

# **Furtwangen University Study and Examination Regulations for Master Programmes**

**Version 02.02.2005**

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The Senate of Furtwangen University endorsed the following Study and Examination Regulations on 02.02.2005 in accordance with § 8.5, § 30.1 and § 34.1 of the State University Regulations (Landeshochschulgesetz - LHG) of 5th January 2005 (GBl. S. 1-75), amended on 17.02.2006 (§ 2.2 and § 21.3); last amended on 25.10.2017.

Please note: only the original German version of the Study and Examination Regulations is legally binding.  
(§ = section)

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## **§ 1 Applicability**

- (1) The Study and Examination Regulations are valid for the following Master Programmes:
- Advanced Computer Science (last admission summer semester 2014)
  - Advanced Precision Engineering
  - Applied Health Promotion
  - Applied Materials Science
  - Application Architectures (last admission summer semester 2012)
  - Biomedical Engineering
  - Business Administration and Engineering – Sales & Service Engineering
  - Business Application Architectures
  - Business Consulting
  - Business Administration and Engineering – Product Innovation
  - Computer Science in Media (last admission summer semester 2010)
  - Digital Media (last admission summer semester 2013)
  - Executive Master of International Business Management
  - Computer Science
  - Interactive Media Design
  - International Business Management
  - International Management
  - Computer Science in Media
  - Medical Diagnostic Technologies
  - Mechatronic Systems
  - Microsystems Engineering (last admission summer semester 2010)
  - Micromedicine
  - Mobile Systems
  - MusicDesign
  - Risk Engineering
  - Sustainable Bioprocess Technology
  - Security & Safety Engineering
  - Smart Systems
  - Technical Physician
- (2) 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 Admission Requirements

- (1) A university degree or equivalent qualification is a prerequisite for admission to the Master Programmes as defined in § 1.1.
- (2) The overall credit volume requirement, earned from the first degree as per section 1 and the planned Master's degree together, is 300 credit points in total. Students with insufficient credit points must take further modules to secure the credits required. These modules will be determined in consultation with the Dean of Studies. The choice of modules will take into account the credits previously earned and the student's abilities, as well as the specific requirements of the Master Programme in question.
- (3) Further admission requirements for each Master programme are laid down in specific regulations.

#### § 3 Normative Time-to-degree 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 as well as all examinations and the Master thesis.
- (2) 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.
- (3) The total number of mandatory and elective modules required for the successful completion of the programme is laid down in the Specific Section.
- (4) 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 taught semester.

#### § 4 Structure of Examinations

- (1) For successful completion of studies 60<sup>1</sup> or 90 credit points, depending on the type of programme, must be earned. Passed modules are awarded the number of credit points laid down in the Specific Section. The Specific Section defines the individual graded and non-graded (pass/fail) assessments for the modules as well as the module grades of the programme. Graded assessments are normally examined in conjunction with the relevant course and are related to the course content.
- (2) The Specific Section defines the non-graded assessments for the mandatory and elective courses of the individual modules of the taught semester which are required for successful completion the programme.

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<sup>1</sup> Two-semester Master programme

## **§ 5 Permanent Withdrawal from Programme and Loss of Right to be Assessed, Deadlines**

- (1) The credit requirements of the study programme (60<sup>1</sup> or 90 credit points) should be successfully completed within the normative time-to-degree. 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 Master thesis.
- (3) The right to be assessed is forfeited and permanent withdrawal from the programme is required where the graded and non-graded assessments have not been successfully completed within three semesters of the deadline defined in section one, unless the cause of the delay lies outside the student's control.
- (4) Any student entitled to parental leave under the relevant current law (BEEG), is entitled to complete certain graded or non-graded assessments at a point in time later than the deadline laid down in the examination regulations. Deadlines for resit examinations can be exceeded by no more than two semesters.
- (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 certain 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 students who are members of a German national A, B, or C sports squad which belongs to a federal association of the German Olympic Sports Confederation, and for Members of the Students' Parliament (Studierendenrat) and the Student Council (Allgemeinen Studierendenausschuss AStA) according to §§ 13 and 21 of the founding statutes of the Student Parliament (Verfassten Studierendenschaft).
- (7) Any student entitled to caregiving leave is entitled to complete certain graded or non-graded assessments at a point in time later than the deadline laid down in the examination regulations.

## **§ 6 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 disability they are unable to complete the exam in whole or in part in the prescribed manner the relevant Faculty Examination Board will allow suitable measures to be taken to compensate for the disability. A doctor's note may be requested in such case. The same applies for non-graded assessments.
- (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.
- (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.

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<sup>1</sup> Two-semester Master programme

## **§ 7 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 (§ 15). 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 examination for each person to be examined is at least 15 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.

## **§ 8 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) Graded assessments in the form of written examinations or other written assessments which do not take place concurrently with the course, will normally be graded by two examiners. The grading period should not exceed four weeks.
- (3) The duration of a written examination is 90 minutes. Any exceptions are laid down in the Specific Section.
- (4) The teaching language for all modules will normally be German and/or English. Examinations are normally conducted in the language used in the taught course. This will be specified in the module description. At the beginning of the teaching semester the examiner will inform the students of the language in which the examination will be held.
- (5) Written examinations may be conducted entirely or in part by means of multiple-choice questions. A written examination can be taken in whole or in part in digital form.

## **§ 9 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 § 21.2 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 assignment grades earned during a 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.

## § 10 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 period of time. 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, withdrawal after taking part in the first part of the assessment is no longer possible. Students who are members of a German national A, B, or C sports squad which belongs to a federal association of the German Olympic Sports Confederation, are permitted to withdraw from an examination for which they are registered several times. Members of the Student Parliament and the Student Council can withdraw from an examination for which they are registered several times during their period in office, in accordance with §§ 13 and 21 of the founding statutes of the Student Parliament.
- (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.

## **§ 11 Pass and Fail**

- (1) A module has been passed when a minimum module grade of 4.0 has been awarded. If the module assessment consists of several individual assessments, it is only passed when all the individual assessments have been awarded a minimum grade of 4.0. A module has been passed when all assessments of the module have been passed.
- (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" is 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 from the assessment as a whole, not from the individual parts of the assessment.
- (5) The Master Programme has been passed once all module examinations and the Master thesis have been passed with a minimum grade of 4.0.
- (6) If a module has not been passed or the Master 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 Master thesis can be retaken.
- (7) If the Master degree programme has 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 Master degree programme was not passed.

## **§ 12 Resits**

- (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 must be taken before the end of the examination period of the following semester.

### **§ 13 Accreditation of Study Periods, Accreditation (Graded / Non-Graded) of prior Learning Accreditation of Prior and 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.

In the case of a change of degree programme 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.

- (2) Prior and 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 and experiential learning should not exceed 50% of the total degree programme award.
- (3) Accreditation cannot be awarded for assessments which the student has already passed, failed or withdrawn from at Furtwangen University. Application for accreditation must be made to the relevant Faculty Examination Board within three weeks of the start of lectures in a 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

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.

- (4) Should existing bilateral agreements between Germany and other countries pertaining to equivalency in universities vary from paragraphs 1 to 3 in favour of foreign university students, the regulations of these equivalency agreements take precedence.
- (5) Grades for accredited graded assessments 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, the grade of 4.0 will be awarded. Accredited non-graded assessments and graded assessments can be clearly marked in the 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.

### **§ 14 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 or the dean.
- (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 examinations 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 § 10).
- (9) The Faculty Examination Committee is responsible for decisions regarding accreditation of study periods and prior learning.

#### **§ 14 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.

#### **§ 15 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 equal 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 Master 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 equal to that which forms the basis of the examination can be appointed as observers.
- (5) § 14.4 applies to examiners and observers respectively.

#### **§ 16 Central Examinations Office**

- (1) A Central Examinations Office will be set up. The Central Examination Office will be headed by a professor appointed by the President (Head 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 ex-matriculation and makes decisions regarding the loss of right to be assessed and exmatriculation 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 thesis according to §18.7

## **Part II:**

### **Master Degree Programme**

#### **§ 17 Programme Content**

- (1) The Specific Section defines the type of assessments required for the mandatory and elective modules.
- (2) The assessments are based on the subject matter of the module components as set out in the Specific Section.

#### **§ 17 a Permanent Failure to Complete Studies**

The study programme is considered permanently failed, if

1. the Master thesis has not been passed at the second attempt or is considered failed, or
2. the number of malus points from assessments exceeds 72 (48 for two-semester Master programme) credit points, or
3. the deadline for completing the programme has been 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.

#### **§ 18 Registration, Assignment and Completion Deadline for the Master Thesis**

- (1) The Master thesis is a graded assessment the aim of which is to indicate that a student is able to independently complete an assigned task related to their subject area within a limited timeframe using sound scientific methodology.
- (2) The Master thesis must be registered by the candidate on a form in the Departmental Office 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 a final 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 Master thesis. Topic and deadlines must be recorded on the file. If a Master thesis has not been registered, or does not fulfil the registration requirements defined by the individual faculties in their Thesis Stipulations, the Master thesis cannot be undertaken or will not be recognised.
- (4) The Master 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 a Master's degree or a higher degree, or an equivalent qualification. The consent of the chairperson of the Faculty Examination Board is required if the Master thesis is to be undertaken in an establishment outside the university.
- (5) Master 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 will decide on the assignment of topics and the allocation of supervisors to the individual topics or candidates. Topic, remit and scope of the Master thesis are to be defined by the supervisor in a manner which ensures that the time limit for the Master thesis can be adhered to. The Master 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 Master Thesis Registration Form.
- (7) The time limit for completion of the Master thesis is six months. An extension of no more than nine 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 Master thesis work is interrupted resulting in a delay of more than nine months, 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 § 10.1, after a thesis has been registered, is only possible under exceptional circumstances and is subject to the permission of the Faculty Examination Board.

## **§ 19 Submission and Assessment of the Master Thesis**

- (1) At least one final printed copy of the Master thesis must be submitted or sent to the departmental office of the faculty no later than the stipulated date for submission; time of submission must be recorded. Submission of a Master thesis electronically (by email) by the stipulated deadline is not acceptable. The faculty or the supervisors may require candidates to provide additional copies and/or data storage devices necessary for the documentation of the work. Further details of requirements can be found in the Thesis Stipulations of each faculty. If the departmental office is not open on the official submission date, a submission of the thesis on the first day of opening after the official submission date is valid. For Master theses sent by post, the official submission date is the date of postage, regardless of the opening times of the departmental office.
- (2) Upon submission of the thesis, candidates must confirm in writing that it, or in the case of a group project - the appropriate section (marked accordingly), is the result of their own independent work and that no sources or materials other than those stated have been used.
- (3) The Master thesis is assessed by two examiners (primary and secondary supervisors). The assessment should be completed within four weeks. Upon request, two 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 Master thesis has been failed. Otherwise the average of the three grades will be taken.
- (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 Master thesis that is discontinued or not submitted on time will be graded as a "Fail" (5.0).
- (7) If a Master 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 can not be held responsible for the delay.
- (8) The date of the oral presentation of the Master theses is set by the faculty and is normally announced at the beginning of the semester. The module thesis cannot be passed without participation in the presentation. Candidates who cannot attend the presentation for good reason may be offered an alternative date on application to the dean of stu-

dies. Any candidate who misses the presentation date through their own fault, must present during the assigned period in the following semester.

- (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.

## **§ 20 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 Master'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.

## **§ 21 Composition of Final Grade and Grades Certificate**

- (1) In accordance with § 9.2-4, the final grade is calculated from the module grades weighted in accordance with their credit points.
- (2) For outstanding results (final grade of 1.3 or above) the grade "Passed with Distinction" is awarded.
- (3) A grades certificate to acknowledge successful completion of studies should be issued where possible within four weeks. The certificate will contain the module grades, the Master thesis' topic and grade received, as well as the final grade and the total credit points awarded in accordance with § 2.2; the grades will include the decimal value in brackets as set down in § 9.5. The total number of credit points and the area of specialization, as well as, upon request, the results of the examinations in any additional subjects / modules and the length of time taken to complete the degree will also 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 – Computer Science, Technology, Business, Media, Health Sciences.
- (5) The language of the grades certificate (German / English) is defined in the Specific Section. A translation of a German certificate into English 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.

## **§ 22 Academic Title and Master Certificate**

- (1) The Master Degree is issued by Furtwangen University following successful completion of the Master programme.

- (2) *Master of Science (M.Sc.)* for the Advanced Computer Science, Advanced Precision Engineering, Application Architectures, Applied Health Promotion, Applied Materials Science, Biomedical Engineering, Business Application Architectures, Business Consulting, Business Administration and Engineering – Product Innovation, Computer Science in Media, Digital Media, Computer Science, International Management, Medical Diagnostic Technologies, Mechatronics Systems, Microsystems Engineering, Micromedicine, Mobile Systems, Risk Engineering, Sustainable Bioprocess Technology, Security & Safety Engineering, Smart Systems and Technical Physician programmes.
- (3) *Master of Business Administration (MBA)* for the Executive Master of International Business Management, Business Application Architectures and International Business Management programmes.
- (4) *Master of Business Administration (MBA)* for the Sales & Service Engineering (MBA in Sales & Service) for the Business Administration and Engineering – Sales & Service Engineering programme.
- (5) *Master of Arts (M.A.)* for the Interactive Media Design programme and MusicDesign.
- (6) The Master degree certificate is issued at the same time as the grades certificate and has the same date. It certifies the award of the Master degree. The Master degree certificate is signed by the President (in exceptional cases by one of the Vice Presidents) and affixed with the seal of Furtwangen University.

### **§ 23 Invalid Graded / Non-Graded Assessments and / or Invalid Degree**

- (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 § 10.4. If necessary modules can be awarded a 5.0 and the degree can be declared failed. The same applies to the Master 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 degree 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 Master 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

### **§ 24 Inspection of Examination Files**

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.

#### **§ 24 a 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.

#### **§ 24 b 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

### § 25 Notes on the Standard Curriculum of the Master Programmes

- (1) Where the standard curriculum provides for elective modules, the student must select sufficient subjects/modules from those offered to achieve the number of credit points (ECTS) stipulated in the regulations for the respective programme.
- (2) Where a programme offers different specialisations, one of these must be selected.

### Table of Abbreviations

Type of course		
<b>B</b>	Blended Learning	Form of teaching and learning in which classroom lectures are combined with online elements.
<b>O</b>	Online Lecture	Instruction is given online.
<b>P</b>	Practical /Lab	Attendance can be required when this is necessary for the achievement of course aims.
<b>Pr</b>	Joint Course Assessment	Examination of taught course.
<b>Pj</b>	Project	
<b>S</b>	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.
<b>Ü</b>	Practical	
<b>V</b>	Lecture	
<b>W</b>	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		
<b>PL</b>	Graded Assessment	Assessment is graded.
<b>SL</b>	Non-Graded Assessment	Assessment is graded with "pass" or "fail".

<b>Mode of Assessment</b>		
The prefix „sb“ means that the assessment takes place outside the normal examination period.		
<b>T</b>	Thesis	
<b>K</b>	Written Examination	Written examination which could also take the form of an e-examination.
<b>M</b>	Oral Examination	
<b>A</b>	Practical Assignment	Practical work carried out in connection with a project.
<b>PN</b>	Presentation	Presentation on a defined topic. No documents other than those required to give the basic presentation have to be submitted.
<b>B</b>	Report	
<b>H</b>	Written assignment	Written project work on a defined topic.
<b>KO</b>	Kolloquium	An oral examination on a specific topic carried out individually or in groups/thesis defence
<b>L</b>	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.
<b>P</b>	Student Journal	
<b>R</b>	Presentation (=Referat)	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.
<b>ST</b>	Study Assignment	Assignment on a defined topic which consists of both written work and a presentation.
<b>Further Abbreviations</b>		
<b>FA</b>	Faculty	
<b>FAR</b>	Faculty Board	
<b>FPA</b>	Faculty Examination Board	
<b>LP</b>	Credit Points	Credit Points according to ECTS-System
<b>LV</b>	Lecture	
<b>SWS</b>	Volume (contact hours per week)	
<b>ECTS</b>	European Credit Transfer System	

- § 26 **Master Programme Advanced Computer Science (last admission summer semester 2014)**
- § 27 **Master Programme Application Architectures (last admission summer semester 2012)**
- § 28 **Master Programme Biomedical Engineering**
- § 29 **Master Programme Business Consulting**
- § 30 **Master Programme Business Administration and Engineering – Sales & Service Engineering**
- § 31 **Master Programme Computer Science in Media (last admission summer semester 2010)**
- § 32 **Master Programme Microsystems Engineering (last admission summer semester 2010)**
- § 33 **Master Programme Executive Master of International Business Management**
- § 34 **Master Programme International Business Management**
- § 35 **Master Programme Smart Systems**
- § 36 **Master Programme Security & Safety Engineering**
- § 37 **Master Programme Digital Media (last admission summer semester 2013)**
- § 38 **Master Programme International Management**
- § 39 **Master Programme Business Application Architectures**
- § 40 **Master Programme Computer Science in Media**
- § 41 **Master Programme Interactive Media Design**
- § 42 **Master Programme Medical Diagnostic Technologies**
- § 43 **Master Programme Technical Physician**
- § 44 **Master Programme Micromedicine**
- § 45 **Master Programme Advanced Precision Engineering**
- § 46 **Master Programme Sustainable Bioprocess Technology**
- § 47 **Master Programme Mobile Systems**
- § 48 **Master Programme Mechatronic Systems**

- § 49 Master Programme Computer Science**
- § 50 Master Programme Business Administration and Engineering – Product Innovation**
- § 51 Master Programme Applied Materials Science**
- § 52 Master Programme Applied Health Promotion**
- § 53**
- § 54 Master Programme MusicDesign**
- § 55 Master Programme Risk Engineering**

## C. Final Regulations

### § 56 Commencement

- (1) These Study and Examination Regulations take effect as of 01.09.2005; at the same time Furtwangen University's previous study and examination regulations dated from 01.09.2004 cease to be effective. The changes to § 2, section 2 and § 21.3 take effect on 01.03.2006; latest amendment dated 25.10.2017.

Furtwangen, 25.10.2017



Professor Dr. R. Schofer

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