

## Explanation of deadlines and possibilities for extending deadlines in Bachelor's and Master's degree programs at the KU

The aim of this information sheet is to explain the requirements specified in the examination regulations for Bachelor's and Master's degree programs at the KU. Only the original German versions of the examination regulations passed by the degree programs are legally binding for students. Unless otherwise specified in the examination regulations for the Magister degree program in Theology, the following information also applies for this degree program.

### 1. Maximum length of the program

- The maximum length of degree programs (*Höchststudiendauer*) is prescribed by law by the Bavarian government. All required examinations must be completed within this time. The maximum length of the program specifies the number of semesters within which the program must be completed at the latest. The maximum length of Bachelor's degree programs is usually between six and eight semesters; the maximum length of Master's degree programs is usually four semesters but may be five semesters in some cases. The maximum length of the program is specified in each degree program's examination regulations and only applies to that particular program. It is usually specified in the paragraph on passing the Bachelor's or Master's examination.
- After the end of the last semester that is within the specified maximum length of the program, students receive a letter from the Examinations Office notifying them that they have failed to complete the program at the first attempt and must complete the remaining required examinations within two more semesters at the latest. This letter does not have any immediate legal consequences for students. Its purpose is to *inform* them that they may fail the Bachelor's or Master's examination (i.e. fail the program) due to not completing it within the maximum amount of time allowed.
- After two more semesters, the maximum length of the program has been exceeded irrevocably. If not all of the required examinations have been passed by then, students receive a letter from the Examinations Office informing them that they have failed the Bachelor's or Master's examination (i.e. failed the program) at the final attempt.
- If it becomes apparent that students will not be able to complete their degree program within the maximum length of the program, they may submit an application for an *extension of the program* to the board of examiners responsible for their degree program *before* the end of the last semester:
  - In order for an application to be considered, students must provide *verifiable* reasons explaining why they need an extension due to circumstances that are *not* within their control.
  - If verifiable reasons exist, the board of examiners may grant an initial extension of one semester.
  - If students require further extensions, they must submit a new application with suitable proof *before* the end of the extension that has already been granted.
  - If an extension is granted, students will be informed of this in writing by the board of examiners.



- If an extension is not possible, the Bachelor's or Master's examination will be considered to have been failed after the end of the last semester within the maximum length of the program. In this case, students may not continue their studies.

## 2. Bachelor's/Master's thesis

- The Examinations Office documents when the topic for the Bachelor's/Master's thesis was allocated and when the thesis was submitted.
- The Bachelor's/Master's thesis must be registered with the responsible administrator at the Examinations Office as soon as possible after a topic has been agreed upon with the supervisor. The finished thesis must be submitted to the Examinations Office (usually two printed copies and a non-editable machine-readable copy). Details of the amount of time allowed for working on the thesis, how to register the thesis, and how to submit it are specified in the examination regulations.
- The submission deadline is monitored by the Examinations Office.
- Students may submit an application for an extension of the submission deadline due to important reasons to the responsible board of examiners (a copy must also be sent to the Examinations Office) *before* the original deadline has passed.
- If an extension is granted, students will be informed of this in writing (either by the board of examiners, with a copy sent to the Examinations Office, or by the Examinations Office on behalf of the board of examiners).
- If a maximum extension is specified in the examination regulations, further extension of the submission deadline is *not* possible (even in the case of illness).
- In the case of longer-term illness, students have the option to withdraw from the Bachelor's or Master's thesis provided they do so *on time*, i.e. before the submission deadline. Students must submit an application for withdrawal to the board of examiners using the form available on the Examinations Office's website; they must provide reasons with suitable *proof* (medical certificate).
- If the withdrawal is permitted, it is as though the thesis had not been started. When students register their thesis again, a new deadline is set. The maximum length of the program must be taken into account separately. This means that an extension of the submission deadline for the final thesis does not automatically extend the maximum length of the program. The two are separate from one another; extensions must be requested separately and before the applicable deadline in each case.

## 3. Method of application

All applications from students must be submitted by mail or by e-mail along with the required proof. If documents are submitted as scanned copies attached to an e-mail, the original documents must subsequently be submitted to the Examinations Office as soon as possible. Applications that are addressed to the board of examiners may be submitted directly to the board of examiners or via the Examinations Office. A list of the boards of examiners is available on the Examinations Office's website.

## 4. Responsibilities for *Fachhochschule* degree programs

All applications by students of *Fachhochschule* degree programs must be submitted to the responsible board of examiners.