

General Examination Regulations  
for Bachelor's and Master's Degree Programmes  
in the University of Bamberg's  
Faculty of Information Systems and Applied Computer Science  
of 31 March 2008

(Citation: [http://www.uni-bamberg.de/fileadmin/uni/amtliche\\_veroeffentlichungen/2008/2008-60.pdf](http://www.uni-bamberg.de/fileadmin/uni/amtliche_veroeffentlichungen/2008/2008-60.pdf))

Amended according to:

Eleventh amendment ordinance to the general examination regulations for bachelor's and master's degree programmes in the University of Bamberg's Faculty of Information Systems and Applied Computer Science of 21 August 2014 (Citation: <http://www.uni-bamberg.de/fileadmin/www.abt-studium/amtliche-veroeffentlichungen/2014/2014-38.pdf>)

Tenth amendment ordinance to the general examination regulations for bachelor's and master's degree programmes in the University of Bamberg's Faculty of Information Systems and Applied Computer Science of 14 August 2013 (Citation: <http://www.uni-bamberg.de/fileadmin/www.abt-studium/amtliche-veroeffentlichungen/2013/2013-54.pdf>)

Ninth amendment ordinance to the general examination regulations for bachelor's and master's degree programmes in the University of Bamberg's Faculty of Information Systems and Applied Computer Science of 28 March 2013 (Citation: [http://www.uni-bamberg.de/fileadmin/www.abt-studium/amtliche\\_veroeffentlichungen/2013/2013-07.pdf](http://www.uni-bamberg.de/fileadmin/www.abt-studium/amtliche_veroeffentlichungen/2013/2013-07.pdf))

Eighth Ninth amendment ordinance to the general examination regulations for bachelor's and master's degree programmes in the University of Bamberg's Faculty of Information Systems and Applied Computer Science of 16 August 2012 (Citation: [http://www.uni-bamberg.de/fileadmin/uni/amtliche\\_veroeffentlichungen/2012/2012-47.pdf](http://www.uni-bamberg.de/fileadmin/uni/amtliche_veroeffentlichungen/2012/2012-47.pdf))

Collective ordinance concerning examination notification of 30 April 2012 (Citation: [http://www.uni-bamberg.de/fileadmin/uni/amtliche\\_veroeffentlichungen/2012/2012-28.pdf](http://www.uni-bamberg.de/fileadmin/uni/amtliche_veroeffentlichungen/2012/2012-28.pdf))

Sixth amendment ordinance to the general examination regulations for bachelor's and master's degree programmes in the University of Bamberg's Faculty of Information Systems and Applied Computer Science of 30 September 2011 (Citation: [http://www.uni-bamberg.de/fileadmin/uni/amtliche\\_veroeffentlichungen/2011/2011-52.pdf](http://www.uni-bamberg.de/fileadmin/uni/amtliche_veroeffentlichungen/2011/2011-52.pdf))

Collective ordinance concerning abolition of foundational and orientation examination for bachelor's degree programmes of 31 May 2011 (Citation: [http://www.uni-bamberg.de/fileadmin/uni/amtliche\\_veroeffentlichungen/2011/2011-23.pdf](http://www.uni-bamberg.de/fileadmin/uni/amtliche_veroeffentlichungen/2011/2011-23.pdf))

Fourth amendment ordinance to the general examination regulations for bachelor's and master's degree programmes in the University of Bamberg's Faculty of Information Systems and Applied Computer Science of 1 April 2011 (Citation: [http://www.uni-bamberg.de/fileadmin/uni/amtliche\\_veroeffentlichungen/2011/2011-17.pdf](http://www.uni-bamberg.de/fileadmin/uni/amtliche_veroeffentlichungen/2011/2011-17.pdf))

Third amendment ordinance to the general examination regulations for bachelor's and master's degree programmes in the University of Bamberg's Faculty of Information Systems and Applied Computer Science of 1 September 2010 (Citation: [http://www.uni-bamberg.de/fileadmin/uni/amtliche\\_veroeffentlichungen/2010/2010-35.pdf](http://www.uni-bamberg.de/fileadmin/uni/amtliche_veroeffentlichungen/2010/2010-35.pdf))

Second amendment ordinance to the general examination regulations for bachelor's and master's degree programmes in the University of Bamberg's Faculty of Information Systems and Applied Computer Science of 31 March 2010 (Citation: [http://www.uni-bamberg.de/fileadmin/uni/amtliche\\_veroeffentlichungen/2010/2010-06.pdf](http://www.uni-bamberg.de/fileadmin/uni/amtliche_veroeffentlichungen/2010/2010-06.pdf))

Amendment ordinance to the general examination regulations for bachelor's and master's degree programmes in the University of Bamberg's Faculty of Information Systems and Applied Computer Science of 31 March 2009 (Citation: [http://www.uni-bamberg.de/fileadmin/uni/amtliche\\_veroeffentlichungen/2009/2009-22.pdf](http://www.uni-bamberg.de/fileadmin/uni/amtliche_veroeffentlichungen/2009/2009-22.pdf))

\*Please note that this English translation is provided merely as a reference aid. It is not a legally binding document. In all official administrative and legal matters, and in cases of dispute, the original German document takes precedence.

## Table of Contents

I.	General regulations .....	5
	§1 Scope of application.....	5
	§2 Examinations.....	6
	§3 Bachelor's and master's degrees.....	6
	§4 Examining board.....	7
	§5 Examiners and co-examiners.....	9
	§6 Recognition of study periods, examination and internship credit.....	9
	§7 Absence, withdrawal, deception, regulatory violation.....	10
	§8 Examination procedure flaws.....	10
	§9 Examination types and implementation.....	10
	§10 Assessment of examination results.....	13
	§11 Continuous assessment procedure.....	14
	(§12 omitted).....	15
II.	Bachelor's and master's examinations.....	15
	§13 Examination and application dates and deadlines.....	15
	§14 Entrance and admission requirements.....	16
	§15 Admissions procedure, registration deadlines.....	16
	§16 Admission to the bachelor's or master's thesis.....	17
	§17 Form, submission, acceptance and assessment of bachelor's or master's thesis.....	17
	§18 Repeating the bachelor's or master's thesis.....	18
	§19 Passing and assessment of the final bachelor's or master's examination .....	18

§20 Conclusive failure (final attempt) of bachelor's or master's examination.....	18
§21 Examination and degree certificates.....	19
III. Final provisions.....	20
§22 Additional examinations.....	20
§23 Special examination arrangements for the severely disabled.....	20
§24 Special examination arrangements for expectant mothers.....	21
§25 Invalidity of examinations.....	21
§26 Inspection of examination records.....	21
§27 Public notification.....	22
§28 Effective date.....	22

In accordance with Article 13 Section 1 Paragraph 2 and Article 61 Section 2 Paragraph 1 of the Bavarian Higher Education Act, the University of Bamberg issues the following

## Examination Regulations

### I. General Regulations

#### §1 Scope of application

- (1) These General Examination Regulations (APO), in conjunction with the respective Study and Subject Examination Regulations (StuFPO) regulate the intention, content and procedure of examinations in the following bachelor's and master's degree programmes at the University of Bamberg:
- Bachelor's degree in Applied Computer Science,
  - Bachelor's degree in Information Systems,
  - Bachelor's degree in International Information Systems Management,
  - Bachelor's degree in Software Systems Science,
  - Master's degree in Applied Computer Science (90 ECTS),
  - Master's degree in Applied Computer Science (120 ECTS),
  - Master's degree in Computing in the Humanities
  - Master's degree in International Information Systems Management,
  - Master's degree in Information Systems (90 ECTS),
  - Master's degree in Information Systems (120 ECTS),
  - Master's degree in Education in Business and Information Systems (90 ECTS),
  - Master's degree in Education in Business and Information Systems (120 ECTS).
- (2) The General Examination Regulations comprise general regulations that apply equally to all bachelor's and master's degree programmes listed in Paragraph 1.
- (3) <sup>1</sup>The Study and Subject Examination Regulations (StuFPO) comprise specific regulations for the bachelor's and master's degree programmes listed in Paragraph 1. <sup>2</sup>The Study and Subject Examination Regulations supplement the General Examination Regulations.
- (4) <sup>1</sup>Furthermore, the General Examination Regulations apply mutatis mutandis to the minor subject Applied Computer Science, indicated in Appendix 3 of the StuFPO for the bachelor's degree programme in Applied Computer Science, within the framework of bachelor's degree programmes pursuant to the General Examination Regulations for bachelor's and master's degree programmes in both the Humanities and the Human Sciences and Education faculties, and to module examinations within the framework of the first secondary school teaching examination (APO GuK/Huwi) unless otherwise specified hereinafter. <sup>2</sup>The issue of the

Transcript of Records for the minor subject Applied Computer Science is carried out pursuant to §24 Paragraph 2 APO GuK/Huwi.

## §2 Examinations

<sup>1</sup>Within the scope of bachelor's or master's degree programmes and pursuant to these regulations, module examinations must be completed. <sup>2</sup>Generally, modules conclude with only one examination. <sup>3</sup>The weighting of individual modules is determined by the number of ECTS points assigned (ECTS – European Credit Transfer System). <sup>4</sup>The assumed amount of work per semester is approx. 900 hours. <sup>5</sup>One ECTS point is equivalent to approx. 30 hours of work. <sup>6</sup>The module examination or module examination segment must be passed for ECTS points to be awarded.

## §3 Bachelor's and master's degrees

(1) <sup>1</sup>The following academic degrees are conferred upon successful completion of the bachelor's or master's examination:

- The "Bachelor of Science" (B.Sc.) in *Angewandte Informatik* / Applied Computer Science is conferred in the Applied Computer Science bachelor's degree programme.
- The "Bachelor of Science" (B.Sc.) in *Wirtschaftsinformatik* / Information Systems is conferred in the Information Systems bachelor's degree programme.
- The "Bachelor of Science" (B.Sc.) in International Information Systems Management is conferred in the International Information Systems Management bachelor's degree programme.
- The "Bachelor of Science" (B.Sc.) in Software Systems Science is conferred in the Software Systems Science bachelor's degree programme.
- The "Master of Science" (M.Sc) in *Angewandte Informatik* / Applied Computer Science is conferred in both the Applied Computer Science (90 ECTS) and the Applied Computer Science (120 ECTS) master's degree programmes.
- The "Master of Science" (M.Sc) in Computing in the Humanities is conferred in the Computing in the Humanities master's degree programme.
- The "Master of Science" (M.Sc) in International Information Systems Management is conferred in the International Information Systems Management master's degree programme.

- The “Master of Science” (M.Sc) in *Wirtschaftsinformatik / Information Systems* is conferred in both the Information Systems (90 ECTS) and the Information Systems (120 ECTS) master’s degree programmes.
- The “Master of Science” (M.Sc) in *Wirtschaftspädagogik mit dem Schwerpunkt Wirtschaftsinformatik / Education in Business and Information Systems* is conferred in both the Education in Business and Information Systems (90 ECTS) and the Education in Business and Information Systems (120 ECTS) master’s degree programmes.

<sup>2</sup>The academic degree may be indicated with the supplementary designation of origin, “Univ. Bamberg.”

- (2) <sup>1</sup>An academic qualification pursuant to §4 Paragraph 1 APO GuK/Huwi is conferred for successful completion of the examination in the minor in Applied Computer Science as per Appendix 3 StuFPO for the bachelor’s degree programme in Applied Computer Science, provided that, in accordance with the APO GuK/Huwi, the bachelor’s examination in the degree programme pursued has been passed successfully. <sup>2</sup>Conferral of an academic degree pursuant to Paragraph 1 is not possible.

#### §4 Examining board

- (1) <sup>1</sup>Each bachelor’s or master’s degree programme includes an examining board. <sup>2</sup>The examining board
- sees to it that the provisions of these examination regulations are upheld,
  - makes sure that, in consultation with the Office of Examinations, examinations are held in the proper fashion,
  - appoints examiners and co-examiners, whereby the responsibility of appointing co-examiners may be transferred to the examiners,
  - reports regularly to the Faculty Committee on the development of examinations and study periods,
  - proposes amendments to the study and examination regulations and modules offered,
  - decides on recognition of study periods and examination results,
  - decides on admission to examinations,
  - decides on the interpretation of these examination regulations in cases of dispute,
  - decides on matters pertaining to all other duties assigned to it in the examination regulations.

<sup>3</sup>The examining board for the bachelor’s degree in Applied Computer Science is ultimately responsible for all matters specified by these examination regulations that concern the minor in Applied Computer Science as defined in Appendix 3 StuFPO, insofar as such matters are

limited to the minor subject. <sup>4</sup>The examining board's responsibilities pursuant to §5 APO GuK/Huwi remain unaffected insofar as they pertain to the relevant degree programme as a whole. <sup>5</sup>The examining board may delegate certain duties to the chairperson or deputy, and may also reverse such decisions. <sup>6</sup>The board may delegate the handling of certain tasks to the Office of Examinations. <sup>7</sup>With the agreement of the examining board, the dean may assume responsibility for individual tasks.

- (2) <sup>1</sup>The examining board is composed of no less than three members; the chairperson, a deputy chairperson and one or more additional members. <sup>2</sup>Only those persons authorised as examiners may be members of the examining board. <sup>3</sup>The majority of examining board members must be professors.
- (3) <sup>1</sup>The chairperson, the deputy chairperson and the other members of the examining board are elected by the respective faculty's faculty council. <sup>2</sup>The term of office is two years. <sup>3</sup>Reelection is possible.
- (4) <sup>1</sup>The examining board is considered quorate if all members were invited at least one week in advance and if the majority of members are present and entitled to vote. <sup>2</sup>Decisions are made by a simple majority of votes issued in session. <sup>3</sup>Abstention, secret ballot voting and the transfer of voting rights are prohibited. <sup>4</sup>In the event of an equality of votes, the chairperson's vote is decisive.
- (5) <sup>1</sup>The chairperson summons examination board sessions. <sup>2</sup>In cases of particular urgency, he or she may carry out a vote by written consent. <sup>3</sup>Decisions that cannot be delayed may be taken by the chairperson in place of the examining board; the examining board must be notified of such decisions forthwith; the examining board may repeal the decision; any third-party rights arising from such a decision shall remain unaffected.
- (6) <sup>1</sup>A memorandum of minutes shall be produced for each examining board session. <sup>2</sup>This must include the date and location of the session, the names of the persons present, the topics discussed and any motions, resolutions and voting results.
- (7) <sup>1</sup>Decisions in examination matters that may encroach on an individual's rights are to be disclosed to that person in writing; they must be substantiated and accompanied by information on the rights of legal appeal. <sup>2</sup>Decisions on appeals shall be issued by the university president after consultation with the examining board, and in matters pertaining to examinations-relevant expert or legal assessment, the joint participation of the examining board is required.

- (1) <sup>1</sup>Concerning the appointment of examiners of a bachelor's or master's thesis, the examination candidate has the right of proposal. <sup>2</sup>There is no legal entitlement to the proposed appointment of the proposed person.
- (2) In the context of the bachelor's or master's examination, and insofar as there are no compelling reasons necessitating a deviation, those persons who, in accordance with Article 62 Section 1 Paragraph 2 of the Bavarian Higher Education Act in conjunction with the respective version of the University Examiner Ordinance (BayRS 2210-1-1-6-WK), are authorised to hold *Diplom* examinations may only be appointed if they have on their own authority carried out teaching activities in the subject area to be examined.
- (3) Only persons holding a degree at least equivalent to the candidate's prospective degree and in the same or a related subject may be appointed co-examiners in bachelor's and master's examinations.
- (4) <sup>1</sup>Examination candidates are to be informed of the names of their examiners in a timely and appropriate manner. <sup>2</sup>A necessary change at short notice of one or more examiners due to compelling reasons is permissible.

#### §6 Recognition of study periods, examination and internship credit

- (1) <sup>1</sup>Examination and internship credit earned at universities or other institutions of higher education shall be recognised so long as there are no significant disparities with regard to the skills acquired (learning outcome). <sup>2</sup>Skills and expertise acquired in other advanced training programmes pursuant to Article 56 Section 6 Number 3 of the Bavarian Higher Education Act (BayHSchG) or acquired outside the realm of higher education may be recognised if deemed equivalent. <sup>3</sup>Skills and expertise acquired outside of the realm of higher education may replace no more than half of the skills required in the degree programme.
- (2) <sup>1</sup>Recognition of examination credit shall be accompanied by the recognition of a corresponding period of study. <sup>2</sup>One semester of study is credited for each 30 ECTS of course and examination credit earned.
- (3) <sup>1</sup>Where applicable, marks earned for course and examination credit from external institutions shall be converted to the marking system specified in §10 Paragraph 2 and included in the calculation of the final mark. <sup>2</sup>Where marking systems are not comparable, marks earned in such a system will not be included in the calculation of the final mark.
- (4) <sup>1</sup>Requests for recognition of study periods and examination credit are to be addressed in writing to the examining board's chairperson. <sup>2</sup>Transcripts and other documents necessary for decisions on credit recognition that have not been issued in German or English must be submitted with a notarised translation.

#### §7 Absence, withdrawal, deception, regulatory violation

- (1) Examination performance is deemed “insufficient” (5.0) if the examination candidate is absent from a scheduled examination without a valid reason or if, after beginning the examination, he or she withdraws without a valid reason.
- (2) <sup>1</sup>Reasons claimed for absence or withdrawal, with regard to §20 Paragraph 2, must immediately be submitted by the candidate to the examining board’s chairperson in writing and with satisfactory verification. <sup>2</sup>In cases of a candidate’s illness, submission of official medical certification based on an examination performed on the day of the alleged inability to take the test may be required. <sup>3</sup>In cases of reasonable doubt, the Office of Examinations may additionally request a certificate from the local health authority. <sup>4</sup>Any alleged reasons for withdrawal during an examination must immediately be declared to examiners or supervisory staff and substantiated by the candidate.
- (3) <sup>1</sup>Decisions on acceptance of the reasons for absence or withdrawal are taken by the examining board. <sup>2</sup>The examining board is to promptly inform candidates of and state reasons for any rejected claims.
- (4) <sup>1</sup>Should an examination candidate attempt to influence the result of course credit or an examination assessment by way of deception or use of prohibited means, the result in question shall be deemed “insufficient” (5.0). <sup>2</sup>Detected violations are to be recorded in the examination minutes by the examiner or supervisory staff.
- (5) <sup>1</sup>Any examination candidate who disrupts the proper examination process may be barred from continuing the examination by the examiner or by supervisory staff. <sup>2</sup>In such cases, the result shall be deemed “insufficient” (5.0).

#### §8 Examination procedure flaws

<sup>1</sup>Alleged flaws in the examination procedure must be reported immediately. <sup>2</sup>The charge must be made to the respective examiner or supervisory staff, insofar as the report concerns a particular examination date; otherwise the charge must be made to the Office of examinations. <sup>3</sup>Furthermore, the charge must be substantiated and submitted in writing to the examining board chairperson within one month’s time. <sup>4</sup>Decisions on recognition of examination flaws are taken by the examining board. <sup>5</sup>The board may resolve that the examination candidate be allowed to retake the objectionable portions of the examination without the examination being counted as having been repeated and therefore without effect on future possibilities for repeating examinations.

#### §9 Examination types and implementation

- (1) <sup>1</sup>The following paragraphs regulate the type and the implementation of examinations in the degree programmes’ modules pursuant to §1 Paragraph 1, insofar as these modules are offered by the Faculty of Information Systems and Applied Computer Science. <sup>2</sup>With regard to the type and scope of examinations in other faculties’ modules taken as required electives

in accordance with Appendix 1 StuFPO, the study and subject examination regulations for the degree programme to which such modules correlate apply.

(2) <sup>1</sup>The following are acceptable forms of module examinations and are assigned only one final mark:

- Written examination
- Oral examination
- Written assignment (including term papers and the bachelor's or master's thesis)
- Presentation
- Presentation and written assignment (a topic is presented orally in a course allocated to the module and is further examined as a term paper)
- Portfolio (within the period of time allotted for completion of written term papers, various aspects of the examination topic are to be addressed cumulatively; the individual assignments are to be compiled in writing)
- Colloquium (presentation with discussion)
- Written assignment and colloquium (obligatory defence of a final thesis or term paper)
- Attestation interview (examination interview on project results or internship achievement)
- Internship report

<sup>2</sup>In cases where a module contains several module examination segments, a maximum of 6 examination segments are permitted.

(3) <sup>1</sup>The time allotted for taking a module examination shall be no less than 30 minutes and no more than 240 minutes. <sup>2</sup>Oral module examinations or attestation interviews shall be at least 5 minutes and at most 60 minutes in length. <sup>3</sup>Course or colloquium presentations shall be at least 5 minutes and at most 90 minutes in length. <sup>4</sup>The period of time allotted for completion of a written term paper shall be no less than 1 week and no more than 4 months; concerning bachelor's and master's theses, the respective study and subject examination regulations apply. <sup>5</sup>The subjects of module examinations and module examination segments pertain to the subject matter of the corresponding course. <sup>6</sup>More detailed information on types and durations of individual examinations and course credit requirements is provided by the study and subject examination regulations.

(4) <sup>1</sup>Individual work is required in both written and oral module examinations and module examination segments. <sup>2</sup>Insofar as course credit requires group work, this group effort must contain sufficient individualised work components.

(5) <sup>1</sup>In written examinations, candidates should demonstrate that they are able to utilise the subject's particular methods to handle and solve problems in a limited amount of time and

with limited resources. <sup>2</sup>Permissible auxiliary aids shall be announced publicly in advance of examinations.

- (6) <sup>1</sup>Minutes detailing the proceedings of written examinations shall be kept and must include any unusual incidents, particularly any attempt by an examination candidate to influence the examination outcome by way of deception or the use of prohibited aids. <sup>2</sup>The examination minutes must be signed by all supervisory personnel and submitted with the completed examinations to those responsible for organising the examination in question.
- (7) <sup>1</sup>Oral examinations are conducted by an examiner in the presence of a co-examiner. <sup>2</sup>Oral examinations may be individual or group examinations. <sup>3</sup>No more than three examination candidates shall participate in a group examination. <sup>4</sup>Upon an examination candidate's substantiated request, an oral examination must be conducted as an individual examination. <sup>5</sup>Paragraph 5 Clause 2 applies accordingly.
- (8) <sup>1</sup>Examination minutes shall be kept for oral examinations. <sup>2</sup>These shall include the names of the examination candidate, the examiner and the co-examiner, as well as the time and date of the examination, an abbreviated description of the examination subject matter and the examination result. <sup>3</sup>These minutes must be signed by both the examiner and the co-examiner.
- (9) <sup>1</sup>Oral examinations are open to all university students and staff. <sup>2</sup>Visitors shall be admitted by the examiner in accordance with available space. <sup>3</sup>Upon an examination candidate's written request, and during the establishment and announcement of the examination result, the public shall be excluded.
- (10) <sup>1</sup>Should the study and subject examination regulations stipulate compulsory attendance of a module's course or courses, a student who is deemed responsible for absences totalling more than two course sessions, or 20% of a block seminar's total in-class time, will be denied admission to the module examination. <sup>2</sup>Should absences total more than five course sessions, or over 40% of a block seminar's total in-class time, students will also be denied admission to the module examination even if the student is not responsible for the cause of the absence.
- (11) In particular well-founded cases (e.g. gaining practical expertise), the study and subject examination regulations may stipulate that proof of certain course achievement (written papers or attestation interviews) is required for admission to the module examination or module examination segment.
- (12) <sup>1</sup>Written examinations may be conducted entirely or partially in a form that requires candidates to indicate which one of several answers to a question he or she deems correct (multiple choice). <sup>2</sup>This type of examination may include single correct answers or several correct answers from the listed possibilities without indication of the number of correct possibilities. <sup>3</sup>Examination questions must allow for reliable examination results. <sup>4</sup>Therefore, all candidates must be presented with the same examination questions; a varying order of questions and answers remains acceptable. <sup>5</sup>When creating the examination questions, answers that will be deemed appropriate must be determined, and point values must be

assigned. <sup>6</sup>Examination questions must be created by at least two examiners. <sup>7</sup>Prior to determining the examination results, the examiners are to review the questions to verify that they are not flawed respective of the specifications in Clause 3. <sup>8</sup>Should this review find that individual questions are flawed, these are not to be considered when determining the final examination results. <sup>9</sup>The number of questions for each individual examination is reduced accordingly. <sup>10</sup>The reduction of examination questions must be factored into the determination of the end result. <sup>11</sup>The reduction of the number of examination questions may not create a disadvantage for the candidate. <sup>12</sup>The examination is considered passed if the candidate has achieved the minimum defined percentage of total possible points (minimum passing limit); the examination is also considered passed if, despite not achieving the minimum passing limit, the number of a candidate's correctly answered questions is no lower than a defined maximum percentage value below the average results of the entire reference group (relative passing rate). <sup>13</sup>If only a portion of the examination is multiple choice, the regulations in this paragraph apply to that portion accordingly.

- (13)<sup>1</sup>For the purpose of improving marks according to the stipulations of the module handbook, optional, supplementary course work, which may be completed within the scope of a course allocated to the module in question, may be offered. <sup>2</sup>With regard to the type and the scope of the optional course work, Paragraphs 2 and 3 apply. <sup>3</sup>The assessment of this work is carried out using a point system; pursuant to §10 Paragraph 2, the assessment of module examination achievement is also based on points corresponding to the respective assessment framework. <sup>4</sup>If the module has been passed, the points from the supplementary course work will be added to the points achieved in the module examination. <sup>5</sup>No more than 20% of the possible module examination points may be earned in the optional course work. <sup>6</sup>All details concerning the optional course work, its completion deadlines as well as the individual and total number of points possible are to be presented in the module handbook or made available in appropriate, binding fashion prior to the start of the individual course.

#### §10 Assessment of examination results

- (1) <sup>1</sup>Pursuant to Article 61 Section 3 of the Bavarian Higher Education Act, examination results are to be assessed according the currently applicable version. <sup>2</sup>Should an examination result of "insufficient" (5,0) be assessed, the examination candidate must be informed of this no later than three months after the day on which the examination was taken.
- (2) <sup>1</sup>The following marks shall be used in assessment of examination results:
- 1 = very good: an outstanding achievement
  - 2 = good: above average achievement
  - 3 = satisfactory: average achievement
  - 4 = sufficient: fulfils minimum requirements despite some deficiencies
  - 5 = insufficient: does not fulfil minimum requirements due to considerable deficiencies

<sup>2</sup>For a more differentiated assessment, the marks may be lowered or raised by 0.3. <sup>3</sup>Marks of 0.7, 4.3, 4.7 and 5.3 are excluded. <sup>3</sup>Numeric marks are to be placed in brackets and added to the mark's verbal description.

- (3) <sup>1</sup>If a module requires several module examination segments, assessment of marks may deviate from Paragraph 2 and occur according to Paragraphs 4 and 5. <sup>2</sup>The same applies to the conversion of marks from a marking system that deviates from Paragraph 2 for the purpose of acknowledging and applying such credit to the student's studies.
- (4) <sup>1</sup>The overall mark for the module group as well as the final mark for the bachelor's or master's examination is the arithmetic mean – shortened to one decimal place – of the marks earned in the individual modules weighted according to their allocated ECTS points pursuant to Appendices 1 and 2 StuFPO. <sup>2</sup>Bachelor's degree programme regulations may stipulate that foundation modules and modules allocated to contextual studies not be included in the calculation of the final mark.
- (5) <sup>1</sup>Final marks are to be indicated according to the following:

1.0 to 1.5	very good
Over 1.5 to 2.5	good
Over 2.5 to 3.5	satisfactory
Over 3.5 to 4.0	sufficient
Over 4.0	insufficient

<sup>2</sup>In transcripts, marks are to be indicated by their verbal form with the numeric equivalent, shortened to one decimal place, added in brackets.

- (6) Should the final mark for the bachelor's or master's thesis fall between 1.0 and 1.2, the additional rating of "with distinction" shall be awarded and included in the student's transcript.
- (7) <sup>1</sup>Assessment of examinations is announced according to the procedure established by the examining board. <sup>2</sup>Individual notification does not occur. <sup>3</sup>Students are obligated to independently, and in a timely manner, acquire necessary information on results and the provisions for repeating examinations stipulated in these regulations.

#### §11 Continuous assessment procedure

- (1) <sup>1</sup>A credit account into which the ECTS points for successfully passed modules are transferred shall be created for each admitted examination candidate. <sup>2</sup>Within the bounds of organisational possibilities, examination candidates shall be able to access and view the status of their accounts at any time.

- (2) <sup>1</sup>An examination is considered passed if a mark of at least “sufficient” (4.0) has been achieved. <sup>2</sup>A module is considered passed if the corresponding examinations have been passed.
- (3) <sup>1</sup>Failed examinations can be repeated one or more times within the maximum limit of study duration according to §30 Paragraph 2 StuFPO. <sup>2</sup>Pursuant to §18, a failed bachelor’s or master’s thesis may be repeated once.
- (4) <sup>1</sup>The repeating of a failed examination extends to the entire module examination. <sup>2</sup>Pusuant to §9 Paragraph 13, optionally completed course work is applied to the assessment, provided that the repetition concerns the first regularly occurring repeat opportunity for the module examination in question.
- (5) The ECTS points for individual module groups of bachelor’s and master’s examinations as well as the required number of credit points for each degree programme are specified in Appendix 1 StuFPO.
- (6) <sup>1</sup>The Study and Subject Examination Regulations may stipulate that a certain number of ECTS points relative to the respective semester of study must be earned cumulatively over the course of a student’s studies (progress monitoring). <sup>2</sup>If this number is not achieved, admission to the bachelor’s or master’s examination expires. <sup>3</sup>Repeating failed examinations is thereafter no longer possible.

(§12 omitted)

## II. Bachelor’s and master’s examinations

### §13 Examination and application dates and deadlines

- (1) Dates and the names of examiners for bachelor’s and master’s examinations shall be announced to the all university students and staff no later than one month prior to the start of examinations.
- (2) Registration dates, including deadlines, for written and oral examinations shall be announced to all university students and staff at the start of the semester in which the examination shall take place.
- (3) <sup>1</sup>If a student does not register sufficiently punctually for module examinations or module examination segments, such that not all module examinations and module examination segments pursuant to §34 StuFPO can be completed on the regular examination dates prior to the end of the maximum allowed duration of study, or if an examination for which a student has registered is not taken, the examinations that have not been completed within the period prescribed are considered initially failed, except where the student is not

responsible for the cause of late registration or absence. <sup>2</sup>Slight exceedance of aforementioned deadlines resulting from the regular scheduling of the examination procedure is permissible.

#### §14 Entrance and admission requirements

- (1) Studies may be started in both the winter and summer semesters.
- (2) Only those persons possessing a qualification in compliance with the applicable version of the Qualification Act (BayRS 2210-1-1-3-K/WK) and who are enrolled in the respective degree programme at the University of Bamberg will be admitted to bachelor's or master's examinations.
- (3) Admission requirements for each of the master's degree programmes are laid out in the corresponding Study and Subject Examination Regulations.
- (4) Specific examination admission requirements are regulated by §33 StuFPO.

#### §15 Admissions procedure, registration deadlines

- (1) <sup>1</sup>Admission to module examinations and module examination segments in bachelor's and master's studies requires registration. <sup>2</sup>The relevant registration deadlines shall be announced to all university students and staff no later than the start of each semester. <sup>3</sup>It must be indicated in this announcement whether registration is to be submitted in electronic or some other form. <sup>4</sup>In deviation from Clause 2, notification of registration deadlines for module examination segments taken as part of a particular course is given by the respective examiners.
- (2) Admission to bachelor's and master's examinations shall be denied if
  1. admissions requirements pursuant to §14 have not been fulfilled, or
  2. the student has already conclusively failed the relevant degree programme in the Faculty of Information Systems and Applied Computer Science or lost his or her examination entitlement, or if admission to the bachelor's examination in the same degree programme at the University of Bamberg has already expired.
- (3) <sup>1</sup>Decisions on admissions to bachelor's and master's examinations shall be announced to all university students and staff. <sup>2</sup>Rejections shall be issued to the student concerned in writing and shall indicate the reasons for the decision.
- (4) Any change of module or module examination segment within the scope of the options for bachelor's or master's examinations must be reported to the Office of Examinations within the period referred to in §13 Paragraph 3.

#### §16 Admission to the bachelor's or master's thesis

- (1) Those persons who fulfil the admission requirements in accordance with §33 StuFPO may be admitted to the bachelor's or master's thesis.
- (2) <sup>1</sup>The examining board shall notify the examination candidate in writing of admission to the bachelor's or master's thesis and of the examiner responsible for topic assignment and supervision. <sup>2</sup>The bachelor's or master's thesis topic shall be assigned to the examination candidate by the examiner following submission of this notification. <sup>3</sup>The date of assignment shall be officially documented.
- (3) With the establishment of valid reasons and with the consent of the examining board, the topic may be returned only once and within four weeks of the topic's assignment.
- (4) <sup>1</sup>The period of time allowed for completion begins at the end of the day on which the bachelor's or master's thesis is assigned. <sup>2</sup>The period is set in accordance with §35 StuFPO. <sup>3</sup>As a rule, completion of the bachelor's or master's thesis must occur within the maximum allowed duration of study pursuant to §30 Paragraph 2 StuFPO. <sup>4</sup>Upon submission of a written request presenting valid reasons, the examining board may extend this completion period by a maximum of one month. <sup>5</sup>In the case of a medically certified illness, the completion period may be suspended for a maximum of six weeks upon written request; should this period be exceeded, the topic assignment is deemed not to have occurred.

#### §17 Form, submission, acceptance and assessment of bachelor's or master's thesis

- (1) <sup>1</sup>The bachelor's or master's thesis must be typed and written in German or English, and must be submitted bound and in duplicate to the Office of Examinations within the defined completion period pursuant to §35 StuFPO. <sup>2</sup>Upon written request issued by the examination candidate, the examining board may, with consent of the examiner, permit the writing of the thesis in another modern language.
- (2) In addition to the bachelor's or master's thesis, the examination candidate must submit a written statement affirming that he or she wrote the thesis independently and did not use any sources or means other than those indicated.
- (3) <sup>1</sup>Should the bachelor's or master's thesis not be submitted within the completion period defined in §35 StuFPO, it shall be assessed with the mark "insufficient" (5.0). <sup>2</sup>If the bachelor's or master's thesis is sent by post, the date of the postmark is decisive in determining adherence to the deadline.
- (4) Should a bachelor's or master's thesis submitted by the appropriate deadline be assessed with the mark "insufficient" (5.0), the examination candidate must be informed of this in writing no later than four months after the date of submission.
- (5) <sup>1</sup>The bachelor's or master's thesis shall be assessed in writing by the examiner responsible for topic assignment and supervision. <sup>2</sup>If the bachelor's or master's thesis is the final credit portion of the degree, the assessment shall be completed no later than four months after the

date of submission. <sup>3</sup>A thesis assessed with the mark of “insufficient” (5.0) must be assessed by a second examiner. <sup>4</sup>In the event of dissenting assessment, the examining board decides on the final mark. <sup>5</sup>The assignment of marks for the bachelor’s or master’s thesis is conducted according to §10 Paragraph 2.

#### §18 Repeating the bachelor’s or master’s thesis

<sup>1</sup>If a bachelor’s or master’s thesis was assessed with the mark of “insufficient” (5.0), the examination candidate may, according to the provisions in §§ 34 and 35 StuFPO and in §§16 and 17, write a second bachelor’s or master’s thesis on a new topic. <sup>2</sup>The examination candidate must promptly apply for the assignment of a topic for the bachelor’s or master’s thesis; upon request, the examining board takes decision on reasonable exceptions. <sup>3</sup>Repeating the bachelor’s or master’s thesis a second time is not permitted.

#### §19 Passing and assessment of the final bachelor’s or master’s examination

The bachelor’s or master’s examination is deemed passed when

- (1) 1. the module examinations and module examination segments of all required modules pursuant to Appendix 1 StuFPO have been passed, and
  2. the bachelor’s or master’s thesis pursuant to §34 Paragraph 2 StuFPO has been assessed with a least the mark of “sufficient.”
- (2) <sup>1</sup>If the number of ECTS points earned in passing a required module is in excess of the ECTS limit for a particular module group, the ECTS points from the worst assessed module in the group shall be reduced relative to the better assessed excess points when calculating the final mark for the bachelor’s or master’s examination. <sup>2</sup>For module groups with variable ECTS limits, the reduction of points is carried out in the worst assessed module such that the lower and upper limits of the module group are maintained and the total number of ECTS points for the variable module groups is not exceeded.

#### §20 Conclusive failure (last attempt) of bachelor’s or master’s examination

- (1) <sup>1</sup>If, following the end of the maximum allowed duration of study pursuant to §30 Paragraph 2 StuFPO, not all required examination and course credit pursuant to §19 Numbers 1 and 2 has been successfully completed, the outstanding examination and course credit must be completed within the semester directly following the end of the maximum allowed duration of study. <sup>2</sup>The examination candidate will be prompted in writing to complete the outstanding credit. <sup>3</sup>If the required examination and course credit has not been completed by the end of this period, the bachelor’s or master’s examination is deemed conclusively failed. <sup>4</sup>The examination procedure is ended at this time. <sup>5</sup>For the purposes of these examination regulations, outstanding examination and course credit or a bachelor’s or

master's thesis in progress can no longer be accepted towards the candidate's degree studies.

- (2) Should the examination candidate exceed the completion period as per Paragraph 1 due to reasons for which he or she is not responsible, the examining board may grant an extension upon request.
- (3) If an examination candidate has conclusively failed the bachelor's or master's examination, he or she shall be notified in writing.

## §21 Examination and degree certificates

- (1) <sup>1</sup>Upon successful completion of the bachelor's or master's examination, students are issued a final examination certificate in both German and English which includes the successfully completed degree, the selected degree programme profile as defined in the Study and Subject Examination Regulations (where applicable), the selected area of specialisation (where applicable), the topic of the bachelor's or master's thesis and the final mark. <sup>2</sup>The certificate bears the date on which the final course, internship or examination credit was assessed. <sup>3</sup>The certificate shall be signed by the chairperson of the examining board and the faculty dean and shall bear the seal of the University of Bamberg. <sup>4</sup>Upon request, the Office of Examinations may issue an interim certificate confirming that a student has completed the bachelor's or master's degree.
- (2) <sup>1</sup>In addition to the final examination certificate, a Transcript of Records that includes the degree earned, the final mark and the total ECTS points earned, the completed modules including the bachelor's or master's thesis and their corresponding marks and ECTS points shall also be issued. <sup>2</sup>Upon request, students who end their studies without completing a degree may receive a Transcript of Records detailing the completed module examination segments and modules and their corresponding marks and obtained ECTS points. <sup>3</sup>Pursuant to Clause 2, the Transcript of Records shall be issued with a supplementary annotation stating that no final examination certificate as per Paragraph 1 shall be issued. <sup>4</sup>Furthermore, it shall be indicated whether or not an examination entitlement still exists for the degree programme pursued at the University of Bamberg. <sup>5</sup>The Transcript of Records shall be signed by the chairperson of the examining board and shall bear the seal of the University of Bamberg.
- (3) <sup>1</sup>In addition to the final examination certificate, a degree certificate certifying the conferral of the academic degree as per §3 shall be issued in German and English. <sup>2</sup>This certificate bears the date of the final examination certificate. <sup>3</sup>The degree certificate shall be signed by the university president and shall bear the seal of the University of Bamberg. <sup>4</sup>On receipt of the degree certificate, the examination candidate is entitled to use the title corresponding to his or her completed academic degree as per Clause 1. <sup>5</sup>Certificates awarded within the scope of arrangements concerning double or joint degrees shall be issued according to the agreements reached with the respective partner university.

- (4) <sup>1</sup>In addition to the final examination certificate, a Diploma Supplement created according to the applicable recommendations of the German Rectors' Conference shall also be issued in English. <sup>2</sup>The Diploma Supplement shall be signed by the chairperson of the examining board and shall bear the seal of the University of Bamberg.
- (5) <sup>1</sup>In addition to the documents specified in Paragraphs 1 to 4, a certificate detailing the candidate's individual duration of study and his or her performance relative to all the students completing the degree in the same semester (rank) shall be issued. <sup>2</sup>This certificate shall include the percentage distribution of all of the degree programme's final marks, provided that the necessary cohort can be formed. <sup>3</sup>The basis for the percentaged distribution of marks will be formed by, in addition to the graduating class, including two preceding graduating classes to form the cohort, provided the cohort comprises at least 15 graduates. <sup>4</sup>If necessary, further preceding classes will be added to the formation of the necessary cohort until it comprises at least 15 graduates. <sup>5</sup>The certificate with the percentaged distribution of final marks shall indicate which graduating classes were factored into the calculation.

### III. Final provisions

#### §22 Additional examinations

- (1) <sup>1</sup>Upon request, a student may submit him- or herself to further examinations for modules within the scope of the bachelor's or master's examination. <sup>2</sup>Recognition of examination achievement pursuant to §6 Paragraph 2 is prohibited.
- (2) <sup>1</sup>The marks earned in the additional module examinations or module examination segments will not be factored into the determination of the final mark of the bachelor's or master's examination. <sup>2</sup>Results of additional examinations shall be issued as a separate certificate.
- (3) <sup>1</sup>Each additional examination may be repeated once. <sup>2</sup>A second repetition is prohibited.
- (4) No additional examinations may be taken after the end of the semester in which the bachelor's or master's examination as per §19 was passed.

#### §23 Special examination arrangements for the severely disabled

- (1) <sup>1</sup>The unique circumstances pertaining to examination candidates with a long-term or permanent disability shall be considered in due form. <sup>2</sup>In particular, disabled examination candidates shall be granted an extension of the time allotted for written examinations when justifiable based on the nature of their disability.
- (2) <sup>1</sup>Special examination arrangements pursuant to Paragraph 1 will only be granted based on an official request. <sup>2</sup>The request must be attached to the examination registration; the nature of the disability must be substantiated by a medical certificate.

#### §24 Special examination arrangements for expectant mothers

- (1) <sup>1</sup>Beginning in the 30<sup>th</sup> week of pregnancy, expectant mothers are entitled to break of 30 minutes for every 2 hours of examination time in which they may, in the company of a member of the supervisory staff, leave the examination facility and take a walk outdoors if they so wish. <sup>2</sup>This break time is added to the examination time allowance. <sup>3</sup>This facilitation shall be granted if the student submits to the Office of Examinations a pursuant request including a medical certificate indicating which week of pregnancy she will be in on the date of the examination no later than four weeks prior to the examination.
- (2) <sup>1</sup>Making use of the period of protection laid out in §3 Paragraph 2 and §6 Paragraph 1 of the Maternity Protection Act, as well the right to parental leave pursuant to Article 88 Paragraph 1 Clause 1 Number 2 of the Bavarian Civil Service Act (*Bayerisches Beamten-gesetz*), §§12 to 15 of leave regulation in the applicable versions is allowed.

#### §25 Invalidity of examinations

- (1) <sup>1</sup>If an examination candidate has cheated during an examination and if this does not become known until after issue of the final examination transcript, the examining board may correct the mark of the examination in question. <sup>2</sup>The examining board may in this case declare the examination or any portion thereof to be failed.
- (2) <sup>1</sup>If, without the examination candidate intentionally having concealed this fact, the requirements for admission to an examination were not fulfilled, and if this fact does not become known until after issue of the final examination transcript, this deficit is considered remedied by the candidate successfully having passed the examination. <sup>2</sup>If the examination candidate intentionally and by illicit means gained admission to the examination in question, the examining board, giving due consideration to general administrative regulations, shall decide on the retraction of the unlawful administrative deed.
- (3) The examination candidate shall be given the opportunity to make a statement before the decision is taken.
- (4) <sup>1</sup>The flawed examination certificate shall be revoked and reissued as appropriate. <sup>2</sup>The application of Paragraph 1 and Paragraph 2 Clause 2 to decisions taken after a period of five years beginning with the examination certificate's date of issue is prohibited.

#### §26 Inspection of examination records

<sup>1</sup>Following the end of the applicable examination period, the examination candidate may upon request be granted the opportunity to inspect his or her examinations, the assessment records pertaining to the bachelor's or master's thesis and any examination minutes. <sup>2</sup>The chairperson of the examining board shall determine the location and time of the inspection.

## §27 Public notification

Public notification as defined by these regulations shall be made available to all university students and staff in the Office of Examination's designated manner.

## §28 Effective date

- (1) These regulations enter into effect beginning on the day after their announcement.
- (2) <sup>1</sup>At the same time, the General Examination Regulations for bachelor's and master's degree programmes in the University of Bamberg's Faculty of Information Systems and Applied Computer Science of 30 September 2005 (citation: [http://www.uni-bamberg.de/fileadmin/uni/amtliche\\_veroeffentlichungen/2005/2005-51.pdf](http://www.uni-bamberg.de/fileadmin/uni/amtliche_veroeffentlichungen/2005/2005-51.pdf)) last amended by the ordinance of 9 March 2007 expire. <sup>2</sup>The transitional provisions established by the ordinance to amend the General Examination Regulations for bachelor's and master's degree programmes in the University of Bamberg's Faculty of Information Systems and Applied Computer Science of 30 September 2005 remain unaffected.

Issued on the basis of the resolution of the University of Bamberg's University Governance pursuant to Article 20 Paragraph 4 BayHSchG of 11 March 2008, as well as the approval of the University of Bamberg's President on 31 March 2008 pursuant to Article 13 Paragraph 2 Clause 2 in conjunction with Article 61 Paragraph 2 Clause 1 BayHSchG.

Bamberg, 31 March 2008

Prof. Dr. Dr. habil. G. Ruppert

President

The ordinance was laid down on 31 March 2008 at the University of Bamberg; this was made public in the university by posting on the same day. The date of notification is therefore 31 March 2008.