

Hochschule für Technik Stuttgart

General Study and Examination Regulation

GSER

06/11/2024

English language service copy. In case of doubt or differences of interpretation, the German version shall prevail over the English text.

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General study and examination regulations (GSER) of Stuttgart Technology University of Applied Sciences

Based on Section 8 (5) in conjunction with Section 32 (3) and (4) of the Baden-Württemberg Higher Education Act [Landeshochschulgesetz, LHG] dated 1 January 2005 (Law Gazette [Gesetzblatt, GBl]. p. 1), which was last amended by Article 8 of the act as of 7 February 2023 (Law Gazette. p. 26, 43), the Senate of Stuttgart Technology University of Applied Sciences adopted the following study and examination regulations on 06/11/2024.

Approval by the Rector was granted on 06/11/2024.

I General information

§ 1 Scope of application

(1) These General Study and Examination Regulations (GSER) apply to the bachelor's and master's programmes.

§ 2 Definitions

- (1) A module comprises a self-contained, formally structured learning process with thematically determined learning and teaching, defined coherent learning outcomes, a specified workload expressed in credit points (CP), defined examination requirements and assessment criteria.
- (2) One semester hour per week (SWS) comprises 45 minutes.
- (3) A semester comprises a period of six months during which students complete 30 ECTS CP in the standard course of study. The semester consists of the lecture period, the examination weeks and the lecture-free periods. Individual courses, exercises, simulation games, etc. with compulsory attendance may be held during the lecture-free periods for special reasons. The Senate shall decide on the exact dates of these periods. As part of the compulsory supervised practical degree project, it is permissible to extend the period to include the lecture-free periods immediately before and after the specified compulsory supervised practical degree project.
- (4) The student workload of learning and demonstrating the required skills and abilities is assessed in credit points (CP) in accordance with the European Credit Transfer System (ECTS). One credit point comprises a workload of 30 hours of attendance and self-study.

§ 3 Pre-study internship (bachelor's programme) and admission requirements (master's programmes)

- (1) In the study regulations or in the selection statutes of the respective bachelor's programme, proof of practical work experience (pre-study internship) to the extent specified therein must be provided for certain bachelor's programmes as a prerequisite for enrolment or admission to examinations. Proof of this must be provided. Further details on the pre-study internship can be found in the study regulations, in the admission and selection regulations and in the guidelines of the respective bachelor's programme.
- (2) The admission requirements for the master's programmes are regulated in the admission and selection regulations for the respective master's programme.

§ 4 Standard period of study, programme structure and number of hours

- (1) The standard period of study in the degree programmes is regulated in the respective study regulations. It includes all examinations and coursework, including the bachelor's or master's thesis.
- (2) Studies in the undergraduate degree programmes in accordance with Section 1 (1) are divided according to the provisions of the study regulations either into the basic study programme, which concludes with the preliminary bachelor's examination after the number of semesters

specified in the study regulations, and the main study programme, which concludes with the bachelor's examination, or it is a single-stage programme and concludes with the bachelor's examination after the number of semesters specified in the study regulations.

- (3) Students on bachelor's degree programmes that offer the 'Individual Pace of Study Model' (sem 1+) support programme are offered the opportunity to complete semesters 1 and 2 in a total of 3 semesters within the framework of study guidance. Sem 1+ is a support programme to compensate for existing deficits in specialist knowledge, key qualifications and practical experience. The chairperson of the examination board agrees an individual study programme with the students as part of the Sem 1+ funding programme for semesters 1 and 2. The workload of the students within these 3 semesters consists of approx. 20 credit points (CP) per semester. No CPs are awarded for the workload for the agreed support measures of Sem 1+.
- (4) Bachelor's degree programmes that provide for a special study programme may stipulate different standard periods of study for these programmes. Admission requirements, a different curriculum or further deviations from the general section are set out in the study regulations.
- (5) The total scope of the compulsory and compulsory elective modules required for the successful completion of the degree programme, including specialisations and study focuses, as well as the associated study workload in CP and the type and scope of the associated examinations and coursework are specified in the study regulations.
- (6) For bachelor's and master's degree programmes, a language other than German in which the courses are held and the associated examinations and coursework are taken, may be specified in the study regulations.
- (7) The order and type of modules, examinations and coursework specified in the study regulations can be changed for a semester by decision of the examination board. The changes must be announced in good time, usually at the beginning of the lecture period.

§ 5 Compulsory supervised practical degree project (bachelor's programmes)

- (1) The university sets up examination offices for the supervised practical degree project (BPS) for the undergraduate degree programmes. The examination offices for the supervised practical degree project are responsible for the organisational handling of the supervised practical degree projects, the coordination of the project content, the assessment of the suitability of the practical placements and the maintenance of relationships with the practical placement providers.
- (2) As a rule, a supervised practical degree project comprising one or more modules is integrated into the degree programmes in accordance with Section 1 (1). The timing of the supervised practical degree project within the degree programme is specified in the study regulations of the respective degree programme.
- (3) The supervised practical degree project is an obligatory part of the degree programme, which is regulated by the university, has specific content and may be accompanied by courses. In the supervised practical degree project, practice-related coursework must be completed in a company or other professional practice institution (practice centre) in accordance with the module description of the degree programme. In individual degree programmes, the study regulations may stipulate that a semester abroad is permitted instead of work experience.
- (4) As a rule, the supervised practical degree project cannot replace practical work experience or relevant training. In exceptional cases, this may be recognised, provided that equivalence is proven through an examination. The head of the examination office for the supervised practical degree project is responsible for deciding on this and for conducting the examination.
- (5) A supervised practical degree project can only be started if the study and examination achievements specified in the study regulations for the proper realisation of the supervised practical degree project have been completed.

- (6) Students are responsible for finding a suitable practical placement. The practical placement must be proposed by the student and approved by the head of the examination board for the supervised practical degree project. This task can be delegated to the Internship Office. In uncertain cases, the examination board will decide.
- (7) A corresponding contract must be concluded with the internship provider before the start of the supervised practical degree project. A copy of this contract must be submitted by the student to the Examination and Internship Office at least two weeks before the start of the internship.
- (8) Students must prepare a written report on the supervised practical degree project and have this confirmed by the internship provider. In individual degree programmes, deviating stipulations may be made. At the end of the supervised practical degree project, the internship provider issues a certificate of activity which explicitly states the type and content as well as the start and end of the activity, working days and absences. The written report and the activity report must be submitted in time.
- (9) In terms of examination law, the submission of documents in accordance with Paragraph (8) for the successful completion of the supervised practical degree project must prove that at least 96 days of attendance (=working days) were achieved during the internship after deduction of any days of absence. The study regulations may require further study achievements associated with the supervised practical degree project. On the basis of the report and, if applicable, other required study achievements and the proof of activity, it is determined whether the students have successfully completed the supervised practical degree project.
- (10) If the supervised practical degree project is not assessed as being successfully completed, it can be repeated once. The head of the examination office for the supervised practical degree project is responsible for the decision.

§ 6 Study achievements at foreign universities

- (1) Study achievements at foreign universities, which are required for the internationalisation of the bachelor's and master's programmes, are specified in the study regulations.
- (2) The university of applied sciences collaborates with foreign universities on all matters concerning the international education of students.
- (3) Students are responsible for obtaining a place of study for the semester abroad. The foreign universities must be proposed by the students and approved by the Dean of Studies; in uncertain cases, the examination board decides.
- (4) The Dean of Studies is responsible for the organisation of study semesters abroad, the coordination of course content and the maintenance of relationships with universities abroad. It is possible to delegate this task.

II Examinations

§ 7 Examination structure

- (1) For each of the modules to be completed in accordance with the study regulations of the respective degree programme, as well as the bachelor's thesis and master's thesis, proof of at least a satisfactory (4.0) academic achievement must be provided. Proof is provided by the module examinations and the bachelor's or master's thesis.
- (2) The preliminary bachelor's examination consists of module examinations. The bachelor's examination consists of module examinations and the bachelor's thesis, the master's examination consists of module examinations and the master's thesis.
 - a) Module examinations are completed as examinations or as coursework. Module examinations are usually taken during the course of study.

- b) Examinations are graded assessments of the level of performance achieved. The grades of examinations are included in the overall grade of the preliminary bachelor's examination as well as the bachelor's or master's examination with the weighting specified in the study regulations.
 - c) Prerequisites for participation in examinations may be defined within the respective module.
 - d) Coursework demonstrates that at least a sufficient learning outcome has been achieved. Study achievements do not contribute to the formation of overall grades.
 - e) The form of the examinations, coursework and preliminary examinations is specified in the study regulations of the respective degree programme.
 - f) Study achievements and preliminary examination achievements can be repeated several times within the framework of the other provisions of the General Study and Examination Regulations.
- (3) The study regulations of the degree programmes specify the modules and the associated module examinations that must be completed for the preliminary bachelor's examination, the bachelor's examination and the master's examination. It may be stipulated that certain module examinations must be completed as a prerequisite for taking another module examination.
- (4) If data processing systems are part of a course, they must be used by the students.

§ 8 Loss of admission to the degree programme and examination entitlement; deadlines

- (1) The module examinations in bachelor's degree programmes for the preliminary bachelor's examination and the bachelor's examination as well as in master's degree programmes for the master's examination should be completed by the semester specified in the study regulations. The module examinations can also be taken before the set deadlines, provided that the necessary requirements have been met in accordance with the study regulations.
- (2) Students will be informed in good time about the type and number of examinations and coursework to be completed as well as the deadlines by which these are to be completed and the date on which the bachelor's thesis/master's thesis is to be completed and submitted. Repeat examinations are generally offered within 6 months at the earliest.
- (3) The examination entitlement and admission to the bachelor's degree programme expire if the module examinations for the preliminary bachelor's examination have not been completed at the latest two semesters after the date specified in Paragraph (1), unless the person being examined is not responsible for the deadline being exceeded. The same applies if the deadline for the preliminary bachelor's examination and the bachelor's examination is exceeded by a total of three semesters (Section 32 (5) State Higher Education Act). These deadlines are extended by one semester for students on bachelor's degree programmes in the Sem 1+ support programme.
- The examination entitlement and admission to the master's degree programme expires if the examinations for the master's examination have not been completed at the latest two semesters after the date specified in Paragraph (1), unless the person being examined is not responsible for exceeding the deadline.
- (4) The examination entitlement and admission to the bachelor's degree programme also expires if module examinations amounting to at least 30 CP have not been completed by the end of the 2nd semester. This does not apply if the student was unable to fulfil these requirements for reasons for which he or she is not responsible. The deadline is extended by one semester for students in Sem 1+ and in the Maths² study programme as well as for approved and correspondingly structured binding study agreements.
- (5) An extension of the examination deadline may be granted upon application if it is to be expected that the student will successfully complete his or her degree programme within a

reasonable period of time after reaching the maximum period of study according to Paragraph 3. This can generally be assumed if, apart from the bachelor's/master's thesis and the bachelor's/master's seminar/presentation or colloquium, no more than 5 CP are lacking.

- (6) In the case of being active as an elected member of statutory bodies and statutory bodies of the university or the student union for at least one year, up to one academic year may be disregarded in the calculation of examination deadlines; the decision is made by the rector.
- (7) Students with children or relatives in need of care within the meaning of Section 7 (3) of the Caregiver Leave Act [Pflegezeitgesetz] and students with disabilities or chronic illnesses can receive extended examination deadlines as part of a binding study agreement. The binding study agreement can only be concluded for the future; corresponding evidence must be submitted. Top student athletes can also receive extended deadlines if there is a justified need. Proof of qualifications, competitions and training must be submitted as a basis for decision-making. As a rule, the general student counselling service draws up a study plan with the student for submission to the examination board. The examination board decides on the extension of examination deadlines or the binding study agreement in individual cases at its own discretion. In uncertain cases, the central examination board decides.

§ 9 General admission requirements

- (1) The preliminary bachelor's examination and the bachelor's or master's examination may only be taken
 - 1. by students who are enrolled on the relevant degree programme,
 - 2. by those who have completed any required pre-study internship,
 - 3. by students who have completed the prerequisites for taking an examination or coursework in accordance with the study regulations.
- (2) Students must register for the individual module examinations scheduled for the respective semester in the period specified in the publication and in the form specified by the university.
- (3) Admission to a module examination may only be refused if
 - 1. the requirements specified in Paragraph (1) are not fulfilled in whole or in part, or
 - 2. the documents are incomplete, or
 - 3. an examination required by the examination regulations in the same degree programme has been definitively failed or the examination entitlement no longer exists for other reasons (Section 60 (2) of the State Higher Education Act). This also applies if the examination entitlement in a related degree programme with essentially the same content has lapsed (Section 7 (2) SIRBE).
- (4) The student ID card or alternatively another photo ID must be brought to examinations and presented on request. Only those students who are listed on the hall list by the examination office are allowed to take examinations. Examination candidates who are unable to identify themselves or are not listed on the hall list may be removed from the room by the examiner or invigilator. Section 14 (6) shall apply if the request to leave the room is not complied with without further disturbance.

§ 10 Forms of examination

- (1) The study regulations of the degree programmes specify which forms of examination are used in the module examinations. The abbreviations in Table 1 are used and, if applicable, the duration of the examination in minutes is added.

Paragraph	Form of examination	Abbreviation	Abbreviation (German)
(2)	Examination	EX	KLA
(3)	Oral examination	OEX	MPR
(4)	Presentation	PRE	REF

(5)	Coursework	CW	STA
(6)	Project work	PRJ	PRJ
(7)	Design	DES	ETW
(8)	Laboratory work	LAB	LAB
(9)	Portfolio examination	PEX	PFP

Table 1: Forms of examination and their abbreviations in the study regulations

- (2) In written exams, students should prove that they can solve tasks and work on topics using the methods relevant to their subject, within a limited time frame and with limited resources. In written exams, students may be given a selection of topics to choose from.
- (3) In oral exams, students are required to demonstrate, on the basis of questions from the examiner, that they can recognize the connections within the exam subject and are able to classify specific questions within these connections. Furthermore, it can be determined whether they have a broad basic knowledge.
- (4) Presentations consist of an oral presentation, which can be supplemented by a written paper. The topics of the presentations are issued or approved by the examiner. Assignments can also be approved in the form of group work.
- (5) Coursework consists of written compositions by one or more students that are to be completed during the semester alongside the associated course. The examiner may specify or allow submission in electronic form. In addition, a presentation may be required.
- (6) In project work, students work alone or in groups on a practical task specified or approved by the examiner, on topics and using methods from the respective subject. As a rule, the results of the project work are to be demonstrated in a presentation. The presentation can be supplemented by a written report. The assignment can be given successively over the course of the semester and can also include tests.
- (7) A design is the creative, constructive and/or strategic solution to a problem that is defined, for example, by functional, spatial and/or aesthetic properties, requirements and constraints. The oral presentation of the chosen solution using plans, drawings and/or physical or digital models is usually part of the examination or course work.
- (8) In laboratory work, students carry out individual laboratory experiments alone or in groups, document the procedure and interpret the results in a report. In addition, students may be required to demonstrate their knowledge of the theoretical background of the experimental design and its implementation in a colloquium and to critically reflect on the experimental results.
- (9) In a portfolio examination, interrelated dependent contributions (partial contributions) are submitted and reflected upon in accordance with the examiner's specifications for the implementation of a uniform task. These contributions may be in written, text, oral or practical form (e.g. solutions to exercise sheets, documentation, media products, presentations, calculations, tests).

§ 11 General information on examination procedures

- (1) As a rule, examinations are taken during the examination weeks outside of the lecture period of the semester.
- (2) The duration of written and oral examinations is specified in the study regulations. The scope of other forms of examination can also be specified in the study regulations, for example in the form of a minimum and maximum number of pages.
- (3) In the case of examinations and coursework to be completed during the semester, students will be informed by the examiner about the exact tasks, submission deadlines and any other conditions.

- (4) The independent preparation of examinations and coursework that are not completed in the presence of the examiner or under supervision can be assessed by a non-graded discussion of the content of the examination or coursework in question lasting a maximum of 10 minutes.
- (5) The correction period for examinations and coursework should not exceed four weeks.
- (6) If someone can credibly demonstrate that it is not possible to complete examinations or coursework in the intended form in whole or in part due to a disability, an acute health impairment or a chronic illness, the chairperson of the examination board may, upon application in text form with credible evidence, authorise the examination or coursework to be completed within an extended exam duration, to complete an equivalent examination or coursework in another form or to complete the examination with the assistance of suitable aids.
- (7) During a semester of leave, students are not permitted to take examinations or complete coursework. This regulation does not apply to students who are on leave of absence because they are in protective periods in accordance with the Maternity Protection Act [Mutterschutzgesetz] and the periods of the statutory provisions on parental leave or are caring for a close relative within the meaning of Section 7 (3) of the Caregiver Leave Act. They are entitled to take part in courses, complete coursework and examinations and use the university facilities.
- (8) Study and examination achievements may be required in whole or in part in electronic form (online examination, e-examination). The provisions of Sections 32a and 32b of the State Higher Education Act apply accordingly. If written consent must be obtained, this can also be done electronically.
- (9) Examination participants are given the opportunity to test the framework conditions in terms of technology, equipment and spatial environment in good time before the online examination.
- (10) Participants will be informed in good time about the online examination in accordance with Section 32a (3) of the State Higher Education Act.

§ 12 Oral examination procedures

- (1) Oral examinations are generally held in front of at least two examiners (peer examination) or in front of one examiner in the presence of an assessor (Section 20) as a group examination or as an individual examination.
- (2) The duration of an oral examination shall be a minimum of 20 minutes and a maximum of 30 minutes for each examinee.
- (3) The main topics and results of the oral examination must be recorded in a written report. The result must be announced to the examinees following the oral examination.
- (4) Students who wish to take the same oral examination in a later examination period shall be admitted as listeners, subject to room conditions, unless the person being examined objects. However, the authorisation does not extend to the consultation and announcement of the examination results.
- (5) Oral examinations can be supported by the use of video tools. The requirements of Section 12 (3) regarding the written record apply in the usual form and cannot be replaced by a recording. Participation in such examinations is voluntary in accordance with Section 32a of the State Higher Education Act, i.e. an on-site examination may have to be offered during the examination period or semester.
- (6) There is no legal entitlement to sit an examination via the use of video tools.
- (7) The examinee must give their prior written or electronic consent to the use of video tools in the oral examination. If this consent is not given, an alternative form of attendance must be found.

- (8) The examinee may not influence the examination by using electronic devices, other persons or other unauthorised aids that are not approved for the examination in question. In the event of an offence, Section 14 of the examination regulations shall apply.
- (9) The recording of an oral examination via video tools by the examinee is not permitted. In the event of an offence, Section 14 of the examination regulations shall apply.
- (10) These requirements must also be applied analogously to other oral examination formats such as presentations, papers or colloquia that are conducted using video tools.

§ 13 Assessment of examination results, overall grades

- (1) The grades for the examinations are determined by the respective examiners. The grades according to Table 2 are to be used for the assessment of the examinations.

1	very good	an outstanding achievement
2	good	an achievement that is significantly above average
3	satisfactory	an achievement that meets average requirements
4	sufficient	an achievement that still fulfils the requirements despite its deficiencies
5	fail	an achievement that does not fulfil the requirements due to significant deficiencies

Table 2: Assessment of examination results

- (2) Individual grades are raised or lowered by 0.3 to intermediate values in order to differentiate the assessment of examination performance; the grades 0.7, 4.3 and 5.3 are excluded.
- (3) The grades can also be formulated in ECTS grades.
- (4) The overall grades for the preliminary bachelor's examination (Section III, § 25), the bachelor's examination and the master's examination (Section IV, § 31) are as shown in Table 3.

with an average up to and including 1.5	very good
with an average of 1.6 up to and including 2.5	good
with an average of 2.6 up to and including 3.5	satisfactory
with an average of 3.6 up to and including 4.0	sufficient
with an average from 4.1	fail

Table 3: Overall grades for preliminary bachelor's, bachelor's and master's examinations

§ 14 Failure to attend, withdrawal, deception, plagiarism, breach of regulations

- (1) An examination or coursework is assessed as 'fail' (5.0) if a specified deadline is missed without a valid reason, or when withdrawing from the examination or coursework without a valid reason after registering for it. The same applies if a written examination is not completed within the specified exam duration.
- (2) Students on maternity leave have the right to withdraw from the examination without giving reasons until immediately before the start of the respective examination. Such a withdrawal will not be counted as an examination attempt.
- (3) The reason asserted for the withdrawal or failure to attend must be notified in writing without delay, at the latest within 7 days, and must be substantiated. In the event of illness, a medical certificate is required and, in uncertain cases, a certificate from a doctor nominated by the university. The certificate must state the reason for the inability to take the examination.

- (4) The illness of a child in the care of the examinee is equivalent to the illness of the student, insofar as the assessment of compliance with deadlines for the first registration for examinations, absence from examinations, and the repetition of examinations are concerned.
- (5) If someone attempts to influence their examination performance or performance records as well as documents relevant to the examination (e.g. medical certificate) by cheating, falsifying or using unauthorised aids, the examination performance in question will be assessed as 'fail' (5.0). Aiding and abetting cheating may also be penalised. In the event of a repeat offence, the examination board may exclude the student from retaking further examinations with the consequence of the permanent loss of the examination entitlement or exmarticulation.
- (6) Anyone who disrupts the orderly progress of the examination can be excluded from continuing the examination by the respective examiner or invigilator; in this case, the examination will be graded as 'fail' (5.0). This regulation also includes excursions. In serious cases, the examination board may exclude the person being examined from taking further examinations.
- (7) If examinations or coursework are based in whole or in substantial parts on other work or publications without the use of verbatim quotations and the citation of the source, this is to be regarded as plagiarism within the meaning of Section 3 (5) of the State Higher Education Act. In the case of a simple offence (e.g. insufficient or incorrect citation), a discussion will be held with the examination board. In the event of repeated offences or in particularly serious cases, the examination or coursework will be assessed as 'fail' (5.0). If there is evidence of plagiarism in the bachelor's or master's thesis, it will be deemed to have been irrevocably failed. This leads to the irrevocable loss of the examination entitlement in the relevant degree programme.
- (8) Students must be informed immediately in writing of any onerous decisions in accordance with Paragraphs (5) – (7). The person affected by the decision may, within a period of one month, request that the decisions pursuant to Paragraph (5) Sentences 1 and 2 be reviewed by the examination board. If the examination board is unable to remedy the objection, the person concerned shall receive a reasoned, appealable decision.

§ 15 Passing and failing

- (1) An examination or coursework is passed if the grade is at least 'sufficient' (4.0).
- (2) The preliminary bachelor's examination is passed if all modules of the preliminary bachelor's examination have been passed. The bachelor's/master's examination is passed if all modules of the bachelor's/master's examination have been passed and the bachelor's thesis/master's thesis has been graded at least 'sufficient' (4.0).
- (3) If a module examination or the bachelor's thesis/master's thesis was assessed as less than 'sufficient' (4.0), this will be announced to the examinee. The examinee must also receive information on whether the module examination or the bachelor's thesis/master's thesis can be repeated and, if so, to what extent and within what period.
- (4) If the preliminary bachelor's examination or the bachelor's/master's examination has not been passed, a certificate will be issued on request and on presentation of the relevant evidence and the certificate of exmatriculation, which contains the module examinations taken and their grades and indicates that the preliminary bachelor's examination or the bachelor's/master's examination has not been passed.

§ 16 Repeating examinations

- (1) Failed examinations may be repeated once. It is not permitted to repeat an examination that has been passed.
- (2) As a rule, the re-examination can be taken at the earliest on the examination date of the following semester; in the case of examinations conducted during lectures, in the semester in which the lecture in question is offered. If the deadline for the re-examination is missed, the examination entitlement expires, unless the examinee is not responsible for the failure.

- (3) At the student's request, the examination board may authorise the second repetition of a failed examination if the previous study achievements and the overall perspective justify the expectation that the degree programme can be successfully completed. To this end, the chairperson of the examination board may invite the student to a study counselling session before approving the application. The application must be submitted after the examination period by the deadline specified in the notification, together with any supporting documents; an electronic form is permitted.

§ 17 Recognition of periods of study, study achievements and examination results

- (1) In bachelor's degree programmes, the preliminary or intermediate examination taken at another German university of the same type in the same or a related degree programme is recognised.
- (2) Periods of study as well as study and examination achievements that have been completed in degree programmes at other state or state-recognised universities and vocational academies in Germany or in degree programmes at foreign state or state-recognised universities are recognised on a module basis, provided that there is no significant difference between the competences acquired and the achievements that are being replaced; Participation in recognised distance learning units is credited towards the study period in the same way as the corresponding on-campus study programme. The recognition serves the continuation of studies and the taking of examinations. It is the applicant's responsibility to provide sufficient information about the service to be recognised. The burden of proof that an application does not fulfil the requirements for recognition lies with the examination board of the respective degree programme.
- (3) If coursework and examinations are recognised, the grades – insofar as the grading systems are comparable – are to be adopted and included in the calculation of the overall grade. When recognising foreign educational certificates, the assessment proposals of the Central Office for Foreign Education at the Secretariat of the Standing Conference of the Ministers of Education and Cultural Affairs of the states in the Federal Republic of Germany (ZAB) should be observed. In the case of non-comparable grading systems, the note 'passed' is included. It is permissible to mark this in the certificate.
- (4) Knowledge and skills acquired outside the higher education system are recognised if the knowledge and skills to be recognised are equivalent in terms of content and level to the module examinations they are intended to replace. The equivalency examination may take the form of an oral placement examination. The regulations on oral examinations in these statutes apply accordingly to the organisation of the oral placement examination. If no oral assessment test is conducted, equivalence will be determined as part of a case-by-case assessment procedure on the basis of the documents submitted by the applicant with the application. It is the applicant's responsibility to provide sufficient information about the service to be recognised. Knowledge and skills acquired outside the higher education system may not replace more than 50 percent of the higher education studies. Section 17 (3) and (5) shall apply *mutatis mutandis*.
- (5) For recognition in the respective semester, the application with the documents must be submitted to the respective degree programme no later than three weeks after the start of lectures.

§ 18 Examination boards of the degree programmes

- (1) An examination board is formed for each degree programme to organise the preliminary bachelor's examination and bachelor's/master's examination as well as the tasks assigned by the study and examination regulations; A joint examination board can be formed for related degree programmes. Examination boards can also be made up of members from different faculties. An examination board consists of the Dean of Studies and 2 further members as well

as 3 deputy members from among the professors. The Dean of Studies is also the chairperson. The term of office corresponds to that of the dean.

- (2) The other members and deputy members of the examination board are appointed by the faculty council of the faculty to which the degree programme is assigned on the recommendation of the respective Dean of Studies. Other professors, lecturers and teaching staff for special tasks can be consulted in an advisory capacity. As a rule, the chairperson is responsible for the duties of the examination board.
- (3) The examination board monitors compliance with the provisions of the study and examination regulations. It regularly reports to the faculty on the development of examination and study times as well as on the distribution of module and overall grades. The report must be published by the university in an appropriate manner. The examination board makes suggestions for the reform of the curriculum and the study and examination regulations (see also Section 37). The examination board may delegate tasks to the chairperson. The examination board decides on a second repetition (Section 16 (3)) and on the expiry of the examination entitlement and admission to the degree programme in accordance with Section 32 (5) of the State Higher Education Act.
- (4) The examination board is also responsible for deciding
 - a) on the consequences of violations of examination regulations (Section 14),
 - b) on passing and failing (Section 15),
 - c) on the appointment of examiners and assessors (Section 20)
 - d) the recognition of periods of study, study achievements and examination results (Section 17),
 - e) on the recognition of reasons for withdrawal and failure to attend (Section 14 (3)),
 - f) on the second repetition (Section 16 (3)) and on the expiry of the examination entitlement and admission to the degree programme.
- (5) The members of the examination board have the right to participate in the acceptance of examinations and coursework.
- (6) The members of the examination board and their deputies are subject to official secrecy. If they are not in public service, they must be sworn to secrecy by the chairperson of the examination board.
- (7) The central examination office assumes the administrative tasks to support the examination boards.

§ 19 Central examination board

- (1) A central examination board (ZPA) is set up at the university. The central examination board consists of the rector as chairperson, the vice-rector responsible for studies and teaching, one professor from each faculty and the head of the central examination office. The respective member and a deputy from the faculties are appointed by the respective faculty council; their term of office corresponds to that of the dean.
- (2) The central examination board has the following tasks:
 1. Coordination of the organisation and implementation of examinations and coursework;
 2. Coordination of the standardised application and further development (see also Section 37) of the study and examination regulations at the university;
 3. Decisions pursuant to Section 8 (7).

§ 20 Examiners and assessors

- (1) As a rule, only professors are authorised to accept examinations and coursework. Lecturers and teaching staff for special tasks can be appointed as examiners. Persons experienced in professional practice and training who themselves possess at least the qualification to be

determined by the examination or at least an equivalent qualification may also be appointed as examiners.

- (2) The examinee may propose the examiner or a group of examiners for the bachelor's thesis/master's thesis and the oral examinations. The proposal does not constitute a claim.
- (3) The names of the examiners will be announced in good time.
- (4) Specialised persons may be appointed as assessors.
- (5) Section 18 (6) applies accordingly to the examiners and assessors.

§ 21 Other responsibilities

- (1) The certificate of the preliminary bachelor's examination is issued by the dean of the faculty to which the degree programme is assigned. The bachelor's/master's certificate is issued by the dean of the faculty to which the degree programme is assigned and by the rector.
- (2) The vice-rector responsible for teaching decides on objections.

III Preliminary bachelor's examination

§ 22 Purpose and organisation of the preliminary bachelor's examination

The preliminary bachelor's examination is intended to demonstrate that the degree programme can be continued with the prospect of success and that the fundamentals of the subject, a methodological toolkit and a systematic orientation have been acquired.

§ 23 Requirements

The study regulations specify the requirements that must be met for admission to the module examinations of the preliminary bachelor's examination.

§ 24 Type and scope of the preliminary bachelor's examination

- (1) The type and number of module examinations to be taken are specified in the study regulations.
- (2) The subject of the examinations and coursework are the subject areas of the modules according to the module descriptions.

§ 25 Calculating the overall grade and certificate

- (1) An overall grade is calculated for the preliminary bachelor's examination.
- (2) Upon application, if possible within four weeks, a certificate will be issued for the preliminary bachelor's examination that have been passed (Section 15 (2)), which contains the module grades and the overall grade. The overall grade is calculated based on the weighted average of the module grades. The respective weighting for the individual module grades is specified in the study regulations. When calculating the average, only the first decimal place after the decimal point is considered. The overall grade is shown in Table 3.

IV Bachelor's and master's examination

§ 26 Purpose and organisation of the bachelor's/master's examination

- (1) The bachelor's examination forms the professional qualification of the bachelor's degree programme. The bachelor's examination determines whether the student has an overview of the interrelationships of the subject, the ability to apply scientific and creative methods and knowledge, and the specialist knowledge required for the transition to professional practice.
- (2) The master's examination marks the end of the master's degree programme. The master's examination determines whether the student has an overview of the interrelationships of the

subject, the ability to apply scientific and creative methods and knowledge and has acquired the specialised knowledge required for professional practice.

§ 27 Requirements

- (1) The module examinations of the bachelor's examination in a degree programme with a preliminary bachelor's examination can only be taken by those who have passed the preliminary bachelor's examination at a university or have completed a recognised course and examination achievement in accordance with Section 17. Module examinations for the bachelor's examination can be taken even if modules totalling a maximum of 10 CP are missing for the complete preliminary bachelor's examination.
- (2) For bachelor's degree programmes, the study regulations may specify modules that must be completed as a prerequisite for admission to the bachelor's examination. For master's degree programmes, the study regulations specify the requirements that must be met for admission to the master's examination.
- (3) In bachelor's degree programmes, proof of successful participation in the supervised practical degree project must be provided at the latest when the bachelor's thesis is submitted.

§ 28 Type and scope of the bachelor's/master's examination

- (1) For bachelor's degree programmes, the module examinations to be taken in the compulsory and compulsory elective areas are specified in the study regulations for the bachelor's examination. For master's degree programmes, the module examinations to be taken are specified in the study regulations for the master's examination.
- (2) The subject of the examinations and coursework are the subject areas of the modules according to the module descriptions.

§ 29 Bachelor's and master's thesis

- (1) The bachelor's/master's thesis is an examination. It should show that a problem from the subject can be worked on independently using scientific or creative methods within a given period of time. The topic of the bachelor's thesis must be issued at the earliest after completion of the semester specified in the study regulations and at the latest three months after passing all module examinations. The topic of the master's thesis must be issued after completion of the second semester at the earliest.
- (2) The bachelor's/master's thesis is written and supervised by a professor or, if professors are not available as examiners, by lecturers and lecturers for special tasks, provided that they work at the university in an area relevant to the respective degree programme. The bachelor's thesis can also be written and supervised by persons experienced in professional practice and training who themselves have at least the qualification to be determined by the bachelor's examination in the respective degree programme or at least an equivalent qualification. If the bachelor's thesis is to be completed at an institution outside the university, the approval of the chairperson of the examination board is required.
- (3) The bachelor's thesis/master's thesis is issued by the examination board. The topic and date must be recorded. Students can express topic requests. There is no entitlement to the consideration of topic requests.
- (4) The bachelor's/master's thesis may also be completed in the form of a group thesis if the contribution of the individual group members to be assessed for examination performance is clearly distinguishable and assessable on the basis of the specification of sections, page numbers or other objective criteria that enable a clear delimitation and fulfils the requirements according to Paragraph (1).
- (5) The completion time for the bachelor's thesis/master's thesis is specified in the study regulations. Insofar as this is necessary to ensure equal examination conditions or for reasons which the person being examined is not responsible, the grading time for a bachelor's thesis

may be extended to a maximum of four months, and the grading time for a master's thesis may be extended by a maximum of four months; the decision is made by the examination board on the basis of a statement by the supervisor. The topic, task and scope of the bachelor's thesis/master's thesis must be limited by the supervisor in such a way that the deadline for completing the bachelor's thesis/master's thesis can be met.

- (6) The examination board must determine whether the bachelor's thesis/master's thesis has been submitted on time; the time of submission must be recorded. When submitting the thesis, students must confirm in writing that the thesis – in the case of a group thesis, the part of the thesis labelled accordingly – was written independently and that no sources or aids other than those specified were used.
- (7) As a rule, the bachelor's thesis/master's thesis must be assessed by two examiners. One of the examiners should be the supervisor of the bachelor's thesis/master's thesis. The evaluation procedure should not exceed four weeks.
- (8) The bachelor's thesis/master's thesis can be repeated once if the grade is worse than 'sufficient' (4.0); a second repetition is excluded. The issue of a new topic must be requested in writing to the chairperson of the examination board within a period of two months or, in the case of the immediately following issue of a topic specified for the specific degree programme, after the announcement of the failure. If the application deadline is missed, the examination entitlement expires, unless the examinee is not responsible for the delay.

§ 30 Additional modules

Students can take examinations and study achievements in modules other than those prescribed (additional modules). The results of the examinations in these modules are not considered when determining the overall grade.

§ 31 Calculating the overall grade and certificate

- (1) The overall grade is calculated from the weighted average of the module grades and the grade of the bachelor's thesis/master's thesis. The respective weighting for individual module grades and the grade of the bachelor's thesis/master's thesis is specified in the study regulations. When calculating the average, only the first decimal place after the decimal point is considered. The overall grade is shown in Table 3.
- (2) A certificate of successful completion of the bachelor's/master's examination will be issued promptly, if possible, within four weeks. The module grades, the topic of the bachelor's/master's thesis and its grade as well as the overall grade must be included in the certificate.
- (3) The certificate bears the date of the day on which the last examination was taken.
- (4) The certificate is supplemented by the English-language Diploma Supplement. The Diploma Supplement contains standardised information describing the German education system and classifies the bachelor's/master's degree within it. It provides information about the course content, the course of study and the academic and professional qualifications acquired with the degree.

§ 32 Bachelor's/master's degree and bachelor's/master's certificate

- (1) After passing the bachelor's examination, the university awards the bachelor's degree Bachelor of Engineering (B.Eng.), Bachelor of Science (B.Sc.) or Bachelor of Arts (B.A.) as specified in the respective study regulations.
- (2) After passing the master's examination, the university awards the master's degree Master of Engineering (M.Eng.), Master of Science (M.Sc.) or Master of Arts (M.A.) as specified in the respective study regulations.

- (3) The bachelor's/master's degree certificate with the date of the certificate is issued at the same time as the transcript. This certifies the award of the bachelor's/master's degree. The bachelor's/master's degree certificate is signed by the rector and sealed with the university seal.

V Further regulations

§ 33 Invalidity of the preliminary bachelor's examination and the bachelor's/master's examination

- (1) If the examinee has violated Section 14 (5) and (7) in an examination or course work and this fact only becomes known after the certificate has been issued, the grade of the examination work can be corrected accordingly. If necessary, the module examination may be declared 'fail' (5.0) and the preliminary bachelor's examination or the bachelor's/master's examination may be declared failed. The same applies to the bachelor's/master's thesis.
- (2) If the requirements for taking a module examination were not fulfilled without the person being examined intending to commit deception, and if this fact only becomes known after the certificate has been issued, this deficiency is remedied by passing the module examination. If the module examination was deliberately and wrongfully obtained, the module examination can be declared 'fail' (5.0) and the preliminary bachelor's examination and the bachelor's/master's examination can be declared failed.
- (3) The opportunity to make a statement must be given before a decision is made.
- (4) The incorrect certificate must be withdrawn and a new one issued if necessary. If the bachelor's/master's examination has been declared failed due to deception or plagiarism, the bachelor's/master's certificate must also be confiscated together with the incorrect certificate. A decision in accordance with Paragraph (1) and Paragraph (2) Sentence 2 is excluded after a period of five years from the date of the certificate.

§ 34 Access to and retention periods for examination files

- (1) Within one year of the conclusion of the examination procedure, the examinee will be granted access to his/her written examination papers, the related expert reports and the examination records in an appropriate form upon request; Section 29 of the State Administrative Procedure Act [Landesverwaltungsverfahrensgesetz] remains unaffected. Inspection of examination files whose result is unalterable (examination result grade 1.0) is excluded.
- (2) Applications are usually submitted electronically to the examination office.
- (3) The purpose of the examination inspection is to take notes so that justified objections can be raised in a reconsideration procedure if necessary. A transcript of the examination instead of notes is not permitted.
- (4) Written examination papers and the written records of oral examinations are kept by the university for three semesters after the examination has been completed.
- (5) The bachelor's/master's thesis is kept for five years after it has been completed by the degree programme. If the bachelor's/master's thesis does not consist of a written paper, other retention periods and a special form of documentation may be specified by resolution of the central examination board.

§ 35 Special regulations for cooperative study programmes

Within the framework of cooperative study programmes with other universities, deviating provisions from the General SPO may be made. This applies in particular to the requirements for the examination board and the inspection of files.

§ 36 Study regulations

- (1) The subject-specific regulations for the individual degree programmes are formulated and fully described in the study regulations for the bachelor's and master's degree programmes. Each set of study regulations constitutes a separate set of statutes which must be applied in conjunction with these General Study and Examination Regulations.
- (2) The study regulations are presented in tabular form:
 - the allocation of the modules and the module examinations with the corresponding preliminary examinations in the compulsory and compulsory elective areas to the individual semesters;
 - the module examinations of the preliminary bachelor's examination with the corresponding preliminary examination results as well as the weighting of the grades of the individual module examinations;
 - the module examinations of the bachelor's/master's examination with the corresponding preliminary examinations as well as the weighting of the grades of the individual module examinations and the bachelor's/master's thesis.
- (3) In addition to the abbreviations for the examination types (see Table 1), the study regulations use the other abbreviations defined in Table 4 – Table 6.

Section	Long form	Abbreviation	Abbreviation (German)
§ 2	Credit point	CP	CP
§ 2	Semester hour per week	SHW	SWS
§ 7	Examination (graded module completion)	EXG	PL
§ 7	Examination (ungraded module completion)	EXU	SL
§ 7	Examination prerequisite	EXR	PVL
§ 7	Weighting	W	G
§ 26	Compulsory module	CM	P
§ 26	Compulsory (partial) elective module	EL	W
§ 29	Bachelor's thesis	BT	BA
§ 29	Master's thesis	MT	MA
§ 30	Additional module	Z	Z

Table 4: Abbreviation for the study regulations with the corresponding section of the GSER

Type of course	Abbreviation	Abbreviation (German)
Lecture	L	V
Exercise	EX	Ü
Integrated exercise	IEX	IÜ
Laboratory	L	L
Seminar	S	S
Internship	INT	PR

Table 5: Types of courses and their abbreviations in the study regulations

Time periods	Abbreviation	Abbreviation (German)
Minutes	min	Min
Hours	h	Std
Days	d	T
Weeks	we	Wo
Semester	sem	Sem

Table 6: Examination durations and other periods and their abbreviations in the study regulations

§ 37 Testing and evaluation clause

- (1) The examination boards of the degree programmes are authorised, in agreement with the responsible study commission, to define and test other forms of examination than those provided for in the respective study regulations for individual modules for a limited period of time. Such a trial change must be justified and recorded in the files. Following the trial phase, the examination board shall decide whether to retain the original form of examination or recommend a permanent change to the study regulations.
- (2) The examination boards of the degree programmes are also encouraged to test new/novel forms of examination for a limited period of time. The approval of the ZPA must be obtained in advance via the representative of the faculty responsible for the degree programme in the ZPA. The ZPA's decision is based on the agreement of the respective study commission, a brief description of the new forms of examination, an explanation of the expected benefits and a justification for the module selected for testing not exceeding one page in total. Following such a trial, the results must be presented to the ZPA so that it can decide on a university-wide recommendation for the introduction of the new form of examination.
- (3) The ZPA is authorised, in consultation with the responsible bodies, to test changes to the General SPO, in particular with regard to examinations (Section II) for one, several or all degree programmes for a limited period of time. The basis for this is a brief description of the change, an explanation of the expected benefits and a list of the degree programmes affected, not exceeding one page in total. Following such a trial, the ZPA presents the results and makes a recommendation to the responsible committees for or against a corresponding general change to the General SPO.
- (4) Trials in accordance with the above Paragraphs (1) – (4) should take place over several examination phases, up to a maximum of 5 semesters. The planned trial period must be justified and recorded. Students must be informed in good time, at the latest at the start of lectures in the semester in which the trial begins. The respective evaluation takes place at the latest in the semester following the end of the trial.

§ 38 Transitional provision

In the versions of the study and examination regulations that are being phased out in accordance with Table 8 and Table 9, the term 'Leistungsnachweis' may be used as a synonym for 'Studienleistung' instead of /. The following abbreviations according to Table 7 can also be used.

Abbreviation	Long form
BE	Report
EW	Draft
HA	Term paper
KL	Examination
LA	Laboratory work
MP	Oral examination achievement
PA	Project work, practical work
PK	Minutes
RE	Presentation
SA	Course work
SC	Course work

Table 7: Other abbreviations in expiring study and examination regulations

§ 39 Commencement

- (1) The above statutes come into force with effect from the 2024/25 winter semester. At the same time, the Study and Examination Regulations for Bachelor's and Master's Degree Programmes Part A dated 21/07/2021 shall cease to apply.
- (2) The study regulations for the bachelor's and master's degree programmes shall come into force at the same time. These will replace the current or expiring (no new admissions) SPO versions of the bachelor's and master's degree programmes listed in Table 8 and Table 9, which will be repealed at the same time.

§	Course	Current	Expiring
34	Architecture	24/07/2019	25/11/2015
35	Civil Engineering	08/11/2023	05/06/2019
36	Construction Physics	21/02/2024	25/07/2018
37	Economics	12/12/2018 with amendment statutes dated 24/04/2024	03/07/2013 with amendment statutes dated 25/07/2018
38	Business Informatics	17/06/2020	29/06/2011
39	Computer Science	17/06/2020 with amendment statutes dated 09/06/2021	24/04/2013 with amendment statutes dated 10/12/2014 and 29/07/2015
40	Information Logistics Digitalisation and Information Management	24/04/2024	25/07/2018 01/06/2022
41	Infrastructure Management	27/04/2022	13/07/2017
42	Interior Design	24/07/2019	26/04/2017
43	Mathematics Mathematics ² Applied Mathematics Applied Mathematics and AI	17/06/2020 22/02/2023	20/02/2013 23/06/2018 01/06/2022
44	Surveying and Geoinformatics	25/07/2018	01/04/2012
45	Climate Engineering	15/12/2021	24/07/2019 11/12/2013
46	Industrial Engineering Construction and Real Estate	11/12/2019	01/09/2018
47	Business Psychology	26/04/2023	22/02/2023 31/05/2017
69	AR/VR Engineering	Xy/07/2024	

Table 8: Current and expiring SPO versions of the bachelor's degree programmes

§	Course	current	expiring
48	Photogrammetry and Geoinformatics	09/06/2021	17/02/2016
49	International Project Management (Building, Real Estate & Infrastructure) a full-time, b part-time	22/02/2023	11/12/2019 06/02/2019
50	Software Technology: a full-time, b part-time	24/02/2024	
51	Urban Planning: a full-time, b part-time	21/02/2024	26/04/2023 25/04/2018
52	Digital Processes and Technologies: a full-time, b part-time	22/07/2020	

53	Geotechnics/Tunnelling: a full-time, b part-time	08/11/2023	05/06/2019
54	Structural Engineering: a full-time, b part-time	08/11/2023	05/06/2019
55	Traffic Infrastructure Management	30/07/2014	
56	Architecture	24/07/2019	
57	Interior Architectural Design	24/07/2019	
58	Surveying	25/07/2018	
59	Mathematics: a full-time, b part-time	09/06/2021	22/07/2020 20/02/2013
60	General Management	03/07/2013	
61	Business Psychology	26/04/2023	27/07/2016
62	Environmentally-Orientated Logistics	31/05/2017	
63	Building Physics	15/08/2022	11/12/2019 25/07/2018
64	Smart City Solutions	22/02/2023	23/02/2022 11/12/2019 06/02/2019
65	Construction Process Management	04/11/2020	

Table 9: Current and expiring SPO versions of the master's programmes

Stuttgart, 06/11/2024

Prof. Dr. Katja Rade
Rector

Proof of notification

Posted on:

Accepted on

Entered into force on:

Notarisation: