

ASPO (General Academic and Examination Regulations) for the Bachelor's and Master's Programmes Offered by Julius-Maximilians-Universität Würzburg (JMU)

of 1 July 2015

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Art. 13 (1) Sentence 2 in conjunction with Art. 58 (1) Sentence 1 and Art. 61 (2) Sentence 1 *Bayerisches Hochschulgesetz* (Bavarian higher education act, BayHSchG) of 23 May 2006 (*Bayerisches Gesetz- und Verordnungsblatt* (Bavarian law and ordinance gazette, GVBl) p. 245, *Bayerische Rechtssammlung* (collection of Bavarian laws, BayRS) 2210-1-1- WFK) as amended from time to time forms the framework for the following General Academic and Examination Regulations decreed by Julius-Maximilians-Universität Würzburg (JMU).

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Preamble

¹Julius-Maximilians-Universität Würzburg (JMU) is committed to achieving the highest international standards in research and teaching. ²This commitment is the basis for the general academic and examination regulations laid down in the present document as well as for the additional regulations governing Bachelor's and Master's programmes.

Part 1: General Provisions

§ 1 Scope

(1) ¹The provisions laid down in this ASPO (general academic and examination regulations) shall apply to all Bachelor's and consecutive Master's programmes offered by JMU that are studied full time; degree programmes that are studied part time shall be governed by the provisions of Appendix 4 to this ASPO. ²This ASPO shall apply unless different provisions are laid down in the FSB (subject-specific provisions) for the individual degree subjects. ³It shall, however, not apply if and so long as the individual degree subjects have their own academic and examination regulations for programmes leading to the degrees referred to above. ⁴In the event of degree subjects abandoning their own academic and examination regulations for Bachelor's and consecutive Master's programmes that existed prior to the effective date of these Regulations, this ASPO shall apply.

(2) ¹The FSB as examination and programme regulations for the individual degree subjects supplement these Regulations and contain provisions on matters including, but not limited to, programme progression as well as programme-specific prerequisites for admission to assessments and assessment standards. ²Additional provisions are set out below.

§ 2 Aims and Objectives of Degree Programmes, Purpose of Assessments

(1) ¹Bachelor's programmes lead to an undergraduate degree in the subject or (in the case of subject combinations) in the subjects in question. ²Students pursuing a Bachelor's degree become familiar with the fundamental principles of the academic discipline in question and acquire methodological and occupational skills as well as academic writing and research skills. ³The assessments to be taken over the course of the programme have the objective of assessing whether students are proficient in the fundamental principles of the academic discipline in question, have acquired methodological, transferable and occupational skills and are prepared to transition to professional practice.

(2) ¹Master's programmes lead to a further professional and research-oriented university degree in the subject or (in the case of subject combinations) in the subjects in question. ²Master's programmes provide the opportunity for professional and academic specialisation and can be either 'application oriented' or 'research oriented' as specified in the applicable FSB. ³Interdisciplinary programmes or programmes in other disciplines, consecutive Master's programmes build on the knowledge and skills previously developed by students (while studying for a Bachelor's degree) and give them the opportunity to deepen, expand and enhance that knowledge and those skills. ⁴The assessments to be taken over the course of the programme have the objective of assessing whether students have developed the profound specialist knowledge and skills necessary for transitioning to professional practice, whether they are able to grasp their discipline and whether they are able to work independently according to academic standards.

(3) ¹Both Bachelor's and Master's programmes teach students how to apply their knowledge and skills to make a contribution to the community. ²In addition, they foster the personal development of students.

(4) Both Bachelor's and Master's programmes require students to write a thesis in which they are expected to demonstrate their ability to research and write independently on a problem in the discipline in question within a given time frame and adhering to the principles of good academic practice.

§ 3 Degrees

(1) Upon successful completion of a Bachelor's or Master's programme, students shall be conferred, in accordance with the relevant provisions, in particular the provisions laid down in the *Ländergemeinsame Strukturvorgaben für die Akkreditierung von Bachelor- und Masterstudiengängen* (common structural

guidelines of the Länder for the accreditation of Bachelor's and Master's study courses) of 10 October 2023 as amended from time to time, as further specified by the *Bayerische Studienakkreditierungsverordnung* (Bavarian regulation on the accreditation of degree programmes, BayStudAkkV) of 13 April 2018 (GVBl. p. 264, BayRS 2210-1-1-13-K) as amended from time to time (hereinafter referred to as *Ländergemeinsame Strukturvorgaben*), an academic degree as specified in the applicable FSB.

(2) ¹In two-subject Bachelor's or Master's programmes, students shall be conferred the academic degree identified in the FSB for the subject in which they write their thesis. ²If a student is writing an interdisciplinary thesis within the meaning of § 26 (2), the thesis supervisor or supervisors and the student must agree, prior to the assignment of the thesis topic, on which academic degree is to be conferred on the student and which of the two examination committees is to be responsible for conducting the thesis assessment process. ³If no agreement is reached on these two questions, § 26 (2) Sentence 3 shall apply; in this case, students shall be conferred the academic degree identified in the FSB for the subject in which they write their thesis.

(3) ¹Holders of a Bachelor's degree normally qualify for admission to postgraduate studies, including, but not limited to, Master's programmes. ²In addition, applicants may have to meet other requirements to qualify for admission to postgraduate studies. ³Detailed regulations are set out in the relevant regulations.

(4) ¹In accordance with the provisions set out in the relevant doctoral regulations, holders of a Master's degree normally qualify for admission to doctoral programmes. ²The above shall apply, mutatis mutandis, to graduates from Bachelor's programmes for direct admission without completion of another degree.

§ 4 Academic Advising, Obligation of Students to Stay Current on Information

(1) ¹JMU offers a wide range of advisory services. ²These include the provision of information and advice on general university-related issues, e.g. degree programmes offered, commencing studies, changing degree subjects or transferring to another university. ³In addition, JMU also offers advisory services with regard to specific questions and issues, such as avoiding overlaps in two-subject degree programmes, career planning and issues concerning students planning to spend some time studying abroad, students with chronic health conditions or disabilities as well as student parents. ⁴Information on advisory services offered and the competent advice centres is provided on the web pages of JMU.

(2) ¹JMU uses an electronic system for information purposes and for the management of degree subjects. ²Students must, on their own initiative, stay current on announcements published electronically or via the University's notice boards.

§ 5 Prerequisites for Admission to Bachelor's Programmes, Recommended Fundamental Knowledge and Skills

(1) ¹To qualify for admission to a Bachelor's programme, individuals must possess a general higher education entrance qualification or a relevant subject-restricted higher education entrance qualification and must meet the prerequisites defined in the *Verordnung über die Qualifikation für ein Studium an den Hochschulen des Freistaates Bayern und den staatlich anerkannten nichtstaatlichen Hochschulen* (regulations on the qualification for study at universities of the Free State of Bavaria and state-accredited private universities, *Qualifikationsverordnung - QualIV*) document of 2 November 2007 (GVBl. 2007, p. 767) as well as in the JMU Bylaws on Admission (*Hochschulzulassungssatzung*) of 9 January 2020 (available for download at: <http://www.uni-wuerzburg.de/amt/veroeffentlichungen/2020-1.pdf>) and the JMU Bylaws on Application Eligibility (*Hochschulzugangssatzung*) of 28 September 2009 (available for download at: <http://www.uni-wuerzburg.de/amt/veroeffentlichungen/2009-79.pdf>), each as amended from time to time. ²Apart from that, there are no other prerequisites for admission, unless, in exceptional cases, different regulations, in particular regulations regarding the requirement to successfully complete an aptitude assessment procedure or aptitude test, have been laid down in the applicable FSB. ³Detailed regulations governing those procedures are laid down in the applicable FSB. ⁴The Faculty or Faculties offering the degree subject in question shall be responsible for conducting those procedures. ⁵Applicants who successfully completed an aptitude assessment procedure or aptitude test at JMU shall be entitled to commence studies in the corresponding Bachelor's programme so long as no fundamental changes are made to the respective subject with the respective number of ECTS credits. ⁶Without prejudice to the provisions set out in the applicable FSB, applicants will only be offered one opportunity to re-take

aptitude tests or repeat aptitude assessment procedures they did not successfully complete at JMU in the subject in question. ⁷Applicants applying for admission to a subject semester other than the first and seeking to transfer from another higher education institution to JMU and study a subject admission to which requires successful completion of an aptitude test or aptitude assessment procedure shall only be required to take that aptitude test or complete that aptitude assessment procedure at JMU if the test taken (or procedure completed) at that other higher education institution differs significantly from the test to be taken (or procedure to be completed) at JMU with regard to the knowledge and skills to be demonstrated. ⁸In addition, the applicable FSB may identify fundamental knowledge and skills that are recommended for individuals considering application.

(2) ¹Admission restrictions may be put in place for individual degree subjects in cases where there is no aptitude assessment procedure. ²Detailed regulations on restricted admission are laid down in the applicable regulations decreed by the University, in particular in the JMU Bylaws on the Maximum Number of Admissions (*Zulassungszahlsatzung*) as amended from time to time.

(3) ¹Applicants seeking admission to a Bachelor's programme admission to which requires successful completion of an aptitude assessment procedure or aptitude test must submit their applications in due form and time, within a specified preclusive period, directly to the competent officials at the competent Faculty of JMU; details on said preclusive period and competent officials shall be published by the competent Faculty in the customary manner and via suitable electronic systems. ²The preceding provision shall also apply to those applicants who, according to (1) Sentence 5 or 7, will not normally have to go through another aptitude assessment procedure or take another aptitude test. ³Applicants seeking admission to degree subjects in restricted-admission Bachelor's programmes must submit their applications in due form and time, within the applicable preclusive period, electronically via JMU's application portal. ⁴Details on the applicable deadlines will be published in the customary manner and via suitable electronic systems. ⁵For all other Bachelor's programmes, students must enrol at Student Affairs within the normal enrolment deadline.

(4) ¹Admission to a Bachelor's programme must be denied if the applicant has already had to terminate studies in the respective subject with the respective number of ECTS credits or the respective subject combination at JMU or at another higher education institution with no award. ²In addition, applicants seeking to transfer to JMU to continue studies in the respective subject or subject combination they have commenced at another higher education institution must be denied admission if they failed all permissible attempts at passing an examination or assessment that they were required to pass as per the applicable examination regulations or are permanently unable to fulfil the requirements for registering for an examination or assessment due to reasons other than circumstances beyond their control unless they change to another degree programme. ³Applicants who already have successfully completed the respective subject or the respective subject combination with the respective number of ECTS credits at JMU or at another higher education institution must also be denied admission.

§ 6 Prerequisites for Admission to Master's Programmes, Recommended Fundamental Knowledge and Skills

(1) ¹To qualify for admission to a Master's programme, applicants must furnish proof of having successfully completed a Bachelor's programme with no less than 180 ECTS credits at JMU or at another higher education institution or proof of having completed an equivalent German or foreign qualification (e.g. state examination, degrees completed at *Berufsakademie* colleges (colleges of cooperative education) that comply with the minimum standards defined by the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder of the Federal Republic of Germany, KMK). ²The above notwithstanding, the applicable FSB may, in particular, include the requirement that applicants must furnish proof of having developed certain knowledge and skills (learning outcomes) during their first degree. ³In this context, the FSB may identify individual degree programmes or degree programme components offered by JMU that equip students with the required minimum knowledge and skills. ⁴In addition to a first university degree or equivalent qualification, prerequisites for admission may, if provided in the applicable FSB, also include successful completion of an aptitude assessment procedure. ⁵Detailed regulations governing those procedures are laid down in the applicable FSB. ⁶The Faculty or Faculties offering the degree subject in question shall be responsible for conducting those procedures. ⁷Applicants who successfully completed an aptitude assessment procedure at JMU shall be entitled to commence studies in the corresponding Master's programme at JMU so long as no fundamental changes are made to the respective subject with the respective number of ECTS credits. ⁸Without prejudice to the provisions set out in the applicable FSB, applicants will only be offered one opportunity to repeat aptitude assessment procedures they did not successfully complete at JMU in the

subject in question. ⁹Applicants applying for admission to a subject semester other than the first and seeking to transfer from another higher education institution to JMU and study a subject admission to which requires successful completion of an aptitude assessment procedure shall only be required to complete that aptitude assessment procedure at JMU if the procedure completed at that other higher education institution differs significantly from the procedure to be taken at JMU with regard to the knowledge and skills to be demonstrated. ¹⁰In addition, the applicable FSB may identify fundamental knowledge and skills that are recommended for individuals considering application.

(2) ¹Admission restrictions may be put in place for individual degree subjects. ²Detailed regulations on restricted admission are laid down in the applicable regulations decreed by the University, in particular in the JMU Bylaws on the Maximum Number of Admissions (*Zulassungszahlsatzung*) as amended from time to time.

(3) ¹Applicants seeking admission to a Master's programme admission to which requires successful completion of an aptitude assessment procedure must submit their applications in due form and time, within a specified preclusive period, directly to the competent officials at the competent Faculty of JMU; details on said preclusive period and competent officials shall be published by the competent Faculty in the customary manner and shall be published online. ²The preceding provision shall also apply to those applicants who, according to (1) Sentence 7 or 9, will not normally have to go through another aptitude assessment procedure. ³Applicants seeking admission to degree subjects in restricted-admission Master's programmes must submit their applications in due form and time within a specified preclusive period. ⁴Details on the applicable deadlines will be published in the customary manner and via suitable electronic systems. ⁵In particular, an electronic application procedure may be foreseen for Master's programmes. ⁶For those Master's programmes admission to which does not require successful completion of an aptitude assessment procedure and/or admission to which is not restricted, students must enrol at Student Affairs within the normal enrolment deadline.

(4) ¹Admission to a Master's programme must be denied if the applicant has already had to terminate studies in the respective subject with the respective number of ECTS credits or the respective subject combination at JMU or at another higher education institution with no award. ²In addition, applicants seeking to transfer to JMU to continue studies in the respective subject or subject combination they have commenced at another higher education institution must be denied admission if they failed all permissible attempts at passing an examination or assessment that they were required to pass as per the applicable examination regulations or are permanently unable to fulfil the requirements for registering for an examination or assessment due to reasons other than circumstances beyond their control unless they change to another degree programme. ³Applicants who already have successfully completed the respective subject or the respective subject combination with the respective number of ECTS credits at JMU or at another higher education institution must also be denied admission.

§ 7 Start of Programmes

Usually and unless otherwise provided in the applicable FSB, Bachelor's degree subjects offer winter intake only and Master's degree subjects offer both winter and summer intake.

§ 8 Modular Structure of Programmes

(1) ¹The Bachelor's and Master's subjects are organised into modules. ²Modules must be developed and designed in accordance with the guidelines laid down in the *Ländergemeinsame Strukturvorgaben* document. ³A module represents a self-contained study unit with defined contents which is to be completed within a defined time frame and is allocated a certain number of ECTS credits. ⁴A module may comprise a variety of teaching and learning methods. ⁵The content covered in a module must be limited to an amount that can under normal circumstances be covered within one semester or one (academic) year. ⁶In certain cases, modules may have a duration of more than two semesters; this shall always require written justification. ⁷Modules offered by JMU must always be allocated an integer number of ECTS credits. ⁸They should be allocated at least five ECTS credits; any deviations from this rule shall require separate written justification.

(2) ¹The material covered on assessments and the methods of assessment for a module must align with the intended learning outcomes (knowledge and skills) defined for that module. ²The scope of assessments must be limited to the necessary extent. ³Usually, modules thus have only one in-module assessment; in exceptional cases, modules may have more than one assessment; this shall always require written justification. ⁴Detailed provisions regarding assessments are set out in Part 2 of these

Regulations. ⁵In exceptional cases - this shall always require written justification - a prerequisite module may be required to be passed before a student may be admitted to assessment in another module and permitted to attend the courses in that other module.

(3) ¹JMU module descriptions include elements that are of statutory relevance, which are listed in Appendix 1 to these Regulations, and elements that are not of statutory relevance. ²Details on those elements that are of statutory relevance are specified in the applicable FSB; in addition to these elements, the module descriptions found in the module catalogues also contain the elements that are not of statutory relevance. ³These must specify, among other things, who is responsible for a particular module (module coordinator), what subject-specific, methodological, practical and interdisciplinary contents are to be covered in that module and what learning outcomes are to be achieved. ⁴These must be in line with the overall aims of the degree subject in question. ⁵Module descriptions shall be prepared and kept up to date by those organisational units at JMU that are responsible for the modules in question. ⁶The descriptions used must comply with the guidelines laid down in the *Ländergemeinsame Strukturvorgaben* document.

(4) ¹Module catalogues shall normally be published electronically. ²Module descriptions that have been published shall be binding as of the semester in which they were published and shall be in force until changes are notified on a new publication date.

§ 9 European Credit Transfer and Accumulation System (ECTS)

¹In accordance with ECTS guidelines, modules shall be allocated a certain number of ECTS credits. ²These describe the required student workload. ³The term workload refers to the total amount of time needed by students to achieve the learning outcomes expected for a particular module, i.e. contact hours, time spent preparing for assessments, completing assessments and sitting examinations as well as independent study. ⁴One ECTS credit represents an average student's workload of 25 to 30 hours. ⁵Usually, the number of ECTS credits allocated to a semester is 30. ⁶Minor deviations from this rule shall only be permitted if the number of ECTS credits to be achieved in one academic year is exactly 60. ⁷To be awarded ECTS credits for a module, students must successfully complete all required assessment components of the module in question.

§ 10 Structure of Programmes

(1) ¹Programmes shall be divided into a mandatory courses area and/or one or several mandatory electives areas and an area of degree finalisation; in addition, Bachelor's programmes shall comprise a transferable skills area. ²The FSB for each degree subject shall include an appendix in the form of a mandatory SFB (list of modules) listing the modules of the subject in question along with those of their elements that are of statutory relevance. ³If provided for in the applicable FSB, the areas referred to above may be divided into a maximum of two levels of sub-areas, focus areas and module groups, each of which - with the exception of module groups - will be allocated a certain number of ECTS credits. ⁴Module groups merely serve the purpose of categorising modules; they are not allocated any ECTS credits. ⁵In cases where it is planned to include modules in the SFB for a particular degree subject that are offered by a Faculty other than the one(s) offering that subject, prior written consent must be obtained from the Faculty offering the modules in question.

(2) ¹The list of modules offered in a mandatory electives area as well as in the transferable skills area that is included in the SFB is not exhaustive. ²Subject to the condition that an amendment to the relevant FSB is adopted at a later date, the competent examination committee may authorise that additional modules be added in a fast-track procedure, e.g. upon receipt of a written and duly justified request from a student. ³In this context, (1) Sentence 5 shall apply *mutatis mutandis*. ⁴Such amendment must be adopted no later than one year after the first-time implementation of the procedure described in Sentence 2 above.

(3) ¹The area of degree finalisation consists of the thesis module. ²In the case of single-subject degree programmes or combinations of a major and a minor, the area of degree finalisation may, if provided for in the applicable FSB, comprise additional modules, including, but not limited to, the thesis defence module, admission to which is conditional on successful completion of the thesis. ³Normally, a Bachelor's thesis must be worth 10 ECTS credits and a Master's thesis 30 ECTS credits. ⁴According to the *Ländergemeinsame Strukturvorgaben* document, in single-subject degree programmes and programmes combining a major and a minor, a Bachelor's thesis may be worth any number between 6 and 12 ECTS credits and a Master's thesis may be worth any number between 15 and 30 ECTS credits,

with the corresponding adjustments being made to the number of ECTS credits allocated to the mandatory courses and/or mandatory electives area. ⁵If a Bachelor's programme includes a thesis defence, the thesis and the thesis defence together must be worth a total of up to 15 ECTS credits. ⁶If a Master's programme includes a thesis defence, the thesis and the thesis defence together must be worth a total of up to 30 ECTS credits.

(4) ¹Students enrolled in a Bachelor's programme shall develop knowledge and skills worth a total of 20 ECTS credits in modules from the transferable skills area. ²That knowledge and those skills include methodological, interpersonal and communication skills related to the discipline in question as well as fundamental knowledge and skills in other disciplines. ³The transferable skills area must be divided into the sub-areas of subject-specific transferable skills and general transferable skills, with the sub-area of subject-specific transferable skills being allocated 15 ECTS credits and the sub-area of general transferable skills being allocated 5 ECTS credits. ⁴Within the sub-area of general transferable skills, students may select modules from JMU's pool of general transferable skills as listed in the *Ergänzende Bestimmungen für den Pool der allgemeinen Schlüsselqualifikationen (ASQ-Pool) im Rahmen eines Bachelor-Studiums an der Julius-Maximilians-Universität Würzburg* (supplementary regulations for the pool of general transferable skills (ASQ pool) for Bachelor's programmes offered by Julius-Maximilians-Universität Würzburg) document (as amended from time to time); in exceptional and duly justified cases, the organisational unit (Institute, Faculty) offering a particular ASQ module may explicitly bar its own students or students studying particular subjects from taking that module. ⁵This option to bar certain students from taking certain modules shall, for example, be available for modules from particular subjects that were specifically designed for students of other subjects. ⁶If a particular module is not open to all students, the list of modules offered as part of the pool of general transferable skills shall state that fact. ⁷The FSB for the individual degree subjects may include recommendations on which of the modules on offer should be taken. ⁸In addition to the existing pool of general transferable skills modules, Bachelor's degree subjects with 180 or 120 ECTS credits may offer general transferable skills modules exclusively for their own students. ⁹This shall not be permitted, however, for Bachelor's degree subjects with 75 or 60 ECTS credits.

(5) ¹Students studying for a Bachelor's degree with two majors (each worth 75 ECTS credits) must earn the 5 ECTS credits from the sub-area of general transferable skills that are required according to (4) Sentence 3 from modules offered as part of the pool of general transferable skills. ²The 15 ECTS credits from the sub-area of subject-specific transferable skills that are required according to (4) Sentence 3 must be divided up by those students between their two majors, and the minimum number of credits that must be earned from modules from either major shall be 5 (which means that the maximum number of credits that can be earned in any one of the two majors is 10).³It must be ensured that each degree subject offers modules in the sub-area of subject-specific transferable skills that are worth at least 10 ECTS credits.

§ 11 Length of Programmes, Subject Combinations

(1) ¹The standard length of consecutive Bachelor's and Master's programmes shall be ten semesters (five years) in which students will be expected to earn a total of 300 ECTS credits. ²In accordance with the guidelines laid down in the *Ländergemeinsame Strukturvorgaben* document, the standard length of full-time Bachelor's programmes shall be six, seven or eight semesters; for full-time Master's programmes, it shall be four, three or two semesters. ³In exceptional cases and provided that the programme in question is organised accordingly, the standard length of programme may be shorter or longer. ⁴To earn a Bachelor's degree, a student must earn no less than 180 ECTS credits. ⁵To earn a Master's degree, a student must normally earn 300 ECTS credits; this number includes the ECTS credits earned by that student towards their undergraduate degree. ⁶As a rule, the standard length of the Bachelor's programmes offered by JMU shall be six semesters, in which students shall be required to earn 180 ECTS credits. ⁷Single-subject Bachelor's programmes may have a standard length of seven or eight semesters, in which students shall be required to earn 210 or 240 ECTS credits respectively. ⁸As a rule, the standard length of Master's programmes shall be four semesters, in which students shall be required to earn 120 ECTS credits. ⁹Single-subject Master's programmes may have a standard length of two or three semesters, in which students shall be required to earn 60 or 90 ECTS credits respectively.

(2) With regard to the total number of ECTS credits to be earned and with regard to subject combinations and the number of ECTS credits to be earned in the individual areas, the following options are available for Bachelor's programmes with a standard length of six semesters:

1. ¹Single-subject programmes with 180 ECTS credits, 10 of which must be earned in the area of degree finalisation and 20 of which must be earned in the transferable skills area. ¹¹The mandatory

courses area should be worth a minimum of 60 ECTS credits, and the mandatory electives area should be worth a maximum of 90 ECTS credits.

2. ¹Combinations of two majors of equal weighting with 75 ECTS credits each plus 10 ECTS credits to be earned in the area of degree finalisation and a total of 20 ECTS credits to be earned in the transferable skills area. ²In each major, the mandatory courses area should be worth 60 ECTS credits and the mandatory electives area should be worth 15 ECTS credits.
3. ¹Combinations of a major with 120 ECTS credits and a minor with 60 ECTS credits, with 10 of the ECTS credits required for the major to be earned in the area of degree finalisation and 20 of the ECTS credits required for the major to be earned in the transferable skills area. ²In the major, the mandatory courses area should be worth a minimum of 60 ECTS credits and the mandatory electives area should be worth a maximum of 30 ECTS credits. ³In the minor, the mandatory courses area should be worth a minimum of 30 ECTS credits and the mandatory electives area should be worth a maximum of 30 ECTS credits.

(3) With regard to the total number of ECTS credits to be earned and the number of ECTS credits to be earned in the individual areas, the following option is available for single-subject Bachelor's programmes with a standard length of seven semesters:

¹Single-subject programmes with 210 ECTS credits, 10 of which must be earned in the area of degree finalisation and 20 of which must be earned in the transferable skills area. ²The mandatory courses area should be worth a minimum of 60 ECTS credits, and the mandatory electives area should be worth a maximum of 120 ECTS credits.

(4) With regard to the total number of ECTS credits to be earned and the number of ECTS credits to be earned in the individual areas, the following option is available for single-subject Bachelor's programmes with a standard length of eight semesters:

¹Single-subject programmes with 240 ECTS credits, 10 of which must be earned in the area of degree finalisation and 20 of which must be earned in the transferable skills area. ²The mandatory courses area should be worth a minimum of 60 ECTS credits, and the mandatory electives area should be worth a maximum of 150 ECTS credits.

(5) ¹In exceptional and duly justified cases, the regulations on the distribution of ECTS credits among the mandatory courses and mandatory electives area (if any) laid down in the applicable FSB may differ from the regulations on the distribution of ECTS credits laid down in (2) to (4). ²Where single-subject programmes or combinations of a major and a minor are concerned, the regulations on the number of ECTS credits to be allocated to the area of degree finalisation laid down in the applicable FSB may also differ from the regulations laid down herein.

(6) With regard to the total number of ECTS credits to be earned and with regard to subject combinations and the number of ECTS credits to be earned in the individual areas, the following options are available for Master's programmes with a standard length of four semesters:

1. Single-subject programmes with 120 ECTS credits, 30 of which must be earned in the area of degree finalisation.
2. Combinations of two majors of equal weighting with 45 ECTS credits each plus 30 ECTS credits to be earned in the area of degree finalisation.

(7) With regard to the total number of ECTS credits to be earned and the number of ECTS credits to be earned in the individual areas, the following option is available for single-subject Master's programmes with a standard length of three semesters:

Single-subject programmes with 90 ECTS credits, 30 of which must be earned in the area of degree finalisation.

(8) With regard to the total number of ECTS credits to be earned and the number of ECTS credits to be earned in the individual areas, the following option is available for single-subject Master's programmes with a standard length of two semesters:

Single-subject programmes with 60 ECTS credits, 30 of which must be earned in the area of degree finalisation.

(9) ¹Where Master's programmes are concerned, regulations on the distribution of the total number of ECTS credits among the mandatory courses and mandatory electives area (if any) according to (6) to (8) must be laid down in the applicable FSB. ²Where single-subject programmes are concerned, the

regulations on the number of ECTS credits to be allocated to the area of degree finalisation laid down in the applicable FSB may also differ from the regulations laid down herein.

(10) ¹Unless the FSBs for the degree subjects in question provide for restrictions on the selection of subject combinations, students planning to enrol in a Bachelor's or Master's programme and study a combination of two subjects are free to choose any two subjects and any combination model offered for those subjects from among the options on offer. ²Information on possible subject combinations without overlaps is available from the Central Academic Advisory Service and the Course Advisory Services. ³Specific combinations of two subjects in two-subject degree programmes may be given characteristic names, provided that both Faculties concerned wish to do so and uniform regulations are laid down in the applicable FSBs. ⁴When combining subjects, students shall not be permitted to combine two different combination models of one and the same subject with each other. ⁵Students shall not be permitted to study combinations of subjects that have identical mandatory courses. ⁶Apart from that, students shall not be permitted to study for two degrees in the same major at the same time.

(11) ¹To ensure that they are able to complete their programme within the designated time, students are recommended to take modules in a particular order. ²In many cases, modules build upon one another. ³The Faculty offering the subject in question (if a subject is offered by two or more Faculties: the Faculties jointly) shall issue recommendations for programme progression. ⁴Wherever possible, these recommendations should identify time slots where students can complete work placements and/or periods of study abroad without losing time to graduation.

(12) In cases where students are studying a combination of two degree subjects, there shall not be a separate subject semester count for each subject.

§ 12 Teaching Methods

(1) ¹JMU offers different types of courses. ²Teaching methods include:

1. Lectures (V):

¹Lectures discuss how different topics in a subject relate to each other and are designed to systematically develop the students' theoretical knowledge. ²Taking recent research findings into account, lectures discuss defined topics in a clear and precise manner.

2. Seminars (S):

¹During seminars, students gain deeper insights into selected topics. ²Students play an active part by giving presentations or talks as well as leading or participating in discussions.

3. Exercises (Ü):

¹Exercises accompany other courses and give students the opportunity to enhance their knowledge and skills. ²Courses centre around the independent completion of exercises and the discussion of solutions. ³Exercises may also have practical components.

4. Practical courses, work placements (P)

Held either in university or non-university settings, practical courses and work placements equip students with knowledge and skills to develop proficiency in the methods of their disciplines.

5. Projects (R):

Projects usually give students the opportunity to enhance their team working skills and learn how to develop, implement and present ideas, the overall aim being to develop the ability to tackle a non-trivial task, define project goals and develop interdisciplinary solutions to problems.

6. Colloquia, thesis defence sessions (K):

During colloquia or thesis defence sessions, students give oral presentations of the main results of written work or demonstrate their ability to apply the knowledge and skills they have developed at university in their entirety.

7. Tutorials (T):

Aimed at students in the early stages of their degrees, tutorials accompany other courses and give students the opportunity to revise the topics covered in those courses and explore them in more detail.

8. Field trips (E):

Field trips give students insights into practice and support the educational outcome of courses.

³In addition, other teaching methods may be used; details on those methods are set out in the applicable FSB.

(2) Insofar as this is technologically possible, courses may use eLearning (using no means of communication other than electronic) as well as blended learning (a combination of 'traditional' teaching methods and the use of electronic means of communication).

(3) ¹Courses are usually taught in German. ²If the applicable SFB provides for this option, the lecturer may, after consultation with the module coordinator, make the decision to teach a particular course in a language other than German. ³Students shall have no entitlement to this.

(4) Students must register for the individual courses electronically within the prescribed deadlines.

(5) ¹All courses in Bachelor's or Master's programmes are assigned to modules. ²A module that was successfully completed may only be counted once in a particular degree programme. ³Modules already used in a Bachelor's programme should not be used in the consecutive Master's programme.

(6) ¹In circumstances where not enough students have registered for a particular module offered in the mandatory electives area or the transferable skills area within a particular programme, there is no entitlement that that module is taught. ²The same shall apply in circumstances where there is no suitable lecturer available to deliver a particular course at JMU. ³It must be ensured, however, that students can study the mandatory electives area as such as well as the specialisation or the focus offered (if any).

(7) ¹It shall be permitted to limit the number of places on courses that are assigned to modules offered as part of the mandatory electives area or the transferable skills area (provided that those courses are not assigned to a mandatory module offered as part of that area) in cases where those courses have limited course capacity. ²Detailed regulations on matters including, but not limited to, the number of available places, selection criteria and the selection process shall be laid down in the applicable FSB. ³Restrictions as per Sentences 1 and 2 shall not be permitted for mandatory courses.

Part 2: Assessments

§ 13 Required Number of ECTS Credits, Time Limits

(1) ¹To successfully complete a Bachelor's programme, students must earn a total of 180 (for programmes with a standard length of six semesters), 210 (for programmes with a standard length of seven semesters) or 240 ECTS credits (for programmes with a standard length of eight semesters) in one or, in the case of a subject combination, in the two subjects. ²The distribution of the total number of required ECTS credits among the individual areas as well as sub-areas and/or focus areas (if any) of the degree subject or subjects in question must be in accordance with the relevant regulations.

(2) ¹To successfully complete a Master's programme, students must earn a total of 60 (for programmes with a standard length of two semesters), 90 (for programmes with a standard length of three semesters) or 120 ECTS credits (for programmes with a standard length of four semesters) in one or, in the case of a subject combination, in the two subjects. ²The distribution of the total number of required ECTS credits among the individual areas as well as sub-areas and/or focus areas (if any) of the degree subject or subjects in question must be in accordance with the relevant regulations.

(3) Students should earn the number of ECTS credits required as per (1) and (2) within the standard length of their programme.

(4) ¹Students who fail to earn the required number of ECTS credits and furnish evidence thereof to the Examination Office by the end of the second subject semester after the end of the standard length of their programme shall be deemed to have failed their first attempt to successfully complete the Bachelor's or Master's programme in the subject combination in question. ²Students who fail to earn the required number of ECTS credits and furnish evidence thereof to the Examination Office by the end of one more additional semester shall be required to terminate the Bachelor's or Master's programme in the subject combination in question with no award. ³Without prejudice to the provisions of § 26 (8), an assessment assigned to a particular semester that was scheduled for, or the results of which are notified to students on, a date at the beginning of the semester immediately following that semester shall be deemed to have been taken in the semester to which it was assigned. ⁴The Examination Office shall be responsible for verifying whether students studying for a Bachelor's degree have earned the required 180, 210 or 240 ECTS credits or students studying for a Master's degree have earned the required 60,

90 or 120 ECTS credits and, in particular, whether they have earned the number of ECTS credits required in the individual areas of the subject or the two subjects (in the case of subject combinations).

(5) ¹The FSB for a subject may prescribe that students must have successfully completed the assessments in certain modules by the end of specific subject semesters (minimum ECTS score requirement (*Grundlagen- und Orientierungsprüfung* (GOP), *weitere Kontrollprüfung* (WKP) exam). ²If the FSB for their subject or subjects prescribe such a minimum ECTS score requirement, students are explicitly asked to take note of the provisions of § 19 (6) as well as § 20 (2). ³If the FSB for a degree subject prescribe a minimum ECTS score requirement (GOP and/or WKP), they must also state the relevant modules as per Sentence 1 from which the required credits must be earned. ⁴If the FSB for a degree subject do not prescribe a minimum ECTS score requirement and it is planned to derogate from the general regulations set forth in § 4 of the JMU Bylaws on Application Eligibility as amended from time to time, the FSB in question must contain provisions regarding the successful completion of the probationary study period (*Probestudium*, as per Art. 88 (6) and (10) *Bayerisches Hochschulinnovationsgesetz* (Bavarian higher education innovation act, BayHIG), § 30 (1) Sentence 1 No. 4, § 32 QualV, each as amended from time to time) that is mandatory for holders of a professional qualification that constitutes a subject-restricted higher education entrance qualification.

(6) ¹Students who fail to meet any one of the time limits identified in (4) and (5) for reasons beyond their control or are prevented from successfully completing mandatory modules within the time limits set forth in (4) or (5) by reasons beyond their control shall, at their request, be granted a deadline extension by the competent examination committee. ²The reasons beyond the students' control must be present in the semester that is relevant according to (4) or (5) and must be notified to the competent examination committee without undue delay. ³If the reasons beyond their control are related to a medical condition, students must present, without undue delay, letters from specialist medical practitioners or other suitable documents that confirm the existence of that condition. ⁴In cases of doubt, the chairperson of the examination committee may request a letter issued by a public health office (*Gesundheitsamt*) or additional letters from specialist medical practitioners or other suitable documents as evidence. ⁵If a student is studying a subject combination, each of the examination committees involved shall take the decisions relating to its own subject. ⁶The examination committee for the subject in which the student in question is writing their thesis shall be responsible for verifying that an extension of a deadline as per (4) or (5) is warranted. ⁷In cases where a student is writing an interdisciplinary thesis, the competent examination committee shall be the one that was given competence in accordance with § 3 (2) Sentence 2. ⁸In cases where a student has not selected a thesis topic yet, both examination committees must approve of the deadline extension. ⁹If they do not do so, the deadline must not be extended.

(7) In cases where a student must have re-taken and passed a particular failed assessment and furnished evidence thereof to the Examination Office of JMU by the end of the following subject semester, the deadline for re-taking that assessment shall not be extended if the student is granted a leave of absence or is disenrolled from the University.

§ 14 Examination Committee

(1) ¹An examination committee shall be elected for each subject; this examination committee shall be responsible for organising and administering assessments. ²Where subject-specific legal issues regarding assessments are concerned, the examination committee must consult with the competent module coordinators and reach an agreement with them wherever possible. ³Save as otherwise provided in the applicable FSB, the examination committee shall have three members. ⁴It shall be permitted to elect interdisciplinary examination committees, provided that uniform regulations governing this issue are laid down in the FSB for each of the degree subjects concerned. ⁵Where those concerned do not reach an agreement on uniform regulations within the meaning of Sentence 4, it shall not be permitted to elect interdisciplinary examination committees and a separate examination committee must be elected for each of the degree subjects concerned.

(2) ¹The members of the examination committee shall be elected by the Faculty Board of the Faculty offering the subject in question. ²Only those members of the Faculty or Faculties concerned may be elected members of the examination committee that are authorised to administer university examinations (Art. 85 BayHIG as amended from time to time). ³The members' term of office shall be three years. ⁴Members may be re-elected. ⁵The members of the examination committee shall elect from their midst a chairperson and a deputy chairperson. ⁶In addition, the Faculty Board may elect one or more replacement members for each one of the groups of persons represented on the Faculty Board; if it does so, it must also determine the order in which the elected replacement members are to be

considered for appointment to the committee. ⁷The Examination Office must be informed about the composition of the examination committees without undue delay. ⁸Where cross-faculty subjects are concerned that are offered under the responsibility of more than one Faculty, the interdisciplinary examination committee shall comprise members from all Faculties involved. ⁹The Faculty Boards of the Faculties involved each shall elect their own representatives to the interdisciplinary examination committee. ¹⁰Whenever changes occur with regard to the matters that fall within the competence of the examination committee, a new examination committee must be elected. ¹¹The chairperson and the deputy chairperson should be professors or university teachers. ¹²Save as otherwise provided in the applicable FSB, the members in the rank of professor must hold at least an absolute majority of votes on the committee. ¹³Any members who retire from the examination committee before the end of the committee's term of office shall be replaced by members appointed to the list of replacement members in accordance with Sentence 6; replacement members shall be appointed to the examination committee based on the order given in this list. ¹⁴In cases where the Faculty Board did not appoint any replacement members or the replacement members that were appointed are no longer available to serve on the committee, individuals shall be elected by the Faculty Board of the Faculty concerned to replace the retired members for the remainder of the committee's term of office.

(3) ¹The examination committee must, in a joint effort with the Deans of Studies of the Faculties involved in the provision of the degree programme in question, the University's Central Institutions and the competent units of the University's Central Administration in their respective roles, ensure that it is possible for students to complete the required assessments within the time limits prescribed by these Regulations or the applicable FSB. ²For this purpose, it must seek collaboration with the competent module coordinators and must attempt to exert an influence on them whenever necessary. ³The type and number of courses offered, details on the assessments associated with these courses, assessment dates and deadlines for registration must be communicated to students in a timely manner; said details shall be published by the examination committee in the customary manner, usually electronically.

(4) ¹The examination committee shall be responsible for ensuring that the provisions of these Regulations are complied with. ²Unless otherwise provided by law or on the basis of a law, the examination committee shall make all decisions relating to the assessment process except for delivering and grading the assessments. ³Assessment results are usually published electronically. ⁴Decisions on appeals against academic assessments shall be made by the President of JMU; in the case of appeals concerning subject-specific matters, the President shall make their decision in consultation with the examination committee and shall hear the competent examiners and reviewers before they do so.

(5) ¹The examination committee shall assist the Deans of Studies of the Faculties involved in the provision of the degree programme in question in the preparation of the learning and teaching reports which they are required under Art. 40 (2) No. 4 BayHIG as amended from time to time to submit at regular intervals. ²In addition, it shall provide suggestions for the amendment of these Regulations and the FSBs.

(6) The members of the examination committee shall be entitled to be present during assessments.

§ 15 Decision-Making Process of the Examination Committee

(1) ¹All decisions in the assessment process must be made without undue delay. ²For the committee to be quorate, all members must have been summoned with three days' notice per letter, fax or email and a majority of members must be present and entitled to vote. ³As a rule, the committee shall meet at least twice per calendar year, with both ordinary meetings and extraordinary meetings to discuss current issues requiring decision being held. ⁴In meetings, resolutions shall normally be passed by the majority of votes cast. ⁵In appropriate cases, a member of the Examination Office should be invited and briefed of decisions to be taken or brought in in an advisory capacity to explain the facts of a particular case. ⁶In appropriate cases, in particular when the question to be answered can be answered with yes or no, resolutions may alternatively be passed by written consent (including electronic written consent) in lieu of a meeting as per § 37 (5) of the JMU Constitution (*Grundordnung der Julius-Maximilians-Universität Würzburg* of 29 December 2022 - available for download at: http://www.uni-wuerzburg.de/aml_veroeffentlichungen/2022-98 - as amended from time to time). ⁷Abstention from voting, secret ballots and proxy votes shall not be permitted. ⁸In the event of a tied vote, the chairperson shall have the casting vote. ⁹Minutes must be taken of each meeting, and these must include the date and venue of the meeting, the names of the persons present, the matters discussed as well as motions put forward, resolutions passed and the results of votes. ¹⁰A copy of the minutes or, in the case of a resolution passed by written consent in lieu of a meeting, of the resolution must be forwarded to the Examination Office.

(2) ¹The chairperson shall call the meetings of the examination committee; at the request of 50% or more of the members of the examination committee, they must do so within ten days' time. ²The chairperson shall have the right to take decisions that cannot be postponed by themselves on the examinations committee's behalf. ³The examination committee must be informed of such cases without undue delay. ⁴Save as otherwise prescribed herein, the examination committee may, in addition, revocably charge the chairperson with carrying out individual tasks. ⁵To do so, it must pass a resolution. ⁶Following the end of an examination committee's term of office, the next committee must take a new formal decision on which tasks it wants to charge the chairperson with.

(3) Meetings of the examination committee shall be non-public.

(4) ¹Every decision must be communicated to those concerned without undue delay. ²Where decisions are made to the disadvantage of those concerned, justification must be given and those concerned made aware of the legal remedy available.

§ 16 Allocation of Competence in Two-Subject Degree Programmes

¹In two-subject degree programmes, the organisation and administration of assessments in a degree subject shall be within the competence of the examination committee elected for that subject in accordance with the provisions of § 14. ²In cases where students are writing an interdisciplinary thesis, the provisions of § 3 (2) shall apply. ³In the absence of specific provisions set out herein, the two examination committees must attempt to find a common solution to any other issues concerning both subjects involved. ⁴If the two examination committees fail to reach an agreement, the two Deans of Studies must be called in to help resolve the matter. ⁵If the two examination committees are still unable to resolve the matter after the two Deans of Studies have been called in, the matter in question shall be deemed disapproved.

§ 17 Examiners and Observers

(1) ¹All members of a university's teaching staff as well as all other persons that are authorised to administer university examinations in accordance with Art. 85 BayHIG in conjunction with the *Verordnung über die Befugnis zur Abnahme von Hochschulprüfungen an Universitäten, Kunsthochschulen und der Hochschule für Fernsehen und Film* (directive on higher education examiners, HSchPrüferV) of 22 February 2000 (GVBl. p. 67, BayRS 2210-1-1-6-WFK) as amended from time to time shall be eligible for appointment as examiners. ²Usually, the module coordinators responsible for, or the lecturers teaching, a particular module will administer the assessment in that module. ³Should this not be the case, the competent module coordinators shall ensure that the names of the examiners are communicated to students in a timely manner via the University's notice boards or via suitable electronic systems; the provisions of § 4 (2) must be complied with. ⁴In addition, the module coordinator responsible for a particular module may ask any person that is eligible for appointment as an examiner according to Sentence 1 to administer the assessment in that module. ⁵In cases of doubt, a decision shall be made by the competent examination committee. ⁶If the membership of the University of an authorised examiner ends, their authorisation to administer assessments usually continues in effect for up to three years.

(2) ¹Where oral examinations are concerned, an observer shall be appointed in addition to the examiner; this observer must be knowledgeable in the discipline in question. ²Only those persons shall be eligible for appointment as observers who are eligible for appointment as examiners according to (1) or hold a university degree in the relevant discipline and are working in the field concerned. ³Observers shall not participate in the examination of the candidate.

(3) ¹Students shall have no entitlement to an assessment being administered by a particular examiner. ²In particular, examiners may be replaced by other examiners at short notice, provided that valid reasons exist.

§ 18 Accreditation of Modules and Semesters Studied in Another Programme, Transfer of Credits

(1) ¹According to Art. 86 BayHIG as amended from time to time, modules and semesters studied in another programme at a higher education institution in Germany or abroad must usually be accredited and credits earned at a higher education institution in Germany or abroad be transferred unless there are significant differences in the knowledge and skills developed (learning outcomes); the decision on

accreditation and/or credit transfer shall be made by the competent examination committee. ²The competent examination committee shall bear the burden of proving that such significant differences exist (reverse burden of proof). ³Students may achieve learning outcomes required as per the SFB for their subject(s) by attending courses offered by Virtuelle Hochschule Bayern (VHB), provided that VHB is offering courses that equip students with the required knowledge and skills. ⁴The maximum number of ECTS credits that can be transferred towards a particular qualification shall be the total number of credits required for that qualification.

(2) ¹According to Art. 86 (2) BayHIG as amended from time to time, achievements from degree programmes for qualified professionals or achievements earned in non-higher education contexts may be accredited, provided that they are equivalent to the learning outcomes of the programme studied at JMU. ²Achievements earned in non-higher education contexts that were accredited must not account for more than 50% of the total ECTS credits required for a particular qualification.

(3) ¹Students must furnish the documents needed for accreditation without undue delay. ²The documents students will have to submit include, but are not limited to, module descriptions, transcripts of records, credit certificates and other documents issued by the institution at which they earned the achievements to be accredited that provide information on learning outcomes, teaching methods, contents covered, course and examination achievements as well as the grading system applied to the assessments. ³Students may be required to submit certified German translations of transcripts, certificates or other documents that were issued in a language other than German or English.

(4) The accreditation of achievements from prior degree programmes can be requested only once, and such request must be filed with the competent examination committee within the students' first semester of study in their new programme at JMU and before they have taken the assessment in question at JMU.

(5) ¹If credits earned at another university or higher education institution that is treated as a university are accepted for transfer by JMU and the grading system applied to the assessment in question is not identical to the grading system described in § 31 (1) and (2), the grades awarded by the other university or higher education institution shall be converted according to what is called the Bavarian Formula

$$x = 1 + 3 \frac{N_{max} - N_d}{N_{max} - N_{min}}$$

with x being the converted grade to be determined, N_{max} being the best achievable grade, N_{min} being the lowest pass grade and N_d being the grade achieved, or grade conversion shall be based upon the guidelines set out in the ECTS Users' Guide as amended from time to time. ²In accordance with § 31 (3) and (4), grades shall be calculated to one decimal place; all other decimal places shall be dropped without rounding.

(6) ¹For modules completed at another institution that are accredited by JMU, students shall be awarded the number of ECTS credits allocated to the corresponding modules at JMU. ²In normal circumstances, students shall move up one subject semester for each 30 ECTS credits that are being transferred into their programme. ³In exceptional and duly justified cases, the competent examination committee may decide that students move up a number of subject semesters other than that specified in Sentence 2; where students studying a subject combination are concerned, such decision can be taken only after all examination committees involved have reached an agreement on the matter.

(7) The transcript of records as per § 36 shall list the grades achieved in modules completed at other institutions and accredited by JMU, and those grades shall factor into the overall grade of the student concerned if they were calculated according to the same system as that applied at JMU or were converted in accordance with the provisions of (5).

(8) ¹Where an accreditation of modules or semesters studied in another programme or a transfer of credits is denied, written justification must be given and the student concerned made aware of the legal remedy available. ²According to Art. 86 (3) BayHIG as amended from time to time, the student concerned may also request that the decision be reviewed by the University Board; such request must be filed within one month after the date of notification of the denial.

§ 19 In-Module Assessments

(1) ¹Each module shall have an in-module assessment, which shall have reference to one or more courses. ²Such assessment shall either be graded or marked pass/fail only. ³The applicable SFB shall

provide details on the type, length and scope of the assessment for each module and shall state when and how often such assessment is offered.

(2) ¹Modules usually have one assessment only. ²Only in exceptional circumstances shall it be permissible for a module to have more than one assessment; written justification must be given presenting the exceptional circumstances that apply to that particular module. ³Where a module has more than one assessment or where there is a choice of methods of assessment for a module, this must be provided for in the applicable SFB and details must be published by the competent lecturer in accordance with the provisions set out in the SFB and in compliance with the provisions of § 21 (2) of these Regulations.

(3) ¹In exceptional circumstances, it shall be permissible to make admission to the assessment in a particular module subject to the fulfilment of certain prerequisites; written justification must be given presenting the exceptional circumstances that apply to the module in question. ²The applicable SFB must provide details on whether and what prerequisites will have to be met by students to be eligible for admission to the assessment in any given module; such details shall include, but not be limited to, the type, scope and length of the work to be completed; more detailed provisions shall be set out in the module catalogue.

(4) ¹In addition to the graded assessments provided for in the applicable SFB, students may have the option to complete supernumerary assessments that are creditable for bonus; the SFB shall identify the modules that offer such optional supernumerary assessments. ²More detailed regulations on optional supernumerary assessments are laid down in Appendix 2: Optional Supernumerary Assessments.

(5) ¹Usually, the language of assessment is German. ²If the applicable SFB provides for this option and the module coordinator agrees, the competent lecturer may hold assessments in English or another language other than German. ³However, examinees shall have no entitlement to this.

(6) ¹In normal circumstances, assessments should be graded within no more than four weeks. ²The students concerned may notify the chairperson of the competent examination committee if assessments are not graded within the prescribed time period. ³The chairperson of the examination committee may request from the examiner a written statement giving the reasons for their failure to grade the assessment in question within the prescribed time period. ⁴The final results of assessments must be entered into the records by no later than six weeks after the date on which the assessment in question was taken; the final results of assessments in modules offered by the Faculty of Arts (Historical, Philological, Cultural and Geographical Studies) or the Faculty of Human Sciences must be entered into the records by no later than eight weeks after the date on which the assessment in question was taken.

(7) ¹Records of in-module assessments shall be kept by JMU's Examination Office in a central IT system. ²Any provisions of these Regulations or the applicable FSB, SFB or module descriptions that cannot be automated in this IT system shall be implemented by the competent Faculty in collaboration with the Examination Office. ³Where required by the Examination Office, the Faculties must enter the results of those provisions into the central IT system using the processes defined by the Examination Office.

§ 20 Assessment Period, Registration for Assessments, Withdrawal of Registrations

(1) ¹The examination committee for a particular degree subject shall designate a period of time, usually just before the start of the lecture period of a semester or just after the lecture period has ended, during which assessments in that subject will be held (assessment period). ²In compliance with the provisions of § 21, the examination committee shall decide on a time and date within the designated assessment period and a venue for each assessment and shall communicate to students, via the University's notice boards or via suitable electronic systems, when and where each assessment will take place. ³It may delegate this task to the competent module coordinators. ⁴The dates and times for oral or practical examinations may, in consultation with the competent examiner, be selected in a manner other than the one described above but must be within the assessment period designated by the examination committee. ⁵The relevant details shall be communicated to the students concerned in an appropriate manner; the provisions of § 4 (2) shall apply.

(2) ¹A registration period with specific start and end dates must be designated for each assessment, and these dates must be communicated to students by the competent examination committee. ²Subsection (1) Sentence 5 shall apply mutatis mutandis. ³The registration deadlines are substantive preclusive periods. ⁴Students must register for assessments within the designated registration period, and to do so, they must use JMU's central electronic system. ⁵If a particular module is offered as part of

two or more areas, sub-areas or focus areas in a degree subject or subject combination, students shall state, when they register for assessment in that module via JMU's electronic system, to which area, sub-area or focus area they want that module to be assigned.

(3) ¹Without prejudice to the provisions of Art. 93 (3) BayHIG as amended from time to time, to be able to successfully register for an assessment as per these Regulations in a particular module, students must be enrolled in a JMU programme in the degree subject to which that module is assigned, they must be enrolled in that programme in the semester in which they submit their registration for the assessment in question and they must not have lost their entitlement to take assessments in the subject in question and with the number of ECTS credits in question due to their having failed their final attempt to successfully complete an assessment or due to their having forfeited their entitlement to take assessments. ²Only those students that meet the applicable prerequisites can successfully register for an assessment. ³In cases where prerequisites or other conditions must be met in order for students to be eligible for admission to a particular assessment, students shall normally be required to register separately for the activities they need to complete in order to obtain eligibility for admission to that assessment. ⁴In cases where a particular course can be assigned to one and only one module and that module can be assigned to one and only one area, the applicable FSB may provide that a student's registration for a course (cf. § 12 (4)) shall, Sentence 3 notwithstanding, be considered a declaration of intent to seek admission to assessment in that course.

(4) Students who have successfully completed a particular module or assessment already shall not be permitted to register.

(5) ¹Once a student has successfully registered for an assessment, they shall be deemed to have been admitted to this assessment; they will not be sent a letter confirming their admission to the assessment in question. ²After students have registered for an assessment via the University's electronic system, they must generate a registration certificate with an electronic signature attached to it, following the instructions they received when they submitted their registration, and must retain this document as evidence of their registration. ³Students who are unable to register for an assessment or assessments shall, at their request, be issued with an official letter stating that fact; legal remedy shall be available against this letter, which shall be issued by the Examination Office and may be issued electronically; the provisions of § 4 (2) shall apply.

(6) ¹Students may withdraw their registrations for assessments; such withdrawal shall be valid if requested within the deadline set by the examination committee. ²Subsection (1) as well as § 29 (1) shall apply *mutatis mutandis*.

§ 21 Methods of Assessment, Assessment Dates

(1) ¹ Assessments may take the form of

1. oral examinations (§ 22),
2. written assessments (§ 23) or
3. other methods of assessment (§ 24)

in accordance with the provisions set out in the applicable FSB. ²Students may be assessed either individually or in groups. ³When group work is assessed, it must be ensured that it is possible to clearly identify individual contributions and grade students on their individual performance.

(2) ¹Regulations on the method, length and scope of assessments are laid down in the SFB appended to the applicable FSB. ²There shall be the option to either define only one method of assessment or a choice of methods of assessment for a course. ³Where there is a choice of methods of assessment for a particular course, the lecturer teaching that course shall, in consultation with the module coordinator and by the time the course in question starts, select the method of assessment to be used in the current semester from among the available options, and such selection shall be irrevocable for the semester in question (save as otherwise provided in the applicable FSB); the method of assessment selected shall be recorded in the University's central IT system, and be notified to the Examination Office, without undue delay. ⁴The Examination Office shall notify to students, via the University's notice boards and/or suitable electronic systems, the method of assessment selected; the provisions of § 4 (2) shall apply.

(3) ¹In normal circumstances, students must be notified, in an appropriate manner, of when and where their assessments will take place and which examiners will administer the assessments to them by no later than three weeks prior to the scheduled assessment dates; whenever feasible, assessments must be held on dates and times that are suitable for students with family commitments and not be scheduled

on religious holidays of officially recognised religions. ²JMU shall have the right to have an assessment administered by an examiner other than the one originally appointed or change the date, time or venue of an assessment at short notice if such change becomes necessary (for reasons beyond JMU's control); any such change must be notified to students, without undue delay, in the manner described above.

(4) ¹The competent examiners shall inform students about the deadlines for the submission of assessed written coursework to be completed at home, such as term papers, research reports, work reports, logs, reviews and portfolios, by two weeks after the start date of the lecture period at the latest. ²Students who fail to meet the specified deadline for submission for reasons other than circumstances beyond their control shall be deemed to have failed the assessment in question (grade to be awarded for that assessment: *nicht ausreichend* (insufficient), 5.0). ³Students who claim that their failure to meet the specified deadline for submission is for a reason beyond their control must furnish appropriate proof of the existence of such reason beyond their control to the examiner without undue delay after such reason has come into existence.

§ 22 Oral Examinations

(1) ¹During oral examinations, examinees are expected to demonstrate their ability to answer specific questions on specific topics or to discuss subject-specific topics within a limited time frame. ²In some disciplines, examinees will be expected to answer specific questions, in others, they will be expected to demonstrate their knowledge and skills in what is called an examination dialogue.

(2) Oral examinations must be conducted by a minimum of one examiner and one observer who is knowledgeable in the discipline in question.

(3) ¹Oral examinations of one candidate each usually have a minimum length of 15 and a maximum length of 60 minutes. ²Oral examinations in groups usually have a minimum length of 15 and a maximum length of 45 minutes per candidate. ³The length of a particular oral examination must be specified in the applicable SFB. ⁴§ 23 (6) shall apply *mutatis mutandis*.

(4) ¹A record must be kept of the oral examination, which must include information on the venue, date and time of the examination as well as the length of the examination, topics covered, the result of the examination, the names of the examiner(s), the observer and the examinee as well as information on any incidents that may have occurred. ²Such record shall be kept by the observer and signed by the examiner(s) and the observer. ³It shall not be necessary to include examination questions and answers in the record of the examination.

(5) ¹The examinations shall be graded by the examiner; if more than one examiner was involved, the examiners shall first grade the examination independently of each other. ²If the examiners involved awarded different grades, they shall first attempt to agree on a grade. ³If they fail to reach an agreement, the grades awarded by the examiners shall be averaged, adjusted to the grading scale described in § 31 (1) and (2) and rounded off to the nearest grade on the scale. ⁴If the grade is exactly halfway between two grades on the scale, it must be rounded down to the better one. ⁵The examinee must be notified of the result of the examination immediately after the examination.

(6) ¹If space permits, students who are studying the same subject and intend to take the same examination may be permitted to sit in on oral examinations. ²Students sitting in on the examination must not be present when the examinee is notified of the result of the examination. ³At the examinee's request, other students shall be barred from sitting in on the examination. ⁴The examiner may bar those students from sitting in on the examination that are taking the same examination in the same assessment period.

§ 23 Written Assessments

(1) ¹The term written assessment shall refer to written examinations and term papers. ²In written examinations, students are expected to demonstrate their ability to answer questions and write on problems within a given time frame, applying methods commonly used in the discipline concerned and, where permitted, using defined discipline-specific aids. ³The examiner shall decide what aids are permitted. ⁴The permitted aids shall be announced no later than three weeks prior to the examination date. ⁵This announcement shall be made via the University's notice boards and/or suitable electronic systems; the provisions of § 4 (2) shall apply.

(2) ¹Written examinations may consist entirely of multiple-choice questions or may have a multiple-choice component. ²Detailed regulations are laid down in § 25.

(3) Written examinations may be administered electronically.

(4) ¹Written examinations usually have a minimum length of 45 and a maximum length of 240 minutes. ²Written examinations in modules worth more than 10 ECTS credits may have a length of up to 300 minutes. ³The length of a particular written examination must be specified in the applicable SFB.

(5) ¹If, in a written examination, students are given different topics to choose from, they must choose one and only one topic. ²Any work on additional topics shall be disregarded. ³Students must clearly indicate which topic they chose. ⁴Students who submitted work on two or more topics and did not indicate which piece of work they want to be considered shall be awarded a fail grade (*nicht ausreichend* (insufficient), 5.0) for the examination in question. ⁵Sentences 1 to 4 shall apply mutatis mutandis if students are not given topics but tasks or groups of tasks to choose from.

(6) ¹Students who arrive late for a written examination shall not be allowed any additional time at the end of the examination to compensate for their late arrival. ²Any students wishing to leave the examination room temporarily must request permission from the invigilator. ³The time and duration of any absence from the examination room should be recorded.

(7) ¹An official record must be prepared of each written examination; this record must be signed by the invigilator. ²Such record must mention any and all incidents that are of interest in the determination of the examination results, including, but not limited to, incidents referred to in (6) Sentence 2 and § 29 (3).

(8) ¹A term paper is a piece of assessed coursework to be completed at home in which students are expected to demonstrate their ability to explore, according to academic standards, a topic related to the contents covered in the module in question within a given time frame and applying the necessary methods. ²All literature and any other aids that are used must be thoroughly documented. ³When quoting directly or indirectly from a source, that source must be acknowledged by including an appropriate citation. ⁴Students must include in their term papers a written declaration that the work presented in the papers is their own and that they have not used any sources or resources other than those indicated. ⁵If no such declaration of authorship has been included or students have made a false declaration of authorship, a fail grade (*nicht ausreichend* (insufficient), 5.0) shall be awarded for the paper in question. ⁶§ 29 (3) shall apply mutatis mutandis.

(9) ¹In normal circumstances, written assessments must be graded by one examiner. ²If a fail grade (*nicht ausreichend* (insufficient), 5.0) was awarded for a written assessment, the assessment must be graded by two examiners. ³If the examiners involved awarded different grades, they shall attempt to agree on a grade; if they fail to reach an agreement and the grading system applied to the assessment in question is that described in § 31 (1) Sentence 3 and (2), the grades awarded by the examiners shall be averaged, with the averaged grade being calculated to one decimal place only and all other decimal places being dropped without rounding. ⁴If the average grade thus calculated is not an awardable grade as per § 31 (1) Sentence 3 and (2), the student shall be awarded the awardable grade that is mathematically nearer this average grade. ⁵In cases of doubt, students must be awarded the better grade. ⁶Where the method of grading applied to a written assessment is that described in § 31 (1) Sentence 4, assessments shall be deemed to have been passed if a pass has been awarded by one of the examiners involved.

§ 24 Other Methods of Assessment

(1) In presentations and talks, students are expected to demonstrate their ability to explore a topic assigned to them according to academic standards and present the results of their work in oral form; in addition, students may be required to submit a written account of their work.

(2) ¹In exercises, students are expected to demonstrate their ability to explore, according to academic standards, topics related to the contents covered in the module in question within a given time frame and applying the necessary methods. ²Students may be expected to complete such exercises either orally or in writing.

(3) ¹In projects, students are usually expected to demonstrate their team working skills as well as their ability to develop, implement and present ideas, tackle a non-trivial task, define project goals and develop interdisciplinary solutions to problems. ²Alternatively, students may be expected to demonstrate their ability to solve a defined problem, adhering to the principles of good academic practice. ³When group projects are assessed, it must be ensured that it is possible to clearly identify individual

contributions and grade students on their individual performance and each group member must demonstrate the skills and/or abilities referred to in Sentence 1 or 2.

(4) In practical examinations, students will have to demonstrate, in accordance with the provisions set out in the applicable FSB, practical skills and their ability to apply the techniques of the discipline in question.

(5) ¹In a portfolio assessment, students are expected to complete a series of interrelated tasks; all such tasks must be related to the same topic. ²Portfolios may include written and/or oral assignments and/or assignments as described in (1) to (4) as specified by the competent examiner or examiners. ³The expected time needed to complete any one of these assignments must be shorter than the maximum length of assessments provided in § 22 and § 23. ⁴In addition, the expected total time needed to complete the portfolio as a whole must not exceed the maximum length of assessments provided in § 22 and § 23. ⁵The grade awarded for a portfolio shall not be calculated on the basis of individual grades awarded for its components; instead, portfolios shall be graded based on the students' overall performance in relation to the intended learning outcomes of the module in question (or the material covered), and one of the factors that may be taken into account shall be the progress students have made over the course of the module. ⁶Provisions on the expected size and/or time commitment for the portfolio and/or individual portfolio tasks shall be set out in the SFB appended to the applicable FSB or supplementary provisions.

(6) ¹When tutoring activities are assessed, examinees are expected to demonstrate their ability to teach tutorials aimed at students in the early stages of their degrees that accompany other courses and give students the opportunity to revise the topics covered in those courses and explore them in more detail. ²For that purpose, students shall write status and/or wrap-up reports on the tutorials taught by them; provisions on the expected length for such reports must be set out in the applicable SFB.

(7) The FSB may provide for, and define, other methods of assessment in addition to the ones described above.

(8) ¹If a module uses a method of assessment identified herein as an 'other method of assessment' and that assessment involves written assessment activities, the provisions of § 23 shall apply *mutatis mutandis*. ²§ 23 (4) notwithstanding, the time allowed for completion may be other than as provided there.

§ 25 Multiple-Choice Testing

¹In accordance with the provisions of § 23 (2), written examinations may consist entirely of multiple-choice questions or have a multiple-choice component, i.e. candidates may be asked to indicate which of the items from a list of response options to a question they think are correct. ²Detailed regulations on multiple-choice testing are laid down in Appendix 3: Multiple-Choice Testing.

§ 26 Area of Degree Finalisation: Bachelor's or Master's Thesis and Thesis Defence

(1) In their Bachelor's or Master's thesis, students are expected to demonstrate their ability to research and write on a topic in their degree subject or subjects within a given time frame and applying the necessary methods.

(2) ¹Students may write their thesis on a topic related to their major or one of their majors; alternatively, students studying two majors of equal weighting may write an interdisciplinary thesis on a topic related to both of their majors. ²If a student intends to write an interdisciplinary thesis, the thesis supervisor or supervisors (cf. (3)) and the student must agree, prior to the assignment of the thesis topic, on the module, and thus on the subject, to which the thesis is to be assigned, which academic degree is to be conferred on the student and which of the two examination committees is to be responsible for conducting the thesis assessment process. ³If no such agreement is reached, the student in question shall not be permitted to write an interdisciplinary thesis.

(3) ¹Any individual who is an authorised examiner under the provisions of HSchPrüferV as amended from time to time shall be eligible to issue thesis topics and act as thesis supervisor, provided that they are a member of one of the Faculties of JMU that are offering the subject in which the thesis in question is written. ²Interdisciplinary theses in particular may be supervised by two or more individuals who are authorised examiners; if a thesis is supervised by two or more individuals, at least one of the supervisors must be a member of one of the Faculties of JMU that are offering the subject in which the thesis in question is written. ³The applicable FSB may contain additional provisions regarding the requirement

that at least one of the supervisors must be a member of one of the Faculties of JMU that are offering the subject in which the thesis in question is written. ⁴Where approval has been given by the chairperson of the competent examination committee, students may write their thesis at another Faculty of JMU or at an external institution, provided that the thesis is supervised or co-supervised by an individual or individuals who are eligible to act as supervisors under the provisions of Sentences 1 and 2. ⁵Thesis topics must be agreed upon with the thesis supervisor or supervisors and must be submitted to the examination committee along with a confirmation signed by the supervisor or supervisors. ⁶Thesis topics shall be assigned to students via the chairperson of the competent examination committee and the date of the assignment be recorded. ⁷Changes to thesis topics cannot be made without seeking approval from the thesis supervisor and obtaining consent from the chairperson of the examination committee. ⁸The only changes that are allowed to be made to thesis topics are minor amendments and refinements; changes to a topic must not be of a nature that would constitute a fundamental change in the direction of the thesis. ⁹When changes are made to a thesis topic, this will not lead to the due date for thesis submission being postponed.

(4) ¹In cases where a student does not find a thesis supervisor, the chairperson of the competent examination committee shall, at that student's request, ensure that a thesis topic is assigned to the student in a timely manner. ²In cases where a student intends to write an interdisciplinary thesis, the above shall apply *mutatis mutandis* to the chairperson of the examination committee which was assigned responsibility for conducting the thesis assessment process; the provisions of § 3 (2) as well as § 16 must be complied with.

(5) ¹In normal circumstances, the latest submission date for a Bachelor's thesis worth 10 ECTS credits shall be ten weeks, and the latest submission date for a Master's thesis worth 30 ECTS credits shall be six months, after the date of assignment of the thesis topic. ²In cases where, within the framework of the provisions of § 10 (3), a thesis is worth more or fewer ECTS credits, the time period allowed for completion of the thesis must be longer or shorter. ³If there is an intention to derogate from the provisions of Sentences 1 and 2, the applicable FSB and SFB must contain provisions on the time period allowed for completion of the thesis. ⁴In duly justified cases, the competent examination committee may, at a student's request and in consultation with that student's thesis supervisor or supervisors, grant an extension of the thesis submission deadline of usually up to four weeks, if the student is writing a Bachelor's thesis, or up to two months, if the student is writing a Master's thesis, provided that the student's failure to meet the original submission deadline is for reasons beyond their control. ⁵A request for a deadline extension must be filed without undue delay after the reason beyond the student's control has come into existence. ⁶The provisions of § 28a and § 28b shall remain unaffected.

(6) Theses must normally be submitted to the Examination Office.

(7) ¹Students shall only be allowed one abandoned thesis topic, and the opportunity to abandon a thesis topic shall only be granted during the first third of the time allowed for completion of the thesis and in cases where abandonment of the topic is for reasons beyond the control of the student in question and where the competent examination committee has given its consent. ²If the number of days in the first third of the time allowed for completion of the thesis does not add up to full weeks or full months, the latest date for abandonment shall be the last day of the next full week or full month. ³Students who are repeating their thesis shall only be offered the opportunity to abandon their thesis topic if they did not do so in their first attempt at their thesis.

(8) ¹The date of the assignment of the thesis topic and the date of thesis submission must be placed on record with the competent examination committee. ²Students must submit their thesis within the time limit referred to in § 13 (4) Sentence 1 or, at the latest, within any extended deadline they may have been granted in accordance with § 13 (6). ³If students submit their thesis by postal mail, the postmark date shall be deemed the date of submission. ⁴The competent examination committee shall decide on requests for a deadline extension submitted by students claiming that their ability to meet their due date for thesis submission was affected by circumstances beyond their control. ⁵Students who fail to submit their thesis within the prescribed deadline shall be deemed to have failed their first attempt at their thesis (grade to be awarded for the thesis: *nicht ausreichend* (insufficient), 5.0). ⁶As regards a repeat attempt at that failed thesis, students must declare, within two weeks after the end of the deadline provided for in § 13 (4) Sentence 1 or, respectively, (6), whether they wish to finish that thesis, submit it within the prescribed deadline and have that submission considered their second attempt at their thesis. ⁷Students who do not wish to do so or fail to make such a declaration must, within four weeks after the end of the deadline provided for in § 13 (4) Sentence 1 or, respectively, (6), agree on a new thesis topic for their repeat attempt with the competent thesis supervisor or supervisors and have such topic assigned to them. ⁸The provisions of (7) shall apply *mutatis mutandis* to repeat attempts involving a new thesis topic. ⁹If a student is repeating their Master's thesis, their thesis submission deadline shall be extended to the

extent necessary to allow them at least six months for completion of the area of degree finalisation (including the repeat attempt at their Master's thesis).

(9) ¹Theses must be written in German, except in cases where the applicable SFB provides for the option to write theses in a language other than German. ²Theses written in languages other than German must contain an abstract in German unless this requirement is waived by the reviewer (if the thesis in question is a Bachelor's thesis) or the two reviewers (if the thesis in question is a Master's thesis) who is/are responsible for grading the thesis as per (12). ³Detailed regulations are laid down in the module description.

(10) ¹Theses must include a title page and a table of contents; the pages must be numbered. ²Students studying for a Bachelor's degree must submit one electronic copy in a standard machine-readable and unalterable file format saved on a standard storage device; students studying for a Master's degree must submit two such electronic copies. ³When an upload function is available on the central IT system, students must upload their thesis to the system once. ⁴If their thesis supervisor so requests when they agree their thesis topic with them, students must, in addition to the electronic copy, submit bound paper copies of their thesis; students studying for a Bachelor's degree must submit two such paper copies, and students studying for a Master's degree must submit three such paper copies. ⁵Detailed regulations are laid down in the module description.

(11) ¹All literature and any other aids that are used must be thoroughly documented. ²Students must include in their thesis a written declaration that the work presented in the thesis is their own and that they have not used any sources or resources other than those indicated. ³Students must incorporate this declaration of authorship in the electronic copy of their thesis and, in addition, must submit a printout of the declaration that bears their original handwritten signature; if students are submitting printed and bound paper copies of their thesis in addition to the electronic copy, the declaration of authorship must be bound into these copies. ⁴If no such declaration of authorship has been included or students have made a false declaration of authorship, a fail grade (*nicht ausreichend* (insufficient), 5.0) shall be awarded for the thesis.

(12) ¹In normal circumstances, Bachelor's theses must be graded by one reviewer within six weeks after the date of their submission and Master's theses must be graded by two reviewers within ten weeks after the date of their submission. ²The reviewer or reviewers shall be appointed by the competent examination committee; the individual supervising the thesis in question will usually also act as reviewer. ³Save as otherwise provided in the applicable FSB, at least one reviewer must be a member of the Faculty or one of the Faculties offering the subject in which the thesis in question is written. ⁴If a fail grade (*nicht ausreichend* (insufficient), 5.0) was awarded for a thesis, the thesis must be graded by a second reviewer. ⁵If the two reviewers awarded different grades, they shall first attempt to agree on a grade. ⁶If they do not reach an agreement, the average of the grades awarded by the two reviewers shall be calculated. ⁷If the grade thus calculated is not an awardable grade as per § 31 (1) Sentence 3 and (2), the student shall be awarded the awardable grade mentioned there that is mathematically nearer the grade calculated. ⁸In cases of doubt, students must be awarded the better grade.

(13) ¹The applicable FSB and SFB may provide that students studying a single-subject degree programme or a combination of a major and a minor must pass both their thesis and a thesis defence. ²The thesis defence shall comprise a presentation on the topic of the thesis and a discussion that will follow this presentation; this discussion shall cover the topic of the thesis, but other fields related to the topic of the thesis may also be discussed. ³During their thesis defence session, students will have to demonstrate their ability to deliver an oral presentation of the main findings of their thesis to an expert audience and to apply in their entirety the knowledge and skills they have developed at university, i.e. to grasp the material covered, situate specific problems within the appropriate contexts and demonstrate their expertise. ⁴Additional detailed regulations are laid down in the applicable FSB and the module catalogues.

(14) The thesis defence should be held as soon as possible but no later than four weeks after notification of the successful completion of the student's thesis.

(15) ¹The thesis defence shall be conducted and graded by at least one examiner as well as one observer who is knowledgeable in the field in question. ²If the thesis defence is conducted by two or more examiners, it shall not be necessary to have an observer present. ³If the examiners involved awarded different grades for the thesis defence, the provisions of (12) Sentences 5 to 8 shall apply *mutatis mutandis*. ⁴The persons identified in Sentence 1 shall be appointed by the chairperson of the examination committee. ⁵Usually, one of the individuals who reviewed the thesis in question will act as examiner. ⁶The examinee shall agree on a date and time for the thesis defence with the examiner or examiners and observer (if any), and one of the examiners shall notify the date and time agreed upon

to the examination committee and the Examination Office. ⁷The chairperson of the examination committee may make the thesis defence open to all members of the University. ⁸If the applicable SFB provides for this option, the thesis defence may, at the examinee's request, be conducted in English or another language other than German. ⁹A record shall be kept of the thesis defence; this record shall be signed by the examiners and the observer (if any). ¹⁰The record must include information on the venue, date and time of the defence, the main topics that were covered as well as information on how the questions were answered, the names of the examiner(s), the observer (if any) and the examinee, the grade awarded for the defence as well as information on any incidents that may have occurred. ¹¹The members of the examination committee shall be entitled to be present at the thesis defence. ¹²Students who fail to appear for their thesis defence for reasons other than circumstances beyond their control shall be awarded a fail grade (*nicht ausreichend* (insufficient), 5.0) for the defence.

(16) The applicable FSB may set out separate regulations concerning the earliest start date for the thesis, the appointment of reviewers and the relation of thesis topics to contents covered in other modules of the students' programmes.

§ 27 Organisation and Delivery of Assessments

(1) Assessments shall take the form identified in the applicable FSB and shall be delivered during the assessment period that was defined by the examination committee for the degree subject in question in accordance with the provisions of § 20 (1).

(2) Students who did not register for an assessment will not be admitted to that assessment; if students take an assessment to which they were not admitted, that assessment will not be graded.

(3) ¹Without prejudice to the provisions of Art. 93 (3) BayHIG as amended from time to time, to be able to take an assessment in a module, students must be enrolled at JMU in a programme in the degree subject to which that module is specific throughout the entire assessment process. ²An assessment assigned to a particular semester that was scheduled for, or the results of which are notified to students on, a date at the beginning of the semester immediately following the relevant semester shall be deemed to have been taken in the semester to which it was assigned. ³The above shall apply *mutatis mutandis* in cases where, due to circumstances beyond a student's control, an assessment assigned to a particular semester was scheduled for a date in the semester immediately following that semester.

(4) If requested to do so, students must produce a photo-bearing student ID card or other official photo-bearing identification during assessments.

§ 27a Use of Plagiarism Checker Software

(1) ¹Assessed written work may be checked, with the help of suitable plagiarism checker software, for passages that have been taken over from another piece of writing without proper citation or for other unacknowledged sources. ²An exception must be made hereto in the case of clearly conflicting third-party rights, including, but not limited to, patents and other intellectual property rights.

(2) ¹When preparing written work (e.g. term papers, Bachelor's or Master's theses), students must comply with the principles of good academic practice and, in particular, must submit a written declaration along with the paper/thesis etc. that states that the work presented in it is their own and that they have indicated in it all sources and resources they have used. ²In addition, students shall submit a written declaration along with their paper/thesis etc. that states that they consent to their work being checked for plagiarism with the help of specialised software and to a possible data upload, i.e. to their work being archived for the purpose of expanding the data pool.

(3) Any personal data accompanying the work that could identify the author must be made anonymous before using plagiarism checker software.

§ 28a Special Provisions for Student Parents

¹Students shall be given the protection they are entitled to under the German *Mutterschutzgesetz* (maternity protection act, MuSchG) as amended from time to time and shall be granted the periods of

parental leave they are entitled to under the German *Bundeserziehungsgeldgesetz* (federal parental allowance act, BerzGG) or *Bundeselterngeld und -elternzeitgesetz* (federal parental allowance and parental leave act, BEEG) as amended from time to time. ²Students must provide evidence of their entitlement and shall be obliged to notify the University without undue delay if their entitlement status changes.

§ 28b Special Provisions for Students With Disabilities or Long-Term Severe or Chronic Health Conditions

(1) ¹In cases where a student demonstrates that their disability or long-term severe or chronic health condition renders them unable to complete assessments or individual components thereof in accordance with the prescribed conditions (in particular within the time allowed for completion), the chairperson of the examination committee shall, at the student's written request, decide on appropriate reasonable accommodations. ²Requests for reasonable accommodation as per Sentence 1 must be filed with the chairperson of the examination committee as soon as possible and should be received by them no later than six weeks prior to the date of the assessment for which the reasonable accommodation is requested.

(2) ¹Students shall be required to provide evidence of the existence of a disability or chronic health condition. ²Letters issued by specialist medical practitioners or other suitable documents should be presented as evidence within the meaning of Sentence 1. ³In cases of doubt, the chairperson of the examination committee may request a letter issued by a public health office (*Gesundheitsamt*) or additional letters from specialist medical practitioners or other suitable documents as evidence. ⁴Students shall be obliged to notify the University without undue delay if their entitlement status changes.

(3) The KIS Student Disability Resource Centre should be involved in such decisions made by the chairperson of the examination committee as referred to in (1) above.

§ 29 Withdrawal of Registrations for Assessments, Academic Dishonesty, Breaches of Assessment Regulations

(1) ¹Students may withdraw their registration for any assessment within the deadline set in accordance with § 20 (6); to do so, they must submit a written request to the examination committee. ²Students shall have the option to submit such written request electronically. ³Students shall not be required to give reasons for the withdrawal of their registration. ⁴Students shall not be permitted to withdraw a registration for an assessment which they have already taken.

(2) If a student withdraws their registration for an assessment after the deadline to withdraw referenced in (1) has passed or is absent from an assessment to which they were admitted for reasons other than circumstances beyond their control, they shall be deemed to have taken and failed the assessment in question (grade to be awarded: *nicht ausreichend* (insufficient), 5.0).

(3) ¹If a student attempts to influence the result achieved by them in any assessment by committing an act of academic dishonesty or using unauthorised aids, they shall be deemed to have been awarded a grade of *nicht ausreichend* (insufficient, 5.0) for the assessment in question. ²For a student sitting a written examination to be deemed to have committed an act of academic dishonesty, it shall be sufficient that an invigilator finds unauthorised aids at their desk after the examination has commenced. ³Examiners and invigilators shall have the authority to exclude a student who has committed a breach of assessment regulations from the assessment in question. ⁴A student who was excluded from an assessment shall be deemed to have been awarded a grade of *nicht ausreichend* (insufficient, 5.0) for that assessment. ⁵The above shall apply *mutatis mutandis* to the cases referred to in § 26 (11). ⁶The same action must be taken when a student commits an act of academic dishonesty or breach of assessment regulations while working on their thesis, including, but not limited to, scientific misconduct in the laboratory. ⁷The decision on whether such an act of academic dishonesty or breach of assessment regulations has occurred must be made, in particular, on the basis of the provisions of the Code of Good Practice in Research and Procedures for the Investigation of Misconduct in Research (as amended from time to time) that was drawn up by JMU under Art. 35 (3) No. 2 BayHIG. ⁸A student who was found guilty of having committed an act of academic dishonesty or breach of assessment regulations while working on their thesis must discontinue their thesis and must be awarded a grade of *nicht ausreichend* (insufficient, 5.0) for this thesis. ⁹In serious cases, the chairperson of the examination committee may

exclude the student from taking further assessments in the subject or subject combination in question, resulting in the student being required to terminate the degree programme in question with no award.

(4) ¹Before a decision under (3) is made to the disadvantage of the student, the student must be given the opportunity to comment on the matter. ²Where a decision is made to the disadvantage of the student concerned, such decision must be notified to that student without undue delay; such notification must be in writing, justification must be given and the student made aware of the legal remedy available.

§ 30 Defective Assessment Procedure

(1) ¹Where an assessment procedure was defective and this had an effect on assessment results, it must, at the request of an examinee or ex officio, be ordered that the assessment in question or components thereof be re-taken by a particular examinee or by all examinees. ²The defect must be asserted against the chairperson of the examination committee or the module coordinator or the examiner without undue delay.

(2) Orders as per (1) may not be made after six months after the date of completion of the assessment in question.

§ 31 Grading of Assessments

(1) ¹Grading must be based on individual student performance. ²When group work or group exams are assessed, it must be ensured that it is possible to clearly identify the contributions of the individual students. ³The examiners shall apply the following grading system to graded student assessments:

Grade 1	<i>sehr gut</i> (excellent)	an excellent performance
Grade 2	<i>gut</i> (good)	a performance that considerably exceeds average requirements
Grade 3	<i>befriedigend</i> (satisfactory)	a performance that meets average requirements
Grade 4	<i>ausreichend</i> (sufficient)	a performance that meets requirements despite certain shortcomings
Grade 5	<i>nicht ausreichend</i> (insufficient)	an insufficient performance with considerable shortcomings

⁴There shall also be the option to mark individual assessments pass/fail only; such assessments cannot contribute to students' overall grades, their grades in their degree subjects and the grades awarded for individual areas calculated in accordance with the provisions of (3) and (4) as well as § 35. ⁵The method of grading referred to in Sentence 4 shall usually be used for assessments in the area of general transferable skills.

(2) ¹Module grades may be distinguished further by increments of 0.3. ²The grades 0.7, 4.3, 4.7 and 5.3 shall not be awardable grades.

(3) ¹If assessment in a module has two or more components (and only one grade can be entered into the IT system), the grade to be awarded for that module shall, save as otherwise provided in the applicable FSB, be calculated from the grades awarded for the individual graded assessment components in the following manner: ²The unweighted average of the grades awarded for the individual assessment components shall be calculated. ³The grade to be awarded for the module shall be the grade referred to in Sentences 1 and 2 (i.e. 1.0, 1.3, 1.7, 2.0, 2.3, 2.7, 3.0, 3.3, 3.7, 4.0, 5.0) that is nearest the grade thus calculated; in cases of doubt, students must be awarded the better grade.

(4) ¹If assessment in a module has two or more components (and two or more grades can be entered into the IT system), the grade to be awarded for that module shall, save as otherwise provided in the applicable FSB, be calculated from the grades awarded for the individual graded assessment components in the following manner: ²The unweighted average of the grades awarded for the individual assessment components shall be calculated to one decimal place, all other decimal places shall be dropped without rounding.

(5) ¹Appeals against grades awarded for assessments as well as against other assessment decisions must be addressed to the chairperson of the examination committee and must be filed with the

Examination Office within the prescribed deadline. ²The deadline for appeals shall be as provided in § 70 (1) and § 58 (2) *Verwaltungsgerichtsordnung* (code of administrative procedure, VwGO) as they appear in the publication thereof dated 19 March 1991 (*Bundesgesetzblatt* (federal law gazette, BGBl.) I p. 686) as amended from time to time and shall be calculated from the date on which the grade or decision against which the appeal is directed was notified to the student concerned.

§ 32 Notification of Assessment Results

(1) ¹The module coordinators, examiners and reviewers shall notify all assessment results to the Examination Office without undue delay. ²If the University has electronic systems for the notification of assessment results, these must be used.

(2) ¹Normally, the results of written assessments and assessments in the 'other methods of assessment' category will be notified to students via electronic systems. ²The University will not send out letters notifying students of the results of individual assessments. ³The results of oral examinations must be notified to students immediately after the examinations.

(3) Students shall use the University's electronic system to stay up to date on their grades and the number of ECTS credits earned by them so far.

§ 33 Passing, Failing and Re-Taking Assessments

(1) ¹An assessment shall be deemed to have been passed if students were awarded a grade of *ausreichend* (sufficient, 4.0) or better or, in the situation referred to in § 31 (1) Sentence 4, if students were awarded a 'pass'. ²Where, in exceptional circumstances as per § 19 (2), assessment in a module has two or more components, students must pass all of these assessment components in a single administration to be deemed to have passed the module as a whole. ³Students who fail to pass all assessment components in a single administration must re-take and pass all components in another administration. ⁴Sentence 18 Appendix 2: Optional Supernumerary Assessments shall apply *mutatis mutandis*.

(2) Students shall not be permitted to re-take assessments they have already passed.

(3) ¹Students may re-take, within the deadlines set forth in § 13, any assessments they have failed or are deemed to have failed. ²Students must register separately for each assessment.

(4) ¹Subsection (3) notwithstanding, students who failed their thesis shall only be allowed one repeat attempt at their thesis. ²As regards the abandonment of a thesis topic, § 26 (7) Sentence 3 shall apply. ³In cases where students are required to go through a thesis defence, students who have failed their first attempt at the defence shall be allowed another attempt to pass the defence within the deadlines set forth in § 13 (4) Sentences 1 to 3. ⁴Apart from that, the provisions of § 28 shall remain unaffected.

(5) ¹All assessments in mandatory modules shall be offered each semester. ²The other assessments should be offered each semester.

(6) ¹Where capacities are available, examiners may offer additional assessment later in the same semester or early in the next semester to allow students who failed an assessment another opportunity to pass that assessment. ²Students may not be allowed more than one such additional opportunity to pass any failed assessment, and such additional assessment should not be held earlier than two weeks after the original failed assessment. ³Students shall have no entitlement to such additional assessment. ⁴If and when such additional assessment is offered, the provisions of § 20 shall apply.

(7) In cases where there are prerequisites for admission to an assessment, students who have obtained eligibility for admission to the assessment in question shall be eligible for admission to that assessment in the semester in which they obtained eligibility as well as, if they did not take or did not pass the assessment in that semester, in semesters following that semester.

Part 3: Graduation, Terminating a Degree Programme with No Award, Changing Degree Subjects

§ 34 Completion of the Required Number of ECTS Credits, Graduation

(1) To be eligible to graduate, students studying for a Bachelor's degree must have successfully completed their thesis as well as all other assessments in modules that are required as per the provisions of the applicable FSB and must have earned a minimum of 180 (if their programme has a standard length of six semesters), 210 (if their programme has a standard length of seven semesters) or 240 ECTS credits (if their programme has a standard length of eight semesters) as per the provisions of (3).

(2) To be eligible to graduate, students studying for a Master's degree must have successfully completed their thesis as well as all other assessments in modules that are required as per the provisions of the applicable FSB and must have earned a minimum of 60 (if their programme has a standard length of two semesters), 90 (if their programme has a standard length of three semesters) or 120 ECTS credits (if their programme has a standard length of four semesters) as per the provisions of (3).

(3) ¹To be eligible to graduate, students must have earned the required number of ECTS credits in each area. ²It shall not be possible for students to earn more than the required number of ECTS credits in the mandatory courses area or for their thesis; in the mandatory electives and transferable skills areas, students shall, however, have the option to take additional modules and earn more than the required number of ECTS credits. ³As regards supernumerary ECTS credits, the following provisions shall apply:

1. ¹Students whose period of study has not exceeded the standard length of their programme shall have the option to take additional modules in the mandatory electives area and/or, if they are studying for a Bachelor's degree, in the transferable skills area to earn additional ECTS credits. ²If they have earned at least the required number of ECTS credits in each area at the end of the standard length of their programme, students shall graduate at the end of the last subject semester within the standard length of their programme and shall be issued with their certificates, diplomas and other graduation documents referred to in § 36. ³The above shall apply mutatis mutandis to students who have earned the required number of ECTS credits in each area prior to the end of the standard length of their programme and have submitted to the chairperson of the examination committee or, if they are studying a subject combination, the chairpersons of the examination committees a request that they be issued with their certificates, diplomas and other graduation documents referred to in § 36.
2. ¹Students who have not earned the required number of ECTS credits in each area and whose period of study has exceeded the standard length but has not exceeded the maximum length of their programme may register for more assessments in the subject semester in question to earn the remaining ECTS credits required for graduation. ²If they have earned at least the required number of ECTS credits in each area at the end of a subject semester prior to the end of the maximum length of their programme, students shall graduate at the end of that subject semester and shall be issued with their certificates, diplomas and other graduation documents referred to in § 36.

(4) ¹Students who have earned the required number of ECTS credits in each area, either by or after the end of the standard length of their programme, may request that modules successfully completed by them be re-assigned from one area to another; such request must be filed with the Examination Office within four weeks after the date of successful completion of the last assessment taken by the student in question. ²Such re-assignment shall be irrevocable and must be confirmed by the signature of the student in question. ³If a student does not request such re-assignment within the four-week period mentioned above, that student's grades shall be calculated on the basis of the existing assignment.

(5) The provisions of (3) and (4) shall apply mutatis mutandis in cases where, as per the applicable FSB, the individual areas are divided into sub-areas and/or focus areas.

§ 35 Overall Grade, Grade in Degree Subject and Grades Awarded for Individual Areas

(1) ¹The overall grade to be awarded to a student studying a single-subject programme shall be their grade in the degree subject; if a student is studying a two-subject programme, the grades achieved in their two degree subjects shall count towards their overall grade. ²The grade in a degree subject shall be determined in accordance with the provisions of (2). ³The overall grade to be awarded to a student studying a two-subject programme shall be the ECTS-credit weighted average (weighted arithmetical

mean) of the grades achieved in their two degree subjects. ⁴The overall grade shall be calculated to one decimal place; all other decimal places shall be dropped without rounding. ⁵The following grading system shall be applied:

1.0-1.2	<i>mit Auszeichnung</i> (with distinction)	a particularly outstanding performance
1.3-1.4	<i>sehr gut</i> (excellent)	an excellent performance
1.5-2.4	<i>gut</i> (good)	a performance that considerably exceeds average requirements
2.5-3.4	<i>befriedigend</i> (satisfactory)	a performance that meets average requirements
3.5-4.0	<i>ausreichend</i> (sufficient)	a performance that meets requirements despite certain shortcomings
4.1 or lower	<i>nicht ausreichend</i> (insufficient)	an insufficient performance with considerable shortcomings

⁶In addition, the distribution of grades shall be represented in an ECTS grading table in accordance with the guidelines set out in the ECTS Users' Guide of 6 February 2009 as amended from time to time. ⁷This ECTS grading table provides an overview of the statistical distribution of individual grades in a reference group of graduates from the degree programme in question. ⁸It indicates the percentage of students in a particular degree subject that were awarded each grade in the grading system applied at JMU. ⁹Sentences 6 to 8 shall not apply until sufficient statistical data have been collected for a reference group of appropriate size (usually grades awarded over a period of two academic years unless otherwise provided in the applicable FSB); where sentences 6 to 8 do not apply, the graduates concerned shall be issued, at their request, with an ECTS grading table at a later date (once sufficient statistical data have been collected).

(2) ¹The grades calculated in the manner described in (3) to (5) that were awarded for the mandatory courses area (if any), the mandatory electives area or areas (if any) and the area of degree finalisation (if the thesis was written in the subject in question or assigned to the subject in question in accordance with the provisions of § 26 (2) Sentence 2) of the subject in question shall factor into the grade in the degree subject. ²Graded modules completed in the transferable skills area shall not factor into the grade in the degree subject. ³Sentences 1 and 2 notwithstanding, the FSB for Bachelor's degree subjects with either 180 or 120 ECTS credits may provide for the option to calculate a separate grade for the transferable skills area, which shall be derived solely from the grade awarded for the sub-area of subject-specific transferable skills and which shall factor into the grade in the degree subject on a pro-rated basis. ⁴The grade in the degree subject shall be calculated on the basis of the ECTS-credit weighted average (weighted arithmetical mean) of the grades achieved in the individual areas. ⁵In the calculation of this grade, each area shall be weighted with the total number of ECTS credits assigned to it. ⁶In exceptional and duly justified cases, the weighting of the area of degree finalisation may be other than as provided in Sentence 5; detailed regulations are laid down in the applicable FSB. ⁷The grade in the degree subject shall be calculated to one decimal place; all other decimal places shall be dropped without rounding.

(3) ¹Without prejudice to the provisions of (4) and (5), grades awarded for individual areas shall be calculated on the basis of the ECTS-credit weighted average (weighted arithmetical mean) of the grades achieved in the modules assigned to the area in question for which numerical grades were awarded. ²Normally, the grades achieved in modules with numerical grading whose combined credit value is the total number of ECTS credits required in an area shall be used in the calculation of the grade to be awarded for that area. ³The FSB may provide that, in the mandatory electives area in particular, grades shall not be calculated on the basis of this total number of ECTS credits but on the basis of fewer ECTS credits.

(4) ¹In cases where a student has successfully completed modules with numerical grading worth more than the number of ECTS credits required in a particular area according to (3) Sentence 2 or Sentence 3, the grade to be awarded for that area shall be calculated in the following manner: ²In a first step, a list shall be compiled and the modules arranged in the order of the grades awarded for them, with the module for which the best grade was awarded at the top of the list and, if the same grade was awarded for two or more modules, with the module worth the highest number of ECTS credits at the top. ³In a next step, modules shall be selected from this list and their credit values added up until their total credit

value is the number of ECTS credits required in the area. ⁴The grade to be awarded for the area shall then be calculated on the basis of the ECTS-credit weighted average (weighted arithmetical mean) of the grades achieved in the modules selected from the list, with the last module used in the calculation being weighted only with the share of ECTS credits remaining to reach the credit requirement for the area. ⁵Grades awarded for individual areas shall be calculated to one decimal place; all other decimal places shall be dropped without rounding.

(5) ¹If an area is divided up into sub-areas and/or focus areas, either the 'hierarchy model' or the 'basket model' shall be applied, in compliance with the provisions set forth below, in the calculation of the grade to be awarded for that area; the applicable FSB shall state which of the two models is to be used and shall set out more detailed provisions regarding grade calculation. ²If the modules assigned to an area have been arranged into module groups, these groups must under no circumstances be taken into consideration in calculating the grade to be awarded for that area; this is due to the fact that module groups merely serve the purpose of categorising modules. ³If the 'hierarchy model' is applied, a separate grade shall be calculated for each sub-area or focus area within the area (in ascending order if there are two or more sub-areas or focus areas). ⁴The provisions of (3) and (4) shall apply mutatis mutandis to the calculation of sub-area and/or focus area grades. ⁵The grade to be awarded for the area shall then be calculated on the basis of the grades awarded in the highest sub-area or focus area within that area. ⁶The provisions of (3) and (4) shall also apply mutatis mutandis to the calculation of grades awarded for individual areas, with the grades awarded for the individual sub-areas and/or focus areas replacing the grades achieved in modules with numerical grading. ⁷If the 'basket model' is applied, some or all sub-areas or focus areas shall be skipped. ⁸This means that no separate grades shall be calculated for the skipped sub-areas or focus areas but the grade for the area above the skipped area or areas calculated on the basis of the grade awarded for the area beneath the skipped area or areas (sub-areas, focus areas or modules). ⁹In cases where sub-area grades and/or focus area grades are calculated, the provisions governing the 'hierarchy model' shall apply mutatis mutandis.

(6) ¹Students shall have a right of appeal against how the grades awarded for individual areas, the grade in the degree subject and the overall grade have been calculated and weighted; if a student wishes to appeal grades awarded for individual assessments, the provisions of § 31 (5) shall apply. ²Appeals against how the grades awarded for individual areas, the grade in the degree subject and the overall grade have been calculated and weighted must be addressed to the chairperson of the examination committee and must be filed with the Examination Office within the prescribed deadline.

§ 36 Certificate, Diploma and Diploma Supplement Including Transcript of Records

(1) ¹Students who successfully completed their programme shall receive a degree certificate, issued in both German and English, stating the topic of and grade awarded for their thesis, the grades they were awarded for the individual areas of their programme, the grades they achieved in their degree subjects (if they studied a subject combination) and their overall grade. ²Modules completed after the date on which a student submitted their request to be issued with graduation documents shall not be included in that student's certificate. ³The University will not issue students with revised certificates that include such modules. ⁴The certificate must be signed by the chairperson or the deputy chairperson of the examination committee. ⁵The certificates of students studying two-subject degree programmes must be signed by the chairperson or the deputy chairperson of the examination committee which was assigned responsibility for conducting the thesis assessment process in accordance with the provisions of § 3 (2). ⁶A student's certificate must bear the date on which they took their last assessment.

(2) ¹Upon graduation, graduates shall be issued with a diploma in both German and English; this diploma shall be issued to graduates along with their certificate and shall bear the same date as this certificate. ²The diploma certifies the conferral of the academic degree. ³The diploma shall be signed by the Dean of the competent Faculty or their deputy and the chairperson or deputy chairperson of the examination committee, where two-subject degree programmes are concerned: the chairperson or deputy chairperson of the examination committee which was assigned responsibility for conducting the thesis assessment process in accordance with the provisions of § 3 (2), and shall bear the JMU seal.

(3) ¹In addition, students shall be issued with a diploma supplement and a transcript of records in both German and English; these documents shall bear the same date as the certificate. ²The transcript of records shall list all modules the student in question has successfully completed along with the number of ECTS credits allocated to, and the grades achieved in, these modules. ³The transcript of records should also list achievements earned at institutions other than JMU that were accredited at JMU for the first time. ⁴The diploma supplement and transcript of records do not bear signatures.

(4) ¹At their request, students who have not yet received their degree certificate shall be issued with a provisional transcript of records (a transcript as per (3) with a note stating that degree completion is pending). ²This document will usually be issued electronically.

(5) ¹The chairperson of the examination committee may decide that diplomas are conferred during a graduation ceremony. ²This decision must be communicated to those concerned in the customary manner, usually electronically; the provisions of § 4 (2) shall apply.

§ 37 Terminating a Degree Programme With No Award

(1) Students shall be required to terminate a Bachelor's or Master's programme in a particular subject or subject combination and with a particular number of ECTS credits with no award if

1. they lose their entitlement to take assessments in that programme due to their having failed to meet the deadlines set forth in § 13 and their not having been granted a deadline extension or if
2. they fail or are deemed to have failed their first repeat attempt at their thesis or thesis defence (grade awarded for the thesis or thesis defence *nicht ausreichend* (insufficient), 5.0).

(2) ¹Students who have failed their first attempt to successfully complete their degree or are required to terminate their programme with no award shall receive a letter notifying them of that fact, which must describe the legal remedy available. ²At their request and upon presentation of their disenrolment certificate, students required to terminate a Bachelor's or Master's programme in a particular subject or subject combination and with a particular number of ECTS credits with no award shall, in addition to the letter referred to in Sentence 1, receive a letter stating the fact that they were required to terminate the programme in question with no award and listing the grades they have achieved in the individual areas of that programme.

§ 38 Access to, and Retention of, Records Relating to Assessed Material

(1) ¹At their request, students must be given the opportunity to access and view their examination script and the examiner's comments on their examination script or the written record of an oral examination after they have been notified of the results of the examination in question. ²Students wishing to access and view these documents must submit a request to do so to the chairperson of the competent examination committee within one month after the date of notification of the results of the examination in question. ³In cases where a student fails to meet this deadline and such failure is due to circumstances beyond their control, the provisions of Art. 32 *Bayerisches Verwaltungsverfahrensgesetz* (Bavarian act on administrative proceedings, BayVwVfG) of 23 December 1997 (GVBl 1997, p. 235) as amended from time to time shall apply *mutatis mutandis*.

(2) ¹The chairperson of the examination committee shall, in consultation with the examiners, make a decision as to when, where and how students can access and view the documents referred to above. ²In particular where the assessment concerned is a written examination, there shall be the option to schedule a group viewing session. ³Where the assessment concerned is a term paper or comparable assessment, those concerned may either choose the option described in Sentence 2 or make other arrangements.

(3) ¹Records relating to assessed material as per (1) and (2) must be retained for two years; the retention period shall start at the end of the calendar year in which the result of the assessment in question was notified to the student. ²Abridged records containing only selected details must be retained for fifty years; the retention period shall start at the end of the calendar year in which the student in question was disenrolled.

(4) ¹When they have reached the end of their retention period, records relating to assessed material must be shredded except in cases where, with the consent of the student concerned, they are retained for the purposes of the University or are considered to be worthy of preservation and thus transferred to a permanent University or state archive. ²Records relating to assessed material must not be removed or shredded if and so long as an appeal was lodged or legal action taken against the result of the assessment in question and a final decision is pending.

§ 39 Assessment Offences, Wrongful Admission to Assessments, Revocation of Degrees

(1) ¹In cases where a student has committed an assessment offence and such offence is not discovered until after they have been issued with their degree certificate, the competent examination committee may correct the grade originally awarded for the assessment in question and award a fail grade (*nicht ausreichend* (insufficient), 5.0) for the entire assessment or individual components thereof. ²In cases where the offence is major, the offender shall be denied the opportunity to re-take at JMU the assessment for which a fail grade was awarded.

(2) ¹In cases where a student was wrongfully admitted to an assessment but had no intention to deceive and this is not discovered until after the student has been issued with their degree certificate, this defect shall be deemed remedied by the student's passing of the assessment in question. ²In cases where a student intentionally obtained wrongful admission to an assessment, the competent examination committee shall make a decision on the application of the legal consequences provided for in (1).

(3) ¹The student concerned shall be required to return their incorrect degree certificate, transcript of records and diploma supplement to the University. ²Where appropriate, the student must be issued with revised versions of these documents. ³In cases where an assessment offence has led to the award of a fail grade for a student's Bachelor's or Master's examination, the student in question shall be required to return the diploma certifying the conferral of the Bachelor's or Master's degree to the University along with their incorrect degree certificate. ⁴Decisions as per (1) and (2) Sentence 2 may not be made after five years after the date of the degree certificate or the Bachelor's or Master's diploma.

(4) The revocation of degrees shall be governed by the provisions of Art. 101 BayHIG as amended from time to time.

§ 40 Changing Degree Subjects, Changing from an Older Version of the Applicable FSB to the Most Recent One, Protection of Legitimate Expectations in the Context of Amendments Being Made to FSBs

(1) A change of degree subjects under these Regulations shall be deemed to occur when a student who is already enrolled in a programme at JMU changes their subject combination or the number and distribution of ECTS credits among subjects at JMU.

(2) ¹When a student changes degree subjects, the versions of these Regulations and the FSB in force on the date of the change of subjects shall apply. ²Credits the student has earned in their old degree subject or subjects shall be transferred in accordance with the provisions of § 18; they will not be transferred ex officio. ³A student who changes degree subjects shall start studies in their new subject or subject combination in the first subject semester unless they were placed in a higher subject semester in accordance with the provisions of § 18 (6).

(3) ¹A student who is already enrolled in a programme at JMU shall not be deemed to have changed degree subjects, however, if they continue studying their subject or subject combination and merely change from an older version of the applicable FSB to the most recent version of these FSB. ²A change within this meaning shall not take effect until the next semester and must be requested by the end of the re-enrolment period designated for this semester. ³To ensure compliance with the principle of protection of legitimate expectations (regarding the FSB in force on the date of a student's enrolment), any subsequent amendment made to the applicable FSB shall normally apply only to students whose date of enrolment is after the effective date of that amendment. ⁴Once made, a student's declaration of their intention to change from an older version of the applicable FSB to the most recent one shall be irrevocable, i.e. the student shall not be permitted to change back to the older version. ⁵Under normal circumstances, such declaration cannot be made after the end of the standard length of the student's programme. ⁶A change as described above shall not cause the subject semester count of the student in question to re-start from one. ⁷The credits earned under the provisions of the older version of the applicable FSB shall be transferred ex officio. ⁸It shall not be permitted for the University to refrain from accrediting particular achievements in order to give the student the opportunity to re-take the assessments in question and achieve better grades. ⁹The transfer of credits earned under the provisions of the older version of the applicable FSB shall be based on an equivalence table compiled by the competent examination committee (a table that identifies against which module from the most recent version of the applicable FSB a particular module from the older version of this FSB will be credited); students shall be given the opportunity to access and view this table; usually, an electronic copy of the table will be made available to them. ¹⁰In cases where a student declares their intention to change from an older version of the applicable FSB to the most recent one and, in this context, requests that they be

issued with the documents referred to in § 36, the Examination Office must be allowed an appropriate amount of time to prepare these documents.

(4) ¹Without prejudice to the provisions of (3) Sentence 3, amendments made to FSBs may, in individual cases and because of changes made to the contents of these FSBs, automatically apply to all students studying the subject concerned, including those who are enrolled in that subject already, provided that compliance with the principle of protection of legitimate expectations (regarding the FSB in force on the date of a student's enrolment) has been ensured. ²In these cases, there shall be no need for students to declare their intention to change from the older version to the most recent one and the contents of the amended FSB shall apply automatically (this shall be determined when the amendment enters into force). ³In these cases, the principle of protection of legitimate expectations must also be complied with by ensuring that any students who have successfully completed a component of an assessment in a particular module under the provisions of the older version of the applicable FSB are allowed an appropriate amount of time to complete this assessment under the provisions of the older version of the FSB.

(5) Subsections (2) and (3) contain provisions that apply to changes from an older version of the applicable FSB to the most recent one in cases where both of these versions are governed by these Regulations; in cases where a change from an older version of the applicable FSB to the most recent one also involves a change from an older version of these Regulations to the present one, § 42 (2) shall apply.

Part 4: Final Provisions

§ 41 Entry into Force

These Regulations shall enter into force on the day following their announcement.

§ 42 Scope, Transitional Provisions

(1) These Regulations shall apply to all students who are admitted to the first subject semester of a programme offered by JMU after the effective date of these Regulations in the 2015/2016 winter semester or later and who are studying a subject or subject combination which, according to its FSB or according to the FSBs of both subjects in the subject combination, are governed by these Regulations.

(2) ¹Assessments taken by students who, on the effective date of these Regulations, had already commenced studies in a Bachelor's or Master's programme at JMU that is governed by an older version of ASPO and the FSB supplementing that version of ASPO shall be governed by the version of ASPO that was in force on the date of their enrolment and the FSB supplementing that version of ASPO. ²This is without prejudice to changes to the present version of ASPO and the FSB supplementing this version in cases where a student starts studying a new degree subject or a new subject combination that does not include any of the subjects previously studied by that student and where, after all credits from their previous study have been transferred, that student is not placed in a subject semester higher than the highest subject semester applicable in that particular case in the subjects they can study under these new Regulations; in these cases, § 18 (6) Sentences 1 and 2 shall apply. ³The highest subject semester applicable in a particular case shall be determined on the basis of the number of semesters starting on the effective date of the applicable FSB. ⁴The above shall apply mutatis mutandis to new students who enrol in their first programme at JMU and whose previous study is eligible for credit transfer. ⁵If, however, students who enrol in their first programme at JMU were, after all credits from their previous study have been transferred, placed in a subject semester higher than the highest subject semester applicable within the meaning of Sentence 3 in subjects they can study under these new Regulations, their study shall be governed by ASPO 2009 in conjunction with the applicable FSB (as amended from time to time) supplementing that version of ASPO.

(3) In the event that FSBs for Bachelor's or Master's programmes drawn up or amended on or after the effective date of these Regulations are found to be incompatible with these Regulations, these Regulations shall prevail.

These Regulations as amended by their second amendment shall enter into force with effect from 1 April 2025.

Appendix 1: Elements of Modules That Are of Statutory Relevance (§ 8 (3))

1. Module title (in German) and abbreviation
2. Version
3. Total workload in ECTS credits
4. Length in semesters
5. Course type and language course(s) is/are taught in
6. Weekly contact hours
7. Minimum and maximum number of participants and information on selection procedure (where applicable)
8. Prerequisite modules (if any)
9. Information regarding assessments including, but not limited to, method of assessment, length, language and method of grading
10. Prerequisites for admission to assessment (if any)
11. Additional information regarding the delivery of courses and assessments

Appendix 2: Optional Supernumerary Assessments

¹Completing supernumerary assessments as per § 19 (4) is optional; optional supernumerary assessments cannot replace regular assessments. ²Save as otherwise provided in the applicable FSB, optional supernumerary assessments can take forms including, but not limited to:

1. Written elaboration (15-20 pages) or
2. Management report (approx. 6 pages) or
3. Oral examination of one candidate each (20-30 minutes) or
4. Presentation in small groups of up to three candidates (approx. 10 minutes per candidate) or
5. Presentation (one candidate each, 20-30 minutes) or
6. Completion of exercises during the lecture period (10-15 hours total) or
7. Project (10-15 hours total).

³Written examinations shall not be considered optional supernumerary assessments within the meaning of this provision. ⁴Optional supernumerary assessments may either be graded or ungraded; § 31 (1) and (2) shall apply mutatis mutandis. ⁵If an optional supernumerary assessment is graded, the grade achieved in this assessment shall be counted only if it improves the grade achieved by the student in question in the regular assessment provided for in the applicable SFB. ⁶Save as otherwise provided in the applicable FSB, the weight ratio 'grade achieved in the optional supernumerary assessment : grade achieved in the regular graded assessment provided for in the applicable SFB' shall be 1:3. ⁷If the grade thus calculated is not an awardable grade as per § 31 (2), the student shall be awarded the awardable grade as per § 31 (2) that is mathematically nearer the grade calculated; in cases of doubt, students must be awarded the better grade. ⁸If an optional supernumerary assessment is ungraded, the competent lecturer shall define, prior to the assessment, the manner in which the result achieved in this assessment will improve the result achieved in the regular assessment provided for in the applicable SFB. ⁹If the regular assessment provided for in the applicable SFB is marked pass/fail only, completion of an optional supernumerary assessment may lower the standard required for a pass in this regular assessment in a manner defined by the competent lecturer prior to the assessment. ¹⁰If the regular assessment provided for in the applicable SFB is graded numerically, the result or grade achieved by a student in an optional supernumerary assessment will only be considered if that student has passed this regular assessment, i.e. has achieved a grade of 4.0 or better in this regular assessment. ¹¹The result or grade achieved in a particular optional supernumerary assessment may only improve the result or grade achieved in the regular assessment in the module to which this optional supernumerary assessment was assigned and may be considered either in the semester in which this optional supernumerary assessment was taken or in a later semester (if the regular assessment provided for in the applicable SFB is not taken until a later semester). ¹²§ 27 (3) Sentences 2 and 3 shall apply mutatis mutandis. ¹³Students who want a particular optional supernumerary assessment to be considered for the purpose of improving the result or grade achieved in an assessment outside the time frame specified in Sentence 11 shall be required to take this optional supernumerary assessment anew. ¹⁴By the time a course starts, the lecturer shall, in consultation with the examination committee, make a decision as to whether students will be offered the opportunity to take an optional supernumerary assessment in the current semester, which form this assessment will take in the current semester, whether the assessment will be graded or ungraded and, in the case referred to in Sentence 9, shall define the manner in which successful completion of the optional supernumerary assessment may lower the standard required for a pass in the regular assessment provided for in the applicable SFB. ¹⁵Said details shall be published by the lecturer in the customary manner. ¹⁶A record must be kept of the decisions as per Sentence 14 that were taken and of the results or grades achieved by students. ¹⁷The competent lecturer shall be responsible for keeping this record and entering the students' results or grades into the official records. ¹⁸JMU's central IT system does not support the management of optional supernumerary assessments; the only grade to be recorded in this system is the final module grade. ¹⁹Apart from that, § 19 (7) Sentences 2 and 3 shall apply.

Appendix 3: Multiple-Choice Testing

(1) ¹If an examination is to take the form of a multiple-choice test, students must be informed about this by four weeks prior to the test at the latest. ²Each set of questions and response options shall be compiled by at least two individuals, who must be authorised examiners in accordance with § 17 (1). ³These individuals must also determine which response options are to be considered correct. ⁴The multiple-choice component of an examination may consist either of the entire set of questions compiled in accordance with Sentence 2 or of a sub-set of these questions only. ⁵If the latter is the case, different sub-sets may be compiled either for each examinee or for different groups of examinees. ⁶If different sub-sets of questions are compiled, it must be ensured that these sub-sets have a comparable level of difficulty. ⁷It must be ensured that multiple-choice questions will produce reliable test results. ⁸Before multiple-choice tests are graded, the test items must be checked to ensure that they meet the requirements of Sentences 6 and 7. ⁹If it is found that a multiple-choice test contains items that do not meet these requirements, the items in question must be disregarded and grading must be based on the reduced number of items. ¹⁰It must be ensured that a reduction in the number of test items does not work to the disadvantage of examinees. ¹¹If a written assessment has a multiple-choice component, this component shall only be graded separately if the total number of points students can achieve in the multiple-choice component accounts for more than 50% of the total number of points students can achieve in the assessment.

(2) ¹Tests as per (1) Sentence 1 may consist of single-choice questions (the number of items from a list of a total of n response options that are correct is - and this fact is known to students - one and only one - '1 out of n') or multiple-choice questions (the number of items from a list of a total of n response options that are correct is - and this fact is or is not known to students, depending on the specifications - is x - 'x out of n'). ²The following provisions shall apply to single-choice questions: ³Students shall be awarded points for each question answered correctly; there shall be the option to either assign the same point value to all questions or to assign different point values (equal or unequal weighting); the latter option may be chosen in particular when there are significant differences in the level of difficulty among questions. ⁴The examiner may apply a correction for guessing when scoring the test. ⁵The expected value, i.e. the odds of guessing correctly, for a single-choice question is 1 divided by the number of response options and multiplied by the weight value of that question (if any). ⁶There are four methods for scoring multiple-choice tests: BV1, BV2, BV3 and BV4.ⁱ ⁷When tests are scored using method BV1, students shall be awarded one point for each correct response option selected and one point for each distractor correctly left unselected. ⁸Students shall be awarded one negative point for each correct response option left unselected and one negative point for each distractor selected.ⁱⁱ ⁹Students cannot achieve a negative score for a test item; the highest possible score for an item shall be the number of response options, the lowest possible score shall be 0. ¹⁰The test paper shall not state how many of the response options to a question are correct. ¹¹The total point value of the test shall be the weighted sum of the point values of the individual items in the test in accordance with the weight value assigned to each item. ¹²When tests are scored using method BV2, students shall be awarded one point for each correct response option selected and one point for each distractor correctly left unselected. ¹³Students shall not be awarded any negative points. ¹⁴The weighted sum of the point values of all test items shall be calculated, in accordance with the weight value assigned to each item, from the point values of the individual items in the test. ¹⁵The expected value shall be calculated and deducted from this sum.ⁱⁱⁱ ¹⁶The minimum number of points is 0. ¹⁷When tests are scored using method BV3, students shall be awarded one point for each correct response option selected. ¹⁸Students shall not be awarded points for

ⁱ Method BV3 can only be used if there is at least one correct response option to each question. Methods BV1 and BV2 can also be used to score tests that include questions with no correct response option.

ⁱⁱ Example: A multiple-choice question uses 5 response options (A, B, C, D and E), A and B are correct. A student who selects A and C is awarded 1 point [(1 correct response option selected + 2 distractors correctly left unselected) - (1 correct response option left unselected + 1 distractor selected)] out of 5 achievable points (1 point achievable for each of the response options), i.e. 20%.

ⁱⁱⁱ If it is unknown to students how many of the response options to a particular multiple-choice question are correct, the expected value for this question is calculated in the following manner: The odds of guessing correctly are 50% or 0.5 for each of the response options. The expected value for such a multiple-choice question is calculated by multiplying the number of response options by 0.5. Example: A multiple-choice question uses 5 response options (A, B, C, D and E), A and B are correct. A student who selects A and C is awarded 3 points (1 correct response option selected + 2 distractors correctly left unselected). The expected value of 2.5 is deducted from this number, and the student has thus achieved 0.5 out of 2.5 achievable points, i.e. a score of 20%.

distractors correctly left unselected. ¹⁹Students shall be awarded one negative point for each distractor selected. ²⁰Students cannot achieve a negative score for a test item. ²¹The highest possible score for an item shall be the number of correct response options. ²²Since it is unknown to students how many of the response options to a particular test item are correct and students would thus not be able to tell the weight value of this item, when using method BV3, the basic score for an item shall be determined by calculating the ratio between the number of points scored on this item and the highest possible score for this item, i.e. the highest possible basic score for an item is 1. ²³The total point value of the test shall be the weighted sum of the point values of the individual items in the test in accordance with the weight value assigned to each item. ²⁴When tests are scored using method BV4, students shall only be awarded a point for an item if they select all correct response options and correctly leave all distractors unselected; students who select a distractor or leave a correct response option unselected shall be awarded 0 points (all-or-nothing scoring). ²⁵The total point value of the test shall be the weighted sum of the point values of the individual items in the test in accordance with the weight value assigned to each item.

(3) ¹The examiner shall, in consultation with the module coordinator, make a decision as to whether they will apply a correction for guessing when scoring the test (in the case of single-choice questions) or which scoring method they will use (in the case of multiple-choice questions); the examiner shall communicate this decision to students by no later than four weeks prior to the scheduled exam date. ²The test paper must state the weight value of each test item.

(4) An examinee shall be deemed to have passed the multiple-choice component of the examination if they meet at least one of the two following requirements:

1. ¹The examinee has achieved a score of at least 60% of the highest achievable score. ^{II}The examiner may lower the minimum passing score on more difficult tests. ^{III}The minimum passing score shall be published along with the results of the test in question in compliance with the provisions of (5) Sentence 3.
2. The number of points scored by the examinee is no more than 22% lower than the average number of points scored by those examinees who took the test in question for the first time, provided that both the number of points scored by the examinee and the average number of points are greater than 0.

(5) ¹If integer grades are awarded on a test, examinees who have achieved the minimum passing score shall receive the following grades on the multiple-choice component of the examination:

- *sehr gut* (excellent) for at least 75%,
- *gut* (good) for at least 50% but less than 75%,
- *befriedigend* (satisfactory) for at least 25% but less than 50%,
- *ausreichend* (sufficient) for less than 25%

of additional points achieved in relation to the highest achievable score. ²If grades other than integer grades are awarded, grades must be calculated by interpolation. ³When students are notified of the results of the test, the minimum passing score, the highest achievable score and the average score achieved by the reference group identified in (4) Letter a) or b) must be communicated to them via the University's notice boards or in another appropriate manner.

Appendix 4: Part-Time Bachelor's or Master's Programmes at JMU

§ 1 Scope

(1) ¹This appendix contains specific provisions for programmes that are studied part time. ²Save as otherwise provided below, these shall be governed exclusively by the provisions of ASPO and the FSB for programmes in the same degree subject and with the same number of ECTS credits that are studied full time.

(2) ¹JMU shall make available, in the customary manner, usually via electronic systems, a list of the Bachelor's and Master's degree subjects that can be studied part time and shall keep this list up to date. ²Programmes that combine two degree subjects can only be studied part time if both subjects offer part-time study options. ³Degree subjects with admission restrictions cannot be studied part time.

(3) Students who are studying a programme part time shall not be permitted to enrol in another programme (i.e. to study for two degrees) at the same time.

§ 2 Prerequisites for Admission to Part-Time Studies

(1) ¹Studying a programme part time shall presuppose enrolment in the part-time degree subject in question. ²Enrolment in a degree subject as a part-time student shall presuppose the same qualifications and shall be subject to the same prerequisites as enrolment in the same degree subject with the same number of ECTS credits as a full-time student.

(2) Applicants are strongly advised to attend an advising session with the competent course advisor or advisors at the University before commencing studies as a part-time student; during this session, they will receive information about the contents, structure and requirements of the part-time programme in question.

§ 3 Length and Start of Programmes

(1) ¹Students may study entire degree subjects part time. ²Alternatively, they may divide their studies into full-time and part-time blocks, with each part-time block having to consist of at least two consecutive semesters of part-time study or a multiple of two semesters of part-time study. ³One semester of part-time study shall be deemed the equivalent of 0.5 semesters of full-time study, for instance when calculating a student's semester count or determining their compliance with prescribed time limits (e.g. standard length of programme, time limits prescribed by § 13 ASPO etc.).

(2) The intake options offered by any one degree subject in the part-time version shall be the same as those offered by the full-time version of that same subject.

§ 4 Changing Between Part-Time and Full-Time Studies

(1) ¹Students may change between part-time and full-time studies when they enrol and each time they re-enrol to continue their studies in the next semester but must do so no later than one month after the start date of the lecture period. ²However, the latest semester for a change from full-time to part-time studies without giving reasons shall be the one before the last semester of the standard length of the programme in question. ³After that, such a change shall only be possible upon request in exceptional and duly justified cases. ⁴The examination committee for the degree subject in question shall decide on this request; if the requesting student is studying a combination of two degree subjects, both examination committees must make a positive decision.

(2) Changes within the meaning of (1) shall not constitute a change of degree subjects as per § 40 ASPO.

(3) Clash-free timetables cannot be ensured for students who change from a part-time block as referred to in § 3 (1) Sentence 2 to full-time studies, in particular if the intake options of their programmes as referred to in § 3 (2) are winter intake only.

§ 5 Examination Committee

The examination committee for the part-time version of any one degree subject shall be the same as that for the full time-version of that same subject.

§ 6 Maximum Permissible Number of ECTS Credits

- (1) Students may earn a maximum of 20 ECTS credits per semester of part-time study.
- (2) If a student exceeds the maximum permissible number of ECTS credits identified in (1) in any given semester of part-time study, that semester shall retroactively be counted as two semesters of part-time study.

§ 7 Accreditation of Semesters, Placement into Subject Semesters in Part-Time Programmes

- (1) Students who change from studying a programme in a degree subject that they have commenced at JMU full time to studying that same subject part time shall be accredited two semesters of part-time study for each subject semester they have studied full time, irrespective of the number of ECTS credits earned by them to date.
- (2) Students who change from studying a programme in a degree subject that they have commenced at JMU part time to studying that same subject full time shall be accredited 0.5 semesters of full-time study for each subject semester they have studied part time, irrespective of the number of ECTS credits earned by them to date.
- (3) If a student has ECTS credits earned while studying another degree subject or credits earned at another higher education institution transferred into a part-time programme, the provisions of § 18 ASPO that apply to full-time programmes shall apply, mutatis mutandis, to their placement into a subject semester in their part-time programme with the additional provision that, under normal circumstances, they shall move up two part-time subject semesters for each 30 ECTS credits that are being transferred into their programme.

§ 8 Minimum ECTS Score Requirement (*Grundlagen- und Orientierungsprüfung* and *Weitere Kontrollprüfung Exams*)

¹Students studying part time must meet the minimum ECTS score requirement (*Grundlagen- und Orientierungsprüfung* and, where applicable, the *weitere Kontrollprüfung* exam) within the time limits prescribed by the FSB for the full-time version of the degree subject in question. ²In accordance with § 3 (1) Sentence 3 of this appendix, two semesters of part-time study shall be deemed the equivalent of one semester of full-time study.

³This shall apply in particular in cases where students studying a particular degree subject full time must have earned a certain number of ECTS credits or successfully completed certain modules by the end of specific subject semesters.

§ 9 Work Placements and Study-Abroad Periods

¹Students may complete work placements or study-abroad periods on a part-time basis, provided that their placement employers or host universities so permit. ²Nothing in these Regulations shall be construed to create a legal entitlement to completing work placements or study-abroad periods on a part-time basis.

§ 10 Time Allowed for the Completion of Bachelor's and Master's Theses

¹Students studying part time shall be allowed twice the amount of time for the completion of their Bachelor's or Master's thesis as those studying the same degree subject with the same number of ECTS credits full time. ²A student's specific submission deadline shall be set by the examination committee when that student has been assigned their thesis topic.