



**General study and examination regulations regarding
bachelor's and master's programmes at Ulm University (General Framework - ASPO)
of 13 July 2022**

Based on § 32 (3) sentence 1 of the Federal State Higher Education Act Baden-Württemberg (*Landeshochschulgesetz - LHG*) in the version of 1 January 2005 (law gazette p. 1 ff), amended by article 1 of the fourth higher education amendment act (*Viertes Hochschulrechtsänderungsgesetz - 4. HRÄG*) of 17 December 2020 (law gazette p. 1204 ff) and under consideration of the latest amendment by article 1 of the act on changes to the Federal State Higher Education Act (*Gesetz zur Änderung des Landeshochschulgesetzes*) and other acts of 26 October 2021 (law gazette p. 941), the Senate of Ulm University adopted the following statutes upon consent of the Faculties pursuant to § 2 (1) of the constitution (*Grundordnung - GO*) on 15 June 2022.

The President of Ulm University gave his consent on 13 July in accordance with § 32 (3) sentence 1 of the *LHG*.

Content

I. General

- § 1 Scope of application
- § 2 Study objectives
- § 3 Study year, beginning of studies

II. Study organisation

- § 4 Study programmes, subject-specific study and examination regulations, language of instruction and examinations, standard period of study, organisation of bachelor's and master's programmes, modules, transfer of credits, crediting of failed attempts, additional modules, periods abroad
- § 5 Modules, module handbook, module responsible, study curriculum
- § 6 Types of courses
- § 7 Obligation to attend courses
- § 8 Examination deadlines

III. Exams

III a. Responsible persons and competences

- § 9 Electronic procedures



- § 10 Subject examination board
- § 11 Examiners, other members of the examination board

III b. Types of exams

- § 12 General provisions of the performance of exams
- § 13 Written exams
- § 14 Oral, oral-practical and practical exams
- § 15 Take home exams and portfolio exams
- § 16 Online (distance) exams and electronic exams
- § 17 Change of type and scope of exam
- § 18 Theses

IV. Organisation of exams

- § 19 Recognition and crediting of study and examination achievements
- § 20 Exam dates
- § 21 Registration for and deregistration from exams, withdrawal from exams
- § 22 Inspection of exam documents
- § 23 Compensation for disadvantages
- § 24 Assessment of exams, final grade, overall assessment
- § 25 Repetition of module examinations
- § 26 Deception, breach of regulations
- § 27 Examination, degree, and other certificates
- § 28 Loss of the right to examination, failure at last attempt
- § 29 Double degrees / joint degrees

V. Final provisions

- § 30 Effective date and transitional provisions



I. General

§ 1 Scope of application

- (1) These General study and examination regulations (General Framework - ASPO) govern the organisation and conduct of studies and examinations for all bachelor's and master's degree programmes at Ulm University with the exception of the University's state examination degree programmes.
- (2) The regulations of this General Framework take precedence over the regulations of the subject-specific study and examination regulations (FSPO), unless expressly stated otherwise in this Framework.
- (3) Postgraduate master's programmes and programmes operated jointly with one or more other higher education institutions may stipulate regulations that deviate from this General Framework, taking into account the special nature of the study programme.

§ 2 Study objectives

Within the framework of the bachelor's and master's degree programmes, students should be taught the necessary subject knowledge in such a way that they are enabled to carry out scientific work, critically evaluate scientific findings and act responsibly in their professions and in society. A period of study abroad is to promote the students' intercultural competence. Taking into account the requirements and changes in the professional world, graduates should be able to successfully enter senior professional positions in the national and international working environment or take up doctoral studies. The objectives of the respective degree programme are to be further specified in the subject-specific study and examination regulations.

§ 3 Study year, beginning of studies

A study year consists of two semesters. The subject-specific study and examination regulations may stipulate that first-year students are admitted to the degree programme only once a year.

II. Study organisation

§ 4 Study programmes, subject-specific study and examination regulations, language of instruction and examinations, standard period of study, organisation of bachelor's and master's programmes, modules, transfer of credits, crediting of failed attempts, additional modules, periods abroad

- (1) The responsible academic affairs committees and faculty councils draw up subject-specific study and examination regulations for their programmes. Module descriptions shall be attached to the subject-specific study and examination regulations in a standardised form as an appendix. As a rule, the language of instruction and examinations is German or English.
- (2) The standard period of study until completion of the bachelor's degree is generally three years and until completion of the master's degree usually two years.
- (3) The degree programmes generally consist of a compulsory area with compulsory modules, a compulsory elective area with compulsory elective modules and a complementary



area with complementary modules. The degree programmes include a thesis and may include an internship in the future professional field. Compulsory modules are modules that are compulsory for students within a degree programme; compulsory elective modules are modules that students choose in accordance with the respective subject-specific study and examination regulations; complementary modules are freely chosen outside the respective degree programme. Provided that there is no restriction for reasons of capacity or knowledge transfer, the complementary area includes all modules of the bachelor's and master's degree programmes at Ulm University as well as modules for the acquisition of interdisciplinary competences and language skills (Additive Key Qualifications - ASQ), unless they are already allocated as elective modules in the subject-specific degree programme.

- (4) The core competences of the degree programme are acquired in compulsory and compulsory elective modules; compulsory elective modules allow individual specialisations, complementary modules serve the broader orientation within the framework of the academic education. The allocation of the modules to compulsory, compulsory elective and complementary areas as well as their content is decided by the respective study committees involved; the allocation can be found in the respective subject-specific study and examination regulations in conjunction with the respective module handbook. Compulsory modules of the master's degree programmes should not at the same time be compulsory elective and complementary modules of the bachelor's degree programmes.
- (5) The subject-specific study and examination regulations define a fixed scope for the compulsory area and, if provided for, a minimum scope for the compulsory elective areas and complementary areas, which is measured in credit points (CP) according to the European Credit Transfer and Accumulation System (ECTS). For the acquisition of interdisciplinary competences and language skills in the complementary area, the respective subject-specific study and examination regulations may set minimum or maximum limits for credit points.
- (6) Elective and complementary areas are successfully completed and passed if at least the minimum number of credit points stipulated in the respective subject-specific study and examination regulations has been achieved. The subject-specific study and examination regulations may specify further requirements, in particular a subdivision of the compulsory elective or complementary area into further sub-areas with respective minimum or maximum limits for credit points to be earned.
- (7) Modules from the elective and complementary areas in which one or more examination attempts have been completed do not have to be completed; other modules within the respective area can substitute failed modules from these areas. Compulsory modules must be passed.
- (8) Modules from the compulsory elective and complementary areas of a bachelor's degree programme that was an entrance requirement for a master's degree programme can be credited in the master's degree programme at most to the extent that credit points were earned beyond the respective minimum number of credit points. Furthermore, § 19 regulates the crediting of study and examination achievements to the bachelor's and master's degree programmes.



- (9) If modules of a master's degree programme have already been completed in the bachelor's degree programme with the same study and examination achievements and in the same type of examination (identical modules) and are not recognised in the master's degree programme, the subject-specific study and examination regulations may stipulate that other compulsory elective or complementary modules with at least the number of credit points of the identical modules not to be recognised must be completed in the master's degree programme.
- (10) Identical compulsory modules that have already been successfully completed in a bachelor's or master's degree programme at Ulm University are recognised ex officio in the event of a change of programme within the bachelor's or master's level. Unsuccessful attempts (failed attempts) of identical modules taken in a bachelor's or in a master's degree programme count towards the permissible number of repeat examinations in the case of a change of degree programme within the bachelor's or master's level. Sentences 1 and 2 shall apply accordingly to study and examination achievements.
- (11) In addition to the modules provided for by the subject-specific study and examination regulations in accordance with paragraph 3, students may also take examinations in other modules offered at Ulm University and other universities (additional modules). These are not and will not be part of a degree sought at the time of the examination and cannot be moved to the compulsory, compulsory elective or complementary area within a degree programme. Modules already completed before starting the degree programme are not recognised as additional modules. The scope of the study and examination achievements in the additional modules may not exceed the maximum limit of 30 credit points in the respective degree programme.
- (12) It is recommended that all degree programmes be organised in such a way that students can complete a time-limited part outside Ulm University without disadvantages and taking into account new mobility formats (e.g. attending individual courses at other universities, including virtual courses). In order to implement this recommendation, mobility windows for such stays are marked in the subject-specific study and examination regulations or shown at a suitable place in the respective study curricula of the subject-specific study and examination regulations. In the case of a stay abroad, student mobility is supported by the conclusion of a Learning Agreement in the sense of the ECTS Users Guide.

§ 5 Modules, module handbook, module responsible, study curriculum

- (1) Modules are teaching and learning units that are self-contained in terms of content and consist of one or more courses and self-study. If a module is intended or suitable for use in other degree programmes, this module may contain module prerequisites for the other degree programmes. The modules, including the credit points awarded, are described in a module handbook in accordance with uniform regulations, taking into account § 7 (2) of the study accreditation ordinance (*Studienakkreditierungsverordnung*). A German and an English module description is prepared for each module. For the module descriptions, the sample from Appendix 1 is to be used.
- (2) The respective faculty councils decide on new modules and module changes in the form of module descriptions with the participation of the respective academic affairs committees. New modules or module changes that take effect in the next semester should be submitted to the *Studiensekretariat* (student administration and examinations office) of



Ulm University in accordance with the deadlines specified in the process manual of Ulm University. The respective module handbooks are updated and, insofar as regulations of § 32 (4) LHG are affected, adopted in the Senate together with the respective study and examination regulations. Depending on the available course offer, the responsible academic affairs committees can add further compulsory elective modules to the modules listed for the compulsory elective area or remove them from the compulsory elective area. There is no legal entitlement to the offer and delivery of the compulsory elective modules. Sentences 3, 4 and 5 shall apply accordingly to the modules for the acquisition of interdisciplinary competences and language skills.

- (3) The bachelor's and master's thesis (final papers, including a presentation or colloquium if applicable) as well as professional internships form separate modules.
- (4) A module usually concludes with one or more study or examination achievements (module examination). A module examination determines to what extent (CP) the students have achieved the learning objectives. The form and content of the examination must therefore be aligned with the learning objectives. Credit points are assigned to the study achievements, unless they are an admission requirement for a module examination, or the study achievement is intended as an attendance achievement (compulsory attendance). The award of credit points for professional internships is only possible if professional internships are completed with a study or examination achievement. A module is passed if all required study or examination achievements of the module are passed. Module examinations are graded, study achievements are not graded.
- (5) A prerequisite for a module examination can be the successful completion of another module or a module prerequisite (study or examination achievements) within a module, if applicable as a prerequisite for admission to a module examination.
- (6) As a rule, one lecturer is responsible for the individual module and its implementation and reports to the dean of studies on the necessary measures for implementation. The competent dean of studies is responsible for the accuracy of the module handbook of the respective degree programme.
- (7) In addition to the module handbook, an exemplary study curriculum for each degree type and examination regulation version must be prepared for each degree programme to document the studyability, which shows a possible and studyable sequence of all modules as well as the completion of the thesis within the standard period of study of a degree programme. If it is possible to start the degree programme in the summer and winter semester, the studyability must be shown accordingly for the start in the summer and winter semester in the form of study curricula.

§ 6 Types of courses

- (1) As a rule, courses take place in the form of face-to-face study at the University. Provided that the competence objectives of the course are thereby also achieved, they can be supplemented or, in exceptional cases (e.g. infection control), replaced by online course offers (online courses or courses in combined or hybrid format); in the case of replacement, it must be ensured that the course offers are associated with a corresponding level of supervision. The decision on the use of alternative teaching formats is made by the



person responsible for the course and is based on the formats published at Ulm University by the Centre for Teaching Development.

(2) The achievement of the respective learning objectives is supported by the different forms of teaching and learning. Ulm University offers the following types of courses in particular:

- lecture
- practice class ("Übung")
- seminar
- research project for teaching purposes ("Lehrforschungsprojekt")
- colloquium
- practical course
- excursion

The subject-specific study and examination regulations may provide for further course formats.

§ 7 Obligation to attend courses

(1) As a rule, study and examination regulations may not stipulate regular participation in courses (compulsory attendance) as a required study achievement for the completion of a module or admission to a module examination.

(2) In justified exceptional cases, however, compulsory attendance may be stipulated as a required study achievement. These exceptions are to be limited to those forms of teaching that generally require active participation by the students and in which the practice of scientific methods is to be learned, such as in:

- practical courses, practical exercises, in particular laboratory courses, and PC courses
- excursions
- research projects for teaching purposes or research-oriented seminars

(3) These exceptions must be defined as a required study achievement in the respective subject-specific study and examination regulations. Insofar as attendance is compulsory, the subject-specific study and examination regulations shall regulate the minimum requirements under which the attendance achievement shall be deemed to have been "passed" and what the legal consequences are for absences for good cause.

§ 8 Examination deadlines

(1) In the three-year bachelor's degree programme, all study and exam achievements required for the degree according to the subject-specific study and examination regulations must be completed by the end of the examination period of the 10th semester in the programme (deadline: 1 December for the summer semester, and deadline: 1 June for



the winter semester; for the two-year master's degree programme, study and examination achievements required according to the subject-specific study and examination regulations for the degree programme must be completed by the end of the examination period of the 7th semester in the programme (deadline: 1 December for the summer semester, and deadline: 1 June for the winter semester) unless the student is not responsible for exceeding the deadline. For four-year bachelor's and one-year master's degree programmes that deviate from the standard period of study in accordance with § 4 (2), the end of the examination period for the bachelor's degree programme shall be the 12th semester in the programme and the end of the examination period for the master's degree programme shall be the 5th semester in the programme; the deadline provision in sentence 1 shall apply accordingly. If this deadline is exceeded, the right to examination is lost with the consequence of termination of enrolment in accordance with § 62 (2) sentence 1 no. 3 LHG.

- (2) In addition to paragraph 1, the respective subject-specific study and examination regulations may stipulate that examination deadlines are set for the completion of individual study or examination achievements (possibly linked to the award of credit points) and that the right to examination is lost if students do not complete the study or examination achievements required by the subject-specific study and examination regulations on time.
- (3) The right to examination is not lost if students are not responsible for the failure to pass at last attempt or the missed deadline and assert this immediately, in the case of a missed deadline before the expiry of the examination period, with the chair of the subject examination board or the *Studiensekretariat* of the University - depending on the responsibilities stipulated in these regulations in accordance with § 10 (5) sentence 3. The examination deadline is not extended if the disadvantage is already compensated for during the course of study (see compensation for disadvantages § 23).

III. Exams

III a. Responsible persons and competences

§ 9 Electronic procedures

- (1) Unless otherwise specified by the *Studiensekretariat* of Ulm University, communication with students takes place exclusively by e-mail using the e-mail account of Ulm University and the portals provided. Students must submit their applications electronically to the subject examination board or to the *Studiensekretariat*, depending on the responsibility stipulated in this Framework. Students are obliged to regularly check the mailbox accessible to them at their email address provided by Ulm University. In addition, further information for the respective module can be stored in the electronic teaching and learning platform. Students are obliged to regularly check for information there as well.
- (2) Ulm University conducts the procedure or parts of the procedure for the notifications, in particular the hearing, electronically and transmits the notifications electronically to the mailbox accessible to students in accordance with paragraph 1. In cases of hardship, Ulm University makes exceptions for students who can credibly demonstrate that electronic communication is not reasonable for them.



§ 10 Subject examination board

- (1) A subject examination board is set up for each degree programme and shall include members in accordance with paragraph 2. A board may be responsible for one or several degree programmes. In justified cases, an interdisciplinary subject examination board within a faculty or an interfaculty subject examination board may be appointed. Further details are regulated by the respective subject-specific study and examination regulations.
- (2) The subject examination board is composed of full-time university lecturers according to § 44 (1) sentence 1 LHG (professors, junior professors and lecturers), full-time academic staff employed at Ulm University according to § 44 (1) sentence 1 LHG as well as students in an advisory capacity according to § 60 (1) sentence 1 letter a LHG. Other employees of the University with subject-specific practical experience who have completed at least the same degree programme or a corresponding or comparable degree programme may also be members provided that the respective subject-specific study and examination regulations provide for this. The term of office of the members of the examination board is three years, that of the student members one year. It is possible to re-elect members. The respective faculty councils appoint the members of the subject examination board and their deputies.
- (3) At the beginning of its term of office, the examination board appoints the chair and the deputy chair from among its members. As a rule, the chair and deputy chair must be from among the University teachers who are members of the subject examination board. Minutes shall be kept of the meetings of the board. The rules of procedure of Ulm University shall apply.
- (4) The subject examination board ensures that the provisions of this Framework and the subject-specific study and examination regulations for the respective degree programme are adhered to and, if necessary, makes proposals for amendments to these regulations. It reports to the academic affairs committees of the respective faculties on the development of study and examination periods, including the time granted for writing theses and the distribution of subject and final grades. In particular, it is responsible for
 1. the recognition and crediting of study and examination achievements and for placement in a higher semester in the programme
 2. the appointment of examiners
 3. decisions on compensation for disadvantages
 4. the recognition of reasons for withdrawal or default, decisions on applications for deadline extensions and the determination of related study programmes; related study programmes are study programmes with essentially the same content; they are specified in the subject-specific study and examination regulations
 5. consent to the preparation of a thesis in the form of a group project
 6. decisions in cases of breaches of regulations
 7. decisions in cases of deception and appeals



- (5) The subject examination board may delegate its powers in relation to nos. 1 - 6 to the chair by resolution, either generally or in individual cases. Exceptions to this are decisions on deception and on appeals against a decision by the chair or the subject examination board; in these cases, the subject examination board shall decide. The subject examination board may refer decisions according to para. 4 no. 4 to the *Studiensekretariat* of Ulm University by means of a resolution, subject to guidelines. Cases that deviate from the guidelines shall be referred to the subject examination board for a decision.
- (6) The members of the subject examination board are entitled to attend examinations. This right does not include the notification of examination results.
- (7) Those concerned can appeal against decisions according to para. 4 and 5 to the *Studiensekretariat* at Ulm University. Appeals are submitted to the subject examination board for a decision. The chair of the subject examination board shall forward decisions of the subject examination board to the *Studiensekretariat*, which shall notify the decisions to the persons concerned.

§ 11 Examiners, other members of the examination board

- (1) Only persons who themselves possess at least the qualification to be established by the examination or an equivalent qualification may be appointed as examiners.
- (2) University lecturers, private lecturers and academic staff with examination authority at Ulm University are appointed as examiners in module examinations, as well as lecturers in accordance with § 56 (2) LHG and persons experienced in professional practice and training. For the conduct of examinations in connection with courses (modules), the lecturers who jointly offer and are responsible for the courses offered in a module are generally considered to be the appointed examiners, without a decision being made by the subject examination board.
- (3) Module examinations are assessed by one examiner; oral and practical module examinations are conducted by one examiner or by several examiners and, if provided for in the subject-specific study and examination regulations, in the presence of one further examination board member. As a rule, the bachelor's thesis is assessed by one examiner unless otherwise provided in the respective *FSPO*. As a rule, the master's thesis is assessed by one examiner unless otherwise provided in the respective *FSPO*. If a thesis is assessed as "not sufficient" (5.0) by only one examiner, the examination board appoints a second examiner. In the event of different assessments, the grade shall be determined as the arithmetic mean in accordance with § 24 (4) sentence 1; § 24 (4) sentences 2 to 5 shall apply accordingly. In the event of a group project, further examiners may be appointed.

III b. Types of exams

§ 12 General provisions of the conduct of exams

- (1) The contents as well as the form of module examinations are based on the competences to be conveyed; the examinees prove through the examination whether they have achieved the learning objectives of the module. The subject-specific study and examination regulations may provide for further forms of examination than the following §§ 13 ff.



- (2) Examinations may be performed jointly by several examinees (group work) if the contribution of the individual examinee to be assessed as an examination achievement can be clearly demarcated. Theses can also be issued as group projects.
- (4) Examiners inform examinees in good time about auxiliary means admitted in the module examination.
- (5) The examiner shall enter the examination result of the examination achievements in the campus management system immediately after inspection in accordance with § 23 and submit the examination documents (e.g. written examination, minutes of the oral examination) to the *Studiensekretariat*.

§ 13 Written exams

- (1) Written examinations are examinations in which questions are worked on in writing independently under supervision and with limited aids. Multiple choice exams are also permissible as written exams.
- (2) As a rule, the duration of an examination pursuant to para. 1 shall be at least 45 minutes and at most 180 minutes.

§ 14 Oral, oral-practical and practical exams

- (1) An oral examination is an examination discussion in which the task is announced before, during or at the beginning of the examination.
- (2) The duration of the examination is at least 10 minutes and at most 50 minutes per student.
- (3) Key contents and results of the examination must be recorded in a written report. The result shall be announced after the examination.
- (4) Oral examinations are open to the University public unless the examination candidate objects; examiners may limit the number of listeners to the examination. University public access does not include the discussion and announcement of the examination result.
- (5) For the oral-practical examinations and the practical examinations, the subject-specific study and examination regulations shall determine the examination procedure regulations in accordance with paragraphs 1 - 4.

§ 15 Take home exams and portfolio exams

- (1) Take-home exams are written exams that do not take place in attendance at the university, but at a location chosen by the students themselves using their own technical means and without the presence of an expert. These examinations are not aimed at testing acquired knowledge and skills, but at transfer. They are set in an application- and problem-solving-oriented manner. Depending on the examination scenario, only certain aids or unrestricted aids are permitted. The subject-specific study and examination regulations can specify the processing time in their module handbooks. The processing time includes the submission of the examination achievement. If the deadline is exceeded, reasons must be given to the subject examination board or the *Studiensekretariat* in the case of § 10 (5) sentence 3. When submitting a transfer examination, students must



submit a declaration in which they affirm that they have completed the examination independently and only using the approved aids and the specified sources. If this declaration is not submitted, the examination will be assessed as "not sufficient" or "failed".

- (2) The portfolio examination is composed of several examination elements, usually of different examination forms, which form a uniform examination. The forms of examination, number, scope and weighting of the individual examination elements are defined by the subject-specific study and examination regulations in their module handbooks. If parts of the portfolio examination are a written online distance examination, paragraph 1 sentences 5 - 9 shall apply accordingly.

§ 16 Online (distance) exams and electronic exams

- (1) Online examinations pursuant to § 32 a LHG are online distance examinations conducted outside the University premises with the aid of electronic information and communication systems and using the students' own technical resources. These include in particular the written, oral and/or practical examinations pursuant to §§ 13 and 14 as well as take-home examinations and portfolio examinations pursuant to § 15. The transmission of the examination task and the sending of the examination achievement takes place electronically.
- (2) Online distance examinations must be suitable for online performance for content-related, didactic and technical reasons. Online distance examinations may be conducted under video supervision in accordance with §§ 32 a and b LHG in order to avoid cheating or the use of unauthorised aids; sufficient supervision of the examinees must be ensured. Online distance examinations under video supervision are voluntary. In this respect, students have the right to choose between online examination and face-to-face examination. The deadline for reregistering from online distance examinations under video supervision to the alternative face-to-face examination ends one day before the scheduled examination date. Withdrawal in accordance with § 21 remains unaffected. Oral, oral-practical or practical online examinations under video supervision are conducted as video conferences. Video conferencing for oral, oral-practical or practical online examinations, including colloquia on theses, shall as a rule be conducted in such a way as to comply with the regulations on University public access. If this is not possible or the effort required for this would be disproportionate, restrictions are permissible.
- (3) If an examination is offered as an online distance examination and no face-to-face examination can be conducted in addition to this, in particular as a result of restrictions or obstacles (e.g. due to a pandemic), or if more students register for the alternative face-to-face examination than are permitted to take part in compliance with the respective applicable infection control regulations, the students are to be selected for the face-to-face examination in question primarily on the basis of their study progress. Students who are not selected for a face-to-face examination may switch to the online distance examination or may use the next possible face-to-face examination date. This must not result in any disadvantages for the students in terms of examination regulations.
- (4) Electronic examinations (e-examinations) are examinations whose creation, performance and assessment are computer-based. A written module examination according to § 13 (1) or examination elements of a portfolio examination according to § 15 (2) can



also be conducted as an electronic examination on the premises of Ulm University or in test centres; in addition, in the case of an electronic examination, the availability of a technically competent person must be guaranteed for the entire duration of the examination. For the electronic examinations, the subject-specific study and examination regulations define the examination procedure regulations.

§ 17 Change of type and scope of exam

The examiners may deviate from the examination forms and scopes provided for in the modules, provided that the examination forms and scopes used instead are suitable for conveying the examination objectives to the students in essentially the same way. The changed examination forms and scopes are to be announced to the students in good time at the beginning of the course, but at the latest four weeks before the examination.

§ 18 Theses

- (1) The bachelor's and master's theses are examination papers in which students are to show that they are able to work on a topic from their field of study using scientific methods within the given time. In the respective subject-specific study and examination regulations, the presentation of the final thesis or a colloquium on the topic of the thesis may be prescribed as part of the examination and count towards the final grade in accordance with the subject-specific study and examination regulations. The thesis can also be written in cooperation with institutions outside the University. In this case, the examiner must be a university lecturer at Ulm University.
- (2) The respective subject-specific study and examination regulations govern the admission requirements for the thesis, the processing time and the examination language. If the thesis is issued as a group project in accordance with § 12 (2), each student must submit the declaration in accordance with paragraph 8 for his or her demarcated share.
- (3) The student shall submit his or her application for admission to the thesis with the confirmed information regarding the examiners, a topic, the date of the start of the processing period (date of issue) as well as proof of the admission requirements stipulated in the subject-specific study and examination regulations to the *Studiensekretariat*. A group project must be applied for jointly. After reviewing the application, the *Studiensekretariat* admits the student to the thesis and records the date of submission of the thesis. In the event that students are unable to find an examiner, the chair of the examination board shall immediately ensure that they receive a topic for a thesis. The processing time for the thesis begins with the date of issue noted on the application for admission to the thesis. The application for admission to the thesis must be submitted to the *Studiensekretariat* no later than one month after the start of the thesis. If this application is not submitted to the *Studiensekretariat* in due time or if the thesis is started without the admission requirements stipulated in the subject-specific study and examination regulations having been met, this thesis will not be recognised.
- (4) The topic of the thesis can only be returned once and only within the first month of the processing period by declaration to the examiner. In the case of the repetition of a failed thesis, the right according to sentence 1 only exists if the student did not make use of this option when preparing the failed thesis. If a topic is returned, the assessment of the achievement ends without a grade.



- (5) In the case of theses, the chair of the examination board may grant a reasonable extension of the processing time in the case of non-chronic illnesses if the illness precludes regular performance for the duration of the illness or if there is another important reason. The student may not perform any work during the illness. In all other cases, there is the possibility of withdrawing from the examination in accordance with § 21. An extension beyond this is excluded. The application for an extension of the processing period must be submitted either to the chair of the examination board or to the *Studiensekretariat* prior to the expiry of the processing period, depending on the competences defined in these regulations; the good cause asserted for the extension of the processing period must be notified and substantiated immediately after its occurrence.
- (6) The thesis must be submitted to the *Studiensekretariat* in digital form by the deadline before the end of the processing period. The date of submission is recorded there and the thesis is forwarded to the examiners for review and assessment. The individual grades are to be communicated to the *Studiensekretariat* within six weeks.
- (7) If the thesis is not handed in on time, it is deemed to have been assessed as "not sufficient" (5.0), unless the student is not responsible for the failure to meet the deadline. Theses that have not been submitted on time or have been graded "not sufficient" may be repeated once.
- (8) When submitting the thesis, the students have to assure that they have written the thesis independently and that they have not used any sources and aids other than those indicated by them, that they have marked the passages taken over verbatim or in terms of content as such and that they have observed the Statutes of Ulm University on Safeguarding Good Scientific Practice in the applicable version. Where scientific misconduct according to sentence 1 is established, the need for further action under the Statutes of Ulm University on Safeguarding Good Scientific Practice is considered.

IV. Organisation of exams

§ 19 Recognition and crediting of study and exam achievements

- (1) When taking up or continuing a degree programme or when changing a degree programme, achievements from a previous degree programme shall be recognised upon application in accordance with the following paragraphs.
- (2) Study and examination achievements that have been obtained in other degree programmes at state or state-recognised higher education institutions, at state or state-recognised universities of cooperative education or in degree programmes at foreign state or state-recognised higher education institutions shall be recognised on application, provided that with regard to the competences acquired there is no significant difference between the modules prescribed in the degree programme and their achievements. The achievements to be recognised are to be allocated to the compulsory, compulsory elective or complementary area accordingly. Recognition shall be refused if the achievement to be recognised does not correspond curricularly to the achievement for which recognition is to be granted, and if the form or duration of the examinations do not correspond to each other or if recognition would circumvent a specific risk of failure of the achievement for which recognition is to be granted. Recognition and crediting of parts of examination achievements is excluded. The recognition and crediting of individual examination



achievements as part of a module examination is excluded if this would lead to an individual adjustment of the examination procedure for remaining examination achievements within a module. Earlier recognition or crediting of study and examination achievements by other higher education institutions does not lead to automatic continuation of the recognition or crediting; the prerequisites are checked independently by Ulm University.

- (3) Recognition or crediting of an examination procedure already started at Ulm University is excluded.
- (4) Recognition is not subject to any checks for essential differences if study and examination achievements are done within the framework of cooperation agreements (Double Degree Programmes). If the student has the creditability confirmed by the examination board in the form of a "learning agreement" before going abroad, the work done at other higher education institutions will be recognised.
- (5) If examination achievements are recognised, the grades are to be taken over as far as arithmetically possible and included in the calculation of the final grade. If conversions are necessary, namely in the case of deviating grading systems, the conversion shall be made according to the Modified Bavarian Formula. In the case of non-comparable grading systems or modules without module examinations, recognition shall take place as "passed" or "failed" without transfer of grades. This also applies if the applicant does not provide the necessary information for grade conversion and the information cannot otherwise be obtained without additional effort.
- (6) The application for recognition must be submitted to the subject examination board. The recognition of study and examination achievements that have already been completed before enrolment in the degree programme at Ulm University must be applied for in their entirety within one semester after the start of the degree programme. Applications for the recognition or crediting of study and examination achievements which have been completed after enrolment in this degree programme at Ulm University must be submitted in the semester following the completion. The applicant shall provide the necessary information on the achievement for which recognition is sought. The decision on recognition shall be made on the basis of this information. The competent subject representatives shall be heard before the determination of the examination for substantial differences.
- (7) Skills and knowledge acquired outside the higher education area are recognised in compliance with § 35 (3) sentences 1 and 2 LHG. If individual achievements required for crediting specific knowledge and skills are missing, the competent subject examination board may provide for a placement test.
- (8) Study and examination achievements that have been completed and not passed under § 60 (1) sentence 5 LHG or by way of participation in individual modules shall not be counted ex officio as failed attempts in a subsequent degree programme at Ulm University.

§ 20 Exam dates

- (1) It is recommended to set the first examination period to the last week of lectures and the following three weeks, the second examination period to the last three weeks before the



start of lectures and the first week of lectures of the following semester. As a rule, first examinations take place during the first examination period, while repeat examinations take place during the second examination period.

- (2) As a rule, the examinations of the second examination period at Ulm University are offered as open examinations. Should, in exceptional cases, written or oral examinations in the second examination period be offered as closed examinations, only students may take part who had registered for the same examination in the first examination period but failed the examination or who withdrew from the examination for good cause (e.g. inability to take the exam) and whose withdrawal was approved.

§ 21 Registration for and deregistration from exams, withdrawal from exams

- (1) To take module examinations according to §§ 13 - 16, registration is required for each examination attempt. Examinations that have not been registered for are deemed not to have been taken and will not be assessed. Registration takes place via an electronic registration system, in exceptional cases, in particular for examinations in the extra-curricular framework of a degree programme and for grade improvement attempts, by e-mail to the *Studiensekretariat*.
- (2) The registration period is announced at the beginning of the courses of the respective module. Oral examinations and practical examinations are organised by the examiners themselves in terms of location and time period.
- (3) When registering, the prerequisites stipulated in the subject-specific study and examination regulations for the respective module examination must be proven. The registration period for written examinations pursuant to §§ 13 (1) and (16) and for taking the written part of the portfolio examination pursuant to § 15 (2) ends no later than four days before the examination date set or, in the case of all other examinations, at the time set by the examiner..
- (4) Deregistration from a registered written examination pursuant to § 13 (1) and an examination pursuant to §§ (14, 16) is possible up to the day before the examination or taking of the written part of the portfolio examination pursuant to § 15 (2) without giving reasons, for all other examinations up to the time set by the examiner. If registration for an examination is revoked, the examination is deemed not to be registered.
- (5) If it is no longer possible to deregister in accordance with paragraph 4, withdrawal from a registered examination may be declared for good cause. The withdrawal must be notified to the examiner and the *Studiensekretariat* on the day of the examination. Reasons for withdrawal must be reported to the *Studiensekretariat* within five days. The responsible subject examination board or the *Studiensekretariat* shall decide on recognition in the case of § 10 (5) sentence 3. In the case of illness, proof must be provided in the form of a medical certificate. The illness of a child or a first-degree relative or a life partner for whom the candidate is primarily responsible shall be deemed equivalent to the illness of the candidate.
- (6) If, in the course of the examination, a health disorder occurs which makes it impossible to continue the examination, or if the withdrawal is only declared after the examination has been completed or after knowledge of the examination evaluation, the earlier non-



recognition as well as the reasons for the earlier non-recognition as well as the time of the later recognition of the reasons given for the withdrawal must also be reported immediately and made credible.

- (7) If the reasons for withdrawal or failure to attend are recognised, a new examination date will be arranged once the reasons no longer apply. If there is no timely deregistration or if the reasons for withdrawal or failure to attend are not recognised for registered examinations, the result for the examination in question will be "failed".

§ 22 Inspection of exam documents

- (1) Students may inspect the study and examination achievements, including any related correction notes and examination protocols. The assignments and the grading criteria are to be made accessible. The inspection shall take place within one month after the grade has been announced. The examiner determines the mode, place and time of the inspection.
- (2) After completion of the assessment of the thesis, students may inspect their thesis and their assessments under supervision. The request must be submitted to the *Studiensekretariat* within one month of the announcement of the result.
- (3) The right to inspect files remains unaffected.

§ 23 Compensation for disadvantages

- (1) If a student in special life circumstances, in particular with a disability or a chronic illness, credibly demonstrates that because of this life situation he or she is unable to complete all or part of a study or examination achievement in the scheduled time or form, the subject examination board can, if necessary, determine measures together with the examiners by means of which equivalent study or examination achievements can be completed within an extended time or in another form. Such measures in compensation for disadvantages do not modify the subject-specific requirements of the subject-specific study and examination regulations.
- (2) The application is to be directed to the chair of the examination board. The application must be submitted in good time before the performance of the relevant study and examination achievement. In the application, the existence of the prerequisites for the disadvantage compensation must be explained and made credible.

§ 24 Assessment of exams, final grade, overall assessment

- (1) Each graded examination is assessed by an examiner with one of the following grades:

Grades 1.0/1.3	Very good	An outstanding achievement
Grades 1.7/2.0/2.3	Good	An achievement far above average requirements
Grades 2.7/3.0/3.3	Satisfactory	An achievements fulfilling average requirements
Grades 3.7/4.0	Sufficient	An achievement fulfilling minimum requirements despite deficiencies
Grade 5	Not sufficient	An achievement not fulfilling minimum requirements due to considerable deficiencies

- (2) If a module requires a module examination, the grade given for this examination is the grade awarded for this module. If several examinations are to be taken in a module, the grade of the module is calculated as the arithmetic mean, weighted according to credit points, of the grades (numerical value) of the examination achievements assigned to the respective module.
- (3) In the case of a passed module examination, students can be granted a grade bonus of 0.3 or 0.4 on the module examination up to the next better intermediate grade due to passed study achievements that are not admission requirements for a module examination. It is not possible to raise a grade from 5.0 to 4.0.
- (4) If the thesis is assessed by two examiners, the grade is calculated from the arithmetic mean of the individual assessments. If the assessments by the two examiners differ by two grades or more, the subject examination board shall appoint a third reviewer. If the arithmetic mean of these three grades results in a value lower than 4.0, but two examiners have awarded a grade of at least 4.0, the overall grade of the thesis shall be set at 4.0. In all other cases, the overall grade results from the arithmetic mean of the three grades. If this arithmetic mean results in a value lower than 4.0, the result is 5.0 "not sufficient".
- (5) Module examinations that are not assessed as at least "sufficient" or "passed" are not passed and must be repeated in accordance with § 25; § 4 (7) sentence 1 remains unaffected.
- (6) Unless the subject-specific study and examination regulations stipulate otherwise, the compulsory modules shall count towards the final grade and the grades determined for the respective areas shall count with the best graded modules in each case from the compulsory elective and complementary areas with their respective minimum number of credit points. The module with which the minimum number of credit points is exceeded is only included with the credit points that are necessary to achieve the minimum number of credit points. Unless otherwise stipulated in the subject-specific study and examination



regulations, the final grade of the bachelor's or master's examination results from the arithmetic mean of these grades, including the theses, weighted according to the respective number of credit points. Grades are assigned according to the following table:

Final grade	German	English
1.0 – 1.5	sehr gut	very good
1.6 – 2.5	gut	good
2.6 – 3.5	befriedigend	satisfactory
3.6 – 4.0	ausreichend	sufficient
from 4.3	nicht ausreichend	not sufficient

- (7) When calculating grades, only the first decimal place after the decimal point is taken into account; all other places are deleted without rounding.
- (8) In accordance with the principles of the European Credit Transfer System (ECTS), an ECTS grading table in accordance with the ECTS User's Guide is shown on the examination certificate in addition to the final grade for the completion of each bachelor's or master's degree programme as a supplement to the German grade. The ECTS grading table represents the distribution of final grades achieved within a given cohort. The cohort consists of the final grades of all graduates of the degree programme within two years. If the cohort consists of fewer than 25 students, a cross-degree reference group is formed or the presentation is waived. The deans of studies of the degree programmes concerned make the decision on this and the determination of the degree programmes used for comparison.
- (9) If the overall grade is 1.1 or better and the ECTS grade is A, the qualification "with distinction" is awarded.
- (10) The results of the examinations of additional modules outside Ulm University are entered in the examination certificate and the transcript of records, but are not taken into account in the calculation of the final grade.

§ 25 Repetition of module examinations, grade improvement

- (1) Failed module examinations or module examinations graded "not sufficient" in the bachelor's or master's examination may be repeated twice; the subject-specific study and examination regulations may stipulate that up to five module examinations in a degree programme may be repeated three times; the subject-specific study and examination regulations specify these module examinations. The repetition of a passed module examination at the bachelor's or master's level is not possible. Para. 2 remains unaffected by this.
- (2) The subject-specific study and examination regulations may provide for the possibility of repeating passed compulsory module examinations for the purpose of improving grades up to twice in a degree programme. A new registration is required for the repetition of



passed compulsory module examinations. § 21 (3) and (4) apply accordingly; § 18 remains unaffected. The subject-specific study and examination regulations specify when these examinations are to be taken during the degree programme.

§ 26 Deception, breach of regulations

- (1) Deception or attempted deception occurs in particular if sources, including internet sources, are reproduced unchanged or altered or if sources for texts, graphics, tables and images are used without identifying them as such; the use of unauthorised aids and the falsification of empirical data are also to be considered as deception.
- (2) If a student attempts to influence the result of an examination by cheating or using unauthorised aids, he or she will be excluded from this examination by the examiner or the invigilator. In this case, the examination shall be assessed as "not sufficient" or "failed" and shall be repeated in accordance with § 25. If an act pursuant to sentence 1 only becomes known after an examination has been completed, sentence 2 shall apply accordingly.
- (3) If a student disrupts the orderly conduct of an examination (breach of regulations), he or she may be excluded from the continuation of that examination by the examiner or the invigilator. The subject examination board decides whether the examination in this case is assessed as "not sufficient" or "failed" and must be repeated in accordance with § 25. In the event of repeated deception, the subject examination board may exclude the student from taking further examinations.
- (4) If a student is excluded from the examination, he or she may request that this decision be reviewed immediately by the subject examination board; the decision of the subject examination board shall be communicated to the student immediately and reasons given.
- (5) Software for the detection of plagiarism can be used in the case of justified suspicion or randomly, irrespective of suspicion. The faculty council decides on the software to be used; it must be ensured that no personal data is transferred to external servers. Matches displayed on the software are cause for individual checks by the examiner. The examiner decides whether deception has occurred.
- (6) If a student has cheated in an examination or if there has been a breach of regulations and this fact only becomes known after the examination certificate has been issued, the subject examination board may, in consultation with the faculty council, subsequently correct the relevant assessments and the overall assessment accordingly.
- (7) If the prerequisites for admission to an examination or enrolment were not fulfilled without the students intending to deceive about it and this becomes known only after the examination certificate was handed out, this shortcoming is rectified through passing the examination. If the student has intentionally obtained admission or enrolment unlawfully, the subject examination board shall decide on the revocation of the admission or enrolment.
- (8) The incorrect examination certificate shall be withdrawn and, if necessary, a new one shall be issued. A decision pursuant to paragraph 6 shall be taken after a period of 5 years, a decision pursuant to paragraph 7 shall be taken within a period of one year after



becoming known. The provisions on the revocation of an academic degree pursuant to § 36 (7) LHG or §§ 48, 49 LVwVfG remain unaffected.

- (9) Paragraphs 6 to 8 shall apply accordingly to certificates.

§ 27 Examination, degree, and other certificates

- (1) The examination certificate is issued by the *Studiensekretariat* of Ulm University within one month at the request of the student after the successful completion of the last module examination prior to the request. The examination certificate shall list at least:

- the name of the degree programme
- the name of the specialisations, in-depth studies, etc., grade and scope in credit points
- the topic, the grade of the bachelor's or master's thesis and the scope in credit points
- the final grade and the overall assessment

If achievements from other study and examination regulations, another degree programme at Ulm University or at another higher education institution were recognised, this will be noted on the examination certificate. The examination certificate bears the date of the last examination and is to be signed by the chair of the examination board. It bears the seal of Ulm University.

- (2) In addition to the examination certificate, the *Studiensekretariat* of Ulm University shall issue a certificate of the award of the respective academic degree with the same date. The degree certificate is signed by the dean and the chair of the examination board and bears the seal of the University. The award of the degree certificate confers the right to use the respective academic degree. Deviating from this, the degree certificates awarded in cooperation programmes have to be signed according to the requirements of the cooperation agreements and the subject-specific study and examination regulations.
- (3) In addition to the examination certificate and the degree certificate, a diploma supplement is issued, which provides information in German and English on the content and form of the qualifications acquired with the academic degree. A transcript of records (overview of achievements) in German and English is attached to the diploma supplement, in which all passed modules and all passed examinations, all credit points assigned to the study and examination achievements and all assessments are shown.
- (4) Examination, degree and other certificates are issued in the language of the degree programme; an English or German translation is attached to each certificate.

§ 28 Loss of the right to examination, failure at last attempt

- (1) The bachelor's or master's examination is failed at last attempt if a compulsory module examination is not passed after all repeat attempts have been exhausted or if none of the assigned modules in the compulsory elective and complementary area have been



passed or if the minimum number of credit points in the respective areas have not been achieved in due time.

- (2) A decision is issued on the final failure and the associated loss of the right to examination, which is accompanied by information about available legal remedies.

§ 29 Double degrees, joint degrees

- (1) In cooperation with another higher education institution, Ulm University may provide for double degrees or joint degrees for individual study programmes. This requires the conclusion of an agreement between the higher education institutions involved. The agreement regulates the specific requirements, in particular prerequisites for participation, the time schedule, the examinations to be taken and contains regulations on the mutual recognition of study and examination achievements as well as a regulation on the conversion of grades. In order to obtain the degrees of both higher education institutions, the requirements of both study and examination regulations must be met, unless the agreement pursuant to paragraph 1 provides for deviations. Upon successful completion of a degree programme within the framework of a double degree programme, the student receives an examination certificate from each of the higher education institutions involved. The examination certificates and degree certificates contain a note stating that the studies were completed within the framework of a double degree agreement with the partner university to be designated.
- (2) Ulm University may establish joint programmes in cooperation with another higher education institution. Paragraphs 2 and 3 apply accordingly. Upon successful completion of a joint degree programme, the student receives a joint examination certificate from the higher education institutions involved.

V. Final provisions

§ 30 Effective date

- (1) This framework comes into effect at the beginning of the winter semester 2022/23 on 1 October 2022.
- (2) All subject-specific study and examination regulations in force when these regulations come into effect shall be adapted to this framework within three years, at the latest by 30 September 2025. The precedence of the regulation of this framework remains unaffected.
- (3) When this framework comes into effect, the General Framework of 27 July 2017, published in the Official Bulletin of Ulm University No. 29 of 3 August 2017, pages 427 - 448 shall cease to have effect except for the following sections:

§§ 5, 6, 6a, 16c, 17 (1-4, 7-10, 18, 19, 20, 21 and 22). These sections shall cease to apply upon the entry into force of the subject-specific study and examination regulations to be adapted to this General Framework in accordance with paragraph 2, at the latest on 30 September 2025.



The above regulations have been approved. They are hereby executed and are to be published.

Ulm, 13 July 2022

gez.

Prof. Dr.-Ing. Michael Weber

-President-

Appendix 1: Module description

Courtesy Translation



Appendix 1: Module description

At Ulm University the modules are described in the following form:

Module	Module title
Code	Module number. Is provided by the system.
ECTS credits	Read-only. Is entered by the <i>Studiensekretariat</i> (student administration and examinations office).
Classroom hours	Classroom hours per week (SWS) or hours per semester considering the KapVO (capacity ordinance).
Language of instruction	Teaching language
Duration	Number of semesters
Cycle	Drop down field
Module coordination	Dean of studies of the offering subject without indication of name (e.g. "Dean of studies mathematics") or specific person
Lecturer(s)	Lecturer or pool of lecturers
Allocation to degree programmes	Degree programme, degree, optional: Semester in the programme, version of subject-specific study and examination regulations For elective modules, only indicate degree programmes if they are relevant to the programme (e.g. subsidiary subject, specialisation, ...) and are not free modules or similar general electives.
Recommended previous knowledge	Specific details of the knowledge, skills and competences required for participation. No general reference to module contents. Do not enter any formal requirements, as these are in the subject-specific study and examination regulations and do not generally apply to all degree programmes!
Learning outcomes	If possible, use Bloom's taxonomy to formulate in bullet form and without "shall" (actual target).
Content	Subject matter and soft skills in bullet form or as continuous text. The table of contents of a course is usually not suitable.
Literature	Only indicate literature on which the module is mainly based or which is recommended for preparation. Do not misuse as a bibliography.
Teaching and learning forms	Indicate form and duration of the course parts in classroom hours per week (SWS). If applicable, optional tutorials etc.
Workload	Indicate duration for attendance, self-study and, if applicable, exam preparation in hours. The total duration should correspond to the credit points, whereby one credit point corresponds on average to a student workload of 30 hours.
Module	Module title
Assessment method	Enter the type of exam and assessment.



	Formulations are created and, if necessary, adjusted by the programme coordinator with the help of the "BM-und-NB-Tool.xlsx".
Grading	<p>In most cases, the wording "The module grade corresponds to the examination grade" or "The module is ungraded" is sufficient. In other cases, use the "BM-and-NB-Tools.xlsx" and adapt the wording if necessary.</p> <p>Do not indicate how the module grade is included in the final grade. This is indicated in the subject-specific study and examination regulations and does not apply equally to all degree programmes.</p>
Basis for	To be completed if the module is a prerequisite for another module, if necessary with indication of degree programme and version of subject-specific study and examination regulations.

English translation

Deutsch	English
Modul	module
Code	code
ECTS-Punkte	ECTS credits
Präsenzzeit	classroom hours
Unterrichtssprache	language of instruction
Dauer	duration
Turnus	cycle
Modulkoordination	module coordination
Lehrende	lecturer(s)
Einordnung in die Studiengänge	allocation to degree programmes
Vorkenntnisse	recommended previous knowledge
Lernergebnisse	learning outcomes
Inhalt	content
Literatur	literature
Lehr- und Lernformen	teaching and learning forms
Arbeitsaufwand	workload
Bewertungsmethode	assessment method
Notenbildung	grading
Grundlage für	basis for