful participation in modules that can be verified in an individual, separately identifiable performance in a module examination. <sup>5</sup>Examinations are conducted during the lecture period or following the last lecture or seminar of a module. <sup>6</sup>All examinations with the exception of written assignments and oral examinations generally take place during the eight-week examination period. <sup>7</sup>The 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.

(3) <sup>1</sup>Examinations (examination achievements and course achievements) measure the student's performance. <sup>2</sup>They may be written, oral, electronic, or in a different form. <sup>3</sup>Examination achievements and partial examinations are graded. <sup>4</sup>The assessment of course achievements may be limited to determining whether the student has passed or not.

(4) Enrolment in the relevant degree programme at FAU is a requirement for participation in module examinations according to (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 Forms of Examination**

(1) The following forms of examination are recognised for Bachelor's and Master's degree programmes:

1. Presentations
2. Written assignments

3. Short essays
4. Reports
5. Excerpts
6. Oral examinations and colloquia
7. Written examinations
8. Bachelor's thesis
9. Master's thesis.

(2) <sup>1</sup>Examinations may be administered in electronic form. <sup>2</sup>Electronic examinations (e-examinations) are examinations which are administered and evaluated via computer or using digital technology. <sup>3</sup>The authenticity and integrity of the examination results shall be verified. <sup>4</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.

(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 programme and examination regulations** and the module descriptions.

### **Section 10 Examination Deadlines, Failure to Observe Deadlines**

(1) <sup>1</sup>Examinations shall be sat in such a timely manner as to allow students taking a one-subject Bachelor's degree programme to obtain 40 ECTS credits in the preliminary examination (GOP), and students taking a two-subject Bachelor's degree programme to obtain 20 ECTS credits in the preliminary examinations (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 by the set deadline. <sup>2</sup>Notwithstanding Sentence 1, part-time students shall achieve 20 ECTS credits in the preliminary examination (GOP) for each subject studied pursuant to section 30 (4). <sup>3</sup>The deadline shall be the second semester for the preliminary examination (GOP) subject to the provisions in section 30 (4), for the full-time Bachelor's degree programme the sixth semester, for the part-time Bachelor's degree programme the twelfth semester, for the full-time Master's degree programme the fourth and for the part-time Master's degree programme the eighth semester. <sup>4</sup>The deadlines according to sentence 3 may be exceeded by the following periods (extended deadline):

1. Grundlagen- und Orientierungsprüfung (GOP) in full-time or part-time degree programme – by one semester,
2. Bachelor's examination in a full-time degree programme – by two semesters,
3. Bachelor's examination in a part-time degree programme – by four semesters,
4. Master's examination in a full-time degree programme – by one semester,
5. Master's examination in a part-time degree programme – by two semesters.

<sup>5</sup>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 (1) shall be extended by claiming the periods of protection according to Sections 3, 4, 6 and 8 of the current version of the Maternity Protection Act (Mutterschutzgesetz – MuSchG) in the version published on 20 June 2002 (BGBl I p. 2318 [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 (Bundes-



elterngeld- und Elternzeitgesetz – BEEG) of 5 December 2006 (BGBl I p. 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 p. 874, 896 [German Federal Law Gazette I p. 874, 896]) for a close family member who requires care in the sense of the current version of SGB XI (German Social Security Code XI) of 26 May 1994 (BGBl I p. 1014, 1015 [German Federal Law Gazette I p. 1014, 1015]).

(3) <sup>1</sup>The reasons according to (1) and (2) shall be explained in writing and shown credibly to the Examinations Office without delay. <sup>2</sup>If the reasons are acknowledged, the examination shall be sat at the soonest possible time; already available 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, 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) <sup>1</sup>The Examinations Committee shall organise and carry out the examinations. <sup>2</sup>The Examinations Committee shall have five members. <sup>3</sup>The members shall be elected by the Faculty Council for a term of three years. <sup>4</sup>All full-time university lecturers belonging to the Faculty shall be eligible. <sup>5</sup>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. <sup>6</sup>The Faculty Council shall furthermore appoint an examination officer for each department and a deputy; sentences 3 and 4 shall apply accordingly. <sup>7</sup>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.

(2) <sup>1</sup>The Examinations Committee shall be tasked with carrying out the examination procedures, in consultation with the Examinations Office, especially the planning and organisation of the examinations. <sup>2</sup>Its duties include ensuring that the provisions of these examination regulations are observed. <sup>3</sup>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. <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 and shall, where applicable, submit suggestions for amendments to the examination regulations; it shall be consulted before such amendments are made. <sup>6</sup>The members of the Examinations Committee shall have the right to be present during examinations.

(3) <sup>1</sup>The Examinations Committee shall have a quorum when all members are summoned in writing observing a notice period of at least one week and the majority of members is 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.

(4) <sup>1</sup>The chairperson shall call the meetings of the Examinations Committee. <sup>2</sup>The chairperson shall be entitled to take decisions that cannot be delayed on behalf of the

Examinations Committee. <sup>3</sup>The Examinations Committee shall be informed of such cases without delay. <sup>4</sup>Furthermore, unless these examination regulations state otherwise, the Examinations Committee shall have the right to transfer individual tasks to the chairperson as well as revoke these responsibilities.

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

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

(1) <sup>1</sup>The type and scope of the examinations for the semester in question and registration deadlines and formalities shall be announced according to local practice at the latest one week before lectures begin in each semester. <sup>2</sup>The dates of the examinations and the names of the examiners shall be announced in good time and according to local practice.

(2) <sup>1</sup>Students shall register for the individual module examinations after the start of the lecture period. <sup>2</sup>Regular attendance of the teaching unit may be a prerequisite for admission to the examination pursuant to Section 17.

(3) <sup>1</sup>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. The days between and including Monday and Friday shall be considered as working days. <sup>2</sup>Section 10 (3) sentences 1, 3 and 4 shall apply accordingly. <sup>3</sup>A declaration of withdrawal is binding. <sup>4</sup>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 16 (1).

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

(1) <sup>1</sup>The Examinations Committee shall appoint examiners and reviewers. <sup>2</sup>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 (BayHSch-PrüferV) shall be eligible for appointment. <sup>3</sup>A change of examiners shortly before the start of an examination shall be permissible on urgent grounds. <sup>4</sup>If an eligible examiner leaves the University, they shall usually remain eligible to act as an examiner for up to one year.

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

(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.

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

#### **Section 14 Admissions Committee**

(1) <sup>1</sup>The evaluation of the qualification and admission requirements for a Master's degree programme shall be the responsibility of the Admissions Committee appointed for each Master's degree programme. <sup>2</sup>The Admissions Committee shall fulfil its obligations in cooperation with the Master's Office.

(2) <sup>1</sup>The Admissions Committee shall consist of at least one professor as the chairperson and another authorised examiner from the degree programme in question. <sup>2</sup>The Faculty Council of the Faculty of Humanities, Social Sciences, and Theology shall appoint the members according to the suggestions from the department speaker and in consultation with the departments for a period of two years and shall appoint a deputy to act in the event of the chairperson's absence; reappointment is permitted. <sup>3</sup>Sections 11 (3) and (4)(1) shall apply accordingly.

#### **Section 15 Accreditation of Skills**

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

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

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

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

x = converted grade

$N_{\max}$  = best grade attainable

$N_{\min}$  = lowest grade for passing

$N_d$  = grade attained.

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

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

### **Section 16 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; 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. <sup>2</sup>The reasons for withdrawal according to sentence 1 shall be explained in writing and shown credibly to the Examinations Committee without delay. <sup>3</sup>If the Examinations Committee accepts the reasons, a new date shall be set. <sup>4</sup>In cases where the student is unable to sit an examination due to illness, the student shall be required to submit a doctor's certificate; a certificate from an official medical examiner may be requested.

(2) <sup>1</sup>If an attempt is made to commit fraud or to influence the result of an examination achievement through the use of unauthorised materials, the examination in question shall be graded as 'unsatisfactory' (5.0). <sup>2</sup>The possession of unauthorised materials during or after the handing out of examination papers shall constitute an attempt to commit fraud within the meaning of sentence 1. <sup>3</sup>The 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 authorised 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**

(1) <sup>1</sup>For 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. <sup>2</sup>If attendance of the individual student is required for all participants to obtain the subject-specific skills, if the individual student obtaining such skills depends on the attendance of the other participants, or if subject-specific skills can only be obtained by being present at a particular place, or if participation is required for safety reasons, it is permissible to introduce an obligation to attend.

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

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

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

### **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 ex officio as stipulated in (1).

### **Section 20 Written Examination**

(1) 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.

(2) <sup>1</sup>Written examinations shall generally be evaluated by one examiner. <sup>2</sup>If a written examination 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. <sup>4</sup>Evaluations shall usually be presented within six weeks.

(3) <sup>1</sup>Written examinations may take the form of multiple-choice examinations (with one or more possible correct answers), either in full or in part. <sup>2</sup>Detailed information on the

modules with multiple choice examinations is given in the module handbook. <sup>3</sup>The examinee shall state which of the answers to the questions they deem to be correct. <sup>4</sup>Examination questions must allow for reliable examination results. <sup>5</sup>When drawing up the examination questions, it shall be specified which of the answers shall be accepted as correct. <sup>6</sup>If the question does not allow multiple answers, multiple answers shall be inadmissible and disregarded. <sup>7</sup>Before the evaluation of the examination results, at least two of the authors of the examination shall assess whether the examination questions meet the requirement set out in sentence 4. <sup>8</sup>Should they determine that individual examination questions are faulty, these shall not be taken into account in the evaluation of the examination result; the number of examination questions shall be considered to have been reduced. <sup>9</sup>This reduction of the number of examination questions may not result in disadvantages for any of the examinees. <sup>10</sup>No minus points may be awarded outside of individual examination questions.

- (4) <sup>1</sup>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.

<sup>2</sup>If sentence 1 no. 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 for the respective part.

### **Section 21 Oral Examination**

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

(2) <sup>1</sup>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.

<sup>2</sup>The record shall be signed by the authorised examiners and the observer. <sup>3</sup>It shall not be necessary to record the questions asked in the examination or the answers given.

<sup>4</sup>The record shall be kept in the examination records for a minimum of two years.

### **Section 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:

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

<sup>2</sup>A graded examination (Section 7 (3)(3)) has been passed if it has received at least the grade 'ausreichend' (sufficient). <sup>3</sup>The evaluation period should generally not exceed six weeks. <sup>4</sup>Except when otherwise stipulated in the **degree programme 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) <sup>1</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 paragraph 1(1) shall not be used. <sup>2</sup>One decimal place shall count towards the module grade; further decimal places shall be omitted without being rounded. <sup>3</sup>If there is only one graded examination in a module, this grade shall be the grade for the module. <sup>4</sup>In case of ungraded course achievements, the module shall be rated as 'bestanden' (pass) or 'nicht bestanden' (fail).

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

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

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

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

4.0 ('ausreichend'/sufficient) if 0 or less than 25 percent of the remaining questions were answered correctly or remaining points were achieved. <sup>3</sup>The grades can be increased or decreased by increments of 0.3 according to the percentage; the grades 0.7, 4.3 and 4.7 shall not be awarded. <sup>4</sup>Students who do not achieve the required minimum shall receive the grade 5.0. <sup>5</sup>Notwithstanding Sentence 3, in addition to the grade 5.0, the grades 4.3 and 4.7 may also be awarded in cases in which examinations according to Section 20 (5) partly take the form of a multiple choice examination.

(4) 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).

(5) The requirements for passing the preliminary examination (GOP) are set forth in Section 30.

(6) <sup>1</sup>In the two-subject Bachelor's degree programmes, 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 weighting of the ECTS credits for the subject and the grade for the Bachelor's thesis module with the weighting of the ECTS credits for the module unless otherwise stipulated in the **degree programme and examination regulations**.

<sup>2</sup>When calculating the subject grade within the meaning of sentence 1, all module

grades of the respective subject (first or second subject) shall be included in the calculation with the weighting of the ECTS credits of their modules unless otherwise stipulated in the **degree programme and examination regulations**.

(7) <sup>1</sup>The overall grade of the one-subject Bachelor's and Master's degree programmes shall be calculated from all module grades weighted according to the ECTS credits for the respective modules, unless otherwise stipulated in the **degree programme and examination regulations**. <sup>2</sup>Paragraph 2 (3) and (4) shall apply accordingly.

(8) <sup>1</sup>The **degree programme and examination regulations** may stipulate that individual module examinations shall be given half or double weighting in the calculation of the subject grade. <sup>2</sup>When 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 wilfully and if this fact only becomes known after the certificate has been awarded, these circumstances shall be considered remedied by the passing of the examination.

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

(4) <sup>1</sup>The incorrect certificate shall be withdrawn; a new certificate shall be issued if applicable. <sup>2</sup>A decision according to (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) <sup>1</sup>Students shall submit the request to the Examinations Office within one month of being notified of their grades. <sup>2</sup>Students prevented from observing this deadline (according to (1)) without any fault of their own shall be granted full restitution according to Section 32 of the Bavarian Administrative Procedures Act (BayVwVfG). <sup>3</sup>The Examinations Office shall determine the time and date of the inspection.

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

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



(2) <sup>1</sup>The final academic record 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. <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 diploma supplement contains further information on the graduate's qualifications. <sup>4</sup>The transcript of records and the diploma supplement shall be issued in English and German. <sup>5</sup>Information not yet available to the Examinations Office must be submitted together with the required proof by the time of completing the degree programme at the latest; otherwise this information may no longer be taken into consideration.

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

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

Students who have failed the Bachelor's or Master's examination at the final attempt shall receive written confirmation showing that the examination was failed and which grades were achieved in the individual module examinations upon request and after submitting the required certificates and the certificate of de-registration.

### **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, if applicable. <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 least four weeks before the examination date.

(3) <sup>1</sup>Decisions according to (1) and (2) shall only be taken by the chairperson of the Examinations Committee upon written request. <sup>2</sup>The student may be required to submit an official certificate from a medical examiner ('vertrauensärztliches Attest') proving the fulfilment of the conditions in (1). <sup>3</sup>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 (Informations- und Beratungszentrum, IBZ) of the FAU provides information on all study-related matters.

(2) The Faculty's Student Service Centre provides information for students regarding the structure of degree programmes and planning their studies.

(3) <sup>1</sup>The departments and degree programmes of the faculties involved in the Bachelor's or Master's degree programme are responsible for providing subject-related advice and support. <sup>2</sup>Introductory events are held for first-year students.

## Part II: Bachelor's Examination

### Section 29 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. Evidence that the student meets the requirements stipulated in the **degree programme 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 programme) or eighth semester (part-time degree programme); 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 programme) or eighth semester (part-time degree programme),
4. the preliminary examination (GOP) in the relevant subject or in one of the subjects of the teaching degree programmes for Gymnasium that correspond to the degree programme subject according to these examination regulations has been failed at the last attempt or is considered to have been failed at the last 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 programme 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.

(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 English department offered for students of all faculties by the Language Centre and achieving a result of at least Level 2, entitling students to participate in English courses at level B2 according to the CEFR.

(3) <sup>1</sup>A foreign language within the meaning of (1)(2)(3) is considered a language other than the language in which the student obtained their higher education entrance qualification or their first undergraduate degree. <sup>2</sup>The **degree programme 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). <sup>3</sup>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 programme and examination regulations** in connection with the degree programme and examination regulations for proving proficiency in Latin at FAU – **StPOLatein** - dated 3 March 2017.

<sup>4</sup>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) <sup>1</sup>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 programme. <sup>2</sup>Evidence of proficiency in the respective foreign languages shall be submitted to the Examinations Office.

### **Section 30 Grundlagen- und Orientierungsprüfung (GOP)**

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

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

(2) <sup>1</sup>To successfully pass the preliminary examination (GOP) in a one-subject Bachelor's degree programme, full-time students must pass modules worth 40 ECTS credits by the end of the second semester. <sup>2</sup>Further provisions may be found in the **degree programme 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). <sup>3</sup>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) <sup>1</sup>To successfully pass the preliminary examination (GOP) in a two-subject Bachelor's degree programme, full-time students must pass modules worth 20 ECTS credits in each of the chosen subjects by the end of the second semester. <sup>2</sup>Further provisions may be found in the **degree programme 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). <sup>3</sup>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 programme and examination regulations** were not fulfilled or in which the student failed to achieve 20 ECTS credits.

(4) <sup>1</sup>To successfully pass the preliminary examination (GOP) in a one-subject Bachelor's degree programme, part-time students must pass modules worth 40 ECTS credits by the end of the third semester. <sup>2</sup>Further provisions may be found in the **degree programme 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). <sup>3</sup>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) <sup>1</sup>To successfully pass the preliminary examination (GOP) in a two-subject Bachelor's degree programme, part-time students must pass modules worth 20 ECTS credits for each subject studied, equivalent to a total of 40 ECTS credits. <sup>2</sup>These modules shall be completed at the latest by the end of the second semester of the respective degree course, as indicated by the sample degree plan for part-time degree courses shown in **Appendix 2**; (2)(2) and (3)(2) shall apply accordingly. <sup>3</sup>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 programme 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 programme and examination regulations**, the modules that convey key qualifications and the Bachelor's thesis module have been passed achieving 180 ECTS credits.

(2) The following degree programmes are available as one-subject Bachelor's degree programmes:

1. Archaeological Sciences
2. Islamic Religious Studies
3. Studies in Literature and Books
4. Sociology.

(3) <sup>1</sup>Students of two-subject Bachelor's degree programmes shall complete modules worth 90, 80, or 70 ECTS credits in the first subject, depending on their chosen subject combination. <sup>2</sup>**Appendix 3** specifies which subjects may be chosen as the first subject.

(4) <sup>1</sup>Modules worth 70 ECTS credits must be successfully completed in the second subject. <sup>2</sup>**Appendix 3** specifies which subjects may be chosen as the second subject.

(5) <sup>1</sup>Compulsory courses and lectures are generally scheduled in such a way that the subject combinations recommended in **Appendix 3** may be studied without overlap. <sup>2</sup>Other combinations may be studied upon request after consultation with a study advisor. <sup>3</sup>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. <sup>4</sup>Proof of consultation with a study advisor is required upon enrolment.

### **Section 32 Bachelor's Thesis**

(1) <sup>1</sup>The Bachelor's thesis is intended to show that the student is capable of dealing with a problem from their field independently according to academic methods within a set period and presenting the results in an appropriate form. <sup>2</sup>The thesis shall be no longer than 40 pages of text and students shall be awarded 10 ECTS credits for it; the **degree programme and examination regulations for the degree programme Cultural Geography** may contain provisions deviating from this. <sup>3</sup>The Bachelor's thesis may be based on a seminar paper. <sup>4</sup>The relevant **degree programme and examination regulations** may contain further provisions for individual subjects.

(2) <sup>1</sup>Full-time university lecturers employed at the Faculty of Humanities, Social Sciences, and Theology shall be entitled to assign Bachelor's theses (supervisors); the

Examinations Committee may grant exceptions. <sup>2</sup>The Examinations Committee 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 take the necessary steps to obtain a subject for the Bachelor's thesis as soon as they fulfil the requirements, generally no later than at the beginning of the last semester of the regular duration of studies. <sup>2</sup>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. <sup>3</sup>The Examinations Office shall be notified of the subject and the date of allocation.

(4) <sup>1</sup>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. <sup>2</sup>Sentence 1 notwithstanding, the standard thesis work period in a part-time degree programme is six months. <sup>3</sup>The period for thesis work may be extended by a maximum of two weeks (full-time degree course) or four weeks (part-time degree programme) in justified, exceptional cases. <sup>4</sup>If a student submits a doctor's certificate proving that they are incapable of working on the thesis due to illness, the period for thesis work shall be suspended temporarily.

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

(6) <sup>1</sup>Unless stipulated otherwise 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>With the supervisor's agreement, the chairperson of the Examinations Committee may permit students to write the thesis in a different language.

(7) <sup>1</sup>The thesis shall be submitted to the Examinations Office during its opening hours in duplicate as well as in a machine-readable, electronic version. <sup>2</sup>The Examinations Office shall notify the supervisor of the submission date and forward the thesis to them without delay. <sup>3</sup>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. <sup>4</sup>If the thesis is not submitted in time, it shall be graded 'unsatisfactory' (5.0); it shall be regarded as rejected.

(8) <sup>1</sup>The Bachelor's thesis is usually reviewed by the supervisor; the respective degree programme may state that the Examinations Committee is responsible for appointing a further reviewer to evaluate the thesis as common practice. <sup>2</sup>Failed theses shall be evaluated by a second reviewer. <sup>3</sup>The chairperson of the Examinations Committee shall work towards the thesis being graded within six weeks at the most. <sup>4</sup>The thesis shall be accepted if it receives at least the grade 'ausreichend' (sufficient) <sup>5</sup>It shall be rejected if it receives the grade 'nicht ausreichend' (unsatisfactory). <sup>6</sup>If the department has had a second reviewer appointed, the thesis shall be accepted if it receives at least the grade 'ausreichend' (sufficient) from both reviewers. <sup>7</sup>It shall be rejected if it receives the grade 'nicht ausreichend' (unsatisfactory) from both reviewers.

(9) <sup>1</sup>If there are two reviewers and their evaluations are no more than two grades apart, the grade of the thesis shall be the arithmetic average of the grades from the two reviewers; 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. <sup>2</sup>If the grades of the two reviewers are more than two 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. <sup>3</sup>In instances covered by sentence 2, the grade of the thesis shall be the arithmetic average of the two evaluations. If the arithmetic average is the grade 4.3, the reviewers should come to a joint decision regarding which grade should be given after taking all three evaluations into account.

(10) <sup>1</sup>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. <sup>2</sup>The student shall ensure that they receive a new subject for the repetition of the thesis within two months following the announcement of the rejection; otherwise the thesis shall be regarded as having been failed at the final attempt. <sup>3</sup>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 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

- work placements or internships (at companies or institutions which offer work placements/internships),
- 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 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 person responsible for the examination. <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 5 ECTS credits. <sup>2</sup>The same shall apply for teaching tutorials, which can be accredited once with up to 5 ECTS credits. <sup>3</sup>Notwithstanding

sentence 1, 5 ECTS credits cannot automatically be awarded for skills acquired during the compulsory time spent abroad as part of the Studies in Literature and Books degree programme.

(4) For the first subject, the **degree programme 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) <sup>1</sup>The failed examinations of the preliminary examination (GOP) 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. <sup>2</sup>Resitting passed examinations shall not be permitted. <sup>3</sup>Resit examinations shall take place at the earliest possible date, usually within six months of notification of the first examination result. <sup>4</sup>Examinations shall be carried out in such a way that students are able to continue their studies if the examination is passed. <sup>5</sup>If no resit examination is offered within the deadline in sentence 3, the resit examination shall be taken in another substitute module.

(2) <sup>1</sup>The 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. <sup>2</sup>Students who have failed an examination shall be considered to have registered for the next resit examination. <sup>3</sup>If a student misses the resit examination or the resit period is not observed, the examination shall be deemed to have been failed unless the Examinations Committee grants the student a respite due to special reasons beyond the student's control. Withdrawal according to Section 12 (3) shall not be permitted. <sup>4</sup>The provisions regarding maternity leave, parental leave and caregiver leave (Section 10 (2)) shall apply.

(3) <sup>1</sup>Voluntarily resitting a passed examination of the same module shall not be permitted. <sup>2</sup>Alternative 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 programme and examination regulations**.

(4) <sup>1</sup>If a student completes additional modules, they shall decide which of the achievements shall count towards the grade. <sup>2</sup>Students shall notify the Examinations Office of their decision at the latest four weeks before the degree certificate is issued. <sup>3</sup>The choice shall thus become binding. <sup>4</sup>If no choice is made, the Examinations Office shall count the better achievements out of the student's achievements for the semester. <sup>5</sup>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.

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

### **Section 35 Qualification for a Master's Degree Programme**

(1) Qualification requirements for the Master's degree programme 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 programme in question, or a degree from a university in Germany or another country which shows no considerable differences in terms of qualification; the **degree programme and examination regulations** of the Master's degree programmes 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 programme in question constitutes an interdisciplinary extension of the content of the undergraduate degree.
2. Pass the qualification assessment process according to **Appendix 1**.

(2) <sup>1</sup>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 programme and examination regulations including the respective **degree programme and examination regulations**. <sup>2</sup>This is especially the case if the student has achieved at least 70 ECTS credits in the subject-specific part of the degree programme. <sup>3</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 programme. <sup>4</sup>Section 63 BayHSchG shall apply to the assessment of equivalence of German and foreign degrees.

(3) <sup>1</sup>Applicants within the meaning of (1) shall belong to the best 50 % of their class or shall have completed the degree programme in question with a final grade of at least 2.50 (= good). <sup>2</sup>Section 15 (3) sentences 1 to 3 shall apply accordingly for qualifications with a differing grading system.

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

(5) The provisions stipulated in the respective **degree programme and examination regulations** for the qualification assessment process in the Elite degree programme Standards of Decision Making Across Cultures differ in some places from the provisions stipulated 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**

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



1. Requirements are not met or certificates are not submitted at all or not in due time as stipulated in the **degree programme and examination regulations**,
2. the Diplom or Master's examination in the related degree programme has been failed at the last attempt; the **degree programme and examination regulations** govern which degree programmes 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) <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 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 programme and examination regulations**.

### **Section 38 Master's Thesis**

(1) <sup>1</sup>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. <sup>2</sup>30 ECTS credits shall be awarded for the Master's thesis. <sup>3</sup>The Master's thesis may be based on a seminar paper. <sup>4</sup>Further provisions are set forth in the **degree programme and examination regulations**.

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

(3) <sup>1</sup>The 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. <sup>2</sup>Notwithstanding Sentence 1, the standard thesis work period in a part-time degree programme is twelve months. <sup>3</sup>The period for thesis work may only be extended by a maximum of two months (full-time degree programme) or four months (part-time degree programme) 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) Section 32 (2), (3), (4)(3), (5), (6), (7) and (8)(3) to (8)(7), (9) and (10) shall apply accordingly.

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

<sup>1</sup>Master'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. <sup>2</sup>Section 34 (1)(2) to (1)(5) and (2) and (3) shall apply accordingly. <sup>3</sup>Section 34 (4)(6)(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) <sup>1</sup>These examination regulations shall come into effect on 1 October 2007. <sup>2</sup>They shall apply to students starting a Bachelor's degree programme from the winter semester 2007/2008 onwards.

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

(3) <sup>1</sup>Students who started a Diplom degree programme in Political Science before the winter semester 2007/2008 shall complete their degree according to the examination regulations for the Political Science Diplom degree programme at FAU from 29 October 1997 (KWMBI II 1998, p. 190), last amended on 12 April 2002 (KWMBI II 2003, p. 1232). <sup>2</sup>Examinations according to these examination regulations shall be offered for the last time in the summer semester 2014.

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

(5) Upon request and with the approval of the relevant subject representatives, the Examinations Committee may grant exceptions to the provisions of paragraphs 2 to 4.

(6) <sup>1</sup>The amendments of 1 June 2010 shall come into effect on the day after their publication. <sup>2</sup>They shall apply to students starting a Master's degree programme from the winter semester 2010/2011 onwards.

(7) <sup>1</sup>The seventeenth amendments shall come into effect on the day after their publication. <sup>2</sup>It shall apply to all students starting a degree programme from the winter semester 2017/2018 onwards. <sup>3</sup>Sentence 2 notwithstanding, the amendments in (2)(1) concerning changes in the Master's degree programme in Art Education shall apply for students commencing studies from the winter semester 2018/2019.

(8) <sup>1</sup>The eighteenth amendment statute shall come into effect on the day after its publication. <sup>2</sup>It shall apply to all students starting a degree programme from the winter semester 2018/2019 onwards. <sup>3</sup>Notwithstanding 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 **ABMStPO/Phil**.

## Appendix 1:

### Qualification assessment process for Master's degree programmes at the Faculty of Humanities, Social Sciences, and Theology at FAU

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

(2) <sup>1</sup>Applications for admission to the qualification assessment process shall be submitted to the University's Admissions Office by 15 July of each year for the following winter semester and by 15 February of each year for the following summer semester (cut-off period); notwithstanding clause 1, applications for admission to the qualification assessment process for the Master's degree programme in Art Education shall be submitted to the relevant office as stipulated in the **degree programme and examination regulations**. <sup>2</sup>The application shall contain:

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 fulfilment of the requirements set forth in the relevant **degree programme and examination regulations**.

(3) <sup>1</sup>In accordance with Section 14, 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.

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

(5) <sup>1</sup>The relevant Admissions Committee shall 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 programme. <sup>2</sup>The Admissions Committee shall deem the applicant qualified if the final grade of the subject-specific degree or degree which fulfils the requirements specified in Section 35 (1)(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. <sup>3</sup>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 programme and examination regulations**; the relevant **degree programme 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. <sup>4</sup>Individual **degree programme 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 programme. <sup>5</sup>The date of the selection interview shall be announced at least one week in advance. <sup>6</sup>If an applicant should be unable to attend due to reasons beyond their control, a second date may be set upon justified request up until two weeks before the start of the lecture period. <sup>7</sup>The interview shall be held individually for each applicant and shall take approximately 15 minutes. <sup>8</sup>With the applicant's consent, the selection interview may also be carried out via video call. <sup>9</sup>It shall be conducted by at least one member of the Admissions Committee in the presence of

an observer; Section 21 (2) shall apply accordingly. <sup>10</sup>The result of the interview or the qualification assessment process will be given as 'bestanden' (pass) or 'nicht bestanden' (fail). <sup>11</sup>Applicants will be notified of the result in writing. <sup>12</sup>A rejection notification shall include reasons and information on the legal remedies available.

(6) <sup>1</sup>The qualification assessment process 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 in part or fully incapable of sitting the examination in the intended manner due to long-term or permanent physical disabilities shall be entitled to have the permission of the chairperson of the Examinations Committee to offset this disadvantage by a corresponding extension of their working time or by 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) Confirmation of passing the qualification assessment process shall remain valid indefinitely, provided that the Master's degree programme has not been changed significantly.

**Appendix 2: Structure of the Part-Time Bachelor's Degree Programme**

<b>Semester of degree programme</b>	<b>Subject 1</b>		<b>Subject 2</b>	
<b>1</b>	Full-time degree programme			
<b>2</b>	Full-time degree programme: GOP			
<b>3</b>	Full-time degree programme			
<b>4</b>	Full-time degree programme			
<b>5</b>			Full-time degree programme	
<b>6</b>			Full-time degree programme: GOP	
<b>7</b>			Full-time degree programme	
<b>8</b>			Full-time degree programme	
<b>9</b>		Part-time degree programme	Part-time degree programme	
<b>10</b>		Part-time degree programme	Part-time degree programme	
<b>11</b>		Part-time degree programme		
<b>12</b>		Part-time degree programme; Bachelor's thesis		

Appendix 3:

		First subject																										
		Archaeological Sciences	Book Studies	Digital Humanities and Social Sciences	English and American Studies	French Studies	German Language and Literature	History	Greek Philology	Hispanic Studies	Indo-European and Indo-Iranian Studies	Italian Studies	Japanese Studies	Cultural Geography	Cultural History of Christianity	Art History	Latin Philology	Computational Linguistics	Medieval Latin and Neo-Latin	Scandinavian Studies	Business and Economics	Oriental Studies	Education Science	Philosophy	Political Science	Chinese Studies	Sociology	Theatre and Media Studies
Second subject	Archaeological Sciences	Red									Blue				Red													Blue
	Book Studies		Red	Blue						Blue																		
	Digital Humanities and Social Sciences	Blue	Blue	Red		Blue												Red										
	English and American studies				Red																							
	French Studies					Red			Blue							Blue												Blue
	German Language and Literature						Red																					
	History							Red			Blue										Blue			Blue				
	Greek Philology								Red								Blue											Blue
	Hispanic Studies									Red																		Blue
	Indo-European and Indo-Iranian Studies										Red																	
	Islamic Religious Studies	Blue								Red			Blue							Red	Red		Red					Blue
	Italian Studies	Blue										Red																Blue
	Japanese Studies												Red															
	Cultural Geography	Blue	Blue			Blue									Red													Blue
	Cultural History of Christianity	Red									Blue					Red												Blue
	Art History															Red												Blue
	Latin Philology																Red				Blue					Blue		
	Computational Linguistics	Blue	Blue	Red															Red									Blue
	Medieval Latin and Neo-Latin																			Red								Blue
	Scandinavian Studies																				Red							Blue
Public Law	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	
Business and Economics																					Red							
Oriental Studies																							Red				Blue	
Education Science																							Red				Blue	
Philosophy																								Red				
Political Science																									Red			
Chinese Studies																										Red		
Sociology																											Red	
Theatre and Media Studies	Blue																										Red	

  

	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 meet the deadlines specified in Section 10. Proof of consultation with a study advisor must be submitted upon enrolment.
	This combination is not possible.