

General Study and Examination Regulations of the Ansbach University of Applied Sciences

(APO/HSAN-20231)

From 9 February 2023

in the version of the amending statute of 31.10.2024
non-official consolidated complete edition

Pursuant to Article 9, Sentence 1, Article 79, Paragraph 1, Sentence 1, Article 80, Paragraph 1, Sentence 1, Article 84, Paragraph 2, Sentence 1, Article 85, Paragraph 1, Sentence 2, and Article 86, Paragraph 3, Sentence 4, Clause 2 of the Bavarian Higher Education Innovation Act –BayHIG– (BayRS 2210-1-3-WK) of August 5, 2022 (GVBl. p. 414), which was amended by Section 3 of the Act of December 23, 2022 (GVBl. p. 709), the Ansbach University of Applied Sciences issues the following statutes:

§ 1

Purpose of the General Study and Examination Regulations

¹ These Study and Examination Regulations contain general rules for study and examination at the Ansbach University of Applied Sciences (Ansbach University of Applied Sciences), which apply to all degree programs. ² They are supplemented by study and examination regulations for the individual degree programs.

§ 2

Protection regulations for parents and carers; consideration of special needs

(1) Protective provisions pursuant to the Act on the Protection of Mothers at Work, in Training and in Studies (Maternity Protection Act – MuSchG) and pursuant to the time limits of the Act on Parental Allowance and Parental Leave (Federal Parental Allowance and Parental Leave Act – BEEG) on parental leave or pursuant to the time limits of the Act on Caregiver Leave (Caregiver Leave Act – PflegeZG) on caregiver leave, as amended from time to time, shall apply accordingly in matters relating to study and examination law, and their use shall be made possible.

(2) The special needs of students with disabilities or chronic illnesses within the meaning of the Bavarian Disability Equality Act shall be taken into account in matters relating to study and examination law in order to safeguard their equal opportunities.

§ 3

Study and examination regulations for the individual degree programs

(1) The respective study and examination regulations for each degree programme shall specify in particular:

1. in which modules module or sub-module examinations are to be taken,
2. the type and processing time of the module or sub-module examinations,

3. the prerequisites and type of admission to module or sub-module examinations,
4. the weight given to the individual final grades and the grade for the final thesis in the overall examination result.

(2) ¹ Students may complete voluntary examinations (additional modules) on which passing the Bachelor's or Master's examination does not depend. ² Additional modules cannot be subsequently recognized after the examination has been completed as examinations on which passing the Bachelor's or Master's examination depends. ³ There is no entitlement to an additional module that is part of the curriculum of a degree program as a module or sub-module.

(3) ¹ Modules are self-contained, credit-based, and assessable teaching units. ² Modules must be described; these module descriptions should contain at least the following information:

1. Content and qualification objectives
2. Teaching methods
3. Prerequisites for participation
4. Usability
5. Requirements for the award of credit points
6. Credit points and grades
7. Frequency of the offer
8. Workload
9. Duration

(4) ¹ ECTS points are the quantitative measure of the student's workload. ² They include both classroom and independent study, examination work and preparation, including final papers and term papers, and internships. ³ In full-time degree programs, 30 ECTS points should be earned per semester, i.e. 60 per academic year. ⁴ ECTS points are only awarded for passed modules. ⁵ One credit point generally corresponds to a total workload of 30 hours in classroom and independent study by the student; the study and examination regulations may stipulate otherwise within the framework of a minimum of 25 and a maximum of 30 hours.

§ 4 Module handbook

(to Art. 84 Para. 3 Sentence 2 BayHIG)

In addition to the study and examination regulations of the individual degree programs, the Faculty Council of the relevant faculty can adopt guidelines that contain detailed module descriptions of the content and qualification objectives of the individual modules and provide comprehensive information on learning content, learning objectives, examination areas and examination requirements for examination preparation (module handbooks).

§ 5 Curriculum

(1) ¹ The relevant faculty draws up a curriculum each semester to ensure the range of courses on offer and to inform students. ² The curriculum explains and specifies the provisions of the study and examination regulations. ³ This applies in particular to examination requirements as well as the content and structure of the course of study. ⁴ It is adopted by the Faculty Council, adopting the regulations to be determined by the Examination Board, and is announced to the university. ⁵ New regulations must be announced no later than the date specified in the Ansbach University of Applied Sciences timetable for the semester in which the regulations are to apply for the first time.

(2) The curriculum includes in particular

1. a list of all modules and sub-modules offered, indicating their allocation to the compulsory or elective catalogue as well as to the focal points, fields of study, specialisations or specialisations,
2. Information on the frequency of repetition of courses, if these do not take place regularly every semester or every other semester,
3. Information on transitional arrangements for the introduction or phasing out of study programmes or study focuses, fields of study, specialisations or specialisations or for amended study and examination regulations as well as
4. the study objectives and content of all modules, unless they are regulated in the study and examination regulations or the module handbook.

§ 6

Examination period, examination registration and deregistration period

(1) The examination period and the registration and deregistration periods for examinations will be published publicly on the university's website based on the semester-specific schedule; for part-time and part-time Bachelor's degree programs, different regulations may be included in the respective study and examination regulations.

(2) ¹ The duration of courses may not be affected by examinations. ² Examination dates, particularly for coursework and project work, which by their nature are to be completed during the lecture period, may also be set during the lecture period, provided they do not interfere with the lecture schedule.

§ 7

Examination plan

(1) ¹ The relevant faculty shall draw up an examination schedule immediately after the start of the semester; this shall be made public throughout the university. ² The examination schedule shall include, in particular:

1. the determination of the specific type and duration of the examinations or course-related assessments, in particular where the study and examination regulations provide for alternatives,
2. an indication of the first and second examiners,
3. an indication of the permitted aids for examinations and course-related assessments,
4. a semester-current statement of special admission requirements and
5. an indication of the periods for examinations and course-related assessments that lie outside the semester examination period.

(2) The time and place of examinations shall normally be announced to the public online in the university's IT portal four weeks, but no later than two weeks, before the first day of the examination period.

§ 8 **Standard period of study**

(on Art. 79 BayHIG)

¹ The standard period of study is

1. For full-time Bachelor's degree programmes, the duration is generally three and a half years; Bachelor's degree programmes generally include a practical semester;
2. for full-time Master's programmes, usually one and a half years;
3. for separate doctoral programmes, usually up to three years.

² In particularly justified cases, longer standard periods of study may be stipulated in the respective study and examination regulations for individual degree programs. ³ This also applies to degree programs that are offered in special study formats, such as part-time or part-time study.

§ 9 **Regular dates, deadlines, extensions**

(to Article 84, paragraph 3, sentence 1, no. 5, paragraph 4 BayHIG)

(1) ¹ Examinations must be taken in sufficient time to ensure that the ECTS credits required for passing the Bachelor's or Master's examination, as stipulated in the relevant study and examination regulations, are earned by the end of the respective standard period of study. ² In order to comply with the respective standard period of study, 30 ECTS credits should be earned per semester in full-time degree programs.

(2) ¹ In full-time Bachelor's degree programs, at least one examination component in the fundamentals of the respective program must be completed by the end of the second semester, in accordance with the respective study and examination regulations (basic and orientation examination). ² If students exceed the deadline specified in sentence 1, the examination components of the basic and orientation examination not yet completed shall be deemed to have been failed for the first time.

(3) ¹ In full-time Bachelor's degree programmes

1. by the end of the second semester, examination results from the first two semesters amounting to at least 21 ECTS points,
2. by the end of the third semester, examination results from the first three semesters amounting to at least 41 ECTS points,
3. by the end of the fourth semester, examination results from the first four semesters amounting to at least 66 ECTS points

² In part-time Bachelor's degree programmes with a standard period of study of 14 semesters, the examination requirements are different

1. to sentence 1 no. 1 until the end of the fourth,
2. to sentence 1 no. 2 until the end of the sixth and
3. to sentence 1 no. 3 until the end of the eighth semester

³ The specific modules and semester assignments are specified in the study and examination regulations .

(4) ¹ If students exceed the deadlines specified in paragraph 3, the examinations not yet completed are deemed to have been definitively failed. ² If participation in examinations was not possible for reasons beyond the student's control, an extension of the deadlines specified in paragraph 3 may be requested from the responsible examination board. ³ The application, along

with appropriate supporting documents, must be received by the university promptly, but no later than one week after the end of the examination period in the relevant semester. ⁴ Applications submitted after the deadline can only be considered in cases of exceptional hardship.

(5) ¹ By the end of the respective standard period of study,

1. in Bachelor's and Master's degree programmes, in all final grades based on examinations on which the passing of the Bachelor's or Master's examination depends according to the respective study and examination regulations, as well as in the Bachelor's or Master's thesis, achieves at least the grade "sufficient" and

2. in Bachelor's degree programmes, the practical semester is successfully completed

and thus the ECTS points required for passing the Bachelor's or Master's examination in accordance with the University Examination Regulations are acquired. ² Students who do not meet the requirements according to sentence 1 at the end of the respective standard period of study should be advised and informed of the legal consequences according to sentence 3. ³ If students exceed the respective standard period of study by more than two semesters without meeting the requirements according to sentence 1, the Bachelor's or Master's examination is deemed to have been failed for the first time.

(6) ¹ The time limits referred to in paragraphs 2 and 5 may be extended appropriately upon request if they cannot be met for reasons beyond the control of the party concerned; in particular, the following reasons shall be deemed to be beyond the control of the party concerned:

- Use of protection periods in accordance with the Maternity Protection Act,
- Care or upbringing of a child in accordance with the Federal Parental Allowance and Parental Leave Act,
- Care of a close relative in accordance with the Care Leave Act or
- Illness.

² Applications for extensions must be submitted to the Student Services Office in the respective semester in which the examination is due to be taken or completed. ³ The deadlines for registering for examinations set and published on the basis of Section 6 apply. ⁴ The deadlines for registering for examinations shall apply to the storage of a reduced audit file. ⁵ ⁶ apply to the storage and deletion of examination documents for individual module examinations. REF _Ref115354763 \h .

§ 37

Formal requirement

In deviation from the above regulations, applications and administrative acts may be submitted in written or electronic form in accordance with the university's specifications.

§ 38

Entry into force, repeal

(1) These Statutes shall enter into force on 15 March 2023.

(2) ¹ The General Examination Regulations of the Ansbach University of Applied Sciences of August 1, 2012 (APO/HSAN-20122), as last amended by the sixth statute amending the General Examination Regulations of the Ansbach University of Applied Sciences of June 22, 2022 (APO/HSAN-20122-6), shall expire on March 14, 2023. ² Students who began their studies with a Bachelor's or Master's degree before the summer semester of 2023 may complete their studies based on the provisions of the General Examination Regulations and the respective study and examination regulations in the versions valid on March 14, 2023.

translatet by AI; only the german textversion is legally binding

Issued on the basis of the resolution of the Senate of the University of Applied Sciences dated January 11, 2023, and the legal supervisory approval of the President dated February 9, 2023.

Ansbach, 9 February 2023

signed

Prof. Dr.-Ing. Sascha Müller-Feuerstein
President

These statutes were adopted at the Ansbach University of Applied Sciences on February 9, 2023. The adoption was announced on the Ansbach University of Applied Sciences website, www.hs-ansbach.de, on February 9, 2023. The date of publication is therefore February 9, 2023.