

Hochschule für Technik Stuttgart

Study and Examination Regulations (SPO)

Bachelor and Master Programmes - Part A -

As of: 21 July 2021/ 1 June 2022

Study and Examination Regulations at Hochschule für Technik Stuttgart (University of Applied Sciences Stuttgart) for Bachelor and Master Programmes

Please note: The English version of this Study and Examination Regulations (SPO) for Bachelor and Master Programmes has been created for reference purposes. Only the original German version is legally binding. In this context, Hochschule für Technik Stuttgart cannot assume any liability for damages arising from misinterpretations of the German original in the English version. **This reading version contains primarily the regulations for the Master programmes. Specific regulations for the Bachelor programmes are to find in the German version only.**

Pursuant to § 8 (5) in conjunction with § 32 (3) and (4) of the Act on Higher Education in Baden-Württemberg (Landeshochschulgesetz - LHG) from 1 January 2005 (Journal of Laws, p. 1), last amended by Article 1 from 17 December 2020 (Journal of Laws, p. 1204) as well as by article 7 from 26 October 2021 (Journal of Laws, p.1-2), the Senate of Hochschule für Technik Stuttgart (hereinafter referred to as University) has adopted the following Study and Examination Regulations (SPO) on 21 July 2021 and with amendments on 1 June 2022:

Approval by the Rector has been granted on 21 July 2021 as well on 1 June 2022.

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Part A: General Regulations for all Study Programmes

I General Information

§ 1 Scope of Application

(1) These Study and Examination Regulations apply to the following Bachelor's Programmes:

- Architecture
- Civil Engineering
- Building Physics
- Business Administration
- Business Information Systems
- Computer Science
- Digitalisation and Information Management
- Infrastructure Management
- Interior Architecture
- Applied Mathematics
- Surveying and Geoinformatics
- ClimateEngineering
- Civil Engineering and Business Management
- Business Psychology

(2) These Study- and Examination Regulations apply to the following Master's Programmes:

- Architecture
- Lean Construction Management
- Digital Processes and Technologies (full-/part-time)
- Photogrammetry and Geoinformatics
- International Project Management (Building, Real Estate & Infrastructure) - (full-/part-time)
- Software Technology ((full-/part-time)
- Urban Planning (full-/part-time)
- Geotechnical Engineering / Tunnel Construction (full-/part-time)
- Structural Engineering (full-/part-time)
- Interior Architectural Design
- Surveying
- Mathematics (full-/part-time)
- General Management
- Transportation Infrastructure Management
- Business Psychology
- Green Logistics
- Building Physics
- Smart City Solutions

§ 1a Definitions

- (1) A module comprises a self-contained, formally structured learning process with thematically determined learning and teaching, defined coherent learning outcomes, specified workload expressed in Credit Points (CP), as well as defined examination requirements and assessment criteria.
- (2) A weekly semester hour (SWS) comprises 45 minutes.
- (3) A semester has a duration of six months during which students complete in the regular course of their studies 30 ECTS credits. Semesters consist of lecture periods, examination weeks and lecture-free periods. For special reasons, individual courses, exercises, simulation games, etc. with compulsory attendance may take place during the lecture-free periods. The Senate decides on the exact dates of the respective period. (Addition to supervised practical study project see German version)

- (4) Student workload for the acquisition and verification of required competencies and qualifications is assessed in Credit Points (CP) according to the European Credit Transfer System (ECTS). A Credit Point covers a workload of 30 hours in attendance study and self-study.

§ 2 Pre-Study Internship (Bachelor's Programme) and Admission Requirements (Master's Programmes)

- (1) see German version (relating to Bachelor's Programme)
- (2) The Requirements for the admission to the individual Master programmes are regulated in the Admission Regulations of the respective Master's programme.

§ 3 Period of Studies, Study Programme and Course Volume

- (1) The regular study period of each Study Programme is specified in part B of the SPO. It comprises all study credits as well as all examinations and further forms of credit assessment including the Bachelor and Master Thesis.
- (2) see German version (relating to Bachelor's Programme)
- (3) see German version (relating to Bachelor's Programme)
- (4) see German version (relating to Bachelor's Programme)
- (5) The overall scope of the modules required for the successful completion of a study programme as well as the associated efforts expressed in credit points (CP) in accordance with the European Credit Transfer System (ECTS), as well as the type and scope of the associated examinations and academic merits shall be specified in Part B of the SPO.
- (6) The language (not necessarily German) in which lectures are held and the associated examinations and academic assessments are conducted is laid down in Part B of the SPO.
- (7) For compelling reasons, the order and type of modules, examinations and assignments as defined in Part B may be changed by resolution of the Examination Board, in individual cases and for one semester of study. These changes must be announced in good time, as a rule at the beginning of the respective semester.

§ 4 Supervised Practical Study Project (Bachelor's Programme) -> see German version

§ 4a Credits at Foreign Universities

- (1) Credits at foreign universities required for the internationalisation of the Bachelor and Master studies are specified in Part B of the SPO.
- (2) The University cooperates with the corresponding foreign universities in all matters concerning the international education of students.
- (3) The procurement of a study place for the foreign semester is the responsibility of the student. The foreign university is to be suggested by the student and approved by the Dean of Studies; in cases of doubt the Examination Board decides.
- (4) The Dean of Studies is responsible for the administrative management of semesters abroad, the coordination of educational content and the maintenance of relations with foreign universities.

§ 5 Structure of Examinations

- (1) Each module of a study programme must be successfully completed as defined in Part B and at least with the grade „sufficient“ (grade 4.0) in the respective module examination.
- (2) Bachelor Intermediate Examination: see German version
- (3) The Master examination consists of module examinations and the Master thesis.
- (4) Module examinations are performed as examinations or credit assessments. Examinations are to be understood as graded examinations regarding the level of academic achievement. The respective grade is included in the overall grade of the Bachelor Intermediate Examination or Bachelor Examination or the Master Examination with the weighting stipulated in Part B. Credit assessments verify learning results, which need to be evaluated at least as grade „sufficient“ (grade 4.0). Such credits are not considered in the aggregation of the overall grade and may be repeated several times pursuant to the respective provisions of the Study and Examination Regulations. The exact form of examinations (PL), prerequisite credits (PVL) and credit assessment (LN) is stipulated for each study programme in Part B.
- (5) In Part B, the module examinations of the respective Bachelor Pre- Examination, the Bachelor examination or Master examination are laid down. As a rule, module examinations are taken during the study period.
- (6) In Part B, the compulsory as well as elective modules are defined for each Bachelor's Programme. For all Master's Programmes the modules are defined, which must be successfully completed for the Master examination. It may be stipulated that specific modules must be completed as a prerequisite to the performance of another module examination (prerequisite credits).
- (7) In case data processing systems are part of a course or lecture, students are to make active use of such systems.

§ 6 Revocation of Admission / Right to Examination, Deadlines

- (1) All module examinations for the Bachelor Intermediate Examination, Bachelor Examination or Master examination are to be completed by the semester as defined in Part B of the SPO. Module examinations may be completed before such deadlines, as long as the required prerequisites have been achieved in accordance with Part B.
- (2) Students shall be informed in due time about the type and scope of examinations and credits required, the dates by which these are to be completed, as well as the dates for the assignment and submission of the Bachelor/ Master thesis. As a rule, repeated examinations are taken within 6 months of the failed exam.
- (3) The Right to Examination and the admission to the study programme shall cease, if the examinations required for the Master examination have not been completed two semesters after the date specified in Section 1, unless failure to meet such a deadline lies not with the examination candidate. Bachelor related information: see German version.
- (4) Bachelor related information regarding the achievement of 30 CP at the end of the second semester: see German version.
- (5) An extension of the examination period may be granted upon application, if it is to be expected that the student will successfully complete his/her studies within a reasonable period of time after reaching the maximum period of study in accordance with section 3. As a rule, this is to be assumed, if apart from the Bachelor/ Master thesis and Bachelor/ Master seminar/presentation or colloquium, not more than 5 CP are missing.
- (6) Should a student assume an active role as an elected member of statutory boards and bodies of the University or the Student Union for at least one year, up to one academic year may be not considered in the calculation of the candidate's examination period; in such cases, the final decision lies with the Rector.

- (7) Students with children or with relatives in need of care in terms of § 7 (3) of the German Care Period Act (Pflegezeitgesetz), as well as students with disabilities or chronic illnesses may receive extended examination periods by means of a Binding Study Agreement. The Binding Study Agreement can only be concluded for the future; corresponding evidence must be submitted. As a rule, the General Student Advisory Service prepares a study plan with the respective student for submission to the Examination Board. The Examination Board will decide on the extension of examination deadlines and the Binding Study Agreement on a case-by-case basis after due consideration. In cases of doubt, the Central Examination Committee will decide.

§ 7 General Admission Requirements

(1) The Bachelor Intermediate Examination as well as the Bachelor Examination or the Master Examination may only be taken, if a candidate

1. is enrolled at the University on the basis of a first academic degree which qualifies the graduates for a profession in accordance with the admission statutes of the respective Master programme.
2. has completed the pre-study internship if required in a respective Bachelor's Degree.
3. has completed the prerequisite credits required for the performance of examinations and credit assessments in accordance with Part B of the SPO.

(2) Students register for the individual module examinations scheduled in the respective semester within the time period and in the form specified by the University.

(3) Admission to a module examination may only be denied, if

1. The prerequisites specified in Sections 1 have not or only in parts been fulfilled; or
2. the respective documents are incomplete or
3. an examination in the same study programme required by the Examination Regulations has not been passed, or the Right to Examination has ceased for other reasons (see § 60 Section 2 LHG). The same applies, if in a similar study programme with essentially the same nature the Right to Examination has ceased (§ 7 Section 2 SIRBE).

§ 8 Examinations

- (1) As a rule, examinations are held during the examination weeks outside of the lecture period of a semester.
- (2) If a person can demonstrate plausibly that due to a disability, acute health impairment or chronic illness he/she is not fit to perform an examination or credit assessment in full or in part in the designated form, the Chairman of the Examination Board shall permit the candidate to perform the examination or credit assessment within an extended period of time, or as an equivalent examination or credit assessment in another form, or with the help of suitable aids.
- (3) During a semester of leave, students may not take part in examinations or academic credits. This regulation does not apply to students who are on maternity leave in accordance with the German Maternity Protection Act (Mutterschutzgesetz) and the deadlines set out in the statutory provisions for parental leave, or to students who are taking care of a close relative within the meaning of § 7 (3) of the German Nursing Period Act (Pflegezeitgesetz). Such students are entitled to attend courses and lectures, to perform studies and examinations and to use the facilities of the University.

§ 8a Examinations in Electronic Form

- (1) Study assessments and examinations may be required in whole or in part in electronic form. The requirements of § 32a and 32 b LHG apply accordingly. If written consent must be obtained, this may also be given electronically.

- (2) Examinees are given the opportunity to test the framework conditions in terms of technology, equipment and spatial environment in good time before the online examination.
- (3) The examination candidates will be informed in due time about the implementation of the online examination according to § 32a para. 3 LHG.

§ 9 Oral Examinations

- (1) In oral examinations, students are to demonstrate their ability to recognise the correlations within the respective field of study and to categorise specific questions in such correlations. Furthermore, it will be determined, whether the candidates possess a broad basic knowledge.
- (2) As a rule, all oral examinations are taken by at least two examiners (viva voce examination) or by an examiner in the presence of an observer (§17). They can be held as group or as individual examinations.
- (3) The duration of an oral examination during study period is at least 20 but no more than 30 minutes for each candidate.
- (4) The main content matter as well as the results of the oral examination are to be recorded in writing. The result has to be communicated to the candidate immediately after the oral examination.
- (5) Students wishing to take the same module examination at a later examination date are permitted to observe the examination as long as the spatial situation allows and the candidate examined does not object. Such admission does not extend to the discussion of the examination and the announcements of results.

§ 9a Oral Examinations in Electronic Form

- (1) Oral examination performances can be supported by the use of video tools. The specifications of § 9 (4) on the writing of the record apply in the usual form and cannot be replaced by a recording. Participation in such examinations is voluntary according to § 32a LHG, an on-site examination may have to be offered in the examination period or semester.
- (2) There is no legal entitlement to the examination in this form.
- (3) The candidate must give 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 presence must be found.
- (4) The examinee may not influence the examination by using electronic devices, that are not approved for the examination, other persons or other unauthorized aids. In the event of a violation, in terms of the examination law § 12 shall apply.
- (5) Recording of an oral examination via video tool by the examinee is not permitted. In case of violation, in terms of the examination law § 12 shall apply.
- (6) These requirements shall also be applied analogously to other oral examination formats such as presentations, academic assignments or colloquia conducted by means of the use of video tools.

§ 10 Written Exams and Other Written Assignments

- (1) In written exams and further written assignments, students should demonstrate that they are able to solve problems and complete tasks using standard methods of their field of study within a limited time frame, and with limited resources. Further to this, the written examination seeks to assess whether the candidates possess the necessary basic knowledge. For written examinations and other written assignments, a choice of various topics may be offered.
- (2) The grading period of such examinations should not exceed four weeks.
- (3) The duration of written exams and other written assignments is specified in Part B.

§ 11 Grading System

- (1) Examinations are to be graded by the respective examiner. The following grades shall be used when assessing the performance in an examination:

1= excellent	= outstanding performance
2 = good	= performance significantly above average
3 = satisfactory	= average performance
4 = sufficient	= performance still meeting requirements despite deficits
5 = insufficient	= performance not meeting requirements due to considerable deficits

- (2) For a differentiated assessment of the performance in examinations, grades may be raised or lowered by 0.3 points (e.g. 2.3 or 2.7); the grades 0.7, 4.3 und 5.3 are exempted from this option.

- (3) Grades may be additionally stated in ECTS-Grades.

§ 12 Unexcused Absence, Withdrawal, Deception, Plagiarism, Breach of Regulations

- (1) Absence or withdrawal from an examination without good reason will be graded as „insufficient“ (5.0). The same applies, where a written assessment has not been completed within the given time period. Upon request, students on maternity leave participating in examinations are granted additional 15 minutes per hour of examination time. Furthermore, they have the right to withdraw from the examination until immediately before the examination starts and without giving reason for this decision. Such a withdrawal shall not be considered as an examination attempt.
- (2) A credible reason for absence or withdrawal must be submitted promptly, at the latest within 7 days, and in writing. In case of illness, a doctor's certificate, and in case of doubt, a certificate from a doctor nominated by the University is required. The medical reason for the inability to perform the examination must be evident from the certificate.
- (3) The illness of a child that the candidate is responsible for will be assigned the same status as the student's own illness regarding the deadlines for initial examination registration, absence from examinations and examination re-sits.
- (4) Where a student attempts to influence the result of an examination or credit through deception or the use of non-admissible aids, the examination will be graded as "insufficient" (5.0). Aiding in deception can be sanctioned accordingly. In case of recurrence, the Examination Board can exclude the candidate from resitting examinations resulting in the definite loss of the candidate's Right to Examination.
- (5) Any person disrupting the proper course of an examination may be excluded by the respective examiner or proctor. In such a case, the examination will be assessed as "Insufficient" (5.0). This regulation also applies to excursions. In severe cases of disturbance, the Examination Board can exclude such a person from taking part in any further examinations.
- (6) If examinations or credits correspond in whole or in essential parts with other works or publications without using literal quotations stating the source, these shall be regarded as plagiarism pursuant to § 3 Section 5 LHG. In the event of a simple violation (e.g. insufficient or incorrect citation), an interview will be held with the Examination Board. In case of repeated violation or in particularly serious cases, the examination or credit assessment is rated as "insufficient" (5.0). If there is evidence of plagiarism in the Master thesis, it will be deemed to have been definitely not passed. This leads to the final loss of the Right to Examination in the respective study programme.
- (7) Students are to be informed immediately and in writing about incriminating decisions under sections 4 – 6. A candidate affected by such a decision may appeal the decision within a month with the Examination Board in accordance with section 4, first and second sentence. In case of a negative decision by the Examination Board, the candidate will receive a substantiated and appealable notice.

§ 13 Pass and Fail

- (1) An examination has been passed when a minimum grade of „sufficient“ (4.0) has been awarded.
- (2) The Bachelor Intermediate Examination is successfully completed if all required modules of the same have been passed. The Bachelor/ Master examination has been passed once all module examinations have been passed and the Bachelor/ Master thesis has been awarded a minimum grade of 4.0.
- (3) If a module has not been passed or the Bachelor/ Master thesis was awarded a grade worse than 4.0, this is to be communicated to the student being examined. If applicable, the student must also be informed whether, to what extent and within which deadlines the module examination or Bachelor/ Master thesis can be retaken.
- (4) If the Bachelor Intermediate Examination or Bachelor/ Master examination has been failed, upon request and provision of the relevant documents as well as the exmatriculation certificate, a certificate will be issued showing the individual module examinations and the respective grades. The certificate will also state that the Bachelor/ Master examination has not been passed.

§ 14 Repeating Examinations

- (1) Examinations, which have been failed, may be retaken once. Examinations, which have been passed, cannot be retaken.
- (2) The re-sit examination should be taken at the latest by the examination period of the following semester. If the deadline for the repeat examination is missed, the right to this examination expires unless such failure is not the fault of the candidate.
- (3) The Examination Board may permit the second repetition of a failed examination, if the previous academic achievements and the student's overall prospects justify the expectations that the study programme can be successfully completed. For this purpose, the Chairperson of the Examination Board may invite the student to a study guidance meeting.

§ 15 Accreditation of Previous Study Periods, Credits and Examinations

- (1) Study periods as well as credits and examinations which have been successfully completed in study programmes at further state or state-recognised universities, or at universities of cooperative studies in Germany, or in study programmes at foreign state or state-recognised universities, will be accredited on module basis, as long as the acquired competencies are not essentially different from the academic achievements, which they are to substitute. Academic credits acquired in distance study courses are accredited like corresponding attendance studies. The purpose of accreditation is to allow continuation of studies and the taking of examinations. The applicant is to provide sufficient information regarding the credits, which are to be accredited. The burden of proof that a request does not fulfil the requirements for accreditation lies with the Examination Board of the respective study programme.
- (2) If study and examination credits are accredited, the grades - provided the grading system is comparable - are to be adopted and included in the calculation of the overall grade. When accrediting foreign educational credits, 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 Federal States in the Federal Republic of Germany (ZAB) should be taken into account. In case of non-comparable grading systems, the credit is recorded as "passed". A reference to the accreditation in the Master certificate is permissible.
- (3) Knowledge and competencies acquired outside the higher education system shall be accredited, if they are equivalent in content and level to the module examinations they are intended to substitute. The equivalence test may take the form of an oral placement test. For the performance of the oral placement test, the regulations on oral examinations of this SPO shall apply. If no oral placement test is held, equivalence shall be determined by an individual case review procedure on the basis of the documents submitted by

the applicant. It is the applicant's responsibility to provide sufficient information about the achievements that are to be accredited.

- (4) Knowledge and competencies acquired outside the higher education system may not substitute more than 50 per cent of higher education studies. § 15 (2) and (4) shall apply correspondingly.
- (5) The application for accreditation including the required documents must be submitted no later than three weeks after the beginning of the lecture period in the respective study programme.

§ 16 Examination Board, Central Examination Board, Central Examination Office

- (1) For the administration of the Bachelor Intermediate Examination or Bachelor/ Master examinations and the respective duties assigned by the Study and Examination Regulations, an Examination Board is formed for each study programme; a joint Examination Board may be formed for related programmes. Examination Boards can also be made up of members from various faculties. An Examination Board consists of the Dean of Studies and 2 further members as well as 3 deputy members from the pool of professors. The Dean of Studies is also the Chairperson. The term of office corresponds to that of the Dean.
- (2) The further members as well as the deputy members of the examination board shall be appointed by the Faculty Council of the respective study programme upon proposal by the Dean. Other professors, lecturers and teachers for special subjects may be consulted. As a rule, the Chairperson conducts the business of the Examination Board.
- (3) The Examination Board ensures that the provisions of the Study and Examination Regulations are complied with. It shall regularly report to the Faculty on the development of examination and study times, as well as on the distribution of module grades and overall grades. Such a report shall be disclosed by the University in an appropriate form. The Examination Board makes suggestions on the reform of the syllabus and the Study and Examination Regulations. The Examination Board may delegate tasks to the Chairperson. The Examination Board decides on second repetitions of examinations (§ 14 (3)), on the expiry of the Right to Examination, and on the admission to the study programme in accordance with § 32 (5) LHG.
- (4) The members of the Examination Board have the right to participate in examinations and credit assessments.
- (5) The members of the Examination Board and their deputies are subject to official secrecy. If they are not in public service, members shall be bound to secrecy by the Chairperson of the Examination Committee.
- (6) The Central Examination Office performs the administrative tasks required to support the Examination Boards.
- (7) A Central Examination Board is to be established at the University. The Central Examination Board shall consist of the Rector as Chairperson, the Vice-President responsible for studies and teaching, one professor per faculty as well as the head of the Central Examination Office. The respective member and a deputy are appointed annually by the respective Faculty Council.
- (8) The Central Examination Board has the following duties:
 - a. Coordination of the administration and execution of examinations and credit assessments.
 - b. Coordination of uniform application of the Study and Examination Regulations throughout the University;
 - c. Decisions pursuant to § 6 Section 6.

§ 17 Examiner and Observer

- (1) In general, only professors are entitled to conduct examinations and credit assessments. Yet, also lecturers and teaching staff for special subjects may be appointed as examiners. Examiners may also be appointed persons experienced in professional practice and training, who themselves possess the qualification to be assessed by the examination or an equivalent qualification.

- (2) The candidate may propose the examiner or a group of examiners for the Master thesis and the oral examinations. Such a proposal does not constitute a claim.
- (3) The names of the examiners are to be announced in due time for the examination.
- (4) In order to be appointed as an observer, a person must possess at least the qualification to be determined by the examination or an equivalent qualification.
- (5) For examiners and observers §16 Section 5 applies accordingly.

§ 18 Responsibilities

- (1) The Examination Board is responsible for decisions on
 - The consequences of breach of Examination Regulations (§ 12)
 - The passing or failing of an examination (§ 13)
 - The appointment of examiners and observers (§ 17)
 - The accreditation of study periods, credits and examinations (§ 15)
 - The acceptance of reasons of withdrawal or absence from examinations (§ 12 Section 2)
 - The second repetition of an examination (§14 Section 3) or the expiry of the Right to Examination and admission to a study programme.
- (2) The grade's certificate of the Bachelor Intermediate Examination will be issued by the Dean of the programme's Faculty. The Bachelor or Master certificate is issued both by the Dean of the Faculty of the respective study programme and the Rector.
- (3) The Vice-President responsible for teaching shall decide on objections.

§ 18a Special Regulations for Cooperative Study Programmes

Within the context of cooperative study programmes with other universities, stipulations deviating from Part A may be made. This applies in particular to the specifications regarding the Examination Board and the inspection of files.

II Bachelor Intermediate Examination

For the Bachelor Intermediate Examination related content of § 19- 22 please read the German version.

III Bachelor and Master Examination

§ 23 Purpose and Execution of Bachelor and Master Examination

- (1) For the Bachelor's examination, see the German version.
- (2) The Master's examination is the final examination of the Master's programme. The Master's examination assesses whether the context of the field of study has been understood, whether scientific or creative methods and findings can be applied, and whether extended specialist knowledge has been acquired for professional practice.

§ 24 Academic Requirements

- (1) The Bachelor's admission requirements for the Bachelor's examination please see the German version.
- (2) The academic requirements for admission to the Master's examination are specified in Part B.

- (3) In Bachelor's degree programmes, successful participation in the supervised practical study project must be proven at the latest when the Bachelor's thesis is issued.

§ 25 Manner and Scope of Bachelor/ Master Examination

- (1) The compulsory as well as elective module examinations are defined for each Bachelor's examination in Part B. The module examinations required for the respective Master examination are described in Part B.
- (2) Examinations and credits assessments shall cover the subject areas of the modules in accordance with the respective module descriptions.

§ 26 Assignment of Topic and Writing Time for Bachelor/ Master Thesis

- (1) The Bachelor/ Master thesis is an examination. Students are to show that a problem from their academic field can be resolved independently according to scientific and creative methods, and within a given period of time. The topic of the Bachelor thesis is to be handed out at the earliest after completion of the semester mentioned in the subject-specific part B and at the latest three months after passing all module examinations. The topic of the Master thesis must be submitted at the earliest after completion of the second semester and at the latest three months after all module examinations have been passed.
- (2) The Bachelor/ Master thesis is assigned and supervised by a professor or, insofar as professors are not available as examiners, by lecturers and teaching staff for special subjects, provided that they are active within a field relevant to the respective study programme at the University. The Bachelor/ Master thesis may also be issued and supervised by persons experienced in professional practice and training, who themselves possess at least the qualifications to be determined by the Master examination or an equivalent qualification. If the Bachelor/ Master thesis is to be carried out at an institution outside the University, the approval of the Chairperson of the Examination Board is required.
- (3) The Bachelor/ Master thesis shall be assigned by the Examination Board. The topic of the thesis and the date of the assignment must be documented. Students may express their wishes regarding the topic. There is no claim to consideration of the requested topics.
- (4) The Bachelor/ Master thesis may also be completed as a group thesis, if the contributions of the individual group members are clearly distinguishable and assessable due to indication of sections, page numbers or other objective criteria, which make a clear distinction possible and fulfil the requirements according to Section 1.
- (5) The time for completion of the Bachelor/ Master thesis is specified in Part B of the SPO. If necessary to ensure equal examination conditions or for reasons beyond the control of the candidate, the completion time can be extended by a maximum of 4 months; this decision is made by the Examination Board on the basis of a statement by the supervisor. The topic, assignment and scope of the Bachelor/ Master thesis are to be delimited by the supervisor in order to ensure that the deadline for completing the Bachelor/ Master thesis can be met.

§ 27 Submission and Assessment of Bachelor and Master Thesis

- (1) The Examination Board will determine whether the Bachelor/ Master thesis has been submitted in due time; the time of submission must be documented. When the thesis is submitted, it must be assured in writing that the paper has been written autonomously and that no other sources and aids than those stated have been used. This applies also in the case of a group paper for the respective own contribution marked in the paper.
- (2) As a rule, the Bachelor/ Master thesis is assessed by two examiners, one of the examiners being the supervisor of the Bachelor/ Master thesis. The assessment period should not exceed four weeks.
- (3) The Bachelor/ Master thesis can be repeated once in case of an assessment poorer than "sufficient" (4.0); a second repetition is not possible. For a repetition, the assignment of a new topic must be re-

requested in writing from the Chairperson of the Examination Board within two months, or upon topic assignment immediately after the announcement of failing. If the application deadline is missed, the Right to Examination expires, unless such failure is not the fault of the candidate.

§ 28 Additional Modules

Students can take examinations and credits assessments in modules other than those prescribed by the respective study programme (additional modules). The results of these examinations are not taken into account for the determination of the overall grade.

§ 29 Aggregation of Overall Grade and Certificate

- (1) The overall grade is determined by the weighted average of the module grades and the grade of the Bachelor/ Master thesis. In Part B, the respective weighting is specified for individual module grades and the grade of the Bachelor/ Master thesis. Only the first digit after the decimal point is taken into account when calculating the average.

Overall grade of Bachelor/ Master Examination:

- Average of up to 1.5	= excellent
- Average between 1.6 and 2.5	= good
- Average between 2.6 and 3.5	= satisfactory
- Average between 3.6 and 4.0	= sufficient
- Average larger than 4.0	= insufficient

- (2) The degree certificate is to be issued if possible within four weeks after passing of the Bachelor or Master examination. The certificate should include the module grades, the topic and the grade of the Bachelor/ Master thesis as well as the overall grade.
- (3) The degree certificate is to bear the date of the performance of the last examination.
- (4) The degree certificate is supplemented by a Diploma Supplement in English. The Diploma Supplement contains uniform information on the description of the German education system and classifies the Bachelor/ Master degree in this system. It provides information on the study programme, the course of studies, and the acquired academic and professional qualifications.

§ 30 Bachelor Degree and Certificate; Master Degree and Certificate

- (1) For the successful completion of the Bachelor examination, the University shall award the following Bachelor degrees:

- "Bachelor of Engineering" (B.Eng.) in the study programmes:

- Civil Engineering
- Building Physics
- Infrastructure Management
- ClimateEngineering
- Surveying and Geoinformatics
- Civil Engineering and Business Management

- "Bachelor of Science" (B.Sc.) in the study programmes:

- Computer Science
- Digitalisation and Information Management Applied Mathematics
- Business Information Systems
- Business Psychology

- "Bachelor of Arts" (B.A.) in the study programmes:

- Architecture
- Interior-Architectural Design
- Business Administration

(2) For the successful completion of the Master examination, the University shall award the following Master degrees:

- "Master of Engineering" (M.Eng.) in the study programmes:

- Lean Construction Management
- Building Physics
- Geotechnical Engineering/Tunnel Construction (full-time/part-time)
- International Project Management (Building, Real Estate & Infrastructure) - (full-time/ part-time)
- Structural Engineering (full-time/part-time)
- Smart City Solutions
- Urban Planning
- Transportation Infrastructure Management
- Surveying

- „Master of Science" (M.Sc.) in the study programmes:

- Digital Processes and Technologies
- Mathematics
- Photogrammetry and Geoinformatics
- Software Technology
- Green Logistics
- Business Psychology

- "Master of Arts" (M.A.) in the study programmes:

- Architecture
- Interior-Architectural Design
- General Management

(3) Together with the degree certificate, a Bachelor/ Master Diploma with the date of issue of the certificate documenting the awarding of the Bachelor/ Master degree shall be handed out. The Bachelor/ Master Diploma shall be signed by the Rector and bear the seal of the University.

§ 31 Invalid Bachelor Intermediate Examination and Bachelor/ Master Examinations

- (1) If the candidate has violated § 12 Sections 4 and 6 in the course of an examination or credit assessment and this fact becomes known only after the certificate has been issued, the grade of the examination may be corrected in accordance with § 12 Section 4. Where appropriate, the module examination may be declared "insufficient" (5.0) and the Bachelor Intermediate Examination and Bachelor/ Master examination may be declared as failed. The same applies to the Bachelor/ Master thesis.
- (2) If the prerequisites for taking a module examination were not fulfilled without intent to deceive by the candidate, and this fact becomes known only after the certificate has been handed over, this deficiency shall be remedied by passing the respective module examination. If the taking of the module examination was obtained by deliberate wrongdoing, the module examination can be declared as "insufficient" (5.0) and the Bachelor/ Master examination as failed.
- (3) Before a decision is taken, the respective candidate is to be given the opportunity to state their case.

- (4) The improper certificate shall be confiscated and, if applicable, a new one issued. The Bachelor/ Master Diploma shall also be confiscated if the Bachelor/ Master examination has been declared failed due to deception or plagiarism. A decision according to Section 1 and Section 2 Sentence 2 is excluded after a period of five years from the date of issue of the certificate.

§ 32 Inspection of Examination Records

Within one year after completion of the examination, the person examined shall, upon request and in appropriate form, be granted access to their written examination papers, the respective assessments and the examination records; § 29 of the State Administrative Procedure Act (Landesverwaltungsgesetz) shall remain unaffected. Excluded is the inspection of examination files whose result is unchangeable (examination result = grade 1.0).

§ 33 Notes and Abbreviations

(1) For all study programmes tables have been compiled showing:

- The semester in which a compulsory lecture, pre-examination requirements (PVL) or examination (PL) is to be taken
- The semester in which an elective lecture, prerequisite credit or examination is to be taken
- The module examinations required for the Master examination with the respective PVL and PL, as well as the weighting of grades for the individual examinations and modules.

(2) Abbreviations in the tables:

V	=	lecture
Ü	=	exercise
IÜ	=	integrated exercise
L	=	laboratory
S	=	seminar
PR	=	practicum
PVL	=	pre-examination requirements
LN	=	credit assessment
P	=	compulsory subject
W	=	elective subject
Z	=	additional modules
CP	=	credit point
SWS	=	semester hours per week / TWH = trimester hours per week
Min	=	minutes
Std	=	hours
T	=	days
Wo	=	weeks
Sem	=	semester

Pre-examination requirements, study assessments and further study credits (PVL)

BE	=	report
EW	=	draft
HA	=	term paper
KL	=	exam
LA	=	laboratory work /report
PA	=	project work / paper
PK	=	protocols
RE	=	presentation
SC, SA	=	academic assignment

Examinations (PL)

EW	=	draft
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KL	=	exam (§10)
LA	=	written laboratory report
MP	=	oral exam
SA	=	academic assignment
PA	=	project work / paper
RE	=	presentation
BA	=	Bachelor thesis
MA	=	Master thesis

Part B: Specific Regulations for each Study Programme

In Part B of these Study and Examination Regulations for Bachelor and Master programmes at Hochschule für Technik Stuttgart, paragraphs 34 to 65 shall formulate the special regulations for the various study programmes. Each of the individual paragraphs describes in full the special regulations of the respective study programme and constitutes a separate statute. Each of these statutes is to be applied only in conjunction with Part A.

Bachelor Programmes

- § 34 Architecture
- § 35 Civil Engineering
- § 36 Building Physics
- § 37 Business Administration
- § 38 Business Information Systems
- § 39 Computer Science
- § 40 Digitalisation and Information Management
- § 41 Infrastructure Management
- § 42 Interior Architecture
- § 43 Applied Mathematics
- § 44 Surveying and Geoinformatics
- § 45 ClimateEngineering
- § 46 Civil Engineering and Business Management
- § 47 Business Psychology

Master Programmes

- § 48 Photogrammetry and Geoinformatics
- § 49 International Project Management (Building, Real Estate & Infrastructure): a full-time /b part-time
- § 50 Software Technology: a full-time /b part-time
- § 51 Urban Planning: a full-time /b part-time
- § 52 Digital Processes and Technologies: a full-time /b part-time
- § 53 Geotechnical Engineering / Tunnel Construction: a full-time /b part-time
- § 54 Structural Engineering: a full-time /b part-time
- § 55 Transportation Infrastructure Management
- § 56 Architecture
- § 57 Interior-Architectural Design
- § 58 Surveying
- § 59 Mathematics: a full-time /b part-time
- § 60 General Management
- § 61 Business Psychology
- § 62 Green Logistics
- § 63 Building Physics
- § 64 Smart City Solutions
- § 65 Lean Construction Management

Inception of Regulations

§ 67 Übergangsvorschrift/ Transition regulation

- (1) The merging of the general part of the study and examination regulations for the Bachelor's and Master's degree programmes results in new numbering of the subject-specific parts B of the master's degree programmes, which are listed in (the following) Table 6. See German version.
- (2) In §§ 30 - 46 (SPO Parts B Master old) and §§ 48 - 65 (new), respectively, the cross-references to the §§ of Part A are furthermore updated according to the following Table 7 in the mentioned Master's programmes. See German version.

§ 68 Inception of Regulations

The above statutes shall enter into force as of winter semester 2021/22, the amendments of winter semester 2022/23. At the same time, the study and examination regulations for Bachelor's degree programmes/Part A dated 25 July 2018 and for Master's degree programmes/Part A dated 25 July 2018 shall expire. It applies in conjunction with the subject-specific parts B "Special regulations for the individual study programs" of the study and examination regulations.

Stuttgart, 21 July 2021/ 1 June 2022

Prof. Katja Rade
Rector

Evidence of notice

Authentication

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