

Furtwangen University

Study and Examination Regulations

Computer Science, Technology, Business, Media, Health Sciences

for Bachelor's Study Programmes

The Senate of Furtwangen University – Computer Science, Engineering, Business, Media, Health endorsed the following Study and Examination Regulations on 13 December 2023 in accordance with § 8.5 and § 30.1 of the Baden-Württemberg University Law (Landeshochschulgesetz - LHG) of 1 April 2014 (GBl. S. 99), last amended by Article 1 of same law on 13 March 2018 (GBl. S. 85).

Please note: Only the original German version of the Study and Examination Regulations is legally binding.
(§ = section; Foundation Level Studies = Grundstudium; Advanced Level Studies = Hauptstudium)

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§ 1 Applicability

- (1) The Study and Examination Regulations are valid for the following study programmes:
- Applied Health Sciences (Angewandte Gesundheitswissenschaften)
 - Applied Biology (Angewandte Biologie)
 - Applied Business Law (Angewandtes Wirtschaftsrecht)
 - Applied Materials Sciences (Angewandte Materialwissenschaften)
 - Artificial Intelligence and Robotics (Künstliche Intelligenz und Robotik)
 - Bio and Process Engineering (Bio- und Prozess-Technologie) (last admission summer semester 2019)
 - Business Administration and Engineering – Industrial Solutions Management (last admission summer semester 2023)
 - Business Administration and Engineering – Product Engineering (Wirtschaftsingenieurwesen – Product Engineering)
 - Business Administration and Engineering – Sales and Marketing (Wirtschaftsingenieurwesen - Marketing und Vertrieb)
 - Business Administration and Engineering – Service Management (Wirtschaftsingenieurwesen – Service Management)
(last admission summer semester 2020)
 - Business Information Systems (Wirtschaftsinformatik) (last admission summer semester 2023)
 - Business Information Systems (Wirtschaftsinformatik) – Business Data Sciences
 - Business Information Systems (Wirtschaftsinformatik) – Digital Business & eCommerce
 - Business Networking (WirtschaftsNetze (eBusiness))
 - Business Management and Psychology
 - Computer and Electrical Engineering (Elektronik und Technische Informatik)
(last admission winter semester 2014/2015)
 - Computer Engineering (last admission summer semester 2005)
 - Computer Networking (last admission summer semester 2015)
 - Computer Science (Allgemeine Informatik)
 - Computer Science in Media (Medieninformatik)
 - Cyber Security (IT-Sicherheit und Cyber Security)
 - Documentation and Communication (Dokumentation und Kommunikation) (last admission summer semester 2005)
 - Electrical Engineering (last admission summer semester 2005)
 - Electrical Engineering (Elektrotechnik in Anwendungen)
 - Engineering Psychology
 - Games & Immersive Media
 - Industrial Automation and Mechatronics (last admission winter semester 2018-2019)
 - Industrial Manufacturing (last admission winter semester 2018-2019)
 - Industrial Materials Engineering (last admission winter semester 2018-2019)
 - Industrial MedTec (last admission winter semester 2018-2019)
 - Industrial Systems Design (last admission winter semester 2013/2014)
 - Industrial Virtual Engineering (last admission winter semester 2014/2015)
 - Information & Communication Systems
 - International Business (Internationale Betriebswirtschaft)
 - International Business Information Systems

International Business Management
 International Engineering
 IT Product Management (IT-Produktmanagement)
 Materials technology and manufacturing (Werkstoff- und Fertigungstechnik)
 Mechanical Engineering and Mechatronics (Maschinenbau und Mechatronik)
 Mechatronics and Digital Production (Mechatronik und Digitale Produktion)
 Media Design (Medienkonzeption)
 Medical Engineering (last admission summer semester 2019)
 Medical Engineering – Clinical Technologies (Medizintechnik – Klinische Technologien)
 Medical Engineering – Technologies and Development Processes
 (Medizintechnik – Technologien und Entwicklungsprozesse)
 Midwifery Science (Hebammenwissenschaft)
 Molecular and Technical Medicine (Molekulare und Technische Medizin)
 Online Media (OnlineMedien)
 Physician Assistant
 Physiotherapy (Physiotherapie)
 Security & Safety Engineering
 Software Product Management (Software Produktmanagement) (last admission summer semester 2015)

- (2) The one-semester “Technical Orientation” course can optionally precede the following study programmes: Applied Materials Sciences, Mechatronics and Digital Production (Mechatronik und Digitale Produktion); Medical Engineering – Technologies and Development Processes (Medizintechnik – Technologien und Entwicklungsprozesse); Materials Technology and Manufacturing (Werkstoff- und Fertigungstechnik), as the content of this course forms the basis for the above-mentioned study programmes. As special conditions for this course apply, these are laid down in separate Admission- and Study and Examination Regulations.
- (3) Any reference to offices and functions in these regulations apply equally to both women and men; in addition, § 4.1 LHG applies accordingly.

A. General Section

Part I:

General Regulations

§ 2 Normative Time-to-degree, Programme Structure and Credit System

- (1) The normative time-to-degree for all study programmes listed in § 1.1 is defined in the Specific Section. It encompasses the theoretical taught semesters and the mandatory internship semesters including all examinations as well as the Bachelor thesis.
- (2) The structure of the study programmes listed in § 1.1 is divided into the Foundation Level Studies which are completed within two taught semesters, and the Advanced Level Studies which are completed within a further five semesters. In the Physiotherapy Plus programme with credit transfer model, the advanced level studies comprise four semesters.
- (3) If the “Technical Orientation” course is taken as an integral part of a study programme in accordance with § 1.2, the normative time-to-degree of this study programme is extended to 8 semesters.
- (4) All study programmes have a modular structure. A module comprises several teaching components linked in terms of content and timing. Each component is awarded a number of credit points which correspond to the length of time required for the successful completion of the component. The criteria for the award of credit points comply with the requirements of the ECTS (European Credit Transfer System). Each credit is equivalent to 30 hours' work.
- (5) For successful completion of studies, a total of 210 credit points must be gained. A total of 180 credit points must be earned to successfully complete the Physiotherapy Plus degree programme. The mandatory and elective modules required for successful completion of studies are defined for each study programme in the Specific Section. The mandatory modules encompass the modules which must be covered during each taught semester. Elective modules are the modules which the student must select from the modules offered in each taught semester in the manner prescribed within the Specific Section.
- (6) The order and type of modules as laid down in the Specific Section can, for compelling reasons and in individual cases, be altered by the Faculty Board responsible, for the duration of one semester.

§ 3 Mandatory Internship Semester

- (1) All study programmes as listed in § 1.1 encompass a 6-month mandatory internship semester.
- (2) For the internship semester to be recognized under examination law, the student must provide evidence of at least 95 days of attendance in a company or in another institution of professional practice (internship position) after deduction of any days of absence (practical work). During the internship semester, students will be supervised by a professor. More specific regulations can be laid out in the Specific Section of the Study and Examination Regulations of the individual faculties.
- (3) The university cooperates with the employer in all aspects of the students' internship.
- (4) The students must compile a report on their internship during their internship semester. At the end of the internship semester, the employer must issue the student with a confirmation of employment which should include the type and content of the work, as well as the starting and finishing dates of the employment and any periods of absence. The internship report and the confirmation of employment form the basis for the decision as to whether or not a student has successfully completed the internship. Where the internship is not deemed successfully completed, it can be retaken once. During the internship semester, a student may only change their employer in exceptional circumstances, for

good reason and only with the permission of the Faculty Examination Board. The final decision will be taken by the respective Faculty Examination Board.

- (5) The acquisition of an internship position is the student's responsibility. The proposed internship must be approved by the dean of faculty or a nominated professor. In case of doubt, the final decision will be taken by the Faculty Examination Board.
- (6) An internship semester during a semester later than the 4th taught semester can only be embarked upon provided the Foundation Level Studies have been successfully completed. Exception (applicable only where the internship semester takes place during the 5th semester): students with no more than one incomplete Foundation Level Studies credit requirement may apply to the dean for admission to the internship semester. As the deadline has been exceeded, this permission is then subject to agreement by the Head of the Examinations Office. (§ 5.3).
- (7) The faculties are responsible for the organisational details of the internship semesters, for the coordination of the internship content and the maintenance of contact with the employers.
- (8) The internship semester, including preparatory and review seminars, is valued at 30 credit points.
- (9) No new graded or non-graded assessments can be undertaken during the internship semester. It is however possible to retake up to 2 graded or non-graded assessments which were undertaken in previous semesters. Registration must be carried out at latest one week before the start of the examination period, or, in the case of examinations set during the semester, at latest one week before the examination in question.

§ 3 a Exchange Semester

- (1) Furtwangen University actively encourages students to participate in an exchange semester. For this reason, in study programmes where an exchange semester is not a mandatory part of the curriculum, it is specifically recommended that an exchange semester abroad is taken in the sixth or seventh semester of the programme. Responsibility for the organization of the exchange semester lies with the student, if necessary, with the support of the faculty and the International Center.
- (2) An exchange semester cannot be taken later than the fourth semester of the study programme unless the foundation level studies have been successfully completed. Students who have only one outstanding credit requirement from the foundation level studies, can apply to their dean for permission to participate in an exchange semester.
- (3) In accordance with § 15.9, the Faculty Examination Board is responsible for accreditation of credits awarded for graded and non-graded courses taken abroad. The task can be delegated to, e.g. an International coordinator, a regional coordinator or a dean of studies.
- (4) A minimum of 16 credits for graded and non-graded assessments must be gained abroad. These must comply with the qualification goals of the relevant study programme and are normally accredited within a "Study Abroad" module (SAM) which replaces the normal sixth semester study module which would have been taken at Furtwangen University. The prerequisite for this is an agreement between the student and the person responsible within the faculty for the organization of exchange semesters.
- (5) The SAM is worth 18, 24 or 30 credit points (of which a minimum of 2/3 are from graded assessments), and of which up to 2 credit points (in a SAM with 18 credit points), 4 credit points (in a SAM with 24 credit points) or 6 credit points (in a SAM with 30 credit points) can be gained by a faculty-defined non-graded assessment taken at Furtwangen University.
- (6) For study programmes in which an exchange semester is a mandatory part of the curriculum, other regulations apply which are laid down in the Specific Section of the Study and Examinations Regulations.

- (7) During the semester abroad, graded or non-graded assessments will not be automatically registered. Graded or non-graded assessments which students must sit must be registered at latest one week before the start of the examination period, or, in the case of examinations set during the semester, at latest one week before the examination in question.

§ 3 b Bilingual study programme

In some study programmes it is possible to take a bilingual degree. Upon request, this will be indicated in the degree certificate, as well as in a separate certificate.

Of the 210 ECTS credits of the relevant bachelor's programme, more than 60 ECTS credits must be gained in both English- and German-taught courses taken, taking into account any study or internship semester spent abroad. In addition, a level of C1 in the Common European Framework test of language proficiency must be achieved in the non-native language(s). Successful completion of the necessary language test(s) may not result in an extension of the study time, and therefore must be taken before the final examination necessary to complete the degree, i.e. generally before submission of the thesis. Further details are listed in the Specific Section of the Study and Examinations Regulations, in the individual regulations of the study programmes in question.

§ 3 c Special regulations for the "StudiumPlus" course model during the period of contract between partner companies and students

- a. Students are required to carry out both the "internship semester" and their bachelor thesis at the partner company.
- b. Students are required to spend the time when they are not attending lectures or sitting examinations, or which the student is entitled to take as holiday, at the partner company carrying out additional practical work. The content of this additional practical work is to be mutually determined by the university and the partner company.

§ 4 Structure of Examinations

- (1) For successful completion of studies, 210 credit points must be earned. Passed modules are awarded the number of credit points laid down in the Specific Section. A total of 180 credit points must be earned to successfully complete the Physiotherapy Plus degree programme.
- (2) The Foundation Level Studies encompass the first two semesters of taught content modules. From these, the final grade for the Foundation Level Studies is calculated which is weighted as defined in § 27.1 and forms part of the final grades certificate. The final grades certificate contains the final grade for the Foundation Level Studies, the module grades of the Advanced Level Studies and the grade for the Bachelor thesis. The Specific Section defines the individual graded and non-graded (pass/fail) assessments for modules, as well as the module grades for the Foundation Level Studies and Advanced Level Studies. Graded assessments are normally examined in conjunction with the relevant course and are related to the course content.

§ 5 Permanent Withdrawal from Programme and Loss of Right to Assessment, Deadlines

- (1) All Foundation Level Studies modules (60 credit points) must be successfully completed by the end of the second semester. In the Physiotherapy Plus degree programme, the performance assessments for the Advanced Level Studies (120 credit points) should be completed by the end of the sixth semester. All Advanced Level Studies modules (150 credit points) must be successfully completed by the end of the seventh semester. An accelerated track of studies enabling completion of credit requirements prior to these deadlines is possible.

- (2) The students will be informed of the number and type of graded and non-graded assessments required for the completion of a module on a timely basis. They will also be informed of the deadlines for such assessments as well as the assignment and submission dates for the Bachelor thesis.
- (3) The right to be assessed is forfeited and permanent withdrawal from the programme is required when the graded and non-graded assessments for the Foundation Level Studies have not been successfully completed within two semesters of the deadline defined in section (1). The same applies when the graded and non-graded assessments for the Advanced Level Studies have not been successfully completed within three semesters of the deadline defined in section (1). Exception to the above will only be made where the cause of the delay lies outside the student's control. If the third or fourth taught semester is an internship semester, this will not be included in the calculation of the period by which the deadline is exceeded for the Foundation Level Studies.
- (4) Any student entitled to parental leave under the relevant current law (BEEG) is entitled to complete certain individual graded or non-graded assessments at a point in time later than the deadline laid down in the examination regulations.
- (5) Any student who is able to study but is unable to attend lectures or complete the required non-graded assessment due to a longer illness or a longer or permanent disability, is entitled to complete individual graded or non-graded assessments at a point in time later than the deadline laid down in the examination regulations. The extension period can be no more than three years. The student must produce pertinent documentation, in most cases a doctor's note. In case of doubt, the university can require the student to provide a doctor's note from a doctor of the university's choice. Students must inform the university immediately of any changes in their circumstances.
- (6) The regulations for the extension of deadlines as stated in section 5 above also apply to any student who is:
 1. A member of the Students' Parliament (Studierendenrat) and the Student Council (Allgemeinen Studierendenausschuss AStA) in accordance with §§ 13 and 21 of the founding statutes of the Student Parliament (Verfassten Studierendenschaft).
 2. A member of a German national olympic, scouting, reserve or team sports squad, or of a young hopefuls squad 1 and 2, which belongs to a federal association of the German Olympic Sports Confederation.
 3. A member of a state sports squad, or any other athlete designated as an elite athlete on an individual basis by the Elite Sports Officer of the University Board of Executives according to the current HFU list of criteria.

If elite athletes end their sporting career during their academic studies, the Elite Sports Officer of the University Board of Executives will decide at what point in time a further extension of the deadline will no longer be permitted.

- (7) Any student entitled to caregiving leave, is entitled to complete certain individual graded or non-graded assessments at a point in time later than the deadline laid down in the examination regulations.

§ 6 General Admission Requirements

- (1) The Foundation Level Studies and Advanced Level Studies can only be completed by someone who:
 1. is enrolled for the university's Bachelor programme on the basis of the German university entrance qualifications, the *Zeugniss der allgemeinen Hochschulreife*, the *fachgebundenen Hochschulreife* or the *Fachhochschulreife* or on the basis of recognition by a legal regulation or the relevant state authority to be the equivalent of the above
 2. and
 3. has successfully completed the graded and non-graded assessments for the relevant modules.
- (2) Students must complete the graded and non-graded assessments which form part of a module during the taught semester specified in the Specific Section. The exception to this rule is the thesis, where the faculty's own rules and regulations apply. Enrolment for a taught semester is also deemed to be enrolment for all graded and non-graded assessments of this semester. Where the allocation of a lecture to a specific taught semester is not binding, the student must enrol for the lecture during the enrolment period.

Admission to a module examination can only be withheld where the requirements listed in section (1) are wholly or partially unfulfilled, or
the documentation is incomplete, or
the student has permanently failed to complete the Foundation Level Studies or Advanced Level Studies in the same or a similar study programme, or
the person is currently appealing an examination result, or
the student has lost the right to be assessed in accordance with § 34.2 LHG, or
the student's malus credits have reached or exceeded the permissible maximum.

- (3) For admission to Advanced Level Studies, students must have earned a minimum of 54 credit points from the Foundation Level Studies modules. Exceptions to this rule, up to a maximum of 16 credit points, can be made at the discretion of the dean of studies. Where the first semester of the Advanced Level Studies is an internship semester, such internship may be undertaken without admitting the student in question to the Advanced Level Studies. In such a case, if the conditions for admission to the Advanced Level Studies are not fulfilled by the end of the internship semester, the student is automatically enrolled in the second taught semester. Students who are not admitted to the Advanced Level Studies may apply to the dean of studies to be allowed to take modules worth up to 12 credit points from the first taught semester of the Advanced Level Studies (usually from the 3rd taught semester). Upon request, the dean of studies may deviate from these rules for programmes which only have one intake per annum.

§ 7 Examinations

- (1) All examinations will, as a rule, take place during the examination period outside the lecture period of a given semester.
- (2) Where an individual can prove satisfactorily that due to prolonged or permanent impairment in accordance with § 32, (4) (5) of the LHG, they are unable to complete the exam in whole or in part in the prescribed manner, the Faculty Examination Board in question will allow suitable measures to be taken to compensate for the impairment. A doctor's note may be requested in such case.
- (3) For each student enrolled for examinations, the examination office will set up an account to record bonus points for all passed modules and malus points for all failed modules. There are separate accounts for the Foundation Level Studies and Advanced Level Studies.
- (4) Where a module is passed, its credit points are credited to the applicable bonus account. Where a graded or non-graded assessment is failed, its credit points are recorded in the applicable malus account. The bonus account shows a student's progress in their studies, while the malus account reflects all failed assessments.
- (5) The language of instruction in the courses is usually German and/or English. Examinations are usually held in the language in which the course of the module to be examined was held. The concrete specification is made in the module description. The examiner announces the language and examination modalities at the beginning of the semester.

§ 8 Oral Examinations

- (1) As a rule, all oral examinations will be taken by at least two examiners (viva voce examination) or an examiner in the presence of an observer. (§ 16). They can be held as group or individual examinations. The grade is the average of the individual grades awarded by the examiners.
- (2) The duration of an oral exam for each person to be examined is at least 15 minutes but no more than 30 minutes.
- (3) The main content matter and the results must be recorded in written form. The result should be communicated to the person examined at the end of the oral examination.

- (4) Any student wishing to take the same examination at a later point in time is permitted to view the examination if space allows and if the examinee is in agreement. Student observers are not permitted to be present when feedback and examination results are being given.
- (5) In exceptional cases, with the consent of the candidate and in accordance with the regulations of §§ 32a and 32b LHG, the examination may also be conducted using electronic information and communication systems (online).

§ 9 Written Examinations and Other Written Assignments

- (1) In written examinations and other written assignments students should demonstrate that they are capable of solving problems and completing tasks using the standard methods of their subject, within a limited time frame and with limited access to resources. The examination also seeks to determine whether students possess the requisite basic knowledge. An examination may offer a choice of different topics.
- (2) The grading period should not exceed four weeks.
- (3) The duration of a written exam is 90 minutes. Any exceptions are laid down in the Specific Section.
- (4) Written examinations may be conducted entirely or in part, by means of multiple-choice questions.
- (5) In exceptional cases, a written examination may be taken in whole or in part using electronic information and communication systems (online). In this case, § 32 a and § 32 b LHG apply.

§ 10 Grading

- (1) Assessments can be a non-graded assessment, a graded assessment or a combination of the two. Non-graded assessments are awarded a pass or fail. Graded assessments are awarded a grade.
- (2) The grades for the different graded assessments are set by the examiner in question. The following grades are to be used when marking graded assessments:

| | | |
|-------------|----------------|--|
| 1; 1.3 | = very good | = outstanding performance |
| 1.7; 2; 2.3 | = good | = performance which is significantly above average |
| 2.7; 3; 3.3 | = satisfactory | = average performance |
| 3.7; 4 | = adequate | = performance which, despite shortcomings still satisfies requirements |
| 5 | = inadequate | = performance which, due to significant shortcomings, no longer satisfies requirements |
- (3) Where a graded assessment is made up of several parts with individual grades, the overall grade is calculated as an average of the appropriately weighted individual grades.
- (4) The module grade is as follows:

| | |
|---|------------------------------|
| for an average of up to and including 1.5 | = very good |
| for an average of between 1.6 and up to and including 2.5 | = good |
| for an average of between 2.6 and up to and including 3.5 | = satisfactory |
| for an average of between 3.6 and up to and including 4.0 | = adequate |
| anything below an average of 4.1 | = inadequate (graded as 5.0) |
- (5) When calculating the final grade (§§ 20 and 27), section 4 applies in the same manner.

(6) In calculating the average, the grade is rounded only to the first decimal place; all other decimals are ignored without rounding.

(7) Grades achieved under these Study and Examination Regulations are converted to the ECTS grading system in accordance with the following table (due to the limited amount of data available, a conversion on the basis of statistical data is not possible).

| German Grade | ECTS Grade |
|--------------|------------|
| 1.0 - 1.5 | A |
| 1.6 - 2.3 | B |
| 2.4 - 3.0 | C |
| 3.1 - 3.7 | D |
| 3.8 - 4.0 | E |
| 4.1 - 5.0 | F |

(8) The grades for assignments taken during the study semester abroad are converted using the “Standard HFU Table for the Calculation of Grades Earned Abroad” (Tabelle für die HFU-einheitliche Umrechnung von Auslandsprüfungsleistungen).

(9) The module grade is calculated as follows: the grades of each of the module’s graded assessments are multiplied by the appropriate credit points. The results are then added and divided by the total number of credits of all the module assessments. The result is rounded to the first decimal point.

§ 11 Unexcused Absence, Withdrawal, Deception, Breach of Regulation

(1) Absence or withdrawal from an examination without good reason will be awarded a grade of 5.0. The same applies where a written assessment is not completed within the required time period. Students may withdraw once from an examination for which they are registered without being required to give a reason. To do so an application must be filed with the Examinations Office in writing no later than one day prior to the examination (if an assessment consists of several parts, before the final part).

Multiple withdrawals from an examination are permitted for any student who is:

1. A member of the Students’ Parliament (Studierendenrat) and the Student Council (Allgemeinen Studierendenausschuss AStA) in accordance with §§ 13 and 21 of the founding statutes of the Student Parliament (Verfassten Studierendenschaft).
2. A member of a German national olympic, scouting, reserve or team sports squad, or of a young hopefuls squad 1 and 2, which belongs to a federal association of the German Olympic Sports Confederation.
3. A member of a state sports squad, or any other athlete designated by the Elite Sports Officer of the University Board of Executives as an elite athlete on an individual basis, according to the current HFU list of criteria.

If elite athletes end their sporting career during their academic studies, the Elite Sports Officer of the University Board of Executives will decide at what point in time a further extension of the deadline will no longer be permitted.

(2) A credible reason for absence or withdrawal must be submitted promptly and in writing. In case of illness, a doctor’s note, and in case of doubt, a note from a doctor nominated by the university may be required. Where the reason given is deemed valid, a new examination date will be set.

- (3) The illness of a child for which the student is the legal guardian is assigned the same status as the student's own illness in the case of observance of deadlines for initial examination registration, examination resits and reasons for absence from examinations / graded assessments.
- (4) Where a student attempts to influence the result of an examination through deception or the use of non-admissible aids, the examination will be awarded the grade of 5.0. Any person disrupting the proper course of an examination may be excluded by the examiner responsible. In such a case, the assessment will be awarded the grade of 5.0. In serious cases of disturbance or deception, the Faculty Examination Board can request that the university exclude such a person from taking part in any further examinations. Plagiarism is considered a serious offense.
- (5) A person so affected may appeal the decision within a month with the Faculty Examination Board in accordance with section 4, first and second sentence. The person should be informed of any negative decision immediately and in writing, giving reasons for the decision. Information regarding rights of appeal must also be provided.

§ 12 Pass and Fail

- (1) All module assessments must be passed to successfully complete the module.
- (2) An assessment in the form of a graded assessment has been passed when a minimum grade of 4.0 has been awarded. Any further assessment requirements imposed should be marked as a footnote in the Specific Section of the General Study and Examination Regulations.
- (3) An assessment in the form of a non-graded assessment has been passed when a "pass" has been awarded.
- (4) An assessment which is a combination of graded assessment and non-graded assessment has been passed when a minimum grade of 4.0 has been awarded in the graded assessment and a "pass" has been awarded in the non-graded assessment. Any further assessment requirements should be marked as a footnote in the Specific Section of the General Study and Examination Regulations. In such a case, registration or withdrawal is only possible for the assessment as a whole, not from the individual parts of the assessment.
- (5) The Foundation Level Studies have been passed once all Foundation Level Studies modules have been passed. The Advanced Level Studies has been passed once the internship semester, all Advanced Level Studies modules and the bachelor's thesis have all been passed with a minimum grade of 4.0.
- (6) If a module has not been passed or the bachelor's thesis was awarded a grade of less than 4.0, this should be communicated to the student being examined. If applicable, the student must also be informed as to whether and, if applicable, to what extent and within which deadlines, the assessment in question / the bachelor's thesis can be retaken.
- (7) If the Foundation Level Studies or Advanced Level Studies have been failed, upon provision of the relevant documents and the notice of exmatriculation, the student can apply for a certificate showing the graded and non-graded assessments passed and the relevant grades. The certificate will also show that the Foundation Level Studies / Advanced Level Studies were not passed.

§ 13 Resit Examinations

- (1) Examinations which have already been passed cannot be retaken.
- (2) Examinations which have not been passed must be retaken. Failed examinations are awarded the number of malus points laid out in the Specific Section.
- (3) The resit examination shall be taken at the earliest at the beginning of and at the latest within the examination period of the respective following semester. Resit examinations must be offered every semester even in courses offered annually. Exceptions must be justified to the dean of studies.

§ 14 Accreditation of Study Periods, Accreditation of Prior Learning Accreditation of Prior Experiential Learning

- (1) Credits and degrees which have been awarded at other German state and state-recognized universities and Cooperative State Universities or from degree programmes in foreign state or state-recognized universities, will be accredited, upon request, on the condition that there is no significant difference between such awards and the awards which they are to substitute. The purpose of accreditation is to determine examinations to be taken and to allow continuation of studies or admission to further degree programmes. The onus is on the university to prove that an application does not fulfill the requirements for accreditation.
- (2) In the case of a change of degree within Furtwangen University, passed assessments and failed examination attempts in courses which are common to both degree programmes will be officially accredited after a hearing of the party involved.
- (3) Accreditation will not be awarded for assessments which the student has already passed, failed or withdrawn from at Furtwangen University. Prior experiential learning will be accredited upon request if the type and level of knowledge and skills derived from the experience are equivalent to the criteria of the standard course requirements. The onus is on the applicant to prove that their application fulfills the requirements for accreditation. The volume of credit permissible from prior experiential learning should not exceed 50% of the total degree award.
- (4) Application for accreditation must be made to the relevant Faculty Examination Board within three weeks of the start of lectures in any given semester. After that period, accreditation can only be considered if proof for *restitutio in integrum* is submitted. The onus is on the applicant to supply the pertinent documentation for accreditation. Where certificates or documents are neither in German or English, a certified German translation may be required. The following documents must be submitted:
 - Accreditation in accordance with paragraph 1: unadjusted transcript of records, module description with learning objectives, methods of teaching, content, workload, prerequisites and grading system used to assess the module.
 - Accreditation in accordance with paragraph 2: vocational training regulations, general examination regulations, assessment tasks.
- (5) The final decision regarding accreditation must be made by the end of the enrolment period of the semester in which the completed application was made to the Faculty Examination Board/dean of studies. Where accreditation is refused or only partially granted, the rationale for the decision must be set out in writing and include information regarding appeal procedures.
- (6) Should existing bilateral agreements between Germany and other countries pertaining to equivalency in universities vary from sections 1 to 3 in favour of foreign university students, the regulations of these equivalency agreements take precedence.
- (7) Grades for accredited graded or non-graded assessments will be carried forward directly to the students record, where the grading system is comparable, or where possible, be calculated according to the table in § 10.7, and will contribute to the total grade. In the case of ungraded credits for examinations or modules for which the General Study and Examination Regulations require a grade, a grade of 4.0 will be awarded. Accredited non-graded assessments and graded assessments can be clearly marked in the grades certificate. Credit points for the accredited modules will be awarded to the bonus account and any failed graded or non-graded assessments will be listed in the malus account.
- (8) Foundation Level Studies in related degrees will automatically be accredited when the study programmes have the same number of taught semesters and if the programmes were taught in Germany. If modules which are part of the Foundation Level Studies at Furtwangen University are missing from the Foundation Level Studies, conditional accreditation is possible.

§ 15 Faculty Examination Board

- (1) In order to organise examinations and fulfill other tasks required by the Study and Examination Regulations, each faculty will form a Faculty Examination Board consisting of all full-time professors in the faculty. The chairperson is the vice dean elected from amongst all deans of studies.
- (2) The Faculty Examination Board ensures that the Study and Examination Regulations are adhered to. The Faculty Examination Board may delegate certain of the tasks it is responsible for to the chairperson, the dean or the dean of studies responsible.
- (3) The members of the Faculty Examination Board have the right to be present at any examinations.
- (4) The members of the Faculty Examination Board have by virtue of their office a duty of confidentiality.
- (5) The Faculty Examination Board appoints the examiners and observers.
- (6) The Faculty Examination Board assigns the theses and appoints thesis supervisors.
- (7) The Faculty Examination Board deals with all examination appeals and, where applicable, issues official statements.
- (8) The Faculty Examination Board is responsible for all disciplinary decisions related to the breach of examination regulations (see § 11).
- (9) The Faculty Examination Committee is responsible for all decisions related to the accreditation of study periods and prior learning.

§ 15 a Central Examination Board

- (1) Furtwangen University (HFU) will set up a Central Examination Board (ZPA).
- (2) Members of the ZPA are the Vice President Academic Affairs, the respective heads of the Faculty Examination Boards, the Head of the Examinations Office and the Head of the Student Affairs Department. The chairperson is the Vice President Academic Affairs.
- (3) The Central Examination Board is responsible for: coordinating the standard application of the Study and Examination Regulations (SPO), dealing with cross-faculty examination issues and coordinating cross-faculty teaching and quality issues.

§ 16 Examiners and Observers

- (1) Examinations which are not taken concurrently with a lecture can normally only be taken by professors. Other lecturers, tenured or otherwise, may be appointed as examiners where professors are not available. Other persons with professional and academic experience and a qualification at least equivalent to that, which forms the basis of the examination, may be appointed as examiners.
- (2) The examinee may propose an examiner or a group of examiners for their bachelor's thesis and their oral examination, however this does not constitute a right.
- (3) The examiners' names should be published on a timely basis.
- (4) Only those with a qualification at least equivalent to that which forms the basis of the examination can be appointed as observers.

- (5) § 15.4 applies to both examiners and observers.

§ 17 Central Examinations Office

- (1) A Central Examinations Office will be set up. The Board of Executives will appoint a professor or up to two professorial deputies as heads of the Examinations Office.
- (2) Grades certificates, examination records (transcript of records) and degree certificates are issued by the central Examinations Office.
- (3) The Head of the Examinations Office
- Signs notices of deregistration and makes decisions regarding the loss of right to be assessed and deregistration due to exceeded deadlines according to § 5.3 of the Study and Examination Regulations.
 - Makes decisions regarding appeals against decisions of the Faculty Examination Board.
 - Makes decisions regarding the authorization of withdrawal from examinations in cases of doubt.
 - Makes decisions regarding the discontinuation of the bachelor's thesis according to § 24.7.
 - Makes decisions regarding repetition of the thesis in exceptional circumstances according to §§ 24 (8), 25 (7).
 - Makes decisions regarding the approval of late course registrations and course registration changes.

Part II:

Foundation Level Studies (Semesters 1 & 2)

§ 18 Purpose and Progression of Foundation Level Studies

- (1) Completion of the Foundation Level Studies should indicate that the degree programme will be completed successfully and that the requisite basic knowledge of and methodology required for the subject, and the skills to apply these have been gained.
- (2) The graded assessments of the Foundation Level Studies will normally be completed concurrently with the studies (§ 4.2), following the relevant taught courses of the Foundation Level Studies.

§ 19 Academic Prerequisites

The Specific Section defines the type and number of graded and non-graded assessments required for the completion of the Foundation Level Studies.

§ 20 Composition of Final Grade

The final grade from the Foundation Level Studies is calculated from the sum of the Foundation Level Studies module grades, weighted in accordance with the credit points.

§ 21 Permanent Failure to complete Studies

A student has failed to successfully complete the Foundation Level Studies when:

1. the number of malus points from Foundation Level Studies assessments exceeds 48 points, or
2. the deadline for completing the programme has been exceeded. (cf. § 5.3).

In both cases the student loses the right to be examined for the degree programme in question and will be ex-matriculated.

Part III:

Advanced Level Studies (Semesters 3 - 7)

§ 22 Completion of Studies

- (1) Completion of the Advanced Level Studies marks the successful completion of a bachelor's degree. The Specific Section defines which mandatory and elective assessments must be completed.
- (2) Advanced Level Studies assessments will normally be completed concurrently with the studies (§ 4.2), following the relevant taught courses.

§ 23 Permanent Failure to Complete Studies

A student has permanently failed to complete the Advanced Level Studies, if

1. the bachelor's thesis has not been passed at the second attempt or is considered failed, or
2. the number of malus points from Advanced Level Studies assessments exceeds 96 credit points, or
3. a deadline was exceeded (cf. § 5.3).

In all three cases the student loses the right to be examined for the degree programme in question and will be ex-matriculated.

§ 24 Registration, Assignment and Time Limit for Completion of the Bachelor's Thesis

- (1) The Bachelor's thesis is a graded assessment the aim of which is to show that a student is able to independently complete an assigned task related to their subject area within a limited timeframe using sound scientific methodology. The topic of the bachelor's thesis is to be issued only after completion of the foundation studies, at earliest after the fifth - in Physiotherapy Plus after the fourth - curricular semester and at latest three months after completion of all other course assessments.
- (2) The registration of the Bachelor's thesis takes place within the registration period. The registration must include the topic, name of primary supervisor, name of secondary supervisor (if known) and start and submission date of the thesis. The document must be signed by the candidate and the primary supervisor/university supervisor. A starting date other than 01 March or 01 September must be approved by the Faculty Examination Board (FPA). A charge is payable for late registration. Faculties can set an alternative deadline in their Thesis Stipulations.
- (3) Having checked and confirmed the registration using the full particulars provided above (see paragraph 2), the Faculty Examination Board (FPA) will assign the bachelor's theses. Topic and deadlines must be recorded on the file. If a bachelor's thesis has not been registered or does not fulfil the registration requirements defined by the individual faculties in their Thesis Stipulations, the bachelor's thesis cannot be undertaken or will not be recognised.
- (4) The Bachelor's thesis will be assigned and supervised by a professor or a member of the academic staff or, if such are not available as examiners, by a tenured or non-tenured lecturer (primary supervisor). The secondary thesis supervisor may also be a person with practical and training experience. Both supervisors must have gained an equivalent or higher degree in the same degree programme, or an equivalent qualification. The consent of the chairperson of the Faculty Examination Board is required if the bachelor's thesis is to be undertaken in an establishment outside the university.
- (5) Bachelor's thesis topics will be announced by the primary supervisors in the faculty or by companies. Candidates may approach primary supervisors in the faculty with their own proposals; topics from other faculties may also be undertaken. The Faculty Examination Board makes will decide on the assignment of topics and the allocation of supervisors to

the individual topics or candidates. Topic, remit and scope of the bachelor's thesis are to be defined by the supervisor in a manner which ensures that the time limit for the bachelor's thesis can be adhered to. The Bachelor's thesis can also be undertaken as group work, provided that individual contributions which are to be graded can be clearly distinguished and assessed.

- (6) An application for a subsequent change of topic must be submitted to the dean of studies on prior arrangement with the thesis supervisor and the departmental office must be notified. If the change merely involves the final wording of a provisional thesis topic, it is sufficient for the primary thesis supervisor to make a corresponding insertion on the thesis registration form.
- (7) The time limit for completion of the bachelor's thesis is four months. An extension of no more than six months may be granted where necessary to ensure equal examination conditions, or in cases where the candidate is not responsible for the delay. The final decision will be taken by the dean of studies on the basis of feedback from the supervisor. In cases where, through no fault of the candidate, the bachelor's thesis work is interrupted resulting in the thesis work taking more than six months from start to submission deadline, the candidate must apply to the Head of the Examinations Office without delay stating the cause and enclosing a letter of approval from the primary supervisor.
- (8) Withdrawal in accordance with § 11.1, after a bachelor's thesis has been registered, is only possible under exceptional circumstances and is subject to the permission of the Faculty Examination Board. In such cases, a new thesis topic must be applied for within 2 months of the withdrawal date. In exceptional cases, the final decision will be taken by the Head of the Examinations Office.

§ 25 Submission and Assessment of the Bachelor's Thesis

- (1) The final papers shall be submitted in electronic form at the specified time. The time of submission is to be made part of the records. The supervisors may request additional print copies, which may not deviate from the electronic form. The details for the submission of theses are regulated by the Faculty Examination Board in their "Thesis Stipulations".
- (2) When submitting the thesis, a written assurance must be given 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 specified have been used. This assurance must be signed by the student's own hand, which can also be transmitted digitally.
- (3) The bachelor's thesis is assessed by two examiners (primary and secondary supervisors). The assessment should be completed within six weeks. Upon request, three weeks after the submission of the thesis, the primary supervisor can inform the Examinations Office whether or not the thesis has been passed.
- (4) The thesis grade is the arithmetical average of the grades awarded by the two examiners. It forms part of the final grade, weighted as defined in the Specific Section of the SPO. If the grades of the two examiners diverge by more than 2.0, or if only one of the examiners awards the thesis a grade of 5.0 (fail), the two examiners will be asked to give their rationale for the grades awarded. The Faculty Examination Board will then decide whether a third review should be undertaken by a professor of Furtwangen University. If two of the three markers award the thesis a grade of 5.0 (Fail), the thesis has been failed. However, if at least two of the examiners award the thesis a grade of 4.0, the grade of the bachelor's thesis will be the arithmetical average of the grades awarded by the three examiners. If in doing so, this results in an arithmetical average of less than 4.0 (adequate), the bachelor's thesis will be awarded a 4.0.
- (5) In cases where a candidate who is employed externally agrees to an obligation of confidentiality, the thesis is assessed only on the basis of the documentation submitted; it may not contain any confidential sections. The documentation may contain a non-disclosure notice effective for a maximum of five years. This must, however, be explicitly agreed prior to assignment of the thesis by the primary and secondary supervisors of the thesis. Such an agreement should be signed by the dean of the faculty and the university supervisor.
- (6) A Bachelor's thesis that is discontinued or not submitted on time will be graded as a "Fail" (5.0).

- (7) If a bachelor's thesis receives a grade of less than 4.0, it may be retaken once; a second resit is not possible. Application for the setting of a new topic must be made in writing to the chairperson of the Faculty Examination Board no later than two months following the notification of failure. Failure to comply with this deadline will result in loss of entitlement to be examined except in cases where the candidate was not responsible for the delay. In exceptional cases, the final decision will be taken by the Head of the Examinations Office.
- (8) The thesis module includes a colloquium or a presentation. Further details can be set out in the thesis stipulations of the individual faculties.
- (9) The Faculty Examination Board decide upon faculty-specific thesis stipulations which affect, for example, the acceptance stipulations, the presentation, the costs, the place of work, external theses, the formal layout and design, and the data storage devices which are to be submitted.

§ 26 Additional Modules / Subjects and Required Elective Subjects

- (1) Students may be examined in subjects / modules in addition to those prescribed (additional modules / subjects). The results achieved in such modules / subjects do not form part of the calculation of the final grade. Upon request, any additional modules / subjects which have been taken as part of the student's study programme and their grades, can be listed in the grades certificate. This does not apply for credits gained at Furtwangen University outside the main course of study.
- (2) The status of additional subjects cannot be changed to that of required elective subject. A graded additional subject may be listed on the grades certificate upon request. Additional subjects do not affect the student's final grade.
- (3) Required elective courses become mandatory examined courses upon registration for the class which means that they must also be passed even if they are not a requirement of the bachelor's degree. Withdrawal from an elective is in principle not permitted. If the course or assessment is no longer offered, the dean of studies will assign a new required elective course as a substitute. The Head of the Examinations Office will make decisions regarding any other exceptions in special cases upon request.

§ 27 Composition of Final Grade and Grades Certificate (Zeugnis)

- (1) In accordance with § 10.4-6, the final grade is calculated by taking the final grade from the Foundation Level Studies weighted with half its credit points, and the graded Advanced Level Studies modules weighted in full.
- (2) For outstanding results (final grade of 1.3 or above) the grade "Passed with Distinction" is awarded.
- (3) A certificate confirming successful completion of studies shall be issued within four weeks if possible. The overall grade of the Foundation Level Studies (§ 20), the modules of the Advanced Level Studies, the topic and grade of the bachelor's thesis, as well as the overall grade are to be included in the certificate; the grades will include the decimal value in brackets as set out in § 10.6. Furthermore, the total number of credit points, the confirmation of the internship semester and any period of study abroad, the area of specialization, as well as - upon request - the results of the examinations in any additional subjects/additional modules, the length of time required to successfully complete the degree, and, if applicable, bilingual study, shall be included in the certificate.
- (4) The grades certificate is dated on the day on which the final assessment was completed. It is signed by the President (or in exceptional cases one of the Vice Presidents) as well as the relevant dean (or in exceptional cases their representative) and affixed with the seal of Furtwangen University.
- (5) The language of the grades certificate (German / English) is defined in the Specific Section. A translation into the other language can be provided upon request.
- (6) Furtwangen University issues a Diploma Supplement in English.

- (7) Furtwangen University produces an ECTS table which shows the breakdown of the final grade in percentages for every degree programme.

§ 28 Bachelor's degree and Bachelor's Degree Certificate

- (1) Following successful completion of the bachelor's studies, Furtwangen University issues the bachelor's degree.
1. *Bachelor of Engineering (B.Eng.)* for the Product Engineering degree programme.
 2. *Bachelor of Arts (B.A.)* for the Business Management and Psychology, International Business (Internationale Betriebswirtschaft), International Business Management and Media Design (Medienkonzeption) degree programmes.
 3. *Bachelor of Science (B.Sc.)* for the following degree programmes: Applied Biology (Angewandte Biologie), Applied Health Sciences (Angewandte Gesundheitswissenschaften), Applied Materials Sciences (Angewandte Materialwissenschaften), Artificial Intelligence and Robotics (Künstliche Intelligenz und Robotik), Computer Science (Allgemeine Informatik), Bio and Process Engineering (Bio- und Prozess-Technologie), Computer Engineering, Computer Networking, Documentation and Communication (Dokumentation und Kommunikation), Computer and Electrical Engineering (Elektronik und Technische Informatik), Cyber Security (IT-Sicherheit und Cyber Security), Electrical Engineering, Electrical Engineering (Elektrotechnik in Anwendungen), Engineering Psychology, Games & Immersive Media, Information & Communication Systems, Industrial Automation and Mechatronics, Industrial Manufacturing, Industrial Materials Engineering, Industrial MedTec, Industrial Virtual Engineering, International Business Information Systems, International Engineering, IT Product Management (IT-Produktmanagement), Business Administration and Engineering – Industrial Solutions Management, Business Administration and Engineering – Sales and Marketing (Wirtschaftsingenieurwesen – Marketing und Vertrieb), Materials technology and manufacturing (Werkstoff- und Fertigungstechnik), Mechanical Engineering and Mechatronics (Maschinenbau und Mechatronik), Mechatronics and Digital Production (Mechatronik und digitale Produktion), Medical Engineering, Medical Engineering – Clinical Technologies (Medizintechnik – Klinische Technologien), Medical Engineering – Technologies and Development Processes (Medizintechnik – Technologien und Entwicklungsprozesse), Computer Science in Media (Medieninformatik), Midwifery Science (Hebammenwissenschaft), Molecular and Technical Medicine (Molekulare und Technische Medizin), Online Media (OnlineMedien), Physician Assistant, Phyiotherapy (Physiotherapie), Phyiotherapy Plus, Security & Safety Engineering, Business Administration and Engineering – Service Management, Software Product Management (Software Produktmanagement), Business Information Systems (Wirtschaftsinformatik), Business Information Systems (Wirtschaftsinformatik) – Digital Business & eCommerce, Business Information Systems (Wirtschaftsinformatik) – Business Data Science and Business Networking (WirtschaftsNetze (eBusiness)).
 4. *Bachelor of Laws (LL.B.)* for the Applied Business Law (Angewandtes Wirtschaftsrecht) degree programme.
- (2) The bachelor's degree certificate is issued at the same time as the grades certificate and has the same date. It certifies the award of the bachelor's degree. The bachelor's degree certificate is signed by the President (in exceptional cases by one of the Vice Presidents) and affixed with the seal of Furtwangen University.
- (3) In addition, for the degree programmes Applied Biology (Angewandte Biologie), Applied Materials Sciences (Angewandte Materialwissenschaften), Bio & Process Engineering, Computer Engineering, Electrical Engineering, Electronics and Technical Computer Science, Electrical Engineering (Elektrotechnik in Anwendungen), Business Administration and Engineering – Product Engineering, Security & Safety Engineering, Industrial Automation and Mechatronics, Industrial Manufacturing, Industrial Materials Engineering, Industrial MedTec, Industrial Systems Design, Industrial Virtual Engineering, Information & Communication Systems, International Engineering, Materials technology and manufacturing (Werkstoff- und Fertigungstechnik), Mechanical Engineering and Mechatronics, Mechatronics and Digital Production (Mechatronik und digitale Produktion), Medical Engineering, Medical Engineering – Clinical Technologies (Medizintechnik – Klinische Technologien) and Medical Engineering – Technologies and Development Processes (Medizintechnik – Technologien und Entwicklungsprozesse), both the grades certificate and the degree certificate will

also contain the following sentence: "In accordance with the applicable German engineering laws, this graduate is entitled to use the protected professional title "Ingenieur / Ingenieurin" (engineer)".

§ 29 Invalid Graded / Non-Graded Assessments of Foundation Level Studies and / or Advanced Level Studies

- (1) Where the examinee is found guilty of deception on a graded / non-graded assessment and such fact only becomes known after the grades certificate was issued, the relevant grade can be corrected in accordance with § 11.4. If necessary, modules can be awarded a 5.0 and the Foundation Level Studies or Advanced Level Studies can be declared failed. The same applies to the bachelor's thesis.
- (2) Where the requirements for the completion of a module have not been met, but no deception was intended by the examinee and this fact only becomes known after the grades certificate was issued, then no further action will be taken. In cases where intentional deception was used to pass a graded / non-graded assessment or a module, such a graded / non-graded assessment or module can be awarded a 5.0 and the Foundation Level Studies and Advanced Level Studies can be declared failed.
- (3) Before a decision is made, an opportunity for a hearing must be given. The decision is taken by the relevant Faculty Examination Board in accordance with section 1 and 2.
- (4) The incorrect grades certificate must be retracted and, if applicable, a replacement must be issued. Should a graded / non-graded assessment or the degree programme as a whole be declared failed as a result of deception, the bachelor's degree certificate must be revoked together with the incorrect grades certificate. A decision made on the basis of section 1 and 2, sentence 2 is only possible within five years of the date of issue of the grades certificate.

§ 30 Inspection of Examination Records

Upon request, the examinee can inspect their written work at an appropriate time and place for up to a year after the completion of an assessment; § 29 of the Landesverwaltungsverfahrensgesetz is not affected.

§ 31 Leave of Absence

Students on leave of absence are not permitted to participate in any examination (see § 61.3 of the Landeshochschulgesetzes (LHG)) for exceptions relating to the maternity rights law). Due to an extension of the submission date, work begun in the previous semester may be submitted to be completed in the following semester.

§ 31 a Maternity Rights, Parental Leave, Caregiving

- (1) If maternity rights are applied for in accordance with the law for the protection of working mothers ("Mutterschutzgesetz", MuSchG), applicable deadlines must be adhered to and pertinent documentation must be enclosed with the application. Deadlines for maternity rights take precedence over any other deadlines in the Study and Examination Regulations. The period of maternity leave is not included in the deadline applicable in § 5.3.
- (2) Mothers-to-be are permitted to take examinations during maternity leave, however the Examinations Office must be informed of this in writing. This regulation is valid for the entire semester if a part of the maternity leave takes place during the semester.
- (3) Similarly, if parental leave is applied for in accordance with current German regulations (BEEG), the applicable deadlines must be adhered to. Students applying for parental leave must notify the faculty examination board in writing of the time period requested, at least four weeks prior to the start of the parental leave. Pertinent documentation should be enclosed with the application. The dean of studies will ascertain whether the applicant fulfils the legal requirements for parental leave and will inform the applicant of the results and of the new examination dates.

- (4) If maternity or parental leave take place during study leave, it is still possible to take examinations. (See § 61.3, LGG). A separate exam registration must be carried out by the required deadline. Recognition of exam results without prior registration is not possible.
- (5) Caregiving leave for a close relative as set out under the relevant current Caregiving Leave Law and §§ 14 and 15 of the eleventh book of the Social Welfare Statutes can be granted upon request. Pertinent documentation should be enclosed with the application. The period of caregiving leave is not taken into consideration in the deadline set down in § 5.3.

B. Specific Section

Table of Abbreviations

| Type of course | | |
|----------------|-----------------------|--|
| B | Blended Learning | Form of teaching and learning in which classroom lectures are combined with online elements. |
| O | Online Lecture | Instruction is given online. |
| P | Practical /Lab | Presence may be required. |
| Pr | Examination | Examination of the complete course. |
| Pj | Project | |
| S | Seminar | Teaching session in which certain topics are dealt with and discussed in more depth. It is therefore expected that students take an active part in the seminar. To this end, attendance can be required. |
| Ü | Practical | |
| V | Lecture | |
| W | Workshop | Teaching session in which discussions are held between all participants. Goal is often the development of strategies or the solution of problems as a group. To this end, attendance can be required. |
| Grading method | | |
| PL | Graded Assessment | Assessment is graded. |
| SL | Non-Graded Assessment | Assessment is graded with "pass" or "fail". |

| Prefixes | | |
|-----------------------|---|--|
| sb | Semesterbegleitend – takes place during the semester | The assessment in question must take place before the start of the normal examination period. |
| sba | Semesterbegleitend aufteilbar – takes place during the semester and can be divided into several parts | The assessment which takes place during the semester can be divided into several parts. If this option is used, the lecturer must announce, document and archive the examination details (weighting, compensability, repeat requirement in case of failure) at the beginning of the semester after consultation with the Dean of Studies. |
| Mode of Assessment | | |
| A | Practical Assignment | Practical work which may be carried out in connection with a project |
| B | Report | Written report whose structure and scope are defined by the lecturer |
| H | Written Assignment | Written project work on a defined topic |
| K | Written Examination | Written examination which can also take the form of an online examination and/or an e-examination |
| KO | Kolloquium | Oral exam which can also be taken online on a specific topic carried out individually or in groups |
| L | Laboratory Work | Laboratory work, normally with standard procedures (experiments or routine exercises) by which pre-defined experiment set ups or pre-defined structured routine procedures are carried out. |
| M | Oral Examination | Oral examination which can also be taken online |
| P | Student Journal | Written presentation of a laboratory activity or similar |
| PF | Portfolio | Written documentation of learning progress |
| PN | Presentation | Presentation on a defined topic which can also be carried out online. No documents other than those required to give the basic presentation have to be submitted. |
| R | Referat – Presentation with documentation | Presentation with accompanying written documentation on a defined topic. Content and scope of the written work is defined at the start of the course or module. |
| ST | Study Assignment | Assignment on a defined topic which consists of both written work and a presentation. |
| T | Thesis | Thesis without presentation |
| Further Abbreviations | | |
| ECTS | European Credit Transfer System | |
| FAR | Faculty Board | |
| FPA | Faculty Examination Board | |

| | | |
|------------|-----------------------------------|----------------------------------|
| LP | Credit Points (according to ECTS) | |
| LV | Lecture | |
| PAL | Prüfungsamtsleiter/-in | Head of the Examinations Office |
| SWS | Semesterwochenstunden | Number of contact hours per week |
| ZPA | Zentraler Prüfungsausschuss | Central Examination Board |

- § 32 Bachelor Programme Computer Science (Allgemeine Informatik)
- § 33 Bachelor Programme Bio and Process Engineering (Bio- und Prozess-Technologie) (last admission summer semester 2019)
- § 34 Bachelor Programme Computer Engineering (last admission summer semester 2005)
- § 35 Bachelor Programme Computer Networking (last admission summer semester 2015)
- § 36 Bachelor Programme Documentation and Communication (Dokumentation und Kommunikation) (last admission summer semester 2005)
- § 37 Bachelor Programme Electrical Engineering (last admission summer semester 2005)
- § 38 Bachelor Programme International Business (Internationale Betriebswirtschaft)
- § 39 Bachelor Programme International Business Management
- § 40 Bachelor Programme Business Administration and Engineering – Sales and Marketing (Wirtschaftsingenieurwesen – Marketing und Vertrieb)
- § 41 Bachelor Programme Mechanical Engineering and Mechatronics (Maschinenbau und Mechatronik)
- § 42 Bachelor Programme Medical Engineering (last admission summer semester 2019)
- § 43 Bachelor Programme Computer Science in Media (Medieninformatik)
- § 44 Bachelor Programme Online Media (OnlineMedien)
- § 45 Bachelor Programme Business Administration and Engineering – Product Engineering (last admission summer semester 2023)
- § 46 Bachelor Programme Business Information Systems (Wirtschaftsinformatik)
- § 47 Bachelor Programme Business Networking (WirtschaftsNetze (eBusiness)) (last admission winter semester 2019/2020)
- § 48 Bachelor Programme Security & Safety Engineering
- § 49 Bachelor Programme Industrial Manufacturing (last admission winter semester 2018/2019)
- § 50 Bachelor Programme Industrial MedTec (last admission winter semester 2018/2019)
- § 51 Bachelor Programme Industrial Systems Design (last admission winter semester 2013/2014)
- § 52 Bachelor Programme Software Product Management (Software Produktmanagement) (last admission summer semester 2015)
- § 53 Bachelor Programme Information Communication Systems
- § 54 Bachelor Programme International Engineering
- § 55 Bachelor Programme Media Design (Medienkonzeption)
- § 56 Bachelor Programme Business Administration and Engineering – Service Management (last admission summer semester 2020)

- § 57 Bachelor Programme Molecular and Technical Medicine (Molekulare und Technische Medizin)
- § 58 Bachelor Programme Computer & Electrical Engineering (Elektronik und Technische Informatik)
(last admission winter semester 2014/2015)
- § 59 Bachelor Programme Applied Health Sciences (Angewandte Gesundheitswissenschaften)
- § 60 Bachelor Programme Industrial Virtual Engineering (last admission winter semester 2014/2015)
- § 61 Bachelor Programme Industrial Materials Engineering (last admission winter semester 2018/2019)
- § 62 Foundation level studies StudiumPlus
- § 63 Industrial Automation and Mechatronics (last admission winter semester 2018/2019)
- § 64 Bachelor Programme Electrical Engineering (Elektrotechnik in Anwendungen)
- § 65 Bachelor Programme IT Product Management (IT-Produktmanagement)
- § 66 Bachelor Programme Physiotherapy (Physiotherapie)
- § 67 Bachelor Programme Business Management and Psychology
- § 68 Bachelor Programme Engineering Psychology
- § 69 Bachelor Programme Mechatronics and Digital Production (Mechatronik und Digitale Produktion)
- § 70 Bachelor Programme Materials technology and manufacturing (Werkstoff- und Fertigungstechnik)
(last admission summer semester 2022)
- § 71 Bachelor Programme Medical Engineering – Technologies and Development Processes
(Medizintechnik – Technologien und Entwicklungsprozesse)
- § 72 Bachelor Programme Applied Biology (Angewandte Biologie)
- § 73 Bachelor Programme Medical Engineering – Clinical Technologies
(Medizintechnik – Klinische Technologien)
- § 74 International Business Information Systems
- § 75 Foundation Level Studies Study Plus Computer Science
- § 76 Foundation Level Studies Study Plus Mechatronics and Digital Production
(last admission summer semester 2023)
- § 77 Business Administration and Engineering – Industrial Solutions Management
- § 78 Foundation Level Studies Study Plus Materials Technology and Manufacturing
- § 79 Bachelor Midwifery Science
- § 80 Foundation Level Studies Study Plus Commercial Training
- § 81 Bachelor Applied Materials Sciences (Angewandte Materialwissenschaften)
- § 82 Foundation Level Studies Study Plus Applied Materials Sciences
- § 83 Bachelor Business Information Systems (Wirtschaftsinformatik) – Digital Business & eCommerce

- § 84 Bachelor Business Information Systems (Wirtschaftsinformatik) – Business Data Science
- § 85 Bachelor Physician Assistant
- § 86 Bachelor Applied Business Law (Angewandtes Wirtschaftsrecht)
- § 87 Bachelor Games & Immersive Media
- § 88 Bachelor Physiotherapy Plus
- § 89 Bachelor Cyber Security
- § 90 Bachelor Artificial Intelligence and Robotics

C. Final Regulations

§ 91 Commencement

These Study and Examination Regulations take effect from 1 June 2020. At the same time the Study and Examination Regulations of Furtwangen University – Computer Science, Engineering, Business, Media, Health, dated 11 December 2019, cease to be effective.

Furtwangen, 13.12.2023

signed by Professor Dr. Rolf Schofer

President