

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

¹These 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. ²They 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,

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

(3) ¹Modules 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) ¹ECTS points are the quantitative measure of the student's workload. ²They include both classroom and independent study, examination work and preparation, including final papers and term papers, and internships. ³In full-time degree programs, 30 ECTS points should be earned per semester, i.e. 60 per academic year. ⁴ECTS points are only awarded for passed modules. ⁵One 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) ¹The relevant faculty draws up a curriculum each semester to ensure the range of courses on offer and to inform students. ²The curriculum explains and specifies the provisions of the study and examination regulations. ³This applies in particular to examination requirements as well as the content and structure of the course of study. ⁴It is adopted by the Faculty Council, adopting the regulations to be determined by the Examination Board, and is announced to the university. ⁵New 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) ¹The duration of courses may not be affected by examinations. ²Examination 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) ¹The relevant faculty shall draw up an examination schedule immediately after the start of the semester; this shall be made public throughout the university. ²The 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 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)

¹The 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.

²In particularly justified cases, longer standard periods of study may be stipulated in the respective study and examination regulations for individual degree programs. ³This 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) ¹Examinations 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. ²In order to comply with the respective standard period of study, 30 ECTS credits should be earned per semester in full-time degree programs.

(2) ¹In 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). ²If 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) ¹In 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

²In 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

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

(4) ¹If students exceed the deadlines specified in paragraph 3, the examinations not yet completed are deemed to have been definitively failed. ²If 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. ³The 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. ⁴Applications submitted after the deadline can only be considered in cases of exceptional hardship.

(5) ¹By 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. ²Students 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. ³If 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) ¹The 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.

²Applications 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. ³The deadlines for registering for exams (exam registration period), as established and published pursuant to § 6, apply; in the event of withdrawal from exams, the deadlines for submitting a request for withdrawal pursuant to paragraph 16 subsection 3 apply. ⁴For these, requests must be submitted before the deadline for submission expires. ⁵Applications must be addressed to the responsible examination board. ⁶The existence of the grounds must be substantiated. ⁷In the event of illness, a medical certificate must be submitted. ⁸The examination board shall determine what information the medical certificate must contain; this regulation shall be made publicly available at the university. ⁹An extension of the deadline shall be denied if, based on the overall circumstances, successful completion of the degree program is no longer expected. ¹⁰If no extension of the deadline is granted or if the extended deadline is not met, the examination or test shall be deemed failed.

(7) The deadlines for retaking examinations and their extensions are governed by paragraph 10.

§ 10 Retaking Exams; Retake Deadlines

(1) ¹If a module or module component exam is graded as "unsatisfactory," it may be retaken once. ²A second retake is permitted for no more than three module or module component exams; if a student receives a grade of "unsatisfactory" on the first retake of a fourth module or sub-exam, the bachelor's or master's examination is definitively failed. ³A third retake of a module or sub-exam is not permitted. ⁴As a rule, the deadline for the first retake is no later than six months after the results of the first examination attempt are announced. ⁵The second retake exam must be taken within twelve months of the announcement of the results of the first retake exam.

(2) ¹If the bachelor's or master's thesis has been graded "unsatisfactory," it may be retaken once with a new topic. ²The deadline for completing the bachelor's or master's thesis begins no later than six months after the announcement of the first evaluation.

(3) ¹The deadlines for taking retake examinations are not interrupted by a leave of absence or withdrawal from enrollment, unless the leave of absence or withdrawal is due to reasons within the meaning of paragraph 9 subsection 6. ²If students exceed the deadlines specified in subsections 1 or 2, the examination is considered repeated and failed.

(4) The deadlines specified in subsections 1 and 2 may be reasonably extended upon request in accordance with the provisions of paragraph 9 subsection 6.

§11 Audit bodies

(1) The examination bodies are the Examination Board, the examination committees, and the examiners.

(2) ¹The Examination Board consists of the chairperson and two other members. ²Members of the Examination Board may be full-time university professors (Art. 19, para. 1, sentence 1 BayHIG) who teach at a university. ³Each faculty shall be represented by one member. ⁴A substitute shall be appointed for each member as a permanent representative. ⁵The chairperson is appointed by the President. ⁶The other members are appointed by the President in consultation with the chairperson. ⁷The term of office for members is three years; reappointment is permitted. ⁸New appointments and reappointments shall be made in such a way that no more than half of the members change at the same time.

(3) ¹The Examination Board is responsible for all examination matters that are not expressly assigned to another examination body. ²In particular, it is responsible for the following tasks:

1. setting and announcing the dates by which examination results must be available,
2. deciding on fundamental issues regarding admission to examinations, as well as on other examination matters of fundamental importance,
3. monitoring the proper application of the examination regulations,
4. the handling of appeals against examination decisions and the resolution of complaints regarding examination matters, and
5. the decision on compensation for disadvantages for students with disabilities.

³The Examination Board may challenge and overturn unlawful decisions made by other examination bodies. ⁴Other examination bodies are bound by the resolutions of the Examination Board. ⁵The members of the Examination Board have the right to be present at examinations and to participate in an advisory capacity in meetings of the examination committees. ⁶The Examination Board may delegate decisions under subsection 3, sentence 2, nos. 3 and 5 to one or more members.

(4) ¹Examination boards are formed for the individual degree programs in accordance with the respective study and examination regulations. ²An examination board consists of the chairperson and two other members, unless the respective study and examination regulations provide otherwise. ³Members of an examination committee may be full-time university faculty members (Art. 19(1), sentence 1, BayHIG) who teach at a university. ⁴Members of examination committee may also be full-time faculty members for special assignments; the majority of the members of an examination committee must belong to the group of university professors. ⁵The chairperson and the other members of each examination committee are appointed for a term of two years by the Faculty Council; reappointment is permitted.

(5) ¹The Examination Board is responsible for the following tasks:

1. in consultation with the respective deans, setting and announcing the dates for the individual examinations,
2. appointing examiners, assigning students to examiners, and appointing expert assessors for oral examinations,
3. determining and announcing the permitted work materials and aids upon the recommendation of the examiner responsible for the assignment,
4. deciding on the crediting and recognition of periods of study, coursework, and examination results, as well as relevant, equivalent vocational or school training,
5. deciding on the consequences of violations of examination regulations,
6. deciding on requests for extensions of deadlines for taking examinations,
7. deciding on the consequences of failure to appear for examinations,
8. determining the results of examination performance,
9. deciding on the annulment of completed examination performance, and
10. deciding on late applications for subsequent examination registration as well as on withdrawal from an examination.

²The examination board may delegate decisions under sentence 1, nos. 4 through 10, to one or more members.

(5) ¹In matters that cannot be postponed, the presiding member of the respective examination body shall decide. ²The presiding member must inform the other members of the respective examination body of this without delay. ³The respective examination body may overturn decisions made by its presiding member; any rights of third parties that have already arisen remain unaffected.

(6) The setting of examination tasks, the supervision of examinations, and the evaluation of examination performance are the responsibility of the examiners in accordance with the regulations of the Examination Board.

§12 Purpose of the examinations

¹Module or partial module examinations are designed to determine whether and to what extent students have achieved the objectives of the course section or the degree program and are thus capable of independently applying scientific methods in professional practice. ²In particular, the examinations are intended to demonstrate that the student possesses the specialized knowledge taught in the respective course, can apply it, and possesses the necessary level of responsibility. ³The content of module or partial module examinations and examination requirements are set forth in the respective study and examination regulations, supplemented by the module descriptions in the module handbook or the study plans.

§13 Requirements for taking exams; Admission requirements

(1) ¹To take exams at Ansbach University of Applied Sciences, students must be enrolled as students at Ansbach University of Applied Sciences. ²This does not apply to

- high school students in early-entry programs;
- participants in continuing education and professional development programs;
- students from other universities who, under cooperation agreements, attend courses at Ansbach University of Applied Sciences and complete coursework and examinations; further details may be regulated by the individual study and examination regulations;
- examinations as part of a doctoral project supervised by a professor at Ansbach University of Applied Sciences.

(2) ¹The relevant study and examination regulations may specify admission requirements for module or partial module examinations. ²Notification to registered exam participants regarding non-admission due to failure to meet the admission requirements under sentence 1 shall be provided online no later than one week before the respective exam date via the university's IT portal.

§14 Exam Registration

(1) Students who wish to take exams must register online via the Ansbach University of Applied Sciences' campus management system during the registration period, in the proper form and by the deadline.

(2) ¹If registration for exams was not possible for reasons beyond the student's control, the responsible examination board may, upon request, grant retroactive registration for the exam. ²The request must be accompanied by appropriate evidence to substantiate the reasons presented by the student. ³The request must be submitted to Student Services immediately, but no later than one week after the end of the registration period. ⁴If the request is not submitted by the deadline, retroactive registration for a module or module component exam will be approved only in cases of exceptional hardship.

(3) ¹Registration for an examination is valid only for the current examination date. ²Registration for a retake examination must be completed anew.

(4) If a request for late registration for an examination is approved by the competent examination board, this does not create a legal entitlement to examination dates that do not overlap.

§15 Compensation for Disadvantages

(Art. 84, para. 3, sentence 1, no. 8)

(1) ¹Students who, due to a disability, a chronic illness, or other special circumstances, are unable to take an examination in whole or in part in the prescribed form shall be granted compensation for disadvantages to the extent necessary to ensure equal opportunity.

²Compensation for disadvantages may be granted in the form of additional work materials and aids, a reasonable extension of the time allotted for the exam, or the opportunity to take the exam in a different format.

(2) ¹Compensation for disadvantages must generally be requested via the campus management system. ²The request must be submitted no later than at the time of registration for the examination.

(3) ¹The disability, chronic illness, or other special life circumstances must be substantiated by submitting a medical certificate from a specialist. ²The examination board, in consultation with the representative for students with disabilities or chronic illnesses, shall determine what information the medical certificate must contain; this regulation must be made publicly available to the university community.

(4) ¹Before making a decision on compensation for disadvantages, the Examination Board shall give the representative for students with disabilities or chronic illnesses the opportunity to provide input. ²The representative for students with disabilities or chronic illnesses has the right to participate in meetings of the Examination Board in which applications for compensation for disadvantages are considered, in an advisory capacity.

§16 Withdrawal from exams

(1) ¹Withdrawal from an exam is considered valid if the student cancels their registration via the Ansbach University of Applied Sciences campus management system by the deadline. ²Students may cancel their exam registration up to the third business day before the start of the exam period.

(2) ¹If a student fails to appear for an exam (absence) or withdraws from an exam that has already begun (withdrawal from the exam), the grade “fail” will be assigned, unless the withdrawal or absence was due to reasons beyond the student’s control. ²The exam is considered to have begun upon the distribution of the exam paper. ³Any inability to take the exam that arises during the exam must be reported immediately to the exam proctor; the obligation to report and substantiate the reasons remains unaffected. ⁴In the event of an inability to take the exam due to illness, a medical certificate must be submitted, which must be based on an examination that, as a rule, took place on the day of the respective examination. ⁵The examination committee shall determine what information the medical certificate must contain; this regulation shall be publicly announced at the university. ⁶If the student is receiving inpatient treatment, proof of hospitalization shall suffice in lieu of the medical certificate.

(3) ¹The reasons for the withdrawal or absence must be reported immediately and substantiated; supporting documentation must be submitted in full to Student Services via an application no later than one week after the end of the examination period. ²An application submitted after the deadline will be considered only in cases of exceptional hardship.

(4) In the event of a valid withdrawal from an exam, the student shall be treated as if no registration for that exam had been made.

§17 Types of Exams

(1) ¹Examinations that essentially cover the entire content of a subject or module as their subject matter shall take the form of written or oral examinations or of term papers and project work. ²Reports on the practical component of the practical study semester, as well as drawing and design assignments, shall also be considered written examinations.

(2) ¹Written examinations using the multiple-choice format are permitted only in accordance with the provisions of paragraph 19. ²The responsible examination board may determine which examination components are to be administered in electronic form. ³In doing so, it shall take into account in particular the type of course, the number of examinees, and the available room and personnel capacities. ⁴Which examinations are to be conducted electronically and/or using the

multiple-choice format must be determined no later than upon the adoption of the examination schedule to be defined and announced. ⁵Electronic examinations may only be conducted in accordance with the provisions of paragraph 18.

(2a) ¹Term papers or project papers are generally unsupervised examinations with predominantly graphic, design-related, or other complex content and an open approach to demonstrate creative abilities or to address theoretical or empirical research questions. ²Due to the comprehensive nature of the assignment and the method of execution, they are generally completed over a longer period of time and must be submitted with a declaration of independence in accordance with paragraph 32 subsection 8.

(3) ¹Oral examinations may include, for example, presentations, lectures, or colloquia. ²Presentations are media-based presentations of a previously completed assignment or a term paper or project; lectures are presentations or reports on a previously assigned topic; colloquia are examinations in the form of academic discussions between examiners and students.

(4) ¹Examinations may be offered as portfolio assessments. ²A portfolio assessment is a module-based examination comprising several assessment components that are evaluated over the course of the entire module. ³The individual assessment components result in an overall grade. ⁴A prerequisite for conducting a portfolio assessment is that the division of the assessment into individual components appears appropriate and necessary in light of the learning objectives. ⁵These may include, for example, seminar papers or experiments and associated oral examinations; further details are to be regulated in the study and examination regulations. ⁶The examiners define the examination components and the weighting of the individual sub-tasks in an assessment scheme, which must be published in the curriculum. ⁷In the event of failure of the portfolio examination or any examination component, the entire module examination must be retaken. ⁸Care must be taken to ensure that the total examination workload for the semester remains reasonable.

(5) ¹An examination defined in the study and examination regulations may also be offered as a take-home exam. ²The take-home exam may take the form of a written examination, a term paper or project with a shortened completion period, or another suitable form of examination or a hybrid of the aforementioned forms, in accordance with the study and examination regulations. ³It is generally conducted outside the university's premises without supervision. ⁴The duration of the examination is generally no more than one day. ⁵If the take-home exam is conducted with electronic, sufficient time must be allowed for downloading and uploading the examination materials. ⁶In addition, the student must submit a declaration stating that the examination work was completed independently and without outside assistance. ⁷A take-home option must be specified upon publication of the examination schedules.

§18 Electronic exams

(1) ¹Exams may be administered using computers or other electronic communication tools. ²Electronic exams are conducted in the form of written responses and/or multiple-choice questions. ³The provisions of data protection law must be observed. ⁴The authenticity and integrity of the examination results must be ensured.

(2) ¹For the grading of electronic examinations conducted in the form of written responses, the guidelines for written examinations apply accordingly. ²For electronic examinations using a multiple-choice format, the guidelines for the written multiple-choice format apply accordingly.

(3) ¹All examinations offered in accordance with the study and examination regulations of Ansbach University of Applied Sciences may, if suitable, be offered as electronic distance examinations pursuant to Section 1 (1), sentence 1 of the Bavarian Distance Examination Pilot Program Ordinance (BayFEV). ²If exams are offered as electronic distance exams, they must be specified in the curriculum no later than the announcement of the exam schedule.

§19 Response Selection Procedure

(1) ¹Written examinations using the true/false format, as defined in these examination regulations, consist of exam questions that each contain several statements, the truth or falsity of which must be assessed by the examinees. ²These statements are legible and understandable on their own (formulated as self-contained units), i.e., cognitive knowledge is being tested.

(2) ¹The examination is passed if

1. a total of at least 50 percent of the maximum achievable score has been attained (absolute passing threshold) or
2. the examinee has attained a total of at least 40 percent of the maximum achievable score and the examinee's score does not fall below the average score achieved by examinees (relative passing threshold) falls below the average score achieved by examinees who took the corresponding exam for the first time. ²The relative passing threshold in sentence 1, item 2, applies only if at least 40 examinees took the exam for the first time.

(3) ¹The question-and-answer catalog is prepared jointly by the first and second examiners. ²They determine in advance which answers will be accepted as correct and how the individual questions will be weighted in relation to the total possible score. ³The first and second examiners shall agree on the proportion of questions using the multiple-choice format and, in the event that only a portion of the tasks use the multiple-choice format, shall determine the weighting of such tasks in relation to the other parts of the examination.

(4) If, in written examinations, tasks based on the multiple-choice method account for more than 40 percent of the maximum achievable score, subsections 2 and 3 shall apply accordingly to the overall evaluation.

(5) Grading may be performed using an automated process.

§20 Module and Submodule Exams (Administration, Grading, and Release of Grades)

(1) ¹For written and oral exams, the proctors assigned by the faculty must ensure that the official materials (exam materials) provided by Student Services are used. ²To ensure the proper conduct of written and oral exams, proctors are responsible, in particular, for the following tasks:

1. verifying the identity of those present,
2. immediately instructing persons not listed on the attendance roster to leave the examination room and referring them to Student Services,
3. obtaining the signature of each examinee,
4. keeping and signing a record of the proceedings.

(2) The record referred to in subsection 1, sentence 2, item 4 must, in particular, document any instance of a student withdrawing from an examination, including the time and reason; the same applies in the event of an act of cheating, in which case evidence, such as cheat sheets, must be retained and attached to the record.

(3) Grades are published online in the campus management system while safeguarding the legitimate interests of the parties concerned.

§21

Retention of examination records

(1) ¹Paper-based examination documents must be submitted to Student Services immediately after the start of the semester following the examination date, following the period for reviewing examination results. ²For electronic examinations, the faculty must ensure that the electronic examination documents (in particular the examination performance and evaluation with justification) are stored exclusively on servers of the respective faculty or Ansbach University of Applied Sciences in compliance with data protection regulations after the evaluation has been completed. ³The examination documents must be retained for two years in compliance with data protection regulations. ⁴The retention period begins at the end of the calendar year in which the student was notified of the result of the respective module examination. ⁵To the extent that creative works are produced as part of the examinations, the retention period applies only to the documentation to be created in digital form in accordance with the respective study and examination regulations.

(2) ¹Exam records must be destroyed upon expiration of the applicable retention period, unless they are retained for university purposes with the consent of the respective student or archived as records of archival value in the archives of Ansbach University of Applied Sciences or in a state archive of the Free State of Bavaria. ²If and as long as an appeal or legal action has been filed against an examination decision and the proceedings have not been legally concluded, the examination records of all students who took the examination in question may not be set aside or destroyed.

(3) The provision in paragraph 36 applies to the retention of a reduced examination file.

§22

Grading of individual exam performances, calculation of final grades

(1) The evaluation of each individual course performance shall be based on the student's individual performance.

(2) ¹The following grades are used for evaluation:

- 1 Very Good: an outstanding performance
- 2 Good: a performance that significantly exceeds average standards
- 3 Satisfactory: a performance that meets average standards
- 4 Pass: a performance that, despite its shortcomings, still meets the requirements
- 5 Fail: a performance that, due to significant shortcomings, no longer meets the requirements

²Only whole grades are awarded for evaluation. ³Grade points for examination performance may be lowered or raised by 0.3 for a differentiated evaluation of performance; the grades 0.7, 4.3, 4.7, and 5.3 are excluded. ⁴Examination performances on which no final grades are based may only be evaluated with the designations "passed" or "failed".

(3) ¹Written examinations that are to be graded as a fail must be evaluated by two examiners; oral examinations must be conducted by at least one examiner and one knowledgeable assessor. ²If an examination has been graded differently, the examiners shall agree on a consistent grade. ³If no agreement is reached, the grade shall be the arithmetic mean rounded down to one decimal place.

(4) ¹Final grades are determined based on the evaluations. ²If the grades of multiple examination performances are to be combined into a final grade, the grade is determined by the arithmetic

mean rounded down to one decimal place. ³If a grade of “unsatisfactory” is received in one of the examination performances as defined in sentence 2, the final grade “unsatisfactory” is awarded.

(5) The final grades, as well as the grade for the bachelor’s or master’s thesis, are classified as follows based on a grade point average or a grade

of	1	to	1.5	very good
of	1.6	to	2.5	good
of	2.6	to	3.5	satisfactory
of	3.6	to	4.0	sufficient
above	4.0			unsatisfactory.

(6) If a final module grade is based on multiple partial module examinations, all partial module examinations must be passed with a grade of at least “satisfactory.”

(7) ¹The combined examination of multiple subject areas within a single examination does not constitute a partial module examination as defined in paragraph 6. ²The weighting of the individual sub-tasks for the subject areas is determined by the participating examiners in the grading scheme.

(8) ¹In addition to the final examination for a module, bonus assignments may be offered during the courses. ²Participation in the bonus assignment is voluntary. ³The specific terms of participation are determined by the examiners and announced in an appropriate manner upon publication of the curriculum. ⁴Further details, in particular the number, type, duration, content, and scope of these bonus assignments, as well as their respective weighting in the calculation of a module grade, are specified in the curriculum. ⁵Bonus credits are only applied to the current examination period. ⁶The bonus credits are only taken into account if the module examination was passed with a grade of at least 4.0. ⁷The module grade may be improved by a maximum of one grade level. ⁸ A lower grade is not permitted.

§23

Violations of examination regulations

(1) ¹The grade “unsatisfactory” is assigned to students’ examination performance if, during the examination, they attempted or committed an act of cheating or, through culpable conduct, made it impossible for the examination to proceed properly. ²The same applies if students, through culpable conduct, wrongfully obtained admission to an examination.

(2) ¹In particularly serious cases of violations of examination regulations, all other examination performances in the module in which the relevant examination performance was completed may also be graded “unsatisfactory,” and the module may consequently be graded “definitively failed.” ²Particularly serious cases exist when students have made serious attempts at cheating in examination matters or, through culpable conduct, have repeatedly made it impossible for the examination to proceed properly. ³A particularly serious attempt at cheating exists, in particular, if it was repeatedly attempted or undertaken, or if the act of cheating constitute a criminal offense, such as the submission of plagiarized work in theses or the use of ghostwriting (submission of work written by third parties). ⁴The use of appropriate plagiarism detection software is permitted for verification purposes.

§24

Access to exam papers

¹Once the exam results have been determined, students may inspect their graded exam papers.

²The examiners are responsible for setting and announcing the dates; the dates for inspection must be finalized no later than six weeks after the start of the semester following the respective exam period.

§25

Recognition and Credit for Prior Learning

(Regarding Art. 86 of the Bavarian Higher Education Act)

(1) ¹Periods of study, coursework, and examinations completed in degree programs or through successful participation in a distance learning module as part of a degree program at public or state-recognized institutions of higher education in the Federal Republic of Germany or in degree programs at foreign state or state-recognized universities, as well as degrees obtained through such degree programs, shall be recognized, provided that there are no significant differences with regard to the competencies acquired and to be demonstrated. ²The same applies to coursework and examination results achieved at a state or state-recognized university in Bavaria as part of modular or supplementary studies, at the Virtual University of Bavaria, or as part of an early-entry or young student program. ³Recognition serves the purpose of continuing studies, taking examinations, admitting a student to a further program of study, or granting admission to a doctoral program.

(2) ¹Competencies acquired as part of continuing education or further qualification programs or outside the higher education sector may be credited if they are equivalent. ²Competencies acquired outside the higher education sector may replace no more than half of the competencies to be demonstrated.

(3) ¹Students who have completed relevant vocational training in conjunction with additional relevant full-time professional experience of at least six months or at least 24 months of relevant full-time practical professional experience may, upon request, be fully exempted from the practical component of the practical study semester, provided that these activities correspond to the educational objectives and content of the practical study semester; partial credit is not permitted.

(4) ¹Recognition and credit transfer by Ansbach University of Applied Sciences are granted upon application; the application must be addressed to the responsible examination board and submitted to Student Services. ²An application for recognition of academic achievements from previous studies within the meaning of paragraph 1 may only be submitted to Ansbach University of Applied Sciences before the end of the first semester in which enrollment took place; for examination results that would be taken in the semester of enrollment in the event that recognition is denied, the application must generally be submitted no later than the end of the examination registration period for the semester in which enrollment took place.

(5) ¹It is the applicant's responsibility to provide the information required for recognition or credit transfer. ²The documents to be submitted include, in particular, module descriptions detailing learning outcomes, teaching methods, content, workload, and prerequisites, as well as the grading system used to evaluate the module and a current transcript of grades. ³For certificates or documents not issued in German or English, the submission of a certified German translation may be required.

(6) Notwithstanding paragraph 4, sentence 1, in the event of a change between full-time, part-time, or part-time while working study modes within the same degree program, periods of study, coursework, and examination results are automatically transferred by the universities.

(7) The announcement is made via the Ansbach University of Applied Sciences' online grade portal.

(8) ¹The ECTS credits to be awarded in connection with the recognition or transfer of competencies are determined exclusively in accordance with the relevant study and examination regulations of Ansbach University of Applied Sciences for the respective degree program. ²The recognition or transfer of periods of study is based on the number of ECTS credits awarded in connection with the transfer of competencies. ³For the assignment to the stage of study in full-time degree programs, 21 ECTS credits are applied for the second semester, and for subsequent semesters, the regular ECTS credits corresponding to the stage of study minus 20 ECTS credits; thus, for

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- a study progress of 21 to 39 ECTS credits, placement in the 2nd semester,
- a study progress of 40 to 69 ECTS credits, placement in the 3rd semester,
- a study progress of 70 to 99 ECTS credits, placement in the 4th semester,
- 100 to 129 ECTS credits: placement in the 5th semester,
- 130 to 159 ECTS credits: placement in the 6th semester, and
- at least 160 ECTS credits: placement in the 7th semester.

⁴Decisions regarding recognition or credit transfer are always made on the condition that this does not entitle the student to a course offering from the university corresponding to the academic progress demonstrated by the recognition or credit transfer.

(9) ¹If coursework or examination results are credited, the grades—provided the grading systems are comparable—shall be adopted and included in the calculation of the overall examination result in accordance with the university examination regulations; in the case of incomparable grading systems, the notation “passed” shall be recorded, which shall not be taken into account in the calculation. ²A notation of the credit transfer in the Transcript of Records is permitted.

(10) The equivalence of foreign degrees as well as degrees from other grading systems/degrees without ECTS credits shall be determined by the Examination Board in accordance with Art. 86 BayHIG.

(11) Recognition or credit transfer may only take place if periods of study, academic achievements, or examinations that are to be waived based on the recognition or credit transfer have not yet been completed or taken at Ansbach University of Applied Sciences.

§26 Practical Study Semester

(pursuant to Art. 77, para. 3, sentence 1, no. 1 of the Bavarian Higher Education Act (BayHIG))

(1) ¹Bachelor’s degree programs generally include a practical semester. ²A practical semester is a semester integrated into the degree program, regulated by the institution, with a defined curriculum, supervised, and prepared for and supported by coursework, which is generally completed in a company or another institution of professional practice outside the university and is dedicated to a clearly vocational activity.

(2) ¹The practical study semester is accompanied by courses. ²The respective study and examination regulations govern the nature and scope of the courses accompanying the practical training along with the associated examination requirements.

(3) ¹Students remain members of the university during the practical study semester as well, with all the rights and obligations that this entails (Art. 19, para. 1, sentence 1 BayHIG). ²You are also required to comply with the instructions issued by the internship site and the persons authorized by it that are necessary to achieve the educational objectives of the internship, and to observe the regulations applicable to the internship site, in particular work regulations, accident prevention regulations, and regulations regarding confidentiality.

(4) Further details are set forth in the provisions governing the implementation of practical study semesters at state universities of applied sciences in Bavaria (Announcement of the Bavarian State Ministry of Science and the Arts dated January 24, 2023, Ref. No. H.3-H3432.4.0/9/40).

§27

Duration of the practical semester

(1) ¹In all full-time undergraduate Bachelor's degree programs, a practical semester—including courses conducted in conjunction with practical training—generally comprises a continuous period of at least 20 weeks but no more than 30 weeks in the summer semester, and 20 weeks but no more than 28 weeks in the winter semester. ²The respective study and examination regulations may provide for more detailed provisions. ³If no such provisions are made, the duration of the practical study semester is 20 weeks. ⁴The person responsible for the practical study semester decides on exceptions to the provisions set forth in sentences 1 through 3.

(2) ¹Provided that the educational objective is not compromised, the requirement to make up for interruptions may be waived if the student is not at fault and the total number of days missed due to the interruption in a practical study semester does not exceed five working days. ²If the interruptions extend to more than five working days, the student may be required to make up the missed working days. ³If the practical study semester is completed at more than one internship site, the days of absence shall be totaled. ⁴The student must provide evidence that he or she is not at fault for the interruption.

(3) The daily working hours are based on the standard working hours for full-time employees at the internship site.

§28

Coordinator for the practical semesters

¹With the approval of the Faculty Council, the dean appoints one or more members of the faculty as the coordinator or coordinators for the practical study semesters. ²The responsibilities of the representatives include, in particular,

- assessing the suitability of internship sites and reviewing internship agreements,
- establishing and maintaining contacts with internship sites,
- assisting in the organization of courses accompanying the practical training and the exams at the end of the practical study semesters, as well as assisting in the assignment of university faculty members to provide academic supervision of students at the internship site.

§29

Internship positions for the practical semester

¹Students are entitled and required to propose a suitable internship placement to the university; the university may set a deadline for reporting the internship placement. ²If the training plan cannot be fulfilled at a single internship site, multiple internship sites must be proposed. ³If the practical study semester is completed at more than one internship site, the internship coordinator shall decide on the number and approval of the internship sites, considering the training objectives. ⁴If, for special reasons, a student cannot submit a proposal or the submitted proposal cannot be approved, the university will assist the student, upon request, in finding a suitable internship position. ⁵In addition, the university will advise students on all matters related to the search for and selection of suitable internship positions.

§30 Internship Agreement for the Practical Study Semester

¹Before the start of each practical semester, students must enter into written internship agreements with their internship sites. ²Prior approval of the agreements—including their academic content and duration—must be obtained from Ansbach University of Applied Sciences through the designated internship coordinators. ³Where possible, the internship agreement should be based on the sample provided in the appendix to the regulations of the Bavarian State Ministry of Science and the Arts pursuant to Section 26(4).

§31 Completion of the practical semester

(1) ¹The person responsible for the practical study semester decides on the successful completion of the practical study semester. ²In doing so, he or she must take into account not only the results of any course assessments but also the certificate from the internship site and the report submitted by the student, which must bear the internship site's approval. ³Unless otherwise specified in the respective study and examination regulations, the determination that the practical study semester has been successfully completed requires that in all required examinations of the practical study semester, the student has achieved either the designation "passed with distinction" or at least a grade of "satisfactory."

(2) ¹If the practical training did not comply with the training regulations, the official responsible for the practical study semester may require that the practical study semester be repeated in whole or in part. ²A one-time partial or full retake may also be required if, based on the results of the examination at the end of the practical semester and the certificate from the internship site, it is unlikely that a retake of the examination alone will lead to a determination of successful completion. ³If successful completion of the practical study semester cannot be determined, the student shall receive a notice to that effect, which includes instructions as to whether a repeat is required and, if so, within what timeframe.

§32 Bachelor's and Master's Thesis

(1) ¹The bachelor's or master's thesis is intended to demonstrate that the student is capable of independently addressing a problem from their degree program on an academic basis. ²The study and examination regulations for the respective degree program govern the scope of the bachelor's or master's thesis. ³The scope of the Bachelor's thesis is at least 6 ECTS credits and may not exceed 12 ECTS credits; for the Master's thesis, a scope of 15 to 30 ECTS credits shall be provided.

(2) ¹The study and examination regulations of the respective degree program may stipulate requirements for the submission of the bachelor's or master's thesis. ²The bachelor's or master's thesis must be submitted in duplicate. ³The form and scope of the bachelor's or master's thesis shall be determined by the supervisor.

(3) ¹The time period from the assignment of the topic to the submission of the bachelor's thesis must be commensurate with the scope of the topic. ²The time period may not exceed five months. ³The examination committee may, upon request, grant a reasonable extension if the deadline for submitting the bachelor's thesis cannot be met due to illness or other reasons beyond the student's control; the extension shall not exceed one month. ⁴The request must be submitted immediately, but no later than two weeks before the submission deadline, to Student Services, and the reasons must be substantiated by appropriate evidence; in the event of illness, a medical certificate must be submitted. ⁵The examination committee shall determine what information the medical certificate

must contain; this regulation must be made publicly available to the university community. ⁶ A request submitted after the deadline pursuant to sentence 4 will only be considered if there are special, unavoidable reasons.

(4) ¹In master's degree programs, the deadlines from the assignment of the topic to the submission of the master's thesis are determined by the relevant study and examination regulations. ²An extension of the deadline is possible in accordance with paragraph 3, sentence 3 et seq.

(5) ¹The topic must be such that the bachelor's thesis can generally be completed within two months if worked on continuously; for master's theses, the provisions set forth in the respective study and examination regulations apply. ²The assignment of topics for Bachelor's and Master's theses is generally carried out by the supervisor (primary examiner) or the supervisor (primary examiner). ³The assignment of topics pursuant to sentence 2 is carried out by university faculty members in accordance with Art. 19(1), sentence 1 of the Bavarian Higher Education Act (BayHIG) or by full-time teachers for special assignments in accordance with Art. 74(2), sentence 1 of the Bavarian Higher Education Act (BayHIG). ⁴In addition, the responsible examination committee may decide on exceptions. ⁵If the assignment setter is not a university professor or a full-time teacher for special tasks, the examination committee may additionally appoint a second examiner from this group of persons in accordance with sentence 3.

(6) ¹The assignment of the topic must be documented using the form provided by Student Services. ²The following information must be recorded at a minimum:

1. Name of the student,
2. Name of the primary examiner,
3. if a second evaluation is planned, the name of the second examiner,
4. the officially recorded topic of the bachelor's or master's thesis,
5. the date the topic was assigned and the submission deadline,
6. information regarding an additional copy for the library, considering confidentiality clauses

³The form must be signed by the student, the primary examiner, and, if applicable, the secondary examiner, and forwarded to Student Services.

(7) ¹The topic may be returned only once, and only for a valid reason with the consent of the chair of the examination committee. ²Returning the topic of the bachelor's or master's thesis is not permitted if the student is retaking the bachelor's or master's thesis and had already returned the topic when writing their first bachelor's or master's thesis.

(8) Bachelor's or Master's theses must be accompanied by a statement from the student affirming that they have written the thesis independently, have not previously submitted it for examination purposes, have not used any sources or aids other than those cited, and have identified verbatim and paraphrased quotations as such.

(9) ¹The completed bachelor's or master's thesis must be submitted to Student Services. ²Upon submission, Student Services shall verify the number of copies to be submitted, the topic on file, and the declaration pursuant to paragraph 8. ³Examiners shall complete their evaluation process within eight weeks of receiving the thesis and, if applicable, in addition to the initial review; if the evaluation process falls during the lecture-free period or if there are special circumstances beyond the student's control, it shall be completed within 12 weeks."

(10) A bachelor's or master's thesis shall be graded "unsatisfactory" if it is not submitted by the deadline.

§33

Passing, Determination of the Overall Exam Score

(1) The bachelor's or master's examination is considered passed if, in all modules—including the bachelor's and master's theses—on which, according to the university examination regulations, the passing of the bachelor's or master's examination depends, a grade of at least “satisfactory” or the distinction “with success,” and the ECTS credits required for passing the Bachelor's or Master's examination in accordance with the study and examination regulations have been earned.

(2) ¹The overall examination result is calculated as the arithmetic mean of the final grades and the grade of the Bachelor's or Master's thesis, rounded to one decimal place. ²If the respective study and examination regulations provide that the grade value, rounded to one decimal place, is appended to the final grades in parentheses, these grade values shall be used as the basis. ³The study and examination regulations may provide that the final grades as well as the grade for the Bachelor's or Master's thesis are weighted differently. ⁴If academic or examination achievements are credited, the grades—provided the grading systems are comparable—shall be adopted and included in the calculation of the overall examination result in accordance with the university examination regulations; in the case of incomparable grading systems, the notation “passed” shall be recorded, which shall not be taken into account in the calculation.

(3) An overall grade is determined based on the total exam score:

- | | |
|--|----------------------------------|
| for a total exam score of 1.0 to 1.2 | passed with honors |
| for a total exam score of 1.3 to 1.5 | passed with high distinction |
| for a total exam score of 1.6 to 2.5 | passed with distinction |
| with an overall exam score of 2.6 to 3.5 | passed with a satisfactory grade |
| with an overall exam score of 3.6 to 4.0 | passed. |

§34

Academic Degrees

(1) Upon successful completion of the final examination, the academic degree shall be conferred in accordance with the relevant study and examination regulations.

(2) ¹A certificate of the conferral of the academic degree, as well as an English translation of this certificate, shall be issued in accordance with the relevant annex to these bylaws. ²It shall bear the university's seal and be signed by the President and the responsible Dean. ³The respective study and examination regulations may contain provisions that deviate from, supplement, or provide alternatives to these rules.

(3) The revocation of the academic degree is governed by the statutory provisions.

§35

Exam Certificate, Diploma Supplement, Transcript of Records

(1) ¹Upon passing the final examination, a certificate of completion is issued in accordance with the template valid for the respective period and is stored electronically in the Student Services system. ²In addition to the examination certificate, a Diploma Supplement is issued in both German and English, as well as a Transcript of Records in accordance with the respective template valid for the relevant period, which is stored electronically in the Student Services system.

(2) ¹In accordance with the current ECTS User Guide, a relative grade comparison is provided in the English-language Diploma Supplement to ensure transparency of European grading

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systems; the relative grade comparison in the national context is provided in the German-language Diploma Supplement. ²The information is presented in accordance with the template of the Diploma Supplement as specified in paragraph 1, sentence 2.

(3) ¹For the purpose of forming reference groups, the four semesters of the respective bachelor's or master's program immediately preceding the semester in which the graduate passed the final examination shall be designated as the comparison periods. ²A reference group is formed only if at least 20 graduates have passed the final examination in accordance with sentence 1. ³The reporting of the respective overall examination results of reference groups shall be expressed as percentages within the respective differentiated grade intervals. ⁴In the event of changes to study and examination regulations that significantly affect the calculation of the overall examination result, the reference groups may be formed in deviation from sentence 1.

§36

Retention of the reduced examination file

(1) ¹A condensed examination file must be retained for a period of 50 years. ²This file contains records of the period of enrollment, examination results, withdrawal from the university, and the conferral of the academic degree. ³The records may also be retained in digital form. ⁴The retention period begins at the end of the calendar year in which the student was de-registered.

(2) The provisions of paragraph 21 apply to the retention and destruction of examination records for individual module examinations.

§ 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) ¹The 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. ²Students 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.

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.