

Please note: This is a courtesy translation of Reutlingen University's General Study and Examination Regulations for Bachelor's and Master's Degree Programmes. The sole legally binding document remains the currently valid version of the original German **Allgemeine Studien- und Prüfungsordnung für das Bachelor- und Masterstudium der Hochschule Reutlingen**.

# Translation of the General Study and Examination Regulations for Bachelor's and Master's Degree Programmes at Reutlingen University

29.07. 2015

In accordance with §§ 32 (3)(1) in connection with § 19 (1)(2)(9) Landeshochschulgesetz - LHG of 01.04.2014 (GBl. p. 99) the Senate of Reutlingen University on 24.07.2015 passed these General Study and Examination Regulations for the Bachelor's and Master's Degree Programmes (StuPrO) of Reutlingen University. The President of Reutlingen University approved them in accordance with § 32 (3)(1) LHG on 29.07.2015

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## I. General Provisions

### § 1 Area of Application

- (1) These Study and Examination Regulations are valid for all degree programmes and regularly enrolled students at Reutlingen University and for final assessment conducted by Reutlingen University within the framework of external examinations (§ 33 LHG). These regulations cover the structure of programmes, the assessment process, and the assessment requirements.
- (2) The goals, content, structure and requirements of each degree programme offered at the Bachelor's and Master's level are set out in the relevant subject-specific study and examination regulations or regulations for external examinations. The subject-specific study and exam regulations provide specifics within the framework of these General Study and Examination Regulations for Bachelor's and Master's Degree Programmes at Reutlingen University

### § 2 Definitions

- (1) Modules comprise thematically and temporally complete, self-contained study units to which credit points are allocated. They may be made up of classes utilizing various forms of teaching and learning. A module is completed by a form of module assessment; the result of this goes into the graduation certificate. Module assessment is usually composed of one piece of graded or assessed work; modules must carry at least five credit points.
- (2) A module may be made up of one or more series of classes. Classes may be conducted partly or wholly in a language other than German. This is also valid for the corresponding assessment. The subject-specific study and examination regulations set out the language in which classes in the module and the module assessment are usually to be conducted.
- (3) Credit points are a quantitative measure of the students' overall workload. One credit point assumes a workload for the students of 30 hours in class and in private study. This is based on the European Credit Transfer and Accumulation System (ECTS).
- (4) The prescribed minimum period of study indicates the time in which the target degree may be obtained. The prescribed minimum period of study is set out in the subject-specific study and examination regulations of each program. In the case of dual study models and part-time programmes, differing prescribed minimum study periods may be set out in the subject-specific study and examination regulations.
- (5) The module handbook is intended to provide students with reliable information on the structure of the programme, contents of the module, qualitative and quantitative requirements, and integration into the overall concept of the programme, and/or its relationship to other modules on offer. Furthermore, the description must indicate how the skills to be acquired are creditable in relation to assessment already completed.

### § 3 Structure

- (1) Degree programmes are comprised of modules. Credit points are allocated to each module; they take into account the time students require to complete the module. A student can generally acquire 30 credit points per semester.
- (2) The subject-specific study and examination regulations describe the modules, their workload, the order in which they are to be taken, and the requirements for admission to the module assessment, as well as the type, form, and language of the module assessment.
- (3) If a degree programme's subject-specific study and examination regulations offer various core areas for study, students must register for their chosen core area at the latest one week after the beginning of the lecture period in the semester in which modules on that core area of study are offered. Details of the time of the decision and of the selection process for core areas are set out in the subject-relevant study and examination regulations.
- (4) In Bachelor's degree programmes, intermediate examinations take place after the second semester. In order to pass the intermediate examinations, a student must have successfully completed all module assessment in the first two semesters. This must be done by the end of the fourth semester at the latest. In dual-study programmes, the deadline is one semester later. For the intermediate examinations, a grade is calculated from the apportioned grades of the module examinations according to the subject-relevant study and examination regulations. The overall grade for the intermediate examinations is calculated in line with the method described in § 15(1).
- (5) In individual cases, the Examinations Board may decide for compelling reasons to change the order and form of module assessment as set out in the study and examination regulations for one semester. Notice of the changes must be given in good time via the usual channels.

### § 4 Practical Project

The subject-specific study and examination regulations provide for an integrated practical project within Bachelor's programmes; it usually takes the form of an internship. It is up to the students themselves to find a placement. Students may start a practical project only if the requirements set out in the subject-relevant study and examination regulations have been met. The practical project must be provided for under the subject-specific study and examination regulations, its subject matter defined, and it must be accompanied by teaching units.

## II. Assessment and Examining Bodies

### § 5 Assessment and Examiners

- (1) Assessment is carried out to determine whether the formulated qualification targets have been met. It is based on the modules and tests knowledge and competence.

- (2) Work for assessment is carried out in the form of a written examination, oral examination, as a presentation, a term paper, a project, internship, in other forms according to § 6, or in a combination of these, as set out in the subject-specific study and examination regulations. A module has been passed if assessment is given a grade of “sufficient” (4.0), or in the case of an ungraded module, if it receives a “pass” assessment.
- (3) If module assessment consists solely of an oral examination, the examination is conducted by at least two examiners (Kollegialprüfung) or by one examiner in the presence of an observer as a group or individual examination. The duration of the oral examination is set out in the subject-specific study and exam regulations. The main points dealt with and the results of the oral examination must be noted in the official record.
- (4) Assessed work is to be handed in during the course of the semester or completed during a defined examination period. The Examinations Board shall regulate any exceptions. Students must register for module examinations within the registration period defined by the university and in the usual way in order to be admitted to the examinations. Late registration for a module examination is not permitted one week prior to the start of the examination periods set out by the University Examinations Board. If a student is not registered for assessment, the assessment cannot be carried out.
- (5) Students may not participate in assessment during a semester in which they are on leave nor may they take repeat examinations. The provisions in § 18 remain unaffected.
- (6) Students may complete assessment in modules other than the compulsory modules (additional modules). In doing so, Bachelor’s degree students may only select modules from other Bachelor’s degree programmes at Reutlingen University and Master’s degree students may only select modules from other Master’s degree programmes at Reutlingen University. These must be registered as additional modules by the students when registering for examinations. The results of such module assessment are not included in the calculation of the overall grade.
- (7) Only professors are authorized to conduct assessment. Professors of another institution of higher education at which assessment is conducted under a cooperation agreement are considered equivalent to Reutlingen University professors. Within the framework of their teaching contract, university lecturers may be appointed as examiners by the Examinations Board. Members of academic staff who have been granted examining authority by the President’s Office in accordance with the Landeshochschulgesetz are also authorized to conduct assessment.
- (8) The Examinations Board may delegate the designation of observers to the relevant examiner.
- (9) The Examinations Board may appoint other persons who are not members of the university as second examiners. Such persons must have at least an equivalent qualification or a qualification established by the examination.

- (10) All examiners and observers are bound in accordance with § 10(8) (professional confidentiality). If they are not state employees, the head of the Examinations Board must pledge them to maintain confidentiality.

## **§ 6 Forms of Assessment**

- (1) The following forms of assessment are provided for:

BT	Bachelor's Thesis
CA	Continuous Assessment
HA	Hausarbeit (written term paper)
KL	Klausurarbeit (written examination)
L	Laborarbeit (laboratory work)
MP	Mündliche Prüfung (conventional oral examination incorporating academic discussion, usually without an audience)
MT	Master's Thesis
PA	Projektarbeit (project - may include written composition or presentation)
PR	Praktikum (internship)
RE	Referat (presentation/ lecture presenting and communicating an aspect of the thematic complex of the module as well as a subsequent academic discussion if required)

- (2) The volume of assessment to be completed is to be detailed in brackets in the subject-specific examination regulations. Assessment is usually graded. Ungraded assessment must be indicated as such in the subject-specific examination regulations.

## **§ 7 Deregistration and Withdrawal from Examinations**

- (1) Unless otherwise provided for in the specific study and examination regulations, students may deregister from an examination up until the immediate start of the examination without having to give a reason.
- (2) Withdrawal during an examination is strictly forbidden. In the event of an unexpected illness which prevents the student from continuing with the examination process, the examination may be aborted. This procedure is to be noted in the examination protocol by the supervising person. The reason given for a withdrawal must be communicated at the earliest possible opportunity in writing to the head of the Examinations Board and supported by a detailed doctor's certificate. The decision on the application to withdraw lies with the head of the Examinations Board. If the withdrawal is granted, the aborted

examination is not counted. In the case of a withdrawal not being granted, the aborted examination is counted and given an assessment of “insufficient” or “failed”.

- (3) Assessment which does not have to be in the form of an examination or an oral examination is considered a fail if it is not submitted within the prescribed period.

## **§ 8 Repetition of Assessment**

- (1) A piece of module assessment resulting in a pass cannot be repeated. A piece of module assessment resulting in a fail may be repeated once.
- (2) Students have the option of repeating a maximum of two pieces of module assessment for which the repeat assessment (second attempt) resulted in a grade of “insufficient” or “failed”, one more time. A piece of module assessment which does not result in a pass at the second repeat (third attempt) counts as a fail with no further option to repeat. § 14 remains unaffected.
- (3) Failed pieces of module assessment may be repeated in the designated examination period in the following semester. The Examinations Board may also decide to hold repeat examinations at the end of the current semester. The relevant Examinations Board is responsible for the organisation of repeat assessment.
- (4) In programmes which repeat once a year, repeat examinations will be offered at the latest within two semesters. The Examinations Board may also decide to hold repeat examinations at the end of the current semester. The relevant Examinations Board is responsible for the organisation of repeat assessment.
- (5) In the final semester of a degree programme, failed module assessment in the form of a written or oral examination with a value of five credit points may be repeated in an examination period for repeat examinations. This period is set close to the regular examination period and is decided by the relevant Examinations Board. The relevant Examinations Board is responsible for the organisation of repeat module assessment in the final semester of a degree programme.

## **§ 9 Recognition of Module Assessment**

- (1) Coursework and other assessed work as well as degrees completed in degree programmes at state-administered or state-recognized institutions of higher education and Universities of Cooperative Education in the Federal Republic of Germany or in degree programmes at state-administered or state-recognized institutions abroad will be recognized if the competencies thus obtained show no significant difference from the coursework or degrees they replace. This recognition serves the continuation of studies, the completion of examinations, or the commencement of a further degree program.
- (2) Knowledge and skills obtained outside of the higher education system may usually only replace studies to a maximum of 50 percent of the chosen Reutlingen University degree programme. They are to be recognized in an

individual accreditation process if, at the time of recognition, the requirements for admission to studies are met, the knowledge and skills to replace studies are equivalent in content and standard to the coursework and assessment they are to replace, and the criteria for crediting have been reviewed within the framework of an accreditation. Module assessment which has been recognized at Reutlingen University on the basis of competencies obtained outside the higher education system may be specially indicated as such in the transcript of records. Further details on the process and the necessary documentation are set out in the guidelines, "Anerkennung außerhochschulischer Kenntnisse und Fähigkeiten auf ein Hochschulstudium".

- (3) An application for recognition must be submitted at the latest five weeks after the start of the lecture period. It is the duty of the applicant to provide the necessary information about the work to be recognised. The onus is on the university to show that an application for recognition does not meet the requirements. Decisions to reject all or part of the application shall be given in writing, along with information on the right to appeal.
- (4) There can be no recognition of assessed work if the applicant is already in the examination process at Reutlingen University.
- (5) Intermediate examinations completed in the same or in a related degree programme at another German institution of higher education will be recognised upon application; sections (1) and (2) remain unaffected. Participation in recognized correspondence courses will be recognized as the equivalent of on-campus studies and credited to the duration of study accordingly.
- (6) If coursework and assessment are accredited, the grades are to be transferred - insofar as the grading schemes are comparable - and taken into account in the overall grade. In the case of numerical grading schemes, calculation shall take place according to the modified Bavarian formula. The grade to be determined is calculated to one place after the decimal point; there is no rounding.

$$x = 1 + \left(3 \times \frac{N_{max} - N_d}{N_{max} - N_{min}}\right)$$

with

$x$  = grade to be determined

$N_{max}$  = highest possible grade in international grading scheme

$N_{min}$  = lowest pass grade in international grading scheme

$N_d$  = international grade which is to be converted

Provisions in cooperation agreements for the converting of grades may differ from (2) above. If the grading schemes are not comparable, a "pass" grade will be noted.

- (7) In the case of a student switching programmes within the university, failed attempts in the programme in which the student was previously enrolled will, after the student has been heard, automatically count towards the new programme if the pieces of assessment in question are concordant.
- (8) The Examinations Board will decide on the accreditation of assessment, the crediting of subject-specific semesters and on placement in the corresponding subject-specific semesters.

## **§ 10 Examinations Boards**

- (1) For the organization of the tasks set out in these study and examination regulations, an Examinations Board is to be formed for each degree programme. Related degree programmes may form joint Examinations Boards.
- (2) The Examinations Board is made up of the professors who teach classes in the relevant degree program. Other professors, lecturers, and members of academic staff who have been granted examining authority by the President's Office in accordance with the Landeshochschulgesetz may be called upon for consultation. The Examinations Board has a quorum if one third of its members are present. It passes decisions with a simple majority of the members present. In the event of a tie, the person chairing the meeting has the deciding vote.
- (3) The School Council may decide that the Examinations Board consists of three members (Kleiner Prüfungsausschuss). The term of office of the members corresponds to that of the professors on the School Council. Members of the Examinations Board are appointed by the School to which the degree programme is attached from the professors of that School and the professors of other Schools who hold classes in that degree programme. The Examinations Board has a quorum if all of its members are present. In the event of a tie, the person chairing the meeting has the deciding vote.
- (4) In addition, a student from the degree programme may be appointed in an advisory function by the School Council. That student's term of office is one year.
- (5) The School Council appoints the Examinations Officer. This person undertakes to head the Examinations Board, conduct its business, and to be responsible in matters of coordination, organization and execution of assessment as well as deciding on whether to grant any disadvantage compensation.
- (6) The Examinations Board is responsible for deciding on
  - the consequences of breaches of examination rules,
  - the loss of the right to be examined under § 12,
  - the Examinations Board will decide on the recognition of assessment and on placement in the corresponding subject-specific semester,
  - the appointment of examiners and observers,



- how to determine the reference group for the calculation of the ECTS grading table according to § 15(6),
- questions of judgement not expressly regulated in these Study and Examination Regulations.

(7) The Examinations Board

- ensures that the provisions set out in these Examination Regulations (StuPrO) are met,
- makes suggestions for reform of degree programme plans and the StuPrO,
- provides expertise in cases of objections and complaints,
- may transfer certain of its duties to the head of the Examinations Board, in particular the recognition of assessment and crediting of subject-specific semesters, the appointment of the external second examiner of a thesis, as well as providing expertise in the case of objections or complaints.

(8) Members of the Examinations Board are obliged to maintain confidentiality. If they are not state employees, the head of the Examinations Board must pledge them to maintain confidentiality.

(9) In cases of objections and complaints, the Examinations Board provides a statement to the Vice-President for Academic Affairs.

(10) Reutlingen University has a central University Examinations Board. The University Examinations Board is made up of the following persons: the Vice-President for Academic Affairs as the chairperson, the heads of the Examinations Boards, as well as the Student Administration Officer. The Senate's Officer for matters of assessment participates in a consultative role.

(11) The University Examinations Board is tasked with the coordination and uniform application of this StuPrO at the university. It rules on when the examination periods are.

## § 11 Grading of Assessed Work

Grades for individual pieces of module assessment are determined by the relevant examiners. The following grades are to be used for grading module assessment:

1.0 to 1.5	= very good	=	= an outstanding performance
1.6 to 2.5	= good	=	a performance well above the requirements;
2.6 to 3.5	= satisfactory	=	a performance in line with the requirements

3.6 to 4.0	= sufficient	= a performance which, despite its shortcomings, nevertheless meets the requirements
5.0	= insufficient	= a performance which does not meet the requirements due to considerable shortcomings

For a finer differentiation of grades in the module assessment, grades are assigned in tenths of a grade between 1.0 and 4.0. Failed module examinations receive the grade “insufficient” (5.0). Module assessment which is not graded is given a “pass” or a “fail”.

## § 12 Loss of the Right to be Examined/ Deadlines

- (1) The right to be examined on a Bachelor’s degree programme lapses if the intermediate examinations have not been completed within four subject-specific semesters, unless the failure to meet the deadline is beyond the control of the student in question.
- (2) The right to be examined on a Bachelor’s or Master’s degree programme lapses if the final examinations have not been completed within the prescribed minimum period set out in the subject-specific study and examination regulations plus three more subject-specific semesters, unless the failure to meet the deadline is beyond the control of the student in question.
- (3) If one or more module examinations were failed with no option to repeat, the right to be examined in that programme lapses. This is also valid for students who have failed at least three module examinations at the first repeat (second attempt).

## § 13 Cheating, Breach of Regulations, Plagiarism

- (1) After an attempt to influence the result of assessment by cheating or using resources which are not permitted, the module assessment will be assigned a grade of “insufficient” or “failed”.  
Anyone who disrupts the regular proceedings of an examination may be excluded from continuing the examination by the examiner or invigilator. In such a case the examination will be assigned a grade of “insufficient” or “failed”.
- (2) If assessed work is identical to all or significant parts of other work or publications, without verbatim quotes being attributed to their sources, this will be considered plagiarism under § 3(5) LHG.
- (3) In the case of a simple breach, particularly a first incorrect or insufficient citation, there is to be a discussion between the examiner and the student, in which instructions are given on observing good academic practice. The head of the Examinations Board is to be informed of the discussion. In more serious cases, particularly extensive failure to provide citation, the module assessment will be graded “insufficient” (5.0).
- (4) In cases of deliberate or grossly negligent breaches of good academic practise in a final written assignment, the assignment will be graded “failed with no

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option to repeat". This leads to automatic termination of enrolment in the relevant degree programme.

- (5) If a student has cheated during an assessment, and if this cheating only becomes known after the issue of the certificate, the grade in the module assessment can be corrected. All parts of the incorrect certificate are to be retracted and, where appropriate, re-issued. The grade cannot be changed after a period of five years from the date on the certificate.
- (6) The person affected by the decision under (4) and (5) above is to be given a period of one month in which to make representations regarding the facts relevant to the decision. Decisions negatively affecting the student must be given in writing and justified, without undue delay, along with information on the right to appeal.

## III. Final Examination

### § 14 Thesis

- (1) The thesis is a piece of assessed work. It is meant to show that the student is able to process a problem from his/her chosen subject independently according to academic and/or creative methods within a set period of time.
- (2) The thesis topic is issued upon the student's application by a Reutlingen University professor or member of academic staff who is authorized to do so by the President's Office in accordance with the Landeshochschulgesetz, or by a professor of another institution of higher education at which the thesis is completed within the framework of a cooperation agreement. In issuing the thesis topic, the person authorized to do so also undertakes the supervision of the thesis.
- (3) In the application for admission to the thesis process, the person issuing the thesis topic must record: the topic, the date on which the topic was issued, and the latest permissible date for submission.
- (4) The thesis may also be completed in the form of a group project, if each individual student's contribution can be clearly identified and assessed by means of sections, page numbers or other objective criteria which make a clear distinction possible.
- (5) The period for completion of the thesis is set out in the subject-specific study and examination regulations. This will be in line with the number of credit points allocated to the thesis. The topic, project definition, and scope of the thesis must be delimited by the person who issues the topic in such a way that the thesis can be completed within the time limit. If necessary to ensure equal conditions, or if it becomes necessary due to reasons beyond the control of the person being examined, the deadline for submission of the thesis may be extended for a maximum of two months. This decision rests with the head of the Examinations Board, based on a statement by the supervisor.
- (6) Two copies of the thesis must be submitted on time, in written form, and bound to the Student Office (StudienServiceCenter). The supervisor may additionally require submission in digital form. Submission of the thesis after the deadline

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will lead to a grade of “insufficient” (5.0) as the relevant module assessment. The time of submission must be recorded. At the time of submission an assurance must be given in writing that the thesis was written independently, that no sources or resources were used other than those cited; in the case of a thesis in group project form, this assurance must be given separately for each part by its identified author.

- (7) The thesis is to be graded by two examiners. The assessment process may not exceed four weeks. The grade will be calculated from the arithmetic mean of the individual assessments. This average includes whole numbers and the first decimal place only; all further decimal places are deleted with no rounding. If the assessments of the two examiners diverge by two full grades or more, the Examinations Board shall consult a third examiner, whose assessment is binding. The thesis process may be repeated once if the first attempt receives a grade worse than “sufficient” (4.0); a second repetition is not permitted.

### § 15 Calculation of Overall Grade and Certificate Part II (Zeugnis)

- (1) The final overall grade for the final examination is calculated from the weighted average of the module assessments and the thesis, in accordance with the subject-relevant study and examination regulations. The overall grade incorporates whole numbers and the first decimal place only; all further decimal places are deleted with no rounding.

The overall grade is defined as follows:

from	1.0	up to and including	1.5	=	very good
from	1.6	up to and including	2.5	=	Good
from	2.6	up to and including	3.5	=	satisfactory
from	3.6	up to and including	4.0	=	sufficient

- (2) Students are to receive a certificate within four weeks of passing their last piece of module assessment, documenting that they have passed their final examination.
- (3) The certificate bears the date on which the final piece of assessment was completed. The certificate records the degree programme, the focus of studies where appropriate, the final overall grade, the grades given in assessment of the modules, and the thesis topic. Grades are to be given in brackets with the decimal value calculated according to § 11. Furthermore, additional modules passed are also recorded along with the grades given, unless the student makes an application for this not to be recorded.
- (4) The President and the head of the responsible Examinations Board sign the certificate. The certificate bears the seal of Reutlingen University.
- (5) In addition to the certificate, a transcript of records in English is compiled in accordance with the requirements of the European Credit and Accumulation Transfer System. The transcript of records is signed and sealed by the Student Administration Officer.

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- (6) In addition to the certificate, a diploma supplement in English is provided. The diploma supplement records the final overall grade as well as the statistical distribution of the grades in the form of an ECTS grading table in line with the ECTS User's Guide. The reference group for the table is formed by the graduates of a degree programme, or of several related degree programmes if required, at Reutlingen University in the last four semesters. If the number of such graduates is significantly less than 50 in total, the reference period shall be extended into the past to the point at which at least 50 final grades are included.
- (7) The diploma supplement bears the date of the certificate and is signed by the head of the Examinations Board.

### **§ 16 Degree and Degree Certificate Part I (Urkunde)**

- (1) After all module assessments have been passed, Reutlingen University bestows the degree set out in the relevant subject-relevant study and examination regulations.
- (2) The candidate receives the degree certificate part I, which includes the date, at the same time as the certificate part II (Zeugnis). It certifies the awarding of the academic degree. The degree certificate part I (Urkunde) is signed by the President and bears the seal of Reutlingen University.

## IV. Further Provisions

### **§ 17 Disadvantage Compensation**

- (1) If students can show credibly, for instance by presenting a doctor's certificate, that they are unable to complete assessed work in whole or in part in the form provided for due to a lingering or chronic medical condition, impairment or disability, the head of the Examinations Board may allow an extension in which such students may complete the assessed coursework or equivalent assessed coursework in a different form.
- (2) Such students must make an application accompanied by appropriate documentation to the head of the Examinations Board at least one week before the date of the examination or assessment.

### **§ 18 Protection Provisions**

- (1) The time limits set out in § 12 may be extended upon application by students claiming statutory leave under the Maternity Protection Act or time off for parenting leave in accordance with the relevant law. This is valid also for students who are caring for a close family member in need of care as defined by § 7(3) of the relevant law (Pflegezeitgesetz). The application must be accompanied by appropriate documentation. A new application must be submitted each semester.
- (2) Students claiming statutory leave under the Maternity Protection Act or time off for parenting leave in accordance with the relevant law or who are caring for a close family member in need of care will be given leave upon application. They

## II. Closing remarks

have the right to take part in classes and to carry out coursework and assessed work, and to use the university facilities.

- (3) Upon application students on maternity leave who participate in examinations will be given an extra 15 minutes per regular hour of examination time.

### **§ 19 Inspection of Examination Files, Compulsory Period of Record Keeping**

- (1) For one year following the conclusion of the module examination process, the person examined is guaranteed the right upon application in due form to inspect his/her written assessed work, the examiner's reports relating to it, as well as the examination records. § 29 of the Landesverwaltungsverfahrensgesetz remains unaffected. The examiner determines the time and date of the inspection.
- (2) Written assessment and records of assessment must be kept by the examiner for four semesters after the assessed work was submitted.

## V. Closing remarks

### **§ 20 Effective date**

These study and examination regulations come into effect on 01 August 2015. They are valid for all degree programmes whose subject-specific study and examination regulations came into effect from summer semester 2013.

Reutlingen, 29 July 2015

Prof. Dr. Hendrik Brumme  
President