

***Bachelor Study and Examination Regulations***

***IU University of Applied Sciences***

***Bachelor Study Courses***

#### from 14.08.2023

Pursuant to §§ 9 para. 4 letter f and 12 para. 6 letter f of the Basic Regulations in the version of 22.12.2021 in conjunction with §§ 3 para. 1, 55 and 124 para. 4 of the Thuringian Higher Education Act (ThürHG) of May 10, 2018 (GVBl. p. 149), as last amended by Article 1 of the Act of December 07, 2018 (GVBl. p. 483), the IU International University of Applied Sciences issues the following Studien- und Prüfungs- ordnung (SPO) as statutes. The Senate adopted the SPO on 06.10.2023. The Rector approved the SPO on 14.08.2023. It was approved by the Thuringian Ministry of Economics, Science and Digital Society in a letter dated 25.07.2023. Status and function designations in this regulation apply to all sexes.

# General Regulations

### § 1 Area of Application

These Study and Examination Regulations apply to the completion of the Bachelor’s degree program- mes at the IU University of Applied Sciences (University) listed in the Appendix, hereinafter referred to as „Study Courses“. According to § 55 ThürHG it regulates the Bachelor Examination and the structure of the study course in conjunction with the General Examination Regulations (APO) of the University as amended.

### § 2 Bachelor Degree

* 1. On passing the Bachelor’s examination, the academic degree specified in § 2 of the study cour- se’s appendix is awarded for the study course in accordance with § 58 ThürHG.
  2. The University awards the following university degrees for Bachelor programmes:
     1. Bachelor of Arts (B.A.)
     2. Bachelor of Science (B.Sc.)
     3. Bachelor of Laws( LL.B.)
     4. Bachelor of Engineering (B.Eng.)

### § 3 Goal and Aim of Bachelor Examination

1. The Bachelor’s examination determines whether the graduates have the competencies required for vocational qualification at the Bachelor’s level of the national qualification framework.
2. The education and training offered at the University focus on practice-oriented research and teaching that takes current developments into account.
3. On the basis of academic knowledge, students should be able to recognise, analyse and solve economic problems that occur in everyday professional life.
4. The studies conclude with the Bachelor’s examination and passing this constitutes the quali- fication for entry into a profession. With the Bachelor examination, the candidate proves that he/she has acquired the specialist knowledge required in everyday professional life and that he/she is also able to implement the academic knowledge and methods acquired during the studies.
5. The Bachelor’s distance learning courses can be taken both in addition to a professional activi- ty and in addition to commitments in the private environment or as an independent and full- time distance learning course. The objectives, contents and methods of this distance learning course are closely linked to the combination of the theoretical contents taught with a practical application, e.g. in professional life. In the form of introductory module booklets, students are presented with the structure, learning objectives and procedure for the respective module.

### § 4 Period of Study

1. The start of the study course depends on the type of study:
   1. Campus Studies:

The study course can be started in March or September.

* 1. Dual Studies:

The study course can be started in April or October.

* 1. Part-time Studies / Distance Learning: The studies can be started continuously.

1. The standard period of study until graduation depends on the ECTS credits of the study course and is full-time:
   1. Campus Studies / Distance Learning:
      1. 6 semesters or 3 years for programs with 180 ECTS credits,
      2. 7 semesters or 3.5 years for programs with 210 ECTS credits,
      3. 8 semesters or 4 years for programs with 240 ECTS credits,

including the Bachelor’s thesis. Students of the study form „Distance Learning“ can al- so complete their studies part-time with a correspondingly extended standard period of study.

* 1. Dual Studies / Part-time Studies:

7 semesters for programs with 180 ECTS credits, including the Bachelor’s thesis.

### § 5 Modularisation

1. Modules are always be studied as a whole and in accordance with the study structure recom- mended in the curriculum overview (see „Curriculum Overview“ in the appendix of the stu- dy course). The scope and duration of the modules are defined in the module descriptions as amended.
2. Modules are divided into compulsory and elective modules. Compulsory modules must be ta- ken by all students; in the case of elective modules, a certain number of the modules offered must be chosen. In addition, there may be an elective area in the course of study in which the student can choose a specialisation. The details, in particular the respective examination form

*KAPITEL I. GENERAL REGULATIONS*

as well as the type and number of elective modules, can be found in the curriculum overview (see appendix of the study course) in the respective valid version.

### § 6 Scope and Format of Bachelor’s Examination

1. The Bachelor’s examination consists of examinations that accompany the course of study as well as a final thesis as the final part of the examination. An early completion of studies is pos- sible if the required achievements are shown.
2. The thesis is completed in the following form: Bachelor thesis.

### § 7 Bachelor Thesis

1. Admission to the thesis must be applied for electronically at the Examination Office. The regis- tration takes place online via the portal CARE of the University.
2. The admission requirements applicable to the course and form of study must be fulfilled in or- der to be able to register the thesis. Students who are enrolled at the University and have achie- ved a minimum number of ECTS credits in their study course are admitted to write their thesis:
   1. Campus Studies:

120 ECTS credits from the first four semesters must be available.

* 1. Dual Studies:

successful completion of the exams scheduled for the first six semesters.

* 1. Part-time Study / Distance Learning:
     1. For study courses with a total of 180 ECTS credits, 120 ECTS credits must be availa- ble.
     2. For study courses with a total of 240 ECTS credits, 160 ECTS credits must be availa- ble.

The chairman of the examination board decides on exceptions at the request of the thesis’ supervisor.

1. The processing time (period from the issue of the Bachelor’s thesis to its submission) depends on the type of study and amounts for:
   1. Campus Studies: maximum 9 weeks.
   2. Dual Studies: maximum 12 weeks.
   3. Part-time Studies / Distance Learning: maximum 8 weeks.

For part-time students, the processing time is extended proportionately upon request.

1. The topic of the final thesis must be selected in such a way that it is processable within the editing period. With regard to the number of pages of the thesis, the following guideline values apply - in exceptional cases, it may be longer: 40 pages DIN A4.
2. On application by the student and if justifiable reasons are given, the Examination Board can, in exceptional cases, grant an extension. This amounts to:
   1. Campus Studies: up to two weeks.
   2. Dual Studies: up to two weeks.
   3. Part-time Study / Distance Learning: up to four weeks.

In the case of illness that is proven by means of a certificate issued by a registered doctor, this deadline can be extended. A medical certificate stating the existence of the inability to take an examination is sufficient proof of the unfitness to take an examination due to illness, unless there are sufficient factual indications that the ability to take an examination is proba- ble or that another proof appears to be appropriate. If such indications exist, the University is entitled to demand an official medical certificate at its own expense.

1. Taking into account the special situation of the distance learning students as well as the resul- ting double burden of professional activity and distance learning, the examination board may extend the processing time for justified personal reasons in individual cases by an appropria- te period up to a maximum of twice the originally planned processing time. A statement of the thesis supervisor is to be obtained before the decision of the examination board.
2. The thesis must be submitted electronically to the Examination Office by the deadline. The the- sis must be submitted via an online portal (CARE) provided by the University or via a third-party provider. In the event of a technical malfunction, the thesis can be sent by e-mail to the exami- nation office to meet the deadline. The thesis must be submitted as a PDF document. The time of submission must be recorded. The time of the complete file upload is decisive for the sub- mission. This must be communicated to the student in digital form after successful upload. If the paper is sent by e-mail to meet the deadline, the time of receipt in the e-mail mailbox of the Examination Office is decisive. A final thesis submitted late is rated „not sufficient“, the Central European Time (CET/CEST) is decisive for the deadline.
3. When submitting the thesis, the candidate must give written assurance that he/she has done his/her thesis independently and has not used any sources and aids other than those specified and indicated in quotations, and that the thesis has not yet been submitted to any other exami- nation authority. In addition, the candidate must ensure that there is no factual correspondence with the thesis prepared within the framework of a previous course of study.
4. The thesis is checked by the University using plagiarism software. For this purpose, the student must submit an electronic version of the thesis, which may be available in anonymous form. The student declares that he/she agrees that his/her thesis will be checked for any plagiarism with the help of a plagiarism detection program.
5. The thesis handbook contains further details about scope and formal criteria of the thesis.

### § 8 Electronic and online exams

For Electronic and Online Exams the special regulations in accordance with the General Examination Regulations and the Guidelines for Electronic and Online Exams of the University apply to this type of examination.

# Supplementary regulations according to type of study

In addition to the General Examination Regulations (hereinafter referred to as APO) of the University for Bachelor, Master and MBA programmes, the following regulations apply:

## Campus Studies

### § 9 Supplementary regulations to the General Examination Regulations

* 1. With the exception of the internship report and the multimedia presentation in the internship module as well as the dissertation research proposal, final examinations are graded.
  2. The „Quantitative Methods“ module must be completed and passed with no lower than „suffi- cient“ by the end of the fourth semester. Should this not be the case, it is not possible to enroll for the final examinations of the following semesters.
  3. If the programme includes compulsory language modules, at least one of these language mo- dules must be completed at Level III in order to be admitted to the final examination. The com- pulsory language modules can be found in the curriculum overview in the currently valid versi- on.

## Distance Learning Study Courses

### § 10 Supplementary regulations to the General Examination Regulations

* 1. In certain modules, passing an accompanying online learning control is a prerequisite for admis- sion to a final module examination. Learning controls are course-accompanying tasks that are carried out during the semester. A learning control serves to determine whether the students have reached the goal of the stage of study. Learning controls must be passed but are not inclu- ded in the module grade. Learning controls for a course must be completed within a maximum of 12 months of the course being selected. If this is not done, the course must be repeated in- cluding all learning controls. The details are provided in the curriculum overview (see appendix of the study course) and the module descriptions in the current version.
  2. Registration for written or electronic exams must be made at least 10.5 days before the exam date. The registration for a final or module examination is made exclusively online via the Uni- versity’s CARE system by the student and can be revoked online up to 10.5 days before the ex- amination date without crediting the number of possible examination attempts. Contrary to sentence 1 and sentence 2 of this paragraph, § 11 paragraph 1 and paragraph 2 of the General Examination Regulations of the University apply to online examinations. Admission to a final examination or module examination shall be refused if
     1. the candidate has definitely failed a corresponding examination in the same study course;
     2. a module at the International University that is required for the continuation of the studies has not been passed;
     3. the candidate has not registered for the final examination by the deadline.
  3. If there is a suspicion that the examinee is using inadmissible aids, the examinee is obliged to cooperate in the clarification and to hand over the aids; the examinee is also obliged to clarify if there is reasonable suspicion that a computer-assisted examination has been manipulated by the examinee. In the case of refusal, the relevant examination or study achievements are regar- ded as „not sufficient“ (5.0) or „Failed“. The candidate must be heard before such a decision is made.
  4. The assessment of the examinations should be announced to the students by the Examination Office no later than six weeks after the end of the respective examination period.
  5. The publication of examination results takes place via the information system CARE of the Uni- versity. The assessment is considered to be published at the latest on the third day after the result has been posted in CARE, unless the person to be assessed has called up the result befo- rehand. In this respect, students are obliged to use the CARE information system.
  6. The assessment of the thesis should take place at the latest 6 weeks after the fixed deadline.
  7. The request for inspection of files according to § 24 APO must be submitted electronically. The application is made on the university platform. In the event of a technical malfunction, the ap- plication can be sent by e-mail to the Examination Office to meet the deadline. The registration and deregistration deadlines according to § 10 Para. 2 as well as the guidelines deposited in the online student portal of the university apply.
  8. In certain modules it is possible to choose intensive courses if these are offered by the Universi- ty. The number of participants in intensive courses is limited. The duration and number of par- ticipants of the intensive courses will be published in the online portal CARE of the University. Upon completion of an intensive course, the student is obliged to register for the next possible examination. The choice of intensive courses is not mandatory.
  9. In certain modules it is possible to choose the type of examination. If more than one form of examination is possible according to § 10 Par. 3 APO, these will be listed in the module des- cription of the respective module. As soon as the performance determination procedure in one of the examination forms available for selection has been completed, the chosen examination form is binding for the entire legal examination relationship, including the permitted repetition attempts. It is not possible to change to another form of examination at a later date.
  10. The colloquium in accordance with § 18 APO must be registered electronically via the online portal CARE provided by the University. The colloquium may be held as an online presentation according to § 10 Paragraph 3 and Paragraph 8 APO.
  11. In contrast to § 10 Paragraph 8 APO the topics and the processing time for the examination forms written assignment, homework assignment, written assignment with oral presentation, project report, multimedia presentation, and multimedia online presentation are published in the re- spective course in the online campus of the University.

## Part-time Studies

### § 11 Supplementary regulations to the General Examination Regulations

* 1. All Bachelor study courses of the Distance Learning program can be offered as part-time stu- dy courses. The curriculum of the part-time study course in the respectively valid version (see appendix of the study course) applies. Furthermore, [§ 5](#_bookmark6), section [I](#_bookmark1) applies.
  2. The part-time distance learning study courses take place in the teaching mode „Distance Lear- ning“ according to § 9 Abs. 17 APO.
  3. The part-time distance learning study courses can be started continuously.
  4. The modules of the part-time study courses include intensive courses (so-called „Sprints“), which are offered at the respective University study locations. The duration and time of the intensive courses are published in the online portal (CARE) of the University.
  5. The module examinations in terms of § 9 paragraph 1 APO take place after the completion of the respective intensive course. The examination dates are published in the online portal (CARE) of the University. The examinations should be taken no later than twelve months after completion of the respective intensive course.
  6. Non-participation in the fixed examination dates of the intensive courses leads to failure of the module.
  7. Resit examinations which are taken on a repetition date take place to the regular dates of the distance learning study courses. The registration for the repetition dates takes place according to the general regulations.
  8. Optionally, it is possible to take part in the regular examinations of the distance learning study courses (so-called opt-out). A return to the examination mode for part-time studies is then no longer possible for the module in question.

## Dual Study Courses

### § 12 Supplementary regulations to the General Examination Regulations

* 1. In the practical vocational part of the study course, students acquire practical vocational skills. Students should
     1. gain a comprehensive insight into the field of work and the daily work routine in profes- sional practice,
     2. directly apply, reflect and consolidate the competences acquired during the theoretical part of the study in professional practice, and
     3. pose practical questions for discussion and to develop, evaluate and compare solutions to problems.
  2. Practical training company: A company is recognised as a practical training company by the University if it can be expected that the student will achieve the goal of the practical part of his studies. This is assumed if:
     1. the company agrees to supervise the student by a designated supervisor,
     2. the supervisor possesses a professional qualification corresponding to the training con- tent to be imparted, is personally suitable and has worked in his profession for an appro- priate period of time,
     3. the type and scope of production, the product range and the services as well as the pro- duction and working procedures of the company ensure that the contents of the intern- ship can be fully conveyed,
     4. the enterprise has sufficient facilities and equipment, in particular the necessary tools, machines, equipment and other necessary work equipment,
     5. the number of internship places is calculated according to the structure and equipment of the company, the number of supervisors as well as their scope of supervision in such a way that the proper internship is guaranteed,
     6. is made available to the University staff, in particular the university supervisors, at any time after consultation, to supervise the student at the internship place,
     7. the student is adequately protected against endangerment of life and health in accor- dance with the relevant provisions of collective bargaining law, and
     8. no insolvency proceedings have been opened in respect of the business, nor has a trade ban been imposed with legal effect or declared provisionally enforceable.

A person who holds at least a degree of a University of Applied Sciences in the field in which the student wishes to obtain his or her degree shall possess the requisite professional qua- lifications in accordance with paragraph 2(b). If the supervisor does not hold such a degree, the academic qualification shall be determined separately in each individual case. The chair- man of the examination board or a person appointed by him decides on the recognition of internship companies.

* 1. Guideline for companies:
     1. The guideline is an agreement between the University and the internship company, which determines for each semester the process of the practical part of the studies, which is ad- apted to the curriculum of the theoretical part. The guideline specifies the learning objec- tives defined in the module handbooks of the dual studies for the acquisition of practical vocational skills.
     2. The guideline must be signed by the University by the respective study program manager and by the internship company by an authorised representative and by the supervisor; the student must acknowledge and approve it.
  2. At the beginning of a semester, the Examination Office determines the examination phases as well as the resit dates in the „dual study“ teaching mode.
  3. Contrary to § 10 Para. 8 APO, final examinations which are connected with a presentation in the context of an event may be repeated in the following semester without reoccupying the event.
  4. Students shall keep an ungraded report on their work experience. The report documents the practical work. It contains information on the respective fields of work completed and on the application of the acquired competencies in professional practice. This must be kept weekly and submitted electronically. The submission is made via an online portal (CARE) provided by the University or via a third-party provider. The practical reports must be complete by the end of each semester. The modules „Practice Projects“ and „Practice Reflection“ are successfully completed in the respective semester when the practice reports are complete. The ECTS credits belonging to a practice project or practice reflection are awarded as soon as the corresponding examination (project work, practice reflection or exposé) has been passed and the practice re- ports are complete.
  5. In contrast to § 12 Para. 4 APO, all students admitted to the respective degree programme are admitted to take final module examinations from the semester in which they are scheduled to do so. No registration is required.
  6. Contrary to § 17 Para. 6 APO, the evaluation of the thesis should take place within 12 weeks after the deadline.

# Internship

## Campus Studies

### § 13 Aim and Purpose of the Internship

* 1. For study courses which include an internship semester, the internship is an essential, obliga- tory and integral part of the Bachelor’s programme.
  2. The student is to gain initial practical experience at suitable companies. The skills and knowled- ge gained from study semesters are to be intensified in daily work processes in the workplace.
  3. If possible, the intern is to be employed in different areas of the company. If this is not possible, with the authorisation of the University, the intern may be given a key area of responsibility. The University advises the company on possible areas of work for the intern.
  4. Besides providing specialist knowledge, internships abroad also serve to further improve lan- guage skills. In addition, in a new cultural environment, the student should have the possibility to develop his/her personality and to expand his/her horizons.
  5. During the internship, the University serves a supervisory and regulatory function. The student is responsible for finding an internship position. The University may assist the student in this search.
  6. Further details can be found in the Campus Studies Internship Handbook for Bachelor’s pro- grammes at the University.

### § 14 Admission requirements

1. The „Internship“ module can only be admitted if the admission requirements specified in pa- ragraphs 2 - 4 are met. In the event that the admission requirements are not met, the student will not be admitted to the practical semester. Instead, the student must apply for an additional semester in which the missing achievements are to be performed.
2. The student must participate in the following information and teaching events:
   1. participation in two information events offered by the Career Office of the University,
   2. participation in the planned courses.
3. The minimum number of ECTS credits required for the study course must be proven at least eight weeks before the start of the internship semester. Details can be found in the appendix of the study course.
4. The internship contract must be submitted by the beginning of the internship semester and approved by the University’s Career Office. The starting time of the internship stated in the in- ternship contract must be chosen in such a way as to ensure that the internship is completed on time.

### § 15 Evaluation of the Internship

1. For the proper completion of the module „Internship“, the following requirements must be met:
   1. The student must prove that he/she has spent the required period in the internship se- mester according to the internship regulations.
   2. Compliance with the contract closed between the student and the internship company

- and approved by the University. This applies in particular to the contractually agreed duration of the internship.

* 1. The internship report and the presentation must each be evaluated as „passed“.

1. The internship report, the activity report and the presentation must be submitted by the dead- line published by the Examination Office. The presentation and the internship report must be submitted via the tool „TurnitIn“. If the deadline is missed, the corresponding examination will be considered as failed.
2. If the internship report and/or the presentation is evaluated as „failed“, the failed part of the examination can be repeated once with a grace period of one week after the announcement of the result. If the repeat examination is also failed, the entire „Internship“ module must be repeated, including the practical semester.

### § 16 Other Internship Regulations

1. For the successful internship program, consisting of
   1. of proven time in internship,
   2. the internship report and
   3. the presentation,

Credit points are awarded in accordance with the module description if the student has sub- mitted the following documents:

* + 1. Questionnaire A,
    2. Questionnaire B and
    3. internship reference from employer.

*KAPITEL III. INTERNSHIP*

1. For courses that take place in the curriculum after the internship semester, the student does not receive admission to examinations as long as the module „Internship“ has not been reached; however, the associated courses may be attended.
2. The credit points for the „Internship“ module are not taken into account when calculating the Bachelor’s overall grade.

## Distance Learning Study Courses

### § 17 Aim and Purpose of the Internship

* 1. For study courses which include an internship semester, the internship is an essential, obliga- tory and integral part of the Bachelor’s programme.
  2. The student is to gain initial practical experience at suitable companies. The skills and knowled- ge gained from study semesters are to be intensified in daily work processes in the workplace.
  3. If possible, the intern is to be employed in different areas of the company. If this is not possible, with the authorisation of the University, the intern may be given a key area of responsibility. The University advises the company on possible areas of work for the intern.
  4. Besides providing specialist knowledge, internships abroad also serve to further improve lan- guage skills. In addition, in a new cultural environment, the student should have the possibility to develop his/her personality and to expand his/her horizons.
  5. During the internship, the University serves a supervisory and regulatory function. The student is responsible for finding an internship position. The University may assist the student in this search.

### § 18 Admission Requirements and Internship Procedure

1. The prerequisites for admission to mandatory internships and the concrete procedure for these are set out in the curricula and the module handbook for the relevant degree programme in the currently valid version.
2. Further details can be found in the Distance Learning Internship Regulations (PPO) for Bache- lor’s programmes at the University.

# Final Clause

### § 19 Entry into Force and Publication

* 1. These Bachelor Study and Examination Regulations shall enter into force on the day followi- ng their publication in CARE. At the same time, the previous Bachelor Study and Examination Regulations will expire.
  2. These Bachelor Study and Examination Regulations apply to all students in all Bachelor study courses in Campus Studies, Distance Learning and Dual Studies, with the exception of students in courses of Dual Studies who began their studies before October 01, 2017. For these students the „Study and examination regulations for dual study programmes with the degree of Bachelor of Arts at IUBH“ dated October 01, 2014 applies.
  3. The English version of these Examination Regulations is for information purposes only and is not a legally binding translation. The German version of the Examination Regulations is legally binding.

Erfurt, 14.08.2023

The Rector of the IU University of Applied Sciences

Prof. Dr. Holger Sommerfeldt