

Unofficial consolidated reading version

Please take note of the regulations on entry into force in the respectively relevant amendment.

Please note that **only** the German version of these regulations is legally binding. The English translation is provided for informational purposes only!

# General examination regulations (APO) of the Catholic University of Eichstätt-Ingolstadt

dated November 26, 2014

amended by the statutes dated September 19, 2017  
amended by the statutes dated December 05, 2019  
amended by the statutes dated December 22, 2022

amended by the statutes dated DD.MM.YYYY (Resolution of the Senate dated 07/19/23 – approval procedure ongoing)

On the basis of Article 5 (3)(1) of the Concordat between the Holy See and the Free State of Bavaria dated March 29, 1924 (BayRS 2220-1-K), the Catholic University of Eichstätt-Ingolstadt issues the following examination regulations:

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## **I. SCOPE OF APPLICATION**

### **Section 1 Scope of application**

- (1) The General Examination Regulations (APO) apply to all Bachelor's and Master's degree programs at the Catholic University of Eichstätt-Ingolstadt (KU).
- (2) <sup>1</sup>Each Bachelor's or Master's degree program at the KU has its own examination regulations (PO), which, in addition to examination requirements for the degree program in question, may contain both alternative and additional provisions. <sup>2</sup>Provisions in a degree program's PO take precedence over those in the APO.

## II. GENERAL PROVISIONS ON BACHELOR'S AND MASTER'S DEGREE PROGRAMS

### Section 2

#### Purpose of the Bachelor's or Master's examination

- (1) <sup>1</sup>The Bachelor's examination results in a first university degree. <sup>2</sup>The aim of the Bachelor's examination is to confirm that the student is academically qualified and possesses the skills that must be acquired in the degree program.
- (2) <sup>1</sup>The Master's examination results in a second university degree. <sup>2</sup>The aim of the Master's examination is to confirm that the student has the ability to work independently using academic methods and knowledge, and possesses basic and advanced skills and specialist knowledge.

### Section 3

#### Degree

- (1) After successfully passing the Bachelor's examination, students are awarded the academic degree of "Bachelor of Arts" (abbreviated: "BA"), "Bachelor of Science" (abbreviated: "BSc"), or "Bachelor of Education" (abbreviated: "BE") depending on the provisions in the PO.
- (2) After successfully passing the Master's examination, students are awarded the academic degree of "Master of Arts" (abbreviated: "MA"), "Master of Science" (abbreviated: "MSc"), or "Master of Business Administration" (abbreviated: "MBA") depending on the provisions in the PO.
- (3) The Bachelor's or Master's degree may be revoked in accordance with the applicable legal regulations.

### Section 4

#### Qualification requirements

- (1) In order to start a Bachelor's degree program, students must have an *Allgemeine Hochschulreife* or equivalent university entrance qualification in accordance with the currently applicable version of the regulations on qualification for study at state and state-approved universities of the Free State of Bavaria (*Verordnung über die Qualifikation für ein Studium an den Hochschulen des Freistaates Bayern und den staatlich anerkannten nichtstaatlichen Hochschulen – QualV*) dated November 2, 2007 (GVBl. 2007 p. 767).
- (2) <sup>1</sup>In order to start a Master's degree program, students must have a first university degree or equivalent qualification. <sup>2</sup>The PO may determine alternative and additional requirements.
- (3) The student must not have failed the same degree program or a degree program with comparable content at the final attempt; the responsibility for deciding on the comparability of content can be transferred by the board of examiners to the chairperson or to a member of the board of examiners.

## Section 5 Modules, ECTS credits

- (1) <sup>1</sup>The Bachelor's or Master's examination consists of the modules of a degree program that must be completed successfully according to the PO (scope of the Bachelor's or Master's examination). <sup>2</sup>A module is a unit with a defined topic, defined content, and of a defined length that leads to partial qualifications (skills) that are based on the degree program concept. <sup>3</sup>A module can generally only be completed once; unless the possibility of choosing the module multiple times in accordance with paragraph 6 sentence 2 is given for the module in the respective PO.
- (2) <sup>1</sup>A student is awarded ECTS credits (ECTS = European Credit Transfer and Accumulation System) for successfully completing a module. <sup>2</sup>One ECTS credit represents a workload of 30 hours. <sup>3</sup>ECTS credits are a quantitative measure of the student's workload and define the amount of time required for a module. <sup>4</sup>The amount of time required for a module is generally five ECTS credits or a multiple of five ECTS credits. <sup>5</sup>One semester of a degree program generally consists of 30 ECTS credits.
- (3) The module description contains
1. The module title
  2. The module coordinator's name
  3. The workload in ECTS credits
  4. A description of skills
  5. The formal prerequisites
  6. The type of courses and the number of contact hours per week for each course
  7. Details on required attendance
  8. Details on the type and scope of the examination and the time for working on it.
- (4) <sup>1</sup>The respectively responsible faculty council or the Language Center approves a detailed module description in German and English for each module presented in table form and makes it available to members of the University before the start of the next semester. <sup>2</sup>The module description may specify that courses are held in foreign languages. <sup>3</sup>The module guidelines regulate details on the module descriptions. <sup>4</sup>The module descriptions are considered guidelines within the meaning of Article 84 (3) sentence 2 of the Bavarian Higher Education Innovation Act (*Bayerisches Hochschulinnovationsgesetz*, BayHIG) dated August 5, 2022 (GVBl. p. 414, BayRS 2210-1-3-WK).
- (5) <sup>1</sup>A distinction may be made in the PO between modules that must be completed (required modules) and modules that must be chosen from a set list (required elective modules). <sup>2</sup>Required modules must be offered on a regular basis. <sup>3</sup>Students are not legally entitled to have each required or required elective module offered every semester. <sup>4</sup>The PO may require students to complete a set amount of free-choice modules (elective modules); successful completion of elective modules shall be regulated by the respectively applicable module description. <sup>5</sup>Insofar as modules of a degree program are listed in a required elective catalog as an annex to the degree program description, the required elective catalog shall be considered guidelines within the meaning of Art. 84 (3) sentence 2 BayHIG.
- (6) <sup>1</sup>If the skills determined for a module can be broadened or deepened in the context of a corresponding course or study offer, the module shall include the note "may be chosen multiple times". <sup>2</sup>A module that may be chosen multiple times can be completed up to three times: When a student completes a module for the second time, "(*Verbreiterung/Vertiefung*)" (advanced/specialization) is added to the module title; when a module is completed for the third time, "(*Verbreiterung/Vertiefung 2*)" (advanced/specialization 2) is added. <sup>3</sup>If a student fails a module at the final attempt, he or she cannot complete the module again. <sup>4</sup>In case of required modules which may be chosen multiple times, the first completion of the module will be considered as completion of the required module. <sup>5</sup>Accreditation is only possible for the first completion of the module.

- (7) Depending on the PO, a minimum of 180, 210, or 240 ECTS credits are required to successfully complete the Bachelor's examination and a minimum of 60, 90, or 120 ECTS credits are required to successfully complete the Master's examination.

## **Section 6**

### **Standard length of program, degree program description, degree program speaker**

- (1) <sup>1</sup>Degree programs generally start in the winter semester. <sup>2</sup>The standard length of a Bachelor's degree program is a minimum of six and a maximum of eight semesters depending on the PO. <sup>3</sup>The standard length of a Master's degree program is a minimum of two and a maximum of four semesters depending on the PO.
- (2) <sup>1</sup>There is an ideal program structure for each degree program that, when followed, allows the degree program to be completed within the standard length of the program. <sup>2</sup>This, along with the degree program concept, is part of the degree program description.
- (3) <sup>1</sup>The faculty that creates the degree program description appoints a degree program speaker; the degree program speaker responsible for changes to the degree program description. <sup>2</sup>For degree programs that involve more than one faculty, the University Management appoints at least one degree program speaker who obtains the approval of all faculties when the degree program description is created or changed. <sup>3</sup>Insofar as no appointment has been made in accordance with sentence 1 or 2, the chairperson of the board of examiners shall at the same time be the degree program speaker.

## **Section 7**

### **Electronic form, inspection of examination documents, failure to meet deadline, retention**

- (1) Insofar as applications, decisions, or examinations may be made in electronic form, and unless further details are otherwise regulated, this may be done by e-mail from a KU account or within a web-based electronic process provided by the KU.
- (2) <sup>1</sup>A student must be allowed to inspect the records after he or she has received the results of an examination. <sup>2</sup>At the student's request, he or she is allowed to inspect his or her examination papers, the related reviews, and the examination records.
- (3) If a deadline is missed, *restitutio in integrum* is possible in accordance with Article 32 of the current version of the Bavarian Administrative Procedure Act (*Bayerisches Verwaltungsverfahrensgesetz – BayVwVfG*) dated December 23, 1976 (BayRS 2010-1-I).
- (4) Examination documents are retained in accordance with the retention guidelines.

### III. EXAMINING BODIES

#### **Section 8 Examiners, co-examiners, module coordinators**

- (1) <sup>1</sup>Examiners must be authorized to conduct examinations according to the current version of the BayHIG and the regulations on authorization to conduct examinations at universities (*Verordnung über die Befugnis zur Abnahme von Hochschulprüfungen an Universitäten, Kunsthochschulen und der Hochschule für Fernsehen und Film – HSchPrüferV*) dated February 22, 2000 (GVBl p. 67, BayRS 2210-1-1-6-WK). <sup>2</sup>Co-examiners must be from the relevant field and must have at least a Bachelor's degree or equivalent for examinations in Bachelor's degree programs or at least a Master's degree or equivalent for examinations in Master's degree programs.
- (2) <sup>1</sup>The module coordinator specified in the module description must be authorized to conduct examinations and appoints the examiners and co-examiners for the examinations. <sup>2</sup>The examination is graded by the examiners for that examination.

#### **Section 9 Board of examiners**

- (1) <sup>1</sup>A board of examiners is elected for each degree program. <sup>2</sup>The board of examiners is responsible for ensuring that the Bachelor's or Master's examination is conducted properly. <sup>3</sup>The board of examiners shall be the responsible body, unless otherwise stipulated.
- (2) <sup>1</sup>The board of examiners consists of at least three members; the majority of the members must be authorized to conduct examinations. <sup>2</sup>At least two thirds of the members shall belong to the group of full-time and part-time university lecturers at the KU pursuant to Article 19 (1) sentence 1 and sentence 3 BayHIG. <sup>3</sup>At least one member should be a representative of academic or artistic staff. <sup>4</sup>The number of members for the respective board of examiners shall be decided by the faculty council prior to the election of members.
- (3) <sup>1</sup>The members of the board of examiners are elected by the faculty council of the faculty to which the degree program speaker belongs for a period of four years. <sup>2</sup>They may be re-elected. <sup>3</sup>If a member resigns, a new member shall be elected without delay for the remainder of the resigned member's term of office.
- (4) <sup>1</sup>The board of examiners elects the chairperson and his or her deputy. <sup>2</sup>They may be re-elected. <sup>3</sup>The chairperson shall convene the meetings of the board of examiners. <sup>4</sup>The board of examiners may revocably transfer responsibility for specific tasks to individual members if a possibility of transferring responsibilities is provided for in the respective regulation.
- (5) <sup>1</sup>The board of examiners is quorate when all members have been invited to the meeting by letter or e-mail from a KU account, at least one week in advance, the majority of the members are present, and the majority of the members who are present are authorized to conduct examinations. <sup>2</sup>In exceptional cases, meetings may be held by video conference in whole or in part or individual participants may be connected using this technology, provided that the transmission is secure and complies with data protection requirements and it is ensured that the participation of the person connected by video is not influenced and that confidentiality is maintained. <sup>3</sup>The board of examiners makes decisions by majority vote; abstentions, secret ballots, and transfer of votes are not permitted. <sup>4</sup>In the event of a tied vote, the chairperson's vote is decisive. <sup>5</sup>Exclusions from discussion and voting are regulated by Article 51 (2) BayHIG. <sup>6</sup>Upon invitation by the chairperson, guests who are entitled to speak but who are not entitled

to file an application or vote may attend discussions and voting sessions of the board of examiners.

- (6) <sup>1</sup>A representative of the students of the degree program may be invited to the meetings of the board of examiners as a guest. <sup>2</sup>The representative of the students is appointed by the degree program's student group or the Student Representatives Council. <sup>3</sup>He or she is not involved in discussions or decisions related to individual students, when personal data is involved, or in matters concerning the determination of examination questions or his or her own examinations.
- (7) <sup>1</sup>In lieu of the board of examiners, the chairperson of the board of examiners may take decisions that cannot be postponed and that cannot be taken at a meeting or by circular; this does not apply to decisions on objections. <sup>2</sup>He or she shall inform the board of examiners of this without delay. <sup>3</sup>The latter may rescind the decision. <sup>4</sup>Third-party rights that have already arisen shall remain unaffected.
- (8) Notices in examination matters by which a person's rights may be impaired shall be substantiated and accompanied by instructions on how to appeal.



## **IV. BACHELOR'S AND MASTER'S EXAMINATION**

### **Section 10**

#### **Admission to the Bachelor's or Master's examination**

- (1) By enrolling in the appropriate KU degree program, the student is admitted to the Bachelor's or Master's examination.
- (2) A student may not be admitted to the Bachelor's or Master's examination in both the full-time and part-time KU degree program with the same name.

### **Section 11**

#### **Passing the Bachelor's or Master's examination**

- (1) <sup>1</sup>The Bachelor's or Master's examination has been passed when
  1. all examinations up to the end of the semester of the program specified in the PO have been assessed as 'passed' or awarded the grade 'sufficient' (4.0) or better and
  2. the student has acquired the total number of ECTS credits required for the degree program.

<sup>2</sup>The Bachelor's or Master's examination has also been passed if these requirements were not met within the intended time frame but were met in the context of permissible retake opportunities.
- (2) The Bachelor's or Master's examination is considered to have been taken for the first time and failed if the deadline specified in Paragraph 1 has been missed due to reasons within the student's control.
- (3) <sup>1</sup>The Bachelor's or Master's examination has been failed at the final attempt if an examination in a required module has been taken but failed and there are no more retake opportunities. <sup>2</sup>The Bachelor's or Master's examination has also been failed at the final attempt if the number of ECTS credits that must be obtained in required elective modules according to the examination regulations has not been obtained and there are no modules left that may be chosen.
- (4) <sup>1</sup>The Bachelor's or Master's examination is considered to have been failed at the final attempt if the deadline specified in Paragraph 1 has been missed by more than two semesters due to reasons within the student's control; the option of retaking the exam specified in Section 23 (1) remains unaffected. <sup>2</sup>If there is reason to believe that the deadline will be missed for reasons beyond the student's control, the student must submit a written or electronic application for extension to the board of examiners via the Examinations Office before the deadline.
- (5) In the case of failure at the final attempt, the student is sent a letter informing him or her of this that includes information on the right to appeal.
- (6) The deadline for completing the Bachelor's or Master's examination is extended for students in a full-time degree program by one semester if
  1. the student obtained more than 15 ECTS credits in accordance with Section 25 in a non-mandatory study abroad period,
  2. these credits were credited to the student's degree program at the KU and
  3. the student was enrolled at the KU during his or her study abroad period.

## **Section 12**

### **Bachelor's or Master's thesis**

- (1) <sup>1</sup>The topic of the Bachelor's or Master's thesis must be appropriate for the degree program concept. <sup>2</sup>The topic is determined by the supervisor in consultation with the student. <sup>3</sup>The supervisor is generally also the reviewer for the thesis. <sup>4</sup>If the professor or independent representative of the relevant subject to which the topic of the thesis can be allocated is not the thesis supervisor at the same time, the professor or representative of the subject shall appoint the supervisor. <sup>5</sup>For the rest, the board of examiners shall appoint the reviewer; the responsibility for such appointment may be transferred to the chairperson or to a member of the board of examiners.
- (2) <sup>1</sup>The topic of the Bachelor's thesis may be allocated, at the earliest, once required or required elective modules in the degree program worth at least 60 percent of the total number of ECTS credits for the degree program have been successfully completed. <sup>2</sup>The topic of the Master's thesis may be allocated, at the earliest, once required or required elective modules in the degree program worth at least 40 percent of the total number of ECTS credits for the degree program have been successfully completed. <sup>3</sup>The date on which the topic was allocated must be documented.
- (3) <sup>1</sup>As a general rule, the Bachelor's or Master's thesis must be written in German. <sup>2</sup>With the supervisor's permission, the thesis may be written in a different language instead, generally English, French, Spanish, or Italian. <sup>3</sup>It must be ensured that a second reviewer with the appropriate linguistic qualifications is available.
- (4) <sup>1</sup>The Bachelor's or Master's thesis must be typed, and two printed, bound copies and a non-editable digital copy must be submitted to the Examinations Office by the end of the period allocated for working on the thesis specified in the PO. <sup>2</sup>Insofar as the supervisor has specified a different format for the thesis prepared under his or her supervision when allocating the topic, the thesis must also be submitted to the reviewer in this format; sentence 1 remains unaffected thereby. <sup>3</sup>If a Bachelor's or Master's thesis contains annexes, these must generally always be submitted in writing; unless the reviewer has approved a different form of submission. <sup>4</sup>The date of submission must be documented. <sup>5</sup>The topic of the Bachelor's or Master's thesis must be given on the cover page in German and in English.
- (5) <sup>1</sup>If there are important reasons, the board of examiners can extend the period allocated for working on the thesis by a maximum of four weeks upon request; the responsibility for deciding on an extension of the period allocated for working on the thesis can be transferred to the chairperson or to a member of the board of examiners. <sup>2</sup>The request for extension must be submitted before expiry of the deadline; this shall not affect the possibility of extending the deadline in the event of reasons for which the student is not responsible in accordance with Section 22 (2).
- (6) If the thesis is not submitted in time it is awarded the grade 'insufficient' (5.0).
- (7) <sup>1</sup>A list of all sources used must be attached to the Bachelor's or Master's thesis. <sup>2</sup>Content from publications or other sources that has been quoted word-for-word or paraphrased must be marked as such. <sup>3</sup>If a Bachelor's or Master's thesis is written as a group project, it must contain a declaration signed by all authors stating who wrote which parts of the joint work and also explicitly stating that each author's work is his or her own work. <sup>4</sup>If an untrue declaration is provided the thesis is awarded the grade 'insufficient' (5.0).
- (8) <sup>1</sup>The Bachelor's or Master's thesis should be graded by the reviewer who allocated the topic. <sup>2</sup>If the first reviewer awards the Bachelor's or Master's thesis the grade 'insufficient', a second reviewer must be appointed by the board of examiners. <sup>3</sup>If the grades awarded by the first and second reviewers are more than two grades apart, the board of examiners appoints a third reviewer. <sup>4</sup>The board of examiners may transfer the responsibility for the appointment to the chairperson or to a member of the board of examiners.

(9) <sup>1</sup>The following grades are used for grading the Bachelor's or Master's thesis:

1.0; 1.3	excellent	=	an outstanding achievement;
1.7; 2.0; 2.3	good	=	an achievement that exceeds the average requirements considerably;
2.7; 3.0; 3.3	satisfactory	=	an achievement that meets the average requirements;
3.7; 4.0	sufficient	=	an achievement that is sufficient despite shortcomings;
5.0	insufficient	=	an achievement that is not sufficient due to considerable shortcomings.

<sup>2</sup>If there are several reviews, the grade for the Bachelor's or Master's thesis is the mean of the grades awarded by the first, second, and, if applicable, third reviewer calculated to two decimal places; all further decimal places are omitted without rounding.

(10) <sup>1</sup>If the grade for the Bachelor's or Master's thesis is over 4.0, it has been failed. <sup>2</sup>It may be repeated once with a new topic. <sup>3</sup>A Bachelor's or Master's thesis that has been awarded the grade 'sufficient' (4.0) or better may not be repeated.

(11) As a general rule, the reviewer must ensure that the Examinations Office is informed of the grade within two months after the date on which the thesis was submitted.

(12) <sup>1</sup>The Bachelor's thesis is worth 10 ECTS credits. <sup>2</sup>The Master's thesis is worth a minimum of 15 and a maximum of 30 ECTS credits as specified in the PO. <sup>3</sup>Bachelor's or Master's theses are a required module in the respective degree program.

### **Section 13** **Calculation of the overall grade, relative grade**

(1) <sup>1</sup>The overall grade for the Bachelor's or Master's examination is the weighted arithmetic mean of the grades for the examinations and the Bachelor's or Master's thesis. <sup>2</sup>The weighting is based on the number of ECTS credits awarded; ECTS credits for examinations that are ungraded and assessed as 'passed' are not included in the weighting. <sup>3</sup>The grade is calculated to two decimal places; all further decimal places are omitted without rounding.

(2) An average overall grade is awarded as follows:

from	1.00	to	1.50	=	excellent
over	1.50	to	2.50	=	good
over	2.50	to	3.50	=	satisfactory
over	3.50	to	4.00	=	sufficient
over	4.00			=	insufficient

(3) <sup>1</sup>If the overall grade of the Bachelor's or Master's examination is 1.20 or better, the degree is awarded 'with distinction' ('*mit Auszeichnung*'). <sup>2</sup>This is indicated on the final academic record.

(4) <sup>1</sup>In order to make it easier to compare grading systems internationally, a relative grade is calculated for the overall grade on the basis of the recommendations in the current version of the ECTS Users' Guide. <sup>2</sup>The calculation of the relative grade takes into account the two years preceding the graduating year; the graduating year shall be included to the extent that grades are available. <sup>3</sup>Only the Bachelor's or Master's examinations that were passed before or on a specific date specified by the Examinations Office are included in the calculation. <sup>4</sup>The following relative grades based on the ECTS scale are used:

Grade	Total in reference group	Percentage of total
1		
2		
3		
4		
Total:	N	100

<sup>5</sup>The following grades result in the relative grades given in brackets: 1.0 – 1.5 (1), over 1.5 – 2.5 (2), over 2.5 – 3.5 (3), over 3.5 – 4.0 (4).

#### **Section 14 Maternity Protection Act, parental leave**

<sup>1</sup>The provisions of the Maternity Protection Act (*Gesetz zum Schutz von Müttern bei der Arbeit, in der Ausbildung und im Studium, Mutterschutzgesetz – MuSchG*) dated May 23, 2017 (BGBl. I p. 1228) shall apply as amended from time to time. <sup>2</sup>Irrespective thereof, it is possible to take leave in accordance with the deadlines stipulated in the Law on Parental Allowance and Parental Leave (*Bundeselterngehalt- und Elternzeitgesetz, BEEG*) dated December 5, 2006 (BGBl. I p. 2748), as amended from time to time. <sup>3</sup>Students may still take examinations when on parental leave. <sup>4</sup>Retake examinations do not have to be taken during parental leave. <sup>5</sup>An application for leave must be submitted to the Student Office in writing or electronically.

## V. ORGANIZATION AND ADMINISTRATION OF EXAMINATIONS

### Section 15

#### Enrollment obligation, registering for and withdrawing from examinations

- (1) Taking university examinations requires enrollment in accordance with Art. 84 (1), sentence 7 BayHIG; this does not apply if a cooperation agreement between the KU and another university stipulates that students can participate in courses and take coursework and examinations without being enrolled at the KU.
- (2) A student only has the right to take an examination if he or she has registered for the examination in accordance with the regulations.
- (3) <sup>1</sup>The Examinations Office publishes details of the formalities regarding registration for written examinations and oral examinations (end-of-semester examinations), in particular the periods during which students can register for and withdraw from examinations, on its website at the beginning of the semester. <sup>2</sup>For all other types of examinations (in-semester examinations), the examiner will determine the registration and de-registration formalities no later than on the date when the first course is held.

### Section 16

#### Organization of examinations

- (1) <sup>1</sup>The length of an examination is to be kept to the minimum necessary. <sup>2</sup>A module should not generally include more than one examination.
- (2) <sup>1</sup>A module is generally completed with a grade unless it is specified in the PO that the module is ungraded and is to be assessed as 'passed/failed'. <sup>2</sup>The conditions for successfully completing a module are regulated by the relevant PO.
- (3) <sup>1</sup>The tasks that are to be completed in an examination must correspond to the skills detailed in the module description and determine the difficulty and the amount of time required. <sup>2</sup>The examination should be conducted in the language that is most appropriate for the subject; this is announced before students register for the examination or is specified in the module description. <sup>3</sup>The tasks in the examination must be clear.
- (4) <sup>1</sup>Examinations may be conducted as individual or group examinations in the presence of one or more examiners. <sup>2</sup>The examination must enable each student's individual performance to be assessed; students must clearly indicate their respective individual performances.
- (5) <sup>1</sup>An examination is not necessarily required in order for ECTS credits to be awarded. <sup>2</sup>The requirements for awarding ECTS credits are determined in the PO.
- (6) <sup>1</sup>The examiner decides and informs in good time which aids may be used for the examination. <sup>2</sup>A list of the aids used must be included with written examinations that are completed without supervision (in particular written assignments, research papers, portfolios and similar). <sup>3</sup>Content from publications or other sources that has been quoted word-for-word or paraphrased must be marked as such.

## Section 17 Types of examination

- (1) <sup>1</sup>The type of examination in a module results from the skills that students should have acquired and from the degree program concept. <sup>2</sup>The respective type of examination specified in the PO may also be conducted in electronic form by means of services made available by the KU for this purpose in accordance with the regulations in Section 19.
- (2) The PO may allow for different types of examination; in this case the lecturer must bindingly determine the chosen type of examination at the latest by the first session of the course by entering the examination type in the exam administration system.
- (3) <sup>1</sup>Oral examinations are conducted by an examiner or the examiners in the presence of a co-examiner from the relevant field. <sup>2</sup>The length of an oral examination should be no less than 15 and no more than 60 minutes. <sup>3</sup>The main topics and the results of the oral examination must be documented in records. <sup>4</sup>Before determining the grade, the examiners should hear the opinion of the co-examiners. <sup>5</sup>Each student must be told the result after the end of his or her examination. <sup>6</sup>Providing that there is sufficient space, students may be permitted to attend other students' examinations as observers unless the student being examined opposes this; the permission to attend does not extend to the discussion and announcement of the grade.
- (4) <sup>1</sup>In a written examination, students must show that they are able to describe topics from the module, identify problems using the appropriate methods, and find solutions within a limited amount of time and with limited materials as aids. <sup>2</sup>The length of a written examination should be no less than 45 and no more than 120 minutes. <sup>3</sup>If materials are permitted as aids, students must be told which materials are permitted in advance.
- (5) <sup>1</sup>In a written assignment the student deals with a task agreed upon with the supervising lecturer independently and in writing. <sup>2</sup>The length of the written assignment and the amount of time allowed to work on it must be appropriate with regard to the number of ECTS credits that are to be awarded as indicated in the module description and are determined in the PO.
- (6) <sup>1</sup>In a presentation, the student deals with a topic agreed upon with the lecturer independently, presents information in a way that is appropriate for the subject, audience, and media, and uses adequate language in the presentation and discussion. <sup>2</sup>The lecturer will determine when the presentation will be held and notify the student well in advance; students are allowed to work on the presentation up to the date when it is held. <sup>3</sup>The assessment focuses in particular on how the task is dealt with, the written material that accompanies the presentation, and/or the media used. <sup>4</sup>The length is determined in the PO.
- (7) The examination type 'written assignment with presentation' includes a presentation that is not included in the evaluation and that is closely linked to the topic of the written assignment; the module grade is the grade for the written assignment.
- (8) <sup>1</sup>An internship report includes a description and an evaluation of the internship and generally includes a reflective part and a confirmation of the internship by the organization where it was completed. <sup>2</sup>The length and the time for working on it is determined in the PO.
- (9) <sup>1</sup>A portfolio is an (electronic) workbook of coordinated work on a specified topic, created within a certain predetermined period of time, that makes visible the process of reflection in relation to the topic of the associated course. <sup>2</sup>As a rule, the part of the portfolio that is written in text form comprises approximately 18000 to 30000 characters without spaces (depending on the scope of the ECTS credits specified in the PO). <sup>3</sup>The portfolio cannot include other types of examination. <sup>4</sup>The time for working on it is determined in the PO.
- (10) <sup>1</sup>Take-home examinations are examinations in electronic form that do not take place on campus at the KU, but are usually taken at home without supervision within a specified time frame. <sup>2</sup>Aids

may be permitted on a limited basis. <sup>3</sup>Issuance of the examination and the examination submission shall take place electronically.

(11) Other possible types of examination that may be determined in the PO include, in particular:

1. A project outline, which describes a project or process that an individual or group has planned and/or carried out
2. Practical work in which the student is required to use his or her knowledge and skills in specific situations in order to complete specific tasks
3. Leadership of a discussion or team, which requires specialist and transferable communication or social skills.

### **Section 18** **Multiple choice examinations**

- (1) <sup>1</sup>Written examinations may be conducted entirely or partially in multiple choice form (multiple choice examinations). <sup>2</sup>The student must state which of a number of given answers he or she believes is correct.
- (2) <sup>1</sup>The questions are written by two examiners. <sup>2</sup>When writing the questions, they must determine which of the answers will be accepted as correct. <sup>3</sup>The number of points that will be awarded for a correct answer must be stated in the questions in order to make it clear how the individual questions are weighted with regard to the overall score.
- (3) <sup>1</sup>Before the result of the examination is determined, the examiner must check whether the questions are flawed according to Section 16 (3). <sup>2</sup>Such review may also be carried out by the board of examiners or, after the task has been transferred by the board of examiners, by the chairperson or a member of the board of examiners. <sup>3</sup>If it is found that individual questions are flawed, these questions are not taken into account when determining the result of the examination. <sup>4</sup>The required number of questions in the examination is reduced accordingly; when determining the result of the examination the reduced overall number of questions is used. <sup>5</sup>The reduction of the number of examination questions must not result in a disadvantage for the student. <sup>6</sup>When assessing students' answers, no negative points may be awarded.
- (4) <sup>1</sup>The examination has been passed if the student obtains at least 50 percent of the required number of points or if the number of points the student obtains is no more than 22 percent lower than the average number of points obtained by all students who took the examination. <sup>2</sup>If the student has obtained the minimum number of points required to pass the examination, the grade is

1.0 (excellent)	if he or she has obtained at least 90 percent
1.3 (excellent)	if he or she has obtained at least 80 percent but less than 90 percent
1.7 (good)	if he or she has obtained at least 70 percent but less than 80 percent
2.0 (good)	if he or she has obtained at least 60 percent but less than 70 percent
2.3 (good)	if he or she has obtained at least 50 percent but less than 60 percent
2.7 (satisfactory)	if he or she has obtained at least 40 percent but less than 50 percent
3.0 (satisfactory)	if he or she has obtained at least 30 percent but less than 40 percent
3.3 (satisfactory)	if he or she has obtained at least 20 percent but less than 30 percent
3.7 (sufficient)	if he or she has obtained at least 10 percent but less than 20 percent
4.0 (sufficient)	if he or she has obtained less than 10 percent

of the number of points required to pass.

<sup>3</sup>If the student has not obtained the minimum number of points required to pass, the grade is 5.0 (insufficient).

- (5) <sup>1</sup>The result of the examination is determined by the examiner and communicated to the student. <sup>2</sup>The student must be told
1. The examination grade
  2. The number of points required to pass
  3. The maximum possible number of points and the number of points that the student obtained
  4. The average result of all students who obtained the number of points required to pass
  5. The average result of all students who took the examination
- (6) When a student inspects the records, he or she must be given a copy of the correct answers.

### **Section 19**

#### **Electronic remote examinations**

- (1) <sup>1</sup>In addition to face-to-face examinations, examinations can also be conducted as electronic remote examinations using video conferencing. <sup>2</sup>Electronic remote examinations are examinations which, by their nature, are suitable for being conducted in electronic form without being dependent on a specific location. <sup>3</sup>This applies both to oral and practical remote examinations as well as electronic remote examinations in the form of written supervised examinations (written remote examinations).
- (2) <sup>1</sup>Remote examinations take place under supervision (video supervision) using the activated camera and microphone function of the electronic communication device used for the examination. <sup>2</sup>Written remote examinations can be conducted within the scope of staff, organizational and technical capacities.
- (3) <sup>1</sup>Oral and practical remote examination shall be conducted using video and audio transmission (video conferencing) of the electronic communication equipment used for the examination; paragraph 2 shall apply accordingly. <sup>2</sup>Records of the essential contents of the oral remote examination are kept by one examiner or one co-examiner.
- (4) Video supervision is provided by supervisory staff from the University. Automated analysis of image and sound data from video supervision is not permitted.
- (5) Complete or only partial recording of the examination or storage of the image or sound files is not permitted for electronic remote examinations.
- (6) <sup>1</sup>In deviation from paragraph 4 and 5, video supervision may be automated if there is insufficient supervisory staff to carry out video supervision in accordance with paragraph 4 sentence 1 (capacity overload) and the students have given their express consent. <sup>2</sup>Students shall be informed about the mode of operation of automated video supervision and the existing options for taking a face-to-face examination before consent is granted in accordance with Art. 9(2)(a) of the General Data Protection Regulation dated April 27, 2016, (ABl. L 119, May 04, 2016) as amended. <sup>3</sup>The capacity overload must be documented. <sup>4</sup>Personal data processed during automated video supervision may not be stored for longer than is strictly necessary for control purposes.
- (7) When conducting an electronic remote examination, the same examination must also be offered in face-to-face form during the same examination period.
- (8) <sup>1</sup>In the event of a technical malfunction, the examination will be terminated at the respective status and the examination performance will not be assessed. <sup>2</sup>The examination attempt shall be deemed not to have been made. <sup>3</sup>This shall not apply if it can be proven that the disruption lies within the responsibility of the student. <sup>4</sup>In the event of temporary disruptions in a remote oral examination, the examination shall be continued after the disruption has been remedied. <sup>5</sup>If the examination cannot be continued due to a persistent technical malfunction, it shall be repeated at a later date; sentences 2 and 3 shall apply accordingly. <sup>6</sup>If a substantial part of the



examination performance has already been completed prior to the occurrence of the malfunction, the oral remote examination may be finished by telephone without the use of a video conferencing system.

- (9) <sup>1</sup>Before the start of the examination, the student should be given the opportunity to learn about the electronic examination system. <sup>2</sup>In the case of electronic remote examinations, it must be ensured that comparable conditions are established for all students. <sup>3</sup>The unambiguous identifiability of the examinees must be ensured by means of authentication prior to the start of the exam by means of a valid photo ID, which must be presented upon request. <sup>3</sup>Data protection regulations (in particular including the type and choice of server) must be observed. <sup>4</sup>Suitable and sufficient measures must be taken against attempts to cheat. <sup>5</sup>The handling of technical malfunctions and the safeguarding and documentation of the examination process must be ensured.

## Section 20 Grading examinations

- (1) Written examinations that are to be graded as failed must be graded by two examiners.

- (2) Grades for individual examinations are awarded as follows:

1.0; 1.3	excellent	=	an outstanding achievement;
1.7; 2.0; 2.3	good	=	an achievement that exceeds the average requirements considerably;
2.7; 3.0; 3.3	satisfactory	=	an achievement that meets the average requirements;
3.7; 4.0	sufficient	=	an achievement that is sufficient despite shortcomings;
5.0	insufficient	=	an achievement that is not sufficient due to considerable shortcomings.

- (3) <sup>1</sup>If an examination is graded by several examiners, the grade awarded is the arithmetic mean of the grades given by the individual examiners calculated to two decimal places. <sup>2</sup>All further decimal places are omitted without rounding. <sup>3</sup>The result is then rounded in accordance with paragraph 2 as follows:

from 1.00 to 1.15	=	1.0
over 1.15 to 1.50	=	1.3
over 1.50 to 1.85	=	1.7
over 1.85 to 2.15	=	2.0
over 2.15 to 2.50	=	2.3
over 2.50 to 2.85	=	2.7
over 2.85 to 3.15	=	3.0
over 3.15 to 3.50	=	3.3
over 3.50 to 3.85	=	3.7
over 3.85 to 4.35	=	4.0
over 4.35	=	5.0.

- (4) <sup>1</sup>If a module examination consists of two parts, the overall grade is calculated as the arithmetic mean of the two grades; paragraph 3 applies accordingly. <sup>2</sup>If the module examination is failed only the part that was failed may be retaken.

**Section 21**  
**Passing and failing examinations**

- (1) An examination has been passed if it has been awarded the grade 'sufficient' (4.0) or better or has been assessed as 'passed'.
- (2) The examination has been failed at the final attempt if it was taken in full or in part but failed and there are no more retake opportunities.
- (3) An examination is considered to have been failed if the student misses the deadline to register for, withdraw from, or take the examination for reasons within his or her control; in particular, if he or she does not show up for the examination or does not take an examination performance.

**Section 22**  
**Withdrawal, extension of deadline**

- (1) The board of examiners shall be responsible for deciding whether a withdrawal is due to reasons beyond the student's control; this responsibility may be transferred to the chairperson or to a member of the board of examiners.
- (2) <sup>1</sup>Any incapacity to take an examination that occurs during an examination must be asserted immediately to the examination supervisor; the obligation to notify the supervisor and to establish the reasons credibly remains unaffected. <sup>2</sup>The supervisor(s) shall make a note in the examination record for assertion.
- (3) <sup>1</sup>If there are reasons that justify missing a deadline, the student must submit valid and credible proof to the board of examiners via the Examinations Office in writing or electronically immediately after the circumstances arise and apply for an extension of the deadline; the extension of the deadline can only cover the days for which the inability to take examinations has been proven. <sup>2</sup>Generally, in the case of illness, an original doctor's certificate (*ärztliches Attest*) must be submitted immediately; the student must bear any costs associated with obtaining a doctor's certificate.
- (4) <sup>1</sup>The board of examiners shall decide on the recognition of the reasons as well as the duration of a deadline extension; the responsibility for this decision may be transferred to the chairperson or to a member of the board of examiners. <sup>2</sup>The student shall receive a written notification of the decision in accordance with sentence 1.

**Section 23**  
**Retaking examinations**

- (1) <sup>1</sup>The student may retake a failed examination, with the exception of the Bachelor's or Master's thesis, twice. <sup>2</sup>If the deadline pursuant to Section 11 (4) sentence 1 is exceeded, the examination shall be taken at the next possible date.
- (2) As a general rule, a passed examination may not be retaken unless this is permitted by the relevant PO.
- (3) <sup>1</sup>As a general rule, the retake examination must be the same type of examination and have the same length as the first examination. <sup>2</sup>In justified exceptional cases, retake examinations may be replaced by an equivalent type of examination. <sup>3</sup>The type of examination for the retake exam is generally communicated when the examination results of the first examination date are announced.

- (4) <sup>1</sup>For end-of-semester examinations in university programs, a second examination date is generally offered in the same semester or, if this is not possible for organizational reasons, at the beginning of the lecture period in the following semester at the latest. <sup>2</sup>The student may use the second examination date to take the examination for the first time or to retake the examination after having failed it. <sup>3</sup>If, for organizational reasons, the second examination date is in the following semester and the student exceeds the maximum duration of study by using the second examination date, the maximum duration of study shall be extended by one semester ex officio.

#### **Section 24 Required attendance**

- (1) <sup>1</sup>Proof of attendance may be required for a course according to the PO if it is necessary in order for the skills described in the learning objectives of a module to be acquired; attendance in lectures is not compulsory. <sup>2</sup>The lecturer is responsible for checking and documenting attendance.
- (2) <sup>1</sup>For proof of attendance, the student must not miss more than 25 percent of the course. <sup>2</sup>If the student misses more than 25 percent of the course for reasons beyond his or her control, he or she may submit a written or electronic request for the ECTS credits to be awarded on the condition that he or she acquires the intended skills in another way. <sup>3</sup>The responsible module coordinator decides whether to accept the request and under what conditions; it informs the Examinations Office of its decision. <sup>4</sup>The student must provide suitable proof of the reasons for missing parts of the course – a doctor's certificate (*ärztliches Attest*) in the case of illness; the lecturer is responsible for providing proof of how much of the course was missed.
- (3) The right to participate in the examination is not affected by the provisions on attendance.

#### **Section 25 Recognition and accreditation of periods of study, coursework, and examinations**

- (1) <sup>1</sup>Periods of study, coursework, and examinations completed in degree programs at the KU or another state or state-approved higher education institutions in the Federal Republic of Germany, in a distance learning unit as part of a degree program at a state or state-approved higher education institution in the Federal Republic of Germany, or in degree programs at foreign state or state-approved higher education institutions, as well as degrees obtained in the context of such degree programs shall be accredited, unless there are considerable differences in terms of the skills acquired. <sup>2</sup>The same applies to periods of study, coursework and examinations completed at a state or state-approved higher education institution in Bavaria as part of module and supplementary studies, at the Bavarian Virtual University or in the context of early or junior studies.
- (2) <sup>1</sup>Skills that were acquired in other professional development or further qualification programs in accordance with Article 78 (1) sentence 2 no. 2 lit. b, (2) sentence 2 no. 1 lit. b BayHIG or outside of the higher education sector may be accredited if they are equivalent. <sup>2</sup>Equivalence is confirmed if the acquired skills are largely the same as those required in the degree program in terms of content, workload, and requirements. <sup>3</sup>This is determined not on the basis of a schematic comparison but through an overall assessment and evaluation. <sup>4</sup>Skills acquired outside of the higher education sector may replace a maximum of half of the skills that must be acquired in the degree program.
- (3) <sup>1</sup> When recognition or accreditation is effected, the grade – provided that it is comparable to the grading system in Section 20 (2) – is transferred and included in the calculation of the overall grade according to the PO. <sup>2</sup>If a grade is not comparable and the degree program-specific

examination regulations or a university cooperation agreement do not contain a regulation on conversion to the KU grading scale, conversion is carried out by means of a suitable procedure and subsequent inclusion in the overall grade calculation; if conversion is not possible, the recognized or credited achievement is recorded with the grade "passed". <sup>3</sup>If a grade that does not correspond to the grading system is transferred, it is rounded as follows; all further decimal places are omitted without rounding:

from 1.00 to 1.15	=	1.0
over 1.15 to 1.50	=	1.3
over 1.50 to 1.85	=	1.7
over 1.85 to 2.15	=	2.0
over 2.15 to 2.50	=	2.3
over 2.50 to 2.85	=	2.7
over 2.85 to 3.15	=	3.0
over 3.15 to 3.50	=	3.3
over 3.50 to 3.85	=	3.7
over 3.85 to 4.35	=	4.0
over 4.35 to 5.00	=	5.0

- (4) <sup>1</sup>The degree program's board of examiners decides on the recognition or crediting; the decision on the recognition or crediting can be transferred to the chairperson or to a member of the board of examiners. <sup>2</sup>If the request for recognition or crediting is rejected, the student is sent a letter or electronic notification informing him or her of this and may request that the decision be reviewed by the Presidium; the Presidium issues a recommendation to the board of examiners on how to proceed with the handling of the request.
- (5) <sup>1</sup>If achievements from semesters that have not yet been counted as semesters of the program are recognized or accredited, the number of semesters of the program that have been completed is increased accordingly by taking into account all ECTS credits that have been accumulated so far (upgrading).
- (6) <sup>1</sup>Learning Agreements are concluded before the start of a study abroad program and are to be confirmed by the board of examiners. <sup>2</sup>The responsibility for confirmation may be delegated to the chairperson or to a member of the board of examiners.
- (7) Further details are regulated by the recognition and crediting guidelines of the KU.

## **Section 26**

### **Adjustments to compensate for disabilities/impairments**

- (1) As a rule, if a student presents an original doctor's certificate (*ärztliches Attest*), or another suitable proof demonstrating that he or she is unable to take an examination in the intended form due to a long-term or permanent disability or comparable impairment or a special life situation, or if the disability or impairment is obvious, this is compensated for by allowing the student to take an equivalent examination in a different form or by providing assistance, such as by extending the amount of time allowed to complete the examination or allowing necessary aids or assistance.
- (2) <sup>1</sup>The decision on the need-based design of the examination conditions is made by the chairperson of the board of examiners upon the student's request. <sup>2</sup>The request must be submitted in good time, but no later than when registering for the examination, and should set out and justify the specific form of adjustments to compensate for disabilities/impairments for the student. <sup>3</sup>With the student's consent, the chairperson may consult the officer for students with disabilities or chronic illnesses for advice. <sup>4</sup>If the doctor's certificate does not provide sufficient information for a decision to be made on whether there is a valid reason for suitable adjustments to be made to compensate for disabilities, of chairperson of the board of examiners

has the right to order that an official medical examiner (*Amtsarzt*) must be consulted. <sup>5</sup>The student must bear any costs associated with obtaining a doctor's certificate.

- (3) The same applies for coursework if this is required in order for ECTS credits to be issued as specified in the module description.

### **Section 27 Cheating, breach of regulations**

- (1) If a student attempts to influence the result of an examination to his or her own or someone else's advantage by cheating, the affected examination is awarded the grade 'insufficient' (5.0).
- (2) <sup>1</sup>Cheating through wrongful appropriation of another person's work (plagiarism) is deemed to have occurred, in particular, when significant portions of the content of other works have been copied or translated without stating the source. <sup>2</sup>In particular, cheating also occurs if the author of an examination commissions someone who writes the examination in whole or in part in the name and on behalf of another person (ghostwriter); this also applies to the use of artificial intelligence, unless artificial intelligence is permitted as an aid under the conditions of Section 12 (7) or Section 16 (6).
- (3) <sup>1</sup>During a written examination, the mere possession of unauthorized aids while and after the examination papers are handed out is considered an attempt to cheat. <sup>2</sup>Carrying mobile devices and digital storage media will be considered an attempt to cheat. <sup>3</sup>If it is suspected that a student is in possession of unauthorized aids, the examination supervisors (in the case of a written examination) or the examiner (in the case of an oral examination) shall be authorized to confiscate such aids. <sup>4</sup>The examination participant is obliged to cooperate in the clarification of the matter and must hand over the aids. <sup>5</sup>If there is an objection to aids due to changes that have been made to permissible aids, the examination participant must be allowed to keep the aids until he or she has handed in the examination paper, at the latest until the end of the time allowed for the examination. <sup>6</sup>If confiscation of the unauthorized aids is prevented or if the student refuses to cooperate in the clarification or hand over the aids, and in cases where after an objection it is confirmed that changes have been made, the examination is awarded the grade 'insufficient' (5.0).
- (4) <sup>1</sup>If the requirements for admission to an examination were not met but the student did not intend to gain admission to the examination wrongfully and this fact only becomes apparent after the examination, this deficiency is considered to have been remedied by passing the examination. <sup>2</sup>If the student intentionally gained admission to the examination wrongfully, the board of examiners decides whether to nullify the outcome under consideration of the relevant general administrative regulations.
- (5) <sup>1</sup>If the examination supervisors for a written examination or the examiner come to the conclusion that they believe the student has attempted to influence the result of an examination to his or her own or another person's advantage by cheating, they must immediately send a letter or e-mail describing the incident to the board of examiners that is responsible for decisions according to paragraph 1 and paragraph 3 sentence 4. <sup>2</sup>The student must be given the opportunity to make an oral, written or electronic statement before the board of examiners makes a decision.
- (6) If a student disrupts an examination, the examiner may deny him or her the possibility to finish the examination; in this case the examination is awarded the grade 'insufficient' (5.0).
- (7) <sup>1</sup>In serious or repeated cases, the board of examiners bans the student from taking individual or all examinations. <sup>2</sup>In the latter case, the student is de-registered in accordance with Article 94 (2) in conjunction with Article 91 no. 2 BayHIG and the Bachelor's or Master's examination is considered to have been failed at the final attempt.

## **Section 28**

### **Problems with the examination procedure, obligation to report problems**

- (1) <sup>1</sup>If it is discovered that there were serious problems with the examination procedure that may have influenced the result, the responsible persons must order upon a student's written or electronic request or on their own initiative (ex officio) that certain or all students must retake the examination or parts of it. <sup>2</sup>Orders issued at the responsible persons' own initiative (ex officio) must be issued within a maximum of three months after the end of the examination.
- (2) <sup>1</sup>Apparent problems in the examination procedure must be reported to the examination supervisor (who will make a note in the records), the examiner, the Examinations Office, or the board of examiners immediately and no later than the date on which the results of the examination are published. <sup>2</sup>Reports in the sense of sentence 1 that are made orally must also be immediately submitted to the Examinations Office or the chairperson of the board of examiners in writing or electronically. <sup>3</sup>If the student does not submit a report immediately, he or she loses all rights to retake the examination or receive an extension of the deadline. <sup>4</sup>Reports may not be submitted any later than two weeks after the date on which the examination was taken.

## **Section 29**

### **Objection proceedings**

- (1) <sup>1</sup>Objection may be filed against negative decisions and onerous administrative acts made in accordance with examination regulations (person-related examination decisions) either in writing or orally for the record via the Legal Affairs Department within the time limit for objection. <sup>2</sup>The responsible board of examiners shall decide on the objection. <sup>3</sup>If the objection is directed against the assessment of an examiner, the student shall present specific substantiated objections against the examination-specific and subject-related assessment, which are to be submitted to the examiner giving him or her the opportunity to make a statement (re-assessment procedure).
- (2) The same applies if the objection is directed against the assessment of several examiners.
- (3) The objection proceedings must not lead to a lower examination grade.

## VI. COMPLETION OF THE BACHELOR'S AND MASTER'S EXAMINATION

### Section 30

#### Final academic record, certificate, diploma supplement

(1) <sup>1</sup>A final academic record confirming that the student has passed the Bachelor's or Master's examination is issued upon the student's written or electronic request; this contains the following, in particular:

1. The name of the degree program
2. The titles of the modules that were successfully completed as part of the degree program and the number of ECTS credits and grades or assessments awarded for these modules
3. The topic of the Bachelor's or Master's thesis and the number of ECTS credits and grade awarded for it
4. The overall grade of the Bachelor's or Master's examination
5. The date of the last piece of assessed work or the date of receipt of the application for accreditation in the case of an accredited examination performance to be shown as the last piece of assessed work.

<sup>2</sup>A certificate stating the type of degree awarded and the overall grade of the Bachelor's or Master's examination in the degree program expressed in words and figures is issued along with the final academic record.

(2) <sup>1</sup>The diploma supplement provides details of the degree program and its content and the qualifications that the graduate has obtained by completing the degree. <sup>2</sup>A component of the diploma supplement is the transcript of records, which contains a list of the modules and the associated examination achievements. <sup>3</sup>Modules that were accredited are marked as such on the transcript of records. <sup>4</sup>For achievements that are not part of the Bachelor's or Master's examination to be included in the diploma supplement or in the transcript of records, students need to be enrolled in the respective degree program at the time when the examination achievement is made. <sup>5</sup>Achievements within the meaning of sentence 4 are:

1. Modules completed or credited during enrollment in a degree program at the KU that are not part of that degree program's Bachelor's or Master's examination (additional course achievements);
2. Proven voluntary commitment, which was performed in the context of the KU over the duration of the study in an amount of at least 90 hours free of charge and cannot be confirmed by certificates, work references or similar.

<sup>6</sup>Proof of voluntary commitment is included in the diploma supplement and additional course achievements are included in the transcript of records. <sup>7</sup>The board of examiners shall decide on entries of voluntary commitment upon written or electronic request by the student; the responsibility for the decision may be transferred to the chairperson or to a member of the board of examiners.

(3) <sup>1</sup>The Bachelor's or Master's certificate, the final academic record and the diploma supplement are issued in German with an English translation. <sup>2</sup>The final academic record and the Bachelor's or Master's certificate are signed by the chairperson or deputy chairperson of the board of examiners and the faculty's dean or vice dean and bear the University's seal.

(4) <sup>1</sup>If the student has completed all coursework required for completion of the degree program, an application for a final academic record shall be submitted immediately. <sup>2</sup> If no application for a final academic record was submitted upon expiry of the deadline stipulated in Section 11 (4) (1), the KU shall issue a final academic record on its own initiative; if there are several choice options for the modules required for the Bachelor's or Master's examination, the modules with the better

grades or assessments are chosen, and if there are still several options, the modules are chosen chronologically, thus the modules that were completed first are used for the final academic record.

- (5) <sup>1</sup>If it is discovered that the student cheated in an examination after the final academic record confirming that he or she has passed the Bachelor's or Master's examination has already been issued, the board of examiners may subsequently correct the affected grade or declare that the Bachelor's or Master's examination or parts of it have not been passed. <sup>2</sup>The incorrect final academic record and, if applicable, the Bachelor's or Master's certificate is recalled and is reissued if applicable.



## VII. SPECIAL PROVISIONS FOR *FACHHOCHSCHULE* DEGREE PROGRAMS

### **Section 31** **Special provisions for *Fachhochschule* degree programs**

The following provisions (Sections 32 through 36) apply to KU degree programs that are offered at the Faculty of Social Work or are assigned to the field of a university of applied sciences.

### **Section 32** **Practical semester**

- (1) Bachelor's degree programs usually include a practical study semester; Master's degree programs can include a practical study semester.
- (2) A practical semester is a semester of study integrated into the course of study, regulated by the university, with regard to content, supervised and prepared and accompanied by courses, which is usually completed in a company or in another institution of professional practice outside the university and is dedicated to an activity that already has a clear professional focus.
- (3) <sup>1</sup>Unless otherwise stipulated in the respective PO of the degree program, the practical semester, including the accompanying courses, comprises a continuous period of 22 weeks. <sup>2</sup>The time scope must not be affected by examinations.
- (4) The provisions for the execution of practical study semesters at the state universities of applied sciences in Bavaria dated January 24, 2023 (BayMBI. 2023 no. 60, 2210.4.1-WK), as amended, shall apply accordingly.

### **Section 33** **Special provisions on examination bodies**

- (1) In deviation from Section 9 (7) sentence 1, the chairperson of the board of examiners shall decide on matters that cannot be postponed.
- (2) In addition to the delegation options already regulated, the board of examiners may delegate the following decisions to one or more members:
  1. Decisions on adjustments to compensate for disabilities/impairments according to Section 26 (2),
  2. Decision on granting deadline extensions for submitting examination achievements,
  3. The decision on consequences of non-attendance at examinations.
- (3) <sup>1</sup>In addition to the persons named in Section 8 (1), the following persons shall also be authorized to conduct university examinations if they teach or have taught independently in the respective examination subject at a university:
  1. Retired professors,
  2. Contract lecturers,

3. Lecturers with specified function (*Lehrkräfte für besondere Aufgaben*) and
4. Research associates.

<sup>2</sup> In examination subjects that mainly teach practical knowledge and skills, persons experienced in professional practice and training are also authorized to conduct university examinations.

#### **Section 34 Registration and de-registration for in-semester examinations**

<sup>1</sup>Notwithstanding the stipulation of registration and de-registration formalities in accordance with Section 15 (3) sentence 2, in the case of in-semester examinations, taking the examination performance (submission of the written assignment, holding the presentation, etc.) is deemed to be the registration for such examination. <sup>2</sup>Likewise, de-registering from the examination is no longer permitted from that point in time.

#### **Section 35 Assessment by multiple examiners**

<sup>1</sup>If an examination performance has been assessed differently by its two examiners, the examiners should agree on a concordant assessment. <sup>2</sup>If no agreement is reached, the grade is calculated from the arithmetic mean rounded down to one decimal place.

#### **Section 36 Deadline for working on the retake Bachelor's or Master's thesis**

The period for working on the Bachelor's or Master's thesis to be retaken in accordance with Section 12 (10) sentence 2 begins at the latest six months after the first grade was announced.

## VIII. PART-TIME DEGREE PROGRAMS AND OTHER FORMS OF STUDY

### Section 37 Part-time degree programs

- (1) The PO for the corresponding full-time degree program of the same name applies to a part-time degree program unless a separate PO has been issued.
- (2) <sup>1</sup>As a general rule, it is possible to change between a part-time and full-time degree program during the enrollment period that applies for the relevant semester. <sup>2</sup>If a student continues the same KU degree program that he or she began as a full-time program as a part-time program, each full-time semester that has been completed is converted to two part-time semesters, regardless of the number of modules completed in the semester. <sup>3</sup>A student may not change to the part-time program if he or she has already started work on the Bachelor's or Master's thesis in the full-time program and it is due to be submitted in the semester in which he or she would change to the part-time program. <sup>4</sup>The change from part-time studies to full-time studies is possible in each case after completion of two semesters of a part-time degree program.
- (3) <sup>1</sup>The standard length of a part-time degree program is twice as long as the standard length of the corresponding full-time degree program of the same name; this rule applies accordingly to all periods and deadlines in the degree program and to the number of semesters of the program that are accredited in the case of accreditation in accordance with Section 25. <sup>2</sup>In the event of a change from the part-time program to the full-time program with the same name, all deadlines shall be halved accordingly.
- (4) <sup>1</sup>A maximum of 15 ECTS credits per semester may generally be obtained in a part-time degree program. <sup>2</sup>If a student exceeds the maximum permitted number of ECTS credits in a semester, the number of semesters of the program that have been completed is increased accordingly. <sup>3</sup>If it is not possible for a particular module to be completed within one semester as usually planned, more than 15 ECTS credits may be obtained in a semester; the maximum number of ECTS credits that may be obtained in the following semester is reduced accordingly, unless correspondingly fewer ECTS credits were obtained in the semester before.
- (5) If a student begins work on a Bachelor's or Master's thesis in one semester and, due to the submission deadline, completes it in the following semester, half of the total number of ECTS credits awarded for the Bachelor's or Master's thesis are counted toward the maximum permitted number of ECTS credits in each semester.

### Section 38 Other forms of study

- (1) The General Examination Regulations (APO) apply accordingly to all other forms of modular study at the KU unless alternative regulations have been issued.
- (2) The APO also applies to study and examination achievements of the KU in courses offered via the Bavarian Virtual University (vuh).

## **IX. STUDIUM.PRO**

### **Section 39 Studium.Pro**

- (1) Studium.Pro is an interdisciplinary study offer of the KU which supplements and expands on the contents of a degree program and offers students the possibility to acquire skills reflecting an academic and educational culture of responsibility.
- (2) Studium.Pro is divided into five areas:
  1. Pro Discourse: <sup>1</sup>This area focuses on interdisciplinary discourse. <sup>2</sup>A current, socially relevant topic is approached from the perspectives of different subject areas.
  2. Pro Horizons: <sup>1</sup>This area provides students with an insight into other subjects and academic cultures. <sup>2</sup>Students are presented with specific perspectives on a subject area beyond their own degree program.
  3. Pro Society: <sup>1</sup>In this area, students acquire subject-specific and methodological knowledge on the mutual transfer between science and social practice. <sup>2</sup>The study offer in this area is mainly project-oriented and combines scientific work with social involvement.
  4. Pro Career enables students to acquire qualifications which have a positive effect on students' employability and facilitates entry into the labor market and targeted career planning.
  5. Pro Internationals prepares students for a stay abroad or for working in an international environment and supports students with foreign university entrance qualification in their studies at the KU.

### **Section 40 Modular study offer Studium.Pro**

- (1) The study offer in the areas Pro Discourse, Pro Horizons and Pro Society are divided into modules and students can complete modules from this offer in accordance with the respectively applicable PO in the framework of their degree program.
- (2) <sup>1</sup>The modular study offer will be published on the KU website at the latest upon the start of a semester. <sup>2</sup>Modules that are already a required part of the respective degree programs cannot be completed as Studium.Pro modules. <sup>3</sup>The repeated crediting of Studium.Pro modules in a Master's program that were already completed in the Bachelor's degree program is not permitted.
- (3) The respectively applicable module description regulates the prerequisites for successful completion of the module.

**X. FINAL PROVISIONS**

**Section 41  
Entry into force**

The APO enters into force with effect from October 1, 2014.