

ASPO (General Academic and Examination Regulations) for the Bachelor's and Master's Degree Programmes at Julius-Maximilians-Universität Würzburg

dated 1 July 2015

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Article 13 Subarticle 1 Sentence 2 in conjunction with Article 58 Subarticle 1 Sentence 1 and Article 61 Subarticle 2 Sentence 1 *Bayerisches Hochschulgesetz* (Bavarian Higher Education Act, BayHSchG) dated 23 May 2006 (*Bayerisches Gesetz- und Verordnungsblatt* (Bavarian Law and Ordinance Gazette, GVBl) p. 245, *Bayerische Rechtssammlung* (Collection of Bavarian Laws, BayRS) 2210-1-1- WFK) as amended from time to time forms the framework for the following General Academic and Examination Regulations decreed by Julius-Maximilians-Universität Würzburg (JMU).

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Preamble

1Julius-Maximilians-Universität Würzburg (JMU) is committed to achieving the highest international standards in research and teaching. 2This commitment is the basis for the general academic and examination regulations laid down in the present document as well as for additional regulations governing Bachelor's and Master's degree programmes.

Part 1: General Provisions

Section 1 Scope

(1) 1The provisions laid down in this ASPO (general academic and examination regulations) shall apply to all Bachelor's and consecutive Master's programmes offered by JMU that are studied full time. 2They shall apply unless different provisions are laid down in the FSB (subject-specific provisions) for the individual subjects. 3They shall, however, not apply if and so long as the individual subjects have their own academic and examination regulations for programmes leading to the degrees referred to above. 4In the event of subjects abandoning their own academic and examination regulations for Bachelor's and consecutive Master's programmes that existed prior to the effective date of these Regulations, this ASPO shall apply.

(2) 1The FSB as examination and programme regulations for the individual subjects supplement these Regulations and contain provisions on matters including, but not limited to, programme progression as well as programme-specific prerequisites for admission to assessments and assessment standards. 2Additional provisions are set out below.

Section 2 Aims and Objectives of Degree Programmes, Purpose of Assessments

(1) 1Bachelor's programmes lead to a first professional university degree in the subject or (in the case of subject combinations) in the subjects in question. 2Students pursuing a Bachelor's degree become familiar with the fundamental principles of the respective academic discipline, they acquire methodological and occupational skills as well as academic writing and research skills, and they learn how to apply their knowledge and skills to make a contribution to the community. 3In addition, Bachelor's programmes foster the personal development of students. 4The assessments to be taken over the course of the programme have the objective of assessing whether students are proficient in the fundamental principles of the academic discipline in question, have acquired methodological, occupational, and transferable skills, and are prepared to transfer into the professional world. 5More detailed provisions are set out in the pertinent FSB.

(2) 1Master's programmes lead to a further professional and research-oriented university degree in the subject or (in the case of subject combinations) in the subjects in question. 2Master's programmes provide the opportunity for professional and academic specialisation and can be either 'application-oriented' or 'research-oriented' as specified in the pertinent FSB. 3Interdisciplinary programmes or programmes in other disciplines, consecutive Master's programmes build on the knowledge and skills previously developed by students (while studying for a Bachelor's degree) and give them the opportunity to deepen, expand, and enhance that knowledge and those skills. 4The assessments to be taken over the course of the programme have the objective of assessing whether students have developed the profound specialist knowledge and skills necessary for transferring into the professional world, whether they are competent to grasp their discipline, and whether they are able to work independently according to academic standards.

(3) Both Bachelor's and Master's programmes require students to write a thesis in which they are expected to demonstrate their ability to research and write independently on a problem in the discipline in question within a given time frame and adhering to the principles of good academic practice.

Section 3 Degrees

(1) Upon successful completion of a Bachelor's or Master's programme, students shall be conferred, in accordance with the applicable provisions, in particular the provisions laid down in the *Ländergemeinsame Strukturvorgaben für die Akkreditierung von Bachelor- und Masterstudiengängen* (Common Structural Guidelines of the Länder for the Accreditation of Bachelor's and Master's Study Courses; hereinafter referred to as *Ländergemeinsame Strukturvorgaben*) document dated 10 October 2003 as amended from time to time, an academic degree as specified in the pertinent FSB.

(2) 1In two-subject Bachelor's or Master's programmes, students shall be conferred the academic degree identified in the FSB for the subject in which they write their thesis. 2If a student is writing an interdisciplinary thesis within the meaning of Section 26 Subsection 2, the thesis supervisor or

supervisors and the student must agree, prior to the assignment of the thesis topic, on which academic degree is to be conferred on the student and which of the two examination committees is to be responsible for conducting the thesis assessment process. ³If no agreement is reached on these two questions, Section 26 Subsection 2 Sentence 3 shall apply; in that case, students shall be conferred the academic degree identified in the FSB for the subject in which they write their thesis.

(3) ¹Holders of a Bachelor's degree normally qualify for admission to postgraduate studies including Master's programmes. ²In addition, applicants may have to meet other requirements to qualify for admission to postgraduate studies. ³Detailed regulations are set out in the pertinent regulations.

(4) ¹In accordance with the provisions set out in the pertinent doctoral regulations, holders of a Master's degree normally qualify for admission to doctoral programmes. ²The above shall apply *mutatis mutandis* to holders of a Bachelor's degree for direct admission without completion of another degree.

Section 4 Academic Advising, Obligation of Students to Stay Current on Information

(1) ¹JMU offers a wide range of advisory services. ²These include the provision of information and advice on general university-related issues, e. g. degree programmes offered, taking up studies, changing degree subjects, or transferring to another university. ³In addition, JMU offers advisory services with regard to specific questions and issues such as avoiding overlaps in two-subject degree programmes, career planning, and issues concerning students planning to spend some time studying abroad, students with chronic diseases or disabilities as well as student parents. ⁴Information on advisory services offered and the competent advice centres is provided on the web pages of JMU.

(2) ¹JMU uses an electronic system for information purposes and for the management of degree subjects. ²Students must, on their own initiative, stay current on announcements published electronically or via the University's notice boards.

Section 5 Prerequisites for Admission to Bachelor's Programmes, Recommended Fundamental Knowledge and Skills

(1) ¹To qualify for admission to a Bachelor's programme, individuals must possess a general higher education entrance qualification or a relevant subject-restricted higher education entrance qualification and must meet the prerequisites defined in the *Verordnung über die Qualifikation für ein Studium an den Hochschulen des Freistaates Bayern und den staatlich anerkannten nichtstaatlichen Hochschulen* (Regulations on the Qualification for Study at Universities of the Free State of Bavaria and State-Accredited Private Universities, *Qualifikationsverordnung - QualV*) document dated 2 November 2007 (*Bayerisches Gesetz- und Verordnungsblatt* (Bavarian Law and Ordinance Gazette, GVBl) 2007, p. 767) as well as in the JMU Bylaws on Admission (*Hochschulzulassungssatzung*) dated 21 August 2007 (available for download at: http://www2.uni-wuerzburg.de/aml_veroeffentlichungen/pdf/2007/2007-17.pdf) and the JMU Bylaws on Application Eligibility (*Hochschulzugangssatzung*) dated 28 September 2009 (available for download at: http://www2.uni-wuerzburg.de/aml_veroeffentlichungen/pdf/2009/2009-79.pdf), each as amended from time to time. ²In addition, there are no other prerequisites for admission, unless, in exceptional cases, different regulations, in particular regulations regarding the requirement to successfully complete an aptitude assessment procedure or aptitude test, have been laid down in the pertinent FSB. ³Detailed regulations on those procedures are laid down in the pertinent FSB. ⁴The Faculty or Faculties offering the subject in question shall be responsible for conducting those procedures. ⁵Applicants who successfully completed an aptitude assessment procedure or aptitude test at JMU shall be entitled to commence studies in the corresponding Bachelor's programme so long as no fundamental changes are made to the respective subject with the respective number of ECTS credits. ⁶Notwithstanding the provisions set out in the pertinent FSB, applicants will only be offered one opportunity to re-take aptitude tests or repeat aptitude assessment procedures they did not successfully complete at JMU in the subject in question. ⁷Applicants applying for admission to a subject semester other than the first and seeking to transfer from another university to JMU and study a subject that requires successful completion of an aptitude test or aptitude assessment procedure shall only be required to take that aptitude test or complete that aptitude assessment procedure at JMU if the test taken (or procedure completed) at that other university differs significantly from the test to be taken (or procedure to be completed) at JMU with regard to the skills to be demonstrated. ⁸In addition, the pertinent FSB may identify fundamental knowledge and skills that are recommended for individuals considering application.

(2) ¹Admission restrictions may be put in place for individual subjects in cases where there is no aptitude assessment procedure. ²Detailed regulations on restricted admission are laid down in the pertinent regulations decreed by the University, in particular in the JMU Bylaws on the Maximum Number of Admissions (*Zulassungszahlsatzung*) as amended from time to time.

(3) ¹Applicants seeking admission to a Bachelor's programme admission to which requires successful completion of an aptitude assessment procedure or aptitude test must submit their applications in due

form and time, within a specified preclusive period, directly to the competent officials at the competent Faculty of JMU; details on said preclusive period and competent officials shall be published by the competent Faculty in the customary manner via suitable electronic systems. ²The preceding provision shall also apply to those applicants who, pursuant to Subsection 1 Sentence 5 or 7, do not normally have to go through another aptitude assessment procedure or take another aptitude test. ³Applicants seeking admission to degree subjects in restricted admission Bachelor's programmes must submit their applications in due form and time, within a specified preclusive period, electronically via JMU's web portal. ⁴Details on the applicable deadlines will be published in the customary manner via suitable electronic systems. ⁵For all other Bachelor's programmes, students must enrol at Student Affairs within the normal enrolment deadline.

(4) ¹Admission to a Bachelor's programme must be denied if an applicant has already failed his/her final attempt to successfully complete the respective subject with the respective number of ECTS credits or the respective subject combination at JMU or at another university. ²In addition, applicants seeking to transfer to JMU to continue studies in the respective subject or subject combination they have commenced at another university shall be denied admission if they failed all permissible attempts at passing an examination or assessment that they are required to pass as per the pertinent examination regulations or are permanently unable to fulfil the requirements for the registration for an examination or assessment due to reasons other than circumstances beyond their control unless they change degree programmes. ³Applicants who already have successfully completed the respective subject or the respective subject combination with the respective number of ECTS credits at JMU or at another university shall also be denied admission.

Section 6 Prerequisites for Admission to Master's Programmes, Recommended Fundamental Knowledge and Skills

(1) ¹To be eligible for admission to a Master's programme, applicants must furnish proof of having successfully completed a Bachelor's programme with no less than 180 ECTS credits at JMU or at another university or proof of having completed an equivalent degree (e. g. *Staatsexamen* (state examination), degrees completed at a *Berufsakademie* (college of cooperative education) that comply with the applicable minimum standards defined by the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder of the Federal Republic of Germany (KMK)) at an institution in Germany or another country. ²The above notwithstanding, the pertinent FSB may include the requirement that applicants must have developed certain knowledge and skills (learning outcomes) during their first degree. ³In this context, the FSB may identify individual degree programmes or degree programme components offered by JMU that equip students with the required knowledge and skills. ⁴In addition to a first university degree or equivalent degree, prerequisites for admission may, if provided in the pertinent FSB, also include successful completion of an aptitude assessment procedure. ⁵Detailed regulations on those procedures are laid down in the pertinent FSB. ⁶The Faculty or Faculties offering the subject in question shall be responsible for conducting those procedures. ⁷Applicants who successfully completed an aptitude assessment procedure at JMU shall be entitled to commence studies in the corresponding Master's programme at JMU so long as no fundamental changes are made to the respective subject with the respective number of ECTS credits. ⁸Notwithstanding the provisions set out in the pertinent FSB, applicants will only be offered one opportunity to repeat aptitude assessment procedures they did not successfully complete at JMU in the subject in question. ⁹Applicants applying for admission to a subject semester other than the first and seeking to transfer from another university to JMU and study a subject that requires successful completion of an aptitude assessment procedure shall only be required to complete that aptitude assessment procedure at JMU if the procedure completed at that other university differs significantly from the procedure to be taken at JMU with regard to the skills to be demonstrated. ¹⁰In addition, the pertinent FSB may identify fundamental knowledge and skills that are recommended for individuals considering application.

(2) ¹Entry to individual subjects may be restricted. ²Detailed regulations on restricted admission are laid down in the pertinent regulations decreed by the University, in particular in the JMU Bylaws on the Maximum Number of Admissions (*Zulassungszahlsatzung*) as amended from time to time.

(3) ¹Applicants seeking admission to a Master's programme admission to which requires successful completion of an aptitude assessment procedure must submit their applications in due form and time, within a specified preclusive period, directly to the competent officials at the competent Faculty of JMU; details on said preclusive period and competent officials shall be published by the competent Faculty in the customary manner and shall be published online. ²The preceding provision shall also apply to those applicants who, pursuant to Subsection 1 Sentence 7 or 9, do not normally have to go through another aptitude assessment procedure. ³Applicants seeking admission to degree subjects in restricted admission Master's programmes must submit their applications in due form and time within a specified preclusive period. ⁴Details on the respective deadlines will be published in the customary manner via suitable electronic systems. ⁵Applicants seeking admission to a Master's programme may be required to submit their applications for admission via an electronic platform. ⁶For those Master's programmes admission to which does not require successful completion of an aptitude assessment procedure and/or

entry to which is not restricted, students must enrol at Student Affairs within the normal enrolment deadline.

(4) 1Admission to a Master's programme must be denied if an applicant has already failed his/her final attempt to successfully complete the respective subject with the respective number of ECTS credits or the respective subject combination at JMU or at another university. 2In addition, applicants seeking to transfer to JMU to continue studies in the respective subject or subject combination they have commenced at another university shall be denied admission if they failed all permissible attempts at passing an examination or assessment that they are required to pass as per the pertinent examination regulations or are permanently unable to fulfil the requirements for the registration for an examination or assessment due to reasons other than circumstances beyond their control unless they change degree programmes. 3Applicants who already have successfully completed the respective subject or the respective subject combination with the respective number of ECTS credits at JMU or at another university shall also be denied admission.

Section 7 Start of Programmes

Usually and unless otherwise provided in the pertinent FSB, Bachelor's degree subjects offer winter intake only and Master's degree subjects offer both winter and summer intake.

Section 8 Modular Structure of Programmes

(1) 1The Bachelor's and Master's subjects are organised into modules. 2Modules must be developed and designed in accordance with the guidelines laid down in the *Ländergemeinsame Strukturvorgaben* document. 3A module represents a self-contained study unit with defined contents which is to be completed within a defined time frame and is allocated a certain number of ECTS credits. 4A module may comprise a variety of teaching and learning methods. 5The content covered in a module must be limited to an amount that can under normal circumstances be covered within one semester or one (academic) year. 6In certain cases, modules may have a duration of more than two semesters; this shall always require written justification. 7Modules offered by JMU must always be allocated an integer number of ECTS credits. 8The minimum number of ECTS credits allocated to a module should be 5; any deviations from this rule shall require separate written justification.

(2) 1The intended learning outcomes (competences) defined for a module must be supported by the contents covered and methods of assessment used in that module. 2The length and scope of assessments shall be limited to the necessary extent. 3Usually, modules thus have only one in-module assessment; in exceptional cases, modules may have more than one assessment; this shall always require written justification. 4Detailed provisions regarding assessments are set out in Part 2 of these Regulations. 5In exceptional cases - this shall always require written justification - a prerequisite module may be required to be passed before a student may be admitted to assessment in another module and permitted to attend the courses in that other module.

(3) 1JMU module descriptions include elements that are of statutory relevance, which are listed in Appendix 1 to these Regulations, and elements that are not of statutory relevance. 2Provisions on those elements that are of statutory relevance are set out in the pertinent FSB; the elements that are not of statutory relevance can be found in the module descriptions contained in the module catalogues. 3Those module descriptions shall specify, among other things, who is responsible for a particular module (module coordinator), what subject-specific, methodological, practical, and interdisciplinary contents are to be covered in that module, and what learning outcomes are to be achieved. 4These must be in line with the overall aims of the degree subject in question. 5Module descriptions shall be prepared and updated by those institutions at JMU that are responsible for the modules in question. 6The descriptions used must comply with the guidelines laid down in the *Ländergemeinsame Strukturvorgaben* document.

(4) 1Module catalogues shall normally be published electronically. 2Module descriptions that have been published shall be binding as of the semester in which they were published and shall be valid until changes are notified on a new publication date.

Section 9 European Credit Transfer and Accumulation System (ECTS)

1In accordance with ECTS guidelines, modules shall be allocated a certain number of ECTS credits. 2These describe the necessary student workload. 3The term *workload* refers to the total amount of time necessary for students to achieve the learning outcomes expected for a particular module, i. e. contact hours, time spent preparing for assessments, completing assessments, and sitting examinations as well as independent study. 4One ECTS credit represents an average student's workload of 25 to 30 hours. 5Usually, the number of ECTS credits allocated to a semester is 30. 6Any deviations from this must be minor and shall only be permitted if the number of ECTS credits to be achieved in one academic year is

exactly 60. 7In order to be eligible for credit from the assessment of any module, students must have successfully completed all required assessment components of the module in question.

Section 10 Structure of Programmes

(1) 1Programmes shall be divided into an area of mandatory courses and/or one or several areas of mandatory electives and an area of degree finalisation; in addition, Bachelor's programmes shall comprise an area of transferable skills. 2The FSB for each subject shall include an appendix in the form of a mandatory SFB listing the modules of the subject in question along with those of their elements that are of statutory relevance. 3In accordance with the provisions of the pertinent FSB, the areas referred to above may be divided into a maximum of two levels of sub-areas, focus areas, and module groups, each of which - with the exception of module groups - will be allocated a certain number of ECTS credits. 4Module groups merely serve the purpose of categorising modules; they are not allocated any ECTS credits. 5In cases where it is planned to include modules in the SFB (list of modules) for a particular degree subject that are offered by a Faculty other than the one(s) offering that subject, prior written consent shall be obtained from the Faculty offering the modules in question.

(2) 1The list of modules offered in an area of mandatory electives as well as in the area of transferable skills that is included in the SFB is not exhaustive. 2Subject to the condition that an amendment to the relevant FSB is adopted at a later date, the competent examination committee may authorise that additional modules be added in a so-called fast-track procedure upon receipt of a written request from a student or similar. 3In this context, Subsection 1 Sentence 5 shall apply mutatis mutandis. 4Such amendment must be adopted no later than one year after the first-time implementation of the procedure described in Sentence 2 above.

(3) 1The area of degree finalisation consists of the thesis module. 2In the case of single-subject degree programmes or combinations of a major and a minor, the area of degree finalisation may, in accordance with the provisions set out in the pertinent FSB, comprise additional modules including, but not limited to, the thesis defence module, admission to which is subject to successful completion of the thesis. 3A Bachelor's thesis shall normally be worth 10 ECTS credits, and a Master's thesis shall normally be worth 30 ECTS credits. 4According to the *Ländergemeinsamen Strukturvorgaben* document, in single-subject degree programmes and programmes combining a major and a minor, a Bachelor's thesis may be worth 6 to 12 ECTS credits, and a Master's thesis may be worth 15 to 30 ECTS credits, with the respective adjustments being made to the number of ECTS credits allocated to the area(s) of mandatory courses and/or mandatory electives. 5If a Bachelor's programme includes a thesis defence, the thesis and the thesis defence together shall be worth a total of no more than 15 ECTS credits. 6If a Master's programme includes a thesis defence, the thesis and the thesis defence together shall be worth a total of no more than 30 ECTS credits.

(4) 1Students enrolled in a Bachelor's programme shall develop skills worth a total of 20 ECTS credits in modules from the area of transferable skills. 2Those skills include methodological, interpersonal, and communication skills related to the discipline in question as well as fundamental skills in other disciplines. 3The area of transferable skills is divided into the sub-areas of subject-specific transferable skills and general transferable skills with the sub-area of subject-specific transferable skills being allocated 15 ECTS credits and the sub-area of general transferable skills being allocated 5 ECTS credits. 4Within the sub-area of general transferable skills, students may select modules from JMU's pool of general transferable skills as listed in the *Ergänzende Bestimmungen für den Pool der allgemeinen Schlüsselqualifikationen (ASQ-Pool) im Rahmen eines Bachelor-Studiums an der Julius-Maximilians-Universität Würzburg* (Supplementary Regulations for the Pool of General Transferable Skills (ASQ Pool) for Bachelor's Programmes Offered by Julius-Maximilians-Universität Würzburg) document (as amended from time to time); in exceptional and duly justified cases, the organisational unit (Institute, Faculty) offering a particular ASQ-module may explicitly bar its own students or students studying particular subjects from taking that module. 5That option to bar certain students from taking certain modules shall, for example, be available for modules from subjects that were specifically designed for students of other subjects. 6If a module is not open to all students, the list of modules offered as part of the pool of general transferable skills shall state that fact. 7The FSB for the individual subjects may include recommendations on which of the modules offered should be taken. 8In addition to the existing pool of general transferable skills modules, Bachelor's subjects with 180 or 120 ECTS credits may offer general transferable skills modules exclusively for their own students. 9This shall not be permitted, however, for Bachelor's degree subjects with 75 or 60 ECTS credits.

(5) 1Students studying for a Bachelor's degree with two majors (each worth 75 ECTS credits) must earn the 5 ECTS credits from the sub-area of general transferable skills that are required pursuant to Subsection 4 Sentence 3 from modules offered as part of the pool of general transferable skills. 2The 15 ECTS credits from the sub-area of subject-specific transferable skills that are required pursuant to Subsection 4 Sentence 3 must be divided up by those students between their two majors, and the minimum number of credits that must be earned from modules from either major shall be 5 (which means that the maximum number of credits that can be earned in one of the two majors is 10).3It must

be ensured that each subject offers modules in the sub-area of subject-specific transferable skills that are worth a total of at least 10 ECTS credits.

Section 11 Length of Programmes, Subject Combinations

(1) 1The standard length of programme of consecutive Bachelor's and Master's programmes shall be ten semesters (five years) in which students are expected to earn a total of 300 ECTS credits. 2In accordance with the guidelines laid down in the *Ländergemeinsame Strukturvorgaben* document, the standard length of full-time Bachelor's programmes shall be six, seven, or eight semesters; for full-time Master's programmes, it shall be four, three, or two semesters. 3In exceptional cases and provided the programme in question is organised accordingly, the standard length of programme may be shorter or longer. 4To earn a Bachelor's degree, a student must achieve no less than 180 ECTS credits. 5To earn a Master's degree, a student must normally achieve 300 ECTS credits; this number includes the ECTS credits earned by that student towards his/her first professional university degree. 6As a rule, the standard length of the Bachelor's programmes offered by JMU shall be six semesters in which students shall be required to earn 180 ECTS credits. 7Single-subject Bachelor's degree programmes may have a standard length of seven or eight semesters in which students shall be required to earn 210 or, respectively, 240 ECTS credits. 8As a rule, the standard length of Master's degree programmes shall be four semesters in which students shall be required to earn 120 ECTS credits. 9Single-subject Master's programmes may have a standard length of two or three semesters in which students shall be required to earn 60 or, respectively, 90 ECTS credits.

(2) With regard to the total number of ECTS credits to be earned and with regard to subject combinations and the number of ECTS credits to be earned in the respective areas, the following options are available for Bachelor's degree programmes with a standard length of six semesters:

1. 1Single-subject degree programmes with 180 ECTS credits, 10 ECTS credits of which must be earned in the area of degree finalisation and 20 ECTS credits of which must be earned in the area of transferable skills. 11The area of mandatory courses should be worth a minimum of 60 ECTS credits, and the area of mandatory electives should be worth a maximum of 90 ECTS credits.
2. 1Combinations of two majors of equal weighting with 75 ECTS credits each plus 10 ECTS credits to be earned in the area of degree finalisation and a total of 20 ECTS credits to be earned in the area of transferable skills. 11In each major, the area of mandatory courses should be worth 60 ECTS credits and the area of mandatory electives should be worth 15 ECTS credits.
3. 1Combinations of one major with 120 ECTS credits and one minor with 60 ECTS credits, with 10 of the ECTS credits required for the major to be earned in the area of degree finalisation and 20 of the ECTS credits required for the major to be earned in the area of transferable skills. 11In the major, the area of mandatory courses should be worth a minimum of 60 ECTS credits and the area of mandatory electives should be worth a maximum of 30 ECTS credits. 111In the minor, the area of mandatory courses should be worth a minimum of 30 ECTS credits and the area of mandatory electives should be worth a maximum of 30 ECTS credits.

(3) With regard to the total number of ECTS credits to be earned and the number of ECTS credits to be earned in the respective areas, the following option is available for single-subject Bachelor's degree programmes with a standard length of seven semesters:

1Single-subject degree programmes with 210 ECTS credits, 10 ECTS credits of which must be earned in the area of degree finalisation and 20 ECTS credits of which must be earned in the area of transferable skills. 11The area of mandatory courses should be worth a minimum of 60 ECTS credits, and the area of mandatory electives should be worth a maximum of 120 ECTS credits.

(4) With regard to the total number of ECTS credits to be earned and the number of ECTS credits to be earned in the respective areas, the following option is available for single-subject Bachelor's degree programmes with a standard length of eight semesters:

1Single-subject degree programmes with 240 ECTS credits, 10 ECTS credits of which must be earned in the area of degree finalisation and 20 ECTS credits of which must be earned in the area of transferable skills. 11The area of mandatory courses should be worth a minimum of 60 ECTS credits, and the area of mandatory electives should be worth a maximum of 150 ECTS credits.

(5) 1In exceptional and duly justified cases, the regulations on the allocation of ECTS credits to the areas of mandatory courses and mandatory electives (where applicable) laid down in the pertinent FSB may differ from the regulations on the allocation of ECTS credits laid down in Subsections 2 to 4. 2Where single-subject degree programmes or combinations of a major and a minor are concerned, the regulations on the allocation of ECTS credits to the area of degree finalisation laid down in the pertinent FSB may also differ from the regulations on the allocation of ECTS credits laid down herein.

(6) With regard to the total number of ECTS credits to be earned and with regard to subject combinations and the number of ECTS credits to be earned in the respective areas, the following

options are available for Master's degree programmes with a standard length of four semesters:

1. Single-subject degree programmes with 120 ECTS credits, 30 ECTS credits of which must be earned in the area of degree finalisation.
2. Combinations of two majors of equal weighting with 45 ECTS credits each plus 30 ECTS credits to be earned in the area of degree finalisation.

(7) With regard to the total number of ECTS credits to be earned and the number of ECTS credits to be earned in the respective areas, the following option is available for single-subject Master's degree programmes with a standard length of three semesters:

Single-subject degree programmes with 90 ECTS credits, 30 ECTS credits of which must be earned in the area of degree finalisation.

(8) With regard to the total number of ECTS credits to be earned and the number of ECTS credits to be earned in the respective areas, the following option is available for single-subject Master's degree programmes with a standard length of two semesters:

Single-subject degree programmes with 60 ECTS credits, 30 ECTS credits of which must be earned in the area of degree finalisation.

(9) ¹Where Master's degree programmes are concerned, regulations on the distribution of the total number of ECTS credits among the areas of mandatory courses and mandatory electives (where applicable) pursuant to Subsections 6 to 8 must be laid down in the pertinent FSB. ²Where single-subject degree programmes are concerned, the regulations on the allocation of ECTS credits to the area of degree finalisation laid down in the pertinent FSB may also differ from the regulations on the allocation of ECTS credits laid down herein.

(10) ¹Unless the FSB for the degree subjects in question provide for restrictions on selection of subject combinations, students planning to enrol in a Bachelor's or Master's programme and study a combination of two subjects are free to choose any two subjects and any combination model offered for those subjects from among the options on offer. ²Information on possible subject combinations without overlaps is available from the Central Academic Advisory Service and the competent Course Advisory Services. ³Specific combinations of two subjects in two-subject degree programmes can be given characteristic names, provided that both Faculties concerned wish to do so and uniform regulations are laid down in the pertinent FSB. ⁴When combining subjects, students shall not be permitted to combine two different combination models of one and the same subject with each other. ⁵Students shall not be permitted to study combinations of subjects that have identical mandatory courses. ⁶In addition, students shall not be permitted to study for two degrees in the same major at the same time.

(11) ¹To ensure that they are able complete their programme within the designated time, students are recommended to take modules in a particular order. ²In many cases, modules build upon one another. ³The Faculty or Faculties offering the subject in question shall issue recommendations for programme progression. ⁴Wherever possible, those recommendations should identify time slots where students can complete work placements and/or periods of study abroad without losing time to graduation.

(12) In cases where students are studying a combination of two degree subjects, there shall not be a separate subject semester count for each subject.

Section 12 Teaching Methods

(1) ¹JMU offers different types of courses. ²Teaching methods include:

1. Lectures (V):

Lectures discuss how different topics in a subject relate to each other and are designed to systematically develop the students' theoretical knowledge. Taking recent research findings into account, lectures discuss defined topics in a clear and precise manner.

2. Seminars (S):

During seminars, students gain deeper insights into selected topics. Students play an active part by giving presentations or talks as well as leading or participating in discussions.

3. Exercises (Ü):

Exercises accompany other courses and give students the opportunity to enhance their knowledge and skills. Courses centre around the independent completion of exercises and the discussion of solutions. Exercises may also have practical components.

4. Practical courses (placements, lab courses, etc.) (P)

Held either in university or non-university settings, practical courses equip students with knowledge and skills to develop proficiency in the methods of their disciplines.

5. Projects (R):

Projects usually give students the opportunity to enhance their team working skills and learn how to develop, implement, and present ideas, the overall aim being to develop the ability to tackle a non-trivial task, define project goals, and develop interdisciplinary solutions to problems.

6. Colloquia, thesis defence sessions (K):

During colloquia or thesis defence sessions, students give oral presentations of the main results of written work or demonstrate their ability to apply the knowledge and skills they have developed at university in their entirety.

7. Tutorials (T):

Aimed at students in the early stages of their degrees, tutorials accompany other courses and give students the opportunity to revise the topics covered in those courses and explore them in more detail.

8. Field trips (E):

Field trips give students insights into practice and support the educational outcome of courses.

3In addition, other teaching methods may be used; details on those methods are set out in the pertinent FSB.

(2) Insofar as this is technologically possible, courses might use eLearning (using no means of communication other than electronic) as well as blended learning (a combination of 'traditional' teaching methods and the use of electronic means of communication).

(3) 1Courses are usually taught in German. 2If that option is provided for in the pertinent SFB, the competent lecturer shall be entitled to make, after consultation with the module coordinator, the decision to teach a particular course in a language other than German. 3Students shall have no entitlement to that.

(4) Students must register for the individual courses electronically within the prescribed deadlines.

(5) 1All courses in Bachelor's or Master's degree programmes are assigned to modules. 2A module that was successfully completed may only be counted once in a particular degree programme. 3Modules that counted towards a student's Bachelor's degree should not be taken by that student in the consecutive Master's programme.

(6) 1In circumstances where not enough students have registered for a particular module offered in the area of mandatory electives or the area of transferable skills within a particular programme, there is no entitlement that that module is taught. 2The same shall apply in circumstances where there is no suitable lecturer available to deliver a particular course at JMU. 3It must be ensured, however, that students can study the area of mandatory electives as a whole as well as the specialisation or the focus offered (if any).

(7) 1It shall be permitted to limit the number of places on courses that are assigned to modules offered as part of the area of mandatory electives or the area of transferable skills (provided that those courses are not assigned to a mandatory module offered as part of that area) in cases where those courses have limited course capacity. 2Detailed regulations on matters including the number of available places, selection criteria, and the selection process shall be laid down in the pertinent FSB. 3Restrictions pursuant to Sentences 1 and 2 shall not be permitted for mandatory courses.

Part 2: Assessments

Section 13 Required Number of ECTS Credits, Deadlines

(1) 1For successful completion of a Bachelor's degree programme, students must earn a total of 180 (for programmes with a standard length of six semesters), 210 (for programmes with a standard length of seven semesters), or 240 ECTS credits (for programmes with a standard length of eight semesters) in one or, in the case of a subject combination, in the two subjects. 2The distribution of the total number of required ECTS credits among the individual areas as well as sub-areas and/or focus areas (if any) of the degree subject or subjects in question shall be in accordance with the relevant regulations.

(2) 1For successful completion of a Master's degree programme, students must earn a total of 60 (for programmes with a standard length of two semesters), 90 (for programmes with a standard length of three semesters), or 120 ECTS credits (for programmes with a standard length of four semesters) in one or, in the case of a subject combination, in the two subjects. 2The distribution of the total number of required ECTS credits among the individual areas as well as sub-areas and/or focus areas (if any) of the degree subject or subjects in question shall be in accordance with the relevant regulations.

(3) Students should earn the number of ECTS credits required pursuant to Sections 1 and 2 within the standard length of their programme.

(4) ¹Students who fail to earn the required number of ECTS credits by the end of the second subject semester after the end of the standard length of their programme and furnish evidence thereof to the Examination Office shall be deemed to have failed their first attempt to successfully complete the Bachelor's or Master's programme in the respective subject combination. ²Students who fail to earn the required number of ECTS credits by the end of one more additional semester and furnish evidence thereof to the Examination Office shall be required to terminate the Bachelor's or Master's programme in the respective subject combination with no award. ³Notwithstanding the provisions of Section 26 Subsection 8, an assessment assigned to a particular semester that was scheduled for, or the results of which are notified to students on, a date at the beginning of the semester immediately following that semester shall be deemed to have been taken in the semester to which it was assigned. ⁴The Examination Office shall be responsible for verifying whether, in a Bachelor's degree programme, a total of 180, 210, or 240 ECTS credits or, in a Master's degree programme, a total of 60, 90, or 120 ECTS credits was earned and, in particular, whether the respective number of ECTS credits required in the individual areas of the subject or the two subjects (in the case of subject combinations) was earned.

(5) ¹The FSB for a subject may prescribe that students must have successfully completed the assessments in certain modules by the end of specific subject semesters (minimum ECTS score requirement (*Grundlagen- und Orientierungsprüfung (GOP) or Kontrollprüfung*)). ²If the FSB for their subject or subjects prescribe such a minimum ECTS score requirement, students are explicitly asked to take note of the provisions of Section 19 Subsection 6 as well as Section 20 Subsection 2. ³If the FSB for a degree subject prescribe a minimum ECTS score requirement (*GOP and/or Kontrollprüfung*), they must also state the relevant modules pursuant to Sentence 1 from which the required credits must be earned. ⁴If the FSB for a degree subject do not prescribe a GOP and there is an intention to derogate from the general regulations set forth in Section 4 of the JMU Bylaws on Application Eligibility as amended from time to time, the FSB in question must contain provisions regarding the successful completion of the probationary study period (*Probestudium*, pursuant to Article 45 Subarticles 2, 3 BayHSchG, Section 30 Subsection 1 Sentence 1 No. 4, Section 32 QualV, each as amended from time to time) that is mandatory for holders of a professional qualification that constitutes a subject-restricted higher education entrance qualification.

(6) ¹Students who fail to meet any one of the deadlines identified in Subsections 4 and 5 for reasons beyond their control or are prevented from successfully completing mandatory modules within the time limits set forth in Subsection 4 or 5 for reasons beyond their control shall, at their request, be granted a deadline extension by the competent examination committee. ²The reasons beyond the students' control must be present in the semester that is relevant pursuant to Subsection 4 or 5 and must be notified to the competent examination committee without delay. ³If the reasons beyond their control are related to a medical condition, students must promptly submit a letter issued by a public health office or officer (*Gesundheitsamt, Amtsarzt*) that confirms the existence of that condition. ⁴If a student is studying a subject combination, each of the examination committees involved shall take the decisions relating to its own subject. ⁵The examination committee for the subject in which the student in question is writing his/her thesis shall be responsible for verifying that an extension of a deadline pursuant to Subsection 4 or 5 is warranted. ⁶In cases where a student is writing an interdisciplinary thesis, the competent thesis committee shall be that which was given competence in accordance with the provisions of Section 3 Subsection 2 Sentence 2. ⁷In cases where a student has not selected a thesis topic yet, both examination committees must approve of the deadline extension. ⁸If they do not do so, the deadline must not be extended.

(7) In cases where a student must have re-taken and passed a particular failed assessment and furnished evidence thereof to the Examination Office of JMU by the end of the following subject semester, the deadline for re-taking that assessment shall not be extended if the student is granted a leave of absence or is disenrolled from the University.

Section 14 Examination Committee

(1) ¹An examination committee shall be elected for each subject; that examination committee shall be responsible for organising and administering assessments. ²Where subject-specific legal issues regarding assessments are concerned, the examination committee must consult with the competent module coordinators and reach an agreement with them wherever possible. ³Save as otherwise provided in the pertinent FSB, the examination committee shall have three members. ⁴It shall be permitted to elect interdisciplinary examination committees, provided that uniform regulations governing this issue are laid down in the FSB for each of the degree subjects concerned. ⁵Where those concerned do not reach an agreement on uniform regulations within the meaning of Sentence 4, it shall not be permitted to elect interdisciplinary examination committees and a separate examination committee shall be elected for each of the degree subjects concerned.

(2) ¹The members of the examination committee shall be elected by the Faculty Board of the Faculty offering the subject in question. ²Only those members of the Faculty or Faculties concerned may be elected members of the examination committee that are authorised to administer university examinations (Article 62 BayHSchG as amended from time to time). ³The members' term of office shall be three years. ⁴Members can be re-elected. ⁵The members of the examination committee shall elect from their midst a chairperson and a deputy chairperson. ⁶In addition, the Faculty Board may elect one or more replacement members for each of the groups of staff members represented on the Faculty Board; if it does so, it must also determine the order in which the elected replacement members are to be considered for appointment to the committee. ⁷The Examination Office shall be informed without delay about the composition of the examination committees. ⁸Where cross-faculty subjects are concerned that are offered under the responsibility of more than one Faculty, the interdisciplinary examination committee shall comprise members from all Faculties involved. ⁹The Faculty Boards of the Faculties involved shall elect their own representatives to the interdisciplinary examination committee. ¹⁰Whenever changes occur with regard to the matters that fall within the competence of the examination committee, a new examination committee shall be elected. ¹¹The chairperson and the deputy chairperson should be professors or university lecturers. ¹²Save as otherwise provided in the pertinent FSB, the members in the rank of professor must hold at least an absolute majority of votes on the committee. ¹³Any members who retire from the examination committee before the end of the committee's term of office shall be replaced by members appointed to the list of replacement members in accordance with the provisions of Sentence 6; replacement members shall be appointed to the examination committee based on the order given in that list. ¹⁴In cases where the Faculty Board did not appoint any replacement members or the replacement members that were appointed are no longer available to serve on the committee, individuals shall be elected by the Faculty Board of the Faculty concerned to replace retired members for the remainder of the committee's term of office.

(3) ¹The examination committee must, in a joint effort with the Deans of Studies of the Faculties involved in the provision of the degree programme in question, the University's Central Institutions, and the competent Units of the University's Central Administration in their respective roles, ensure that it is possible for students to complete the required assessments within the time limits prescribed by these Regulations or the pertinent FSB. ²For this purpose, it shall seek collaboration with the competent module coordinators and shall attempt to exert an influence on them whenever necessary. ³The type and number of courses offered, details of assessments associated with those courses, assessment dates, and deadlines for registration shall be communicated to students in a timely manner; said details shall be published by the examination committee in the customary manner, usually electronically.

(4) ¹The examination committee shall be responsible for ensuring that the provisions of these Regulations are met. ²Unless otherwise provided by law or on the basis of a law, the examination committee shall make all decisions relating to the assessment process except for those relating to the delivery and grading of particular assessments. ³Assessment results are usually published electronically. ⁴Decisions on appeals against academic assessments shall be made by the President of JMU; in the case of appeals concerning subject-specific matters, the President shall make his/her decision in consultation with the examination committee and shall hear the competent examiners and reviewers before he/she does so.

(5) ¹The examination committee shall assist the Deans of Studies of the Faculties involved in the provision of the degree programme in question in the preparation of the learning and teaching reports which they are required under the provisions of Article 30 Subarticle 2 No. 4 BayHSchG as amended from time to time to submit at regular intervals. ²In addition, it shall provide suggestions for the amendment of these Regulations and the FSBs.

(6) The members of the Examination Committee shall be entitled to be present during assessments.

Section 15 Decision-Making Process of the Examination Committee

(1) ¹All decisions in the assessment process must be made without delay. ²For the committee to be a quorum, all members must have been invited with three days' notice per letter, fax, or email and a majority of members must be present and entitled to vote. ³As a rule, the committee shall meet at least twice per calendar year with both ordinary meetings and extraordinary meetings to discuss current issues requiring decision being held. ⁴In meetings, resolutions shall normally be passed by the majority of votes cast. ⁵In appropriate cases, a representative of the Examination Office should be invited and briefed of decisions to be taken or brought in in an advisory capacity to explain the facts of a particular case. ⁶In appropriate cases, in particular in those cases in which the question to be answered can be answered with yes or no, resolutions may alternatively be passed by written consent (including electronic written consent) in lieu of a meeting pursuant to Section 30 Subsection 6 of the University Constitution (*Grundordnung der Julius-Maximilians-Universität Würzburg* dated 15 June 2007 - available for download at http://www.uni-wuerzburg.de/amtl_veroeffentlichungen/2007-12 - as amended from time to time). ⁷Abstention from voting, secret ballots, and proxy votes shall not be permitted. ⁸In the event of a tied vote, the chairperson shall have the casting vote. ⁹Minutes must be taken of each

meeting, and these must include the date and venue of the meeting, the names of the persons present, the matters discussed as well as motions put forward, resolutions passed, and the results of votes. ¹⁰A hard copy of the minutes or, in the case of a resolution passed by written consent in lieu of a meeting, of the resolution must be forwarded to the Examination Office.

(2) ¹The chairperson shall call the meetings of the examination committee; at the request of 50% or more of the members of the examination committee, he/she must do so within ten days' time. ²The chairperson shall have the right to take decisions that cannot be delayed by himself/herself on the examinations committee's behalf. ³The examination committee must be informed of such cases without delay. ⁴Save as otherwise prescribed herein, the examination committee shall in addition have the right to revocably charge the chairperson with carrying out individual tasks. ⁵To do so, it must pass a resolution. ⁶Following the end of an examination committee's term of office, the next committee must take a new formal decision on which tasks it wants to charge the chairperson with.

(3) Meetings of the examination committee shall be non-public.

(4) ¹Every decision must be communicated to the persons concerned without delay. ²Where decisions are made to the disadvantage of the students concerned, justification must be given and the students concerned made aware of the legal remedy available.

Section 16 Allocation of Competence in Two-Subject Degree Programmes

¹In two-subject degree programmes, the organisation and administration of assessments in a subject shall be within the competence of the examination committee elected for that subject in accordance with the provisions of Section 14. ²In cases where students are writing an interdisciplinary thesis, the provisions of Section 3 Subsection 2 shall apply. ³In the absence of specific provisions set out herein, the two examination committees shall attempt to find a common solution to any other issues concerning both subjects involved. ⁴If the two examination committees fail to reach an agreement, the two Deans of Studies shall be called in to help resolve the matter. ⁵If the two examination committees are still unable to resolve the matter after the two Deans of Studies have been called in, the matter in question shall be deemed disapproved.

Section 17 Examiners and Co-Examiners

(1) ¹All members of a University's teaching staff as well as all other persons that are authorised to administer university examinations in accordance with the provisions of Article 62 BayHSchG in conjunction with *Verordnung über die Befugnis zur Abnahme von Hochschulprüfungen an Universitäten, Kunsthochschulen und der Hochschule für Fernsehen und Film* (Directive on Higher Education Examiners, HSchPrüferV) dated 22 February 2000 (*Bayerisches Gesetz- und Verordnungsblatt* (Bavarian Law and Ordinance Gazette, GVBl) p. 67, *Bayerische Rechtssammlung* (Collection of Bavarian Laws, BayRS) 2210-1-1-6-WFK) as amended from time to time shall be eligible for appointment as examiners. ²Usually, the module coordinators responsible for, or the lecturers teaching, a particular module will administer the assessment in that module. ³Should this not be the case, the competent module coordinators shall be responsible for making sure that the names of the examiners are communicated to students in a timely manner via the University's notice boards or via suitable electronic systems; the provisions of Section 4 Subsection 2 must be complied with. ⁴In addition, the module coordinator responsible for a particular module shall be entitled to ask any person that is eligible for appointment as an examiner pursuant to Sentence 1 to administer the assessment in that module. ⁵In cases of doubt, a decision shall be made by the competent examination committee. ⁶If the membership of the University of an authorised examiner ends, his/her authorisation to administer assessments usually continues in effect for up to three years.

(2) ¹Where oral examinations are concerned, a co-examiner shall be appointed in addition to the examiner; that co-examiner must be competent in the subject in question. ²Only those persons shall be eligible for appointment as co-examiners who are eligible for appointment as examiners pursuant to Subsection 1 or hold a university degree in a relevant discipline and are active in the field concerned. ³Co-examiners shall not participate in the examination of the candidate.

(3) ¹Students shall have no entitlement to an assessment being administered by a particular examiner. ²In particular, examiners may be replaced by other examiners at short notice, provided that valid reasons exist.

Section 18 Accreditation of Modules and Semesters Studied in Another Programme, Transfer of Credits

(1) ¹Modules and semesters studied in another programme at a higher education institution in Germany or abroad pursuant to Article 63 Subarticle 1 BayHSchG as amended from time to time shall

usually be accredited and credits earned at a higher education institution in Germany or abroad pursuant to Article 63 Subarticle 1 BayHSchG as amended from time to time be transferred unless there are significant differences in the knowledge and skills developed (learning outcomes); the decision on accreditation and/or credit transfer shall be made by the competent examination committee. ²The competent examination committee shall bear the burden of proving that such significant differences exist (reverse burden of proof). ³Students may achieve the learning outcomes required as per the SFB for their subject(s) by attending courses offered by Virtuelle Hochschule Bayern (VHB), provided that VHB is offering courses that equip students with the required knowledge and skills. ⁴The maximum number of ECTS credits that can be transferred towards a particular qualification shall be the total number of credits required for that qualification.

(2) ¹Achievements from other degree programmes for qualified professionals pursuant to Article 56 Subarticle 6 No. 3 BayHSchG as amended from time to time or achievements earned in non-higher education contexts may be accredited, provided that they are equivalent to the learning outcomes of the programme studied at JMU. ²Achievements earned in non-higher education contexts that were accredited must not account for more than 50% of the total ECTS credits required for a particular qualification.

(3) ¹Students must promptly furnish the documents needed for accreditation. ²The documents students are expected to submit include, but are not limited to, module descriptions, transcripts of records, credit certificates, and other documents issued by the institution at which they earned the achievements to be accredited that provide information on learning outcomes, teaching methods, contents covered, course and examination achievements as well as the grading system applied to assessments administered by the institution. ³Students may be required to submit certified German translations of transcripts, certificates, or other documents that were issued in a language other than German or English.

(4) Accreditation of achievements from prior degree programmes can be requested only once, and such request must be filed with the competent examination committee within the students' first semester of study in their new programme at JMU and before they have taken the assessment in question at JMU.

(5) ¹If the grading system applied to assessments administered by universities or higher education institutions that are treated as universities and recognised by JMU is not identical to the grading system described in Section 31 Subsections 1 and 2, the grades awarded by the other university or higher education institution shall be converted according to the so-called Bavarian Formula

$$x = 1 + 3 \frac{N_{max} - N_d}{N_{max} - N_{min}}$$

with x being the converted grade to be determined, N_{max} being the best achievable grade, N_{min} being the lowest pass grade, and N_d being the grade achieved, or grade conversion shall be based upon the guidelines set out in the ECTS Users' Guide as amended from time to time. ²In accordance with the provisions of Section 31 Subsections 3 and 4, grades shall be calculated to one decimal place; all other decimal places shall be dropped without rounding.

(6) ¹For modules completed at other institutions and recognised by JMU, students shall be awarded the number of ECTS credits allocated to those modules at JMU. ²Under normal circumstances, 30 ECTS credits shall be considered the equivalent of one subject semester. ³In exceptional and duly justified cases, the competent examination committee may decide that a number of ECTS credits other than that specified in Sentence 2 shall be considered the equivalent of one subject semester; where a student studying a subject combination is concerned, such decision can be taken only after all examination committees involved have reached an agreement on the matter.

(7) The transcript of records pursuant to Section 36 shall list the grades achieved in modules completed at other institutions and recognised by JMU, and those grades shall factor into the overall grade of the student concerned if they were calculated according to the same system as that applied at JMU or were converted in accordance with the provisions of Subsection 5.

(8) ¹Where an accreditation of modules or semesters studied in another programme or a transfer of credits is denied, written justification must be given and the student concerned made aware of the legal remedy available. ²In addition, the student concerned shall, in accordance with the provisions of Article 63 Subarticle 3 BayHSchG as amended from time to time, be entitled to request that the decision be reviewed by the University Board; such request must be filed within one month from the date of notification of the denial.

Section 19 In-Module Assessments

(1) ¹Each module shall have one in-module assessment, which shall have reference to one or more courses. ²Such assessment shall either be graded or marked pass/fail only. ³The pertinent SFB shall provide details on the type, length, and scope of the assessment scheduled for each module and shall state when and how often such assessment is offered.

(2) ¹Modules usually have one assessment only. ²Only in exceptional circumstances shall it be permissible for a particular module to have more than one assessment; written justification must be given presenting the exceptional circumstances that apply to that module. ³Where a module has more than one assessment or where there is a choice of methods of assessment for a module, this shall be provided for in the pertinent SFB and the respective details be published by the competent lecturer in accordance with the provisions set out in the SFB and in compliance with the provisions of Section 21 Subsection 2 of these Regulations.

(3) ¹In exceptional circumstances, it shall be permissible to make admission to assessment in a particular module subject to the fulfilment of certain prerequisites; written justification must be given presenting the exceptional circumstances that apply to that module. ²The pertinent SFB shall provide details on whether and what prerequisites will have to be met by students in order for them to be eligible for admission to assessment in a particular module; such details shall include, but not be limited to, the type, scope, and length of the work to be completed; more detailed provisions shall be set out in the module catalogue.

(4) ¹In addition to the graded assessments provided for in the pertinent SFB, student may have the option to complete supernumerary assessments that are creditable for bonus; the SFB shall identify the modules that offer such optional supernumerary assessment. ²More detailed regulations on optional supernumerary assessments are laid down in Appendix 2: Optional Supernumerary Assessments.

(5) ¹Usually, the language of assessment is German. ²If the pertinent SFB provide for that option and the competent module coordinator agrees, the competent lecturer may offer assessment in English or another language other than German. ³However, examinees shall have no entitlement to that.

(6) ¹Under normal circumstances, assessments should be graded within no more than four weeks. ²The students concerned may notify the chairperson of the competent examination committee if assessments are not graded within four weeks. ³The chairperson of that examination committee may ask the examiner for a written statement giving the reasons for his/her failure to grade the assessment in question within the prescribed time period. ⁴The final results of assessments must be entered into the records by no later than six weeks after the date on which the assessment in question was taken; the final results of assessments in modules offered by the Faculty of Arts, Historical, Philological, Cultural, and Geographical Studies or the Faculty of Human Sciences must be entered into the records by no later than eight weeks after the date on which the assessment in question was taken.

(7) ¹Records of in-module assessments shall be kept by JMU's Examination Office in a central IT system. ²Any provisions of these Regulations or the pertinent FSB, SFB, or module descriptions that cannot be automated in that IT system shall be implemented by the competent Faculty in collaboration with the Examination Office. ³Where required by the Examination Office, the Faculties shall enter the results of those provisions into the central IT system using the processes defined by the Examination Office.

Section 20 Assessment Period, Registration for Assessment, Withdrawal of Registration

(1) ¹The examination committee for a particular degree subject shall designate a period of time, usually just before the start of the lecture period of a semester or just after the lecture period has ended, during which assessments in that subject will be held (assessment period). ²In compliance with the provisions of Section 21, the examination committee shall decide on a time and date within the designated assessment period and a venue for each assessment and shall communicate to students, via the University's notice boards or via suitable electronic systems, when and where each assessment will take place. ³It may delegate this task to the competent module coordinators. ⁴The dates and times for oral or practical examinations may, in consultation with the competent examiner, be selected in a manner other than the one described above but must be within the assessment period designated by the examination committee. ⁵The relevant details shall be communicated to the students concerned in an appropriate manner; the provisions of Section 4 Subsection 2 shall apply.

(2) ¹A registration period with specific start and end dates must be designated for each assessment, and the dates communicated to students, by the competent examination committee. ²Subsection 1 Sentence 5 shall apply mutatis mutandis. ³The registration deadlines are substantive preclusive periods. ⁴Students must register for assessments within the designated registration period, and to do so, they must use JMU's central electronic platform. ⁵If a particular module is offered as part of two or more areas, sub-areas, or focus areas in a degree subject or subject combination, students shall state, when

they register for assessment in that module via JMU's electronic platform, to which area, sub-area, or focus area they want that module to be assigned.

(3) ¹Notwithstanding the provisions of Article 48 Subarticles 3 and 4 BayHSchG as amended from time to time, to be able to successfully register for an assessment in a particular module in accordance with these Regulations, students must be enrolled in a JMU programme in the degree subject to which that module is assigned, they must be enrolled in that programme in the semester in which they submit their registration for the assessment in question, and they must not have lost their entitlement to take assessments in the subject in question and with the number of ECTS credits in question due to their having failed their final attempt to successfully complete an assessment or due to their having forfeited their entitlement to take assessments. ²Only those students that meet the applicable prerequisites can successfully register for an assessment. ³In cases where prerequisites or other conditions must be met in order for students to be eligible for admission to a particular assessment, students shall normally be required to register separately for the activities they need to complete in order to obtain eligibility for admission to that assessment. ⁴In cases where a particular course can be assigned to one and only one module and that module can be assigned to one and only one area, the pertinent FSB may provide that a student's registration for a course (cf. Section 12 Subsection 4) shall, Sentence 3 notwithstanding, be considered a declaration of will to seek admission to assessment in that course.

(4) Students who have successfully completed a particular module or assessment already shall not be permitted to register.

(5) ¹Once a student has successfully registered for an assessment, he/she shall be deemed to have been admitted to that assessment; he/she will not be sent a letter confirming his/her admission to the assessment in question. ²After students have registered for an assessment via the University's electronic platform, they must generate a registration certificate with an electronic signature attached to it, following the instructions they received when they submitted their registration, and must retain that document as evidence of their registration. ³Students who cannot register for an assessment or assessments shall, at their request, be issued with an official letter stating that fact; legal remedy shall be available against that letter, which shall be issued by the Examination Office and may be issued electronically; the provisions of Section 4 Subsection 2 shall apply.

(6) ¹Students may withdraw their registrations for assessments; such withdrawal shall be valid if requested within the deadline set by the examination committee. ²Subsection 1 as well as Section 29 Subsection 1 shall apply mutatis mutandis.

Section 21 Methods of Assessment, Assessment Dates

(1) ¹Assessments may take the form of

1. oral examinations (Section 22),
2. written assessments (Section 23), or
3. other methods of assessment (Section 24)

in accordance with the provisions set out in the pertinent FSB. ²Students may be assessed either individually or in groups. ³When group work is assessed, it must be ensured that it is possible to clearly identify individual contributions and grade students on their individual performance.

(2) ¹Regulations on the method, length, and scope of assessments are laid down in the SFB appended to the pertinent FSB. ²The competent individuals shall have the option to either define only one method of assessment or a choice of methods of assessment for a course. ³Where there is a choice of methods of assessment for a particular course, the lecturer teaching that course shall, in consultation with the competent module coordinator and by the time the course in question starts, select the method of assessment to be used in the current semester from among the available options, and such selection shall be irrevocable for the semester in question (save as otherwise provided in the pertinent FSB); the method of assessment selected shall promptly be recorded in the University's central IT system and shall promptly be notified to the Examination Office. ⁴The Examination Office shall promptly notify to students, via the University's notice boards and/or via suitable electronic systems, the method of assessment selected; the provisions of Section 4 Subsection 2 shall apply.

(3) ¹Under normal circumstances, students must be notified, in an appropriate manner, of when and where their assessments will take place and which examiners will administer the assessments to them by no later than three weeks prior to the scheduled assessment dates; whenever feasible, assessments shall be held on dates and times that are suitable for students with family commitments and shall not be scheduled on religious holidays of officially recognised religions. ²JMU shall have the right to have an assessment conducted by an examiner other than the one originally appointed or change the date, time, or venue of an assessment at short notice if such change becomes necessary (for reasons beyond JMU's control); any such change shall be promptly notified to students in the manner prescribed above.

(4) ¹The competent examiners shall inform students about the deadlines for the submission of assessed written coursework, such as term papers, reports, logs, reviews, and portfolios, by two weeks after the start date of the lecture period at the latest. ²Students who fail to meet the specified deadline for submission for reasons other than circumstances beyond their control shall be deemed to have failed the assessment in question (grade to be awarded for that assessment: *nicht ausreichend* (insufficient), 5.0). ³Any student who claims that his/her failure to meet the specified deadline for submission is for a reason beyond his/her control must furnish appropriate proof of the existence of such reason beyond his/her control to the examiner without delay after such reason has come into existence.

Section 22 Oral Examinations

(1) ¹During oral examinations, candidates are expected to demonstrate their ability to answer specific questions on specific topics or to discuss subject-specific topics within a limited time frame. ²In some disciplines, candidates will be asked questions and be expected to give concrete answers, in others, they will be expected to demonstrate their knowledge and skills in a so-called examination dialogue.

(2) Oral examinations must be conducted by a minimum of one examiner and one co-examiner; the latter must be competent in the subject in question.

(3) ¹Oral examinations of one candidate each shall usually have a minimum length of 15 and a maximum length of 60 minutes. ²Oral examinations in groups shall usually have a minimum length of 15 and a maximum length of 45 minutes per candidate. ³The length of a particular oral examination shall be specified in the pertinent SFB. ⁴Section 23 Subsection 6 shall apply *mutatis mutandis*.

(4) ¹A record of the oral examination must be kept, which must include information on the venue, date, and time of the examination as well as the length of the examination, topics covered, the result of the examination, the names of the examiner(s), the co-examiner, and the candidate as well as information on any incidents that may have occurred. ²Such record shall be kept by the co-examiner and signed by the examiner(s) and the co-examiner. ³It shall not be necessary to include examination questions and answers in the record of the examination.

(5) ¹Oral examinations shall be graded by the examiner; if more than one examiner was involved, the examiners shall, in the first step, grade the examination independently of each other. ²If the examiners involved awarded different grades, they shall attempt to agree on a grade. ³If they fail to reach an agreement, the grades awarded by the examiners shall be averaged, adjusted to the grading scale described in Section 31 Subsections 1 and 2, and rounded off to the nearest grade on the scale. ⁴If there are two grades on the scale that are equally near, the grade shall be rounded off in favour of the examinee. ⁵The examinee must be notified of the result of the examination immediately after the examination.

(6) ¹If space permits, students who are studying the same subject and intend to take the same examination may be permitted to sit in on oral examinations. ²Students sitting in on the examination must not be present when the examinee is notified of the result of the examination. ³At the examinee's request, other students shall be barred from sitting in on the examination. ⁴The examinee shall be entitled to have those students barred from sitting in on the examination that are taking the same examination in the same assessment period.

Section 23 Written Assessments

(1) ¹The term *written assessment* shall refer to written examinations and term papers. ²In written examinations, students are expected to demonstrate their ability to answer questions and write on problems within a given time frame, applying methods commonly used in the discipline concerned and, where permitted, using discipline-specific aids. ³The competent examiner shall be entitled to decide what aids are permitted. ⁴The decision of the competent examiner shall be communicated to the students concerned no later than three weeks prior to the examination date. ⁵Said decision shall be communicated via the University's notice boards and/or suitable electronic systems; the provisions of Section 4 Subsection 2 shall apply.

(2) ¹Written examinations may consist entirely of multiple choice questions or may have a multiple choice component. ²Detailed regulations are laid down in Section 25.

(3) Written examinations may be administered electronically.

(4) ¹Written examinations shall usually have a minimum length of 45 and a maximum length of 240 minutes. ²Written examinations in modules worth more than 10 ECTS credits may have a length of up to 300 minutes. ³The length of a particular written examination shall be specified in the pertinent SFB.

(5) ¹If, in a written examination, students are given different topics to choose from, they must choose one and only one topic. ²Any work on additional topics shall be disregarded. ³Students must clearly

indicate which topic they chose. ⁴Students who submitted work on two or more topics and did not indicate which piece of work they want to be considered shall be awarded a fail grade (*nicht ausreichend* (insufficient), 5.0) for the examination in question. ⁵Sentences 1 to 4 shall apply *mutatis mutandis* if students are not given topics but tasks or groups of tasks to choose from.

(6) ¹Students who arrive late for a written examination shall not be allowed any additional time at the end of the examination to compensate for late arrival. ²Any students wishing to leave the examination room temporarily must request permission from an invigilator. ³The time and duration of any absence from the examination room should be recorded.

(7) ¹A report must be completed for each written examination; that report must be signed by the invigilator. ²Such report must include information on any incidents that may affect student performance, including, but not limited to, incidents referred to in Subsection 6 Sentence 2 and Section 29 Subsection 3.

(8) ¹A term paper is a piece of assessed coursework to be completed at home in which students are expected to demonstrate their ability to research and write on a topic related to the contents covered in the module in question within a given time frame and applying appropriate methods. ²Literature and any other aids that are used must be thoroughly documented. ³When quoting directly or indirectly from a source, that source must be acknowledged by including an appropriate citation. ⁴Students must include in their term papers a written declaration that the work presented in the papers is their own and that they have acknowledged all sources of help and contribution. ⁵If no such declaration of authorship has been included or students have made a false declaration of authorship, a fail grade (*nicht ausreichend* (insufficient), 5.0) shall be awarded for the paper in question. ⁶Section 29 Subsection 3 shall apply *mutatis mutandis*.

(9) ¹Under normal circumstances, written assessments must be graded by one examiner. ²If a fail grade (*nicht ausreichend* (insufficient), 5.0) was awarded for a written assessment, the grade shall be confirmed by an additional examiner. ³If the examiners involved awarded different grades, they shall attempt to agree on a grade; if they fail to reach an agreement and the method of grading applied to the assessment in question is that described in Section 31 Subsection 1 Sentence 3 and Subsection 2, the grades awarded by the examiners shall be averaged with the averaged grade being calculated to one decimal place only and all other decimal places being dropped without rounding. ⁴If the average grade thus calculated is not an awardable grade pursuant to Section 31 Subsection 1 Sentence 3 and Subsection 2, the student shall be awarded the awardable grade that is mathematically nearer that average grade. ⁵In cases of doubt, students shall be awarded the better grade. ⁶Where the method of grading applied to a written assessment is that described in Section 31 Subsection 1 Sentence 4, assessments shall be deemed to have been passed if a pass grade has been awarded by at least one of the examiners involved.

Section 24 Other Methods of Assessment

(1) In presentations and talks, students are expected to demonstrate their ability to explore topics assigned to them and present the results of their work in oral form; in addition, students might be required to submit a written account of their work.

(2) ¹In exercises, students are expected to demonstrate their ability to explore a topic related to the contents covered in the module in question within a given time frame and applying appropriate methods. ²Students may be expected to complete such exercises either orally or in writing.

(3) ¹In projects, students are usually expected to demonstrate their team working skills as well as their ability to develop, implement, and present ideas, tackle a non-trivial task, define project goals, and develop interdisciplinary solutions to problems. ²Students may also be expected to demonstrate their ability to solve a defined problem, adhering to the principles of good academic practice. ³When group projects are assessed, it must be ensured that it is possible to clearly identify individual contributions and grade students on their individual performance and each group member must demonstrate the skills and/or abilities referred to in Sentence 1 or 2.

(4) In practical examinations, students are expected to demonstrate, in accordance with the provisions set out in the pertinent FSB, practical skills and their ability to use the methods of the discipline in question.

(5) ¹In a portfolio assessment, students are expected to complete a series of interrelated tasks; all such tasks must be related to the same topic. ²Portfolios can include written and/or oral assignments and/or assignments as described in Subsections 1 to 4 as specified by the competent examiner or examiners. ³The expected time needed to complete any one of those tasks must be shorter than the maximum length of assessments provided in Sections 22 and 23. ⁴In addition, the expected total time needed to complete the portfolio as a whole must not exceed the maximum length of assessments provided in Sections 22 and 23. ⁵The grade awarded for a portfolio shall not be calculated on the basis of individual grades awarded for its components; instead, portfolios shall be graded based on the

students' overall performance in relation to the intended learning outcomes of the module in question (or the material covered), and one of the factors that may be taken into account shall be the progress students have made over the course of the module. 6Provisions on the expected size and/or time commitment for the portfolio and/or individual portfolio tasks shall be set out in the SFB appended to the pertinent FSB or supplementary provisions.

(6) 1When tutoring activities are assessed, students are expected to demonstrate their ability to teach tutorials aimed at students in the early stages of their degrees that accompany other courses and give students the opportunity to revise the topics covered in those courses and explore them in more detail. 2For that purpose, students shall write status and/or wrap-up reports on the tutorials taught by them; provisions on the expected length for such reports shall be set out in the pertinent SFB.

(7) The pertinent FSB may provide for, and define, additional methods of assessment.

(8) 1If a module uses a method of assessment identified herein as an 'other method of assessment' and that assessment involves written assessment activities, the provisions of Section 23 shall apply mutatis mutandis. 2The time allowed for completion may be other than as provided in Section 23 Subsection 4.

Section 25 Multiple Choice Testing

1In accordance with the provisions of Section 23 Subsection 2, written examinations may consist entirely of multiple choice questions or have a multiple choice component, i. e. candidates may be asked to indicate which of the items from a list of response options to a question they think are correct. 2Detailed regulations on multiple choice testing are laid down in Appendix 3: Multiple Choice Testing.

Section 26 Area of Degree Finalisation: Bachelor's or Master's Thesis and Thesis Defence

(1) In their Bachelor's or Master's thesis, students are expected to demonstrate their ability to research and write on a topic in their discipline or disciplines within a given time frame and applying appropriate methods.

(2) 1Students may write their thesis on a topic related to their major or one of their majors; alternatively, students studying two majors of equal weighting may write an interdisciplinary thesis on a topic related to both of their majors. 2If a student is writing an interdisciplinary thesis, the thesis supervisor or supervisors (cf. Subsection 3) and the student must agree, prior to the assignment of the thesis topic, on the module, and thus on the subject, to which the thesis is to be assigned, which academic degree is to be conferred on the student, and which of the two examination committees is to be responsible for conducting the thesis assessment process. 3If no such agreement is reached, the student in question shall not be permitted to write an interdisciplinary thesis.

(3) 1Any individual who is an authorised examiner under the provisions of HSchPrüferV as amended from time to time shall be eligible to assign thesis topics and act as thesis supervisor, provided that he/she is a member of one of JMU's Faculties offering the subject in which the thesis in question is written. 2Interdisciplinary theses in particular may be supervised by two or more individuals who are authorised examiners; if a thesis is supervised by two or more individuals, at least one of the supervisors must be a member of one of JMU's Faculties offering the subject in which the thesis in question is written. 3The pertinent FSB may contain additional provisions regarding the requirement that at least one of the supervisors must be a member of one of JMU's Faculties offering the subject in which the thesis in question is written. 4Where approval has been given by the chairperson of the competent examination committee, students may write their thesis at an external institution, provided that the thesis is supervised or co-supervised by an individual or individuals who are eligible to act as supervisors under the provisions of Sentences 1 and 2. 5Thesis topics shall be agreed upon with the competent thesis supervisor or supervisors and shall be submitted to the examination committee along with a confirmation signed by the supervisor or supervisors. 6Thesis topics shall be assigned to students via the chairperson of the competent examination committee and the date of the assignment be recorded. 7Changes to thesis topics cannot be made without seeking approval from the thesis supervisor and obtaining consent from the chairperson of the examination committee. 8The only changes that are allowed to be made to thesis topics are minor amendments and refinements; changes to a topic must not be of a nature that would constitute a fundamental change in the direction of the thesis. 9When changes are made to a thesis topic, this will not lead to the due date for thesis submission being postponed.

(4) 1In cases where a student does not find a thesis supervisor, the chairperson of the competent examination committee shall, at that student's request, ensure that a thesis topic is assigned to the student in a timely manner. 2In cases where a student intends to write an interdisciplinary thesis, the above shall apply mutatis mutandis to the chairperson of the examination committee which was

assigned responsibility for conducting the thesis assessment process; the provisions of Section 3 Subsection 2 as well as Section 16 must be complied with.

(5) ¹Under normal circumstances, the latest submission date for a Bachelor's thesis worth 10 ECTS credits shall be ten weeks, and the latest submission date for a Master's thesis worth 30 ECTS credits shall be six months, after the date of assignment of the thesis topic. ²In cases where, within the framework of the provisions of Section 10 Subsection 3, a thesis is worth more or fewer ECTS credits, the time period allowed for completion of the thesis shall be longer or shorter. ³If there is an intention to derogate from the provisions of Sentences 1 and 2, the pertinent FSB and SFB must contain provisions on the time period allowed for completion of the thesis. ⁴In duly justified cases, the competent examination committee may, at a student's request and in consultation with that student's thesis supervisor or supervisors, grant an extension of the thesis submission deadline of usually up to four weeks, if the student is writing a Bachelor's thesis, or up to two months, if the student is writing a Master's thesis, provided that the student's failure to meet the original submission deadline is for reasons beyond his/her control. ⁵A request for deadline extension must be filed without delay after the reason beyond the student's control has come into existence. ⁶The provisions of Section 28 shall remain unaffected.

(6) Theses must normally be submitted to the Examination Office.

(7) ¹Students shall only be allowed one abandoned thesis topic, and the opportunity to abandon a thesis topic shall only be granted during the first third of the time allowed for completion of the thesis and in cases where abandonment of the topic is for reasons beyond the control of the student in question and where the competent examination committee has given its consent. ²If the number of days in the first third of the time allowed for completion of the thesis does not add up to full weeks or full months, the latest date for abandonment shall be the last day of the next full week or full month. ³Students who are repeating their thesis shall only be offered the opportunity to abandon their thesis topic if they did not do so in their first attempt at their thesis.

(8) ¹The date of the assignment of the thesis topic and the date of thesis submission must be placed on record with the competent examination committee. ²Students must submit their thesis within the period referred to in Section 13 Subsection 4 Sentence 1 or, at the latest, within any extended deadline they may have been granted in accordance with the provisions of Section 13 Subsection 6. ³If students submit their thesis by postal mail, the postmark date shall be deemed the date of submission. ⁴The competent examination committee shall decide on requests for deadline extension submitted by students claiming that their ability to meet their due date for thesis submission was affected by circumstances beyond their control. ⁵Students who fail to submit their thesis within the prescribed deadline shall be deemed to have failed their first attempt at their thesis (grade to be awarded for the thesis: *nicht ausreichend* (insufficient), 5.0). ⁶As regards a repeat attempt at that failed thesis, students must inform the University, within two weeks from the end of the deadline provided for in Section 13 Subsection 4 Sentence 1 or, respectively, Subsection 6, of whether they wish to finish that thesis, submit it within the prescribed deadline, and have that submission considered their second attempt at their thesis. ⁷Students who do not wish to do so or fail to inform the University of their intention to do so shall, within four weeks from the end of the deadline provided for in Section 13 Subsection 4 Sentence 1 or, respectively, Subsection 6, agree on a new thesis topic with the competent thesis supervisor or supervisors and have such topic assigned to them. ⁸The provisions of Subsection 7 shall apply *mutatis mutandis* to repeat attempts involving a new thesis topic. ⁹If a student is repeating his/her Master's thesis, his/her thesis submission deadline shall be extended to the extent necessary to allow him/her at least six months for completion of the area of degree finalisation (including the repeat attempt at his/her thesis).

(9) ¹Theses must be written in German, except in cases where the pertinent SFB provide for the option to write theses in a language other than German. ²Theses written in languages other than German must contain an abstract in German unless this requirement is waived by the reviewer (if the thesis in question is a Bachelor's thesis) or reviewers (if the thesis in question is a Master's thesis) who is/are responsible for grading the thesis in accordance with the provisions of Subsection 12. ³Detailed regulations are laid down in the respective module description.

(10) ¹Every thesis must include a title page and a table of contents; pages must be numbered. ²Students studying for a Bachelor's degree must submit two bound paper copies of their thesis; students studying for a Master's degree must submit three bound paper copies of their thesis. ³In addition, students studying for a Bachelor's degree must submit one electronic copy in a standard machine-readable and unalterable file format saved on a standard storage device; students studying for a Master's degree must submit two such electronic copies. ⁴Detailed regulations are laid down in the respective module description.

(11) ¹Literature and any other aids that are used must be thoroughly documented. ²Students must include in their thesis a written declaration that the work presented in the thesis is their own and that they have acknowledged all sources of help and contribution. ³If no such declaration of authorship has

been included or students have made a false declaration of authorship, a fail grade (*nicht ausreichend* (insufficient), 5.0) shall be awarded for the thesis.

(12) ¹Under normal circumstances, Bachelor's theses must be graded by one reviewer within six weeks of the date of their submission and Master's theses must be graded by two reviewers within ten weeks of the date of their submission. ²The reviewer or reviewers shall be appointed by the competent examination committee; the individual or individuals supervising the thesis in question will usually also act as reviewers. ³Save as otherwise provided in the pertinent FSB, at least one reviewer must be a member of the Faculty or one of the Faculties offering the subject in which the thesis in question is written. ⁴If a fail grade (*nicht ausreichend* (insufficient), 5.0) was awarded for a thesis, the grade shall be confirmed by an additional reviewer. ⁵If the two reviewers awarded different grades, they shall attempt to agree on a grade. ⁶If the reviewers do not reach an agreement, the average of the grades awarded by the two reviewers shall be calculated. ⁷If the grade thus calculated is not an awardable grade pursuant to Section 31 Subsection 1 Sentence 3 and Subsection 2, the student shall be awarded the awardable grade pursuant to said provision that is mathematically nearer the grade calculated. ⁸In cases of doubt, students shall be awarded the better grade.

(13) ¹The pertinent FSB and SFB may provide that students studying a single-subject degree programme or a major and a minor must pass both their thesis and a thesis defence. ²The thesis defence shall comprise a presentation on the topic of the thesis and a discussion that will follow that presentation; that discussion shall cover the topic of the thesis, but other fields related to the topic of the thesis may also be discussed. ³During their thesis defence session, students shall be expected to demonstrate their ability to give an oral presentation of the main findings of their thesis to a professional audience and to apply in their entirety the knowledge and skills they have developed at university, i. e. to grasp the material covered, situate specific problems within the appropriate contexts, and demonstrate their expertise. ⁴Additional detailed regulations are laid down in the pertinent FSB and the respective module catalogues.

(14) The thesis defence should be held as soon as possible but no later than four weeks after notification of the successful completion of the student's thesis.

(15) ¹The thesis defence shall be conducted and graded by at least one examiner as well as one co-examiner; the latter must be competent in the field in question. ²If the thesis defence is conducted by two or more examiners, it shall not be necessary to have a co-examiner present. ³If the examiners involved awarded different grades for the thesis defence, the provisions of Subsection 12 Sentences 5 to 8 shall apply *mutatis mutandis*. ⁴The persons identified in Sentence 1 shall be appointed by the chairperson of the competent examination committee. ⁵Usually, one of the individuals who reviewed the thesis in question will act as examiner. ⁶The examinee shall agree upon a date and time for the thesis defence with the examiner or examiners and co-examiner or co-examiners (if any), and one of the examiners shall notify the date and time agreed upon to the examination committee and the Examination Office. ⁷The chairperson of the competent examination committee shall be entitled to make the thesis defence open to all members of the University. ⁸If the pertinent SFB provide for that option, the thesis defence may, at the examinees request, be conducted in a language other than German. ⁹A record of the thesis defence shall be kept; that record shall be signed by the examiners and the co-examiner (if any). ¹⁰The record shall include information on the venue, date, and time of the defence, the main topics that were covered as well as information on how the questions were answered, the names of the examiner(s), the co-examiner (if any), and the examinee, the grade awarded for the defence as well as information on any incidents that may have occurred. ¹¹The members of the examination committee shall be entitled to be present at the thesis defence. ¹²Students who fail to appear for their thesis defence for reasons other than circumstances beyond their control shall be awarded a fail grade (*nicht ausreichend* (insufficient), 5.0) for the defence.

(16) The pertinent FSB may set out additional regulations concerning the earliest start date of the thesis, the appointment of reviewers, and the relation of thesis topics to contents covered in other modules of the students' programmes.

Section 27 Organisation and Delivery of Assessments

(1) Assessments shall take the form identified in the pertinent FSB and shall be delivered during the assessment period that was defined by the examination committee for the respective degree subject in accordance with the provisions of Section 20 Subsection 1.

(2) Students who did not register for an assessment will not be admitted to that assessment; if students take an assessment to which they were not admitted, the grade achieved in that assessment will not be considered.

(3) ¹Notwithstanding the provisions of Article 48 Subarticles 3 and 4 BayHSchG as amended from time to time, to be able to take an assessment in a module, students must be enrolled at JMU in a programme in the degree subject to which that module is specific throughout the entire assessment process. ²An assessment assigned to a particular semester that was scheduled for, or the results of

which are notified to students on, a date at the beginning of the semester immediately following that semester shall be deemed to have been taken in the semester to which it was assigned. ³The above shall apply mutatis mutandis in cases where, due to circumstances beyond a student's control, an assessment assigned to a particular semester was scheduled for a date in the semester immediately following that semester.

(4) If requested to do so, students must produce a photo-bearing student ID card or other official photo-bearing identification during assessments.

Section 28 Provisions Concerning Student Parents and Students with Disabilities or Chronic Diseases

(1) ¹Pregnant students and student parents shall be given the protection they are entitled to under Sections 3, 6, 7, and 8 *Gesetz zum Schutz der erwerbstätigen Mutter* (Maternity Protection Act, MuSchG) dated 20 June 2002 (*Bundesgesetzblatt* (Federal Law Gazette, BGBl.) p. 2318) as amended from time to time and shall be granted the periods of parental leave they are entitled to under the *Gesetz zum Elterngeld und zur Elternzeit* (Federal Parental Allowance and Parental Leave Act, BEEG) dated 5 December 2006 (BGBl. I p. 2748) as amended from time to time. ²Students must provide evidence of their entitlement and shall be obliged to notify the University without delay if their entitlement status changes.

(2) ¹In cases where a student demonstrates that his/her disability or chronic disease renders him/her unable to complete assessments or individual components thereof in the prescribed manner or within the deadlines prescribed herein, the chairperson of the competent examination committee may, at that student's request, allow the student extra time to complete the assessments in question, grant deadline extensions, or take other measures to ensure that assessments are accessible to the student. ²As a rule, a request for reasonable accommodation pursuant to Sentence 1 must be filed no later than four weeks prior to the date of the assessment for which such reasonable accommodation is requested.

(3) ¹Students shall be required to provide evidence of the existence of a disability or chronic disease. ²A request for reasonable accommodation must be filed in writing and must be filed no later than four weeks prior to the date of the assessment for which such reasonable accommodation is requested or, if reasonable accommodation is requested for two or more assessments, prior to the date of the first assessment for which such reasonable accommodation is requested. ³Letters issued by public health offices or officers (*Gesundheitsamt, Amtsarzt*) or specialist medical practitioners shall be accepted as evidence within the meaning of Sentence 1. ⁴Students shall be obliged to notify the University without delay if their entitlement status changes.

(4) The competent representative or the KIS Disability Resource Centre should be involved in decisions made by the chairperson of the examination committee pursuant to Subsection 2.

Section 29 Withdrawal of Registrations for Assessments, Academic Dishonesty, Breaches of Assessment Regulations

(1) ¹Students shall be entitled to withdraw their registration for any assessment within the deadline set pursuant to Section 20 Subsection 6; to do so, they must submit a written request to the competent examination committee. ²Students shall have the option to submit such written request electronically. ³Students shall not be required to give reasons for the withdrawal of their registration. ⁴Students shall not be permitted to withdraw a registration for an assessment which they have already taken.

(2) If a student withdraws his/her registration for an assessment after the deadline to withdraw referenced in Subsection 1 has passed or is absent from an assessment to which he/she was admitted for reasons other than circumstances beyond his/her control, he/she shall be deemed to have taken and failed the assessment in question (grade to be awarded: *nicht ausreichend* (insufficient), 5.0).

(3) ¹If a student attempts to gain an unfair advantage in any assessment by committing an act of academic dishonesty or using unauthorised aids, he/she shall be awarded the grade *nicht ausreichend* (insufficient), 5.0 for the assessment in question. ²For a student sitting a written examination to be deemed to have committed an assessment offence, it shall be sufficient that an invigilator finds unauthorised aids at his/her desk after the examination has commenced. ³Examiners or invigilators shall have the authority to exclude a student who has committed an assessment offence from the assessment in question. ⁴A student who was excluded from an assessment shall be awarded a fail grade (*nicht ausreichend* (insufficient), 5.0) for that assessment. ⁵The above shall apply mutatis mutandis to cases referred to in Section 26 Subsection 11. ⁶The same action shall be taken when a student commits an act of academic dishonesty or breach of assessment regulations while working on his/her thesis, including, but not limited to, scientific misconduct in the laboratory. ⁷The decision on whether such act of academic dishonesty or breach of assessment regulations has occurred shall be made on the basis of the provisions of the Code of Good Practice in Research and Procedures for the

Investigation of Misconduct in Research (as amended from time to time) that was drawn up by JMU as prescribed by Article 25 Subarticle 3 No. 2 BayHSchG. ⁸A student who was found guilty of having committed an act of academic dishonesty or breach of assessment regulations while working on his/her thesis must discontinue his/her thesis and shall be awarded a fail grade (*nicht ausreichend* (insufficient), 5.0) for that thesis. ⁹In serious cases, the chairperson of the competent examination committee may exclude a student from taking further assessments in the subject or subject combination in question, resulting in that student being required to terminate the degree programme in question with no award.

(4) ¹Before a decision pursuant to Subsection 3 is made to the disadvantage of a student, that student shall be given the opportunity to comment on the matter. ²Where a decision is made to the disadvantage of the student concerned, such decision must be notified to that student without delay, such notification must be in writing, justification must be given, and the student concerned made aware of the legal remedy available.

Section 30 Unfair or Defective Assessment Procedure

(1) ¹Where an assessment procedure was unfair or defective and this had an effect on an examinee's performance in the assessment in question, it must, at the request of an examinee or ex officio, be ordered that the assessment in question or components thereof be re-taken by a particular examinee or by all examinees. ²In the event of unfair or defective procedure, examinees must promptly notify the chairperson of the competent examination committee or the competent module coordinator or the competent examiner.

(2) Orders pursuant to Subsection 1 cannot be made after six months from the date of completion of the assessment in question.

Section 31 Grading of Assessments

(1) ¹Grading must be based on individual student performance. ²When group work is assessed, it must be ensured that it is possible to clearly identify the contributions of individual students. ³The competent examiner shall apply the following grading system to graded student assessments:

Grade 1	<i>sehr gut</i> (excellent)	an excellent performance
Grade 2	<i>gut</i> (good)	a performance that considerably exceeds average requirements
Grade 3	<i>befriedigend</i> (satisfactory)	a performance that meets average requirements
Grade 4	<i>ausreichend</i> (sufficient)	a performance that meets requirements despite certain shortcomings
Grade 5	<i>nicht ausreichend</i> (insufficient)	an insufficient performance with considerable shortcomings

⁴There shall also be the option to mark individual modules pass/fail only; such modules cannot contribute to students' overall grades, their grades in their degree subjects, and the grades awarded for individual areas calculated in accordance with the provisions of Subsections 3 and 4 as well as Section 35. ⁵The method of grading referred to in Sentence 4 shall usually be used for assessments in the area of general transferable skills.

(2) ¹Module grades may be distinguished further by increments of 0.3. ²The grades 0.7, 4.3, 4.7, and 5.3 shall not be awardable grades.

(3) ¹If assessment in a module has two or more components (and only one grade can be entered into the IT system), the grade to be awarded for that module shall, save as otherwise provided in the pertinent FSB, be calculated from the grades awarded for the individual assessment components in the following manner: ²The unweighted average of the grades awarded for the individual assessment components shall be calculated. ³The grade to be awarded for the module shall be the grade referred to in Sentences 1 and 2 (i. e. 1.0, 1.3, 1.7, 2.0, 2.3, 2.7, 3.0, 3.3, 3.7, 4.0, 5.0) that is nearest the grade thus calculated; in cases of doubt, students shall be awarded the better grade.

(4) ¹If assessment in a module has two or more components (and two or more grades can be entered into the IT system), the grade to be awarded for that module shall, save as otherwise provided in the pertinent FSB, be calculated from the grades awarded for the individual assessment components in the following manner: ²The unweighted average of the grades awarded for the individual assessment

components shall be calculated to one decimal place, all other decimal places shall be dropped without rounding.

(5) ¹Appeals against grades awarded for assessments as well as other assessment decisions must be addressed to the chairperson of the competent examination committee and must be filed with the Examination Office within the prescribed deadline. ²The deadline for appeals shall be as provided in Section 70 Subsection 1 and Section 58 Subsection 2 *Verwaltungsgerichtsordnung* (Code of Administrative Procedure, VwGO) as it appears in the publication thereof dated 19 March 1991 (BGBl. I p. 686) as amended from time to time and shall be calculated from the date on which the grade or decision against which the appeal is directed was notified to the student concerned.

Section 32 Notification of Assessment Results

(1) ¹The module coordinators, examiners, and reviewers shall promptly notify all assessment results to the Examination Office. ²If the University has electronic systems for the notification of assessment results, those must be used.

(2) ¹Normally, the results of written assessments and assessments in the 'other methods of assessment' category will be notified to students via electronic systems. ²The University will not send out letters notifying students of the results of individual assessments. ³The results of oral examinations must be notified to students immediately after the examinations.

(3) Students shall use the University's electronic system to stay up to date on their grades and the number of ECTS credits earned by them so far.

Section 33 Passing, Failing, and Re-Taking Assessments

(1) ¹An assessment shall be deemed to have been passed if students were awarded the grade *ausreichend* (sufficient, 4.0) or better or, in the situation referred to in Section 31 Subsection 1 Sentence 4, if students were awarded a 'pass'. ²Where, in exceptional circumstances pursuant to Section 19 Subsection 2, assessment in a module has two or more components, students must pass all of those assessment components in a single administration to be deemed to have passed the module as a whole. ³Students who fail to pass all assessment components in a single administration must re-take and pass all components in another administration. ⁴Sentence 18 Appendix 2: Optional Supernumerary Assessments shall apply *mutatis mutandis*.

(2) Students shall not be permitted to re-take assessments they have already passed.

(3) ¹Students shall be entitled to re-take, within the deadlines set forth in Section 13, any assessments they have failed or are deemed to have failed. ²Students must register separately for each assessment.

(4) ¹Notwithstanding Subsection 3, students who failed their thesis shall only be allowed one repeat attempt at their thesis. ²As regards the abandonment of a thesis topic, Section 26 Subsection 7 Sentence 3 shall apply. ³In cases where students are required to go through a thesis defence, students who have failed their first attempt at the defence shall be allowed another attempt to pass the defence within the deadlines set forth in Section 13 Subsection 4 Sentences 1 to 3. ⁴Apart from that, the provisions of Section 28 shall remain unaffected.

(5) ¹All assessments in mandatory modules shall be offered each semester. ²Assessments in non-mandatory modules should be offered each semester.

(6) ¹Where capacities are available, the competent examiners may offer additional assessment later in the same semester or early in the next semester to allow students who failed an assessment another opportunity to pass that assessment. ²Students shall not be allowed more than one such additional opportunity to pass any failed assessment, and such additional assessment shall not be held earlier than two weeks after the original failed assessment. ³Students shall have no entitlement to such additional assessment. ⁴If and when such additional assessment is offered, the provisions of Section 20 shall apply.

(7) In cases where there are prerequisites for admission to an assessment, students who have obtained eligibility for admission to the assessment in question shall be eligible for admission to that assessment in the semester in which they obtained eligibility as well as, if they did not take or did not pass the assessment in that semester, in semesters following that semester.

Part 3: Graduation, Terminating a Degree Programme with No Award, Changing Degree Subjects

Section 34 Completion of the Required Number of ECTS Credits, Graduation

(1) To be eligible to graduate, students studying for a Bachelor's degree must have successfully completed their thesis as well as all other assessments in modules that are required as per the provisions of the pertinent FSB and must have earned a minimum of 180 (if their programme has a standard length of six semesters), 210 (if their programme has a standard length of seven semesters), or 240 (if their programme has a standard length of eight semesters) ECTS credits as per the provisions of Subsection 3.

(2) To be eligible to graduate, students studying for a Master's degree must have successfully completed their thesis as well as all other assessments in modules that are required as per the provisions of the pertinent FSB and must have earned a minimum of 60 (if their programme has a standard length of two semesters), 90 (if their programme has a standard length of three semesters), or 120 (if their programme has a standard length of four semesters) ECTS credits as per the provisions of Subsection 3.

(3) 1To be eligible to graduate, students must have earned the required number of ECTS credits in each area. 2It shall not be possible for students to earn more than the required number of ECTS credits in the area of mandatory courses or for their thesis; in the areas of mandatory electives and transferable skills, students shall, however, have the option to take additional modules and earn more than the required number of ECTS credits. 3As regards supernumerary ECTS credits, the following provisions shall apply:

1. 1Students whose period of study has not exceeded the standard length of their programme shall have the option to take additional modules in the area of mandatory electives and/or, if they are studying for a Bachelor's degree, in the area of transferable skills and earn more than the required number of ECTS credits. 2If they have earned at least the required number of ECTS credits in each area at the end of the standard length of their programme, students shall graduate at the end of the last subject semester within the standard length of their programme and shall be issued with their certificates, diplomas, and other graduation documents pursuant to Section 36. 3The above shall apply mutatis mutandis to students who have earned the required number of ECTS credits in each area prior to the end of the standard length of their programme and have submitted to the chairperson of the competent examination committee or, if they are studying a subject combination, the chairpersons of the competent examination committees a request that they be issued with their certificates, diplomas, and other graduation documents pursuant to Section 36.
2. 1Students who have not earned the required number of ECTS credits in each area and whose period of study has exceeded the standard length but has not exceeded the maximum length of their programme shall have the option to take more assessments in the subject semester in question to earn the remaining ECTS credits required for graduation. 2If they have earned at least the required number of ECTS credits in each area at the end of a subject semester prior to the end of the maximum length of their programme, students shall graduate at the end of that subject semester and shall be issued with their certificates, diplomas, and other graduation documents pursuant to Section 36.

(4) 1Students who have earned the required number of ECTS credits in each area, either by or after the end of the standard length of their programme, shall have the option to request that modules successfully completed by them be re-assigned from one area to another; such request must be filed with the Examination Office within four weeks from the date of successful completion of the last assessment taken by the student in question. 2Such re-assignment shall be irrevocable and must be confirmed by the signature of the student in question. 3If a student does not request such re-assignment within the four-week period mentioned above, that student's grades shall be calculated on the basis of the existing assignment.

(5) The provisions of Subsections 3 and 4 shall apply mutatis mutandis in cases where, as per the pertinent FSB, the individual areas are divided into sub-areas and/or focus areas.

Section 35 Overall Grade, Grade in Degree Subject, and Grades Awarded for Individual Areas

(1) 1The overall grade to be awarded to a student studying a single-subject programme shall be his/her grade in the degree subject; if a student is studying a two-subject programme, the grades achieved in his/her two degree subjects shall count towards his/her overall grade. 2The grade in a degree subject shall be determined in accordance with the provisions of Subsection 2. 3The overall grade to be awarded to a student studying a two-subject programme shall be the ECTS-credit weighted average (weighted arithmetical mean) of the grades achieved in his/her two degree subjects. 4The overall grade

shall be calculated to one decimal place; all other decimal places shall be dropped without rounding.
 5The following grading system shall be applied:

1.0 - 1.2	<i>mit Auszeichnung</i> (with distinction)	a particularly outstanding performance
1.3 - 1.4	<i>sehr gut</i> (excellent)	an excellent performance
1.5 - 2.4	<i>gut</i> (good)	a performance that considerably exceeds average requirements
2.5 - 3.4	<i>befriedigend</i> (satisfactory)	a performance that meets average requirements
3.5 - 4.0	<i>ausreichend</i> (sufficient)	a performance that meets requirements despite certain shortcomings
4.1 or lower	<i>nicht ausreichend</i> (insufficient)	an insufficient performance with considerable shortcomings

6In addition, the distribution of grades shall be represented in an ECTS grading table in accordance with the guidelines set out in the ECTS Users' Guide published on 6 February 2009 as amended from time to time. 7That ECTS grading table provides an overview of the statistical distribution of individual grades in a reference group of graduates from the degree programme in question. 8It indicates the percentage of students in a particular degree subject that were awarded each local grade. 9Sentences 6 to 8 shall not apply until sufficient statistical data has been collected for a reference group of appropriate size (usually grades awarded over a period of two academic years unless otherwise provided in the pertinent FSB); where sentences 6 to 8 do not apply, the graduates concerned shall be issued, at their request, an ECTS grading table at a later date (once sufficient statistical data has been collected).

(2) 1The grades calculated in the manner described in Subsections 3 to 5 that were awarded for the area of mandatory courses (if any), the area or areas of mandatory electives (if any), and the area of degree finalisation (if the thesis was written in the subject in question or assigned to the subject in question in accordance with the provisions of Section 26 Subsection 2 Sentence 2) of the subject in question shall factor into the grade in the degree subject. 2Graded modules completed in the area of transferable skills shall not factor into the grade in the degree subject. 3By way of derogation from Sentences 1 and 2, the FSB for Bachelor's degree subjects with either 180 or 120 ECTS credits may provide for the option to calculate a separate grade for the area of transferable skills, which shall be derived solely from the grade awarded for the sub-area of subject-specific transferable skills and which shall factor into the grade in the degree subject on a pro-rated basis. 4The grade in the degree subject shall be calculated on the basis of the ECTS-credit weighted average (weighted arithmetical mean) of the grades achieved in the individual areas. 5In the calculation of that grade, each area shall be weighted with the total number of ECTS credits assigned to it. 6In exceptional and duly justified cases, the weighting of the area of degree finalisation may be other than as provided in Sentence 5; detailed regulations shall be laid down in the pertinent FSB. 7The grade in the degree subject shall be calculated to one decimal place; all other decimal places shall be dropped without rounding.

(3) 1Notwithstanding the provisions of Subsections 4 and 5, grades awarded for individual areas shall be calculated on the basis of the ECTS-credit weighted average (weighted arithmetical mean) of the grades achieved in the modules assigned to the area in question for which numerical grades were awarded. 2Normally, the grades achieved in modules with numerical grading whose combined credit value is the total number of ECTS credits required in an area shall be used in the calculation of the grade to be awarded for that area. 3The pertinent FSB may provide that, in the area of mandatory electives in particular, grades shall not be calculated on the basis of the total number of ECTS credits but on the basis of fewer ECTS credits.

(4) 1In cases where a student has successfully completed modules with numerical grading worth more than the number of ECTS credits required in a particular area pursuant to Subsection 3 Sentence 2 or Sentence 3, the grade to be awarded for that area shall be calculated in the following manner: 2In a first step, a list shall be compiled and the modules arranged in the order of the grades awarded for them with the module for which the best grade was awarded at the top of the list and, if the same grade was awarded for two or more modules, with the module worth the highest number of ECTS credits at the top. 3In a next step, modules shall be selected from that list and their credit values added up until their total credit value is the number of ECTS credits required in the area. 4The grade to be awarded for the area shall then be calculated on the basis of the ECTS-credit weighted average (weighted arithmetical mean) of the grades achieved in the modules selected from the list with the last module used in the calculation being weighted only with the share of ECTS credits remaining to reach the credit

requirement for the area. 5Grades awarded for individual areas shall be calculated to one decimal place; all other decimal places shall be dropped without rounding.

(5) 1If an area is divided up into sub-areas and/or focus areas, either the 'hierarchy model' or the 'basket model' shall be applied, in compliance with the provisions set forth below, in the calculation of the grade to be awarded for that area; the pertinent FSB shall state which of the two models is to be used and shall set out more detailed provisions regarding grade calculation. 2If the modules assigned to an area have been arranged into module groups, these groups must under no circumstances be taken into consideration in calculating the grade to be awarded for that area; this is due to the fact that module groups merely serve the purpose of categorising modules. 3If the 'hierarchy model' is applied, a separate grade shall be calculated for each sub-area or focus area within the area (in ascending order if there are two or more sub-areas or focus areas). 4The provisions of Subsections 3 and 4 shall apply mutatis mutandis to the calculation of sub-area and/or focus area grades. 5The grade to be awarded for the area shall then be calculated on the basis of the grades awarded for the highest sub-area or focus area within that area. 6The provisions of Subsections 3 and 4 shall apply mutatis mutandis to the calculation of grades awarded for individual areas with the grades awarded for the individual sub-areas and/or focus areas replacing the grades achieved in modules with numerical grading. 7If the 'basket model' is applied, some or all sub-areas or focus areas shall be skipped. 8This means that no separate grades shall be calculated for skipped sub-areas or focus areas but the grade for the area above the skipped area or areas calculated on the basis of the grade awarded for the area beneath the skipped area or areas (sub-areas, focus areas, or modules). 9In cases where sub-area grades and/or focus area grades are calculated, the provisions governing the 'hierarchy model' shall apply mutatis mutandis.

(6) 1Students shall have a right of appeal against how the grades awarded for individual areas, the grade in the degree subject, and the overall grade have been calculated and weighted; if a student wishes to appeal grades awarded for individual assessments, the provisions of Section 31 Subsection 5 shall apply. 2Appeals against how the grades awarded for individual areas, the grade in the degree subject, and the overall grade have been calculated and weighted must be addressed to the chairperson of the competent examination committee and must be filed with the Examination Office within the prescribed deadline.

Section 36 Degree Certificate, Diploma, and Diploma Supplement Including Transcript of Records

(1) 1Students who successfully completed their programme shall receive a degree certificate, issued in both German and English, stating the topic of and grade awarded for their thesis, the grades they were awarded for the individual areas of their programme, the grades they achieved in their degree subjects (if they studied a subject combination), and their overall grade. 2Modules completed after the date on which a student submitted his/her request to be issued with graduation documents shall not be included in that student's certificate. 3The University will not issue students with revised certificates that include such modules. 4The certificate shall be signed by the chairperson or the deputy chairperson of the competent examination committee. 5The certificates of students studying two-subject degree programmes shall be signed by the chairperson or the deputy chairperson of the examination committee which was assigned responsibility for conducting the thesis assessment process in accordance with the provisions of Section 3 Subsection 2. 6A student's certificate shall bear the date on which he/she took his/her last assessment.

(2) 1Upon graduation, graduates shall be issued with a diploma in both German and English language; that diploma shall be issued to graduates along with their certificate and shall bear the same date as that certificate. 2The diploma certifies the conferral of the academic degree. 3The diploma shall be signed by the Dean of the competent Faculty or his/her deputy and the chairperson or deputy chairperson of the competent examination committee, where two-subject degree programmes are concerned: the chairperson or deputy chairperson of the examination committee which was assigned responsibility for conducting the thesis assessment process in accordance with the provisions of Section 3 Subsection 2, and shall bear the University seal.

(3) 1In addition, students shall be issued with a diploma supplement and a transcript of records in both German and English language; those documents shall bear the same date as the certificate. 2The transcript of records shall list all modules the student in question has successfully completed along with the number of ECTS credits allocated to, and the grades achieved in, those modules. 3The transcript of records should also list achievements earned at institutions other than JMU that were accredited at JMU for the first time. 4The diploma supplement and transcript of records do not bear signatures.

(4) 1At their request, students who have not yet received their degree certificate shall be issued with a provisional transcript of records (a transcript as described in Subsection 3 with a note stating that degree completion is pending). 2That document will usually be issued electronically.

(5) 1The chairperson of the competent examination committee may decide that diplomas are conferred during a graduation ceremony. 2That decision shall be communicated to those concerned in the customary manner, usually electronically; the provisions of Section 4 Subsection 2 shall apply.

Section 37 Terminating a Degree Programme with No Award

(1) Students shall be required to terminate a Bachelor's or Master's programme in a particular subject or subject combination and with a particular number of ECTS credits with no award if

1. they lose their entitlement to take assessments in that programme due to their having failed to meet the deadlines set forth in Section 13 and their not having been granted a deadline extension or if

2. they fail or are deemed to have failed their second attempt at their thesis or thesis defence (grade awarded for the thesis or thesis defence '*nicht ausreichend*' (insufficient), 5.0).

(2) 1Students who have failed their first attempt to successfully complete their degree or are required to terminate their programme with no award shall receive a letter notifying them of that fact and describing the legal remedy available. 2At their request and upon presentation of their disenrolment certificate, students required to terminate a Bachelor's or Master's programme in a particular subject or subject combination and with a particular number of ECTS credits with no award shall, in addition to the letter referred to in Sentence 1, receive a letter stating the fact that they were required to terminate the programme in question with no award and listing the grades they have achieved in the individual areas of that programme.

Section 38 Access to, and Retention of, Records Relating to Assessed Material

(1) 1At their request, students must be given the opportunity to access and view their examination script and the examiner's comments on their examination script or the written record of an oral examination after they have been notified of the results of the examination in question. 2Students wishing to access and view those documents must submit a request to do so to the chairperson of the competent examination committee within one month of the date of notification of the results of the examination in question. 3In cases where a student fails to meet that deadline and such failure is due to circumstances beyond his/her control, the provisions of Article 32 *Bayerisches Verwaltungsverfahrensgesetz* (Bavarian Act on Administrative Proceedings, BayVwVfG) dated 23 December 1997 (*Bayerisches Gesetz- und Verordnungsblatt* (Bavarian Law and Ordinance Gazette, GVBl) 1997, p. 235) as amended from time to time shall apply mutatis mutandis.

(2) 1The chairperson of the competent examination committee shall, in consultation with the competent examiners, make a decision as to when, where, and how students can access and view the documents referred to above. 2In particular where the assessment concerned is a written examination, there shall be the option to schedule a group viewing session. 3Where the assessment concerned is a term paper or comparable assessment, those concerned may either choose the option described in Sentence 2 or make other arrangements.

(3) 1Records relating to assessed material pursuant to Subsections 1 and 2 must be retained for two years; the retention period shall begin at the end of the calendar year in which the result of the assessment in question was notified to the student. 2Abridged records containing selected details only shall be retained for fifty years; the retention period shall begin at the end of the calendar year in which the student in question was disenrolled.

(4) 1When they have reached the end of their retention period, records relating to assessed material must be shredded except in cases where they are retained, with the consent of the student concerned, for the purposes of the University or are considered to be worthy of preservation and thus transferred to a permanent University or state archive. 2Records relating to assessed material must not be removed or shredded if and so long as an appeal was lodged or legal action taken against the result of the assessment in question and a final decision is pending.

Section 39 Assessment Offences, Wrongful Admission to Assessments, Revocation of Degrees

(1) 1In cases where a student has committed an assessment offence and such offence is not discovered until after he/she has been issued with his/her degree certificate, the competent examination committee shall have the right to revoke the grade originally awarded for the assessment in question and award a fail grade (*nicht ausreichend* (insufficient), 5.0) for the entire assessment or individual components thereof. 2In cases where the offence is major, the offender shall be denied the opportunity to re-take the assessment in question at JMU.

(2) ¹In cases where a student was wrongfully admitted to an assessment but had no intention to deceive and this is not discovered until after the student has been issued with his/her degree certificate, that defect shall be deemed remedied by the student's passing of the assessment in question. ²In cases where a student intentionally obtained wrongful admission to an assessment, the competent examination committee shall make a decision on the application of the legal consequences provided for in Subsection 1.

(3) ¹The student concerned shall be required to return his/her incorrect degree certificate, transcript of records, and diploma supplement to the University. ²Where appropriate, the student shall be issued with revised versions of those documents. ³In cases where an assessment offence has led to the award of a fail grade for a student's Bachelor's or Master's examination, the student in question shall be required to return the diploma certifying the conferral of the Bachelor's or Master's degree to the University along with his/her incorrect degree certificate. ⁴Decisions pursuant to Subsection 1 and Subsection 2 Sentence 2 cannot be made after five years from the date of the degree certificate or the Bachelor's or Master's diploma.

(4) The revocation of degrees shall be governed by the provisions of Article 69 BayHSchG as amended from time to time.

Section 40 Changing Degree Subjects, Changing from an Older Version of the Pertinent FSB to the Most Recent Version, Protection of Legitimate Expectations in the Context of Amendments Being Made to FSBs

(1) A change of degree subjects under these Regulations shall be deemed to occur when a student who is enrolled in a programme at JMU already changes his/her subject combination or the number and distribution of ECTS credits among subjects.

(2) ¹When a student changes degree subjects, the versions of these Regulations and the pertinent FSB in effect on the date of the change of subjects shall apply. ²Credits the student has earned in his/her old degree subject or subjects shall be transferred in accordance with the provisions of Section 18; they will not be transferred ex officio. ³A student who changes degree subjects shall start studies in his/her new subject or subject combination in the first subject semester unless he/she was admitted to a higher subject semester in accordance with the provisions of Section 18 Subsection 6.

(3) ¹A student who is enrolled in a programme at JMU already shall not be deemed to have changed degree subjects if he/she continues studying his/her subject or subject combination and his/her studies merely change from being governed by an older version of the pertinent FSB to being governed by the most recent version of those FSB. ²Such change shall not take effect until the next semester and must be requested by the end of the re-enrolment period designated for that semester. ³To ensure compliance with the principle of protection of legitimate expectations (regarding the FSB in effect on the date of a student's enrolment), any subsequent amendment made to the pertinent FSB shall normally apply only to students whose date of enrolment is after the effective date of that amendment. ⁴Once made, a student's declaration of his/her intention to change from an older version of the pertinent FSB to the most recent version shall be irrevocable, i. e. that student shall not be permitted to change back to that older version. ⁵Under normal circumstances, such declaration cannot be made after the end of the standard length of the student's programme. ⁶A change as described above shall not cause the subject semester count of the student in question to re-start from one. ⁷The credits earned under the provisions of the older version of the pertinent FSB shall be transferred ex officio. ⁸It shall not be permitted for the University to refrain from accrediting particular achievements in order to give the student the opportunity to re-take the assessments in question and achieve better grades. ⁹The transfer of credits earned under the provisions of the older version of the pertinent FSB shall be based on a so-called equivalence table compiled by the competent examination committee (a table that identifies against which module from the most recent version of the pertinent FSB a particular module from the older version of that FSB will be credited); students shall be given the opportunity to access and view that table; usually, an electronic copy of the table will be made available to them. ¹⁰In cases where a student declares his/her intention to change from an older version of the pertinent FSB to the most recent version and requests that he/she be issued with the documents referred to in Section 36, the Examination Office shall be allowed an appropriate period of time to prepare those documents.

(4) ¹Notwithstanding the provisions of Subsection 3 Sentence 3, amendments made to FSBs may, in individual cases and because of changes made to the contents of those FSBs, automatically apply to all students studying the subject concerned, including those who are enrolled in that subject already, provided that compliance with the principle of protection of legitimate expectations (regarding the FSB in effect on the date of a student's enrolment) has been ensured. ²In those cases, there shall be no need for students to declare their intention to change from the older version to the most recent one and the contents of the amended FSB shall apply automatically (this shall be set out in the amended FSB). ³In those cases, the principle of protection of legitimate expectations must also be complied with by ensuring that any students who have successfully completed a component of an assessment in a particular module under the provisions of the older version of the pertinent FSB are allowed an

appropriate period of time to complete that assessment under the provisions of that older version of the FSB.

(5) Subsections 2 and 3 contain provisions that apply to changes from an older version of the pertinent FSB to the most recent one in cases where both of those versions are governed by these Regulations; in cases where a change from an older version of the pertinent FSB to the most recent one also involves a change from an older version of these Regulations to the present one, Section 42 Subsection 2 shall apply.

Part 4: Final Provisions

Section 41 Entry into Force

These Regulations shall enter into force one day after their publication.

Section 42 Scope, Transitional Provisions

(1) These Regulations shall apply to all students who are admitted to the first subject semester of a programme offered by JMU after the effective date of these Regulations in the winter semester 2015/2016 or later and who are studying a subject or subject combination which, according to its FSB or according to the FSB for both subjects in the subject combination, are governed by these Regulations.

(2) ¹Assessments taken by students who, on the effective date of these Regulations, had already taken up studies in a Bachelor's or Master's programme at JMU that is governed by an older version of ASPO and the FSB supplementing that version of ASPO shall be governed by the version of ASPO that was in effect on the date of their enrolment and the FSB supplementing that version of ASPO. ²Changes from an older version of ASPO and the FSB supplementing that version to the most recent version of these Regulations shall remain unaffected if a student starts studying a new degree subject or a new subject combination that does not include any of the subjects previously studied by that student and if, after all credits from his/her previous study have been transferred, that student is not placed in a subject semester higher than the highest subject semester applicable in that particular case in the subjects he/she can study under these Regulations; in those cases, Section 18 Subsection 6 Sentences 1 and 2 shall apply. ³The highest subject semester applicable in a particular case shall be determined on the basis of the number of semesters starting on the effective date of the pertinent FSB. ⁴The above shall apply mutatis mutandis to new students who enrol in their first programme at JMU and whose previous study is eligible for credit transfer. ⁵If, however, students who enrol in their first programme at JMU would, after all credits from their previous study have been transferred, be placed in a subject semester higher than the highest subject semester applicable within the meaning of Sentence 3 in subjects they can study under these Regulations, their study shall be governed by ASPO 2009 in conjunction with the pertinent FSB (as amended from time to time) supplementing that version of ASPO.

(3) In the event that FSBs for Bachelor's or Master's programmes drawn up or amended on or after the effective date of these Regulations are found to be incompatible with these Regulations, these Regulations shall prevail.

Appendix 1: Elements of Modules That Are of Statutory Relevance (Section 8 Subsection 3)

1. Module title (in German) and abbreviation
2. Version
3. Total workload in ECTS credits
4. Duration in semesters
5. Course type and language course(s) is/are taught in
6. Weekly contact hours (SWS)
7. Minimum and maximum number of participants and information on selection procedure (where applicable)
8. Prerequisite modules (if any)
9. Information regarding assessments including method of assessment, length, language, and method of grading
10. Prerequisites for admission to assessment (if any)
11. Additional information regarding the delivery of courses and assessments

Appendix 2: Optional Supernumerary Assessments

¹Completing supernumerary assessments pursuant to Section 19 Subsection 4 is optional; optional supernumerary assessments cannot replace regular assessments. ²Save as otherwise provided in the pertinent FSB, optional supernumerary assessments can take forms including, but not limited to:

1. written elaboration (15 to 20 pages) or
2. management report (approx. 6 pages) or
3. oral examination of one candidate each (20 to 30 minutes) or
4. presentation in small groups of up to three candidates (approx. 10 minutes per candidate) or
5. presentation (one candidate each, 20 to 30 minutes) or
6. completion of exercises during the lecture period (10 to 15 hours total) or
7. project (10 to 15 hours total).

³Written examinations shall not be considered optional supernumerary assessments within the meaning of this provision. ⁴Optional supernumerary assessments may either be graded or ungraded; Section 31 Subsections 1 and 2 shall apply mutatis mutandis. ⁵If an optional supernumerary assessment is graded, the grade achieved in that assessment shall be disregarded unless it improves the grade achieved by the student in question in the regular assessment provided for in the pertinent SFB. ⁶Save as otherwise provided in the pertinent FSB, the weight ratio 'grades achieved in optional supernumerary assessments/grades achieved in regular graded assessments provided for in the pertinent SFB' shall be 1:3. ⁷If the grade thus calculated is not an awardable grade pursuant to Section 31 Subsection 2, the student shall be awarded the awardable grade pursuant to Section 31 Subsection 2 that is mathematically nearer the grade calculated; in cases of doubt, students shall be awarded the better grade. ⁸If an optional supernumerary assessment is ungraded, the competent lecturer shall define, prior to the assessment, the manner in which the result achieved in that assessment will improve the result achieved in the regular assessment provided for in the pertinent SFB. ⁹If the regular assessment provided for in the pertinent SFB is marked pass/fail only, successful completion of an optional supernumerary assessment may lower the standard required for a pass in that regular assessment in a manner defined by the competent lecturer prior to the assessment. ¹⁰If the regular assessment provided for in the pertinent SFB is graded numerically, the result or grade achieved by a student in an optional supernumerary assessment will only be considered if that student has passed that regular assessment, i. e. has achieved a grade of 4.0 or better in that regular assessment. ¹¹The result or grade achieved in a particular optional supernumerary assessment may only improve the result or grade achieved in the regular assessment in the module to which that optional supernumerary assessment was assigned and may be considered either in the semester in which that optional supernumerary assessment was taken or in a later semester (if the regular assessment provided for in the pertinent SFB is not offered until a later semester). ¹²Section 27 Subsection 3 Sentences 2 and 3 shall apply mutatis mutandis. ¹³Students who want a particular optional supernumerary assessment to be considered for the purpose of improving the result or grade achieved in an assessment outside the time frame specified in Sentence 11 shall be required to take that optional supernumerary assessment anew. ¹⁴By the time a course starts, the competent lecturer shall, in consultation with the competent examination committee, make a decision as to whether students will be offered the opportunity to take an optional supernumerary assessment in the current semester, which form that assessment will take in the current semester, whether that assessment will be graded or ungraded, and, in the case referred to in Sentence 9, shall define the manner in which successful completion of that optional supernumerary assessment may lower the standard required for a pass in the regular assessment provided for in the pertinent SFB. ¹⁵Said details shall be published by the lecturer in the customary manner. ¹⁶A record must be kept of the decisions taken in accordance with the provisions of Sentence 14 and the results or grades achieved by students. ¹⁷The competent lecturer shall be responsible for keeping that record and entering the students' results or grades into the official records. ¹⁸JMU's central IT system does not support the management of optional supernumerary assessments; the only grade to be recorded in that system is the final module grade. ¹⁹Apart from that, Section 19 Subsection 7 Sentences 2 and 3 shall apply.

Appendix 3: Multiple Choice Testing

(1) 1If an examination is to take the form of a multiple choice test, students must be informed about this by four weeks prior to the test at the latest. 2Each set of questions and response options shall be compiled by no less than two individuals, who must be authorised examiners in accordance with the provisions of Section 17 Subsection 1. 3They shall also determine which response options are to be considered correct. 4The multiple choice component of an examination may consist either of the entire set of questions compiled in accordance with the provisions of Sentence 2 or of a sub-set of those questions only. 5If the multiple choice component of an examination consists of a sub-set of those questions only, different sub-sets may be compiled either for each student or for different groups of students. 6If different sub-sets of questions are compiled, it must be ensured that those sub-sets have a comparable level of difficulty. 7It must be ensured that multiple choice questions will produce reliable test results. 8Before multiple choice tests are scored, the test items must be checked to ensure that they meet the requirements of Sentences 6 and 7. 9If it is found that a multiple choice test contains items that do not meet those requirements, the items in question must be disregarded and scoring must be based on the reduced number of items. 10It must be ensured that a reduction in the number of test items does not work to the disadvantage of examinees. 11If an examination has a multiple choice component, that component shall only be scored separately if the total number of points students can achieve in the multiple choice component accounts for more than 50% of the total number of points students can achieve in the examination.

(2) 1Tests pursuant to Subsection 1 Sentence 1 may consist of single choice questions (the number of items from a list of a total of n response options that are correct is - and this fact is known to students - one and only one - '1 out of n ') or multiple choice questions (the number of items from a list of a total of n response options that are correct is - and this fact is or is not known to students, depending on the specifications - is x - ' x out of n '). 2The following provisions shall apply to single choice questions: 3Students shall be awarded points for each question answered correctly; there shall be the option to either assign the same point value to all questions or adjust point values based on difficulty (equal or unequal weighting); the latter option may be chosen in particular when there are significant differences in the level of difficulty among questions. 4The examiner may apply a correction for guessing when scoring the test. 5The expected value, i. e. the odds of guessing correctly, for a single choice question is 1 divided by the number of response options and multiplied by the weight value of that question (if any). 6There are four methods for scoring multiple choice tests: BV1, BV2, BV3, and BV4.i 7When tests are scored using method BV1, students shall be awarded one point for each correct response option selected and one point for each distractor correctly left unselected. 8Students shall be awarded one negative point for each correct response option left unselected and one negative point for each distractor selected.ii 9Students cannot achieve a negative score for a test item; the highest possible score for an item shall be the number of response options, the lowest possible score shall be 0. 10The test paper shall not state how many of the response options to a question are correct. 11The total point value of the test shall be the weighted sum of the point values of the individual items in the test in accordance with the weight value assigned to each item. 12When tests are scored using method BV2, students shall be awarded one point for each correct response option selected and one point for each distractor correctly left unselected. 13Students shall not be awarded any negative points. 14The weighted sum of the point values of all test items shall be calculated, in accordance with the weight value assigned to each item, from the point values of the individual items in the test. 15The expected value shall be calculated and deducted from that sum.iii 16The minimum number of points shall be 0.

i Method BV3 can only be used if there is at least one correct response option to each question. Methods BV1 and BV2 can also be used to score tests that include questions with no correct response option.

ii Example: A multiple choice question uses 5 response options (A, B, C, D, and E), A and B are correct. A student who selects A and C is awarded 1 point [(1 correct response option selected + 2 distractors correctly left unselected) - (1 correct response option left unselected + 1 distractor selected)] out of 5 achievable points (1 point achievable for each of the response options), i. e. 20%.

iii If it is unknown to students how many of the response options to a particular multiple choice question are correct, the expected value for that question is calculated in the following manner: The odds of guessing correctly are 50% or 0.5 for each of the response options. The expected value for such a multiple choice question is calculated by multiplying the number of response options by 0.5. Example: A multiple choice question uses 5 response options (A, B, C, D, and E), A and B are correct. A student who selects A and C is awarded 3 points (1 correct response option selected + 2 distractors correctly left unselected). The expected value of 2.5 is deducted from that number, and the student has thus achieved 0.5 out of 2.5 achievable points, i. e. a score of 20%.

¹⁷When tests are scored using method BV3, students shall be awarded one point for each correct response option selected. ¹⁸Students shall not be awarded points for distractors correctly left unselected. ¹⁹Students shall be awarded one negative point for each distractor selected. ²⁰Students cannot achieve a negative score for a test item. ²¹The highest possible score for an item shall be the number of correct response options. ²²Since it is unknown to students how many of the response options to a particular test item are correct and students would thus not be able to tell the weight value of that item, when using method BV3, the basic score for an item shall be determined by calculating the ratio between the number of points scored on that item and the highest possible score for that item, i. e. the highest possible basic score for an item is 1. ²³The total point value of the test shall be the weighted sum of the point values of the individual items in the test in accordance with the weight value assigned to each item. ²⁴When tests are scored using method BV4, students shall only be awarded a point for an item if they select all correct response options and correctly leave all distractors unselected; students who select a distractor or leave a correct response option unselected shall be awarded 0 points (all-or-nothing scoring). ²⁵The total point value of the test shall be the weighted sum of the point values of the individual items in the test in accordance with the weight value assigned to each item.

(3) ¹The examiner shall, in consultation with the module coordinator, make a decision as to whether he/she will apply a correction for guessing when scoring the test (in the case of single choice questions) or which scoring method he/she will use (in the case of multiple choice questions); that decision shall be communicated to students by no later than four weeks prior to the scheduled exam date. ²The test paper must state the weight value of each test item.

(4) A student shall be deemed to have passed the multiple choice test if he/she meets at least one of the two following requirements:

1. ⁱThe student has achieved a score of at least 60% of the highest achievable score. ⁱⁱThe competent examiner shall have the right to lower the minimum passing score on more difficult tests. ⁱⁱⁱThe minimum passing score shall be published along with the results of the test in question in compliance with the provisions of Subsection 5 Sentence 3.
2. The number of points scored by the student is no more than 22% lower than the average number of points scored by those students who took the test in question for the first time, provided that both the number of points scored by the student and the average number of points are greater than 0.

(5) ¹If integer grades are awarded on a test, students who have achieved the minimum passing score shall receive the following grades on the multiple choice component of the examination:

- *sehr gut* (excellent) for at least 75%,
- *gut* (good) for at least 50% but less than 75%,
- *befriedigend* (satisfactory) for at least 25% but less than 50%,
- *ausreichend* (sufficient) for less than 25%

of additional points achieved in relation to the highest achievable score. ²If grades other than integer grades are awarded, grades must be calculated by interpolation. ³When students are notified of the results of the test, the minimum passing score, the highest achievable score, and the average score achieved by the reference group identified in Subsection 4 Letter a) or b) must be communicated to them via the University's notice boards or in another appropriate manner.