

## **Study and Examination Regulations for the Bachelor's Degree Programs (SPOBa) – General Part**

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Please note that only the German version of this document is legally valid.***

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## **§ 1**

### ***Scope of application***

(1) These Study and Examination Regulations Ba (SPOBa) apply to the bachelor's degree program:

- Communication Design (BKD) - § 41
- Civil Engineering (BIB) - § 42
- Civil Engineering and Management (WIB) - § 43
- Electrical Engineering and Information Technology (EIB) - § 44
- Electrical Engineering and Management (EIW) - § 45
- International Engineering and Management (IWI) - § 45a.
- Business Information Systems (WIN) - § 48
- Mechanical Engineering Development and Production (MEP) - § 49
- Mechanical Engineering Design and Development (MKE) - § 50
- Process and Environmental Engineering (VUB) - § 51
- Mechanical Engineering and Management (WIM) - § 52
- Business Administration (BWB) - § 53
- Business Languages Asia and Management (ASB) - § 54
- Business Language German and Tourism Management (WDT) - § 55
- Automotive Systems Engineering (AIT) - § 56
- Applied Computer Science (AIN) - § 57
- Business Law (WRB) - § 58
- Healthcare Computer Science (GIB) - § 59
- Environmental Engineering and Resource Management (URB) - § 60
- Architecture-BA6 (BA6) - § 61a.
- Architecture with EU Professional Recognition (BA8) - § 61b
- Mechanical Engineering (MAB) - § 62
- Intelligent Mobility Systems (IMS) - § 63
- Asian Studies and Management (BAM) - § 64
- Business Communication, Management and Tourism (WMT) - § 65
- Sustainable Engineering and Future Technologies (SET) - § 66

at the institution of higher education, HTWG Konstanz – University of Applied Sciences. The regulations concerning the foundational studies, the intermediate bachelor examination, the pre-degree internship or the integrated internship semester do not apply to the degree program Business Language German and Tourism Management.

## **A. General Part**

### ***I. Section General***

## **§ 2**

### ***Regular period of study, curriculum outline and modularization***

(1) The standard period of study is seven semesters, six semesters in the Architecture BA6 (BA6) degree program and eight semesters in the Architecture with EU Professional Recognition (BA8) degree program. If the regular period of study is seven semesters, it comprises six theoretical study semesters, an integrated internship semester, as well as the examinations, which include the writing period for the bachelor's thesis. In the Architecture-BA6 (BA6) degree program, it comprises six theoretical semesters as well as the examinations including the writing period for the bachelor's thesis. In the Architecture with EU Professional Recognition (BA8) program, it comprises seven theoretical study semesters, an integrated internship semester and the examinations including the writing period for the bachelor's thesis.

For students enrolled in the summer semester 2020 or in the winter semester 2020/2021, the following applies in accordance with § 29, paragraph 3a of the State Law on Higher Education (Landeshochschulgesetz – LHG): the individual standard period of study is extended by one semester for each of these semesters deviating from the standard period of study according to sentence 1; The Ministry of Science may extend this regulation to further semesters by means of a legislative decree.

(2) Degree programs are divided into two parts: the foundational studies and the main studies. The foundational studies last two semesters, in the degree programs Communication Design and Business German and Tourism Management three semesters, and are completed with a bachelor's intermediate examination. The main studies are completed with the bachelor's examination.

(3) The first semester of study is an assessment semester. In addition to covering the subject basics, it is intended to teach learning and working techniques to help students successfully complete their degrees. Study ability is promoted and checked. The assessment semester is intended to enable students to determine whether the degree program is suitable for them. The provisions for the assessment semester are defined in the Special Part below.

(4) The course of study is modular. A module refers to a study unit consisting of one or more courses that either build on one another methodologically or belong together in terms of content. Part of a module may also involve the practical training carried out in the integrated internship semester. The content of a module are designed in such a way that they can be taught within one semester or within two consecutive semesters. As a rule, a module exam must be taken for each module in accordance with § 3.

(5) The modules to be completed for the respective degree program in the compulsory and elective areas (compulsory and elective modules) are designated by type and number in the Special Part.

(6) Study trips are part of the degree program. The inclusion of study trips in the study program and exam plans is governed by the Special Part.

(7) By decision of the department the sequence and type of courses and the associated examinations as well as the proof of pass/fail coursework specified in the Special Part can be changed for compelling reasons in individual cases for a semester of study.

## **§ 3**

### ***Examination setup and deadlines –***

#### ***Loss of right of admission to an examination due to missing a deadline***

(1) The bachelor's intermediate examination consists of module and/or submodule exams and proof of pass/fail coursework (§§ 14 ff.). The bachelor's examination consists of module and/or submodule exams and proof of pass/fail coursework (§§ 14 ff.), the bachelor's thesis (§ 30) and, if specifically designated in the Special Part for the respective degree program, an oral bachelor's examination (§ 31). Modules are comprised of either one or more graded or ungraded submodule examination(s) or include only one module examination and, if specifically designated in the Special Part for the respective degree program, either one or more proof of pass/fail coursework. The Special Part defines the modules of the bachelor's intermediate examination and the bachelor's examination, including the associated module and/or submodule exams, as well as the proof of pass/fail coursework.

(2) Module exams include content from all courses in a module. The purpose of the module exam is to prove that the respective intended module-related learning outcomes have been achieved upon completion of the

module. The module examination reflects the content relationships of all courses in a module. The result of the module examination documents the knowledge and skills acquired in the module in terms of competence-oriented learning.

Submodule exams are required in justified individual cases if individual courses in a module have to be completed in a separate exam for thematic reasons. Submodule exams then refer to one or more courses of a module. The result of the submodule exam documents the knowledge and skills acquired in the submodule in terms of competence-oriented learning.

Module and/or submodule exams are taken alongside the course of study in connection and in relation to the content of courses and/or training in practice (§ 8). Participation in procedures for the provision of module and/or submodule exams for which a specific date is set (scheduled tests) is mandatory. § 18 and the Special Part regulate which module and/or submodule exams are scheduled. The bachelor's intermediate examination is designed so that it can be completed before the start of the lecture period of the semester following the foundational studies.

(2a) Pass/fail coursework refers to the mandatory practical components of degree programs that have to be offered and proven during the course of a semester for didactic reasons; these practical components are either offered as an addition to module courses with a module exam or integrated into module courses with a module exam.

The content, form and nature of proof of pass/fail coursework are designed to convey the respective module-related intended learning outcomes for the students in a practice-oriented manner. They are a central component of the didactic study concept at this type of university and form an essential component of competence-oriented learning.

(3) The responsible department will inform the students about the type and number of module exams, submodule exams and pass/fail coursework to be completed, plus the dates on which they are to be submitted in a timely manner. The department will also inform students about issue date and submission deadline for the bachelor's thesis in a timely manner. Furthermore, information about examination modalities for the oral bachelor's examination will be provided, if applicable. Students will also be notified of the respective repeat dates for each exam and each proof of pass/fail coursework.

(4) Maternity protection periods must be taken into account upon a student notifying the Family Services Office at the HTWG Konstanz based on the applicable law for the protection of mothers at work, in training programs, and at universities (Maternity Protection Act – Mutterschutzgesetz – MuSchG). Maternity protection periods shall interrupt any period outlined in this Study and Examination Regulations (SPOBa); the duration of the maternity protection shall be exempt from any period.

(5) Time limits for parental leave must also be observed in accordance with the applicable law on parental allowances and parental leave (Federal Parental Allowance and Parental Leave Act – Elternzeitgesetz – BEEG). The student must inform the Family Services Office at the HTWG Konstanz in writing and provide the necessary documentation, the period or periods for which he/she intends to take parental leave; four weeks before the date in which he/she intends to take parental leave at the latest. The Family Services Office of the HTWG Konstanz must check whether the same legal requirements that would trigger a worker's entitlement to parental leave under the BEEG have been met and then inform the student immediately of the result and, if necessary, of the new examination deadlines. The writing period of the bachelor's thesis however cannot be interrupted by parental leave. The topic will be considered unassigned. At the end of the parental leave, the student will receive a new topic for their thesis.

(5a) In order to accommodate the special needs of students with children or with relatives in need of care in terms of § 7 paragraph 3 of the Home Care Leave Act (Pflegezeitgesetz) as well as to take into account the special needs of students with disabilities, chronic illnesses, or long-lasting or permanent health afflictions, the student may submit a request to the dean of the degree program or the head(s) of the Examination Board of their respective degree program for a mandatory individual course of studies. This course of studies must not deviate from the Study and Examination Regulations in terms of content and aims to facilitate the student completing the degree in good time, taking into account that student's individual circumstances.

The mandatory individual course of studies contains the courses to be completed by the student each semester and the pass/fail coursework and examinations to be taken, as well as the dates by which these courses and pass/fail coursework and examinations are to be completed.

The mandatory individual course of studies also records the student's progress up to the time when the degree program would typically be completed according to the regular study program and exam plan.

The mandatory individual course of studies is prepared by the student and is based on an associated academic consultation. The reason for the application must be explained and substantiated by submitting appropriate evidence (e.g., a medical certificate). The mandatory individual course of studies requires approval from the dean of the degree program or the head of the Examination Board for the respective degree program. An approval shall include the necessary exception decision regarding the examination periods referred to in paragraph 7.

The regulations stipulated in the mandatory individual course of studies become binding for the student upon approval. A change to the binding course of studies can be made and approved to take special circumstances into account upon request and after prior academic consultation.

Paragraph 5 sentence 4 shall apply accordingly. The approved mandatory individual course of studies must be submitted to the Central Examination Office at the time of the respective exam registration.

If, due to a temporary exceptional study situation with particular severity, successfully completing the degree in accordance with the requirements of the Study and Examination Regulations is in jeopardy, sentences 1 to 12 can be applied accordingly, if successfully completing the degree cannot be achieved in any other way in the foreseeable future.

(6) For students involved in the self-administration of the university, up to two semesters may be left unaccounted for when calculating the examination deadlines. The decision in this case is made by the President.

(7) The right of admission to an examination and admission to the degree program lapse if the bachelor's intermediate examination has not been taken after four semesters at the latest, in the degree program Communication Design after five semesters. The same applies if the bachelor's examination has not been completed three semesters after the end of the regular period of study at the latest, unless the student is not responsible for missing the deadline. The same applies if the deadline for the bachelor's intermediate examination and the bachelor's exam is exceeded in total by more than three semesters of study.

The deadlines can be extended by one semester for students enrolled in this degree program in the summer semester 2020 or in the winter semester 2020/2021 in accordance with § 32 paragraph 5a, sentences 1 and 2 of the State Law on Higher Education (LHG).

#### **§ 4**

##### ***ECTS points and scope of studies***

(1) ECTS points describe the average workload required to successfully complete a module in accordance with the "European Credit Transfer System".

(2) The assignment of ECTS points to the modules is listed in the Special Part. ECTS points are only awarded if all module and/or submodule exams and proof of pass/fail coursework of the respective module (§ 20) have been completed. Accordingly, ECTS points are awarded for having passed the bachelor's thesis or the oral bachelor's examination as outlined in the Special Part.

(3) The expected workload for one study semester is 30 ECTS points.

(4) One ECTS point in the degree programs is consistently equivalent to 30 hours of work. One work hour consists of 60 minutes.

#### **§ 5**

##### ***Teaching and exam languages***

Courses and examinations (proof of pass/fail coursework, module or submodule exams, bachelor's thesis, oral bachelor's exam) can be held entirely or in part in a foreign language. More detail is outlined in the Special Part.

## **II. Section**

### ***Training in practice***

#### **§ 6**

##### ***Internship office***

Each degree program has an internship office, which is responsible for organizing the internship semester, coordinating the training content, and managing the relationships with the internship site contacts. The internship office is also responsible for the content and the recognition of a pre-degree internship. The head of the internship office is appointed by the department from its staff of full-time professors. A joint internship office may be set up for related degree programs, while separate internship offices can be set up for pre-degree internships and integrated internship semesters.

#### **§ 7**

##### ***Pre-degree internship***

(1) In addition to general qualifications for university studies, a degree program may also require a pre-degree internship as a further prerequisite for admission. The Special Part governs the degree programs which require a pre-degree internship for enrollment and, if necessary, the duration of such pre-degree internships.

Institutions offering internships are responsible for ensuring that the training is in accordance with the guidelines of the responsible internship office for the respective degree program.

(2) A training completed in a skilled work occupation in the corresponding occupational field or an activity equivalent to the pre-degree internship can be recognized as a pre-degree internship. The decision is made by the head of the respective internship office.

(3) As an exception, the dean has the authority to admit a student applicant to the degree program even if they have not completed or have only partially completed the pre-degree internship, if this was not possible for compelling reasons. In such a case, the pre-degree internship must be completed within the first year of study.

In exceptional cases, the Department Board Council may decide to waive the requirement for proof of a pre-degree internship as a prerequisite for admission and enrollment in the first semester for all applicants for a specific degree program and for a specific semester.

#### **§ 8**

##### ***Integrated internship semester***

(1) A practical study semester is integrated within the main studies, according to the regulations in § 2 paragraph 1. The setup of the integrated internship semester in the curriculum is governed by the Special Part.

(2) During the integrated internship semester (six months), training takes place at a company learning facility or in another institution of professional practice (hereinafter referred to as internship site). The training can only be recognized, if the student can prove having spent at least 95 days of attendance at the internship site within the integrated internship semester. In special cases and upon request to the head of internship office, certain acceptable times, which have been completed in the form of mobile work, can also be counted as attendance days. The module to be completed in the integrated internship semester, as defined in the Special Part, comprises training in practice as well as preparatory or follow-up courses at the university, which take place in the form of block courses. Students are required to take these courses. The students are to be supervised by a professor during their internship semester.

(3) The university collaborates with the internship sites in terms of all questions concerning student training in the integrated internship semester.

(4) Students must submit a written report (internship paper) on the training during the integrated internship semester and have it approved by the internship site. At the end of the integrated internship semester, the internship site issues a confirmation of employment, which shows the type and content of the work, the

beginning and end of the training period and any absenteeism. A decision is then issued whether the students have successfully completed their training at the internship site on the basis of the internship report and the confirmation of employment; if their training in practice is not recognized as successfully completed, it can be repeated one time. This decision is made by the head of the internship office. In case of doubt, the Examination Board shall decide. The integrated internship semester is considered as completed, if the training at the internship site has been successfully concluded, all module and/or submodule exams have been finalized, and the proof of pass/fail coursework of the preparatory and follow-up courses have been passed and verified as successful.

(5) The module and/or submodule exams assigned to the integrated internship semester plus all proof of pass/fail coursework must be completed by the end of the semester following the integrated internship semester at the latest. Any exceptions are made upon request by the head of the Examination Board.

(6) It is the responsibility of the students to find an internship site. The internship sites are to be proposed by the students and approved by the head of the internship office or by the dean of the degree program. In case of doubt, the Examination Board of the degree program shall decide. During the course of an integrated internship semester, the internship site can only be changed in certain exceptional and justified cases and only with the approval of the Examination Board.

(7) Students can only be admitted to the integrated internship semester after having passed the bachelor's intermediate examination - if the internship semester takes place after the fourth semester in the program. Further admission requirements for a particular degree program can be set up in the Special Part.

(8) It is not possible to participate in module and/or submodule exams and proof of pass/fail coursework for the first-time that are not assigned to this semester (see examination plan) during the integrated internship semester. The head of the Examination Board is responsible for deciding on any exceptions. The repetition of module and/or submodule exams and proof of pass/fail coursework in the integrated internship semester are governed in § 21 para. 3 and 5.

### **III. Section**

#### ***Examination bodies and responsibilities***

### **§ 9**

#### ***Examination Board***

(1) The Examination Board of the respective degree program is responsible for organizing bachelor's intermediate examinations, bachelor's examinations as well as the tasks assigned by these Study and Examination Regulations. The board consists of seven members. The members' term of office is four years. A joint Examination Board may be set up for degree programs within a department or related degree programs.

(2) The department to which the degree program is assigned selects the head, their deputy, the other members of the Examination Board and their deputies either from the professors in this department or from the professors in other departments who regularly teach courses in the degree program. The head of the internship office, which is responsible for the integrated internship semester, is an ex officio member of the Examination Board. Other professors, adjunct lecturers and lecturers for specific subjects can be consulted in an advisory capacity. As a rule, the head shall conduct the business of the Examination Board.

(3) The Examination Board ensures that the provisions of the study and examination regulations are complied with. They regularly report to the department on the development of examination and study periods, including the actual writing periods for the bachelor's thesis, as well as on the distribution of the module and overall grades. The report shall be disclosed in an appropriate manner by the university. The Examination Board provides suggestions for any reforms of the Study Program and Exam Plan and the Study and Examination Regulations. The Examination Board may delegate certain of its duties to the head.

(4) The members of the Examination Board have the right to attend module or submodule exams, proof of pass/fail coursework or the oral bachelor's exams as observers.

(5) The members of the Examination Board and their deputies are subject to official secrecy. If they are not in public service, they must be sworn to secrecy by the head.



## **§ 10**

### ***Examiners and exam observers***

- (1) Examiners may be professors, adjunct lecturers or lecturers for specific subjects, as well as others with experience in the respective professional practice and training who have attained at least the qualification to be determined by the examination or an equivalent. The examiner for a module or submodule exam is usually the person who has responsibly taught the underlying courses for the module or submodule exam during the relevant semester. The examiner in charge is also responsible for deciding on the proof of the pass/fail coursework. The examiners for the bachelor's thesis are to be appointed in accordance with § 30 para. 2 and 7; the examiners for the oral bachelor's exam in accordance with § 31 para. 2.
- (2) The person taking the exam can submit a suggestion to the examiner or group of examiners for their bachelor's thesis. The proposal however does not constitute a claim.
- (3) The names of the examiners are to be announced in a timely manner.
- (4) Exam observer must, at a minimum, have previously attained the qualification to be determined by the examination or an equivalent qualification.
- (5) For the examiners and the co-examiners, § 9 para. 5 applies accordingly.

## **§ 11**

### ***Central Examination Committee***

- (1) The HTWG Konstanz has set up a Central Examination Committee consisting of the following persons:
  1. Vice President responsible for teaching as head
  2. Chancellor
  3. Heads of the Examination Boards
  4. Heads of the Office of Student Affairs and the Student Advising Center in an advisory capacity.
- (2) The Central Examination Committee has the following main tasks:
  1. To coordinate the application of the Study and Examination Regulations of the HTWG Konstanz in a uniform manner.
  2. To deal with examination matters common to all degree programs.

## **§ 12**

### ***Central Examination Office***

- (1) The HTWG Konstanz has set up a Central Examination Office to support the Examination Boards as part of the Office of Student Affairs.
- (2) The tasks of the Central Examination Office are in particular:
  1. Conduct the exam registration process
  2. Collect and manage the results of exams and proof for pass/fail coursework
  3. Issue transcripts of records, certificates, diplomas and "Diploma Supplements",
  4. Administrative handling of expulsion proceedings
  5. Counseling on study matters and legal questions related to the Study and Examination Regulations.

### **§ 13**

#### ***Responsibilities***

- (1) responsible for the decision
  1. on the appointment of examiners and exam observers (§ 10),
  2. on credit for studies and examinations (§ 24),
  3. on Requesting a medical certificate from a doctor appointed by the HTWG Konstanz (§ 22 para. 3),
  4. on the approval for an exam withdrawal (§ 22 para. 1),
  5. on a second repetition of graded module or submodule exams (§ 21 para. 4),
  6. on the consequences of infringements upon examination regulations (§ 23),
  7. on pass or fail of the bachelor's intermediate examination or the bachelor's examination as well as the lapse of the right to an examination according to § 26 para. 1, § 27 para. 1, § 33 para. 1, § 36 para. 1, § 3 para. 7

is the Examination Board of the respective degree program.

- (2) The Vice President responsible for teaching is responsible for deciding on objections regarding study and examination matters.
- (3) This does not affect the responsibilities of the examiner as they pertain to reconsidering the assessment of exams and pass/fail coursework.

### **IV. Section**

#### ***Module and submodule exams; proof of pass/fail coursework***

### **§ 14**

#### ***Registration and admission to the module and/or submodule exams and proof of pass/fail coursework***

- (1) The students must register for the module and/or submodule exams as well as for proof of pass/fail coursework prescribed in the Special Part.

This registration is done

1. Without an application by the Central Examination Office
  - for module or submodule exams and proof of pass/fail coursework for all compulsory modules assigned to the theoretical study semester in which the student is enrolled,
  - for module and/or submodule exams as well as pass/fail coursework for all compulsory modules from previous semesters that have not yet been successfully proven or completed,
  - or by the responsible Examination Board (see Special Part) for repeat examinations of failed modules or submodule exams or not yet completed pass/fail coursework of elective modules,
2. By students submitting an application to the Central Examination Office or the responsible Examination Board (see Special Part) for the module and/or submodule exams and for the proof of pass/fail coursework of the elective modules, if they are not repeat tests,
3. By students submitting an application to the responsible Examination Board for supplementary examinations in accordance with § 32.

The student's registration for the respective module or submodule exam or the proof of pass/fail coursework will be approved if the necessary prerequisites are met. Withdrawing from module or submodule exams and proof of pass/fail coursework are governed by § 22.

- (2) A prerequisite for admission to a module or submodule exam or a proof of pass/fail coursework may be having passed other module or submodule exams or submitting valid proof for pass/fail coursework.

Specifically, students will only receive approval for module or submodule exams or proof of pass/fail coursework in the main studies of the degree program, if no more than two module or submodule exams or proof of pass/fail coursework in the foundational studies course work have not yet been passed or have not yet been successfully completed. Exceptions to this regulation are possible in justified cases, if this is designated in the Special Part of the respective degree program. Further subject-specific admission requirements for the respective module and/or submodule exams or proof of pass/fail coursework are, where applicable, defined in the Special Part.

(3) Admission to a module or submodule exam or a proof of pass/fail coursework for the bachelor's intermediate examination or the bachelor's exam can only be approved for students:

1. Who have been admitted and are currently enrolled in their bachelor's degree program at the HTWG Konstanz
2. Whose right of admission to an examination in this bachelor's degree program has not lapsed
3. Who have successfully completed the module or submodule exams or proof of pass/fail coursework required in accordance with para. 2.

(4) Students can also participate in module or submodule exams and proof of pass/fail coursework upon request if these exams are assigned to courses in a higher-level study semester than that in which the student is currently enrolled; required module or submodule exams and proof of pass/fail coursework according to § 14 para. 2 must already have been passed.

(5) Admission to a module or submodule exam and a proof of pass/fail coursework for the bachelor's intermediate examination or the bachelor's examination may only be denied if

1. The conditions referred to in paragraph 3 have not been fulfilled in whole or in part or
2. The documents are incomplete or
3. in the same degree program or in a degree program as defined by the statutes of the HTWG Konstanz according to § 60 para. 2 no. 2 State Law on Education (LHG), a module or submodule exam or the proof for pass/fail coursework, a bachelor's intermediate exam, a bachelor's exam, a diploma pre-examination or a diploma examination have failed or not been successfully proven at their last attempt; or, if the person is currently in examination proceedings, or the right to an examination has lapsed according to § 3 para. 7.

## **§ 15**

### ***Types of exams and proof of pass/fail coursework***

(1) The type of exam required to pass a module or submodule exam is defined in the Special Part. Module and/or submodule exams can be

1. Written exams (§ 16)
2. Oral exams (§ 17)
3. Presentations / oral presentations
4. Other written or practical assignments (see definition in the Special Part of a degree program)

A module or submodule exam may also consist of several exam parts according to No. 1 to 4. Written module and/or submodule exams using the multiple-choice procedure are usually excluded.

(1a) Proof of pass/fail coursework is taken in practice-oriented form for module-accompanying courses with a module exam or integrated into courses of a module with a module exam during the semester. Proof of pass/fail coursework may require regular participation in certain events and/or the submission of exercises and/or reports on work results in accordance with the regulations in the Special Part.

They may be provided as presentations within the meaning of paragraph 1 No. 3 or as other written or practical assignments within the meaning of paragraph 1 No. 4 (e.g., exercises, laboratory work, presentations, reports/briefs). A combination of several different papers or other written or practical assignments is possible.

(2) If the person to be examined can state a credible case that it is not possible for them to complete a module or submodule exam or proof of pass/fail coursework in whole or in part in the required form due to long-lasting or permanent health complaints or impairments or due to disabilities or chronic disease, the head of the

respective Examination Board, upon request, takes appropriate measures to compensate for the impairment and/or authorizes a module or submodule exam or proof of pass/fail coursework to be completed within an extended processing time or an equivalent module or submodule exam or proof of pass/fail coursework to be completed instead. Proof of the required skills that are part of the performance profile of the respective examinations or the proof of pass/fail coursework must not be waived. The impairment must be presented and proven by a medical certificate containing the necessary findings. The Examination Board may request a medical certificate from a board-appointed doctor.

## **§ 16**

### ***Written exams and other written assignments***

- (1) In written exams or other written assignments, students are to prove that they can solve tasks and work on topics using the usual methods of their degree subject in a limited time and with limited resources. The written exam also determines whether they have the necessary foundational knowledge.
- (2) The duration of the examinations and other written assignments is defined in the Special Part of this Study and Examination Regulations Ba (SPOBa).

## **§ 17**

### ***Oral exam***

- (1) Oral exams should show that the students recognize interrelationships within the subject areas of the exam and are able to contextualize questions within the subject areas. It is also designed to determine whether they have gained a broad foundational knowledge base.
- (2) Oral examinations are usually conducted by at least two examiners (panel examination) or by a single examiner in the presence of an exam observer (§ 10) as either a group or individual exam.
- (3) The duration of an oral module or submodule exam is at least 10 minutes but not more than 30 minutes, for each person to be examined. Further details can be set up in the Special Part.
- (4) The main topics and results of the oral examination shall be recorded in a written report. Exam results will be announced to the students taking the exam following each oral exam.
- (5) Students who will want to take the same exam in a later examination period can be admitted as listeners if space allows it, unless the person taking the exam objects. However, the special admission does not include the following consultation and disclosure of test results.

## **§ 17a**

### ***Online exams***

Written exams in accordance with § 16 and oral exams in accordance with § 17 can also be completed as online exams during the examination period in accordance with § 32a and § 32b of the State Law on Higher Education (LHG). The examiner decides in this matter. The following provisions apply:

- (1) Written, oral or practical online exams conducted under video supervision are voluntary, unless they are carried out on the premises of the HTWG Konstanz. Voluntary participation can be ensured in particular by offering a scheduled on-site examination as an alternative, insofar as such an examination is legally permitted. Any applicable withdrawal regulations remain unaffected.
- (2) The examiners shall define the details about the form, content, tools and conduct of the online exams so that the requirements for the competences to be examined in terms of test content and the degree of difficulty are comparable to the form specified for the respective exam in the Special Part of the Study and Examination Regulations.
- (3) Students must be informed about the procedures if the exam is conducted as an online exam under video supervision; the information should be provided as early as possible, in the best case before the time of

registration. This includes information about the:

- Processing of their personal data
- Technical requirements for electronic information and communication systems
- Organizational conditions for a compliant exam and
- Voluntary nature of participating in the online exam under video supervision and the date by which one can withdraw from this online exam.

(4) Only electronic information and communication systems operated by the HTWG Konstanz or on its behalf by third parties are permitted for the online examination. Regulations on the use of private devices as part of the online examination remain unaffected. When using the information and communication systems according to sentence 1, personal data may be processed, but only as far as it is necessary for the online exam.

(5) Recording the test or other storage of any image or sound data is not permitted, insofar as it is not necessary for the transmission of the online test under video supervision; the connection data must be deleted without delay.

(6) Before starting an online exam under video supervision, the person to be examined must identify themselves upon request, for instance by showing an official photo ID or a student ID with a photo.

(7) To accommodate the online exams under video supervision, the person to be examined must activate the camera and microphone function of the communication equipment used for supervision, as far as this is required for the exam format. When taking exams outside the HTWG Konstanz, the persons to be examined must ensure that images or sounds of third parties are not transmitted when taking an exam by choosing the location of the examination and the orientation of the camera and microphone appropriately. No room monitoring beyond that takes place. A brief leave of the exam location is permitted at the request of the person to be examined. Furthermore, video surveillance must be set up in such a way that the personal protection and privacy of the person to be examined are not more restricted than necessary for legitimate security and control purposes.

(8) If, in the case of an online exam under video supervision, the transmission of the exam task, the processing of the exam task, the transmission of the exam results or the video supervision at the time of the exam can be demonstrated to be technically not fully feasible for all or for individual participants, the examination will be terminated for all or for individual participants at the respective stage and the examination performance will not be graded. The exam attempt is deemed not to have been taken place and will not count.

(9) If it becomes apparent that the video or audio transmission is temporarily disturbed during an online exam under video supervision, the exam will continue after the malfunction has been rectified. If the technical malfunction persists so that, in the examiner's opinion, the exam cannot be properly continued, No. 8 shall apply accordingly.

(10) In the event of technical problems, the persons taking the exam shall immediately contact the examiner or the exam supervisors.

(11) If an examination has to be terminated prematurely for all participants due to a technical malfunction, it is at the discretion of the examiner whether the examination can be repeated in a timely manner within the examination period.

(12) If the examination is aborted by the person to be examined without providing valid reasons, or if it is not submitted by the prescribed deadline, the exam will be graded as failed (DE: 5.0).

(13) The performance delivered via the online exam is only graded if the person to be examined has included a written declaration that he/she has achieved the results independently and without the help of third parties and without unauthorized aids. The participants of the exam must be informed of the requirement to submit the respective declaration before the start of the exam. The declaration must be submitted together with the completed exam.

## **§ 18**

### ***Examination dates and subject matter***

(1) The module or submodule exams, which are to be completed as written exams or oral exams, are usually

taken during the exam period following the lecture period of a respective semester of study. Exceptions are possible for block courses. A second examination period is planned for the assessment semester at the end of the lecture-free period or the beginning of the lecture period of the following semester.

The Special Part can regulate that the second examination period at the end of the lecture-free period or the beginning of the lecture period of the following semester is designated for repeat exams of any scheduled and failed module or submodule exams from the second semester. It can be determined which scheduled module or submodule exams must or can be repeated during the second examination period. Examination periods are announced by public notice at the HTWG Konstanz at the beginning of the respective semester at the latest. The head of the Examination Board will announce the exact examination dates for the individual module and/or submodule exams to the persons to be examined in good time via the homepage of the respective degree program.

(2) The module or submodule exams and the proof of pass/fail coursework from the assessment semester must be completed by the end of the first exam period of the assessment semester, unless the person to be examined is not responsible for missing the deadline.

(3) The examiner shall announce the exam details at the beginning of the semester, in particular the examination dates, for module and submodule exams that do not need to be completed as written or oral exams. Sentence No. 1 applies accordingly to proof of pass/fail coursework.

(4) The subject matter of the module or submodule exams is the subject area of the courses assigned in accordance with the Special Part or training in practice.

## **§ 19**

### ***Evaluation of the module and/or submodule exams; proof of pass/fail coursework***

(1) Grades for the individual graded module exams (module grades) and the submodule exams (submodule grades) are determined by the respective examiners. The following grades shall be used for the evaluation of graded module and/or submodule exams:

- 1 = Very good  
= Excellent performance;
- 2 = Good  
= Achievement is considerably above average;
- 3 = Satisfactory  
= Achievement that fulfills average requirements;
- 4 = Sufficient  
= Performance which, despite its flaws, still meets the requirements;
- 5 = Fail  
= Performance does not meet the requirements due to significant flaws.

Intermediate values are permitted in order to differentiate the evaluation of the graded module and/or submodule exams. This is done by lowering or increasing the grade number by 0.3. Certain grades (DE: 0.7, 4.3, 4.7 and 5.3) are excluded.

(2) Module exams, which include at least one graded submodule exam, are graded (module grade). The module grade is calculated as the weighted arithmetic mean of the module subgrades of all the associated graded submodule exams. Weighting of the individual module subgrades is proportional to the workload and can be found in the respective examination plan in the Special Part. In deviation from sentences 1 to 3, the following applies to graded module examinations which comprise all courses of a module and which are positioned in the line of the module name in the respective examination plan in the special part: their grade shall be taken as the module grade directly.

The module grade is:

At an average of up to and including 1.5 (DE grading scale)  
= Very good;

With an average of 1.6 to 2.5 inclusive (DE grading scale)

= Good;

With an average of 2.6 to 3.5 inclusive (DE grading scale)

= Satisfactory;

With an average of 3.6 to 4.0 inclusive (DE grading scale)

= Sufficient;

With an average of 4.1 or higher (DE grading scale)

= Fail.

(3) The average takes into account only the first decimal place after the comma; all other places are omitted without rounding.

(4) Ungraded module or submodule exams and proof of pass/fail coursework are evaluated or verified with

BE = Passed,

NB = Failed.

## **§ 20**

### ***Passing a module or submodule exam; proof of pass/fail coursework***

(1) A graded module or submodule exam is considered passed (or completed) if the grade is at least "sufficient" (grade: 4.0), an ungraded module or submodule exam or a proof of pass/fail coursework is considered completed if they have been assessed as "passed" or successfully completed.

(2) A module is considered passed when all the associated submodule exams or the module exam and the associated proof of pass/fail course work have been passed or successfully proven.

## **§ 21**

### ***Repeated module and/or submodule exams and proof of pass/fail coursework***

(1) It is not possible to repeat a module or submodule exam that has already been passed.

(2) Graded module and/or submodule exams that were failed can be repeated once, provided that the deadlines are adhered to according to § 3 para. 7.

(3) A repeat examination must be taken at the next possible examination date, at the latest during the examination period of the following theoretical study semester. A maximum of two modules or submodule exams that are failed or deemed to be failed can be repeated in the integrated internship semester. The head of the Examination Board decides on exceptions. If the deadline for retaking the exam is missed, the right of admission to an examination is lost, unless the person to be examined is not responsible for the negligence.

(4) As an exception, the Examination Board may permit a second repetition of a failed graded module or submodule exam – within the deadlines specified in § 3 para. 7 – upon written application. The written application must be submitted to the responsible Examination Board within 14 days of the examination results announcement. Paragraph 3 shall apply accordingly. If the second repeat examination is not passed, a supplementary oral examination (M30) can be completed, provided that a corresponding regulation is designated in the Special Part of the degree program. Passing the supplementary oral examination will raise the grade of the second repeat examination to sufficient (DE: 4.0). A supplementary oral examination to the second repeat exam is limited to a maximum of two graded module and/or submodule examinations for the entire degree program.

(5) Failed ungraded module or submodule exams and unproven pass/fail coursework must be repeated in compliance with the deadlines set out in § 3 para. 7. Ungraded module and/or submodule exams as well as proof of pass/fail coursework also count as module or submodule exams within the meaning of paragraph 3 sentence 2.

## **§ 22**

### ***Non-appearance and withdrawal from exams***

- (1) Participation in the procedures to complete scheduled module and/or submodule exams is mandatory.
  1. The withdrawal from a scheduled module or submodule exam is only possible upon request in the event of exceptional circumstances (e.g., in case of illness, adverse effects due to or as a result of infection control measures). The approval is granted by the head of the responsible Examination Board.
  2. Unless stated otherwise in the Special Part, a withdrawal from a scheduled module or submodule exam of the assessment semester (= first placement semester) can only be requested for a maximum of two graded module and/or submodule tests and has to be done per written application. The prerequisite for this is a failed initial attempt and attending a degree-specific consultation with the Dean of Studies or the head of the Examination Board. The approval is granted by the head of the responsible Examination Board.
  3. It is possible to withdraw from module or submodule exams that are not scheduled once without stating reasons up to the start of the exam by simply submitting a written declaration of withdrawal. If a student withdraws from an exam, the module or submodule exam will be scheduled for the next theoretical semester at the HTWG Konstanz.
- (2) A module or submodule exam or a proof of pass/fail coursework shall be considered "insufficient" (DE: 5.0) or "failed" or as not successfully completed if:
  1. An examination date was missed without written notice of withdrawal
  2. The exam is scheduled and the person to be examined withdraws without a valid reason
  3. A written or practical module or submodule exam (e.g., a report) or a component of a proof of pass/fail coursework is not provided or proven within the specified writing period.
- (3) Should a reason be stated for the withdrawal or failure to appear for a module or submodule exam or to provide a proof of pass/fail coursework, this must be submitted immediately in writing and substantiated. In the event of illness, a medical certificate must be submitted to the Examination Board. It must contain the medical facts necessary to assess the inability to take the exam or to provide proof of pass/fail coursework. In cases of doubt, a medical certificate from a university appointed doctor may be required. If the reason is acknowledged as valid, a new date, usually the next regular examination date, will be set up. In such a case, any existing exam results or proof of pass/fail coursework components must be credited.
- (4) Illness of a child that is in the care of the student is equal to an illness of the student as it relates to compliance with meeting deadlines to sit for a module and/or submodule initial exam, for repeating a module or submodule exam, and the reasons for the failure to attend a module and/or submodule exam. Sentence 1 applies to proof of pass/fail coursework as well.

## **§ 23**

### ***Deception and ordinance violation***

- (1) Should the person to be examined attempt to affect the result of their module or submodule exam or their proof of pass/fail coursework by deception or use of non-approved aids, the module or submodule exam or the proof of pass/fail coursework shall be graded as "insufficient" (5.0) or "failed" by the examiner. Anyone who interferes with the proper course of an exam may be excluded by the respective examiner or supervisor from continuing the module or submodule exam; in such a case, the module or submodule exam will be graded as "insufficient" (5.0) or "failed". In serious cases, the Examination Board may cancel the right of the student to sit for additional module or submodule exams.
- (2) The person affected by the decision may, within a period of four weeks, request that the decisions pursuant to para. 1 sentence 1 and 2 be reviewed by the Examination Board. Any incriminating decisions must be communicated without delay to the affected persons in writing, reasons must be given and instructions on how to appeal must be included.



## **§ 24**

### ***Recognition of and credit for coursework and exams***

- (1) Degree study periods, study and examination achievements, as well as degree certificates, which have been completed in degree programs at other state or state-recognized universities and universities of cooperative education of the Federal Republic of Germany, can be recognized upon request, provided that there is no significant difference in the acquired competencies with respect to study periods, achievements or degrees that are to be substituted. This is the case when the competencies acquired are substantially equivalent in content, scope, and requirements to the study periods and study and examination achievements in the corresponding HTWG Konstanz degree programs. In doing so, a general assessment and evaluation is made instead of a schematic comparison. The recognition allows students to continue their studies, take examinations, or continue their studies in another degree program.
- (2) Paragraph 1 shall apply accordingly in terms of recognizing degree study periods, study and examination achievements, and degree certificates obtained from degree programs at foreign state or state-recognized institutions of higher education.
- (3) Participation in state or state-approved distance learning units shall be credited as the corresponding classroom study in accordance with paragraph 1. Paragraph 1 shall apply accordingly for academic achievements and exam results from technical and engineering schools and officers' colleges of the former German Democratic Republic (GDR).
- (4) A preliminary or intermediate examination successfully taken at another German university of applied sciences in a similar or related degree program shall be recognized upon request; paragraphs 1 to 3 shall apply accordingly.
- (5) A relevant internship semester can be recognized upon request, provided that it has been completed in accordance with the guidelines for the integrated internship semester as outlined in the Special Part and the prerequisites according to § 8 have been fulfilled.
- (6) The application for credit recognition must be submitted in writing to the responsible head of Examination Board within three months of the date of enrollment at the HTWG Konstanz. If these study and examination achievements were completed during a study abroad period, the credit recognition must be applied for with the responsible head of Examination Board within three months of the date of resumption of study at the HTWG Konstanz. There shall be no further right to have these achievements recognized once the three-month period has expired.; § 32 LVwVfG (Administrative Procedures Act) remains unaffected. The application must specify the study periods and each study and examination achievement that is to be recognized. It is the responsibility of the applicant to provide all necessary information about the achievements to be recognized. The burden of proof that an application does not meet the requirements for recognition lies with the HTWG Konstanz. Any decisions that reject an application in whole or in part shall be justified in writing by the Central Examination Office and shall be accompanied by instructions regarding the right of appeal.
- (7) Insofar as agreements and contracts between the Federal Republic of Germany and other states in terms of equivalences in the field of higher education (equivalence agreements) favor students from foreign states, the equivalence agreements regulations, in deviation from paragraphs 1 to 5, shall take precedence. Equivalence agreements approved by the Standing Conference of the Ministers of Education and Cultural Affairs and by the German Rectors' Conference as well as agreements within the framework of university partnerships must be observed.
- (8) If the study periods and study and examination achievements are recognized as degree program coursework and module and/or submodule exams or proof of pass/fail coursework, the grades - insofar as the grading systems are comparable - are to be transferred and included when calculating the module grades and the overall grade. Only graded module and/or submodule exams can be recognized for graded coursework and examination achievements. In the case of incompatible grading systems, a "passed" will be recorded. The courses may be marked as credited in the transcript of records, in the (intermediate) bachelor's certificate and included in the Diploma Supplement. ECTS points are to be awarded for the recognized module and submodule exams in accordance with § 4 para. 2 and in accordance with the Special Part.
- (9) Students can no longer receive credit for module or submodule exam or proof of pass/fail coursework after they have participated in or taken this module or submodule exam or the proof of pass/fail coursework at the HTWG Konstanz.
- (10) Paragraphs 1, 4 to 6 and 8 to 9 shall apply accordingly in the event of a student changing degree programs within the HTWG Konstanz.

(11) Knowledge and skills acquired outside the higher education system are to be credited toward the higher education degree program if:

1. At the time the credit request was made, the conditions applicable to university admission were fulfilled,
2. The knowledge and skills to be credited towards the degree program are equivalent in terms of content and level to the academic and examination achievements they are intended to replace; and
3. The criteria for crediting have been reviewed as part of an accreditation.

Equivalence, based on sentence 1 No. 2, means that the subject-specific characteristics of the knowledge and skills to be credited predominantly match the characteristics of the study and examination achievements to be replaced, encompass them to a substantial degree, and sufficiently prepare the student to add content for further study in the degree program and enable their progression in the degree program.

To be credited, knowledge and skills must be identifiable as a clearly defined achievement. The time required to acquire or apply them, as well as any necessary prior knowledge, must correspond to the effort and prior knowledge required for the studies and examinations they are intended to replace.

In terms of theoretical and practical subject knowledge as well as methodological competence, they must directly and unequivocally replace at least 75 percent of the coursework and examinations which they are intended to replace. It must be possible to compensate for the remaining parts by making a close factual connection of the underlying knowledge and skills. The quality of the knowledge and skills to be credited must be evaluated in relation to the respective requirements and assessed as at least sufficient.

Equivalence shall be determined on a case-by-case examination procedure based on the documents submitted by the applicant with the application according to sentence 1 No. 2 i.c.w. sentences 2 to 7.

(12) The application for credit recognition, according to paragraph 11, must be submitted in writing to the responsible head of Examination Board within three months of the date of enrollment at the HTWG Konstanz. There will no longer be a right to claim recognition after the three-month deadline has expired. § 32 LVwVfG (Administrative Procedures Act) remains unaffected. The application must individually specify and list the skills and knowledge that are requested to be credited. It is the responsibility of the applicant to provide the necessary information and verifications for the knowledge and skills to be credited. Any decisions that reject an application in whole or in part shall be justified in writing by the Central Examination Office and shall be accompanied by instructions regarding the right of appeal.

(13) Knowledge and skills acquired outside the higher education system can replace up to 20 percent of university studies, in particularly well justified individual cases up to 50 percent. For a degree program with a standard six semesters period of study, the proportion, according to sentence 1, corresponds to up to 36 or up to 90 ECTS points; for a 7-semester degree programs, the proportion, according to sentence 1, corresponds to up to 42 or up to 105 ECTS points; for 8-semester degree programs, the percentage, according to sentence 1, corresponds to up to 48 or up to 120 ECTS points.

## **V. Section**

### ***Bachelor's intermediate examination***

#### **§ 25**

##### ***Purpose of the bachelor's intermediate examination***

The aim of the bachelor's intermediate examination is to prove that the degree program can be continued with the prospect of success and that the fundamentals of the subject, a methodical toolset and a systematic approach have been acquired.

#### **§ 26**

##### ***Overall grade and intermediate bachelor's certificate***

(1) The bachelor's intermediate examination is considered as passed if all module and/or submodule exams

of the foundational studies have been passed, all proof of pass/fail coursework has been successfully completed (as defined in the Special Part), and, if applicable, a pre-internship required in accordance with § 7 para. 1 has been completed.

(2) An overall grade will be issued for the passed bachelor's intermediate examination. This is calculated from the weighted arithmetic mean of the module grades derived according to § 19 para. 2 sentence 1 to 3 and para. 3. The weight of a module grade is the sum of the weights of the associated module partial grades determined in accordance with § 19 para. 2 sentence 1 to 3. Only the first decimal place after the decimal point is taken into account when calculating the overall grade. All other digits are omitted without rounding. In deviation from sentences 2 to 5, the ECTS points assigned to the module in the respective examination plan in the Special Part shall serve as the weight of a module grade formed in accordance with § 19 section 2 sentence 4 when calculating the overall grade.

(3) A bachelor's intermediate certificate for the passed bachelor's intermediate examination will be issued without delay, if possible, within four weeks. It will contain the module grades, the ECTS points assigned to the modules in accordance with § 4 para. 2, and the overall grade; grades must also be displayed with the decimal value determined in accordance with § 19 para. 3 in parentheses.

(4) The completion date on the intermediate bachelor's certificate shall be the date on which the last module or submodule exam has been completed. It is signed by the head of the Examination Board.

(5) In the case of a student transferring into a degree program, a bachelor's intermediate certificate can only be issued to a student who has completed at least one theoretical semester at the HTWG Konstanz and has acquired at least 30 ECTS points here. Differing agreements can be made within the framework of university partnerships.

## **§ 27**

### ***Final failure to pass the bachelor's intermediate examination***

(1) The bachelor's intermediate examination is considered as finally failed if a:

1. Graded module or submodule exam of a compulsory or elective module is failed in its first repeat attempt or is deemed to be failed and a second repetition in accordance with § 21 para. 4 has not been requested or approved within the specified deadline, or
2. Graded module or submodule exam of a compulsory or elective module in a second repetition granted in accordance with § 21 para. 4, is failed or is deemed to be failed.

(2) If the bachelor's intermediate examination is finally failed, the student will be issued a transcript of records upon request and presentation of the respective evidence as well as a confirmation of de-registration. This transcript shows all completed module and/or submodule exams with their grades and/or completed proof of pass/fail coursework, as well as module or submodule exams and/or proof of pass/fail coursework, that have not yet been completed, and states that the bachelor's intermediate examination has been finally failed.

## **§ 28**

### ***Invalidity of the bachelor's intermediate examination***

(1) If it has been proven that the person taking an exam for a module or submodule or providing proof of pass/fail coursework has cheated on this exam, and if this fact becomes known only after the intermediate bachelor's certificate has been awarded, the module or submodule exams or the proof of pass/fail coursework can be corrected in accordance with § 23 para. 1. In this case, the module or submodule exam, for submodule exams and proof of pass/fail coursework the associated module, and the bachelor's intermediate examination will be designated as failed.

(2) If the prerequisites for taking the exam of a module or submodule or providing a proof of pass/fail coursework were not fulfilled, but the person to be examined did not intend to be deceptive about it, and if this fact only becomes known after the intermediate bachelor's certificate had been awarded, this defect will be rectified by giving the student a passing grade for the module or submodule exam and/or the successful proof of pass/fail coursework. In case it was a deliberate deceit to obtain the right to take a module or submodule

exam or to provide a proof of pass/fail coursework, the module or submodule exam, in the case of submodule exams and proof for pass/fail coursework the associated module and the bachelor's intermediate examination can be declared as failed.

(3) The student must be offered the opportunity to provide their input to the situation before a decision is made.

(4) The incorrect/invalid intermediate bachelor's certificate must be withdrawn and, if applicable, a new version issued. A decision, as referred to in paragraph 1, is no longer possible after a period of five years from the date of the certificate.

## **VI. Section**

### ***Bachelor's examination***

#### **§ 29**

##### ***Purpose of the bachelor's examination***

The bachelor's examination certifies the professional qualification of the degree program. The bachelor's examination determines whether the contents of the subject has been grasped, whether there is the ability to apply scientific methods and findings, and whether the thorough specialist knowledge necessary for a transition into professional practice has been acquired.

#### **§ 30**

##### ***Bachelor's thesis***

(1) The bachelor's thesis is a written exam assignment. It is intended to show that a problem from a specified subject area of the chosen degree program can be independently dealt with using scientific methods and completed within a specified period of time. § 14 para. 3 and 5 apply accordingly for the admission to the bachelor's thesis.

A topic for the Bachelor's thesis may only be issued once the following conditions have been met:

1. The person to be examined has passed the intermediate bachelor's exam or the intermediate diploma examination in the respective degree program at a university in the Federal Republic of Germany or has sat for and passed an examination that is considered equivalent in accordance with § 24 para 2 and 3.
2. All module and/or submodule exams and all proof of pass/fail coursework, which are assigned to the first five semesters (or the first six semesters in the Communication Design degree program) are passed or have been successfully completed; exceptions to this rule are possible if this is designated in the Special Part for the respective degree program.
3. The student has been enrolled at the HTWG Konstanz for at least one semester.

(2) The bachelor's thesis is supervised by a professor or, if professors are not available as examiners, by adjunct lecturers and teachers for specific topics, insofar as they are employed at the HTWG Konstanz in a field relevant to the respective degree program. The thesis can also be issued and supervised by persons experienced in professional practice and training who themselves have obtained at least the qualification to be determined by the bachelor's examination in the respective degree program or an equivalent qualification. If the bachelor's thesis is to be carried out at an institution outside of the university, the approval of the head of the Examination Board is required.

(3) After all prerequisites for issuing the bachelor's thesis have been verified by the head of the Examination Board, the supervisor issues the bachelor's thesis. The topic and time must be recorded on file. The students can express their topic wishes.

(3a) Unless otherwise specified in the Special Part, the Bachelor's thesis comprises a practical, theoretical and/or creative work in connection with a written elaboration as well as an oral presentation and discussion of the work results.

(4) The bachelor's thesis can also be worked on in the form of a group project, as long as the contribution of

each group member to be assessed as their exam performance is clearly distinguishable and can be assessed on the basis of the specification of sections, page numbers or other objective criteria that enable a clear distinction and that meet the requirements of para. 1.

(5) The expected work load for a bachelor's thesis is 12 ECTS points. The allotted writing period is three months. The writing period may be extended by a maximum of one month if it should be necessary to ensure equal examination conditions or for reasons beyond the control of the person to be examined; the decision on this shall be made by the head of the Examination Board on the basis of a statement from the supervisor. The topic, task and scope of the bachelor's thesis must be restricted by the supervisor in such a way that the deadline for producing the bachelor's thesis can be met. More details are provided in the Special Part.

(5a) As a deviation from paragraph 5, in the special case of a prolonged illness of the person to be examined that would make working on the thesis impossible, the head of the Examination Board may decide on an appropriate extension of the processing time or a termination of the thesis.

In the event that the thesis is terminated due to illness, it will be deemed to not have been attempted at all. A medical certificate containing the medical findings necessary for assessing the inability to work on the thesis must be submitted to the head of the Examination Board. In cases of doubt, a medical certificate from a university appointed doctor may be required.

(6) The bachelor's thesis must be submitted on time; it can be submitted in electronic form with the consent of the respective examiner; the submission time and date must be recorded on file. Upon submission, a written statement is required that the thesis – in the case of a group project the respective portion of the thesis – has been composed by the author him/herself and no other sources and aids than those listed were used.

(7) The bachelor's thesis is usually graded by two examiners. The grade is calculated based on the arithmetic mean of the grades issued by the examiners in accordance with § 19 para. 1 and 3. One of the examiners should be the supervisor of the bachelor's thesis. The assessment period should not exceed four weeks. The bachelor's thesis is considered as passed if it has been rated at least with a grade of "sufficient". If the bachelor's thesis is not completed within the specified writing period, it is to be graded as "fail" (5.0).

(8) The bachelor's thesis can be repeated once if the grade is worse than "sufficient" (4.0); a second repetition is not possible. A request for a new topic must be submitted to the head of the Examination Board in writing and within two months of the announcement of the failure to pass. If the deadline for the request for retaking the exam has been missed, the right to an examination is lost, unless the person to be examined is not responsible for the negligence. § 15 para. 2, § 21 para. 1, § 22 para. 3 and § 23 shall apply accordingly.

### **§ 31**

#### ***Oral bachelor's exam***

(1) The student must take an oral bachelor's examination if this is listed as required in the Special Part of the respective degree program. Requirements for this exam are governed by the Special Part. § 14 para. 3 and 5 apply accordingly for the admission to the oral bachelor's exam.

(2) The oral bachelor's exam must be completed in the presence of two examiners. The examiners are appointed by the responsible Examination Board. At least one of the examiners should be a professor at the HTWG Konstanz.

(3) The persons to be examined are examined individually. The duration of the oral bachelor's examination is at least 20 minutes and at most 45 minutes. The examination date must be announced to the person to be examined in good time. § 17a applies accordingly for the oral bachelor's examination.

(4) The grade of the oral bachelor's exam is calculated based on the arithmetic mean of the grades issued by the examiners in accordance with § 19 para. 1 and 3. The oral bachelor's exam is considered as passed if the student has been awarded at least a grade of "sufficient". Exam results will be announced to the examined persons following the oral exam. § 17 para. 4 and 5 apply accordingly.

(5) The oral bachelor's exam can be repeated once if the grade is worse than "sufficient" (4.0); a second repetition is not possible. § 15 para. 2, § 21 para. 1 and 3, § 22 and § 23 shall apply accordingly.

## **§ 32**

### ***Supplementary examinations***

Students can sit for supplementary module and/or submodule exams in addition to the required module and/or submodule exams. However, no ECTS points will be awarded for them. The results of the supplementary module and/or submodule exams are not included in the determination of the overall grade.

## **§ 33**

### ***Overall grade and bachelor's certificate***

(1) The bachelor's examination is considered as passed when all module and/or submodule exams of the main degree program studies have been passed, all proof of pass/fail coursework have been successfully completed (as defined in the Special Part), and when the bachelor's thesis and, if applicable, the oral bachelor's exam have been passed as well.

(2) An overall grade will be issued for the passed bachelor's examination. The overall grade is calculated based on the weighted arithmetic mean of the module grades derived according to § 19 para. 2 sentence 1 to 3 and para. 3 or the module grades of required and compulsory elective modules derived according § 19 para. 2 sentence 4 respectively, as well as the grade of the bachelor's thesis and, where applicable, the grade of the oral bachelor's exam. The weight of a module grade is the sum of the weights of the associated submodule exam grades derived according to § 19 para. 2 sentence 1 to 3 and para. 3. In deviation to sentence 3, the ECTS points assigned to the module in the respective examination plan in the Special Part serves as the weight of a module grade derived according to § 19 para. 2 sentence 4 when calculating the overall grade. The ECTS points assigned in the Special Part serve as the weight for the bachelor's thesis and the oral bachelor's examination. § 19 para. 2 and 3 apply accordingly for the calculation of the overall grade.

(3) In case of an outstanding performance (overall grade of at least 1.3), the overall grade "passed with distinction" will be awarded.

(4) A bachelor's certificate for the passed bachelor's examination will be issued without delay, if possible, within four weeks. The bachelor's certificate shall contain the module and/or include submodule grades and the ECTS points assigned to the modules in accordance with § 4 para. 2, the topic of the bachelor's thesis, the grade and the assigned ECTS points, if applicable, the grade of the oral bachelor's exam and its assigned ECTS points, as well as the overall grade. The grades will also be displayed with the decimal value in parenthesis as determined in accordance with § 19 para. 3. Upon request, the bachelor's certificate may also include the area of specialization and the main areas of study, along with the period of time required to complete the degree program and the bachelor's examination.

(5) The completion date on the bachelor's certificate shall be the date on which the last examination (module or submodule exam, bachelor's thesis, oral bachelor's exam) has been completed. The bachelor's certificate will be signed by the university president, the dean and the head of the Examination Board.

(6) An English translation of the bachelor's certificate will be prepared upon request.

(7) In the case of a student transferring into a bachelor's degree program, a bachelor's certificate for the respective bachelor's examination at the HTWG Konstanz can only be obtained if the student completes at least two semesters in the degree's main studies at the HTWG Konstanz, has earned at least 60 ECTS points at the HTWG Konstanz, and most importantly, has completed the bachelor's thesis and, where applicable, the oral bachelor's examination here. Differing agreements can be made within the framework of university partnerships.

## **§ 34**

### ***Bachelor's degree and Bachelors' degree diploma***

(1) After passing the bachelor's examination, the HTWG Konstanz awards the bachelor's degree; respective designations and abbreviations are specified in the Special Part.

(2) After submitting a discharge confirmation from the administration, the bachelor's degree diploma with the date of the certification will be handed out together with the bachelor's certificate. It certifies the awarding of

the bachelor's degree. The diploma is signed by the president and bears the seal of the HTWG Konstanz.

### **§ 35**

#### ***Diploma Supplement***

(1) In addition, the graduate will receive a "Diploma Supplement" in English. This contains information about the degree program, the course of study and the academic and professional qualifications obtained with the degree.

(2) The "Diploma Supplement" shows the overall grade of the graduate's bachelor's examination. In addition, the supplement provides a grade distribution table for the degree program in accordance with the ECTS Guideline 2015 of the European Commission.

The reference group (cohort) for the grade distribution table is assembled from the graduates of the respective degree program at the HTWG Konstanz. The reference group (cohort) must consist of at least 50 graduates.

The reference period includes the four semesters preceding the graduate's final semester in the degree program. If the number of graduates for that period is below the required 50, the retrospective reference period is extended by another semester until at least 50 graduates are included. If the minimum number of 50 graduates cannot be met by adding retrospective semesters, a statistical distribution of the overall grades will not be displayed on the supplement.

The statistical distribution of the overall grades for a degree program for the respective reference period is determined once every semester.

(3) The "Diploma Supplement" shall bear the date of the bachelor's certificate and will be signed by the head of the responsible Examination Board.

### **§ 36**

#### ***Final failure to pass the bachelor's examination***

(1) The bachelor's examination is considered as finally failed if:

1. A graded module or submodule exam of a compulsory or elective module is failed in its first repeat attempt or is deemed to be failed and a second repetition in accordance with § 21 para. 4 has not been requested or approved within the specified deadline.
2. A graded module or submodule exam of a compulsory or elective module is failed or is deemed to be failed in a second repetition granted in accordance with § 21 para. 4.
3. The bachelor's thesis is failed or is deemed to be failed in the second attempt.
4. The oral bachelor's examination, if designated in the Special Part, is failed or is deemed to be failed in the second attempt.

(2) If the bachelor's examination is finally failed, the student will be issued a transcript of records upon request and presentation of the respective evidence as well as a confirmation of de-registration. This transcript shows all completed exams (modules and/or submodules, bachelor's thesis, oral bachelor's exam) with their grades and/or completed proof of pass/fail coursework, as well as module or submodule exams and/or proof of pass/fail coursework, that have not yet been completed, and states that the bachelor's examination has been finally failed

### **§ 37**

#### ***Invalidity of the bachelor's examination***

(1) If it has been proven that the person taking an exam for a module or submodule or providing proof of pass/fail coursework has cheated on this exam, and if this fact becomes known only after the bachelor's certificate has been awarded, the module or submodule exams or the proof of pass/fail coursework can be corrected in accordance with § 23 para. 1. In this case, the module or submodule exam, for submodule exams

and proof of pass/fail coursework the associated module, and the bachelor's examination will be designated as failed. The same applies to the bachelor's thesis and, if applicable, to the oral bachelor's examination.

(2) If the prerequisites for taking the exam of a module or submodule or providing a proof of pass/fail coursework were not fulfilled, but the person to be examined did not intend to be deceptive about it, and if this fact only becomes known after the bachelor's certificate had been awarded, this defect will be rectified by giving the student a passing grade for the module or submodule exam and/or the successful proof of pass/fail coursework. In case it was a deliberate deceit to obtain the right to take a module or submodule exam or to provide a proof of pass/fail coursework, the module or submodule exam, in the case of submodule exams and proof for pass/fail coursework the associated module and the bachelor's examination can be declared as failed. The same applies to the bachelor's thesis and, if applicable, to the oral bachelor's examination.

(3) The student must be offered the opportunity to provide their input to the situation before a decision is made.

(4) The incorrect/invalid bachelor's certificate must be withdrawn and, if applicable, a new version issued. The diploma of the bachelor's degree and the "Diploma Supplement" must also be withdrawn along with the incorrect bachelor's certificate if the bachelor's examination was declared as failed due to a deception. A decision, as referred to in paragraph 1, is no longer possible after a period of five years from the date of the certificate.

### **§ 38**

#### ***Right to inspect the exam files***

The examined student has the right to inspect their written examination papers, the related expert opinions and the examination protocols, if applicable and upon request after completing a module or submodule exam, the bachelor's thesis, as well as the oral bachelor's examination. The application must be submitted to the responsible Examination Board immediately and at the latest within one year of the announcement of the respective examination results. The Examination Board shall determine the place and time of inspection. § 29 of the Regional Administrative Procedure Act remains unaffected.



## ***B. Special Part***

### ***I. Section Regulations in general***

#### **§ 39**

#### ***Abbreviations, designations, common regulations***

The following abbreviations, designations and certain regulations are used uniformly in the Study Program and Examination Plans of the degree programs:

General abbreviations:

Sem = Semester  
SWS = Credit hours per semester  
ECTS = European Credit Transfer System  
LV = Subject

MO = Module  
PM = Compulsory module  
WPM = Elective module

EN = Course in English

Types of courses; on site and online-supported form:

V = Lecture  
Ü = Tutorial (with supervision)  
LÜ = Lab exercise  
W = Workshop, seminar  
P = Lab  
PJ = Project  
E = Study trip  
X = Type of course depends on the selected course

PSS = (Integrated) internship semester  
TSS = Study abroad semester

The indication Y, Z means that the course is composed of the contributions Y and Z.

The indication Y / Z means that the type of course is either Y or Z.

Courses or individual contributions that make up the respective course are usually held in-person on campus. Courses or individual contributions that make up the respective course can also take place in an online-supported form within the appropriate technical framework (e.g., blended learning, flipped classroom, live stream, webinar).

The lecturer will inform the students of the form in good time. Students do not have the right to choose.

Types of exams; in-person on campus and online-supported form:

Kx = Written exam (x = duration in minutes)  
Mx = Oral exam (x = duration in minutes)  
R = Presentation  
SP = Other written or practical exam / assignment (see definition in the Special Section of a degree program)  
X = Type of exam depends on the selected course  
Lvü = Cross-course module or submodule exam

For module and/or submodule exams or proof of pass/fail coursework of the type SP and R, the examiner

specifies the examination modalities at the beginning of the semester.

The indication Y + Z means that the module and submodule exams or proof of pass/fail coursework will be composed from Y and Z.

The indication Y, Z means that Y and Z must be provided or proven for the module or submodule exams or the proof of pass/fail coursework.

The indication Y / Z means that either Y or Z must be provided or proven for the module or submodule exams or the proof of pass/fail coursework. The examiner specifies the type of module or submodule exam or proof of pass/fail coursework at the beginning of the semester. Students do not have the right to choose.

Exams or individual submissions that make up the respective module or submodule exams or proof of pass/fail coursework must be attended in-person on campus. Certain types of exams or individual submissions, that make up the respective module or submodule exams or proof of pass/fail coursework can also take place in an online-based form within the appropriate technical framework.

The lecturer will inform the students of the form in good time. Students do not have the right to choose.