

Study and Examination Regulations  
for the Master's Programs of  
Hochschule Ravensburg-Weingarten (RWU)  
University of Applied Sciences  
as of March 31<sup>st</sup>, 2022

On March 31<sup>st</sup>, 2022, pursuant to § 8 section 5 in conjunction with § 30 section 1 and § 32 of the Baden-Württemberg Higher Education Act (Landeshochschulgesetz - LHG) of January 1<sup>st</sup>, 2005 (law gazette, page 1 et seqq.) as amended from time to time, the Senate of Hochschule Ravensburg-Weingarten University of Applied Sciences enacted the following changes to the Study and Examination Regulations in compliance with § 19 section 1 No. 9 LHG. The Rector has approved the Study and Examination Regulations pursuant to § 32 section 3 sentence 1 LHG.

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## § 1 Scope and structure

- (1) These study and examination regulations apply to the Master's degree programs
  1. Mechatronics
  2. Social and Health Care Management (part-time)
  3. International Business Management (part-time)
  4. Environmental and Process Engineering
  5. Computer Science
  6. Digital Business
  7. Applied Health Science
  8. Product Development in Mechanical Engineering
  9. Technology Management and Optimization
  10. Social Work and Participation
  11. Business Administration and Entrepreneurship
  12. Electrical Engineering and Embedded Systems
- (2) The academic year is divided into semesters commencing on May 1<sup>st</sup> and September 1<sup>st</sup>, respectively. The date on which the course of study can actually be commenced is laid down for each study program in the Admission Regulations.
- (3) The provisions as laid down in the General Part (A) shall apply unless otherwise stipulated in the special Study and Examination Regulations of the individual study programs.

## A. General Part

### § 2 Objective of the Study, Purpose of the Examination, Academic Degree

- (1) The Master's program aims to convey specialized knowledge and skills corresponding to Level 2 of the German Qualifications Framework for Higher Education Degrees enabling the students to take up skilled employment develop their personality and pursue academic work.
- (2) The Master's examination terminates the studies by conferring a professional qualification in the following study programs:
  1. Mechatronics
  2. Social and Health Care Management (part-time)
  3. International Business Management & Sustainability (part-time)
  4. Environmental and Process Engineering
  5. Computer Science
  6. Digital Business
  7. Applied Health Science
  8. Product Development in Mechanical Engineering
  9. Technology Management and Optimization
  10. Social Work and Participation
  11. Business Administration and Entrepreneurship
  12. Electrical Engineering and Embedded Systems
- (3) The examination is meant to establish that the student has achieved the objectives defined for his program.
- (4) Successful pass of the Master's examination leads to the award of an academic degree, i.e.:
  1. Master of Science (M.Sc.) for the study programs
    - Mechatronics
    - Computer Science
    - Digital Business
    - Product Development in Mechanical Engineering
  2. Master of Business Administration (MBA) for the study programs
    - Social and Health Care Management
    - International Business Management & Sustainability
  3. Master of Engineering (M.Eng.) for the study programs
    - Environmental and Process Engineering
    - Technology Management and Optimization
    - Electrical Engineering and Embedded Systems
  4. Master of Arts (M.A.) for the study programs
    - Applied Health Science
    - Social Work and Participation
    - Business Administration and Entrepreneurship
- (5) The Master's degree can only be awarded if 300 ECTS have been achieved including the previous study.

### § 3 Official Length of Program, Organization of Studies

- (1) The official length of program including the time provided for completing the Master's thesis and passing all examinations is laid down in the Study and Examination Regulations of the individual study program.
- (2) At all stages, the study has a modular structure. A module denotes an individual course or a group of courses with a coordinated thematic and chronological structure to which a certain number of ECTS is assigned depending on the workload required for successful participation. These ECTS are not awarded for mere attendance, but as a rule only if proof of a specific accredited examination can be provided. Assignment of the ECTS is effected in compliance with the ECTS (European Credit Transfer System), **with one credit point corresponding to the sixtieth part of the student's annual workload (30 hours)**. The Reference Book of Modules of the individual study program completes the Study and Examination Regulations of the study program in question. It provides detailed information, among others, about the examinations as laid down in the Study and Examination Regulations. The Reference Book of Modules shall be approved by the Faculty Council in consultation with the Academic Commission. The Faculty Council may assign the head of study program with the task of approving the Reference Book of Modules.
- (3) Courses can also be offered in the form of e-learning. Should a major part or the entire course be taught in this form, a decision by the responsible Faculty Council will be required. Upon decision by the Faculty Council concerned, courses can also, on a case-by-case basis, be taught in English.
- (4) Upon decision of the responsible Faculty Council, the sequence and the type of modules/courses and examinations as laid down in the Study and Examination Regulations for the individual study programs can, in particular cases, be changed for one academic semester and for compelling reasons if this is imperative to ensure the orderly running of the study program. The reasons for the changes must be documented.
- (5) Transitional provisions for new Study and Examination Regulations for the individual study programs must be agreed upon in the Faculty Council in consultation with the Academic Commission.
- (6) **The attendance of courses can be made compulsory if and only if the students' presence is absolutely necessary to build the competence.** Compulsory attendance is documented in the Reference Book of Modules for the respective module.

### § 4 Type and Structure of the Examination

- (1) **The Master's examination consists of the examinations in the different modules and the Master's thesis or the Master's module, if the latter is provided for in the Study and Examination Regulations of the respective study program.**
- (2) A module encompasses defined competences to be acquired and, as a rule, concludes with a single accredited academic achievement/examination. Nature, form and scope of the accredited academic achievement/examination for the individual modules are laid down in the Study and Examination Regulations of the respective study program. Detailed information on the nature and the form of the examination(s) to be taken are given in the Reference Book of Modules.

## A. General Part

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### § 5 Scope of the Examination, Intermediate Assessment, Deadlines for Academic Achievements during the Course of the Studies

- (1) If the regular course of study is adhered to, a maximum of six examinations are normally taken per semester in accordance with § 4 of the General Part of the Study and Examination Regulations.
- (2) In order to successfully complete the program, a total number of ECTS must be earned as specified in the study and examination regulations of the respective study program. ECTS are awarded for successfully completed modules or examination achievements according to the number listed in the study and examination regulations of the respective degree program.
- (3) Students who have not completed the required number of ECTS credits by the end of the standard period of study plus three semesters at the latest shall lose their right to take the examination for this degree program, unless the student is not responsible for exceeding the deadline. The Central Examination Board decides whether the student is responsible for exceeding the deadline.
- (4) In each semester, only examinations for modules taught in same semester and retake examinations will be offered.

### § 6 Retake of Examinations

- (1) Failed examinations can be retaken twice. The second retake presupposes that the student can provide proof of having consulted the academic advisory service of his/her study program prior to registering for the examination. It is not possible to retake a passed examination.
- (2) Failed compulsory examinations and compulsory examinations deemed failed must be retaken. A module examination cannot be retaken in parts, but only as a whole. The repeatability of the Master's thesis is regulated by § 10 of the General Part of the Study and Examination Regulations.
- (3) Examinations taking place during the lecture period are deemed commenced once the student has participated in the first test. Students who are unable to sit parts of an examination taking place during the lecture period for reasons they cannot be held responsible for will be given the opportunity to retake the outstanding parts in the next semester in which the module concerned is offered latest in the next but one semester following the semester, in which the partial accredited examination should normally **have been completed**. **Subject to the candidate's consent, the missing partial examination can be retaken during the ongoing semester.** Place and time of the retake will be determined by the examiner.
- (4) A student may not withdraw from an examination that has already begun. Abandoning an examination that has already begun will be counted as a failed attempt.

### § 7 Forms of Examination, Electronic Examinations

- (1) As a rule, accredited examinations can have the following forms:

- Oral examination
- Written examination
- Written examination during the lecture period
- Other written papers (e.g. term paper, report, seminar paper)
- Multiple choice
- Oral paper
- Presentation
- Laboratory work
- Design



## A. General Part

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- Practical work
- Poster
- Portfolio
- Colloquium

Further forms of examination can be defined in the Study and Examination Regulations of the individual study programs. Team achievements are admissible.

- (2) Examinations can also be taken in IT-supported form.
- (3) Oral examinations may be conducted by videoconference according to the Ravensburg-Weingarten University guidelines for conducting oral examinations via videoconference.
- (4) As a rule, the examinations will be taken during the examination weeks outside the lecture period of the academic semester.
- (5) The assessment process shall take no longer than four weeks.

### § 8 Oral Examinations

- (1) As a rule, oral examinations shall be taken before at least two examiners or before one examiner in the presence of an expert assessor as a group examination or as an individual examination. Before determining the grade in accordance with § 11 of the General Part of the Study and Examination Regulations, each examiner shall hear the other examiners involved in the examination or the expert assessor. § 17 section (1) of the General Part of the Study and Examination Regulations shall apply accordingly.
- (2) Oral examinations shall have a duration of at least 20 minutes for each candidate, maximum 30 minutes.
- (3) The major contents and the results of the oral examinations must be laid down in the minutes. The tested candidate must be informed of the result subsequent to the examination.
- (4) Students wishing to take the same examination on an examination date later than the ongoing examination period shall be admitted as listeners unless the tested candidate disagrees. However, such admission will not include consultation and announcement of the examination results.

### § 9 Examinations during the Lecture Period

- (1) Examinations can also be held during the lecture period. In particular, such examinations include portfolio examinations and mid-term written tests. The sum of the individual partial tests completed during the lecture period may not exceed the regular extent of a single examination as defined for the study program. Type, extent, and relative weighting of the individual examination elements are laid down in the module description.
- (2) A portfolio examination consists of several examination elements of different forms. Possible forms of examinations are, in particular, oral exams, oral papers and presentations, written documentations, multiple choice tests, documented practical works, designs or posters.
- (3) A written examination during the lecture period consists of several partial written tests.

## § 9 a Award of Bonus Points

The responsible examiner can, at his/her own discretion, additionally define possibilities of improving the final grade (for example give bonus tasks, presentations and/or practical works) **encouraging the students' continuous participation throughout the lecture.** The total of such possibilities may not improve the final module grade by more than 0.5. A prerequisite for the bonus points to be considered is that the student has passed the accredited examination as laid down in the Study and Examination Regulations of the respective study program. Students shall be informed of these complementary possibilities to improve their final grade at the beginning of the course as well as via the Reference Book of Module.

## § 10 Master's Thesis

- (1) The Master's thesis is an examination which is intended to show that the student is able to work on a problem from the subject area of his or her field of study using the required methods within the specified period of time. The scope of work for the Master's thesis is a minimum of 15 and a maximum of 30 ECTS. The exact number of ECTS to be awarded is specified in the study and examination regulations of the respective study program.
- (2) The assignment is issued by a professor. The professor is responsible for supervision. Should the Master's thesis be completed at an institution other than the University, the chairperson of the Examination Board must give his/her consent. It must be ensured that the student is released to attend the required courses.
- (3) The Master's thesis must be submitted no later than six months after the registration date. At the request of the student, the Examination Board may typically, in agreement with the supervisor, extend the deadline by up to three months if there is a special reason for doing so. In cases of serious hardship, the deadline may be suspended.
- (4) The topic can only be returned once and only within the first two weeks of the completion time. A new topic must be agreed upon without delay, however within 4 weeks at the latest. § 26 of the General Part of the Study and Examination Regulations remains unaffected hereof.
- (5) The Master's thesis is issued via the examination board. Topic and date are to be made on record. The students can express topic wishes. Upon request, the examination board will arrange for the timely issuance of the Master's thesis.
- (6) The Master's thesis may also be submitted in the form of a group paper if the contribution of the individuals to be evaluated as an examination performance is clearly distinguishable and assessable on the basis of the specification of sections, page numbers or other objective criteria that enable a clear delimitation and fulfills the requirements according to section 1.
- (7) The Master's thesis must be submitted to the Student Examination Office in due time and in two printed copies as well as in electronic form (pdf). The day and time of handing in the paper must be officially recorded. On submittal, the student will be required to assure in writing that he/she has written the thesis independently and that he/she did not use any sources or aids other than those referenced. Non-observance of the time limit fixed for handing in the Master's thesis will lead to the paper being graded **with "fail" (5.0).**
- (8) The Master's thesis is usually to be evaluated by two examiners to be determined by the examination board. One of the examiners is usually the supervisor of the Master's thesis. At least one of the examiners should be a professor of the relevant faculty. The assessment procedure should not exceed four weeks.

A. General Part

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- (9) In order to pass their Master's thesis, **candidates will need an overall grade of at least "sufficient" (4.0)**. It is possible to repeat it once, a second repetition being excluded. A new topic for the Master's thesis must be applied for in writing with the chairperson of the Examination Board within a period of two months after notification of the failure. Failure to observe the application deadline will result in the student forfeiting his/her examination entitlement unless he/she cannot be held responsible for the non-observance.

### § 11 Evaluation of Examinations, Non-Observance of Deadlines for Examinations

- (1) The grades for the different examinations accredited will be determined by the examiners involved. The following grades must be used for the assessment of the examinations:

1 = very good	An excellent performance
2 = good	A performance well above average requirements
3 = satisfactory	A performance which fulfills all average requirements
4 = sufficient	A performance which meets the requirements despite some shortcomings
5 = fail	A performance which due to considerable shortcomings does not meet the requirements

To differentiate the evaluation of the examinations, it is possible to use decimal grades in 1/10 increments with 1.0 being the best and 5.0 the worst grade.

- (2) If an examination is evaluated by more than one examiner (each examiner evaluates the entire examination), the grade shall be calculated from the average of the grades fixed by each examiner. To determine the grade of an examination where several examiners assess different parts of the examination, the grade shall be determined on the basis of a total number of points to be achieved. If a module examination, by way of exception, consists of several independent tests, then the grade of the academic achievement will be calculated from the average of the grades achieved in the different examinations weighted according to the number of ECTS.

The following grades shall be used.

- for an average of up to 1.5 = very good;
- for an average from 1.6 to 2.5 = good;
- for an average from 2.6 to 3.5 = satisfactory;
- for an average from 3.6 to 4.0 = sufficient;
- for an average of 4.1 or worse = fail.

- (3) For examinations taking place throughout the semester such as portfolio examinations or written examinations held during the lecture period, the grade will be calculated on the basis of the total points achieved in the various examination elements. No individual grades for the examination elements shall be awarded and offset.

A. General Part

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- (4) When fixing the grades only the first decimal will be taken into account; all other decimals will be dropped without rounding.
- (5) The overall grade for the degree is calculated on the basis of the module grades achieved during the entire study weighted according to the number of ECTS (weighted arithmetic mean). Ungraded partial tests of a module will not be taken into account for the calculation of the module grades. However, as the weight of these grades contributes to the weight of the entire module, they will affect the calculation of the overall Master grade.
- (6) For **outstanding performances (overall grade 1.3 or better)**, the overall assessment **“pass with distinction” (“mit Auszeichnung bestanden”)** will be awarded.
- (7) The final grade as documented in the Diploma Supplement will be awarded as relative grade according to the following table set up by the HRK (Association of Universities and other Higher Education Institutions in Germany):

A the best 10 % of the graduates

B the next 25 % of the graduates

C the next 30 % of the graduates

D the next 25 % of the graduates

E the next 10 % of the graduates

This relative grading system is used if the number of graduates of the past three semesters is at least 30. Otherwise no relative grade will be awarded; instead the grades will be determined as follows:

A for an average of up to 1.5

B for an average from 1.6 to 2.0

C for an average from 2.1 to 2.5

D for an average from 2.6 to 3.5

E for an average from 3.6 to 4.0.

Recognition and conversion of examinations taken abroad will be effected according to § 6 of the statutes concerning the transfer of academic achievements and examinations at the University of Applied Sciences Ravensburg-Weingarten (Satzung über die Anrechnung von Studien- und Prüfungsleistungen an der Hochschule Ravensburg-Weingarten) as amended from time to time.

- (8) **An examination will also be assessed as “fail” (5.0) if it is not completed within the completion period or time awarded.**
- (9) Students must notify the head of the Examination Board without delay and in writing of the reason for exceeding the completion time or the failure to complete the examination furnishing appropriate evidence. In the case of illness, the presentation of a certificate filled in by a doctor and attesting the **inability to sit an exam is required within 14 days. In cases of doubt, a doctor's certificate can be required** from a doctor named by the University. If the reason stated is deemed valid, a new day and time for the examination will be fixed. In such case, the already achieved examination results will be taken into account. For examinations during the lecture period, § 8 section 4 of the General Part of the Study and Examination Regulations shall apply.

## A. General Part

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### § 12 Deceit, Breach of Regulations

- (1) Should a candidate try to influence the results of his/her own or another person's examination by deceit or use of unauthorized aids, his/her examination will be graded with "fail" (5.0). Authorized aids are those indicated in the final version of the electronic examination schedule. Students are obliged to inform themselves in this respect. Any disturbance of the orderly course of an examination can lead to the candidate being excluded from continuing the examination by the responsible examiner or supervisor, in which case the examination will be graded with "fail" (5.0). In severe cases, the Examination Board can exclude the candidate from taking further examinations.
- (2) In serious cases, the Examination Board may exclude the person to be examined from performing further examination services.
- (3) The person concerned by the decision may, within a period of one month, request the decision to be reviewed by the Examination Board in compliance with section 1, sentences 1 and 4. Decisions to their disadvantage must be notified to the candidate without delay and in writing stating the reasons and providing information on the legal remedies available.

### § 13 Passing of Examinations

- (1) An accredited examination is deemed to be passed if it has been graded with "fair" (4.0) or better.
- (2) ECTS can only be earned for successfully completed modules.
- (3) The Master's examination is deemed to be passed if the Master's thesis and all the required modules have been passed and if the ancillary conditions as specified in the Special Part hereof are fulfilled.

### § 14 Definite Failure of the Master's Examination

- (1) The Master's examination is deemed definitely failed if
  - the candidate's second attempt at passing the Master's thesis was unsuccessful or deemed unsuccessful
  - the second repetition of a module examination or other accredited examinations has failed
  - the candidate has forfeited his examination entitlement for reason of non-observance of the deadlines.
- (2) The candidate will be notified in writing about his definite failure in the examination and informed about the legal remedies available.

### § 15 Recognition of Study Periods, Academic Achievements and Examinations

- (1) Periods of study, academic achievements and accredited examinations will be transferred without verification of equivalency if the same have been completed at another German institution of higher education of the same type and in the same study program.
- (2) Periods of study, academic achievements and accredited examinations in study programs not covered by section 1 will be accredited in compliance with the statutes concerning the recognition and transfer of academic achievements and examinations as well as competencies acquired at institutions other than institutions of higher education at the University of Applied Sciences Ravensburg-Weingarten (Satzung über die Anerkennung und Anrechnung von Studien- und Prüfungsleistungen sowie außerhochschulisch erworbenen Kompetenzen an der Hochschule Ravensburg-Weingarten) as amended from time to time if the competencies acquired do not differ significantly from the academic achievements/accredited examinations to be replaced.

A. General Part

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## § 15 a Recognition of Competencies Acquired at Institutions other than Institutions of Higher Education

Competencies acquired at institutions other than institutions of higher education will be accredited in compliance with the University statutes concerning the transfer of academic achievements and examinations as well as competencies acquired at institutions other than institutions of higher education (Satzung der Hochschule Ravensburg-Weingarten über die Anrechnung von Studien- und Prüfungsleistungen sowie außerhochschulisch erworbener Kompetenzen) as amended from time to time.

## § 16 Examination Board

- (1) An Examination Board composed of seven members shall be set up for each study program. Members shall be appointed for a four-year term of office.
- (2) The chairperson (Head of study program), his/her deputy, the other members of the Examination Board as well as their deputies shall be appointed by the faculty to which the study program belongs from the ranks of the professors of this faculty as well as from the ranks of the professors of other faculties holding lectures in that study program on a regular basis.
- (3) The Examination Board shall ensure that the provisions of the Study and Examination Regulations are complied with. It makes suggestions for reforming the curriculum and the study and examination regulations. The Examination Board may delegate certain of the tasks incumbent upon it to the chairperson.
- (4) The members of the Examination Board shall have the right to attend examinations.
- (5) The members of the Examination Board and their deputies are bound to professional discretion. Insofar as they are not employed in the public sector, they will be committed to confidentiality by the chairperson.
- (6) A Central Examination Office will be created to support the Examination Board. Academic advice will be provided by the vice-rector in charge of student affairs and teaching.
- (7) The Central Examination Board consists of the vice-rector in charge of student affairs and teaching as chairperson, one further vice-rector and the deans. The head of Student Administration will attend the meetings of the Central Examination Board in an advisory capacity. It is possible, on a case-by-case basis, to consult contract instructors or other professors to obtain their opinion. The Central Examination Board can appoint a representative who will be in charge of coordinating the organization and conduct of the academic achievements and examinations.

## § 17 Examiners and Observers

- (1) In addition to professors, academic staff members to whom the examination authority has been delegated and lecturers may be appointed as examiners. Persons experienced in professional practice and training who themselves possess at least the qualification to be established by the examination or an equivalent qualification may also be appointed as examiners.
- (2) **The examiners' names shall be disclosed in due time.**
- (3) To be appointed observer, it is necessary to possess at least the same or an equivalent qualification as the one to be determined through the examination.
- (4) § 16 section 7 of the General Part of the Study and Examination Regulations shall apply accordingly to the examiners and the assessors.

## § 18 Responsibilities

(1) The tasks of the Central Study Committee are as follows:

1. Recommendations concerning the development of the individual study programs with regard to the guidelines of the Standing Conference of the Ministers for Education and Cultural Affairs (Kultusministerkonferenz) and the Accreditation Council.
2. Coordination to ensure a uniform implementation of the Study and Examination Regulations.
3. Preparation of the resolutions by the Senate on the Study and Examination Regulations if cross-faculty issues are concerned. The preparation of the resolutions lies primarily with the heads of study program who are members of the Dean's Office and represented in the Committee (cf. § 26 (4) Baden-Württemberg Higher Education Act – LHG). Members of the Central Study Committee are: one head of study program of each faculty (cf. § 24 (5) Baden-Württemberg Higher Education Act – LHG), the vice-rector in charge of student affairs and teaching (as chairperson) as well as further members pursuant to §10 (3) of the University of Applied Sciences Ravensburg-Weingarten statutes concerning the quality assurance in study and teaching (nd Qualitätssicherungssatzung der Hochschule Ravensburg-Weingarten über die Qualitätssicherung in Studium und Lehre) as amended from time to time.

(2) The tasks of the Central Examination Board are as follows:

1. Decision on the kind of organization and the conduct of accredited examinations.
2. Monitoring of the organization and orderly conduct of the examinations.
3. Decision on applications for compensation of disadvantages.

Decision on study and examination issues in opposition proceedings.

Recommendation on the further development of examination regulations in consideration of the Baden-Württemberg regulation on the accreditation of study programs (Studienakkreditierungsverordnung) as amended from time to time.

(3) The Examination Boards of the study programs have the following tasks:

1. decisions on the consequences of violations of examination regulations (§ 12).
2. decisions on passing and failing grades (§ 12 and § 13).
3. decisions on the appointment of examiners and assessors (§ 17).
4. decisions on the admission to courses and examinations in cases of doubt.
5. decisions on the recognition of study and examination achievements.
6. decisions on the recognition of competences acquired outside the university.
7. decisions on the issue and extension of deadlines for Master's thesis.
8. decision on the invalidity of the Master's examination.
9. statement in appeal proceedings in study and examination matters.
10. opinion in the course of the agreement of deviating study courses according to § 26 paragraph 6 and § 28 of the General Part of the Study and Examination Regulations.
11. in the case of cooperative study programs, the Examination Board shall assume the tasks corresponding to nos. 1 to 4 of the Central Examination Board as agreed in the cooperation agreement.

## A. General Part

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(4) The Central Examination Office is responsible for:

1. Implementation of the decision on the kind of organization and the conduct of accredited examinations,
2. Management of examination-related documents,
3. Admission to academic achievements and other examinations,
4. Preparation and issue of examination-related notifications, attestations, certificates and other documents,
5. Proceedings concerning examination deadlines and official lengths of program,
6. Support of the examination board.

### § 19 Provision of the Range of Courses

The University will ensure by the range of courses offered that examinations can be performed within the time limits defined in the present Examination Regulations and that the courses can be offered to the extent necessary.

### § 20 Organization of Examinations

- (1) The decision on the university-wide examination period as well as the related periods of time provided for exam registration and cancellation of an exam registration lies with the Senate. As a rule, the university-wide examination period will, for each semester, commence at the beginning of the lecture-free period. The period provided for exam registration and cancellation of an exam registration is **published on the University homepage, under "University calendar". It is the students' responsibility to inform themselves about the periods of time stated and to register for the examinations. Exam registration and cancellation of an exam registration is effected electronically via the University's campus management system.** In exceptional cases, it is possible to register for an examination or cancel an exam registration in writing, within the deadlines provided. Reasons for such exception must be given by the students and evidence must be provided. Non-participation in the examination will be deemed as a cancellation of the registration.
- (2) Students will be notified of the place and time of the individual examinations taking place during the university-wide examination period in the form defined by the Student Examination Office.
- (3) Examinations organized by the examiner himself/herself shall be held during or at the end of the lecture period.
- (4) In the case of cooperative study programs, the registration for examinations and the withdrawal of a registration for examinations shall take place at the university in which the student is enrolled.

### § 21 Admission to Examinations

- (1) Students may take examinations in accordance with these Examination Regulations if they are enrolled in the corresponding degree program, have not lost their right to take examinations in the degree program or a related degree program with essentially the same content, and have properly registered for the examination. Any additional prerequisites listed in the Study and Examination Regulations of the respective individual study programs must also be fulfilled.



A. General Part

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- (2) Students who have already passed the final examination of the corresponding study program will not be admitted.
- (3) Students shall be notified of their admission or non-admission in the form defined by the Student Examination Office.

## § 22 Information about Examination Results

- (1) The examiner will inform the Student Examination Office of the examination results according to the modalities defined for the various examination forms and within the scheduled time frame.
- (2) The Student Examination Office will inform the students of the examination results via an entry in the **University's electronic examination management system**.
- (3) **After passing an examination, the student's account will be credited with the corresponding ECTS.** Provided that it is feasible from an organizational point of view, students can inspect their accounts at any time.

## § 23 Certificates, Master's Diploma

- (1) The student shall receive a certificate immediately, if possible within four weeks, stating that he or she has passed the Master's examination. The certificate shall include the modules and their grades, the topic and the grade of the Master's thesis as well as the overall grade, stating the selected specialization. The certificate shall bear the date of the last examination. It is to be signed by the dean of the respective faculty. In the case of cooperative study programs, the certificate shall be signed by the dean at whose university the student is enrolled.
- (2) At the same time as the certificate, the graduate receives the Master's certificate with the date of the certificate. In it, the award of the Master's degree is certified in accordance with § 2 section 4 of the General Part of the Study and Examination Regulations. The Master's certificate is signed by the Rector and bears the seal of the University. In the case of cooperative degree programs, the master's certificate shall be signed by the rector at whose university the student is enrolled.
- (3) In addition, the graduate receives an English and a German language certificate supplement ("Diploma Supplement") with standardized information describing university degrees. It informs about the completed study contents, the course of studies and the academic and professional competences acquired with the degree. The "Diploma Supplement" is signed by the head of the student affairs department.
- (4) Certificates of passed examinations shall be issued to the student upon request before the certificate is issued.
- (5) The Master's certificate will be issued only if a certificate of discharge from the administration has been received. In the case of cooperative degree programs, discharge certificates from the participating universities must be available.
- (6) Upon application, a maximum of five subjects other than the prescribed subjects shall be listed in the Master's certificate (additional subjects). The result of these subjects is not taken into account when determining the overall grad.

## § 24 Invalidity of the Master's Examination

- (1) In the event that a candidate has cheated in an examination and should this fact be disclosed only after delivery of the certificate, the grade of the corresponding examination can be rectified pursuant to § 14 section 1. This may include the particular examination to be declared as "fail" (5.0) and the Master's examination as failed. The same applies accordingly to the Master's thesis.
- (2) If the student has deliberately wrongfully obtained admission to the examination, the examination will be declared as "fail" (5.0) and the Master's examination as failed.
- (3) Before a decision is taken, the person concerned shall be given the opportunity to comment.
- (4) The incorrect examination certificate shall be withdrawn and, if applicable, a new one handed out. The Master's diploma shall also be withdrawn together with the incorrect examination certificate, if the examination was declared "failed" due to the deceit. A decision under section 1 and section 2 is excluded after a period of five years from the date of the examination certificate.

## § 25 Inspection of the Examination Records

- (1) Upon request, the candidate will be granted inspection of his/her written examinations, the relating examiners' evaluations and the minutes of the examination.
- (2) The request must be made to the examiner. The examiner shall determine the place and time of the inspection. The inspection shall take place on university premises. The chairperson of the Examination Board is responsible for clarifying any discrepancies.
- (3) The retention periods for examinations and their related documentation are specified in the Guidelines on Document Retention Periods at the Ravensburg-Weingarten University of Applied Sciences.

## § 26 Special Provisions for Students with Family Care Responsibilities

- (1) Students who are entitled to parental leave pursuant to § 15, Paragraphs 1 through 3 of the Federal Parental Benefit and Leave Act (Bundeselterngeld- und Elternzeitgesetz) or who are caring for a close relative as defined in § 7, Paragraph 3 of the Home Care Leave Act (Pflegezeitgesetz) are entitled to avail themselves of the special provisions detailed in Paragraphs 2 through 5. The entitlement comes into or goes out of effect at the end of the semester in which the conditions mentioned in Sentence 1 arise or cease to apply. Entitled persons are required to keep corresponding records and are obliged to provide notification immediately should any of the prerequisites set out in Sentence 1 arise, change, or cease to apply. All notifications are to be addressed exclusively to the Student Examination Office. Different from the Federal Parental Benefit and Leave Act (Bundeselterngeld- und Elternzeitgesetz), students remain eligible until the youngest child to be cared for reaches the age of fourteen. Definitions and determinations of dependency as they relate to eligibility for home care leave are based on §§ 14 and 15 in Volume 11 of the German Social Security Code (Sozialgesetzbuch).
- (2) Students who fall under the category of persons specified in Paragraph 1 are entitled to take some of their examinations after the deadlines stipulated by the individual degree programs' Study and Examination Regulations; the same applies to the deadlines for the completion of academic achievements. The following rules shall apply:
  1. The deadline for retaking an examination may be extended by up to two semesters.
  2. the deadline for completing the Master's examination are extended by half a semester for each semester in which the student belongs to the eligible group. Accordingly, this period is extended by up to three semesters. The provisions of § 26, Paragraph 2 do not pertain to § 21, Paragraph 2.

A. General Part

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- (3) Students who, before the final thesis has been issued to them, furnish evidence of the fact that their family obligations will extend beyond the length of time provided for the completion of the thesis, can file an application with the responsible Examination Board for the issue of a final thesis for which the completion time can be extended by 100%. In the event that the care obligations occur after the commencement of the completion time of the thesis, the student can file an application with the responsible Examination Board for the remaining completion time to be extended by 100%, calculated from the time of commencement of the care obligation until the time of handing in the thesis. Alternatively, upon request by the student, the thesis will be deemed as not issued. The student will receive a new topic after expiration of the care period.
- (4) Insofar as the observance of deadlines for the first examination registration and the retake of examinations are concerned, any illness of the student shall be deemed to be equivalent to an illness of a child under their care.
- (5) Students belonging to the group of people as mentioned in section 1 are entitled to attend courses, sit examinations and use University institutions during a semester off, if the leave of absence has a causal link with their duty of care.
- (6) In justified cases, an application for a change of the form of examination can be filed. The decision on the application will lie with the Central Examination Board.

### § 27 Special Protection during Pregnancy and Lactation

- (1) Pregnant and breastfeeding students are entitled to periods of protection and leave under the German Maternity Protection Act (Mutterschutzgesetz). With respect to the study progress, the claiming of protection periods shall be deemed equivalent to a leave of absence. During such times, students are entitled to attend courses, sit examinations and use the University institutions.
- (2) In the framework of work completed in laboratories or studios, the protective provisions of the Maternity Protection Act shall apply.
- (3) Pregnant students are not obliged to report their pregnancy. It is, however, strongly recommended, in their own interest, that they report their pregnancy to the Student Administration Office as soon as their pregnancy is confirmed. This will provide them with the possibility to use their rights under the **Maternity Protection Act. The same applies to breastfeeding students. A doctor's certificate or a certificate from a midwife must be enclosed.** The pregnancy attestation should include the expected delivery date.
- (4) A compensation of disadvantages according § 30 section 2 and 3 can also be granted on the basis of a pregnancy or lactation.

## § 28 Students with Disabilities or Chronic Illness

- (1) In the case that a student is handicapped by a permanent disability or a chronic illness rendering the completion of courses within the time limits as defined in § 9 particularly difficult, the Central Examination Board may, upon written request, declare an individual study plan to be binding. The individual study plan must comprise at least two academic achievements in each subject-related semester.
- (2) In the case that a candidate is handicapped by a permanent or temporary disability or a chronic illness making it particularly difficult for him/her to sit an examination in the prescribed form, the Central Examination Board may, upon written request, take adequate measures to compensate for the impairment or, if achievement of the aim of the examination can be evidenced in an equivalent manner by any other form of examination, allow a different form. The proof of abilities as required by the performance profile of the examination administered may not be waived.
- (3) Applications under Sec. 1 and 2 have to be submitted to the examination office, which will forward them accordingly to the Central Examination Board. The following evidence must be provided:
  - 1 In the case of a disability a copy of the valid certificate of disability must be enclosed.
  - 2 A doctor's certificate including the necessary findings and stating the handicaps and their impact on the study or the individual examinations. The form for requesting a compensation for disadvantages made available by the University must be used to this effect. The Central Examination Board may request an attestation by a doctor named by the Board.
  3. When filing an application under section 1, the student must additionally submit a draft of the individual study plan signed by the head of the study program.

## § 29 Special Provisions for Elected Student Members in Statutory Bodies and Organs of the University or the Student Services Organization and the Constituted Student Body

- (1) An activity as elected member in statutory bodies or organs of the University or the Student Services Organization and the Constituted Student Body during at least one year may not be taken into account for the calculation of the examination deadlines pursuant to § 32 section 6 LHG. The decision lies with the Rector upon the student's request.
- (2) Through their active participation in bodies and organs as mentioned in section 1, the students will acquire core competencies, which can be accredited as partial academic achievement in the framework of a module aiming at conveying such competencies, and up to five ECTS can be granted for this. The decision lies with the Rector upon the student's request.
- (3) The special provisions as laid down in sections 1 and 2 may only be used as an alternative.

## B. Special Part

## C. Final Provisions

### § 42 Entry into Force

The present Study and Examination Regulation will become effective on 1 September 2005. Simultaneously, the previous Study and Examination Regulation for the novel Master programs of 19 July 2004 will cease to have effect.

### § 43 Entry into Force of the first Amendment of July 13<sup>th</sup> 2006

This amendment will become effective on 1 September 2006.

### § 44 Entry into Force of the second Amendment of January 16<sup>th</sup> 2007

This amendment will become effective on 1 März 2007.

### § 45 Entry into Force of the third Amendment of June 26<sup>th</sup> 2007

This amendment will become effective on 1 September 2007.

**Students enrolled in the Bachelor program "Social Work" who took up their studies in the first semester in the summer semester 2007 can, upon application, complete their study course according to the present amended Study and Examination Regulations. The corresponding application must be filed by the end of the summer semester 2007.**

### § 46 Entry into Force of the fourth Amendment of January 29<sup>th</sup> 2008

This amendment will become effective on 1 März 2008.

### § 47 Entry into Force of the fifth Amendment of March 31<sup>st</sup> 2008

This amendment will become effective on 1 September 2008.

### § 48 Entry into Force of the sixth Amendment of June 26<sup>th</sup> 2008

This amendment will become effective on 1 September 2008.

### § 49 Entry into Force of the seventh Amendment of January 23<sup>th</sup> 2009

This amendment will become effective on 1 März 2009.

### § 50 Entry into Force of the eighth Amendment of June 29<sup>th</sup> 2009

This amendment will become effective on 1 September 2009.

### § 51 Entry into Force of the ninth Amendment of November 27<sup>th</sup> 2009

This amendment will become effective on 1 März 2010.

### § 52 Entry into Force of the tenth Amendment of March 31<sup>st</sup> 2010

This amendment will become effective on 1 April 2010.

### § 53 Entry into Force of the eleventh Amendment of June 25<sup>th</sup> 2010

This amendment will become effective on 1 September 2010. § 33 will become effective on 1 September 2009.

### § 54 Entry into Force of the twelfth Amendment of November 26<sup>th</sup> 2010

This amendment enters into force on the day following its publication.

C. Final Provisions

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§ 55 Entry into Force of the thirteenth Amendment of January 21<sup>th</sup> 2011

These amendment regulations come into force on the day after they are announced. The amendments to the study and examination regulations that affect the Bachelor's degree program in Social Work apply to all first-year students of the Social Work program from the winter semester 2009/10.

§ 56 Entry into Force of the fourteenth Amendment of April 1<sup>st</sup> 2011

This amendment enters into force on the day following its publication.

§ 57 Entry into Force of the fifteenth Amendment of July 1<sup>st</sup> 2011

This amendment enters into force on the day following its publication.

§ 58 Entry into Force of the sixteenth Amendment of June 22<sup>th</sup> 2012

This amendment enters into force on the day following its publication.

§ 59 Entry into Force of the seventeenth Amendment of December 13<sup>th</sup> 2012

This amendment enters into force on the day following its publication.

§ 60 Entry into Force of the eighteenth Amendment of January 25<sup>th</sup> 2013

This amendment enters into force on the day following its publication.

§ 61 Entry into Force of the nineteenth Amendment of July 2<sup>nd</sup> 2013

This amendment enters into force on the day following its publication.

§ 62 Entry into Force of the twentieth Amendment of January 24<sup>th</sup> 2014

This amendment enters into force on the day following its publication.

§ 63 Entry into Force of the twenty-first Amendment of April 4<sup>th</sup> 2014

This amendment enters into force on the day following its publication.

§ 64 Entry into Force of the twenty-second Amendment of July 1<sup>st</sup> 2014

This amendment enters into force on the day following its publication.

§ 65 Entry into Force of the twenty-third Amendment of July 2<sup>nd</sup> 2015

This amendment enters into force on the day following its publication.

§ 66 Entry into Force of the twenty-fourth Amendment of June 30<sup>th</sup> 2016

This amendment enters into force on the day following its publication.

§ 67 Entry into Force of the twenty-fifth Amendment of June 1<sup>st</sup> 2017

This amendment enters into force on the day following its publication.

§ 68 Entry into Force of the twenty-sixth Amendment of June 28<sup>th</sup> 2017

This amendment enters into force on the day following its publication.

§ 69 Entry into Force of the twenty-seventh Amendment of October 26<sup>th</sup> 2017

This amendment enters into force on the day following its publication.

§ 70 Entry into Force of the twenty-eighth Amendment of June 28<sup>th</sup> 2018

This amendment enters into force on the day following its publication.

C. Final Provisions

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§ 71 Entry into Force of the twenty-ninth Amendment of June 27<sup>th</sup> 2019  
This amendment enters into force on the day following its publication.

§ 72 Entry into Force of the thirtieth Amendment of January 16<sup>th</sup> 2020  
This amending statute shall come into force in the summer semester 2020.

§ 73 Entry into Force of the thirty-first Amendment of July 16<sup>th</sup> 2020  
This amending statute shall come into force in the winter semester 2020-21.

§ 74 Entry into Force of the thirty-second Amendment of March 25<sup>th</sup> 2021  
This amending statute shall come into force as of the summer semester 2021.

§ 75 Entry into Force of the thirty-third Amendment of July 1<sup>st</sup> 2021  
This amending statute shall come into force as of the winter semester 2021-22.

§ 76 Entry into Force of the thirty-fourth Amendment of October 28<sup>th</sup> 2021  
This amending statute shall come into force as of the summer semester 2022.

§ 77 Entry into Force of the thirty-fifth Amendment of March 1<sup>st</sup> 2022  
This amending statute shall come into force as of the summer semester 2022.



D. Implementing provisions

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## D. Implementing provisions

These regulations shall enter into force on the day following their publication.

Weingarten, March 31<sup>st</sup>, 2022

Weingarten, March 31<sup>st</sup>, 2022

Prof. Dr.-Ing. Thomas Spägle  
Rector

Prof. Dr. Sebastian Mauser  
Vice-Rector for Student Affairs,  
Teaching and Quality Management

For notarization

Posting from        to

Henning Rudewig  
Chancellor