

Study and Examination Regulations

For the Bachelor and Master Programs at

Biberach University of Applied Sciences from 22.02.2011

On the basis of § 8 para. 5 in connection with § 32 para. 3 and 4 of the Law on Universities in Baden Württemberg (Landeshochschulgesetz - LHG) in the version of January 01, 2005 (GBI. S. 1 ff), last amended by Article 1 of the Third Law for the Amendment of Higher Education Law (Drittes Hochschul rechtsänderungsgesetz) of January 01, 2005 (GBI. S. 1 ff), the Federal Law Gazette (GBI. S. 1 ff) states April 2014 (GBI p. 99), the Senate of Biberach University of Applied Sciences on May 6, 2020 amended the General Study and Examination Regulations of Biberach University of Applied Sciences dated February 22, 2011, last amended on February 21, 2020, as follows. The President of Biberach University of Applied Sciences approved this amendment to the statutes on 28.07.2020.

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§ 1 Scope of Application

- (1) These study and examination regulations apply to the Bachelor and Master programs.
The regulations are based on the legal requirements of the Higher Education Framework Act and the Higher Education Act of the State of Baden-Württemberg as well as the framework requirements of the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder of Baden-Württemberg and the Accreditation Council. They apply to all Bachelor's and Master's programs offered at Biberach University of Applied Sciences with the exception of the cooperative Master's program in Pharmaceutical Biotechnology.
- (2) The respective Special Part of the Study and Examination Regulations and the Subject-specific Study and Examination Regulations for the joint consecutive Master's Program in Industrial Biotechnology of Biberach University of Applied Sciences and the University of Ulm may not contradict the General Part of the Study and Examination Regulations for the Bachelor's and Master's Programs at Biberach University of Applied Sciences dated February 22, 2011, unless these regulations explicitly allow exceptions. The latter applies in particular to the subject-specific study and examination regulations for the joint consecutive Master's program in Industrial Biotechnology of Biberach University of Applied Sciences and the University of Ulm dated February 21, 2020.
Their regulations take precedence over the general part of the study and examination regulations for the Bachelor's and Master's programs at Biberach University of Applied Sciences dated February 20, 2011.
- (3) All references to persons and functions in these study and examination regulations apply equally to women and men.

A. General Part

§ 2 General objectives of the study program, purpose of examinations, academic degree

- (1) The study at Biberach University of Applied Sciences prepares students for professional activities that require the application of scientific knowledge and methods through scientifically based and application-oriented teaching in accordance with the course-specific study goals. Goals, contents, structure and performance requirements of the individual study programs offered in the Bachelor and Master programs are regulated in the respective Special Part of the study and examination regulations
- (2) The Bachelor examination is the first professional qualification. The aim of the examination is to determine whether the candidate has achieved the goals of the course of study.
- (3) The Master program builds on the first university degrees, expands on the acquired skills or deepens them by including practical professional experience. The aim of the examinations is to determine whether the candidate has achieved the goals of the program. The profile type of the respective Master's program (more application-oriented or more research-oriented) is specified in the Special Section.
- (4) On the basis of the passed Bachelor examination, the academic degree "Bachelor of Arts" (abbreviated: "B.A.") is awarded for the course of study in Architecture. For the courses of study Business Administration (Construction and Real Estate), Energy Economics, Pharmaceutical Biotechnology and Industrial Biotechnology the academic degree: Bachelor of Science" (abbreviated: "B.Sc.") is awarded. In the study programs Civil Engineering, Project Management/ Civil Engineering, Construction Project Management Wood Construction/Civil Engineering, and Energy Engineering, the academic degree Bachelor of Engineering (abbreviated: "B.Eng.") is awarded.
- (5) After passing the Master's examination, the academic degree Master of Engineering (abbreviated:

"M.Eng.") is awarded in the study programs Civil Engineering, Project Management (Construction) and Engineering Management. The academic degree "Master of Science" (abbreviated: "M.Sc.") is awarded in the study programs Business Administration, Energy and Building Systems, Architecture and Industrial Biotechnology.

§ 3 Preliminary Internships

- (1) In the Bachelor Degree Programs in Civil Engineering and Construction Project Management/ Construction Engineering, proof of practical work experience (pre-study internship) is required for enrollment. The duration, timing and educational content of the pre-study internships are specified in the Special Section. A completed vocational training in a correspondingly recognized training occupation can be counted towards the pre-study internship.
- (2) The university management may exceptionally enroll an applicant despite the fact that he/she has no or only incomplete practical work experience if the pre-study internship could not be completed for compelling reasons. In this case, the pre-study internship must be completed by the end of the first study period at the latest.

§ 4 Standard Period of Study, Structure of the Program and Number of Hours, Modules, Credit Points, Additional Subjects

- (1) The standard period of study is 8 semesters for the Bachelor Program in Architecture, 2 semesters for the Master Program in Architecture, 7 semesters for the other Bachelor Programs and 3 semesters for the other Master Programs.

It consists of the theoretical study semesters, the integrated practical semesters in the Bachelor Programs, including the time for writing the Bachelor and Master Thesis and for taking all the exams. The standard period of study for Bachelor Programs (except for the Bachelor Program in Architecture) increases from 7 to 8 semesters when the "Bachelor International" study model is completed.

The standard period of study of the Bachelor courses of studies Energy Economy and Construction Project Management/Construction Engineering increases from 7 to 8 semesters, if the study model "deepened practice" is completed. Details of the "in-depth practice" study model are regulated by the special parts of the Bachelor Programs in Energy Economics and Construction Project Management/ Civil Engineering.

Students (of the study programs Civil Engineering, Civil Project Management/ Civil Engineering and Energy Engineering) can be offered to complete the services of semesters 1 and 2 in a period of three semesters (SemesterPlus- Program) within the framework of a course guidance, which must take place by the beginning of the lectures of the 2nd semester.

This increases the standard period of study for participants in this program by one semester. The SemesterPlus Program serves to individualize the course of study in order to systematically close existing gaps in knowledge and develop missing key qualifications.

- (2) In the Bachelor's program with a standard period of study of more than three years, an intermediate examination takes place in which the student has to prove that he/she has acquired the technical and methodological foundations necessary for the successful continuation of his/her studies.
- (3) The total time required for the successful completion of the program of study in the compulsory and optional

areas in semester hours per week is specified in the Special Section. For the successful completion of the study program, a total of 240 credit points must be earned in the Bachelor Degree Program in Architecture, 60 credit points in the Master Degree Program in Architecture, 210 credit points in the other Bachelor Degree Programs or 240 credit points for the study models "Bachelor International" and "Deepened Practice" and 90 credit points in the other Master Degree Programs. Each Master graduate must normally prove 300 credit points at the end of the course. Details of how any missing credit points can be acquired are regulated in the Special Section.

- (4) The structure of the study program is regulated by the Special Section.
- (5) An activity as an elected member in statutory bodies or statutory bodies of the university or the Students' Social Service ("Studierendenwerk") for at least one year can be disregarded for up to one academic year when calculating the examination deadlines; the decision on this is made by the President.
- (6) The study program is modularly structured. A module refers to a group of thematically and chronologically coordinated courses, which are linked to a certain number of credit points according to the time required for successful participation. The standards for the allocation of credit points correspond to the ECTS (European Credit Transfer System). One credit point corresponds to 30 hours of student work.
- (7) The compulsory area comprises the courses to which the study program must extend in the individual semesters.
The elective area comprises the courses that students must select from the course offerings in the prescribed manner in the individual semesters of study. Every student must inform the university in writing of the electives chosen by the deadline specified by notice. A change of the chosen choice is only possible for good reason in the first 2 lecture watches of the semester. The application for change must be submitted in writing to the Dean of Studies. Courses in compulsory elective subjects are only held if at least 6 students attend.
- (8) Students can apply to have additional, in the special part not prescribed examination achievements from the range of subjects offered by the university included in the certificate as an additional subject. Additional subjects that are not included in the final grade and do not receive credit points
- (9) By resolution of the Faculty Council, the order and type of courses and their examination types and durations as specified in the Special Section may be changed for compelling reasons for a maximum period of two semesters. The changes must be announced in good time, usually at the beginning of the semester.

§ 4a Study Model Bachelor International"

- (1) The study model "Bachelor International" of all study programs at Biberach University of Applied Sciences extends over eight semesters with a total of 240 credit points, of which at least two semesters must be completed abroad. As a rule, this involves one theoretical and one practical semester. Upon application by the student, the practical semester can be replaced by a theoretical semester or vice versa, the theoretical semester by a practical semester (the bachelor thesis is part of a theoretical semester). The respective examination board decides on the application. During theoretical study semesters at a foreign university, lectures in foreign languages must be attended. Practical semesters abroad must also be completed in a foreign language and the internship report must generally be written in English.
- (2) If the study programs want to carry out a selection procedure, it must be carried out in accordance with the selection statutes of the respective study program for the "Bachelor International" study model. The students

should apply for the study model at the end of the 2nd semester. The regulations of the statutes of Biberach University of Applied Sciences for the internal selection procedure and the recognition of achievements for the study model "Bachelor International" in the Bachelor's degree program in Architecture dated 21.02.2019 take precedence overall, but limited to the faculty, over the regulations of § 4a of the General Part of the Study and Examination Regulations for the Bachelor and Master Degree Programs at Biberach University of Applied Sciences dated 20.02.2011.

- (3) The mastery of a foreign language must be proven by a language certificate at C1 level (preferably the Common European Framework of Reference for Languages) at the end of the studies.
- (4) As a rule, the module "International Competence I" must be successfully completed before the start of the stay abroad.
- (5) Before the beginning of the stay abroad, the subjects or modules to be taken at the university abroad are agreed upon in an "11 Learning Agreement" between the student, the University of Applied Sciences Biberach and the university abroad. The subjects or modules to be taken at a university abroad - Study and examination achievements depend on what is offered there. The university abroad decides on admission to the examination for the services agreed in the "Learning Agreement".
- (6) Of the 60 credits that must be earned for the International Study Model, a maximum of 50 credits can be earned abroad. Examination achievements acquired beyond this can be included as an additional subject in the transcript of records at the student's request. Further details are regulated in § 4 (8).
Missing credit points can be replaced by exams at Biberach University of Applied Sciences upon request, which will be decided by the examination board. If the minimum number of 12 credit points per semester is not earned at the university abroad, the examination board will decide whether the student should remain in the "Bachelor International" study model.
- (7) At the end of the stay abroad, the module "International Competence II" must be completed. This includes the participation in a final seminar covering the entire program "Workshop Internationalization" in which each student gives a presentation in English to the university public on their stay abroad.
- (8) The study and examination achievements of the study model "Bachelor International" are listed in the following table. The integration of the model into the study programs is regulated in the special part of the study and examination regulations.
The study and examination performances achieved in the "Bachelor International" study model are not taken into account when calculating the overall grade. Exceptions are permitted and are regulated in the special part of the study and examination regulations.

Study Model "Bachelor International I": Study Abroad (SA) and Examinations at the HBC (for further details see the special part of the Study and Examination Regulations)									
		HPW				Preliminary Examination Performance	Examination	Duration (Min.)	Module / CP
	Course	Type	before SA	SA	after SA				
Module International Competence 1									6
	Intercultural Training {Studium Generale)	S	2				Stu		2
	Language Course with Diploma	L+E	2				Stu		2
	English Language Course	L	2				Stu		2
Study Abroad									50
	Lectures according to Learning Agreement or Internship								
Module International Competence 2									4
	Mentoring guest student (if necessary before SA)	S			2		Stu		2
	Workshop Internationalization	L+E			2		Stu		2

Stu = Student Research Project

§ 4b SemesterPlus-Concept

- (1) For participants (in the study programs Civil Engineering, Construction Project Management/ Civil Engineering and Energy Engineering) in the SemesterPlus Program, the Chairman of the Examination Committee agrees an individual study plan for the first three semesters. It is stipulated that the participant in the SemesterPlus Program must earn (approx.) 20 credit points per semester from the regular timetable of the respective course of study and, in addition, must complete (approx.) another 300 hours per semester for support services (without crediting through credit point e).
- (2) For participants (of the study programs Civil Engineering, Construction Project Management/ Civil Engineering and Energy Engineering) in the SemesterPlus Program, the deadlines mentioned in § 8 (1) are extended by one semester.

§ 5 Part-Time Study

The study can be carried out as a part-time study. Part-time studies can be carried out on a semesterly basis.

§ 6 Practical Study Semester

- (1) A practical study semester is integrated into the Bachelor's programs. The location of the practical study semester is regulated in the Special Section.
- (2) The six-month obligatory practical semester is to be completed in a company or at a company's institution of professional practice (practice place). The weekly/daily attendance time at the internship can be flexibly arranged between the students and the company/ the internship. In order to receive exam-relevant recognition of the compulsory practical study semester, the student must prove that he/she has attended at least 95 attendance days in the company/practice center. The lack of proof or failure to achieve the 95 days of attendance does not change the character of a compulsory practical semester. During the practical semester, students are usually supervised by a professor for up to four hours. At the beginning and end of the practical semester, block courses are held to introduce students to the tasks of the practical semester and to follow up on the experience gained during the practical semester. The latter are also intended to serve as information events for those seeking practical experience in lower semesters. These block courses are compulsory. Further details are regulated in the special section.
- (3) The university cooperates with the practical training centers in all questions concerning the practical professional training of the students.
- (4) Students must prepare written reports about their training during the practical semester and have these confirmed by the office of the practice. At the end of the practical semester, the internship office issues a certificate of employment, which shows the type and content of the activity, the beginning and end of the training period and absences. On the basis of the practical reports and the proof of activity it is decided whether the students have successfully completed the practical study semester; if the practical study semester is not recognized as successfully completed, it can be repeated once. The respective head of the internship office is responsible for the decision.
- (5) The procurement of a place for the practical study semester is the responsibility of the students. Practical places are to be proposed by the students and approved by the Dean or by a professor appointed by the Dean; in cases of doubt, the examination board will decide.
- (6) A practical semester should only be started if the study and examination achievements of the previous semesters have been successfully completed. In the Special Section it is specified which study and examination achievements must be completed as a minimum in order to properly complete the practical semester.
- (7) The university sets up internship offices for the study programs. The internship offices are responsible for the organizational handling of the practical semesters, the coordination of the training contents and the maintenance of relations with the internships.

§ 7 Exam Structure

- (1) The Bachelor and Master examination consists of graded and non-graded module examinations and the graded Bachelor or Master thesis. Details are specified in the Special Section.
- (2) Insofar as examinations at the end of a study section have to be taken, this is regulated in the Special Section. It is also regulated there whether the student can take exams of a subsequent section if he has not yet taken exams of a previous section.
- (3) Module exams consist of one or more partial module exam(s) during the course of study. In the special section, the study achievements assigned to the individual courses of the semesters are determined for each module. These achievements are required for admission to the respective module/ module submodule examination (preliminary examination achievements).

§ 8 Loss of Administration to the Study Program and the Right to Examine; Deadlines

- (1) The graded pieces of work for the Bachelor's examination for any preliminary or intermediate examinations that may be required shall be completed by the semester specified in the Special Section at the latest, the graded pieces of work for the Bachelor's and Master's examination by the standard period of study specified in § 4.
- (2) The examination entitlement for the Bachelor's program expires if the intermediate examination in Bachelor's programs with a 1st study section of 2 semesters is not taken within four semesters and in Bachelor's programs with a 1st study section of 3 semesters is not taken within five semesters, unless the person to be examined is not responsible for exceeding the deadline.
The examination entitlement for the Bachelor's programs expires if the final examination is not taken within the standard period of study defined in § 4, paragraph 1 plus three further semesters, unless the person to be examined is not responsible for exceeding the deadline. If the course of studies to date shows that the duration of studies is likely to exceed the standard period of study plus three further semesters, the student must submit an application for an extension of the period of study, the examination board will decide on this application and whether the right to take the examination is lost.
- (3) The examination entitlement for the Master's programs shall lapse if the final examination is not taken within the standard period of study stipulated in § 4 (1) plus two further semesters, unless the person to be examined is not responsible for exceeding the deadline.

§ 8a Maternity Leave, Upbringing and Care Periods

- (1) Students who
 1. become a mother, may take maternity leave for the six weeks before delivery and until the expiry of eight weeks after delivery in accordance with the following paragraphs;
 2. who live in a household with their own child or a child within the meaning of the currently valid Act on the Granting of Child-Rearing Allowance and Parental Leave (§ 15 BEEG) and who care for and bring up this child themselves, may take parental leave in accordance with the following

paragraphs until the child reaches the age of three. If there are several children, each child is entitled to parental leave, even if the periods of time overlap;

3. caring for and bringing up a child in accordance with No. 2 up to the age of ten years or caring for family members who are severely disabled or in need of care may take advantage of care periods in accordance with the following paragraphs;
 4. caring for close relatives in need of care within the meaning of § 7 of the German Care Time Act ("Pflegezeitgesetz"), may take advantage of care lines up to a duration of 6 semesters in accordance with the following paragraphs.
- (2) Any claim to the rights derived from paragraph 1 shall be asserted against the university by written application. The application shall be submitted 4 weeks before the date on which maternity leave, parental leave or childcare is to begin. It can also be submitted during the semester. For each new semester, an extension for the respective semester must be applied for. For maternity protection, the certificate of a doctor or midwife must be presented upon request by the university. In the other cases of paragraph 1, evidence must be presented which is suitable to prove the above-mentioned requirements.
- (3) If the special situation according to paragraph 1 is recognized by the university, then all deadlines regulated in these study and examination regulations are interrupted. The topic of an issued Bachelor's and Master's thesis shall be deemed not to have been assigned upon application by the student. Students will be granted leave of absence from the course of study in accordance with § 61 Para. 3 LHG. If the duration of a leave of absence according to paragraph 1 amounts to more than 6 semesters in total, the study program is to be continued according to the then valid study and examination regulations. The examination board shall make a transitional arrangement for the students concerned in order to avoid serious disadvantages and a considerable extension of the duration of studies.
- (4) For supervision times, the responsible examination board should grant an extension of the maximum permissible study time according to § 8 by up to three semesters in the Bachelor's program and up to two in the Master's program. This is subject to the condition that the previous academic performance is such that a successful completion of the study program can be expected. The student is on leave of absence from the study program for the duration of the supervision period according to § 61 LHG. The opportunity to take part in examinations remains. The processing period of the bachelor or master thesis cannot be interrupted by supervision times.

§ 9 Study and Examination Achievements, General Admission Requirements, External Examination and Special Regulations

- (1) Study and examination achievements can be completed in either German or English, subject to availability.
- (2) Examinations are usually taken during the examination weeks outside the lecture period of the study semester.
- (3) An examination can only be taken within the examination deadlines if the student is enrolled in the relevant course of study and has not lost the right to take the examination for the relevant course of study and has passed the preliminary examinations for the relevant module or module part examination.

- (4) The application procedure is determined by the Examination Office.
- (5) The university can conduct preliminary and intermediate examinations as well as final examinations for non-enrolled students (external examination). The Admission requirements for the external examination are defined in a separate examination regulation.
- (6) Examinations by the following types
 - Oral Examinations
 - Written Examinations
 - Housework
 - Presentations
 - Laboratory Work
 - Project Work
 - StudentResearchProjectscan be provided.
- (7) Other types of examinations are also possible for ungraded pieces of work. In the case of project work, term papers or presentations, participation in a group of students (teamwork) can be scheduled as a preliminary examination. The examiner decides on this and announces this at the beginning of the course. All other types of examination as provided for in paragraph 6 are also eligible for preliminary examination work. The examiner shall decide on the successful completion of the examination.
- (8) Written examinations based solely on the multiple choice procedure are generally excluded.
- (9) If there are impairments in the person of an examinee or of an examinee who has a disability or a chronic illness which make it difficult to take the exam in the prescribed form, the board of examiners may, upon written request, take reasonable measures to compensate for the impairment or, if the objective of the respective exam can be demonstrated to be equivalent, allow the exam to be taken in another form. The application must be submitted with the registration for the examination. Proof of abilities which are part of the performance of the examination taken may not be waived. The impairment must be explained and proven by a medical certificate containing the necessary findings. The board of examiners may demand the presentation of a medical certificate from a doctor appointed by it.

§ 10 Oral Examinations

- (1) Students are expected to demonstrate through oral examinations that they are able to recognize the interrelationships of the examination area and that they are able to classify special questions in these contexts. It should also be determined whether they have a broad basic knowledge.
- (2) Oral examinations are usually taken in front of at least two examiners (collegial examination) or in front of one examiner in the presence of an assessor (§ 23) as group examination or individual examination.
- (3) The duration of oral examinations shall be determined in the Special Section.
- (4) The main subjects and results of the oral examinations are to be recorded in a protocol. The result is to be communicated to the examined persons at the end of each oral examination.
- (5) Students who wish to take the same examination at a later date should be admitted as listeners

according to the available space, unless the person to be examined objects. However, admission does not extend to the consultation and announcement of the examination results.

§ 11 Exams and other Written Work

- (1) In the written exams and other written work, students should demonstrate that they are able to solve tasks and work on topics in a limited time and with limited resources using the common methods of their subject. The written exam should also establish whether they have the necessary basic knowledge. In the written exams, topics can be selected.
- (2) The evaluation procedure should not exceed four weeks.
- (3) The duration of the exams and other written work is determined in the Special Section.

§ 12 Bachelor Thesis and Master Thesis

- (1) Bachelor and Master Thesis are examination papers. They are intended to show that within a given period of time a problem from the subject can be solved independently using scientific methods.
- (2) The Bachelor or Master Thesis is issued and supervised by a professor or, if professors are not available as examiners, by lecturers and teaching staff for special tasks, provided that they are active in a field relevant to the respective course of study. Exceptions are permitted and are regulated in the Special Part or the subject-specific study and examination regulations for the joint consecutive Master program in Industrial Biotechnology of the University of Applied Sciences Biberach and the University of Ulm. The bachelor's or master's thesis can also be issued and supervised by persons experienced in professional practice and education who themselves have at least the same or equivalent qualification as that obtained by the Diploma/ Bachelor or Master examination in the respective course of study. If the Bachelor or Master Thesis is to be carried out in an institution outside the university, this requires the approval of the chairman of the examination board.
- (3) The Bachelor or Master Thesis may also be completed in the form of a group work if the individual's contribution, which is to be assessed as an examination performance, is clearly recognizable and assessable and meets the requirements according to paragraph 1.
- (4) The processing time for the Bachelor or Master Thesis is specified in the special section. There it is also specified which module/partial module examinations must at least have been passed when the Bachelor or Master Thesis is issued. If the Special Section of the examination regulations does not stipulate earlier registration deadlines, the Bachelor or Master Thesis must be registered no later than 3 months after the announcement of the successful completion of all other module examinations.
- (5) The Bachelor or Master Thesis of the study programs must be submitted to the examination office in due time; for the Bachelor programs Architecture, Pharmaceutical Biotechnology, Industrial Biotechnology as well as for the Master programs Architecture and Engineering Management, the submission is regulated separately. The date of submission must be recorded. When handing in the paper, a written assurance must be given that the paper - in the case of group work the correspondingly marked part of the paper - was written

independently and that no aids other than the sources and aids indicated were used.

- (6) The Bachelor's or Master's thesis can be repeated once if the grade is worse than " sufficient" (4,0); a second repetition is excluded. A written request for a new topic must be submitted to the Chairman of the Examination Committee within a period of six weeks after notification of the failure to pass. If the application deadline is missed, the claim to examination expires unless the person to be examined is not responsible for the failure.

§ 13 Evaluation of Exam Performance/ECTS Grades

- (1) The grades for the individual exams are set by the respective examiners. The following grades shall be used for the evaluation of the examination performances:

1 = very good = an excellent performance;

2 = good = a performance that is considerably above average;

3 = satisfactory = a performance that meets average requirements;

4 = sufficient = a service that still meets the requirements despite its defects;

5 = not sufficient = a service that no longer meets the requirements due to significant defects.

For a differentiated evaluation of the examination performances, the individual grades are increased or decreased by 0.3 to intermediate values; the grades 0.7, 4.3 and 5.3 are excluded.

- (2) If an exam consists of several exam performances, the grade is calculated from the average of the fixed grades. In accordance with the regulations in the Special Section, special weight is given to the grades of individual examination papers.

The grade is

with an average of up to and including 1.5 = very good;

with an average of 1.6 up to and including 2.5 = good;

with an average of 2.6 up to and including 3.5 = satisfactory;

with an average of 3.6 up to and including 4.0 = sufficient;

with an average of 4.1 = not sufficient.

- (3) When averaging, only the first decimal place after the decimal point is considered; all other places are deleted without rounding.
- (4) The weighting shown in the Special Section applies to the formation of module grades
- (5) For the evaluation of the final grade according to the grading scale of the European Credit Transfer System (ECTS grades, ECTS degrees), the following determination and assignment scheme applies:
The ECTS grade is determined on exactly two cut-off dates: March 1 and September 1 for the last four years of the program, if necessary taking into account related programs at Biberach University of Applied Sciences, if there is no sufficient minimum size (see above grades) for a program. Subsequent changes in grades are not taken into account in the distribution of grades.

The ECTS evaluation scale classifies students' performance according to statistical aspects. Successful students receive the following grades:

A	=	the best	10%	=	excellent
B	=	the next	25%	=	very good
C	=	the next	30%	=	good
D	=	the next	25%	=	satisfactory
E	=	the next	10%	=	sufficient

- (6) The relative ECTS grade is shown in both the final certificate and the Diploma Supplement.

§ 14 Registration, Cancellation, Withdrawal, Omission, Deception, Violation of Regulations

- (1) Students must be registered to participate in the module or module part examinations (examination papers) prescribed in the Special Section. The registration is done automatically by the administration of the university (compulsory registration)

1. in the **theoretical** study semesters

- to the examination results of the compulsory modules, which are assigned to the courses
- of the theoretical study semester in which the student is enrolled,
- to the examination performances not yet successfully completed in the compulsory modules from previous semesters,
- to the chosen exam performances of the elective modules
- to the repeat examinations of failed examination performances of the elective module.

2. in the compulsory integrated **practical** study semester

- to the examinations of the compulsory modules which are assigned to the compulsory integrated practical semester.

By application of the student to the Examination Office by Wednesday of the 8th week after the start of the lecture at the latest, the registration is made

1. in the **theoretical** study semesters

- to graded pieces of work from courses that are assigned to a higher theoretical study semester than the one in which the student is enrolled, provided that the preceding final examination of the study section is verified § 7 (2)
- to additional compartments according to § 4 (8).

2. in the compulsory integrated **practical** semester

- to the not yet successfully completed compulsory and optional modules from previous semesters,
- to graded pieces of work from courses which are assigned to a higher theoretical study semester than the one in which the student is enrolled, provided that the preceding final examination of the study period has been proven § 7 (2).

If the prerequisites necessary for taking the examination are met (§ 7 (3)), the person to be examined is admitted to the respective examination performance upon registration.

Late registration of examination performances is possible until Friday of the 15th week after the beginning of the lecture, for a late fee (exclusively for examinations). If there is no registration for the examination, the

examination may not be taken.

- (2) Students can deregister from exams for which they have been registered for the first time without giving reasons up to one calendar day before the day of the respective exam via the online portal of the university (LSF). After this date, a cancellation is generally excluded.
For good reasons, an application for subsequent withdrawal from the examination can be made until immediately before the examination begins. The reason for the subsequent withdrawal must be notified immediately in writing and must be substantiated. The board of examiners will decide on the request. Cancellation of repeat examinations is not permitted.
- (3) An examination performance is considered to be graded "insufficient" (5.0) or "failed" if the person to be examined has missed an examination date without good reason or the repetition period according to §16 (2) has expired. The same applies if a written examination is not completed within the scheduled processing time. Withdrawal during or after an examination is generally excluded. Permanent impairments do not entitle to withdraw from the examination; the possibility of compensating for disadvantages is reserved.
- (4) If someone tries to influence the result of his or her examination performance by deception or the use of aids that are not allowed, the examination performance in question will be graded as "insufficient". Anyone who disturbs the proper course of the examination date may be excluded from continuing the examination by the respective examiner or supervisor; in this case the examination will be graded "insufficient" (5,0). In serious cases, the examination board may exclude the person to be examined from the performance of further examination services.
- (5) The person affected by the decision may, within a period of 4 weeks, request that the decisions under paragraph 5, sentences 1 and 2 be reviewed by the board of examiners. The person affected by the decision must be informed immediately in writing of any incriminating decisions, the reasons for them must be stated and they must be provided with instructions on how to appeal.

§ 15 Passing Examinations

- (1) A module submodule exam is passed if it was graded at least "sufficient".
- (2) A module examination is passed if all module submodule examinations assigned to it have been passed. Credit points are only awarded for passed module or module submodule examinations.
- (3) A possibly required preliminary or intermediate examination in the Bachelor's course of study is passed if all module examinations to be taken by this time have been passed. Details are set out in the Special Partial Rules
- (4) The Bachelor examination shall be deemed to have been passed if all module or module submodule examinations and the Bachelor thesis have been passed, the ancillary conditions resulting from the Special Section have been fulfilled and the required number of 240 credit points in the architecture course of study or at least 210 credit points in the other courses of study have been earned.
- (5) The Master examination shall be deemed to have been passed if all module/partial module examinations and the Master Thesis have been passed, the ancillary conditions resulting from the Special Section have been fulfilled and the required number of 60 credit points in the course of study in Architecture or at least 90 credit points in the other courses of study have been earned.

§ 16 Repeatability of Examinations

- (1) Failed module or module part examinations can be repeated once. The repetition of a passed module or module submodule examination is generally not permitted. Exceptions are permitted for the architecture courses of study according to §26 and §37. Failed attempts at other universities in the Federal Republic of Germany will be credited. In addition, every student is entitled to a second repetition (third attempt) of a failed examination, provided that he/she can prove to the examination office that he/she has taken part in a course of study consultation. A further attempt (fourth attempt) is not possible.
- (2) The repeat examination should be taken no later than the examination dates of the following semester. Failure to meet the deadline for the repeat examination will be graded 5.0, unless the person to be examined is not responsible for the failure.
Repeat examinations in the area of elective subjects can be replaced by other elective subjects of the same credit score if the elective subject is not offered in the following semester.
- (3) The Bachelor's or Master's thesis can only be repeated once (see also § 12 para. 6).

§ 17 Final Failure to pass the Bachelor and Master Exam

- (1) The Bachelor or Master Examination is finally failed if
 1. the Bachelor's or Master's thesis has not been passed or is deemed not to have been passed at the second attempt or
 2. the claim to examination has been lost due to exceeding the deadline according to § 8 or
 3. the repeatability of a test according to § 16 para. 2 is not given.
- (2) A notice will be issued regarding the final failure of the Bachelor's or Master's examination, which must be accompanied by instructions on legal remedies.
- (3) Upon application and on presentation of the relevant evidence and the certificate of exmatriculation, a certificate will be issued which contains the examination results and their grades and indicates that the Bachelor or Master examination has not been passed.

§ 18 Crediting of Periods of Study, Study and Examination Achievements as well as Preliminary oder Intermediate Examinations

- (1) The examination boards of the study programs are responsible for the recognition of periods of study as well as study and examination credits.
- (2) Periods of study, study and examination achievements as well as degrees that have been earned in courses of study at other state or state-recognized universities and universities of cooperative education in the Federal Republic of Germany or in courses of study at foreign state or state-recognized universities will be recognized, provided that there is no significant difference in the acquired competencies compared to the achievements or degrees that are replaced. The recognition serves the continuation of the studies, the passing of examinations or the commencement of further studies.

- (3) The application for recognition must be submitted no later than Wednesday of the 8th week of lectures following the commencement of studies, or, if the study or examination work was completed during a stay abroad, within 3 months of the date of return to the university. After expiry of the three-month period, a claim for recognition only exists if the requirements for reinstatement to the previous status are met (§ 32 VwVfG). It is the responsibility of the applicant to provide the necessary information about the benefit to be recognized. The burden of proof that an application does not meet the requirements for recognition lies with the university. Decisions to reject an application in whole or in part will be justified in writing and accompanied by instructions on the right of appeal.
- (4) The recognition of a study and examination performance is excluded if the applicant is already in the examination procedure of the University of Applied Sciences Biberach.
- (5) The preliminary or intermediate examination taken at another German University of the same type of higher education institution in the same or related courses of study will be recognized upon application; paragraphs 1 and 2 remain unaffected. The participation in recognized correspondence course units is credited like the appropriate operational readiness level study to the study time.
- (6) If agreements and treaties of the Federal Republic of Germany with other countries on equivalence in higher education (equivalence agreements) favour students from foreign countries in deviation from paragraphs 1 to 3, the regulations of the equivalence agreements take precedence.
- (7) If study and examination achievements are credited, the grades - as far as the grading systems are comparable - are to be adopted and included in the calculation of the overall grade. In the case of incomparable grading systems, the remark "passed" is included. In this case no inclusion in the calculation is made. Credited study and examination achievements can be indicated in the "Transcript of Records", in the certificate and in the "Diploma Supplement".
- (8) Knowledge and skills acquired outside of the university system will be credited towards university studies if
 - at the time of crediting, the requirements for university admission are met,
 - the knowledge and skills to be credited to the higher education studies are equivalent in content and level to the studies and examinations they are intended to replace, and
 - the criteria for recognition have been reviewed in the context of an accreditation.

Knowledge and skills acquired outside the university system can replace a maximum of 50 percent of university studies. Details, in particular under what conditions and to what extent knowledge and skills acquired outside the university system can be credited, are regulated in the Special Section. A placement test may be provided for the purpose of decision-making.

§ 19 Formation of the Final Grade, Certificates, Bachelor and Master Certificate

- (1) The overall grade is calculated from the module grades, the module submodule examination grades of the elective area, as far as they are not assigned to modules, and the grade of the Bachelor or Master Thesis. Details, in particular the respective weighting of the grades, can be found in the Special Section.
- (2) Candidates who have passed any required preliminary or intermediate exams will receive a certificate containing the grades achieved in the modules. The certificate must be signed by the chairman of the

examination board. The date of the certificate shall be the date on which the last examination was taken.

- (3) Candidates will receive a certificate of passing the Bachelor's or Master's examination without delay, if possible within four weeks. The certificate shall include the modules and the grades achieved in them, the topic and grade of the Bachelor's or Master's thesis as well as the overall grade. In the case of outstanding performance (overall grade at least 1.3), the overall grade "passed with distinction" is awarded. The certificate bears the date of the day on which the last examination was completed. It must be signed by the chairman of the examination board.
- (4) At the same time as the certificate, the candidate receives the Bachelor or Master Degree Certificate with the date of the certificate. This certifies the award of the Bachelor or Master Degree. The Bachelor and Master Certificate is signed by the President and bears the seal of the university. In the engineering science programs with at least 6 theory semesters, in addition to the award of the academic degree, the certificate will contain a note that the graduate is entitled to use the protected professional title of engineer according to the applicable German engineering laws.
- (5) In addition, the candidate receives a Transcript of Records and a Diploma Supplement in English with the date of the certificate. The Diploma Supplement records all modules completed and the study achievements assigned to them, including the credit points and examination grades awarded. The "Diploma Supplement" and the " Transcript of Records" are signed by the chairman of the examination board.
- (6) Certificates and diplomas are issued by the Central Examination Office.

§ 20 Invalidity of Examinations

- (1) If a candidate has cheated in an examination and this fact only becomes known after the certificate has been issued, the examination board may subsequently correct the affected marks accordingly and declare the examination failed in whole or in part.
- (2) If the requirements for admission to an examination were not met without a candidate wanting to deceive and if this fact only becomes known after the certificate has been issued, this deficiency will be remedied by passing the examination. If the admission was intentionally obtained wrongly, the examination board will decide.
- (3) Those affected must be given the opportunity to comment before a decision is made.
- (4) The incorrect certificate shall be withdrawn and, if necessary, a new certificate shall be issued. In the case of the incorrect examination certificate, the Bachelor or Master Degree certificate shall also be withdrawn if the examination was declared "failed" due to the deceptive act.

§ 21 Access to the Examination File

- (1) Within one year after completion of the examination procedure, the candidates will be granted access to their written examination papers, the related expert opinions and the examination records in an appropriate form upon request. § Section 29 of the State Administrative Procedure Act remains unaffected.
- (2) The application must be submitted informally in writing to the examiner.

§ 22 Examination Committee

- (1) For the organization of the examinations as well as the tasks assigned by these study and examination regulations, an examination board is formed for each course of study. As a rule, it has no more than seven members. The term of office of the members is 2 years. It is responsible in particular for the decision
 1. about the consequences of violations of examination regulations (§14)
 2. about the passing of examinations (§ 15)
 3. on the repeatability of examinations (§ 16 (2))
 4. about the final failing of the Bachelor and Master examination (§8 Abs. 2 and §17)
 5. on the recognition of periods of study, study and examination achievements as well as preliminary or intermediate examinations (§18)
 6. on the appointment of auditors and assessors (§ 23)
- (2) The chairman, his deputy, the other members of the examination board and their deputies shall be appointed by the faculty to which the course of study is assigned from among the professors of that faculty and the professors of other faculties who regularly hold courses in the course of study. The head of the internship office is an ex officio member of the examination board. Other professors, lecturers and lecturers for special tasks may be consulted in an advisory capacity. As a rule, the chairman conducts the business of the examination board.
- (3) The board of examiners ensures that the provisions of the study and examination regulations are observed. It reports regularly to the Faculty on the development of the examination and study times including the actual processing times for the Bachelor thesis as well as on the distribution of module and total notes. The report shall be published in an appropriate manner by the university. The examination board will make suggestions for the reform of the curriculum and the study and examination regulations.
- (4) The members of the board of examiners have the right to participate in the acceptance of the examination papers.
- (5) The members of the Examination Committee and their deputies are subject to official secrecy. If they are not in public service, they shall be bound to secrecy by the chairperson.
- (6) The audit committee may delegate all or part of the tasks assigned to it to the chairmen.

§ 23 Examiners and Assessors

- (1) As a rule, the examiner of a module or module submodule examination during the course of study is the examiner of a course in the semester in question which is based on this module or module submodule examination. Exceptions are determined by the respective chairman of the examination board.

Only those persons may be appointed as examiners who have acquired at least the academic qualification corresponding to the respective subject of the examination and, unless compelling reasons require a deviation, have exercised a relevant independent teaching activity in the respective examination subject; if several examiners are to be appointed, at least one examiner shall have taught the respective examination subject. Only those persons may be appointed as assessors who have acquired at least the relevant scientific qualification corresponding to the respective subject of the examination (expert assessor). The chairman of the respective examination board is too permanent for the appointment of the assessors. For the evaluation of written final theses, one examiner must be a professor. In the case of written theses, the supervisor should

be one of the examiners. The examiners are independent in their examination activities.

As a rule, only professors are authorized to take examinations which are not part of the course of study and which are carried out in connection with the courses (written theses). Lecturers and lecturers for special tasks may be appointed as examiners, if professors are not available as examiners.

Persons experienced in professional practice and education may also be appointed as examiners if they themselves possess at least the qualification to be determined by the examination or an equivalent qualification.

The appointment is made by the chairman of the examination board.

- (2) The chairman of the board of examiners shall ensure that the candidate is informed of the names of the examiners in good time. The announcement should be made at the same time as the admission to the examination, normally at least two weeks before the examination. Announcement by posting is sufficient.

§ 24 Electronic Messages

- (1) The results of examinations can also be announced electronically.
- (2) Other communications, notices and inquiries may also be made electronically. They shall be sent to the e-mail address assigned to the student by the university. On the day after the electronic message was available to the student, access shall be deemed to have been granted. Otherwise, the electronic way is excluded for incriminating administrative acts as long as the student has informed the university of his or her current postal address.

B. Special Part

- §26 Bachelor Program Architecture (8 semesters)
- §27 Bachelor Program Civil Engineering
- §27a Bachelor Program Civil Engineering (6 semesters)
- §28 Bachelor Program in Construction Project Management/Civil Engineering
- §28a Construction Project Management Wood Construction/Civil Engineering
- §29 Bachelor of Business Administration (Construction and Real Estate)
- §30 Bachelor Program in Building Climate Control (discontinued)
- §31 Bachelor Degree in Pharmaceutical Biotechnology
- §32 Bachelor Program in Energy Economics
- §33 Bachelor Program in Industrial Biotechnology
- §34 Bachelor Program Energy Systems (discontinued)
- §35 Bachelor Degree Program Energy Engineering
- §36 Master Program Architecture (discontinued)
- §37 Master Program Architecture (2 semesters)

- §39 Master Program Project Management (Construction)

- §40 Master of Business Administration (Construction and Real Estate) (discontinued)
- §40a Master of Business Administration
- §41 Master Program in Civil Engineering
- §42 Master Program Engineering Management
- §43 Master Program Energy and Building Systems
- §44 Orientation semester (expired)

C. Subject-specific study and examination regulations for the joint consecutive Master's program in Industrial Biotechnology of Biberach University of Applied Sciences and the University of Ulm.

D. Final Provisions

§ 45 Entry into force, Transitional Arrangements

- (1) These study and examination regulations shall enter into force on 15 March 2011. At the same time, the study and examination regulations for the Bachelor's programs of August 04, 2005 and for the Master's programs of January 09, 2006 shall cease to apply.
- (2) The amendments to the study and examination regulations by the Amendment to the Study and Examination Regulations of 28.07.2020 shall enter into force with effect from 01.09.2020.

Biberach, 22.02.2011
signed

President
Professor Dr. Andre Bleicher