

# **General Examination Regulations (APO) for Bachelor's and Master's degree programs at of the Bavarian University of Applied Sciences from December 09, 2015**

in the version dated 25.02.2024

This translation serves to inform our international students. The valid legal reference can be found in the original „Allgemeine Prüfungsordnung (APO) für Bachelor- und Masterstudiengänge an der Hochschule der Bayerischen Wirtschaft für angewandte Wissenschaften“

Based on Art. 9, Art. 80 para. 1, Art. 84 para. 2, para. 3, para. 4, para. 6, Art. 85, Art. 86 of the Bavarian Higher Education Innovation Act (BayHIG) of August 5, 2022 (GVBl. p. 414, BayRS 2210-1-3-WK), the Bavarian University of Applied Sciences (hereinafter HDBW) issues the following statutes:

Preliminary remark on the use of language:

In accordance with Article 3 (2) of the Basic Law, men and women have equal rights. Insofar as the following provisions use gender-specific designations of persons and functions, these apply equally to both genders.

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## § 1 Scope and purpose of the General Examination Regulations

(1)<sup>1</sup> The General Examination Regulations contain regulations for studies and examinations at the HDBW. <sup>2</sup>They are supplemented for the individual degree programs by the respective subject-specific study and examination regulations.

## § 2 Study objective

(1)<sup>1</sup> The aim of the Bachelor's degree program is to enable students to act independently in the professional or entrepreneurial environment of the respective field of study by providing them with a subject-specific education based on scientific principles. <sup>2</sup>In addition to teaching subject-specific and methodological skills, each Bachelor's degree program also promotes students' social and personal skills and ensures a broad academic qualification. <sup>3</sup>The degree course has a modular structure and generally allows students to choose their own specialization through the range of fields of study, specializations or compulsory elective modules. <sup>4</sup>The Bachelor's degree course can also form the basis for an application-oriented, academic qualification in a subsequent Master's degree course.

(2)<sup>1</sup> The consecutive Master's degree program at the HDBW leads to a Master's degree. <sup>2</sup>This program enables particularly qualified students who have already completed a university degree to further develop their qualifications and acquire a further, internationally compatible degree. <sup>3</sup>On the basis of scientific knowledge and methods, students acquire further knowledge, skills and abilities that enable them to work as a specialist or manager.

(3)<sup>1</sup> The HDBW's vision is to become the leading point of contact for students, companies and organizations that value personality and the assumption of responsibility. <sup>2</sup>The HDBW therefore supports students in becoming sought-after personalities in business and society. <sup>3</sup>Application-oriented specialist knowledge and social and intercultural skills are achieved through a scientific foundation, close practical relationships and modern forms of teaching and learning.

## § 3 Examination bodies

The examination bodies of the HDBW are the Examination Board and the examiners.

## § 4 Audit Committee

(1) The HDBW shall form an Examination Board for the organization of the examinations and for the tasks assigned by these Examination Regulations.

(2)<sup>1</sup> The examination board consists of the chairperson and at least two other members. <sup>2</sup>A substitute must be appointed as a permanent replacement for each member. <sup>2</sup>Each field of study should be represented by one member. <sup>3</sup>The chairperson of the examination board is appointed by the Bavarian State Ministry of Science and the Arts, the other members by the President of the university. <sup>4</sup>A

substitute is appointed as a permanent replacement for each member. <sup>5</sup>The term of office of the members is two years. <sup>6</sup>Reappointment is permitted. <sup>7</sup>If a member/substitute member leaves before the end of the term of office, a new member/substitute member is appointed for the remaining term of office. <sup>8</sup>The Audit Committee passes resolutions at meetings by a majority of the votes cast by the members present. <sup>9</sup>Secret ballots and proxy voting are not permitted. <sup>10</sup> In the event of a tie, the Chairman has the casting vote.

(3) The Audit Committee is responsible for the following additional tasks:

- a. Determination and announcement of the dates for the individual examinations,
- b. Determining the registration and deregistration deadlines for examinations
- c. Appointment of examiners, the assignment of students to examiners and the appointment of assessors for oral examinations,
- d. the determination and announcement of the permitted work and aids at the suggestion of the examiner who is entrusted with the task,
- e. the decision on the consequences of violations of audit regulations,
- f. deciding on applications for extensions of deadlines for the completion of examinations,
- g. the decision on the consequences of non-attendance at examinations,
- h. and the determination of the results of examinations.
- i. handling appeals against examination decisions and deciding on complaints in examination matters and
- j. the decision on the granting of compensation for disadvantages.

## § 5

### Examination period, examination dates and aids

(1) The registration and examination period to be determined by the Examination Board must be announced to the university at the latest 14 days after the start of lectures in the respective semester.

(2) Examinations which, according to their purpose, are to be taken during the lecture period may take place during the lecture period.

(3)<sup>1</sup> The Examination Board announces the examiners appointed for the individual examinations, the form of examination, the permitted aids and work materials as well as the final submission dates for the module work to the university at the latest four weeks after the start of lectures. <sup>2</sup>Notwithstanding this, the examiners may announce binding interim and submission deadlines for module work to the students concerned at the latest when the assignment is set.

(4) The examination dates shall be announced publicly by the Examination Board at least four weeks, and the examination rooms at least one week before the start of the examination period.

## § 6 Examiner

(1)<sup>1</sup> Persons who are entrusted with independent teaching activities at the HDBW are entitled to take examinations. <sup>2</sup> In accordance with Art. 85 Para. 1 BayHIG, examinations may only be assessed by persons who themselves possess at least the qualification to be determined by the examination or an equivalent qualification.

(2) The examiners are independent in their examination activities. They are subject to confidentiality.

## § 7 Recognition and crediting of competencies

(1)<sup>1</sup> Periods of study, coursework and examinations completed in degree programmes at other state or state-recognized higher education institutions in the Federal Republic of Germany, through successful participation in a distance learning unit as part of a degree programme at a state or state-recognized higher education institution in the Federal Republic of Germany or in degree programmes at foreign higher education institutions must be recognized by the responsible examination board when continuing studies, taking examinations or commencing further studies, unless there are significant differences with regard to the competences acquired (learning outcomes).

(2)<sup>1</sup> Basic modules of Bachelor's degree programmes with the same name or related subjects, which have been completed at state or state-recognized universities in Bavaria, will be recognized upon application up to a total of 60 credits without further examination if they are part of the canon of basic modules of the HDBW degree programmes. <sup>2</sup>These are listed in Annex 1 of the study and examination regulations.

(3)<sup>1</sup> In accordance with Art. 86 Para. 2 BayHIG, competences acquired as part of other further education or further qualification studies or outside the higher education sector may be credited if they are equivalent. <sup>2</sup>Competences acquired outside the higher education sector may not replace more than half of the competences to be proven.

(4)<sup>1</sup> For the recognition of periods of study, coursework, examinations and competences, the Examination Board generally uses the module descriptions and competence objectives of the coursework and examinations already completed to assess comparability. <sup>2</sup>The relevant documents must be submitted by the students.

(5)<sup>1</sup> The crediting of periods of study, coursework, examinations and competencies in accordance with paragraphs 1 to 3 must be applied for in writing using the forms provided. <sup>2</sup>If these periods, achievements and competencies were completed before the start of the degree program at the HDBW, an application for credit transfer must be submitted within one year of enrollment. <sup>3</sup>The application for credit transfer of periods of study, coursework, examinations and competencies completed during the course of study at the HDBW (semesters abroad, internships, examinations from other degree programs in the event of a change of degree program, etc.) must be submitted at least six weeks before the examination of the module for which credit transfer is requested, but at the latest within one year of resuming regular studies at the HDBW.

(6) It is not possible to improve a grade by taking an examination at the HDBW in addition to an approved application for crediting in a module.

(7)<sup>1</sup> The conversion of grades from foreign grading systems is based on the formula

$$x = 1+3 * (N_{max} - N_d) / (N_{max} - N_{min})$$

where x = desired conversion note

N<sub>max</sub> = best achievable grade N<sub>min</sub> = lowest passing grade

N<sub>d</sub> = grade achieved

<sup>2</sup>It is rounded to one decimal place; there is no adjustment to the HDBW grading system in accordance with § 24 of these examination regulations.

(8)<sup>1</sup> If, when converting grades in accordance with paragraph 3 sentence 1, there are significant deviations (more than one whole grade compared to the original grade) in the assessment of an achievement due to the grading practice used at the foreign university, a conversion shall be made using an ECTS grading table to be submitted by the student from the university whose transcript of records is to be recognized. <sup>2</sup>This must be submitted by the applicant.

(9) If a conversion pursuant to para. 7, sentence 1 is not possible, the regulation pursuant to § 26 para. 6 shall apply.

(10) Credited achievements can be marked with an "\*" in the final certificate.

(11) The recognition of previous professional practice as a practical phase is regulated in Section 21 (5).

(12) For documents that are not issued in German or English, the submission of a German translation certified by a sworn translator in Germany is required.

## § 8 Module Handbook

(1) In order to ensure the range of courses offered, the responsible head of degree program shall draw up a module handbook detailing the course of study.

(2) The module handbook contains in particular regulations and information on

- a. the allocation of weekly semester hours per module and semester,
- b. the catalog of selectable elective modules with the names of the modules and their number of semester hours per week,
- c. the language of instruction and examination in the individual modules, insofar as the subject-specific study and examination regulations stipulate that other languages may be used in the respective module.
- d. the type of course in the individual modules, insofar as this is not conclusively defined in the subject-specific study and examination regulations,
- e. the study objectives and course content of the individual modules,
- f. the educational objectives and content of the practical semester as well as its form and organization,
- g. the form and organization of the practical courses,
- h. more detailed provisions on module examinations.

(3)<sup>1</sup> There is no entitlement to the fact that all planned specializations, compulsory elective modules and elective modules are actually offered. <sup>2</sup>Similarly, there is no entitlement to such courses being offered if there are insufficient participants.

## § 9

### Admission to examinations

(1) Admission to the examinations (without thesis) requires that the registration

- a. has been submitted in due form and time with the required documents,
- b. you are enrolled as a student of the respective degree program at the university
- c. and the examinations and certificates of attendance required for admission according to the subject-specific study and examination regulations are available.

(2) Students who have been admitted in accordance with Art. 90 Para. 1 Sentence 4 BayHIG and have not completely passed the undergraduate Bachelor's degree program with 210 ECTS credits after one year are only to be admitted to examinations for the Master's degree program once they have passed the Bachelor's examination.

## § 10

### Examination registration

(1) Registration is required for all module examinations.

(2) Registration for an examination is only valid for the next examination date.

(3) Registration by the university ("automatic registration") takes place

- a. for the module examinations scheduled in the relevant semester according to the module handbook (first attempt)
- b. for repeat examinations at the end of the period according to §28

(4) Registration by the student ("own registration")

- a. by submitting a written or electronic application to the Examination Office
- b. is possible in all cases that are not regulated under (3)

(5) The registration deadlines set by the Examination Board in accordance with Section 4 (3) apply

## § 11

### Failure to attend, withdrawal, deception, breach of regulations

(1)<sup>1</sup> Failure to appear for an examination is deemed to be an effective withdrawal. <sup>2</sup> Sentence 1 does not apply if students are obliged to retake an examination.

(2)<sup>1</sup> If a student withdraws from an examination that has already been taken, the grade "fail" (5.0) will be awarded, unless the withdrawal was for reasons for which the student is not responsible. <sup>2</sup>The examination is deemed to have commenced upon submission of the examination task.

(3)<sup>1</sup> The reason given for the absence or withdrawal must be reported to the examination board immediately in writing and made credible. <sup>2</sup>If the candidate is ill, a medical certificate must be submitted to the examination board or, in the case of inpatient treatment, the confirmation of admission from the relevant clinic. <sup>3</sup>Any inability to take an examination that occurs during an examination must be reported to the examination invigilator before the end of the examination period and the examination documents returned. <sup>4</sup>In the event of incapacity to take an examination due to illness, a medical certificate must be submitted to the examination board without delay, which must be based on an examination that was generally carried out on the day of the respective examination. <sup>5</sup>In cases of doubt, the chairperson of the examination board may require the submission of a medical certificate from a medical examiner. <sup>6</sup>If the examination board recognizes the reason given, the candidate will be informed of this in writing and a new date will be set.

(4)<sup>1</sup> If the candidate attempts to influence the result of an examination by cheating, the examination in question shall be graded as "fail" (5.0). <sup>2</sup>Carrying or using unauthorized aids after the start of the examination is always considered an attempt to cheat within the meaning of sentence 1. <sup>3</sup> In serious cases or in the event of a repeat examination, the examination board may revoke the right to retake the examination. <sup>4</sup>In particularly serious cases, the examination board may exclude the candidate from taking further examinations.

(5)<sup>1</sup> A candidate who disrupts the proper conduct of an examination may be excluded from continuing the examination by the examiner or the invigilator. <sup>2</sup>In this case, the examination shall be graded as "insufficient" (5.0).

## § 12

### Compensation for disadvantages; periods of protection under the Maternity Protection Act and Federal Parental Allowance and Parental Leave Act

(1)<sup>1</sup> Students who, due to a disability, chronic illness or special circumstances, are unable to take an examination in full or in part in the intended form shall be granted compensation for disadvantages insofar as this is necessary to ensure equal opportunities. <sup>2</sup>Compensation for disadvantages can be granted in particular in the form of additional work and aids, a reasonable extension of the processing time or taking the examination in a different form.

(2) Compensation for disadvantages must be applied for in writing to the examination board.

(3)<sup>1</sup> The disability, chronic illness or special circumstances must be substantiated by submitting a medical certificate. <sup>2</sup>The Examination Board shall determine what information the medical certificate must contain; the regulation shall be made public at the University. <sup>3</sup>The Examination Board may request a medical certificate from a medical examiner appointed by the Examination Board.

(4)<sup>1</sup> It is possible to take advantage of the protection periods in accordance with §§ 3, 4, 6 and 8 of the Maternity Protection Act as well as in accordance with the deadlines of the Parental Allowance and Parental Leave Act (Bundeselterngeld- und Elternzeitgesetz - BEEG) of December 5, 2006, as amended. <sup>2</sup>In accordance with Art 93 Para. 3 Sentence 3 BayHIG, it is possible to take examinations despite a leave of absence; repeat examinations do not have to be taken.



## § 13 Module examinations

(1) A module examination (MoP) generally consists of one examination.

(2)<sup>1</sup> The module examination may consist of the forms of examination specified below. <sup>2</sup>The subject-specific study and examination regulations may specify further forms of examination.

(3) Exam candidates must identify themselves upon request by presenting their student ID together with an official photo ID.

(4) Examinations may be held in English.

## § 14 Written examinations

(1)<sup>1</sup> In the written examination (sP), the candidate should demonstrate that he or she can recognize problems in a limited time with limited aids using the usual methods of his or her subject and find ways to find an appropriate solution.

(2)<sup>1</sup> The processing time for written examinations is 60 to 180 minutes. <sup>2</sup>Further details are regulated by the subject-specific study and examination regulations and the supplementary module handbooks.

## § 15 Oral examinations

(1) In the oral examination (mP), the candidate should demonstrate that he/she has knowledge in the respective examination area, recognizes correlations and is able to classify specific questions in these correlations and propose solutions.

(2)<sup>1</sup> Oral examinations are conducted either in front of several examiners or by the authorized examiner of the relevant course in the presence of an expert assessor. <sup>2</sup>If the oral examination takes place in front of several examiners, the candidate will only be examined by one examiner per examination area.

(3)<sup>1</sup> The length of the oral examination is a minimum of 15 minutes and a maximum of 60 minutes per candidate. <sup>2</sup>Further details can be found in the subject-specific study and examination regulations and the module handbooks supplementing these. <sup>3</sup>No more than four candidates may be examined per oral examination.

(4)<sup>1</sup> Every oral examination must be recorded in writing in a protocol. <sup>2</sup>The minutes shall include the place, time and duration of the examination, the name of the examiner, the name of the candidate, the subject matter, the result and any special occurrences during the examination.

## § 16 Term papers

(1) In the term paper (HA), the candidate should demonstrate that he or she can independently work on a limited topic in a subject area of the module using the methods commonly used in this area and present it in writing in a manner appropriate to the requirements of science.

(2)<sup>1</sup> Term papers must be at least 5 and no more than 25 A4 pages in length. <sup>2</sup>In the case of group work, the amount of individual work as per sentence 1 applies per participant. <sup>3</sup>The written work must be completed within a maximum of four weeks. <sup>4</sup>Further details can be found in the subject-specific study and examination regulations and the module handbooks supplementing these. <sup>5</sup>Term papers can be written during the lecture-free period.

(3) Term papers can be extended to include a presentation (defense) of the work.

## § 17 Short papers and presentations, presentations, project work

(1) A short presentation (KR) and a presentation (R) are oral examinations in which the candidate should demonstrate in the context of a seminar or a similar course that he or she can apply the acquired subject and methodological knowledge as well as working techniques in independent academic work and present his or her results in a comprehensible manner and explain them in the discussion.

(2)<sup>1</sup> The content of the short presentation or paper must be based on original scientific literature and own research. <sup>2</sup>Corresponding literature references and the core statements must be distributed to all participants of the course in the form of a thesis paper.

(3)<sup>1</sup> The candidate presents the results of their work to other students and the examiner. <sup>2</sup>The duration of the short presentation is a minimum of 5 and a maximum of 10 minutes. <sup>3</sup>The presentation should last a minimum of 20 minutes and a maximum of 45 minutes. <sup>4</sup>Further details can be found in the subject-specific study and examination regulations and the module handbooks supplementing these.

(4)<sup>1</sup> Presentations can be carried out either as individual work or in the form of group work. <sup>2</sup>In the case of group work, the individual contribution of each candidate must be clearly recognizable and assessable.

(5)<sup>1</sup> The presentation is usually supplemented by a written paper. <sup>2</sup>The date of submission of the written paper is determined by the lecturer and announced in the first session of the course at the latest.

(6)<sup>1</sup> Through the presentation (PR), the candidate should demonstrate that he or she is able to present scientifically developed results in a comprehensible manner and explain them in the discussion.

(7)<sup>1</sup> Presentations can be carried out either as individual work or in the form of group work. <sup>2</sup>The results of the work are presented to other students and the head of the relevant course. <sup>3</sup>In the case of group work, the individual contribution of each candidate must be clearly recognizable and assessable.

(8)<sup>1</sup> The duration of a presentation should be at least 15 and at most 30 minutes per candidate. <sup>2</sup>Further details can be found in the subject-specific study and examination regulations and the module handbooks supplementing these.

(9)<sup>1</sup> Through the project work (PA), the candidate should demonstrate his or her ability to work in a team and to develop, implement and present concepts. <sup>2</sup>The candidate should also demonstrate that he or she is able to define concrete scientific objectives and interdisciplinary approaches to solutions and to develop concepts.

(10) The project work can be submitted in the form of a written paper or a presentation.

(11)<sup>1</sup> The project work can be carried out either as individual work or in the form of group work. <sup>2</sup>In the case of group work, the individual contribution of each candidate must be clearly recognizable and assessable. <sup>3</sup>The duration of a presentation should be at least 15 and at most 30 minutes per candidate. <sup>4</sup>Further details can be found in the subject-specific study and examination regulations and the module handbooks supplementing these. <sup>5</sup> The basis for the grade is the result of the project work as well as its documentation and the process of group work.

## § 18

### Electronic examinations

(1)<sup>1</sup> Examinations can also be taken in electronic form. <sup>2</sup>Students shall be given the opportunity to familiarize themselves with the electronic examination system before the examination as part of the course. <sup>3</sup>Data protection regulations must be observed.

(2) Electronic examinations can be conducted as face-to-face examinations or as electronic remote examinations.

(3) The following applies to electronic remote examinations:

- a. <sup>1</sup>In accordance with Section 8 (1) of the Bavarian Distance Learning Examination Ordinance (BayFEV), electronic distance learning examinations are offered on a voluntary basis. <sup>2</sup>These take the form of written remote examinations (remote examinations) and oral remote examinations.
- b. <sup>1</sup>If oral examinations, papers, colloquia, presentations, etc. are conducted as remote oral examinations, these are transmitted simultaneously in video and audio to the location of the examination participants and to the locations where the examiner and the assessor are present and conduct the examination or attend it via video conference. <sup>2</sup>The assessor can also be connected via video conference.
- c. In addition, the regulations of the Bavarian Distance Learning Examination Regulations apply, to which reference is hereby made.

## § 19

### Written examinations using the multiple-choice procedure

(1)<sup>1</sup> Written examinations may be conducted in whole or in part using the answer-choice method. <sup>2</sup>If the proportion of the answer-choice procedure is more than 20% of the total examination performance, measured by the total number of points, the following regulations shall apply.

(2)<sup>1</sup> An examination section using the answer-choice method consists of a collection of tasks with predefined suggested answers. <sup>2</sup>The tasks can be set as single-choice tasks (exactly one of a total of n suggested answers is correct - "1 out of n") or multiple-choice tasks (one or more (x) of a total of n suggested answers is correct - "x out of n").

(3)<sup>1</sup> There must be a clearly correct solution to each task. <sup>2</sup>Within a task, points can be deducted for incorrectly chosen answers. <sup>3</sup>The minimum number of points to be achieved for a task is 0 points and cannot be negative.

(4) If examinations are conducted using the answer-choice procedure, the examiner shall announce this to the university at least four weeks before the examination date, stating the proportion of the total number of points that will be awarded using the answer-choice procedure.

(5)<sup>1</sup> The question and answer catalog is created by at least two examiners. <sup>2</sup>When designing and creating the examination questions, these examiners agree on their content and basic correction key at an early stage, as well as on any changes that may become necessary in the further course of the examination. <sup>3</sup>If an examination by the examiners reveals that individual tasks are incorrect in terms of the requirements of para. 3, these are not to be taken into account when determining the examination result. <sup>4</sup>Students must not suffer any disadvantage as a result.

(6) When preparing an examination using the answer-choice method, the following points in particular must be observed and specified in writing by the examiners before the examination date:

- a. The number of tasks according to the answer-choice method.
- b. The correct solution for each task.
- c. The right choice for each suggested answer.
- d. The maximum number of points for each task.
- e. In the case of only partial use of tasks according to the answer choice procedure, the weighting of such tasks in relation to the other parts of the examination.

(7) The correction may be made using an automated procedure.

## § 20

### Types of courses

<sup>1</sup>The degree program is determined by different types of courses. <sup>2</sup>Courses may consist of the course types specified below:

- a. Lectures (VL): offer coherent presentations of larger subject areas and convey introductory, basic and overview knowledge and methods on a scientific basis.
- b. Seminars (S) and block seminars (BS):<sup>1</sup> serve to deal with specific academic issues and introduce students to certain subjects. <sup>2</sup>Block seminars are held as block courses and comprise a minimum of 4 hours and a maximum of 8 hours.

- c. Exercises (UE): serve to consolidate skills learned in seminars and lectures in laboratories, PC practice rooms or computer pools as well as in the field under the guidance of lecturers.
- d. Laboratory lessons (L): serve to consolidate the skills and methods learned in lectures and seminars by means of laboratory experiments or PC applications under the guidance of lecturers.
- e. Language courses (SK):<sup>1</sup> are courses that focus on the acquisition of a foreign language. <sup>2</sup>They can also be completed as a block.
- f. Colloquia (KO):<sup>1</sup> are aimed at active reflection on in-depth research questions. <sup>2</sup>They can supplement the phase of completing the degree and writing the thesis.
- g. Study projects (SPJ):<sup>1</sup> are courses with an increased workload for students, which teach methodological skills on the basis of a research project or as part of a group project, serve the independent application of typical research working methods and support the topic identification and methodical design of final theses. <sup>2</sup>Study projects are carried out independently by the students in the sense of independent study in accordance with § 14. <sup>3</sup>They therefore generally do not imply attendance times in the form of prescribed semester hours per week. <sup>4</sup>Study projects relate to theoretical course content taught in the respective semesters.
- h. Practice-oriented courses (PL):<sup>1</sup> serve to acquire subject-specific application knowledge and key qualifications as well as non-subject-specific application knowledge and interdisciplinary key qualifications. <sup>2</sup>Course types are exercises, seminars, project seminars, excursions, workshops and training courses.

## § 21 Practical phase

(1)<sup>1</sup> The practical phase is carried out as an internship semester in full-time and part-time studies and comprises a company internship. <sup>2</sup>Deviating from this, the practical phase in the dual study program is carried out in the form of several compulsory block internships over the entire course of the study program.

(2)<sup>1</sup> Work placements enable students to gain insights into different fields of activity and to apply what they have learned on a trial basis. <sup>2</sup>They are based on the guidelines for the content of practical training in accordance with the study regulations.

(3)<sup>1</sup> The work placement takes place in blocks during the practical phase and is supervised by an HDBW teacher. <sup>2</sup>For full-time students, it lasts 22 weeks, which corresponds to a workload of 112.5 days. <sup>3</sup>This workload is divided into 20 weeks within the internship company (100 days) and 2 weeks of processing time for the internship report (12.5 days or 100 hours). <sup>6</sup>In the dual study program, the work placement lasts 24 weeks, which corresponds to a workload of 112.5 days. <sup>7</sup>This workload is divided into 3 x 32.5 days within the internship company (97.5 days) and 3 x 1-week processing time for the internship report (15 days). <sup>8</sup>The scope of the internship report is regulated in the examination regulations of the individual degree programs.

(4) The daily working hours in the internship company correspond to the normal working hours of the internship company for full-time employees.

(5)<sup>1</sup> A total of 30 credit points are awarded for the practical phase. <sup>2</sup>The prerequisite for the award of credit points is a successful internship report (PB). <sup>3</sup>No module grade is awarded. <sup>4</sup>The practical phase is deemed to have been successfully completed once all necessary practical reports and, if applicable, the presentations have been assessed as "passed" by the responsible head of the practical module.

<sup>5</sup>The supervisor is appointed by the examination board from among the examiners before the start of the practical phase.

(6)<sup>1</sup> Previous professional practice can be recognized as a practical phase if the equivalence of the competences acquired outside of the university with the contents of the practical semester described in the module handbook is confirmed by the course director (cf. Art. 86 Para. 2 BayHIG). <sup>2</sup>In case of doubt, the examination board will decide.

## § 22

### Regular dates and deadlines

- (1) Unless otherwise stipulated in the respective SPO, the following standard periods of study apply:
  - a. The standard period of study for full-time study and dual study in Bachelor's degree programs is seven semesters;
  - b. The standard period of study for full-time study in Master's degree programs is three semesters, and five semesters for part-time study.
- (2) In order to comply with the respective standard period of study, approx. 30 ECTS credit points should be acquired per semester in the full-time course and in the dual study program.
- (3) In the respective SPO and within the standard period of study, the necessary achievements must be completed to pass the Bachelor's or Master's examination in accordance with Section 26 (1).
- (4)<sup>1</sup> Students who do not meet the requirements set out in paragraphs 2 and 3 at the end of the standard period of study should be informed by the Examination Board that they have not yet completed the required work for the Bachelor's or Master's examination. <sup>2</sup>They must be informed of the options for repeating the Bachelor's examination if they fail.
- (5) If students exceed the respective standard period of study by more than two semesters without fulfilling the requirements according to para. 2 and para. 3, the Bachelor's or Master's examination is deemed to have been failed for the first time in accordance with § 26 para. 1 and 2.

## § 23

### Advance clauses

- (1) Full-time students on Bachelor's degree courses may only participate in modules and take the associated examinations from the 4th semester and higher semesters if at least 60 ECTS have been acquired from the modules of the 1st to 3rd semester.
- (2) Dual students on Bachelor's degree courses may only participate in modules and take the associated examinations from the 4th semester and higher semesters if at least 55 ECTS have been acquired from the modules of the 1st to 3rd semester.
- (3) Students who do not meet the advancement clauses should be offered a counseling interview with the head of degree program.

## § 24 Final module

(1) The final module (AM) consists of the final thesis (AB) and the defense (VE).

- a. The final thesis is the Bachelor's thesis in the Bachelor's degree program and the Master's thesis in the Master's degree program.
- b. The final module should be taken in the last semester of the standard period of study.

(2)<sup>1</sup> The Bachelor's thesis (BA) or Master's thesis (MA) is the academic application of the course content. <sup>2</sup>In it, the student should demonstrate that they are able to work independently on a challenging task from the field of their subject and to develop, evaluate and effectively implement solution strategies.

(3)<sup>1</sup> Unless the respective subject-specific study and examination regulations (SPO) stipulate other requirements, admission to the final thesis is granted if the credit points specified in the appendices "Examination plans" of the SPO amounting to at least 140 credit points have been acquired in the Bachelor's degree program and 60 credit points in the Master's degree program. <sup>2</sup>In the final thesis, the candidate should demonstrate that he/she can work independently on a given problem using scientific methods within the specified period.

(4)<sup>1</sup> The thesis is supervised by two university lecturers working at the HDBW, at least one of whom works full-time at the HDBW. <sup>2</sup>The first supervisor must be responsible for teaching and examination tasks in the chosen field of study.

(5)<sup>1</sup> Candidates' wishes regarding the appointment of a thesis supervisor should be taken into account. <sup>2</sup>The Examination Board may limit the number of theses to be supervised by a full-time university lecturer working at the HDBW with the aim of ensuring a balanced supervision ratio; it must be ensured that each candidate is assigned a supervisor.

(6)<sup>1</sup> The topic of the thesis can be proposed by the supervisor, a part-time lecturer working in the degree program or by the candidate from his or her company environment. <sup>2</sup>The decision on the final formulation is made by the first supervisor in consultation with the candidate. <sup>3</sup>The topic can be returned once within the first three weeks after the start of the processing period upon justified request. <sup>4</sup>The examination board decides on the acceptance of the request. <sup>5</sup>The thesis must then be resubmitted to the examination board with a new topic within six weeks. <sup>6</sup>The return of the topic can only be used in the repeat attempt if it was not used in the first attempt.

(7)<sup>1</sup> The topic of the thesis is communicated to the candidate by the examination board, stating the date by which the thesis must be submitted. <sup>2</sup>The date on which the topic is issued must be recorded.

(8)<sup>1</sup> The deadline for the Bachelor's thesis is nine weeks for full-time and dual students. <sup>2</sup>In justified exceptional cases, if the deadline cannot be met due to illness or other reasons for which the student is not responsible, it can be extended by the examination board by a maximum of three weeks for full-time and dual students with the consent of the supervisor. <sup>5</sup>In the event of illness, § 11 para. 3 sentences 1 and 2 apply accordingly.

(9)<sup>1</sup> The completion deadline for the Master's thesis is 5 months for full-time and part-time students. <sup>2</sup>In justified exceptional cases, if the deadline cannot be met due to illness or other reasons for which the student is not responsible, it can be extended by a maximum of two months for full-time and part-time students with the approval of the supervisor by the Examination Board. <sup>5</sup>In the event of illness, § 11 para. 3 sentences 1 and 2 apply accordingly.

(10)<sup>1</sup> With the consent of the supervisor, a thesis can also be submitted as a group thesis. <sup>2</sup>The prerequisite is that the performance of the individual candidates corresponds to the type and scope of an independent Bachelor's thesis and is recognizable and assessable as such.

(11)<sup>1</sup> The thesis must be submitted to the examination board by the deadline in a hardbound and a digital copy. <sup>2</sup>The thesis must be accompanied by a declaration that the student has written the thesis independently, has not used any sources or aids other than those specified and has marked verbatim or analogous quotations as such. <sup>3</sup>If the thesis contains company data worthy of protection, the candidate can apply for a blocking notice for their thesis at the time of submission.

(12) If the thesis is not submitted in due time and form, it shall be deemed to have been assessed as "insufficient" (5.0).

(13)<sup>1</sup> If the final thesis is assessed as "insufficient", it can be repeated once with a new topic. <sup>2</sup>The completion period for the thesis to be repeated begins no later than six months after the first assessment has been announced. If students exceed the deadline according to sentence 2, the examination is deemed to have been repeated and failed. <sup>4</sup>Section 11 (3) sentences 1 and 2 apply accordingly to extensions of the deadline

(14) The period for the assessment of the thesis should not exceed four weeks.

(15)<sup>1</sup> The final thesis is defended in a final colloquium in the form of an oral presentation by the candidate to the supervisors, which is chaired by at least one full-time university lecturer at the HDBW. <sup>2</sup>Each candidate must be represented by at least one supervisor as an assessor. <sup>3</sup>Candidates defend their thesis in the final colloquium. <sup>4</sup>The procedure for the colloquium is regulated by the SPOs of the degree programs.

(16)<sup>1</sup> The grade for the final module is determined by the supervisors. <sup>2</sup>For Bachelor's degree programs, it is made up of 2/3 of the grade for the final thesis and 1/3 of the grade for the final colloquium. <sup>3</sup>For Master's degree programs, the grade of the final module is made up of 90% of the grade of the final thesis and 10% of the grade of the final colloquium<sup>4</sup> If the grades of the thesis differ, the supervisors should agree on a joint grade. If this is not the case, the arithmetic mean of the assessments is used as the overall result.



## § 25

### Assessment of the individual examinations, formation of module grades

(1) The following grades are used to assess examination performance:

- 1,0; 1,3  
= very good
- 1,7; 2,0; 2,3  
= good
- 2,7; 3,0; 3,3  
= satisfactory
- 3,7; 4,0  
= sufficient
- 4,3; 4,7; 5,0  
= not sufficient.

(2)<sup>1</sup> If a module includes partial examinations, each partial examination must be passed with at least "sufficient"/"passed with distinction". <sup>2</sup>If partial module examinations are not passed, only the failed examination must be repeated. <sup>3</sup>The weighting is determined by the subject-specific study and examination regulations; if these do not contain a regulation, partial examinations are weighted equally. <sup>4</sup>The exact type, number, scope/duration and grading is also regulated by the subject-specific study and examination regulations.

(3) Examinations that are not based on final grades can be graded as "successfully passed" or "unsuccessfully passed".

(4) The grades for the examinations are determined by the respective examiners.

## § 26

### Passing, determination of the overall examination result and grading

(1) The Bachelor's examination is passed if

- a. the minimum number of 210 credit points (full-time) or 210 credit points (dual) has been acquired,
- b. the module grades for the modules are at least "sufficient" (4.0) and
- c. the final module was assessed with a grade of at least "sufficient" (4.0).

(2) The Master's examination is passed if

- a. the minimum number of 90 credit points (full-time) or 90 credit points (part-time) has been acquired,
- b. the module grades for the modules are at least "sufficient" (4.0) and
- c. the final module was assessed with a grade of at least "sufficient" (4.0).

(3)<sup>1</sup> The overall grade of the Bachelor's or Master's examination is the weighted arithmetic mean of the module grades and the grade of the final examination. <sup>2</sup>The weighting corresponds to the proportion of ECTS credit points in the total number of 210 or 90 credit points. <sup>3</sup>When calculating the average in accordance with para. 2, only the first decimal place after the decimal point is taken into account; all other decimal places are deleted without rounding.

- (4) The final grade to be shown in the certificate is, with an average value
- up to 1.5
  - = very good
  - over 1.5 to 2.5
  - = good
  - over 2.5 to 3.5
  - = satisfactory
  - over 3.5 to 4.0
  - = sufficient
  - over 4.0
  - = not sufficient.

(5) The overall examination result is determined by the examination board.

(6)<sup>1</sup> If coursework or examinations are credited in accordance with § 7, the grades - insofar as the grading systems are comparable - are to be adopted and included in the calculation of the overall examination result in accordance with the university examination regulations. <sup>2</sup>If a conversion using the Bavarian formula (§ 7 Para. 7) is not possible for grading systems that are difficult to compare, the note "passed" shall be included, which shall not be taken into account in the calculation.

- (7) An overall assessment is made on the basis of the overall examination result:
- a. with an overall examination result of 1.0 to 1.2 = passed with distinction
  - b. with an overall examination result of 1.3 to 1.5 = very good pass
  - c. with an overall examination result of 1.6 to 2.5 = good pass
  - d. with an overall examination result of 2.6 to 3.5 = satisfactory pass
  - e. with an overall examination result of 3.6 to 4.0 = passed.

## § 27

### Invalidity of examinations

(1) If the candidate has influenced the result of an examination by cheating or using unauthorized aids and this fact only becomes known after the certificate has been issued, the examination board may subsequently correct the grades for those examinations in which the candidate has cheated and declare the examination failed in whole or in part.

(2)<sup>1</sup> If the requirements for admission to an examination were not met without the candidate intending to deceive about this and this fact only becomes known after the certificate has been issued, this deficiency shall be compensated for by passing the examination. <sup>2</sup>If the candidate has intentionally caused the admission wrongly, the examination board shall decide on the legal consequences in accordance with the statutory provisions.

(3)<sup>1</sup> The incorrect examination certificate must be withdrawn; if necessary, a new one must be issued. <sup>2</sup>A decision pursuant to para. 1 or para. 2 sentence 2 is excluded after a period of five years from the date of the examination certificate.

## § 28

### Repetition

(1)<sup>1</sup> If an examination is graded "insufficient" for the first time, it can be repeated twice. <sup>2</sup>In this case, each examination specified in the relevant study and examination regulations - irrespective of the respective examination form - counts as one examination. <sup>3</sup>As a rule, the first repeat examination must be taken on the next regular examination date, but at the latest within six months of the announcement of the result of the assessment of the respective examination.

(2) The second repeat examination must be taken within a period of twelve months after notification of the result of the assessment of the previous repeat examination.

(3)<sup>1</sup> A third resit is permitted in a maximum of one examination. <sup>2</sup>This must be taken within a period of twelve months after notification of the result of the assessment of the previous second resit examination.

(4) If a third resit examination is required for more than one examination or if the third resit examination permitted in accordance with para. 3 has not been passed, the Bachelor's or Master's examination has been definitively failed.

(5)<sup>1</sup> The deadlines for retaking examinations are not interrupted by a leave of absence or exmatriculation, unless the leave of absence is due to reasons as defined in Section 12 (4). <sup>2</sup>If students exceed the deadlines according to para. 1 to 3, the examination is deemed to have been repeated and failed.

(6)<sup>1</sup> The final thesis may only be repeated once with a new topic. § Section 24 (13) applies accordingly and must be registered within 6 months of the announcement of the result of the first attempt. <sup>2</sup>The processing period for the Bachelor's or Master's thesis to be repeated begins no later than six months after the announcement of the first assessment.

(7) Passed examinations may not be repeated.

## § 29 Certificate, Diploma Supplement

<sup>1</sup>A certificate of successful completion of the final examination is issued in accordance with the model in Annex 1. <sup>2</sup>An English-language Diploma Supplement is attached to the degree certificate. The certificate shall bear the date on which the last examination was completed.

## § 29 Academic degrees

(1) On the basis of the final examination passed at the HDBW, an academic degree is awarded in accordance with the law and the relevant SPO.

(2) A certificate in accordance with Annex 2 shall be issued for the award of the academic degree.

## § 30 Announcement of grades, inspection of examinations

(1)<sup>1</sup> Grades are announced via the HDBW internet portal. <sup>2</sup>The grades are deemed to have been announced no later than the third day after they can be viewed on the internet portal.

(2)<sup>1</sup> Students may inspect their graded written examination papers after the examination results have been determined and announced. <sup>2</sup>A knowledgeable person or the respective examiner should be present to inspect and answer questions. <sup>3</sup>The examination board regulates the period of inspection; it can set a reasonable deadline after which inspection will no longer be granted. <sup>4</sup>In justified exceptional cases, an alternative date may be offered.

### § 31

#### Retention of examination documents

(1)<sup>1</sup> Examination documents must be kept for two years. <sup>2</sup>The retention period begins at the end of the calendar year in which the student was notified of the result of the respective module examination.

(2)<sup>1</sup> Examination documents include, in particular, all written, physical, digital or other forms of work produced by students that are included in the examination result. <sup>2</sup>Examination documents within the meaning of this provision also include minutes of oral and written examinations as well as minutes of hearings on attempted cheating.

(3)<sup>1</sup> A reduced examination file must be kept for a period of 50 years. <sup>2</sup>This contains documents relating to the period of enrolment, examination results, de-registration and the awarding of the academic degree. <sup>3</sup>They may also be stored in digital form. <sup>4</sup>The retention period begins at the end of the calendar year in which the student was de-registered.

(4)<sup>1</sup> The examination documents must be destroyed after the respective retention period has expired if they are not stored for university purposes with the consent of the respective student or archived as documents worthy of archiving in the archive of the respective university or in a state archive. <sup>2</sup>Examination documents may not be segregated or destroyed if and as long as an appeal or legal action has been filed against an examination decision and the proceedings have not been legally concluded.

### § 32

#### Duty of cooperation, information and due diligence

(1)<sup>1</sup> As part of their duty to cooperate, inform and exercise due diligence in orderly study and examination procedures, students are obliged to inform themselves conscientiously and independently about the relevant regulations concerning studies and examinations, such as the APO, as well as about university public announcements, in particular the respective SPO and the respective study plan, the examination boards and the examination office, and to take the necessary actions in the examination procedure. <sup>2</sup>Furthermore, students are obliged to regularly inform themselves about examiners, current examination forms, processing times and other examination modalities on the basis of the relevant SPO and the associated curriculum. <sup>3</sup>Any omitted or ambiguous actions that fall under the obligation in sentence 1 shall be at the student's expense.

### § 34

#### Transitional provisions

(1)<sup>1</sup> All SPOs that have not been converted to the regulations of these statutes by the summer semester 2023 inclusive and to which new first-year students are to be admitted after the winter semester 2023/2024 must be adapted to these statutes by 14.03.2024 at the latest. <sup>2</sup>Students who began their studies in a degree program for which the regulations of the APO applied at the beginning of their studies before the winter semester 2023/24 can complete this degree program on the basis of the APO in its current version.

**§ 35**  
**Entry into force**

The General Examination Regulations (APO) of the Bavarian University of Applied Sciences will come into force retroactively as of October 1, 2023. They apply to all students who begin their studies at the HDBW in the winter semester 2023/24.

Issued on the basis of the decision of the HDBW Senate on 11.10.2023 and on the basis of the agreement of the Bavarian State Ministry of Science and the Arts of 15.01.2024, AZ L.3-H6484.4.1/1/26.

Munich, February 25, 2024

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Dr. Evelyn Ehrenberger, President

The Articles of Association were deposited at the university on February 25, 2024; the deposit was announced on February 25, 2024 by posting at the university. The date of the announcement is therefore February 25, 2024.