

***General Examination Regulations***

***IU University of Applied Sciences***

***Bachelor, Master and MBA 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 Allgemeine Prüfungsord- nung (APO) as statutes. The Senate adopted the APO on 06.10.2022. The Rector approved the APO 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.

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# General Regulations

### § 1 Area of Application

* 1. These General Examination Regulations apply to the qualification obtained at the end of all stu- dy courses at the IU International University of Applied Sciences (University), hereinafter refer- red to as „study course“. In accordance with § 55 ThürHG, the regulations govern the examina- tion and study programmes of the Bachelor / Master’s / MBA.
  2. The APO is complemented and substantiated by study course specific study and examination regulations.

### § 2 Admission requirements

The requirements for admission to the program can be found in the associated „General Admission and Enrollment Regulations“ (AZE), the „Regulations on Access to Bachelor’s and Master’s Programs“ (OZBM), and the „Admission Examination Regulations“ (ZugangsPO).

### § 3 Modularisation

1. Study courses at the International University of Applied Sciences are offered on a modular basis. A module consists of one or several module components, which are complete in terms of con- tent and sequence. The scope and duration of the modules are regulated in the Module Hand- book and in the Curriculum of the study course.
2. Modules are always to be studied as a whole. The content and order of modules are listed in the Study and Examination Regulations of the study course. If the study course includes languages modules, then within the language modules each component must be studied in chronological order.
3. It is possible that the successful completion of a module is a prerequisite for taking an exami- nation in a module based on it. The details are provided in the module descriptions of the study programme in the current version.
4. Modules attended at a partner university abroad are guided by a Learning Agreement that is an instrument of the ECTS. The Learning Agreement specifies the number of credit points to be awarded for a study course abroad as well as for the successful completion of a module or course. A Learning Agreement can only include those courses or examinations that are thema- tically comparable to those offered at the University. Accreditation of courses or examinations is granted when these courses or examinations are not significantly different from those at the

University. If the course or examination from abroad exceeds the requirements for a course or examination at the University, the relevant University module is accredited. The „excess“ can- not be transferred to another University module. Because content equivalence cannot always be established with certainty, students must explain in a written Learning Agreement whether the proposed course abroad meets the content and formal requirements for accreditation. The Learning agreement should specify additional similar course content that has been agreed at the partner university. This declaration does not mean that accreditation will be granted in ad- vance. After students returns from abroad they must submit proof of the courses or examinati- ons completed abroad. Students will be informed about the result of their application in writing. If an application for accreditation is refused the reasons for the decision will be given in writing to the student and to the Examination Board.

1. Students must apply for accreditation at the latest one semester after returning from their stu- dies abroad. Applications for accreditation after this time will not be accepted. A Transcript of Records must accompany the application.
2. Students must agree that completing the study course of the guest university is a fixed compo- nent of their studies, and the University guarantees full academic accreditation of the specified module or course. The Learning Agreement is binding for the home and guest universities as well as for students.
3. If the courses or examinations completed abroad are different from those stipulated in the Lear- ning Agreement, the accreditation may be refused.

### § 4 Credit Points, Weighted Module Grades

1. To verify the credits to be earned as part of an accumulating credit point system, each module component is weighted according to the required workload. As a rule, 30 credit points must be attained per semester.
2. The credit points for a module are only awarded if the module has been passed with no lower than a „sufficient“ grade. The modules / module components to be passed are determined by the curriculum of the study course, which is described in the study and examination regulations of the study course. They cannot be offset by achievements in other subjects. The total credit points of the study course are determined by the curriculum overview.
3. A credit point corresponds to a credit point in accordance with the European Credit Transfer System (ECTS) and is associated with a workload of 30 hours.

### § 5 Examination Board

1. An Examination Board is formed to organise and execute examinations. The Examination Board is an independent body of the University.
2. A single Examination Board is formed at the University for all full-time Bachelor, Master’s, and MBA study courses, a single Examination Board is formed for all distance learning study pro- grammes and a single Examination board is formed for all Dual Studies programmes. These will be referred to as „Examination Board“.
3. The Examination Board performs the following duties:
   1. monitoring the observance of the General Examination Regulations as well as the Study and Examination Regulations of the study courses;
   2. monitoring the correct execution of the examination;
   3. determining the examination dates;
   4. making decisions about appeals;
   5. amending or further developing the General Examination Regulations as well as the Study and Examination Regulations of the study courses;
   6. creating list of examiners and observers;
   7. recognising study credits and examination results gained at other institutions of higher education.
4. The Examination Board consists of six members, namely
   1. three members from the group of professors;
   2. one member from the group of research staff;
   3. one member from the group of administrative staff;
   4. one member from the student body.

Only professors may hold the office of chairperson and deputy chairperson. The term in office of the Examination Board is two years; that of the student representative is one year. Mem- bers from the group of professors, research staff and administrative staff are elected by the members of this group by simple majority. The student representative is elected as follows, reelection is possible:

* + 1. On campus and Dual study courses: The student representative is elected by the group of professors and the member of the research staff out of the group of stu- dent representatives.
    2. Distance learning study courses: The student representative is elected by the group of students by simple majority.

If a member has reason to retire early from the Examination Board, a new member is elected in accordance with the above-mentioned rules. The term in office of the member who is ap- pointed to replace the retired member ends with the term in office of the entire Examination Board.

1. The Examination Board is qualified to vote when the chairperson or his/her representative and at least three further members are present. The Examination Board decides by simple majori- ty. In the event of the equal division of votes, the chairperson of the Examination Board or, in his/her absence, his/her deputy casts the deciding vote. The meetings of the Examination Board are not public. The members of the Examination Board are bound to secrecy. Meetings may also be held as telephone or video conferences; hybrid conferences (connecting individual members by telephone or video) are permitted.
2. Members of the Examination Board are entitled to be present at individual examinations. This does not apply to student representatives who are also sitting the same examination.
3. For standard cases, the Examination Board can assign the execution of its responsibilities to the chairperson or individual members of the Examination Borad. This does not apply to decisions about appeals.
4. It is possible to appeal resolutions of the Examination Board and examination decisions within one month of their pronouncement. The appeal must be submitted in writing to the Examina- tion Office. Reasons for the objection must be given in writing.
5. Invitations to the meetings shall be issued electronically by the chairperson or by a third par- ty appointed by the chairperson, giving at least one week’s notice. It may pass resolutions by electronic voting procedure or by circulation procedure (by e-mail, letter, telephone, fax, etc.) if it considers this to be appropriate and no member objects. Decisions on audit matters shall be dealt with in closed session. The members of the examination board are subject to a duty of confidentiality in this respect.

### § 6 Examiners and Observers

1. The Examination Board appoints the examiners by assigning them to a specific module or sub- module.
2. Examinations may only be set and assessed by persons who themselves possess at least the qualification to be determined by the examination or an equivalent qualification (examiners).
3. Module examinations shall be assessed by one examiner, unless otherwise specified in these examination regulations. The thesis shall be assessed by two examiners. Oral examinations are usually held in front of an examiner and an expert assessor as individual or group examinati- ons

### § 7 Accreditation of Study Credits and Examination Results

1. Periods of study, study credits and examination results may be officially accredited if comple- ted or obtained in comparative study courses from other state-recognised institutions of higher education in the Federal Republic of Germany. Accreditation can only be granted if period of study, study credits and examination results correspond in content, scope and requirements to those at the University. The application for accreditation must be made before the student writes an examination in the relevant subject at the University.
2. Periods of study, study credits and examination results completed or obtained during other stu- dy courses or at other institutions of higher education or at state or state-recognised vocational academies that do not fall under paragraph 1 are accredited if they meet the accreditation cri- teria of the Lisbon Convention. In general study credits or examination results obtained abroad can be accredited. On request, based on the submission of the relevant documents, the Univer- sity of Applied Sciences can accredit other knowledge and qualifications. Periods of study, study credits and examination results are equivalent if they in essence correspond to the content, sco- pe and requirements of a study programme at the University. Equivalence is decided through an overall assessment rather than a detailed comparison. For equivalence, the equivalence agree- ments approved by the Standing Conference of the Ministers of Education and Cultural Affairs

and the German Rectors’ Conference are authoritative. If equivalence arrangements are not in place, the Examination Board decides if any significant differences prevent equivalence from being granted. If there is any doubt about equivalence of foreign study results, the Central Offi- ce for Foreign Education may be consulted.

1. The student must apply in writing or electronically for the accreditation of examination results and study credits and submit the necessary documents. The verification and accreditation of periods of study, study credits and examination results is the responsibility of the module coor- dinator on behalf of the Examination Board. The student will be informed in writing or electro- nically of the result of the application. If accreditation is not granted the reason for the decision will be given to the student in writing or electronically. In particular, it must be clear how the examination results or study credits do not meet the content, scope and requirements of those at the University.
2. Qualifications gained through professional development may be accredited either through a quality-controlled general credits system or a quality-controlled, individual examination pro- cess:
   1. A general credit system assumes the equivalence of results based on content and level of difficulty with that part of studies that is to be accredited. The work experience of the applicant may be considered. The Examination Board decides on accreditation of study and examination results through the general credit system.
   2. Equivalence of course work and results in terms of content, scope and level of difficulty is a pre-condition for the accreditation of study and examination results within the context of an individual quality-controlled equivalence process. Individual accreditation is decided by the Examination Board or a person it has appointed. Professional development may be recognized if its level and content is equivalent to the course descriptions of the relevant subjects. Professional experience may also be recognized.
3. Practical qualifications gained through several years of professional experience may be accre- dited. The Examination Board or a person it has appointed evaluates qualifications and decides on accreditation. An examination that is assessed by the University may be required. This ex- amination may be taken in one of the following formats: written or oral examination, written assignment with oral presentation or case study. This regulation also applies to foreign langua- ge knowledge that has been acquired and documented at other institutions. The application for accreditation must be made before the student writes an examination in the relevant subject at the University.
4. Additional formal, informal, or non-formal qualifications can be accredited on request, based on the submission of the relevant documents, if equivalence is given. The verification and ac- creditation is the responsibility of the study program manager of the study course on behalf of the Examination Board.
5. Examination results from qualifications as mentioned under point 4 - 6 may be accredited up to 50% of the available credit points of the study course.
6. For recognized or credited examination achievements, the grades are transferred if a compa- rable grading system is available. For recognized examinations taken at other universities, the credit points stored in the module handbook are also transferred. In the case of recognition of a module examination at submodule level according to [§ 9](#_bookmark55) para. [1](#_bookmark55), the module examination per- formance is calculated according to the calculation method in Annex [A.1.1](#_bookmark82). In case of deviating

scope or deviating grading scale, the examination board decides on the conversion. In the ca- se of non-comparable grading systems, the credited performance will be included in the final report with the remark „passed“. The corresponding performance is not taken into account in the calculation of the overall grade. In the degree certificate and in the Diploma Supplement, it is noted which of the listed study and examination achievements have been recognized and where they were completed.

1. These regulations apply to all results that qualify for accreditation attained before or during studies.

### § 8 Assessment Examination

1. Applicants can complete an assessment examination to prove that, with the qualification ac- cording to [§ 2](#_bookmark47) of the General Examination Regulations, they have gained knowledge and skills outside of the University of Applied Sciences that are equivalent to those obtained during the study course. On the basis of §54 para. 10 ThürHG, they are entitled to join the study course at the academic stage that corresponds to the result of the assessment exam.
2. After passing the assessment exam, the applicants may be exempted, either in full or in part, from a practical activity, participation in compulsory and compulsory elective courses, as well as from taking module examinations. The applicant is given a certificate stating the decision.
3. The Assessment Examination Regulations of the University regulate the requirements of the assessment exam.

# Regulations for examinations

### § 9 Module Examinations and Examinations at Module Component level

* 1. As a rule, modules end with a single module examination. Examinations at module component level are permitted if provided for in the Curriculum Overview. The examinations taken alongsi- de study courses should be taken when the respective module or module component has been completed. In the case of examinations at module component level, the module grade is only calculated when all belonging examinations have been passed with no lower than a „sufficient“ grade, passed or if the examination has been failed unequivocally.
  2. Generally module examinations are graded; exceptions are specified in the module handbook. The module grades are calculated from the grade of the module examination or from the weigh- ted average of the total of the graded module examinations at module component level in accor- dance with the calculation method in Appendix [A.1](#_bookmark81). The credit points awarded for the module components are used for weighting. The module examinations are evaluated by the relevant examiner. When calculating the average, only the first place after the decimal comma [the Ger- man equivalent of the decimal point] is taken into account; the second place after the decimal comma is dropped.
  3. A module examination consists of up to two examination components, namely
     1. a final examination,
     2. continuous examination, or
     3. a written examination and continuous examination.

The Curriculum Overview of the study course and Appendix [A.2](#_bookmark86) contain further details.

* 1. Final examinations take place outside of the classes at the end of a semester. They can be taken in any of the examination forms named in [§ 10](#_bookmark58) paragraph [3](#_bookmark58).
  2. Continuous examinations take the form of examinations that accompany the course and that are taken during the semester. They can be taken in any of the examination forms named in [§ 10](#_bookmark58) paragraph [3](#_bookmark58) or in a combination of these forms. Continuous examinations serve to establish whether the students have achieved the aim of the respective academic stage.
  3. A module examination that has been passed cannot be retaken.
  4. If a candidate fails a module examination, the following examination components can be repea- ted the following number of times:
     1. The final examination may be retaken twice.
     2. The continuous examination may be repeated twice.

The internship module - if applicable - and the Thesis module are an exception to this; the belonging examination components may only be repeated once.

* 1. An examination taken at a resit must be comparable, but does not need to be of similar type or form as the original. The student has no entitlement to write the resit with the original lectur- er.
  2. The repetition of a continuous examination must be taken before the last possible retake of the belonging final examination. If after two final examination repetitions the according modu- le exam is failed the student will be removed from the register of students. If an examination consisting of several parts is repeated, all parts of the examination must be repeated. When re- taking the examination components, the results are taken into account in accordance with the sequence in which the examinations are taken until the final examination is either passed with no lower than „sufficient“ or irrevocably failed.
  3. Examination results are to be evaluated by determining the number of percentage points ear- ned. The evaluation of the final examination is calculated from the weighted average of the in- dividual examination results that, in accordance with the evaluation scheme in Appendix [A.3](#_bookmark87), is translated into a grade. The weightings of the examination results are shown in the Curriculum Overview. The Study and Examination Regulations of the study course regulate any exceptions. Only the first place after the decimal comma [the German equivalent of the decimal point] is taken into account; the second place after the decimal comma is dropped.
  4. The following grades are assigned for the evaluation of module examinations or examinations at module component level:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | = | Very good | = | A particularly outstanding performance |
| 2 | = | Good | = | A performance that lies considerably above avera- |
| 3 | = | Satisfactory | = | ge requirements  A performance that meets average requirements |
| 4 | = | Sufficient | = | A performance that, despite its defects, still satis- fies the requirements |

5 = Insufficient = A performance that, because of its substantial de-

fects, no longer satisfies the requirements

* 1. To differentiate the evaluation of examination results, intermediate grades of 0.3 lower or higher than the full grade points can be awarded; the grades 0.7, 4.3, 4.7 and 5.3 are not permitted.
  2. The final grades are calculated from various intermediate grades to form an arithmetical value

Up to 1.5 very good From 1.5 bis 2.5 good

From 2.5 bis 3.5 satisfactory

From 3.5 bis 4.0 sufficient

From 4.0 insufficient

* 1. For each module evaluated with no lower than „sufficient“, credit points are awarded in accor- dance with the curriculum overview of the study course.
  2. If an examinee conducts a final examination attempt in a module or a module component, this examination shall additionally be assessed by a second corrector in an open assessment proce- dure. The result of the module or module component examination shall be the arithmetic mean

of the two examiners’ assessments. The final failure to pass a module leads to de-registration and to exclusion from the possibility of continuing the course of study and further examination performance in this course of study. In the event of a final failure, a decision will be issued which is accompanied by instructions on how to appeal.

* 1. Rethinking procedures:
     1. The examinee has the right to require the examiner to reconsider the assessment of all or part of the exam performance and to correct the assessment if necessary. The result of the review process must be substantiated and communicated to the candidate in writing by the Examination Office.
     2. A corresponding application of the candidate is to be forwarded to the examiner via the responsible examination office and is to be made by the candidate within the scope of the file inspection according to [§ 24](#_bookmark40) APO.
  2. Study programme modules may be completed in one of three teaching formats: on campus, distance learning or dual studies. The teaching format is determined in the curriculum overview of the relevant study programme.
  3. Acceptable examination formats for a module are outlined in the study and examination regu- lations for the respective module. These are binding.
     1. For modules in the on-campus teaching format, all examinations must be completed on campus according to the relevant study and examination regulations of on-campus stu- dies.
     2. For modules in the distance learning teaching format, all examinations must be comple- ted in distance learning format according to the relevant study and examination regulati- ons of distance learning studies.
     3. For modules in the dual studies teaching format, all examinations must be completed in dual study format according to the relevant study and examination regulations of dual studies.
  4. Within a module changes to the teaching format and/or the examination format are not possi- ble.
  5. The relevant teaching format determines which examination board (on campus, distance lear- ning or dual studies) is responsible for the module. This is binding.

### § 10 Aim, Scope and Form of Examinations

1. Examinations establish whether the candidate has mastered the content and methods of the examination subject in terms of their fundamental connections and whether he/she can inde- pendently apply the knowledge and skills acquired.
2. The examination requirements are drawn from the course content of a particular subject as outlined in the Study Regulations. The level of knowledge from previous examinations is only to be assessed to the extent required by the aim of the examination in accordance with paragraph
   1. Topic limitations set by the course instructor are not binding.
3. Final examinations or continuous examinations take the following forms or combination of forms:
   1. Written examination

A written examination can be in handwritten, electronic (E-examination), or online form.

* + 1. A handwritten examination is written by hand on the campus or at an examination center.
    2. An online examination is written at a location chosen by the student. During the examination the student is connected to the internet and supervised with the help of the computer.
    3. E-Examinations are written at an examination center over a secure network or the university intranet.
  1. Oral examination
  2. Research paper
  3. Written assignment, homework assignment, written assignment with oral presentation, project report, multimedia presentation, and multimedia online presentation
  4. Case study
  5. Project work or project work in the dual studies teaching format
  6. Reflection on praxis
  7. Alternative examination formats
  8. Written elaboration

The Module Handbook and the Curriculum Overview of the study course contain further in- formation. The grade of the examination must be communicated to the student no later than six weeks after the end of the respective examination period.

1. In a written examination, the student must prove in limited time that he/she is able to under- stand and solve a problem using the methods commonly used in a subject, using permitted materials and under supervision. A written examination should last between 45 and 240 minu- tes. The length of the written examination should correspond to the course load of the subject. The examiner decides which aids may be used. The tasks of the written examination are set eit- her by one examiner or jointly by several examiners. In the latter case, each examiner generally evaluates only the part of the examination that he/she has set. The examiner decides which ai- ds may be used. Permitted examination aids will be announced in a timely manner before the examination. Written examinations may include some multiple choice questions.
2. In an oral examination the student must prove that he/she is able to discuss the content of a subject. Oral examinations take the form of either an individual or group examination before one examiner and one expert observer. The observer must be heard before the grade is awar- ded. The duration of the examination is outlined in the Module Handbook. It has a minimum duration of 15 minutes. The main parts of the course of the examination are to be recorded in a written log that is signed by the examiner and the observer. Oral continuous examinations are determined according to the examiner on the basis of the Module Handbook. The examinations are not public unless the candidate applies for the admission of the public.
3. An oral examination can be carried out with the permission of the Examination Board particu- larly
   1. for organizational and/or administrative reasons of the University;
   2. to allow external examiners to take part;
   3. in the case of re-sits for students now living abroad.

This can use a suitable media for sound and image as long as the student agrees to this pro- cedure. The University can name an invigilator or a computer assisted form of invigilation to guarantee an exam regulation appropriate procedure. In the case of a computer assisted form of invigilation, it must be guaranteed that the invigilator’s data can be clearly and per- manently connected to the student.

1. A research paper is an independent written exploration of a subject-specific or interdisciplinary problem. The length and deadline for submission are determined beforehand by the examiner. The student must provide objective proof that the paper is an original work completed indepen- dently by listing all sources. The research paper can be completed in modules determined by the university with an additional oral examination lasting a maximum of 30 minutes, in which the results of the written work are to be presented and elaborated.
2. Topics for written assignment, written assignment with oral presentation, project report, mul- timedia presentation, and multimedia online presentation are decided by the examiner during the semester, generally at the start of the semester. Students may have an opportunity to sug- gest topics. The length of time required is determined by the examiner in accordance with the course framework and is communicated to the students at the beginning of the semester. The maximum length is the whole semester. Final examinations that include presentations as part of the course can only be repeated if the whole course is repeated. If examinations require sub- mission of a written component, the examiner must set a compulsory submission date. If this deadline is not met without proven important reasons, the written component is graded as „in- sufficient“.
   1. A written assignment is an independent written exploration of a subject-specific or inter- disciplinary problem. The exploration should evidence an ability to independently analy- se a topic as well as a mastery of academic methods. This includes researching relevant sources, analysing them and documenting the results. A maximum length of a written assignment is generally 20 Din A4 pages.The written assignment can be completed in mo- dules determined by the university with an additional oral examination of a maximum of 30 minutes, in which the results of the written work are to be presented and elaborated.
   2. A written assignment with an oral presentation is the independent exploration of a subject- specific or interdisciplinary task that is documented in writing and presented in a talk with subsequent discussion. The exploration should prove the ability to examine a topic inde- pendently and to correctly use academic methods. Relevant sources are to be researched and evaluated and the results documented. In this format, the oral presentation, written component and discussion are all evaluated as part of the examination. As a rule, the talk should not exceed 30 minutes and the written component should not exceed 15 Din A4 pages.
   3. A multimedia presentation is a portrayal and visualisation of a topic that has been inde- pendently prepared. The focus is less on the academic examination of a topic and more on presenting information in a format suitable for the target group. The structure of the

multimedia presentation, gestures, rhetoric and visualization play a major role in the eva- luation of the presentation. This presentation should last no longer than 15 minutes.

* 1. A project report is a ...
  2. A multimedia presentation is a ...

1. Case studies are based on business-related tasks or topics from a cooperating company. Especi- ally in this format the candidate should prove that he/she is able to translate academic knowled- ge into workable solutions to problems. The length and format of the case study are decided by the examiner beforehand. To enable students to gain academic knowledge and to work through solutions to practical professional problems as a team, examinations in the form of group work are permitted. In this case the contribution of each individual must be clearly distinguishable through sections, a number of pages or other criteria that enable individual evaluation.
2. During project work, students work on problems of practical relevance. Students are to show that they are able to develop practical and competent solutions within a defined period. The project work is presented in the project documentation. The amount of time spent on project work corresponds to the entire length of the project as defined by the project supervisor. The time frame, however, must not exceed the duration of the semester.
3. The goal of project work in the dual studies teaching format is to demonstrate the professional competence that is to be gained through the practical part of the study programme. The project documentation outlined in [§ 10](#_bookmark60) paragraph [X](#_bookmark60) does not apply. Instead, the candidate must pre- pare an exposé that outlines the practical and theoretical preparation for the project. The rest is covered by [§ 10](#_bookmark60) paragraph [X](#_bookmark60).
4. Purpose of a reflection on praxis is to show that the candidate is able to to combine study and practice according to didactic-methodological instructions, to apply the knowledge acquired in the study in everyday business life and to use the experience gained in the practical professional activity for study and teaching.
5. Alternative examination formats may be offered in the following form or combination of forms and should assess if the candidate possesses the competencies outlined in the module:
   1. A design project (extensive written or electronic individual or group work with project documentation)
   2. Computer projects (extensive use of software and if necessary its evaluation and discus- sion)
   3. Software projects (generally independently completed tasks that require candidates to conceptualize, develop and test a software product; this may include a discussion)
   4. Programming exercises (under examination conditions, the development of programs in written format or with the use of a computer)
   5. Online cases (computer supported, practice-oriented exercises or cases)
   6. Video portfolio (an artistic portfolio with proof of completed work)
   7. design portfolio (portfolio from the field of media design with proof of work results),
   8. Workbook (lesson-related examination work that includes the module-related course ob- jectives and course content),
   9. general portfolio (a portfolio that documents and proves a systematic and continuous collection of work results).
   10. Creative Workbook: Lesson-related assessment work that includes the module-related course objectives and course content. The Creative Workbook is characterized by the exis- tence of different parts (practical, written and oral), which vary in their weighting and constellation depending on the course and consist of at least four tasks. The main focus is on testing technical competence and, in the case of oral tasks, also on testing social competence. Gestures, rhetoric and visualization play a major role in the evaluation of oral performance. The duration of a presentation should not exceed 20 minutes. Oral per- formances can be given as an online presentation at a workplace of one’s choice while connected to the Internet and are recorded by computer. The overall grade is calculated as a weighted arithmetic mean from the evaluations of the individual performances ac- cording to a previously determined weighting. The examination office can set deadlines for the submission of the Creative Workbook as a whole as well as for individual depen- dent partial performances. If the student allows these deadlines to expire without having submitted all required partial performances, the examination attempt is considered a fai- led attempt. If individual partial performances are not processed, the entire examination attempt is considered a failed attempt. Otherwise, the concrete design of the Creative Workbook as well as the period in which these are to be taken will be pThe examination office can set deadlines for the submission of the Creative Workbook as a whole as well as for individual dependent partial performances. If the student allows these deadlines to expire without having submitted all required partial performances, the examination att- empt is considered a failed attempt. If individual partial performances are not processed, the entire examination attempt is considered a failed attempt. Otherwise, the concrete design of the Creative Workbook as well as the period in which these are to be taken will be published digitally by the Examination Office in the respective module/sub-module in the online student portal of the IU International University.

The portfolio consists of a certain number of different, dependent partial performances, which are completed one after the other and then evaluated in summary. The examination office can set deadlines for the submission of the portfolio as a whole as well as for individual dependent partial performances. If the student misses these deadlines without having sub- mitted all the required partial performances, the examination attempt is considered a failed attempt. In all other respects, the specific form of alternative examinations and the period in which they are to be taken are published digitally by the Examinations Office in the respective module/sub-module on the university platform in the online university portal.

1. The written elaboration includes the choice between the examination forms "term paper", "ca- se studyör "practical reflection". As soon as the performance assessment procedure of one of the examination forms available for selection has been completed, the selected form of exami- nation is binding for the entire examination law relationship, including the permitted repeat attempts. A change to another form of examination is subsequently not possible.
2. Depending on the degree program, the examination language is usually German or English. Fur- ther details or deviations are regulated by the study and examination regulations of the degree program. The form and duration of the examination are bindingly defined in the curriculum of the degree program.
3. Students’ written work must be provided in electronic format (e.g. DOC, DOCX, PDF, RTF) if re- quested by the lecturer. The electronic copy may be checked for plagiarism and should be sub- mitted anonymously.
4. Examinations and appropriate subject specific forms of examinations may be in handwritten or computer-assisted, as online or E-examination, format. In the latter case it must be guaranteed that:
   1. The electronic data can be clearly and permanently connected to the student.
   2. The student’s work can be carried out without other electronic assistance as long as the use of electronic assistance is not part of the exam

The execution of the exam must be so carried out that the students are not significantly in- fluenced by the exam execution and are informed appropriately in advance.

### § 11 Specific Regulations for Online examinations

1. The University is authorized to conduct examinations in electronic form or by means of electro- nic communication (online examinations), provided that the necessary technical prerequisites and comparable examination conditions are ensured. The examinations may also be conduc- ted outside a campus location and administrative assistance can be provided by third parties. If the consent of the person to be examined is required within the scope of these regulations, as in [§ 10](#_bookmark59) para. [6](#_bookmark59) of these regulations, then this regulation remains unaffected by this as a more specific regulation.
2. Registration for online examinations
   1. The student must register for online examinations electronically. Registration for an onli- ne examination is possible at any time; there is no registration deadline
   2. A login and password is required to register.
   3. The student receives a confirmation of their registration for the examination
3. De-registration for online examinations
   1. Online examinations can be cancelled 24 hours before the booked exam date.
   2. The student receives a confirmation of their de-registration for the examination
4. Video monitoring of online examinations
   1. The student is monitored by video, audio and screen during the examination
   2. The student must agree to these electronic monitoring measures in a separate document.
5. Further detail on the regulations for online examinations are found in the general examination regulations (see Appendix [A.5](#_bookmark89)). They are additionally published in the University’s CARE infor- mation system.
6. The University reserves the right to share details of examination procedures and electronic mo- nitoring measures with third parties.
7. The University has the right to subsequently review the video surveillance according to [§ 11](#_bookmark62) para. [4](#_bookmark62) with regard to deception and violations of the guidelines for online retreats. In the event of a breach of the [§ 14](#_bookmark66) para. [6](#_bookmark66) guidelines, credit points already granted will be revoked and the University is entitled to exclude the candidate from the online exam form ([§ 10](#_bookmark58) para. [3](#_bookmark58)) in the future.

### § 12 Admission to Module and Module Component Examinations

1. Each module ends with the examination for that module. If the student does not participate in the examination, it should be repeated at the next possible opportunity.
2. The dates for the final examinations, except for online examinations, are published in CARE at the beginning of each semester. An application for admission to a final examination must be made within the specified deadline in due form.
3. Continuous examinations during the semester need not be applied for.
4. The dates for admission to final examinations are to be published in CARE at the beginning of each semester. As a rule the application for admission to an examination must be submitted electronically via CARE by the date specified by the Examination Board. Each final examination to be attended requires a registration. The application can be made simultaneously for several final examinations if these examinations take place within the same examination period.
5. The application for admission to a final examination can be withdrawn in writing up to one week before the examination period without it counting towards the number of possible examination attempts.
6. Admission is denied if:
   1. the candidate has irrevocably failed a relevant examination in the same study course;
   2. a module at the University has been unequivocally failed but is necessary for the conti- nuation of studies;
   3. an application for admission to the final examination was not made within the specified deadline.
7. To grant admission to examinations in case of excursions, language courses, internships, prac- tical exercises, or similar events the University might require a minimum course attendance. Details are specified in the module handbook.
8. Module examination or examinations at module component level are irrevocably failed if they are graded with lower than „sufficient“ and if all possible attempts to retake the examination have been exhausted; [§ 9](#_bookmark56) paragraph [9](#_bookmark56) applies accordingly.
9. If a final examination is not an online examination the chairperson of the Examination Board or a person appointed by him/her is responsible for informing candidates in a timely manner, generally at least two weeks before the examination, of the following:
   1. candidates admitted to the examination;
   2. time, place and length of the examination;
   3. the examiner.

The examiner decides on the tasks in the examination. On request, examinations may take into account periods of maternity leave and parental leave, as well as leave to care for or tend to spouses, recognised partners and first degree relations. A physician’s certificate must be provided as proof.

1. The Announcements of the dates for admission to final examinations as well as the dates for the final examinations are made through CARE, the information system of the International Univer- sity of Applied Sciences.
2. If so requested by the examiner or invigilator, the candidate must prove his/her identity with legal photo identification.
3. If a student produces a physician’s certificate that he/she cannot complete part or all of an ex- amination in its planned format due to a disadvantage or ongoing illness, the person responsi- ble must provide an alternative examination in another format and if necessary with a longer completion time that is more or less equivalent. The same applies to course work. The need for such an alternative must be stated in writing in a timely manner before the examination. These regulations apply for interim and final examinations as well as for any course assessments and sections in the remaining portion of studies.

### § 13 Sequence of Examinations

1. Examinations and the Thesis are derived from the curriculum of the study course.
2. The modules described in the curriculum of the study course must be passed. In addition, the examinations in the compulsory elective modules must be passed.
3. The form and length of the examinations are explained in the curriculum overview and the mo- dule handbook of the study course.

### § 14 Default, Withdrawal, Cheating, Violation of Regulations

1. The candidate fails the examination if he/she fails to appear at the examination or, after registe- ring for the examination, withdraws from the examination without valid reason after expiration of the specified deadline or, after being given the examination paper, fails to complete the ex- amination. For online examinations the latter refers to the point in time from which the exami- nation questions are accessible to the student.
2. It is not possible to withdraw from a C.E. examination.
3. In the case of online exams, the candidate can cancel his registration electronically up to 24 hours before the booked examination date at the latest without crediting the number of possi- ble examination attempts.
4. The reasons for withdrawal must be explained electronically. The reasons for default or with- drawal from the examination must be explained to the Examination Office electronically within three working days from the examination date. In the case of illness, a doctor’s note from a re- gistered doctor confirming the inability to sit the examination must also be submitted electro- nically without delay (within three working days) on the university platform. If the application is rejected, the examination is considered failed. If there are actual indications for doubts about an actual examination inability, in particular due to the continuous submission of certificates of examination inability, the examination board can determine that the candidate submits a medi- cal certificate from a medical officer of the university for future withdrawals due to a temporary illness. The examination board shall determine the medical officer in each individual case.
5. The Examination Board decides whether the reasons submitted are to be recognised. The can- didate must be notified in writing if the reasons are rejected.
6. A module examination or examination performance is assessed as „not sufficient“ if the can- didate influences the result of his examination by deception. Deception is understood to be the candidate’s untruthful pretence to the university that he/she is exclusively performing the examination himself/herself or exclusively with the admissible aids. A performance is not per- formed exclusively with admissible aids as defined in sentence 1 even if it is performed using external thoughts without corresponding marking (plagiarism) or own thoughts without corre- sponding marking (self-plagiarism). The self-plagiarism according to sentence 2 shall only be regarded as deception if the candidate has achieved more than insignificant time savings by using his own thoughts. An attempt at deception is equivalent to a deception according to sen- tences 1 to 3. If the unauthorised influence on the examination becomes known only later, credit points already granted shall be revoked. Deception in the sense of sentence 1 and 2 is also un- derstood to mean a violation by the candidate of the guidelines for the online exam as well as for the e-exam in the respectively valid version according to [§ 11 Absatz 5](#_bookmark21).
7. In the event of a serious infringement of the General Examination Regulations or the Study and Examination Regulations of the study course, the supervisor can immediately exclude the can- didate from the rest of the examination.
8. If, in the case of a written examination component, the specified submission date is not kept without valid reason, the examination component is graded „insufficient“.
9. If the continuous examination is not completed without valid reason, in accordance with the weighting factor as per the Module Handbook, it is awarded zero percent and included in the calculation of the final grade of the module examination. In the event of illness or another re- ason recognised by the University of Applied Sciences that prevents students from attending a continuous examination, students are given the possibility of completing the examination at a later stage. This later examination must be equivalent in content and scope to the examinati- on that was not completed but it must not be the same. Continuous examinations may only be repeated if a student is registered for attending a class again.

# Thesis

### § 15 Aim of the Thesis

* 1. The Thesis is a written academic exploration of a defined problem. The Thesis should show that the candidate is capable of independently examining a problem from his/her field in both its specialist and interdisciplinary contexts in accordance with academic methods, all within a limited period of time.
  2. The topic of the Thesis can set out a relevant operational or practical problem.
  3. The thesis will be written in English or German depending on the study programme. Further details can be found in the Study and Examination Regulations of the relevant study course.
  4. The Thesis may be completed as a group project. In this case the contribution of each individual must be clearly distinguishable through sections, a number of pages or other criteria that enable individual evaluation. Each contribution must also fulfil the criteria outlined in paragraph 1.
  5. The thesis may not have been submitted in the same or a similar form or in part for any other examination.

### § 16 Approval and Completion of the Thesis

1. The Thesis can be approved and supervised by any faculty member at the University that is approved by the Examination Board.
2. The chairperson of the Examination Board, or a person appointed by him/her, approves the Thesis. The date of approval is considered to be the day that the chairperson of the Examination Board announces the topic that has been provided by the supervisor and the examiner of the candidate. This date is to be recorded.
3. An application must be made at the Examination Office for admission to the thesis.
4. The submission date of the thesis is to be documented. A thesis that is submitted late is graded as „insufficient“.
5. The topic can be returned within three weeks of its assignment after date of issue. If the thesis is repeated because the first thesis was graded with less than „sufficient“, the topic can only be returned if the topic of the first thesis was not returned. In the case of a prolonged illness the candidate may return the topic after the deadline has passed.
6. The Study and Examination Regulations of the study course contains further details about scope and formal criteria of the thesis.

### § 17 Submission and Evaluation of the Thesis

1. The submission is recorded. A thesis submitted late is evaluated as „insufficient“, the Central European Time ’(CET/CEST)’ is decisive for the deadline. Upon submission of the thesis the can- didate must certify in writing that he/she completed the work independently and that no other sources or aids other than those indicated and listed were used. In addition, the student must certify that the thesis does not have the same content as a thesis that he/ she completed as part of another degree programme. The Bachelor thesis will be checked for plagiarism by the Uni- versity. The student must provide an electronic copy of their work for this purpose; it may be submitted anonymously.
2. The thesis is evaluated by two examiners. Examiners are appointed by the chairperson of the Examination Board. The first examiner should be the supervisor.
3. When two examiners have evaluated the thesis and neither evaluation is „insufficient“, the gra- de is determined as the arithmetic mean of the two individual scores. When two examiners have evaluated the thesis as „insufficient“, the thesis is failed.
4. If only one examiner evaluates the thesis as „insufficient“, the chairperson of the Examination Board appoints a third examiner. If the evaluation of the third examiner is „insufficient“, the thesis is failed. Otherwise the grade of the thesis is determined as the arithmetic mean of the two better assessments.
5. If the thesis is graded with „insufficient“, the candidate may, within six months of the announ- cement of the result, choose a new topic. The thesis is irrevocably failed if the second thesis is evaluated as “insufficient“.
6. The grading of the thesis should be completed within 6 weeks of submission.

### § 18 Colloquium

1. A student whose thesis has been graded no lower than „sufficient“ can register for the colloqui- um.
2. The student can, in writing, forfeit his right to a timely and appropriate colloquium invitation.
3. In the colloquium, the candidate must prove that he/she is able to verbally communicate the results of the thesis and its specialist and methodical bases, as well as its interdisciplinary rela- tionships, and he/she must also independently defend and evaluate its importance for practical application.
4. The colloquium generally lasts 30 to 45 minutes and is led by the first and second examiners of the Bachelor thesis. The result of the Colloquium is calculated from the arithmetic mean of the individual evaluations of both examiners and is worth 10% of the overall grade for the thesis.
5. With the agreement of the examination candidate and the Examination Board, the colloquium can be held in public.
6. The colloquium cannot be repeated. If the colloquium is assessed by both examiners as “insuf- ficient“ due to an attempt at deception or a poor performance, the thesis shall be deemed to have been failed overall.
7. The results of the colloquium and of the thesis are announced immediately after the colloqui- um.
8. The colloquium can take place with the permission of the Examination Board and the agree- ment of the student according to [§ 10](#_bookmark59) paragraph [VI](#_bookmark59).

# Bachelor- / Master- / MBA-Examination

### § 19 Overall Result of the Bachelor / Master Examination

* 1. The Bachelor / Master / MBA examination has been passed if the total amount of the credit points have been attained in accordance with the curriculum in the Study and Examination Re- gulations for this study course. All modules must be passed.
  2. If a Bachelor / Master / MBA examination is failed, a notice is issued that includes instructions on how to make an appeal.
  3. On request, students who leave the University of Applied Sciences without a qualification are given a certificate confirming the total number of study credits and examination results. The certificate may only refer to the parts of the study course that have been successfully comple- ted. It may not contain any information about components that are lacking for the successful completion of the study course.

### § 20 Transcript, Certificate and Diploma Supplement, Overall Grade

1. The transcript of the passed Bachelor / Master / MBA examination contains the grades of the module examinations respectively examinations at module component level, the Thesis and its topic as well as the overall grade of the Bachelor / Master / MBA examination. These also con- firm that the internship has been completed as required, in case an internship is a mandatory component of the study course.
2. The overall grade of the Bachelor / Master / MBA examination is calculated as an arithmetic mean of the module grades. The number of credit points is a weighting factor. Only the first decimal is regarded for the calculation of the weighted average.
3. The transcript of the passed Bachelor / Master / MBA examination is issued without delay, if possible within four weeks of the grading of the last examination.
4. The transcript is signed by the Rector. It is dated to the day on which the last examination was completed. The signature can be made in digital form.
5. Together with the transcript the candidate is given a Diploma supplement and a Bachelor / Mas- ter / MBA certificate with the date of the transcript. This document conveys the legal status of a Bachelor / Master / MBA title. The certificate is signed by the rector and the Chair of the Exami- nation Board and sealed with the stamp of the University. The diploma supplement issued to the student also lists the final grade according to the ECTS grading system. The following table is used to transfer grades into ECTS credits:

|  |  |  |
| --- | --- | --- |
| ECTS credits | | |
| A | The best 10% | excellent |
| B | The next 25% | very good |
| C | The next 30% | good |
| D | The next 25% | satisfactory |
| E | The next 10% | sufficient |

The reference group consists of students from the same graduation year as well as those from the three preceding cohorts. If the reference group is too small or does not yet exist, the Chair of the Examination Board will select a comparable group of students.

### § 21 Removal from the University Register

1. Unless further higher education requires continued enrolment, the student must be exmatricu- lated at the end of the current semester after having received the certificate of completion of the course of study.
2. A student must be exmatriculated if
   1. he is requesting this,
   2. he doesn’t report back without being on leave,
   3. the enrollment was induced by coercion, malicious deception, or a criminal offence,
   4. he does not pay the fees or contributions to be paid despite reminder and deadline with threat of action,
   5. he is not able to prove to the competent health insurance company that he has fulfilled his obligations under the Social Code,
   6. he has been subject to the disciplinary measure of exmatriculation pursuant to § 76 (2) sentence 1 no. 4 ThürHG,
   7. he will not begin his studies for reasons he is responsible for,
   8. he has not finally passed a module required by the study programme-specific study and examination regulations in the study programme, or if he/she can no longer fulfil the re- quirements for registering for one of these examinations under the respective examinati- on regulations for reasons for which he/she is responsible,
   9. he lost his claim to the exam,
   10. in the dual study program, the training relationship with the practice partner is legally terminated and a new training contract with another practice partner is not concluded within twelve weeks, or
   11. he did not pass the trial study according to § 70 Abs. 1 ThürHG in connection with the General Admission and Enrolment Regulations of the University (AZE) in their respectively valid version.

Sentence 1 No. 5 does not apply to re-registration in dual studies.

1. A student may be exmatriculated if
   1. after enrolment facts become known and still exist or occur that should have led to the refusal of enrolment or that could lead to the refusal of enrolment,
   2. he fails to provide evidence of a mandatory investigation,
   3. has intentionally or grossly negligently violated the principles of § 8 paragraph 6 ThürHG or
   4. a multiple or serious violation of the Code of Ethics and Conduct of the University is availa- ble.
   5. the examination board, after having already issued a warning by the examination office with reference to this regulation in previous cases of cheating, determines the existence of serious cheating in the context of an examination performance or if the student has already cheated several times in the context of examination performances. The previous warning may be waived in individual cases after weighing all circumstances to be taken into consideration and the existence of an extraordinarily high deceptive energy expres- sed during the act of deception.

### § 22 Examinations in Additional Modules

In addition to the required modules and module components, the candidate can sit examinations in other modules and module components (additional module or additional module component). At the request of the candidate, the results of these can be recorded in the certificate. However, they are not included in the calculation of the final grade.

# Final Clause

### § 23 Archiving

The University keeps written examinations as well as data from e- and online examinations for two years. It keeps the thesis and the records of the oral examination for five years after the end of the last examination.

### § 24 Right to See Files

* 1. After completion of an examination procedure, the candidate can apply to see his/her written examination work, in the data from e- and online examinations or the reports of the examinati- ons.
  2. The application must be made within one month of the announcement of the examination re- sults.
  3. The Examination Office determines the time at which the files can be viewed.

### § 25 Invalidity of Examination Results

1. If a candidate cheated in an examination and if this fact does not become known until after the certificate has been issued, the Examination Board can at a later date correct the grades for all subjects in which the candidate cheated and declare the Bachelor / Master / MBA degree examination as not passed, either in full or in part.
2. If the prerequisites for admission to an examination were not fulfilled without the candidate intending to deceive, and if this fact only becomes known after the certificate or the Bache- lor’s /Master’s /MBA certificate has been issued, this deficiency will be remedied by passing the examination. If the candidate intentionally and unjustifiably obtained that he could take the module / partial module examination or examination performance or the final thesis, the modu- le / partial module examination or examination performance or the final thesis can be declared

„not passed“ by the examination board.

1. The examinee shall be given an opportunity to comment before making a decision.
2. The incorrectly issued diploma and certificate are invalid for the university to confiscate and, if necessary, to issue again. A decision according to § 25 Absatz 1 and § 25 Absatz 2 sentence 2 is excluded after a period of five years from the date of the certificate.

### § 26 Parental leave, maternity protection and care leave

1. The protection regulations of §§ 3, 4, 6 and 8 of the Act for the Protection of Working Mothers (Maternity Protection Act - MuSchG) in the respectively valid version apply to the studies accor- dingly. In the case of §6, paragraph 1 of the Maternity Protection Act (MuSchG), voluntary per- formance of studies and examinations is permitted upon application. The protection periods contained in the MuSchG must be taken into account when calculating all periods. Sentence 3 also applies to parental leave within the meaning of the Parental Allowance and Parental Leave Act (Bundeselterngeld- und Elternzeitgesetz - BEEG) as amended respectively.
2. Within the statutory care period (Pflegezeitgesetz - PflegeZG), students are exempt from all com- pulsory events (§ 55 Paragraph 4 ThürHG). Upon application, students may be exempted from the statutory period of protection.

### § 27 Entry into Force and Publication

1. These General Examination Regulations shall enter into force on the day following their publi- cation in CARE. At the same time, the previous General Examination Regulations will expire.
2. These General Examination Regulations apply to all students in all 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

# Appendix

## Calculation of grades

Percentage points of the continuous examination

Percentage points of the final examination

Results of a module or module component

= X + X

Weighting of the continuous

Weighting of the final examination

examination

The result of a modul / module component is translated into a grade on the basis of the evaluation scheme in Appendix [A.3](#_bookmark87).

### Calculation of module grades with several module components

If the module grade consists of several final examinations, the module grade is calculated from the average grade weighted on the basis of ECTS credit points earned for individual final examinations.

Modulnote = *T NT M*1 *·ECTST M*1 +*T NT M*2 *·ECTST M*2 +*...*+*T NT Mn ·ECTST Mn*

P*n*

*TM* = Module component

*i*=1

*ECTST Mi*

*TN* = Grade of module component

*ECTS* = Credit points in accordance with European Credit Transfer System

*i* = Index set of the relevant module component examinations

### Calculation of module grade with several continuous examinations

In a module examination, a continuous examination may consist of several parts at module compo- nent level. In this case the continuous examination is evaluated on the basis of the arithmetic mean of the individual performances weighted according to ECTS credit points.

### Calculation of overall grade

Gesamtnote = *MNM*1 *·ECTSM*1 +*MNM*2 *·ECTSM*2 +*...*+*MNMn ·ECTSMn*

P*n*

*M* = Module

*MN* = Grade of module

*i*=1

*ECTSMi*

*ECTS* = Credit points in accordance with European Credit Transfer System

*i* = Index set of the relevant module examinations

## Detailed regulations on continuous examinations

While final examinations take place outside of the classes at the end of a semester, continuous exami- nations are assessments included in a course and completed during the semester. Together they form the examination grade of a module or a module component.

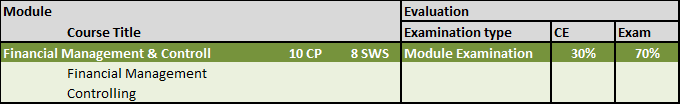
An application for admission to a final examination must be made within the specified deadline. Con- tinuous Examinations during the semester need not be applied for and are organized by the individual lecturers. Students must participate in Continuous examinations. If a course CE is missed with an ex- cused absence (e.g. documented illness), it can be made up at a specified date and time at the end of the respective semester. If this date is also missed due to an excused absence, the CE can only be made up at the next designated date and time or deferred examinations earliest in the following semester.

Final and continuous examinations should be taken when scheduled in the curriculum. A resit must be worth the same amount of marks, but do not need to have the same form or content as the original. The student has no entitlement to write the resit with the original lecturer.

If a module or module component grade is less than the 50% pass mark, examinations may be repea- ted the following number of times:

* The final examination may be repeated twice,
* The CE can be repeated twice.

#### Example:



**Student 1:**

Student 1 has scored 40% on the CE and 75% on the final examination. The module grade is calculated with the formula:

0*.*3 *·* 40% + 0*.*7 *·* 75% = 64*.*5% =*>* Grade 3.3

The module is **passed**. **Student 2:**

Student 2 has scored 40% on the CE and 50% on the final examination. The module grade is calculated with the formula:

0*.*3 *·* 40% + 0*.*7 *·* 50% = 47% =*>* Grade 5.0

The module examination and the module are **failed**. Student 2 now has the following options:

* The CE may be repeated twice. This requires a registration for the respective lecture.
* The final examination may be repeated twice.

Student 2 decides to repeat the CE. On this second try he scores 30%. The module grade is calculated with the formula:

0*.*3 *·* 30% + 0*.*7 *·* 50% = 44% =*>* Grade 5.0

The module examination and the module are **still failed**.

Student 2 repeats next the final examination, and scores 60%. The module is now passed with a final grade of 4:

0*.*3 *·* 30% + 0*.*7 *·* 60% = 51% =*>* Grade 4.0

## Grading Scheme

|  |  |  |
| --- | --- | --- |
| 1.0 | 96 - 100% | very good |
| 1.3 | 91 - 95.9% | very good |
| 1.7 | 86 - 90.9% | good |
| 2.0 | 81 - 85.9% | good |
| 2.3 | 76 - 80.9% | good |
| 2.7 | 71 - 75.9% | satisfactory |
| 3.0 | 66 - 70.9% | satisfactory |
| 3.3 | 61 - 65.9% | satisfactory |
| 3.7 | 56 - 60.9% | sufficient |
| 4.0 | 50 - 55.9% | sufficient |
| 5.0 | below 50% | insufficient |

* 1. **Conversion of grades attained abroad**

After a successful study period (semester abroad) at a university abroad and submission of the appro- priate documents, the accreditation of course and examination results may be requested as long as this was agreed in a Learning Agreement (equivalency agreement).

The conversion of grades attained abroad is the responsibility of the examination board and is ba- sed on the attached conversion table. This table was developed from the recommendations of the Hochschulrektorenkonferenz (HRK), which are based on the modified Bavarian formula and take into consideration many years of experience and state particularities.

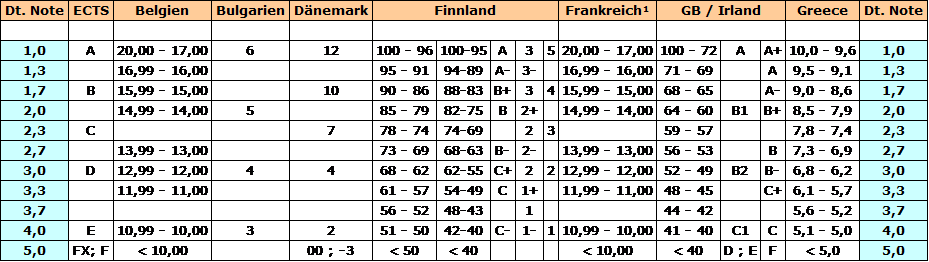
#### Example:

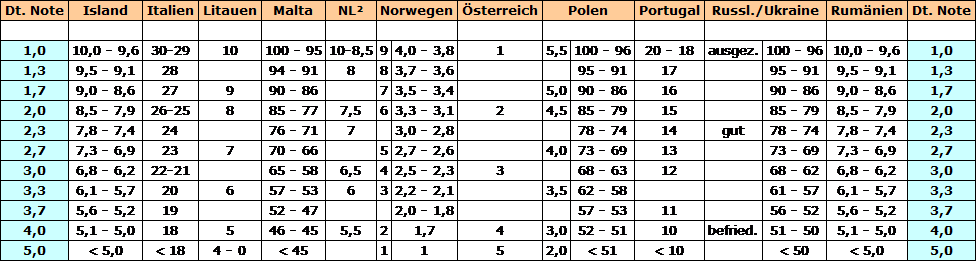
In Great Britain 100% is theoretically the highest grade but is in reality rarely awarded. To make a fair conversion possible, the maximum grade in the modified Bavarian formula is adjusted down on the basis of the experience of the University.

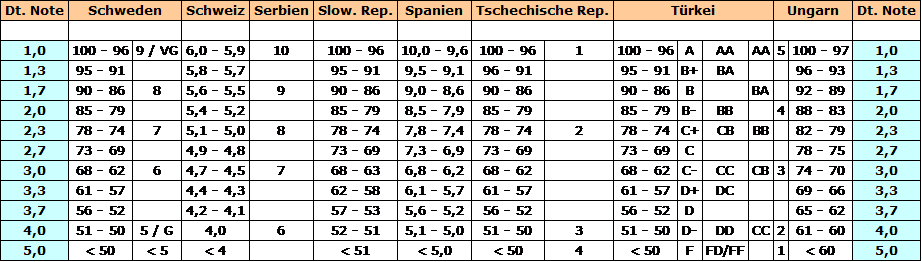
For the following countries, the different maximum values apply: Australia (with grades of 100% - 50%), Belgium, France, Great Britain, Ireland, Canada (with grades of 100%-50%), the Netherlands, Portugal, the Philippines and South Africa. In these countries the highest grade does not equal the maximal grade actually attained.

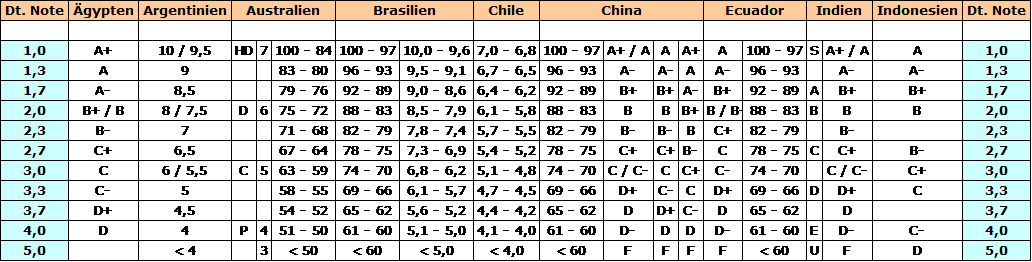
Further Notes on Conversion:

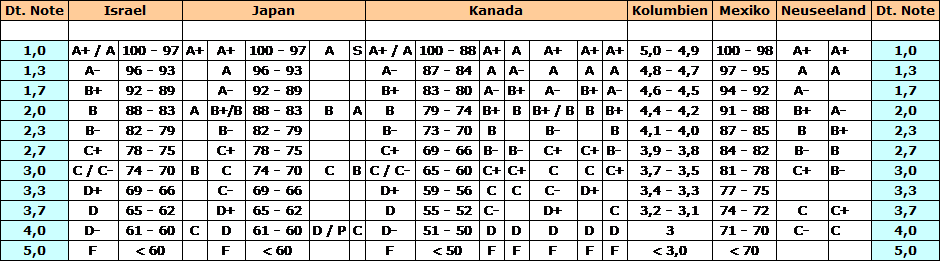
1. Only the national grades (local grades) on the official transcript of records are converted.
2. Further entries in addition to the local grade such as ECTS grades, grade point average, grade point, class performance, etc. are not considered in the conversion.
3. If the transcript of records lists grades in % and another grading system, only the % grade counts.
4. Eventual conversion recommendations of universities abroad are also disregarded.
5. The examination board reserves the right to review the conversion tables at regular in- tervals and to change them if necessary. For conversions the most recent version of the table is always used.
6. Students studying in Europe in an Erasmus programme may be evaluated under the ECTS grading system (A-B-C-D-E-F) by their host university. If no other grading system is noted on the transcript, the conversion will be based on the ECTS grades.

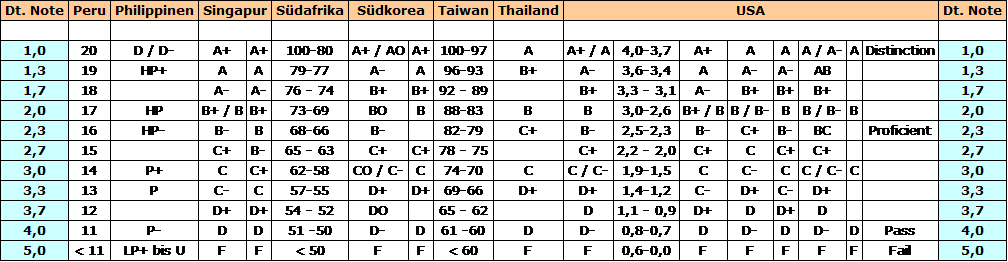












## Guidelines for Online Exams

### Introduction

The University offers its students the opportunity to sit exams in person as well as electronically via online exams. In order to carry out these exams, audio and video monitoring of the student’s PC is ne- cessary. The relevant monitoring is completed by a so-called proctor (supervisor) live via the internet. This proctor has access to the PC of the student and the task manager via the use of a meeting app- lication, which the candidate must start at the beginning of each online exam. In order for the online exams to run smoothly, the following guidelines are advised.

### Technical conditions

* + - 1. In order to complete an online exam, students are required to have the following technical equipment:
         * a computer or laptop
         * operating system

Windows 7 (or a more recent version)

Mac OS X v10.6 (or a more recent version)

* + - * + browser

Firefox (recent version, not a Beta version)

Other browsers can be used at your own discretion, however the University cannot guarantee that the system will be fully functional.

* + - * + Adobe Flash 10.0+
        + An external webcam or a mobile device with WLAN connection and a built-in ca- mera, for example, a smartphone or a tablet that is connected with the compu- ter/laptop as an external camera
        + Internet connection with a broadband speed of at least 3 Mb/s
        + It is necessary for students to allow pop-ups on their browser.
      1. Students are wholly responsible for ensuring that live online monitoring is possible for the duration of the exam and that the microphone and camera are fully functional.

Students are particularly responsible for:

* + - * + the internet connection
        + the power supply
        + the full functionality of the hardware and software which is necessary for the exam
        + the correct and stabile positioning of the external webcam or mobile device, so that the camera records the hands and face of the student, as well as the keyboard of the computer/laptop during the entire examination period.
        + their computer/laptop (it is particularly important that the exam is not disrupted by any updates or other programmes). In addition the correct time have to be set according to that time zone, in which the setup of the operating system is installed.

**Please note:** Before starting the online exam, it is recommended that you restart your computer.

### Exam preparation

* + - 1. The creation of a profile and the booking of a time slot for the exam on the proctor plat- form is a requirement for taking an online exam.
      2. In order to complete the online exams, you must have a valid form of identification (iden- tity card, passport or student ID with photo) and be prepared to show this. This must be held up to the camera at the beginning of the exam in order to identify the candidate.
      3. It is necessary that you have excellent English knowledge to set up and complete online exams, in order to be able to follow the instructions of the proctor. The exam will be car- ried out in the relevant language, which is determined by the respective course (German or English).
      4. Students are responsible for their own workspace. You are therefore responsible for ma- king sure that your workspace is brightly lit and clear, and that there are no documents, papers, books, notes, tablet-PCs or anything similar within reach, which are not permit- ted as aids in the online exam. In particular, no headset, no earphones and no smartwatch are allowed during the exam.
      5. Furthermore, students are personally responsible for ensuring that their study aids are in the correct, permitted form. Especially for legal texts it is important to note that only the PDF versions of legal texts provided by the University are allowed. The PDFs have to be downloaded before starting the exam. A download during the exam is not allowed. The use of blank scrap paper is only permitted in specific exams, in which case it will be explicitly stated that this is an approved aid.
      6. Furthermore, students are responsible for making sure that there are no distractions from other people, loud noises or anything similar. It is particularly important that no other people come in and out or the room or are in the room throughout the duration of the exam.
      7. The exam questions must be completed solely by the candidate and without assistance from anyone else.
      8. Only computers/laptops with an active monitor are allowed. The candidate is not permit- ted to use any technical appliances other than the laptop/computer which they are using to complete the exam.
      9. The candidate must close all windows and applications on their computer which are not necessary for the completion of the exam. The meeting application, which facilitates the connection with the proctor, has to be open in a window and the following pages may be open during the exam:
         * CARE
         * the exam
         * PDF (only if this is a study aid permitted for the exam)

Any programs running in the background, for example Outlook, Dropbox, etc. must also be closed. Moreover, add-ons have to be disabled, for example, word completion.

* + - 1. The proctor will close any programmes running in the background, for example, Team Viewer, which could be used to cheat by the candidate or any third parties. To this end, the proctor may check the task manager at any time before or during the exam.

For this reason, it is important that the candidate makes sure that they are registered as an administrator or that they have the relevant access rights. Therefore, most office com- puters/laptops, for example, are not suitable for completing the online exams.

### Monitoring via computerized supervision

* + - 1. The instructions of the proctor must always be followed without fail. Should the requests of the proctor not be followed, the candidate will automatically fail the exam. As part of their supervisory role, the proctor records all relevant incidents that occur within the course of the exam. It is not mandatory to inform the students about abnormalities.
      2. Candidates must carry out all the steps indicated by the proctor, so that the proctor can supervise without any issues, e.g. showing the correct form of identification, rotating the camera, etc.
      3. The candidate is not permitted to speak throughout the exam, if so, it must be communi- cated to the proctor. The candidate’s face must be clearly visible and may not be covered by accessories, e.g. caps, sunglasses or other body parts. Candidates must be looking at the screen at all times. The only exception to this is when study notes are permitted as an approved aid and are not in electronic form. The proctor can request at any point that the candidate points the camera at their study notes, in order to check that no forbidden documents or non-permitted study notes are being used.
      4. The candidate may not stand up during the exam. Going to the toilet during the exam is only permitted in an emergency in an exam which lasts longer than 90 minutes. Further- more, this toilet break should not last more than three minutes. Every toilet break will be recorded by the proctor. Whenever the candidate avails a toilet break within the first 90 minutes of an exam or when the toilet break lasts longer than 3 minutes, the candidate will only be allowed to continue with reservations.
      5. Candidates are forbidden from copying out, photographing, rewriting or verbally passing on the exam material.

### Logging in and out of the online exam

* + - 1. You can enrol into an online exam via CARE at any time using a login and password.
      2. The student can reschedule or cancel an already scheduled appointment up to 24 hours before the scheduled appointment.
      3. After completing the exam, the candidate confirms that they have completed the exam by clicking on the ’confirmation button’. This means that that the exam has been saved. After this, it is not possible for the candidate to change any of their responses to the exam. After submitting the exam the proctor have be informed and the student have to wait for any further instructions.
      4. After the allotted exam time has expired, the exam will be automatically ended and saved.
      5. A withdrawal from an online exam within 24 hours of the scheduled appointment is only possible under certain conditions (act of nature beyond control or illness). A no-show for the online exam due to illness has to be reported to the examination office immediately. A doctor’s certificate declaring the reason for the incapability to take the exam has to be submitted within 3 working days.

A withdrawal from an already started online exam is only possible under tight conditions (act of nature beyond control or suddenly appeared, before starting the exam not visible illness). At cancellation because of illness the proctor has to be informed immediately. Subsequent the examination office has to be informed immediately, too, and a doctor’s certificate has to be submitted within 3 working days, which declares the reason for the suddenly appeared reason for the incapability doing the exam. An online exam counts as started, when the exam´s questions were unlocked by the proctor with a password.

The exam will be marked as „failed“ in accordance with the currently applicable General Examination Regulations if the student fails to appear for the scheduled appointment without timely reporting a valid reason.

If the candidate appears for their scheduled appointment but does not start the exam, the candidate will receive an official first-time reprimand. In case of a repeated incident, the exam will be marked as failed.

### Consequences of a system problem or attempt to cheat

* + - 1. Any suspected suspicious behaviour throughout the exam, which could enable cheating, can mean that the exam is ended or must be completed again, e.g. constantly staring in a certain direction.
      2. The same applies to a disturbance, which causes the candidate to act carelessly or beco- me distracted.
      3. If an exam attempt is considered ’conditional,’ the exam may have to be completed again, depending on the decision of the exam board as to whether the exam must be amended or must be marked as a fail. The exam board will assess the completion of the exam using the video recording and the proctor report.
      4. The video recordings and the proctor report are randomly checked after the exam for in- stances of cheating and violations of the guidelines of the online exam. Any form of chea- ting discovered in the course of this will also result in the student failing the exam, even if the grade has already been published. Furthermore, the University may charge the stu- dent a fee of 300e in cases of severe cheating. Violations of the directives may lead to consequences for the student. Moreover, the University has the right to temporarily bar students from taking online exams. In this case, all exams for the barred period will have to be written at a study centre.
      5. In the case of evident cheating, the proctor is authorized to end the exam early and inform the examination office. In this case, the exam is marked as an automatic fail.
      6. Any disturbances to the exam, for which the student was not directly responsible, must be communicated to the Examination Board within 24 hours of the exam ending.
      7. If the connection between the exam and the proctor is lost once for a period of less than five minutes, this will be recorded by the proctor and passed on to the Examination Board. If this does happen, however, it does not have any effect on whether or not you pass the exam. In this case, the exam timer does not stop.
      8. If the connection to the proctor or to the exam software is lost for a period of five minutes or more, the exam is stopped. If this happens the exam is marked as failed, unless the connection failure was not the candidate’s fault. The candidate has one week from the completion of the exam to present relevant proof to the Examination Board that they were not responsible for the faulty connection.
      9. If the connection is lost more than once, and each incident lasted less than five minutes, the exam may be completed subject to conditions. The decision as to whether the candi- date has passed the exam is made by the Examination Board.
      10. A loss of connectivity caused by the proctor or the University can be easily identified. If this is the case, the student may repeat the exam at a time chosen by them without the initial attempt being recorded as an official examination attempt. Any disturbances to the exam, for which the student was not directly responsible, must be communicated to the Examination Board within 24 hours of the exam ending.
      11. If the exam must be repeated, the resit may be completed in a study site or can be com- pleted online again.

### Final provisions

* + - 1. If the candidate agrees to these guidelines and the declaration of consent concerning the conveyance and storage of their details as well video and audio recording throughout the duration of the online exams, they may complete the exam for their relevant course. In this case, the exam must directly be completed.
      2. The English version of these guidelines is not an official translation, and should only be used as a reference. In the German version, the correct legal terminology has been used.
      3. Agreement to these guidelines is completed electronically and replaces a written agree- ment. By clicking the confirmation button, the student has legally agreed to these condi- tions.