

STUDY AND EXAMINATION REGULATION

of Pforzheim University
- Design, Engineering, Business and Law -

General Part

including

36nd Amendment statute of February 7th, 2024

*Only the German version of this document is **legally binding**.
According to § 23 paragraph 1 LVwVfG the official language is German.*

Do you have questions about examinations or Study and Examination Regulations?

Then take a look at the FAQ under "www.hs-pforzheim.de/pruefungsfragen"!

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**Study and examination regulations for
the Bachelor's degree programs and Master's degree programs
at Pforzheim University - Design, Engineering, Business**

On the basis of § 8 Para. 5 i. in conjunction with § 32 of the Law on Universities in Baden-Württemberg (LHG) of 1 January 2005 (GBl. p. 1), last amended by Article 8 of the Ordinance of February 8, 2023 (GBl. p. 26, 43), the Senate of Pforzheim University of Applied Sciences - Design, Engineering, Business - amended on February 07, 2024 the Study and Examination Regulations of Pforzheim University of Applied Sciences - Design, Engineering, Business - of September 1, 2006, last amended on July 12, 2023, as follows. The Rector of Pforzheim University of Applied Sciences - Design, Engineering, Business - has approved these amended regulations.

**A.
General Part of the Study and Examination Regulations for the Bachelor's
and Master's Degree Programs at
Pforzheim University of Applied Sciences**

Section 1: Scope and Definitions

§ 1 Scope of application

- (1) The examination regulations apply to the Bachelor's degree programs

Accessory Design

Fashion

Industrial Design

Jewellery

Transportation Design

Visual communication

in the School of Design

Applied Computer Science

Applied Mathematics

Artificial Intelligence

Biomechanics and Engineering

Computer Engineering

Electrical Engineering / Information Technology

Engineering and Management

Engineering and Management / Circular Economy Engineering

Engineering and Management / Innovation and Design

Engineering and Management / Intelligent Mobility

Engineering and Management / International Management

Engineering and Management / Management and Technology

Engineering and Management International

General Mechanical Engineering

Mechanical Engineering / Product Development

Mechanical Engineering / Production Engineering and Management

Mechatronics

Medical Engineering

Product Development and Technical Design

in the School of Engineering

Business Administration / Business Information Systems – Management & IT (PO 2019)

Business Administration / Business Information Systems (PO 2024)

Business Administration / Consumer Psychology and Market Research (PO 2024)
Business Administration / Controlling, Accounting and Financial Management (PO 2024)
Business Administration / Controlling, Finance & Accounting (PO 2019)
Business Administration / Digital Business Management (PO 2024)
Business Administration / Digital Enterprise Management (PO 2019)
Business Administration / Human Resources Management (PO 2019, 2024)
Business Administration / International Business (PO 2019, 2024)
Business Administration / International Marketing (PO 2019, 2024)
Business Administration / Market Research & Consumer Psychology (PO 2019)
Business Administration / Marketing Communication & Advertising (PO 2019)
Business Administration / Marketing Communication and Digital Marketing (PO 2024)
Business Administration / Marketing (PO 2019, 2024)
Business Administration / Media Management & Advertising Psychology (PO 2019)
Business Administration / Media Management & Digital Media (PO 2024)
Business Administration / Purchasing & Logistics (PO 2019)
Business Administration / Purchasing, Logistics and Supply Chain Management (PO 2024)
Business Administration / Resource Efficiency Management (PO 2019)
Business Administration / Sustainability & Resource Efficiency (PO 2022, 2024)
Business Administration / Taxation & Auditing (PO 2019, 2024)
Business Law (PO 2019, 2024)
 in the Business School

- (2) The examination regulations apply to the consecutive and application-oriented Master's degree programs in the School of Design:

Creative Direction
Design & Future Making
Jewellery
Transportation Design

to the consecutive and application-oriented Master's degree programs in the School of Engineering:

Advanced Information Technology
Engineering and Management
Industrial Management
Management and Engineering
Mechatronic System Engineering
Medical Engineering
Product Development

to the consecutive and application-oriented Master's degree programs in the Business School:

Controlling, Finance and Accounting
Corporate Communication Management
Creative Communication and Brand Management
Digital Business Management
Human Resources Management
Information Systems
International Management
Life Cycle and Sustainability
Management
Marketing Intelligence
Taxation, Auditing and Law

As well as for the continuing education Master's degree programs:

**Embedded Systems
International Management
Management and Engineering
Management
Strategic Innovation Management.**

- (3) Insofar as individual regulations apply only to the Bachelor's degree programs, these are marked with [Ba]. ²Insofar as individual regulations apply only to Master's degree programs, these are marked with [Ma]. ³All other provisions apply to both Master's and Bachelor's degree programs.
- 4) The examination regulations apply to one-semester pre-degree programs

Pre-study Katapult

§ 2 Definitions

- (1) A module is understood to be a teaching unit which is coherent in terms of content and qualification objectives, described according to a uniform specification and awarded ECTS credit points, and which consists of one or more courses which can and should be studied as a unit. ²The calculation of ECTS credit points is based on an average workload of 30 hours per ECTS credit point for the student in attendance and self-study.
- (2)
 - a) A module examination comprises the examinations that must be taken for the successful completion of the module and serves to determine whether the qualification objectives have been achieved by the person to be examined. ²The result of the module examination is recorded in a module grade.
 - b) An examination is an examination provided for in the special section of the study and examination regulations which serves to assess the learning success from one or more courses (inter-course examination).
 - c) A partial examination is one of several elements of an examination to be completed at separate times. ²The examiner decides on the form of partial examinations, unless the combination of examination types is stipulated in the special section of the study and examination regulations.
 - d) Prerequisite examinations must be taken in order to be admitted to the examination provided for in the study and examination regulations. ²They are not included in the grading of the examination. ³They are provided for in the special section of the study and examination regulations. Prerequisite examinations can be carried out in the form of individual or group work (teamwork). ⁴The examiner decides on this.
- (3) Subject semesters refer to the number of semesters in which a student is enrolled in the respective degree program. ²Recognised semesters are to be counted as subject semesters. ³Semesters of leave do not count as subject semesters.
- (4)
 - a) The final examination shall be the Bachelor's examination (§ 18 [Ba]) and the Master's examination (§ 19 [Ma]).
 - b) The pre-examination is the Bachelor's pre-examination (§ 17 [Ba]).
- (5) The bachelor's thesis and the master's thesis are referred to as thesis.

- (6) The oral Bachelor's examination and the oral Master's examination are referred to as oral final examinations.
- (7) The final degrees are the Bachelor's degree and the Master's degree.
- (8) The Bachelor's degree report and the Master's degree report are referred to as degree reports.
- (9) The Bachelor's degree certificate and the Master's degree certificate are referred to as degree certificates.
- (10) A semester comprises a period of six months within which students complete 30 ECTS in the regular course of study. ²The semester consists of the lecture period (regularly 15 weeks), the examination weeks and the lecture-free periods. ³For special reasons, individual courses, exercises, management simulations, etc. with compulsory attendance can take place during the lecture-free periods. ⁴The senate decides on the exact dates of the above-mentioned periods. ⁵Within the framework of the compulsory internship, it is individually permissible to extend the period of the compulsory internship to the lecture-free periods immediately before and after the designated compulsory internship semester.

Section 2: Study Objectives and Structure

§ 3 Study objectives

- (1) A degree program at Pforzheim University prepares students for professional activities that require the application of scientific knowledge and methods by means of scientifically sound and application-oriented teaching in accordance with the degree program-specific study objectives.
- (2) The study and examination regulations shall also contribute to promoting independent and project studies. ²In addition, freedom to prepare papers and to participate in interdisciplinary modules and modules conveying personal, social and methodological competences shall be created.
- (3) [Ma] A further objective of the Master's degree program is the deepening, broadening and/or specialisation of knowledge already acquired from the first degree program in preparation for management positions and for outstanding specialist positions. ²This also includes, in particular, participation in corresponding research projects.

§ 4 Standard period of study

- [Ba] The standard period of study for the Bachelor's degree programs is seven semesters. ²The standard period of study comprises six theoretical study semesters plus a compulsory practical study semester (according to §7) as well as the examinations including the Bachelor's thesis.
- [Ma] The standard period of study for the Master's degree programs is three semesters, unless a different standard period of study is specified for the respective degree program in the special section of the study and examination regulations. ²The standard period of study comprises the study semesters including any compulsory semesters abroad as well as the examinations including the Master's thesis.

§ 5 Structure of studies

- (1) The degree program includes compulsory and compulsory elective modules, which may also be prescribed as blocks.

²The modules are described in a form that is formally uniform throughout the university.

³The compulsory area comprises the modules that must be covered in the individual semesters of study.

⁴The compulsory elective area comprises the modules that students must select from the range of courses in the prescribed manner in the individual semesters of study.

⁵ Compulsory elective modules and associated courses do not have to be carried out in every semester of study; in addition, access restrictions can also be set for individual elective modules.

⁶However, it must be ensured that students have appropriate options of choice within the framework of a properly planned degree program.

- (2) [Ma] The same procedure shall be followed for compulsory modules if only one annual admission takes place in a Master's degree program.
- (3) [Ma] The student may also choose other courses offered within the framework of a Master's degree program at Pforzheim University in the compulsory elective area in consultation with the responsible program director, provided that the compulsory elective modules are not specified by block formation in the special section of the study and examination regulations.
- (4) The university may, by resolution of the relevant faculty, change the sequence and type of courses and examinations specified in the study and examination regulations for compelling reasons in individual cases for one semester at a time.
- (5) In addition to the compulsory and compulsory elective modules, the student may be admitted to further courses of his/her own choice within the scope of capacity (additional examinations). ²The person conducting the course decides on admission.
- (6) Courses may be offered in a foreign language in accordance with the special part of the Study and Examination Regulations.

§ 6 [Ba] Study Sections of the Bachelor's Program

- (1) [Ba] The Bachelor's degree program is divided into the first study section, which concludes with the pre-examination, and the second study section, which concludes with the Bachelor's examination.
- (2) [Ba] Unless otherwise specified in the special section of these study and examination regulations, the first study section of the Bachelor's degree program consists of two theoretical study semesters, the second study section of four theoretical study semesters and one integrated practical study semester. ²The location of the respective semesters can be found in the special part of the study and examination regulations.

§ 7 [Ba] Compulsory internship semester

- (1) The practical study semester shall relate to the degree program chosen by the student and shall deal with the application of the theoretical knowledge acquired in the degree program

as well as acquaint the student with the processes and structures of a company or other practice places.

- (2) The practical study semester is a compulsory training period integrated into the degree program, regulated by the university, with specific content and accompanied by courses. ²It is intended to provide the student with practical experience and knowledge to complement the course content.
- (3) The practical study semester is part of the second study section. ²The special part of the study and examination regulations regulates in which semester the practical study semester is to be completed.
- (4) The practical study semester¹ takes place in a company or in another institution of professional practice (practice place).
- (5) A maximum of three examinations may be taken during the practical study semester, provided this is compatible with the purpose of the practical study semester. ²In the degree programs of the School of Design, "project work" examinations cannot be taken during the practical study semester.
- (6) Students shall be responsible for finding a suitable place for their internship. ²This must be approved by the competent body in accordance with § 8 Para. 2.
- (7) Before the start of the practical training, a corresponding contract shall be concluded with the practice place. ²A copy of this contract shall be submitted by the student to the competent body according to § 8 Para. 2 without delay.
- (8) The student shall prepare written practice reports on the training during the practical study semester and submit them to the competent body according to § 8, Para. 2. ²The practice place shall issue a confirmation of the type and content of the activity, the beginning and end as well as any absences. ³The practice reports shall already be submitted during the practical study semester, the confirmation of the practice place shall be submitted immediately after completion of the practical study semester.
- (9) In terms of examination regulations, it must be proven by submitting the documents according to Paragraph 8 for the successful completion of the practical study semester that, after deduction of any days of absence, at least 100 working days of attendance at the practice place have been achieved and any further requirements have been fulfilled according to the study program-related guidelines according to Sentence 2 in conjunction with the appendices to the study and examination regulations. ²At the proposal of the competent study commission, the faculty council may adopt supplementary guidelines on the practical study semester in which further details are regulated in relation to the degree program. ³The competent body according to § 8 Para. 2 shall decide whether the practical study semester has been successfully completed.
- (10) If an internship semester has not been successfully completed, it may be repeated once. ²An internship semester postponed without approval shall also be considered as not successfully completed. ³The repetition must take place within the specified period of study, unless an extension of the period of study has been granted.
- (11) The practical study semester can only be started if all examinations of the first study section have been completed at the beginning of the study semester preceding this semester.

¹ Pursuant to § 2 Para. 10, a semester comprises a period of six months.

§ 8 [Ba] Responsibility for the practical study semester

- (1) Each faculty may establish an internship office for the degree programs assigned to it; the internship offices shall be headed by the representatives for the practical study semesters. ²The election of the representatives for the practical study semesters and their deputies shall be carried out by the faculty council.
- (2) The internship offices shall be responsible for the organisational handling of the practical study semesters, the decision as to whether the practical study semester has been successfully completed, the implementation or voluntary modification of the practical study semesters, the coordination of the training content and the maintenance of relations with the practice places. ²Insofar as no internship offices have been set up, these tasks are the responsibility of the responsible program director or a member of the professorate commissioned by him/her to do so.

§ 9 [Ma] Practical Experience / Internships

[Ma] For individual Master's degree programs, the acquisition of practical experience during the degree program may be prescribed. ²Details are regulated in the special part of the study and examination regulations for the respective Master's degree program.

[§ 10 has been deleted]

Section 3: Examinations and Final Degrees

3.1 Examination structure, types of examinations and final degrees

§ 11 General admission requirements

- (1) [Ba] The examinations of the Bachelor's pre-examination and the Bachelor's examination can only be taken within the examination deadlines of § 32 LHG by those who are enrolled at the university on the basis of a certificate of general higher education entrance qualification, subject-specific higher education entrance qualification or entrance qualification for studies at universities of applied sciences or on the basis of an entrance qualification for the respective Bachelor's degree program recognised as equivalent by legal regulation or by the competent state authority.

[Ma] Only students who are enrolled for the Master's program at Pforzheim University on the basis of a first academic degree or a nationally or internationally equivalent degree can take the Master's examination within the examination deadlines of § 32 LHG. ²In addition, the specified prerequisite examinations requirements for the respective examinations must have been completed.

- (2) Prerequisite for participation in the examination is the timely registration for the examination as well as the entry in the respective examination lists, which confirms the examination entitlement. ²For all examinations except the oral final examination (§ 16) and the thesis (§§ 20 and 21), the registration periods comprise at least 10 calendar days each and are usually scheduled between the 3rd and 5th week of lectures. ³For important reasons, the examination office may reschedule the registration periods, which will be announced on a notice board.

⁴The registration procedure is determined by the central examination office. ⁵In the Bachelor's degree program, registration takes place no later than the subject semesters specified

in the special part of the study and examination regulations. ⁶If registration is not possible at this time because the examination entitlement is not available (§18, Para. 2), it shall take place at the latest on the first examination date after obtaining the examination entitlement. ⁷The registration can be withdrawn up to the beginning of the examination (deregistration). ⁸Non-participation is deemed to be deregistration. ⁹§ 7, Para. 10, Sentence 2 and § 21, Para. 1, Sentence 3 are excluded from this. ¹⁰Any application for an extension of the study period that may be required at a later date shall only be approved under the conditions of § 35.

- (3) For all types of examinations except oral examinations and written examinations, the examiner may require attendance at the relevant course as a prerequisite for the examination. ²In the case of unexcused absence from more than 20% of the associated courses, the prerequisite examination is deemed not to have been achieved. ³At the decision of the lecturer, compulsory registration may be prescribed. ⁴In the case of courses with compulsory registration with the lecturer, withdrawal or non-participation will lead to a 5.0 (failed), unless the student is not responsible for the reasons.
- (4) Admission to an examination may only be refused if
 - a) the prerequisites mentioned in paras. 1 and 2 are not fulfilled or
 - b) the documents are incomplete; or
 - c) the student has finally failed the pre- or final examination in the same degree program or in a degree program with essentially the same content, or
 - d) the student has lost his/her entitlement to take the examination in accordance with state law by exceeding the deadlines for registering for or taking the pre- or final examination, or
 - e) a prerequisite examination has not been taken.
- (5) The student ID and a certificate of admission to the examination must be brought to the examination. ²Examination candidates who do not have these documents with them may be expelled from the room by the examiner or the proctor. ³§ 25, paragraph 2, sentence 2 shall apply if the request to leave the room is not complied with without further disturbance.

§ 12 Examination Structure and Types of Examinations

- (1) [Ba] The Bachelor's pre-examination consists of module examinations. The Bachelor's examination consists of module examinations, the Bachelor's thesis and, if provided for in the special part of the Study and Examination Regulations, the oral Bachelor's examination.

[Ma] The Master's examination consists of module examinations, examinations in the compulsory elective area, the Master's thesis and, if provided for in the special part of the Study and Examination Regulations, the oral Master's examination.

²Module examinations consist of one or more examinations within the framework of individual courses or examination topics exceeding courses.

- (2) Examinations can be achieved through the following types of examinations

1. oral exams (§ 15 and 16)
2. written exams (§ 14)
3. term papers (§ 14)
4. presentations (§ 15)
5. laboratory work (§ 14)
6. project work (§ 14)
7. student research project (§ 14)

²Electronically supported forms of examination types are possible in accordance with a decision of the Central Examination Committee. ³In the case of non-graded examinations (UPL), other types of examinations are also possible.

- (3) In the case of project work, term papers or presentations, participation in a joint development in a group of students (teamwork) may be provided for as a prerequisite examination requirement. ² §20 para. 6 applies accordingly. ³The examiner decides on this and announces this at the beginning of the course. ⁴Incidentally, all types of examinations provided for in para. 2 can be considered for preliminary exams. ⁵The examiner decides on the successful completion of the examination.
- (4) Generally, examinations based exclusively on the multiple-choice method are excluded.
- (5) The examiner can determine the relative weighting of partial examinations. ²Within this context, it may also be stipulated that the entire examination is deemed to have been failed if only one partial examination has not been passed. ³If the combination of examination types is not compulsorily specified in the special part of the Study and Examination Regulations, which is the case if the examination types are separated by "/" (in the case of compulsory partial examinations, the respective examination types are connected by "+"), the examiner decides on the examination type and the number of partial examinations required to complete the examination in the case of different examination types. ⁴This also applies to non-graded examinations (UPL), unless the type of examination is specified in more detail in the special part of the Study and Examination Regulations. ⁵The prerequisite examination (PVL) cannot replace the examination in the same semester. ⁶As a rule, the decision must be announced at the beginning of the course.
- (6) As a rule, examinations are taken during the course of study in connection with and in relation to the content of courses of a module (course-related examinations). ²Written exams are usually taken during the examination weeks outside the lecture period of the study semester.
- (7) The special part of the Study and Examination Regulations specifies the prerequisite examinations and examinations assigned to the individual courses, the possible types of examinations and the assignment of the examinations to the module examinations.
- (8) The project work of a semester can be divided into individual performances. ²The duration of the individual performances is announced by the examiner at the beginning of the semester. ³The grades of the individual performances weighted by the examiner form the grade of the examination performance.
- (8a) All written types of examinations, with the exception of the written exams, must be submitted in digital form together with the written paper.
- (9) [Ba] In the case of oral exams and written exams, the examiner may schedule another examination for the beginning of the semester following the examination, which may only be attended for the purpose of repetition. ²The repeat examination shall be deemed to be a further examination attempt within the meaning of § 34, para. 1.

[Ma] In the case of oral exams and written exams, the examiner shall schedule a further examination for the beginning of the semester following the examination. ²The repeat examination shall be deemed to be a further examination attempt within the meaning of § 34, Para. 1 and § 35, Para. 3.

- (10) If the special part exclusively provides for the examination PLK (written exam), a PLM (oral exam) may exceptionally be set by the examiner in a semester in which an examination option is offered without an accompanying course. ²In this case, the examiner is the examiner of the previous semester, unless the examination committee determines otherwise.

- (10) In the case of elective subjects taken across faculties which are examined with PLK, the examiner may set a different type of examination for non-faculty students within the framework of the types of examination set for the examination; irrespective of the types of examination set in the Study and Examination Regulations, the examiner may in any case choose PLM.²This option also exists for exchange students who have to return to their home university abroad earlier for valid reasons.

§ 13 Additional examinations

Students may take further examinations than those prescribed (additional examinations), provided that they have been admitted in accordance with § 5 para. 4 and their participation in the examination has been approved by the program director of the degree program in which the additional examination(s) is/are offered.

§ 14 Written exams and written papers

- (1) In the written exams and written papers, the students shall prove that they can independently solve tasks and work on topics in a limited time and with limited aids using the common methods of their subject in accordance with the qualification objectives documented in the module or course descriptions.²The written exam is also intended to determine whether they have the necessary basic knowledge.

- (1a) Written papers includes term papers, laboratory work, project work, student research project and the thesis.

²A **term paper** is an independent written elaboration of a given topic in accordance with scientific standards, which is dealt with within the framework of the relevant module.

³A **laboratory work** is used to conduct, analyze, or evaluate experiments. It is also a written documentation of experiments.

⁴Through **project work**, students should demonstrate that they can solve a larger task independently.⁵More detailed information on project work is provided in § 12 Para. 8 of the Study and Examination Regulations.

⁶ **Student research** projects usually deal with a larger topic (within a subject area or field of study); they are essentially about the forward-thinking development of one's own creative or artistic competence.⁷A student research project can also be used to develop theoretical competence or other subject-specific skills.⁸A practical or application reference is not mandatory.⁹Delivery of the results and defense are part of the performance framework; exact criteria and the respective scope of performance are determined by the teachers.

- (2) Examinations which are not to be taken as written exams or written papers during the course of study shall as a rule be assessed by two examiners.
- (3) The Study and Examination Regulations may make an examination in a foreign language compulsory. For individual examinations, the examiner may also offer the examination option in a foreign language. The decision should be announced in good time.

§ 15 Oral Exams

- (1) In the oral exams, the students are to prove that they can independently solve tasks and work on topics in limited time and with limited aids using the common methods of their subject in accordance with the qualification objectives documented in the module or course descriptions. ²It should also be determined whether they have the necessary basic knowledge.
- (2) Oral exams are usually taken under supervision of at least two examiners (peer examination) or of one examiner in the presence of an appointed expert assessor as a group examination or as an individual examination.
- (3) The duration of oral exams shall normally be at least 15 minutes (10 minutes in the case of group examinations) and a maximum of 25 minutes per person to be examined.
- (4) The essential items and results of the oral exam shall be recorded in minutes. ²The results shall be made known to the examined persons after the oral exam.
- (5) Students who wish to take the same examination at a later date shall be admitted as listeners in accordance with the spatial conditions, unless there are special objective reasons for not doing so or a person to be examined objects. ²However, admission does not extend to the discussion and announcement of the examination results to the person(s) to be examined.
- (6) A presentation is an oral lecture on a given topic. ²An additional written elaboration of the presentation topic may be provided. ³In a presentation, students should demonstrate that they are able to deal with a specific area of their field and discuss it in the context of a lecture.

§ 16 Final Oral Exam

- (1) In the special part of the Study and Examination Regulations, an oral final examination may be prescribed for the respective degree program.
- (2) The subject of the final oral exam is the specialisation of the degree program in its scientific and subject-related contexts.
- (3) [Ba] Registration for the final oral exam in the Bachelor's degree programs can take place in the 6th subject semester at the earliest. ²In the School of Design, the submission of the thesis is an examination requirement. ³Further requirements can be specified in the special part.

[Ma] The final oral exam in Master's degree programs can be taken at the beginning of the third subject semester at the earliest, but not before the Master's thesis has been submitted. ²Further requirements are regulated in the special part of the Study and Examination Regulations.
- (4) Provided that all other examinations have been achieved, the oral final examination may also take place before the time specified in paragraph 3.
- (5) Generally, the duration of the final oral exam shall be at least 20 minutes (15 minutes in the case of group examinations) and at most 40 minutes per person to be examined.
- (6) In all other respects § 15 shall apply.

§ 17 [Ba] Examinations of the pre-examination (first section of studies)

- (1) By means of the pre-examination, students shall prove that they can continue their studies with prospects of success and that they have acquired the content-related fundamentals of their subject, a methodological toolkit and a systematic orientation.
- (2) The examinations for the pre-examinations must be taken in the semester prescribed in the special part of the Study and Examination Regulations. ²Earlier completion of examinations is possible.
- (3) After all module examinations of the pre-examination have been completed, a grade report is issued showing all prescribed examinations and the overall grade.

§ 18 [Ba] Examinations of the final examination (Bachelor's examination, second section of studies)

- (1) The Bachelor's examination constitutes the professionally qualifying degree of the Bachelor's degree program. ²The Bachelor's examination determines whether the students have an overview of the contexts of their subject, possess the skills to apply scientific methods and findings and have acquired the thorough specialist knowledge necessary for the transition to professional practice.
- (2) The prerequisite for participation in examinations of the second study section is a fully completed first study section. ²Excepted from this are the examinations of the third and fourth subject semester. ³ §7, para.11 [Ba] shall apply to the practical study semester. ⁴§16, para. 3 [Ba] applies to the oral final examination. ⁵For the thesis, § 20 para. 3 [Ba] applies.

§ 19 [Ma] Examinations of the final examination (Master's examination)

The Master's examination comprises the examinations provided for the respective degree program in the special part of the Study and Examination Regulations. ²It is passed if the student has successfully completed or recognised a total of at least 300 credits (ECTS credits) (including those from the first academic degree within the meaning of §11, para. 1, sentence 1 [MA]) as well as all the planned examinations have been completed as well as any conditions imposed with the enrolment notice have been fulfilled.

§ 20 Issue of and preparation time for the thesis

- (1) [Ba] The Bachelor's thesis is an examination paper. ²It is intended to show that the students are able to independently work on a problem from the subject according to scientific methods within a given period of time.

[Ma] The Master's thesis is an examination paper. ²It should show that the students are able to independently work on a problem from the subject according to scientific methods and to solve it precisely and efficiently within a given period of time. ³Further requirements may result from the special part of the Study and Examination Regulations.

- (2) The student applies to the examination committee of the degree program for the issue of the thesis. ²The student may express his/her wishes regarding the topic. ³If the examination requirements are met, the thesis is issued by the examination office with binding specification of all relevant details² after the decision of the examination committee of the degree

² In particular, deadlines to be met, exact topic, first and second corrector, possible release from the obligation to publish according to § 21 para. 5 / § 29 para. 3c).

program. ⁴In the School of Design, the thesis is issued once a semester on a uniformly fixed date. ⁵The student receives a notification with instructions on how to appeal. ⁶The supervisor of the thesis and the second corrector are to be informed accordingly.³

- (3) [Ba] The topic of the Bachelor's thesis can be issued at the earliest after completion of the fifth semester. ²The prerequisite for issuing the Bachelor's thesis is that the student has successfully completed the pre-examination and all examinations up to and including the fourth subject semester, unless otherwise stipulated in the special part of the Study and Examination Regulations in degree programs with a compulsory semester abroad. ³In addition, the prerequisite examination on participation in the scientific colloquium must be submitted to the Central Examination Office.

[Ma] The topic of the Master's thesis can be issued in the second subject semester at the earliest, in justified exceptional cases also earlier after approval by the examination committee. ²In the special part of the Study and Examination Regulations, deviating deadlines may be specified for the respective Master's degree program.

- (4) The thesis is issued and supervised by a professor of Pforzheim University or, if such professors are not available as examiners, by lecturers and lecturers for special tasks (first corrector), provided that they work at Pforzheim University in an area relevant to the degree program. ²The responsible examination committee of the degree program appoints the second corrector. ³The examiners must include a full-time professor at Pforzheim University.
- (5) Persons experienced in professional practice and training who themselves possess at least the degree to be determined by the examination or an equivalent degree may also be appointed as second correctors. ²These persons require an examiner authorisation which is granted in writing by the Examination Office for an individual case or for a specific duration on the basis of a resolution of the Central Examination Committee.
- (6) The thesis may also be produced in the form of a group work if the contribution of the individual students to be assessed as an examination is clearly distinguishable and assessable on the basis of the specification of sections, page numbers or other objective criteria that enable a clear demarcation and the requirements according to paragraph 1 are fulfilled.
- (7) The preparation time for the thesis is four months, unless otherwise stipulated in the special part of the Study and Examination Regulations. ²Deviating from this, the preparation time for the Bachelor's thesis in the Business School is three months. ³In the case of part-time study, the preparation time for the thesis shall be extended by the factor that the part-time study program provides for the entire study to be completed; a binding study agreement (vSV), which allows for individual regulation of the study time limits, shall at the same time provide for a corresponding extension of the preparation time for the thesis.

⁴The topic, specifications and scope of the thesis must be limited by the supervisor in such a way that the deadline for completing the thesis can be met.

⁵Between the issue of the topic and the submission of the thesis, at least 50 % of the regular preparation time must have passed.

- (8) Insofar as this is necessary to ensure equal examination conditions or for reasons for which the person to be examined is not responsible, the preparation time of the thesis can be extended by a maximum of two months; the decision on this is made by the examination committee on the basis of a statement by the supervisor. ²The application is only to be granted if it is received before the original deadline.

³ For electronic transmission, see § 60 para. 2 StuPO.

§ 21 Submission and Assessment of the Thesis

- (1) The thesis must be submitted in electronic form (PDF document) by the deadline. The submission shall be made in digital form via the submission platform specified by the examinations office. ²The date of submission corresponds to the date of upload and is recorded by the examination office. ³The examiners may decide that the thesis must also be submitted in printed form; this obligation as well as the number of copies to be submitted must be recorded in the files. ⁴If the thesis contains models or other parts that cannot be presented in digital form, these shall be submitted in a suitable manner. ⁵When submitting the thesis, the person to be examined shall certify in writing that the thesis - in the case of a group thesis, the part of the thesis marked accordingly - has been written independently and that no sources and aids other than those stated have been used. ⁶If the thesis is not submitted within the specified preparation time without a valid reason, it is deemed to have been assessed as "insufficient" (5.0).
- (2) The thesis must be assessed by at least two examiners. ²Among the examiners is the supervisor of the thesis. ³The duration of the assessment procedure of the thesis shall not exceed eight weeks.
- (3) In the School of Design, the Bachelor's thesis is possible in the alternatives "Main emphasis on conception, design and oral final examination" or "Scientific paper and oral final examination". ²The student's choice must be approved by the examination committee. ³The final theses are to be presented within a period determined in advance at the end of the semester. ⁴As a rule, other examiners of the faculty as well as the general public may be admitted to the presentation in addition to the specific examiners, subject to the space available. ⁵The assessment of the final thesis shall be preceded by a consultation of the examiners, in which other examiners authorised to conduct the final examination of the School of Design from the relevant degree program shall have an advisory vote.
- (4) The thesis can be repeated once if the grade is worse than "sufficient" (4.0); a third attempt is excluded. ²The registration for the second attempt of the thesis must be submitted within two months of receiving the notification of failure. ³The registration date of the thesis is decisive for the registration. ⁴If the application deadline is missed, the examination entitlement expires, unless the person to be examined is not responsible for the failure.
- (5) The passed thesis shall be published in the library. This may be deviated from for special reasons.

§ 22 Final degree, degree report and degree certificate

- (1) If the student has successfully completed all module examinations in the prescribed compulsory modules and the examinations in the compulsory elective area, if prescribed in the special part of the Study and Examination Regulations, as well as the thesis and, if prescribed, the oral examination, the degree program is successfully completed.
- (2) The student shall receive a grade report immediately, if possible within one month, stating the course of study and the individual results. ²The certificate shall include the topic of the thesis and its grade as well as the overall grade.

³The overall grade is formed from the grades weighted according to the credits (ECTS credit points), unless the special provisions of the Study and Examination Regulations of a degree program stipulate a different weighting.

⁴If examinations were taken in a foreign language, the language in which the individual examinations were taken must be stated in the module grades.

⁵Additional examinations are included with the grade upon request, but are not taken into account in the calculation of the overall grade.

- (3) [Ba] Results of the pre-examination shall be taken into account in the calculation of the final grade in accordance with the special part of the Study and Examination Regulations. ²Insofar as the result of the pre-examination is not taken into account in the calculation of the final grade, it shall be listed in the final grade report.
- (4) In the case of outstanding performance (overall grade 1.3 and better), the overall grade "passed with distinction" is awarded.
- (5) The degree report shall be signed by the competent program director or a member of the professorial body appointed by him/her and shall bear the seal of the university. ²A diploma supplement shall be issued together with the degree report.
- (6) The report shall show the date of the day on which the last examination was achieved.
- (7) On the basis of the degree report, the student shall be issued a degree certificate with the date of the degree report. ²The degree certificate shall be signed by the rector and bear the seal of the university.
- (8) The following Bachelor degrees shall be awarded:

¹In the study programs of the School of Design

- Accessory Design
- Fashion
- Industrial Design
- Jewellery
- Transportation Design
- Visual communication

the degree "Bachelor of Arts (B. A.)" is awarded.

²In the study programs of the School of Engineering

- Biomechanics and Engineering
- Computer Engineering
- Electrical Engineering / Information Technology
- General Mechanical Engineering
- Mechanical Engineering / Product Development
- Mechanical Engineering / Production Engineering and Management
- Mechatronics
- Medical Engineering
- Product Development and Technical Design

the university degree "Bachelor of Engineering (B. Eng.)" is awarded.

³In the study programs of the School of Engineering

- Applied Computer Science
- Applied Mathematics
- Artificial Intelligence
- Engineering and Management
- Engineering and Management / Circular Economy Engineering
- Engineering and Management / Innovation and Design
- Engineering and Management / Intelligent Mobility
- Engineering and Management / International Management
- Engineering and Management / Management and Technology
- Engineering and Management International

the degree "Bachelor of Science (B. Sc.)" is awarded.

⁴In the study programs of the Business School

- Business Administration / Business Information Systems – Management & IT*
 - Business Administration / Controlling, Finance & Accounting*
 - Business Administration / Digital Enterprise Management*
 - Business Administration / Human Resources Management*
 - Business Administration / International Business*
 - Business Administration / International Marketing*
 - Business Administration / Market Research & Consumer Psychology*
 - Business Administration / Marketing*
 - Business Administration / Marketing Communication & Advertising*
 - Business Administration / Media Management & Advertising Psychology*
 - Business Administration / Purchasing & Logistics*
 - Business Administration / Resource Efficiency Management*
 - Business Administration / Sustainability & Resource Efficiency (PO 2022)
 - Business Administration / Taxation & Auditing*
 -
 - Business Administration / Business Information Systems**
 - Business Administration / Consumer Psychology and Market Research**
 - Business Administration / Controlling, Accounting and Financial Management**
 - Business Administration / Digital Business Management**
 - Business Administration / Human Resources Management**
 - Business Administration / International Business**
 - Business Administration / International Marketing**
 - Business Administration / Marketing**
 - Business Administration / Marketing Communication and Digital Marketing**
 - Business Administration / Media Management & Digital Media**
 - Business Administration / Purchasing, Logistics and Supply Chain Management**
 - Business Administration / Sustainability & Resource Efficiency**
 - Business Administration / Taxation & Auditing**
- the degree "Bachelor of Science (B. Sc.)" is awarded.

⁵In the study program of the Business School

- Business Law
- the university degree "Bachelor of Laws (LL. B.)" is awarded.

(11) The following Master's degrees shall be awarded:

In the study programs

- Creative Communication and Brand Management
- Creative Direction
- Design & Future Making
- Jewellery
- Strategic Innovation Management
- Transportation Design

the degree "Master of Arts (M. A.)" is awarded.

²In the study programs

- Advanced Information Technology
- Business Administration and Engineering
- Controlling, Finance and Accounting
- Corporate Communication Management
- Digital Business Management
- Embedded Systems
- Engineering and Management
- Human Resources Management
- Industrial Management
- Information Systems

- Life Cycle and Sustainability
- Management and Engineering
- Marketing Intelligence
- Mechatronic System Engineering
- Medical Engineering
- Product Development

the university degree "Master of Science (M. Sc.)" is awarded.

³In the study program

- Taxation, Auditing and Law

the university degree "Master of Laws (LL. M.)" is awarded.

⁴In the study programs

- International Management
- Management

the university degree "Master of Business Administration (MBA)" is awarded.

3.2 Assessment of the examinations

§ 23 Passing and failing

- (1) The examination determines whether the student has achieved the qualification objectives defined in the associated module or course description.
- (2) A module examination is passed if the module grade is at least "sufficient" (4.0). ²In cases where a module examination consists of several examinations, all graded examinations must be assessed with at least "sufficient" (4.0), all non-graded examinations must be assessed with "passed" and all prerequisite examinations must be completed in order for the module examination to be passed.
- (3) [Ba] The Bachelor's pre-examination is passed if all module examinations of the Bachelor's pre-examination are passed. ²The Bachelor's examination is passed if the practical study semester has been successfully completed, all module examinations of the Bachelor's examination have been passed, the oral Bachelor's examination has been passed, if such an examination is provided for in the special part of the Study and Examination Regulations for the degree program, and the Bachelor's thesis has been assessed with at least "sufficient" (4.0).

[Ma] The Master's examination is passed if all module examinations in the compulsory area of the Master's examination as well as the examinations in the compulsory elective area required according to the special part of the Study and Examination Regulations have been passed, the oral Master's examination has been passed if such an examination is provided for in the special part of the Study and Examination Regulations for the degree program, and the Master's thesis has been assessed with at least "sufficient" (4.0).

- (4) If an examination has not been passed or if the thesis has been graded worse than "sufficient" (4.0), the examined person shall be informed of this. ²He/she must also receive information as to whether and, if so, to what extent and within which period of time the module examination and/or the thesis can be repeated.
- (5) If the pre-examination or the final examination has not been passed, a report shall be issued on application and on presentation of the relevant evidence and the exmatriculation certificate, which contains the examinations and their grades and credits (ECTS credit points) as well as the examinations still missing and shows that the pre-examination or the final examination has not been passed.

§ 24 Assessment of examination performance and formation of grades

(1) Each examination is to be graded, unless otherwise regulated in the special part of the Study and Examination Regulations (marking UPL). ²Non-graded examinations (UPL) are to be assessed with "passed" or "failed".

(2) The grades for the individual examinations are determined by the respective examiners. ²The following grades shall be used for the assessment of the examination performances:

1 = very good	= an excellent performance;
2 = good	= a performance that is significantly above the average requirements;
3 = satisfactory	= a performance that meets the average requirements;
4 = sufficient	= a performance that still meets the requirements despite its shortcomings;
5 = not sufficient	= a performance that no longer meets the requirements due to significant deficiencies.

³For differentiated assessment of the examination performance, individual grades may be increased or decreased by 0.3 to intermediate values; the grades 0.7, 4.3 and 5.3 are excluded.

(3) If a grade is calculated as the average of several grades, the result is always truncated to one decimal place. ²If weights are to be taken into account for the calculation of the average grade (weighted arithmetic mean), these are usually specified in the special part of the Study and Examination Regulations. ³If no weights are specified there, the weighting is proportional to the credits (ECTS credit points) assigned to the individual courses.

⁴The grade is in case of a calculated average:

up to and including 1.5	= very good;
from 1.6 to 2.5 inclusive	= good;
from 2.6 to 3.5 inclusive	= satisfactory;
from 3.6 to 4.0 inclusive	= sufficient;
from 4.1	= not sufficient.

(4) If one and the same examination is assessed by several examiners, the grade is calculated from the arithmetic mean of the grades determined. ²Paragraph 3 shall apply accordingly.

(5) If the subject matter on which an examination is based relates to the content of several courses (inter-course examination), not all courses need to be the subject of the examination. ²Which courses are the subject of the examination performance is not announced before the examination. ³In case of failure, the entire examination must be repeated.

(6) The module grade is determined by the weighted arithmetic mean of the graded examinations of the module. ²Paragraph 3 applies accordingly; paragraph 2 sentence 3 does not apply. ³If a module contains only one graded examination, this grade is the module grade. ⁴If a module contains only non-graded examinations, no module grade is shown. ⁵In this case, the module examination is "passed" if all examinations are assessed as "passed". ⁶When determining the module grade that has not been rounded, the rounding regulations in Paragraph 2, Sentence 3 and Paragraph 3, Sentences 1 and 4 do not apply.

(7) [Ba] The overall grade of the Bachelor's pre-examination is determined by the weighted arithmetic mean of the non-rounded module grades of the first study section. ²Paragraph 3 applies accordingly.

- (8) [Ba] The overall grade of the Bachelor's degree report is determined by the weighted arithmetic mean of the unrounded module grades of the second study section as well as the grade of the Bachelor's thesis and, if provided for the degree program, the oral Bachelor's examination. ²The unrounded overall grade of the Bachelor's pre-examination may be included in the overall grade in accordance with the special part of the Study and Examination Regulations. ³If the overall grade of the Bachelor's pre-examination is not included in the overall grade of the Bachelor's degree report, it shall be shown separately in the degree report. ⁴Paragraph 3 shall apply accordingly.

[Ma] The overall grade of the Master's report is determined by the weighted arithmetic mean of all unrounded module grades of the compulsory modules, the grades of the examinations of the compulsory elective area as well as the grade of the Master's thesis and, if provided for the degree program, the oral Master's examination. ²Paragraph 3 shall apply accordingly.

- (9) If examinations are taken in the context of participation in additional courses (additional examinations), they are not taken into account in determining the overall grade.
- (10) Credits according to the ECTS shall be assigned to passed examinations and prerequisite examinations. ²The special part of the study and examination regulations specifies how many credits (ECTS credits) and in which structure the credits (ECTS credits) must be earned for the individual degree programs.

3.3 Deceptions and invalidity

§ 25 Deception and violation of regulations

- (1) All academically active persons at the university as well as the students are obliged to academic integrity. ²To this end, the generally recognised principles of good scientific practice must be observed. ³A violation of this is deemed to have occurred in particular if false statements are made intentionally or through gross negligence in a scientific context, if the intellectual property of others is infringed or if the research activities of third parties are significantly impaired (§3 para. 5 LHG).
- (2) If someone attempts to influence the result of an examination by deception or the use of unauthorised aids, the examination in question shall be graded as "insufficient" (5.0). ²Anyone who disturbs the orderly conduct of the examination may be excluded from continuing the examination by the respective examiner or the proctor; in this case, the examination shall be graded "not sufficient" (5.0). ³In serious cases, the examination committee of the degree program may exclude the person to be examined from taking further examinations.
- (3) The decision shall be made by the examination committee responsible for the degree program. ²Incriminating decisions shall be communicated to the person to be examined in writing without delay, reasons shall be given and an appeal instruction shall be provided.
- (4) The decision pursuant to paragraph 3 may be combined with a determination by the examination committee responsible for the degree program that the cheating is a significant, intentional or negligent violation of the principles of paragraph 1. ²In consultation with the faculty's examination body, the member of the rectorate responsible for teaching may exmatriculate the student in such cases (§ 62 para. 3 no. 4 LHG).

§ 26 Invalidity of examination performances

- (1) If the person to be examined has cheated in an examination and this fact only becomes known after the grade report has been issued, the grade of the examination may be corrected. ²If necessary, the examination performance may be declared "insufficient" (5.0) and the pre-examination or final examination may be declared failed. ³The same applies to the thesis.
- (2) If the requirements for taking an examination were not fulfilled without the person to be examined intending to deceive about this, and if this fact only becomes known after the grade report has been issued, this defect shall be cured by the passing of the examination performance. ²If it was intentionally unlawfully obtained that the examination could be taken, the examination administration may be declared "not sufficient" (5.0) and the pre-examination and the final examination may be declared failed.
- (3) Before a decision is taken, the person to be examined shall be given the opportunity to comment.
- (4) The incorrect grade report shall be withdrawn and, if necessary, a new one shall be issued. ²The Bachelor's or Master's degree certificate shall also be withdrawn with the incorrect grade report if the final examination was declared failed due to deception. ³A decision according to para. 1 and para. 2 is excluded after a period of 5 years from the date of the certificate.

3.4 Examiners and examination bodies

§ 27 Examiners and assessors

- (1) Generally, examinations accompanying the course of study shall be taken by those teaching the course.
- (2) Generally, only professors are authorised to conduct examinations which are not conducted in conjunction with courses. ²Lecturers and lecturers for special tasks may be appointed as examiners if professors are not available as examiners. ³Persons experienced in professional practice and training who themselves possess at least the degree to be determined by the examination or an equivalent degree may also be appointed as examiners.
- (3) The names of the examiners shall be announced in good time.
- (4) Only persons who possess at least the degree to be determined by the examination or an equivalent qualification shall be appointed as assessors.
- (5) Examiners and assessors are subject to official secrecy. ²If they are not civil servants, they shall be obliged to secrecy by the chairperson of the respective examination committee of the degree program.

§ 28 Examination bodies

Examination bodies are:

- a) the examination committees of the respective degree programs and of the departments,
- b) the examination committee of the Business School,
- c) the examination committee of the School of Engineering,
- d) the central examination office of the School of Design,

- e) the central examination office
- f) the Central Examination Committee of the university,

²The examination bodies according to b, c and d shall be named as the examination body of the faculty with regard to the identical competences according to § 30.

§ 29 Examination committee of the degree program

- (1) Generally, the examination committee within the meaning of § 28 sentence 1 lit. a shall consist of up to seven members. ²The term of office of the members ends with the term of office of the Faculty Board.
- (2) The chairperson, his/her deputy, the other members of the examination committee and their deputies shall be appointed by the faculty (faculty council) to which the degree program is assigned from among the professors of the degree program and the professors of other degree programs who regularly hold courses in the degree program. ²Insofar as representatives for the practical study semester of the degree programs have been appointed, they shall be ex officio members of the examination committee. ³Other professors, lecturers and lecturers for special tasks may be consulted for advice. ⁴The chairperson convenes the examination committee and chairs the meeting.
- (3) The examination committees have the following tasks:
 - a) Appointment of examiners and assessors⁴,
 - b) Decisions on the credit transfer of other study and examination achievements pursuant to § 40, with the exception of credit transfer for pre- and intermediate examinations pursuant to § 3 Crediting Statutes.
 - c) Decisions on extensions of the deadline for the thesis in accordance with § 20 para. 8 and exceptions from the obligation to publish in accordance with § 21 para. 5,
 - d) decisions on omission and cheating according to § 25 as well as the invalidity of examinations according to § 26,
 - e) determination of the overall results of the pre-examination and the final examination.

²For the decisions according to b) and e), the agreement of the examination office is required.

- (4) The examination committee may delegate the tasks listed in Paragraph 3 lit. a, b, c and e to its chairperson or to another professor for independent performance.
- (5) The Faculty Board can appoint university representatives to whom the recognition of examination achievements can be delegated, insofar as these have been completed at the foreign universities supervised by the representatives. ²Recognition requires the agreement of the chairperson of the examination committee regularly responsible. ³If possible, the agreement should be granted in advance for a group of courses or by establishing generalised criteria. ⁴If no agreement is reached, the responsible examination committee shall decide; the university representative shall have an advisory vote.

§ 30 Examination body of the faculties

- (1) The respective faculty (examination body of the faculty) shall be responsible for decisions on extensions of study periods and third attempts which are not to be made ex officio (§ 34 Para. 5) by the examination office, as well as for decisions on binding study agreements (§ 37):

⁴ For examiner authorisation for the thesis, see additionally § 20 para. 5 sentence 2

- the examination committee of the Business School (§ 28 sentence 1 lit. b) or a professor appointed by it,
 - the examination committee of the School of Engineering (§ 28 sentence 1 lit. c) or a professor appointed by it,
 - the examination committee of the School of Design (§ 28 sentence 1 lit. g) or a professor appointed by it.
- (2) In the case of an appeal against a decision under paragraph (1), the decision on the remedy or an adverse opinion shall be made by
- the examination committee of the Business School (§ 28 Para. 1 lit. b),
 - the examination committee of the School of Engineering (§ 28 Para. 1 lit. c),
 - the examination committee of the School of Design (§ 28 para. lit. g).
- (3) The examination committee of the Business School consists of the dean for academic affairs of the faculty or another member of the faculty board, the head of the examination office and four to five other members of the university staff to be appointed by the faculty council on the recommendation of the faculty board. ²The professors must make up the majority. ³A representative of the student department may attend the meetings with an advisory vote. ⁴The head of the examinations office also has an advisory vote, provided that he or she is not a member of the Business School. ⁵The respective member of the examination committee who has received a student application does not take part in voting on it.
- (4) The examination committee of the School of Engineering consists of the dean for academic affairs of the faculty and two other professors who are appointed by the faculty council on the proposal of the Faculty Board. ²A representative of the student department and the examination office may attend the meetings with an advisory vote.
- (5) The decision on cases that are clearly positive may also be transferred to the Examination Office beyond the cases specified in § 34 para. 5.
- (6) Decisions under § 42 may be delegated by the faculty's examination body to one of its members.
- (7) The examination committee of the School of Design consists of the dean for academic affairs and at least two further professors or employees of the university to be appointed by the faculty council on the proposal of the faculty board. ²The professors must constitute the majority. ³A representative of the student department and the examination office may attend the meetings with an advisory vote.

§ 31 Central Examination Committee of the University

- (1) The Central Examination Committee of the University shall consist of the Rector, the member of the Rectorate responsible for teaching, the deans for academic affairs of the faculties, insofar as they are members of the Faculty Board, the chairperson of the examination body of the faculties (§ 30 Para. 1), the respective academic head of both examination offices, the head of the student department and one student member. ²The student member is elected by the Senate on the proposal of the AstA Chairperson, usually for one year.
- (2) The Central Examination Committee of the university has the following tasks:
- a) It coordinates the uniform application of the study and examination regulations.
 - b) It may be asked by the other examination bodies for an opinion in individual proceedings of fundamental importance. ²This shall be done insofar as this is necessary to ensure the uniformity of the application of the Study and Examination Regulations.

§ 32 Central Examination Office

The Central Examination Office is headed by a professor. ²This person is appointed by the Senate. ³The Central Examination Office is responsible for the organisational handling of examination matters. ⁴It decides on all examination matters that have not been assigned to another examination body and coordinates the organisation and conduct of examinations and final examinations.

§ 33 Appeal authority

Appeals in study and examination matters must be filed with the university. ²Notices of objection are issued by the member of the rectorate responsible for teaching (§ 8 para. 2 Sentence 3 LHG).

Section 4: Deviations from the Standard Course of Studies and Securing Academic Success

§ 34 Repetition of examinations

- (1) Only failed examinations, the failed thesis (according to § 21 Para. 4) and the failed oral examination may be repeated once (second attempt). ²Failed attempts at other comparable higher education programs in the Federal Republic of Germany shall be credited under the conditions of § 40, Para. 2.
- (2) In addition, each student is entitled to a second repetition (third attempt) for two examinations in each study section. ²The prerequisite is that the student proves to the examination office that he/she has completed the compulsory study counselling (§ 36). ³An agreement on objectives reached in this context is to be kept in the student files.
- (3) Further third attempts are exceptionally approvable if a compulsory study counselling has been completed, a positive prognosis can be made despite the previous failed attempts by the examination body of the faculty according to § 30 and compulsory notices have not been intentionally violated.
- (4) The thesis and the internship semester may only be repeated once.
- (5) Third attempts must be applied for. ²Applications for approval of third attempts must be submitted immediately, at the latest three weeks after the start of the regular lecture period. ³Applications must be submitted in person or digitally to the Examination Office. ⁴If the student fails to do so, the de-registration will be pronounced due to loss of the right to take examinations.
- (6) Third attempts must be completed in the semester following the second failed attempt, unless the examination body of the faculty (§ 30) has determined a different date. ²If no course is offered in the subject of the third attempt in the following semester, students may apply for a postponement of their third attempt by one semester. ³The examination body of the faculty decides on the applications.
- (7) A third repetition (fourth attempt) of an examination is not possible. ²An application for this is inadmissible.

§ 35 Periods of study

(1) [Ba] Unless otherwise specified in the special part of the Study and Examination Regulations, the first two semesters of the Bachelor's degree program shall constitute the first study section. ²The examinations of the first study section of the Bachelor's degree program shall be taken at the time specified in the Study and Examination Regulations. ³They shall be taken, including any repeat examinations, no later than two study semesters after the end of the first study section.

(1a) ¹Corona-related special rules for the period of the summer semester 2020, winter semester 2020/21, summer semester 2021 and winter semester 2021/22:

²For students who were or are enrolled at Pforzheim University for only one semester in the above-mentioned period, sentence 3 of paragraph 1 shall apply with the proviso that the words "two study semesters" are replaced by "three study semesters".

³For students who were or are enrolled at Pforzheim University for a total of two semesters in the above-mentioned period, sentence 3 of subsection 1 applies with the proviso that the words "two study semesters" are replaced by "four study semesters".

⁴For students who were or are enrolled at Pforzheim University for three semesters during the entire period mentioned above, sentence 3 of subsection 1 applies with the proviso that the words "two study semesters" are replaced by "five study semesters".

⁵For students who were or are enrolled at Pforzheim University for four semesters during the entire period mentioned above, sentence 3 of subsection 1 applies with the proviso that the words "two study semesters" are replaced by "six study semesters".

(2) [Ba] The examinations of the second study section of the Bachelor's degree program shall be taken at the time specified in the Study and Examination Regulations. ²If the student is not entitled to do so due to the provision of § 18 para. 2 [Ba], they shall be taken at the first possible time. ³They must be taken, including any repeat examinations, no later than three semesters after the end of the standard period of study.

[Ma] The examinations of the Master's degree program shall be taken at the time specified in these examination regulations. ²They are to be taken, including any repeat examinations, no later than three study semesters after the end of the standard period of study.

(3) An extension of the study period may only be granted if the student proves that he or she was prevented from attending all possible examination dates and that he or she was not responsible for the prevention.

²The student must present the relevant documents in person to the university office designated by the Examinations Office immediately after the reason for the impediment has ceased to exist. ³The university must confirm the presentation with a date on the receipt. ⁴Further details are set out on a notice board.

⁵The following is required for proof of inability to take an examination due to illness:

a) The student must undergo a medical examination, which must always take place on the same day as the examination.

b) A medical certificate must be issued for the examination, which must contain at least:

- the day of the examination
- the symptoms of the illness or the medical diagnosis from which the inability to take the examination results

- the beginning and the expected end of the illness
 - the express statement that, from a medical point of view, the student was unable to take the examination. A form adopted by the Central Examination Committee should be used.
- c) It is the student's responsibility to personally present the relevant documents to the university office designated by the examination office immediately after the reason for the impediment has ceased to exist. ²The presentation is to be confirmed by the university with the date on the back of the document without knowledge of the content.
- d) If an examination body or the student department of the university has ordered this beforehand in order to rule out doubts regarding the ability to take the examination, proof can only be provided by means of a corresponding certificate from a medical expert appointed by the university or a competent public health officer. ²Likewise, the student may subsequently be required to provide an additional assessment by a medical expert appointed by the university or a competent public health officer, if doubts remain as to the student's inability to take the examination, in particular if it cannot be ruled out that a certificate of convenience was presented. ³The details in this regard shall be regulated by the Examinations Office by means of a notice.
- (3a) An extension of the period of study in the first study section may also be granted to students if no more than 10 credits from the first study section are outstanding after completion of the 4th semester. ²In this case, the Examination Office is authorized to approve an extension of study time by one semester without involving the faculty's examination body. ³In cases of doubt, the Examination Office shall submit the application for an extension of the period of study to the faculty's examination body for a decision.
- (3b) An extension of the period of study in the second study section or in the case of Master's students may also be granted if it is to be expected that the student will successfully complete his/her studies within a reasonable period of time after reaching the maximum period of study according to paragraph 2. ²In the case of Master's students, this is generally to be assumed if the only examination still outstanding is the Master's thesis. ³In the case of Bachelor's students, this is generally to be assumed if, apart from the oral final examination, the scientific colloquium and the thesis as well as in the School of Engineering apart from scientific documentation and the seminar presentation, no more than 10 ECTS credit points are missing. ⁴If an application is made in accordance with sentence 2 or 3, the examination office is authorised to approve an extension of the study period of up to two semesters without involving the examination body of the faculty; if the examination office considers the requirements of sentence 2 or 3 to be doubtful, it shall submit the application for an extension of the study period to the examination body of the faculty for a decision.
- (4) Compulsory practical study semesters shall not be counted in the study semesters within the meaning of paragraphs 1 and 3.
- (5) Applications for approval of extension of the period of study must be submitted immediately, at the latest three weeks after the start of the regular lecture period. ²Applications must be submitted in person or digitally to the Examination Office. If the student fails to do so, the de-registration will be pronounced due to loss of the right to take examinations.
- (6) At the start of the examination, the student confirms that he or she is fit to take the examination and is not disabled by illness. ²If the student discontinues the examination, the examination is deemed to have been failed.
- (7) The member of the rectorate responsible for teaching may, in agreement with the examination body of the faculty, decide upon application of the student that the examination is deemed not to have been taken (annulment). ²In the case of illness, a decision granting the application may only be made if a certificate is submitted which meets the requirements of

paragraph 3 sentence 2 lit. a and b and in which it is additionally certified that the illness only occurred after the start of the examination or that it could not have been recognised by the person concerned beforehand. ³The application for annulment is only admissible if it is submitted without due delay and accompanied by the required certificates. ⁴An annulment may not be decided if the impeding reasons were already known to the student before the examination. ⁵In this case, he/she must withdraw his/her registration. Para. 3 sentence 2 lit. d applies accordingly.

§ 36 Mandatory notices and study counselling

- (1) Insofar as the student has not achieved a certain percentage of the regularly attainable credits (ECTS credit points), has not passed examinations designated in the annexes or has not passed an examination at the second attempt, mandatory notices resp. mandatory study counselling are initiated. ²Furthermore, mandatory study counselling can be initiated by a corresponding requirement of the faculty's examination body.
- (2) The mandatory notices resp. the study counselling is carried out by the responsible program director, a member of the professorate designated by him/her or a mentor assigned to the student. ²By resolution of the Faculty Council, the Student Services office responsible for the faculty can be declared primarily responsible; in this case, Student Services coordinates the counselling with the chairperson of the examination committee of the respective degree program.
- (3) In the course of the counselling, the student has to explain how he or she would like to complete his or her studies. ²The counselling office shall work towards the successful completion of the degree program within the standard period of study, if possible, but in any case within the legal maximum period of study. ³The study counselling shall be concluded with a written report in which the objectives are stated and risks are pointed out (§ 35). ⁴The entitlement to participate in certain courses may be made dependent on attendance of the study counselling and compliance with the requirements of a target agreement or a binding study agreement in accordance with para. 5.
- (4) If a successful completion of studies in accordance with the regulations of the Study and Examination Regulations appears to be unattainable despite the student's due efforts, a study agreement shall be drafted during the mandatory study counselling. ²This shall not be done if a successful completion of studies cannot be expected within a reasonable period of time, even taking into account the individual circumstances of the student.
- (5) The details of a staggered intervention system, in which, apart from third attempts, first a mandatory notice and then a mandatory study counselling take place, are determined by the Central Examination Committee by resolution.

§ 37 Binding Study Agreement

- (1) The binding study agreement (study agreement) contains a list of the examinations to be taken by the individual student and the dates by which these examinations are to be taken. ²The aim is to enable the student to complete his/her studies as quickly as possible within the standard period of study, taking into account the individual circumstances of the student. ³The study agreement shall cover the further course of studies up to the point in time at which the course of studies corresponds again to the standard course of studies, or, if this is not possible or does not appear to make sense from the point of view of higher education didactics, up to the completion of the studies. ⁴A study agreement shall not be prepared if a successful completion of studies cannot be expected within a reasonable period of time, even taking into account the individual circumstances of the student.

- (2) The study agreement shall be prepared by the student and shall require the approval of the examination body of the faculty (§ 30). ²The examination body of the faculty may amend the study agreement by means of an administrative act in order to achieve the objective stated in para. 1 sent. 2, or refuse approval if the requirements of the study agreement are not met or the objective according to para. 1 sent. 2 cannot be achieved.
- (3) A study agreement shall be prepared,
 - a) on the basis of the result of a mandatory study counselling (§ 36 para. 4),
 - b) if a student is unable to complete his or her studies in accordance with the regular course of study due to disabilities or a chronic illness that makes it difficult to take an examination (Art. 3 Para. 3 Sentence 2 GG),
 - c) on the basis of a corresponding requirement of the faculty's examination body,
 - d) within the framework of care leave (§ 38a).
 - e) [MA] for students of Master's degree programs who have received less than 210 credits (ECTS credit points) in their first academic degree within the meaning of §11 para. 1 sent. 1 [MA] in order to achieve the requirements of §19 [MA]. ²In the case of students who do not yet have a practice phase of 30 ECTS credits in their first academic degree, a practice phase may also be provided, which must comply with the requirements of §7 mutatis mutandis.
- (4) The examination times regulated in the study agreement become binding for the student upon approval by the examination body of the faculty. ²If necessary, this must be stated by the student in the context of applications for an extension of the period of study. ³The student may only claim benefits under the study agreement as long as he or she completes the examinations in accordance with the study agreement.
- (5) If the student does not complete the examinations specified in the study agreement at the examination times specified therein, he/she shall, as soon as he/she is aware of this, be obliged to immediately request an appointment for mandatory study counselling (§ 36) with the counsellor responsible for him/her. ²In extraordinary cases, a new version of the previous study agreement may be decided, whereby para. 1 sent. 4 shall be applied consistently.
- (6) If the internship semester is postponed in a study agreement, the student shall inform the program director responsible for him/her and the Student Secretariat of this by submitting the study agreement.
- (7) The Central Examination Committee may establish guidelines for the study agreement.

§ 38 Parental leave

- (1) Students are entitled to parental leave if they live in a household with a child for whom they have custody, or with a child of their spouse or partner, and if they care for and bring up this child themselves. ²The same applies in the other cases mentioned in § 15 of the Federal Child-Raising Allowance Act. ³In the case of a natural child of a non-custodial parent, the consent of the custodial parent is required.
- (2) During parental leave, students are entitled to a leave of absence or to an individual extension of study time limits.
- (3) The entitlement to parental leave and up to a maximum of six semesters of leave exists until a child reaches the age of eight and beyond in particularly justified cases.
- (4) The entitlement to parental leave must be proven to the university by official evidence. ²Further details shall be set out in a notice.

- (5) Unless otherwise provided for in this provision, §§ 15 and 16 of the Federal Parental Allowance and Child-raising Leave Act shall apply mutatis mutandis.

§ 38a Care leave

- (1) Students shall be entitled to care leave if they themselves care for a close relative in need of care within the meaning of the Care Leave Act.
- (2) During the care period, students are entitled to a leave of absence or to an individual extension of study time limits in accordance with the study agreement. ²The study agreement submitted by students in this case shall be approved unless there are urgent reasons of higher education didactics to the contrary. ³At the request of the student, the study agreement may be amended up to two times during the current period of care. ⁴If the reason given is the fulfilment of care obligations and this can be credibly demonstrated, the study agreement can also be amended more often.
- (3) The entitlement to care leave must be proven by submitting a certificate in accordance with § 3 para. 2 of the Care Leave Act each semester. ²The examination committee may demand further proof in justified cases.
- (4) The entitlement to care leave shall exist from the time when the care service is demonstrably provided by the person himself/herself until the end of the independent care service.
- (5) Unless otherwise provided for in this provision, the provisions of the Care Leave Act shall apply mutatis mutandis.

§ 39 Expiration of the right to examination and admission to the degree program

- (1) The examination entitlement and the admission to the degree program expire if
- a) the repetition of an examination performance remains unsuccessful and a third attempt is not permitted (§ 34) or a permitted third attempt remains unsuccessful,
 - b) the thesis was not assessed with at least sufficient (4.0) even in the repetition or
 - c) the periods of study according to § 35 have been exceeded or a granted extension has expired.
- (2) Entitlement to examination and admission to the degree program or to studying shall also expire if the student has not paid a tuition fee due in accordance with the Fee Statutes by the due date, as well as in the other cases regulated by the Landeshochschulgesetz (State Higher Education Act).
- (3) If the entitlement to examinations and the admission to the degree program have expired, the student must be exmatriculated. ²The notice of exmatriculation shall be sent to the student with instructions on how to appeal.

§ 40 Crediting of periods of study and examination achievements

Recognition and crediting of studies, examinations and degrees as well as of competences acquired outside the University are recognized and credited in accordance with the credit transfer regulations. ²An application for recognition or credit can be made in any semester and should be submitted to the Examination Office no later than six weeks after the start of the regular lecture

period. ³Courses and exams already completed at Pforzheim University cannot be recognized retrospectively.

§ 41 Restricted examination entitlement during the semester of leave

- (1) Students on leave of absence are not entitled to attend university events or to take examinations.
- (2) A leave of absence does not prevent the crediting of examinations taken at a university abroad. ²Exceptionally, up to two examinations may also be taken in Pforzheim during a semester of leave spent at another university. ³During a semester of leave to exercise a function in self-administration, examinations of up to 15 ECTS-points may be taken.
- (3) During pregnancy and in the context of parental leave (§ 38) as well as in the context of care leave (§ 38a), students may attend courses during a semester of leave, complete course-work and examinations, in particular individual examinations for courses already attended in previous semesters, and use university facilities. ²For students on care leave, this shall take place in accordance with a binding study agreement (§ 37).
- (4) Students of the "StudiumPlus" model are entitled, contrary to paragraph 1, to participate in university courses already attended in previous semesters and to take up to three examinations of the first study section during each of the two semesters of leave scheduled after the 2nd semester.

§ 42 Compensation for disadvantages and special regulations

- (1) If someone can credibly demonstrate that it is not possible for him or her to take examinations in whole or in part in the intended form due to a long-term or permanent physical disability or a chronic illness that makes it difficult to take the examination, the examination body of the faculty may, upon written application, take appropriate measures to compensate for the impairment or, insofar as the objective of the respective examination can also be demonstrated in an equivalent manner by another type of examination, allow the examination to be taken in another form. ²Proof of skills that are part of the performance profile of the examination taken may not be waived. ³The same applies to preliminary exams.
- (2) The impairment must be presented and proven by submitting a specialist medical certificate or, if an examination body or the student affairs department of the higher education institution has previously ordered this in order to exclude doubts regarding the ability to take the examination, a corresponding certificate from a medical expert appointed by the university or a competent public medical officer, which contains the facts of the findings and a recommendation from a medical point of view. ²The student may also be subsequently required to submit an additional assessment by a medical expert appointed by the university or a competent public health officer if doubts remain. ³The extension beyond a quarter of the scheduled preparation time requires an appropriate justification in a certificate from a medical expert appointed by the university or a competent public health officer, which must be submitted with the registration for the examination.
- (4) The regulation of paragraphs 1 and 2 also apply in other special cases where the student is prevented by external circumstances from participating in the normal examination procedure. ²The chairperson of the responsible examination board shall examine the application and forward it to the examination office or the examination body of the faculty for a decision if the prevention and an outstanding public interest are proven.

Section 5: not applicable

§§ 43 - 54 deleted.

Section 6: Final Provisions

§ 55 Special provision on the occasion of the pandemic situation [COVID 19]

- (1) In accordance with a decision of the Central Examination Committee, examinations may be conducted in a different manner in the case of pandemic developments and, in particular, using means of distance communication.
- (2) Special security regulations apply to on site examinations. Students who do not comply with these security requirements or do not follow the instructions of the proctoring staff may be excluded from the examination. The exclusion is to be recorded in the examination protocol with reasons. § Section 25, paragraph 2, sentence 2 applies.

§§ 56 - 59a deleted.

§ 60 Electronic communications

- (1) The results of examinations may also be announced electronically. ²Within the general lecture period, the announcement shall be deemed to have been made one day after the results are available to the person concerned. ³If the announcement is made outside the general lecture period, the announcement shall be deemed to have been made on the second day of the lecture.
- (2) Other notifications, notices and enquiries may also be made electronically. ²They are to be sent to the e-mail address assigned to the student by the university. ³The electronic message shall be deemed to have been received on the day after it was retrievable by the student. ⁴The binding determination of the topic, the examiners and the exact dates of the thesis, including the decision on an exemption from the obligation to publish (decision according to §§ 20; 21) can be announced electronically in this way. ⁵Otherwise, electronic means are excluded for incriminating administrative acts as long as the student has provided the university with his/her current postal address.

§ 61 Retention of Examination Records, Inspection of Examination Files

- (1) Written examinations and the minutes of oral examinations shall be kept by the university for three semesters after the examination has been rendered.
- (2) Generally, results of written exams can be inspected upon application at the beginning of the lecture period of the semester following the written exam. ²The student may apply to the central examination office to inspect his/her other written examinations, related reports and examination records; the application must be made in writing within the two semesters following the taking of the examination. ³§ 29 of the State Administrative Procedure Act remains unaffected.
- (4) The thesis is kept for five years after it has been submitted to the examinations office. ²If the thesis consists of something other than a written paper, other retention periods and a special form of documentation may be specified by decision of the Central Examination Committee.

§ 62 Representation on committees; executive continuation of a committee function

- (1) Insofar as the membership in an examination body is justified by a specific office, the office holder may be represented. ²The respective deputy and, in special cases, another professionally competent person nominated by the office holder shall be appointed as deputy.
- (2) The members of a body, unless they belong to the body by virtue of office, shall be appointed or elected for a specific term of office. ²After the expiry of a term of office, the business shall be continued until the beginning of a new term of office.

§ 63 Quorum

Examination bodies shall constitute a quorum if they have been duly invited and at least one third of the members are present. ²The chairperson of the examination body shall establish the quorum at the beginning of the meeting. ³The quorum shall continue to exist until the absence of a quorum has been established at the request of a member of the examination body.

TRANSLATION

§ 64 Amendment of the Study and Examination Regulations

Prior to amendments and additions to the Study and Examination Regulations, the respective academic head of both examination offices as well as the student department shall be given an early opportunity to comment.

§ 65 Effective Date

- (1) These Study and Examination Regulations shall become effective on 01.09.2006. ²At the same time, the general parts of the Study and Examination Regulations previously effective at Pforzheim University shall cease to apply.
- (2) Insofar as the curriculum of a degree program has been changed, this is made clear by different versions of the respective annex ("PO version" with consecutive number). ²The designation of the annexes shall indicate the entry semester from which this PO version applies. ³For students who enrol in a higher subject semester of a degree program, the PO version that would have been applicable to them if they had enrolled in Pforzheim in the first subject semester applies; in deviation from this, for students of the Master's degree program MES (contact studies), the examination regulations that were valid at the time of the completion of the first performance in the certificate program apply.
- (3) Amendments to the General Part of the Study and Examination Regulations shall become effective on the day after the posting of the respective amendment statutes.

Pforzheim, 01.09.2006

The Rector
(Prof. Dr. Ralph Schieschke)

B.

Special Part of the Study and Examination Regulations for the Bachelor's and Master's Degree Programs and the Pre-Study Program 'Catapult' of Pforzheim University

Annex 1 [Ba]

Abbreviation key and

Annex 1 [Ma]

Abbreviation key

Abbreviation Key Bachelor and Master

CR	Credits according to ECTS system
PLH	Examination based on term paper
PLK	Examination based on written exam
PLL	Examination based on laboratory work
PLM	Examination based on oral exam
PLP	Examination based on project work
PLR	Examination based on presentation
PLS	Examination based on student research project
PLT	Examination based on written thesis
PVL	Prerequisite examination
PVL-BVP	Prerequisite examination for bachelor`s pre-examination
PVL-BP	Prerequisite examination for final bachelor`s examination
PVL-MP	Prerequisite examination for final master`s examination
PVL-PLT	Prerequisite examination for registration for bachelor`s thesis
PVL-MA	Prerequisite examination for oral final examination
STA1	first study section/ introductory study period
STA2	second study section/ advanced study period
SWS	Semester periods per week
UPL	Non-graded examination (pass/fail only)
WPF	Compulsory elective

Abbreviation Key Language

The following statements apply to all PO versions with a study start before the WS 2019/20:

<u>G</u>	German-language course, optional additional foreign-language courses offered by the university possible.
<u>G/E</u>	Parallel optional German- and English-language courses offered by the university that can be freely chosen by the students, other additional foreign-language courses offered by the university are possible.
<u>G or E</u>	The course is held in German or English according to the degree program.
<u>E</u>	English-language course, optional additional foreign-language courses offered by the university.
<u>F</u>	The course is held in French.
<u>F/S</u>	The course is held in French or Spanish.
<u>S</u>	The course is held in Spanish.

Credit transfer for examinations taken during a semester abroad is possible in any foreign language; a minimum requirement of English-language credits in the respective degree program is reduced accordingly.

The following statements apply to all PO versions with a study start from the 2019/20 winter semester:

G	The course is held in German. A parallel offer in another foreign language is possible and can be taken by students as an option, provided that the course in question has been approved by the respective degree program.
G or E	The course is offered according to the degree program in German or English.
G and E	Students can choose between a German and an English-language course offer. The English-language offer must be made by the university only once a year.
E	The course is held in English.
F	The course is held in French.
F/S	The course is held in French or Spanish.
S	The course is held in Spanish.
[GE]	The offer is partly in German and partly in English. The German and English parts are further specified in the special part.

Credit transfer for examinations taken during a semester abroad is possible in any foreign language; a minimum requirement of English-language credits in the respective degree program is reduced accordingly.

Annexes of the Special Part

The annexes (special parts of the Study and Examination regulations) can be found in the German version.

Appendix 1: Checklist Examination Entitlement **Bachelor's degree programs of the Faculties of Business and Law and Technology**

Stand: 15.03.2017

1. the entitlement to take examinations arises through admission to a degree program
2. the examination entitlement expires:
 - **"definitively failed": third attempt is not passed or not approved**
 - **Exceeding the maximum duration of studies in the 1st stage (1st StA)**
Examinations of the 1st study section must be passed by the end of the 4th semester at the latest.
Exception: Approval of an extension of study time. Attention: Act immediately in case of problems! In special cases, individual solutions are possible, but: Postponement cannot be cured!
 - **Exceeding the maximum duration of studies in the 2nd stage of studies (2nd StA)**
All examinations must be passed by the end of the 10th semester at the latest.
Exception: Approval of an extension of study time. Attention: Act immediately in case of problems!
In special cases, individual solutions are possible - provided you act in time!
You must be enrolled to hand in the thesis and take the final oral exam.
3. special examination requirements for certain examinations:
 - **Do you meet the requirements for examinations in the second part of the degree program?**
Examination achievements from the 5th subject semester onwards may only be taken if the 1st study stage has been completed in full.
Examination achievements in the 3rd and 4th subject semester may be taken without further requirements.
However, you should always strive to complete the 1st StA first in order not to jeopardise your studies (see Exceeding the maximum duration of studies in the 1st StA).
 - **Do you meet the requirements for completing the internship semester?**
If all examinations of the 1st study section have been completed at the beginning of the semester preceding the internship semester (generally: 4th semester, BIM: 5th semester), the practical semester can be started regularly (generally: 5th semester, BIM: 6th semester). Otherwise, the practical semester will be postponed!
If a student wishes to postpone his/her internship semester at his/her own request, he/she must submit an application to this effect.
 - **Do you meet the requirements for examinations of the 6th and 7th semester?**
Only students who do not have any outstanding examinations from the 1st study section may take examinations in the 6th and 7th subject semesters. Please also check whether other examinations in your degree program (in particular those of the 3rd semester) are prerequisite examinations of the 7th semester; this results from the special part of the Study and Examination Regulations.
 - **Do you meet the requirements for the final oral examination?**
Registration for the final oral examination in the Bachelor's degree programs can take place in the 6th subject semester at the earliest. Further requirements can be specified in the special section of the Study and Examination Regulations.
You must be enrolled in order to take the final oral examination.
 - **Do you meet the requirements for issuing the thesis?**
The Bachelor's thesis can be registered in the 6th subject semester at the earliest. For this, all examinations up to and including the 4th subject semester must have been successfully completed. You must be enrolled until you submit your thesis. Students in BIM, BIB and WI/Int-DD please note the special regulations in the special section of the Study and Examination Regulations.

Appendix 2: Information on the obligation to submit documents that are required as proof of non-participation in examinations ("Stamp regulation")

In the case of an application for an extension of the period of study, valid proof must be provided for **each individual** missed examination date that the examination was missed for reasons for which the student is not responsible.

It is the student's responsibility to immediately present the relevant documents in person at the Infothek of the University or the examination office of the School of Design after the reason for the impediment has ceased to exist, in order to have them stamped on the back.

If the reason is a health-related impediment, medical certificates must contain the following information in accordance with § 35 Para. 3 StuPO in order to be accepted as an excuse:

- a) the date of the medical examination, which shall in principle be on the same day as the examination,
- b) the medical diagnosis or the symptoms determining the inability to take the examination,
- c) the beginning and expected end of the illness; and
- d) the express statement that, from a medical point of view, the student is unable to take the examination.

Certificates of incapacity for work or school are still not sufficient.

We strongly recommend that you use the certificate of medical examination on the following page.

The medical certificate submitted will be stamped on the back by the Infothek of the university so that the date of submission can be seen. The receipt is then returned to the student. The documents are not checked by the staff of the Infothek and their contents are not taken note of by them. Make sure that the documents are stamped (and not envelopes or the like). It is the student's own responsibility to keep the certificate properly with his/her documents until the document is needed as proof of non-attendance at specific examination dates in the context of an application for an extension of study time.

sgd. Prof. Dr. Susanne Schmidtmeier
Head of the Examination Office

Appendix 3: Sample declaration of independence (declaration of honour)

When submitting a written work, students must declare in writing that they have completed their work – in the case of group work, their appropriately labelled part of the work – independently and have not used any sources or aids other than those specified.

In consultation with the first examiner, students may use a declaration of independence that deviates from the sample, provided that the content corresponds to the sample.

"I, first name surname, hereby declare that I have written this seminar paper, Bachelor's thesis or Master's thesis independently. I have not used any sources or aids other than those specified and have labelled all passages in the work that have been taken over verbatim or analogously.

Furthermore, the thesis has not been submitted for examination elsewhere.

In addition, I declare that when using AI-supported writing tools, I have fully listed these tools in the section "Overview of tools used" with their product name, my source of supply (e.g. URL) and details of the software functions used and the scope of use. In the preparation of this thesis, I have worked independently throughout and in the use of AI-supported writing tools, I worked in a controlling manner."

TRANSLATION

**Certificate of a medical examination
for submission to Pforzheim University**

Surname, first name of the student: _____

Date of birth: _____

Address: _____

Date of examination: _____

Diagnosis(es) or at least the symptoms that are decisive for the inability to take the examination, whereby a description in words is required. ICD codes alone are not sufficient:

According to the result of the medical examination, the above-mentioned student is in my view, due to the aforementioned reasons:*)

from _____ **) until further notice able to take part in examinations at the university.

from _____ **) to _____ **) only able to take part in university examinations with the following restrictions:

from _____ **) to _____ **) unable to take part in university examinations.

**) Please mark with a cross where applicable and complete accordingly. According to the case law of the Federal Administrative Court, the examination committee must ultimately determine the inability to take the examination. In this respect, the doctor has the role of an expert. The symptoms of the illness or the diagnosis should be stated in such a way that the examination committee can understand the inability to take the examination.*

***) No examinations may be taken during the certified period of illness. You have the option of writing a letter of sick leave.*

Date of issue of the certificate: _____

Practice stamp:

Name of the doctor in block capitals

Signature of the doctor