

Note: Only the German version is legally binding, the English translation serves information purposes only!

General Examination Regulations of Ingolstadt University of Applied Sciences (APO THI)

From 17.07.2023

On the basis of Art. 9 Sentence 1, Art. 84 Para. 2 Sentence 1, Art. 86 Para. 3 Sentence 4 and Art. 96 Para. 3 Sentence 1 of the Bavarian Higher Education Innovation Act (BayHIG) of 5 August 2022 (GVBl. p. 414, BayRS 2210-1-3-WK), as amended, Ingolstadt University of Applied Sciences hereby enacts the following statutes:

Preliminary remark on the use of language:

Gender-specific terms are used for the sake of clarity and reader-friendliness; all regulations apply equally to all genders.

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I. General, examination bodies, crediting

§ 1 Scope

¹These General Examination Regulations apply to studies and examinations at Ingolstadt University of Applied Sciences (THI), in particular to all Bachelor's degree programmes, Master's degree programmes and other studies. ²For other studies, they only apply insofar as they are expressly referred to.

§ 2

Practical semester, examinations

- (1) ¹Bachelor's degree programmes usually include a practical study semester; Master's degree programmes may include a practical study semester. ²A practical study semester is a study semester integrated into the degree programme, regulated by the higher education institution, defined in terms of content, supervised and prepared and accompanied by courses, which is usually completed in a company or in another institution of professional practice outside the higher education institution and is dedicated to an already clearly occupation-related activity. ³As a rule, it comprises a continuous period of at least 20 weeks including the accompanying courses. ⁴Section 29 shall apply to the procedure for practical study semesters.
- (2) ¹Examinations are taken during the course of study, usually at the end of the semester. ²The time allocated to the courses may not be affected by examinations.

§ 3

Application, electronic communication

- (1) Where electronic form is required or electronic communication is prescribed under these Articles, the following paragraphs shall apply.
- (2) ¹For all applications, declarations and legal remedies in all examination matters and the associated administrative procedures, the electronic forms or input masks made available by the THI on the internet at www.thi.de, in particular on the student portal "PRIMUSS", are to be used. ²If applications, declarations and legal remedies are not covered by sentence 1, the required electronic form shall be complied with if the communication, including the corresponding attachments, is exclusively made using the respective personal means of communication made available for this purpose in the student portal "PRIMUSS", or the method of dispatch in accordance with the De-Mail Act, or another electronic document which is provided with a qualified electronic signature in accordance with the Signature Act and is addressed to the examination office. ³In justified cases, the Examination Office may allow the written form in deviation from sentences 1 and 2 in individual cases. ⁴The written form shall be permitted if a law so provides. ⁵The office responsible for processing shall forward it to the competent examination body (§ 8) for further action.
- (3) ¹The electronic administrative acts including the notification of passing the final examination are announced individually in the student portal "PRIMUSS". ²Other

notifications shall be made by transmission to the respective personal email address provided by the THI. ³In individual cases, the THI may, in deviation from sentences 1 and 2, use an alternative means of communication according to subsection 2 sentence 2, or deviate from the electronic form. ⁴If a law stipulates otherwise, that law shall be decisive.

§ 4 Duty to cooperate

¹Within the framework of the obligation relationship, students are subject to the duty to cooperate in all examination matters and administrative procedures in addition to § 3 of the Statutes on Admission to Studies, the Matriculation, Leave of Absence, Re-registration and Exmatriculation Procedure at Ingolstadt University of Applied Sciences of 8 February 2007, as amended. ²Any intentional or negligent breach of the duty to cooperate shall therefore be at the student's expense. ³Article 26, Paragraph 2, Sentences 1 and 2 of the Bavarian Administrative Procedure Act of 23 December 1976, as amended, shall apply accordingly.

§ 5 Examinations Office

¹The examination office is responsible for the following tasks in particular:

1. the administration of the examination boards and the presiding members of these examination bodies,
2. the execution of the resolutions and decisions of the bodies mentioned in No. 1,
3. the notifications of the parties involved in examination matters and administrative proceedings,
4. ensuring compliance with legal requirements as part of the audit process,
5. the preparation of review procedures; and
6. the compilation of official examination and student statistics.

²Furthermore, the Examinations Office shall perform other tasks arising from other legal provisions and from the examination regulations of the THI and otherwise assigned by authorised bodies.

§ 6 Study and examination regulations

The programme-related study and examination regulations regulate in particular

1. which compulsory and elective modules are examination modules,
2. the type of examination, the processing time of written examinations and the duration of oral examinations,
3. in which compulsory and compulsory elective modules examinations are to be taken during the examination period and are to be counted towards the final grade in the degree certificate and with what weight,
4. in which compulsory and compulsory elective modules, as a prerequisite for admission to the examinations, course-related examination certificates as well as participation certificates have to be provided according to and

5. the weighting of the individual final grades and the grade of the Bachelor's or Master's thesis in the overall examination grade.

§ 7

Module handbook/study plan

- (1) ¹Each faculty, the Faculty of Studies IAW, the Graduate Centre and the Language Centre shall draw up a module handbook/study plan for the purpose of ensuring the courses offered and for the information of the students, from which the course of studies is detailed. ²The module handbook/study plan shall be adopted by the Faculty Council or the Faculty of Studies Council or the Graduate Centre or the Language Centre and shall be made public at the university. ³The announcement of new regulations must be made at the latest at the beginning of the lecture period of the semester which they affect for the first time.
- (2) ¹The module handbook/study plan contains, in particular, sufficiently specific regulations and information on:
 1. the study objectives of the individual compulsory and elective modules, the type and content of the courses contained in them and the distribution of the semester hours between the courses,
 2. the designation of the study specialisations offered and their compulsory modules as well as their compulsory elective modules,
 3. the catalogue of elective modules that can be selected,
 4. the determination and distribution of the semester hours per course and semester,
 5. the course type,
 6. the objectives and contents of the practical periods and the teaching events during the practical semester, as well as their form and organisation.
 7. the language of instruction and examination in the individual modules and courses, insofar as this does not correspond to the language of the degree programme, and
 8. the type of examination and whether an examination takes place in presence.

²Supplementary regulations may be stipulated in the study and examination regulations.
- (3) The modules offered in the current semester must be indicated in the module handbook/study plan.
- (4) In the module handbook/study plan, the semester hours of the modules can be modified with the approval of the faculty council or study faculty council in such a way that some of the course hours are replaced by corresponding units of self-directed learning.
- (5) ¹There is no entitlement to the fact that all the planned specialisations, compulsory elective modules and elective modules are actually offered. ²Similarly, there is no claim that such courses will be held if there are not enough participants.

§ 8 Examination bodies

- (1) The examination bodies are the examination board, the examination commissions and the examiners.
- (2) Examiners must be authorised examiners according to Art. 85 Para. 1 BayHIG.
- (3) ¹The examination board and the examination commissions shall be formed in accordance with § 9 and shall each consist of the chairing member and at least two other members. ²Members of the examination board or of an examination committee may be university teachers pursuant to Art. 57 ff. BayHIG who teach at a higher education institution. ³Members of an examination board may also be teachers for special tasks pursuant to Art. 74 BayHIG; the majority of the members of an examination board must belong to the group of university teachers.
- (4) ¹The Audit Committee is responsible for all audit matters that are not expressly assigned to another audit body. ²In particular, it is responsible for the following tasks:
 1. the setting and announcement of the dates by which the examination results must be available,
 2. deciding on fundamental questions of admission to examinations and on other examination matters of fundamental importance,
 3. monitoring the proper application of the audit provisions,
 4. the handling of appeals against examination decisions as well as the decision on complaints in examination matters and
 5. the decision on the disadvantage compensation.

³The examination board may object to and annul unlawful decisions of other examination bodies. ⁴Other examination bodies are bound by the decisions of the examination committee. ⁵The members of the examination board have the right to be present at examinations and to participate in meetings of the examination boards in an advisory capacity.
- (5) ¹If the examination board decides to make exceptions to individual examination regulations of these Statutes in special unforeseeable and unavoidable exceptional situations in order to ensure that students can continue their studies in an orderly manner and to avoid undue hardship, the corresponding decisions shall be limited in time and made in a proportionate manner. ²Changes in forms of examination must be aligned with the determination of the acquisition of competences.
- (6) ¹The board of examiners is responsible for the following tasks:
 1. in consultation with the respective deans, setting and announcing the dates for the individual examination performances,
 2. the appointment of examiners, the assignment of students to examiners and the appointment of assessors for oral examinations,
 3. the determination and announcement of the permitted working and auxiliary materials on the proposal of the examiner who is entrusted with the task,

4. the decision on the recognition and crediting of periods of study, study and examination achievements and relevant, equivalent vocational or school training,
5. deciding on the consequences of violations of examination regulations,
6. deciding on applications for the granting of extensions of time for taking examinations,
7. deciding on the consequences of non-attendance at examinations; and
8. the determination of the result of examination performances.

²In addition the following tasks are incumbent on the examination board:

1. deciding on questions concerning the successful completion of the practical study semester and the basic internship,
 2. deciding on matters relating to the registration of theses; and
 3. the decision on admission to examinations as well as the recognition of subsequent registration for examinations.
- (7) ¹In matters that cannot be postponed, the chairing member shall decide. ²He/she shall inform the members of the respective examination body without delay. ³The respective examination body may annul decisions of its chairing member; rights of third parties that have already arisen remain unaffected.
- (8) ¹The examination committee may delegate decisions under subsection 4, sentence 1, nos. 3 and 5 to one or more members. ²The examination committee may delegate decisions under Para. 6 Sentence 1 Nos. 4 to 8 to one or more members.

§ 9

Staffing of the examination bodies

- (1) ¹The examination board shall consist of the chairperson and at least two other members. ²For each member, a substitute shall be appointed as a permanent replacement. ³Efforts shall be made to ensure that one member and one substitute also teach in continuing education. ⁴The President shall appoint the chairperson. ⁵The other members shall be appointed by the President in consultation with the chairing member. ⁶The term of office is two years; reappointment is permissible. ⁷New appointments and reappointments shall be made in such a way that not more than half of the members change at the same time. ⁸If a member or a substitute member resigns, the new member or substitute member shall be appointed only for the remaining term of office of the resigning member.
- (2) ¹An examination board shall be formed for each faculty. ²Notwithstanding sentence 1, the competent faculty council may set up examination boards for each degree programme of the faculty or for degree programmes of different faculties in agreement with the faculty council(s) concerned. ³Module studies as parts of an existing degree programme shall be assigned to the examination board of the underlying degree programme.
- (3) In the Faculty of Studies Institute for Academic Continuing Education, an examination commission is formed by the Faculty Council for all continuing education programmes.

- (4) ¹An examination board consists of the chairing member and at least two other members. ²Members of the examination board pursuant to Para. 2 must predominantly teach in the relevant degree programmes of the faculty or the faculties concerned. ³Members of the examination board pursuant to Para. 3 must teach in the study programmes of continuing education; each faculty from whose area study programmes are offered in continuing education shall be represented in the examination board pursuant to Para. 3.
- (5) ¹The appointment of the members of the examination board pursuant to Para. 2 shall be made by the competent faculty council for a period of two years; reappointment is permissible. ²The appointment of the members of the examination board in continuing education pursuant to Para. 3 shall be made by the Faculty Council for the duration of two years; reappointment is permissible. ³As a rule, the term of office shall commence at the beginning of the semester. ⁴A substitute representative shall be appointed as a permanent replacement for each member. ⁵Paragraph 1, sentences 7 and 8 shall apply accordingly.

§ 10

Course of business of collegiate examination bodies

The regulations of the Basic Regulations of Ingolstadt University of Technology, as amended from time to time, shall apply accordingly to the procedures of the Examination Committee and Examination Boards.

§ 11

Recognition and crediting of competences

- (1) ¹Periods of study, study and examination achievements obtained in study programmes of the THI or other state or state-recognised higher education institutions in the Federal Republic of Germany, through successful participation in a distance learning unit within the framework of a study programme of other state or state-recognised higher education institutions in the Federal Republic of Germany or in study programmes at foreign higher education institutions, as well as degrees obtained on the basis of such study programmes, shall be recognised by the competent examination board on application, unless there are significant differences with regard to the competences acquired and the competences to be demonstrated (learning outcomes). ²The same applies to study and examination achievements which have been obtained at a state or state-recognised higher education institution in Bavaria within the framework of module and additional studies, at the Virtual University of Bavaria or within the framework of early or young studies.
- (2) ¹Study and examination achievements up to a scope of 60 ECTS credits that have been acquired in basic study modules in an identically named or related Bachelor's degree programme at a state or state-recognised university of applied sciences in Bavaria are to be credited upon application without further examination to the basic modules in a Bachelor's degree programme at the receiving university. ²The respective study and examination regulations may determine the basic modules to the extent of 60 ECTS credits; if no basic modules are determined, the modules provided for the first two semesters of study shall be deemed to be basic modules. ³Para. 1 shall apply to the crediting of ECTS credits in excess of this.

- (3) ¹In the case of recognition or credit, the grade shall be accepted if the grading system of the institution at which the competence was acquired is equivalent to the grading system of the THI according to § 24. ²If a conversion of the grade is necessary in the case of competences acquired abroad, this is done using the so-called Modified Bavarian Formula:

$$x = 1 + 3 * \frac{N_{max} - N_d}{N_{max} - N_{min}}$$

x	=	note sought
N _d	=	grade to be converted into the German grading system
N _{max}	=	Maximum grade to be achieved in the foreign grading system
N _{min}	=	Lowest grade to pass in the foreign grading system

³If the grading system does not match or if no grade was awarded for the performance, the performance is generally recognised or credited with "passed with success" ("m.E.").

- (4) ¹Competences acquired within the framework of further education or further qualification studies or outside the higher education sector can be credited by the competent examination board if the competences acquired and proven are equivalent. ²The crediting of competences acquired outside the higher education sector can amount to a maximum of half of the ECTS credit points attainable. ³As a rule, theses from outside the higher education sector are not recognised.
- (5) ¹The crediting of vocational training or practical professional activity towards the basic internship or the practical study semester is governed by Para. 6 and Art. 86 Para. 2 BayHIG. ²The competences (learning outcomes) to be credited must be equivalent to the educational objectives and contents of the respective degree programme. ³ The representative for the practical study semesters shall be heard before the decision of the examination board. ⁴If in part-time Bachelor's degree programmes creditable practical periods are acquired during the course of study, the application for credit should be submitted immediately after completion of the entire practical periods.
- (6) ¹The equivalence of study and examination achievements is to be assessed on the basis of the teaching and competence objectives according to the respective module description of the receiving faculty at the THI. ²Equivalent study and examination achievements from training completed with success at technical colleges, technical academies or comparable training institutions shall be credited at the beginning of a degree programme on application by the student, insofar as the competences and skills thus acquired are equivalent to the target qualifications of the modules to be credited.
- (7) ¹The application for recognition and crediting of competences acquired before beginning or due to continuation of studies must be made within the first two subject semesters after enrolment in the respective degree programme. ²With the exception of Art. 86 Para. 3 Sentence 3 BayHIG, recognition and credit shall be granted upon application; the application for recognition or credit shall be submitted via the PRIMUSS student portal. ³The responsible examination board decides on recognition and credit.
- (8) ¹Decisions on crediting according to Paragraphs 1 to 7 are always made under the resolutive condition that no entitlement to a course of study at the THI corresponding to the progress demonstrated by crediting is thereby acquired. ²If an application for

examination is submitted despite the application, the processing of the application shall be suspended during the extended examination period and during the examination period until the end of the immediately following university-wide grade determination.³In the case of a passed examination, the grade achieved has priority and the application is considered withdrawn for this examination.

- (9) ¹If competences are recognised or credited, students are generally placed in the subject semester corresponding to their study progress (upgrading). ²The scope of the ECTS credit points leading to an upgrade is based on the average ECTS credit points awarded per theory semester according to § 25 Para. 1 Sentence 6 and 7. ³The upgrading may affect compliance with the standard period of study as well as the receipt of benefits according to the Federal Training Assistance Act.

II. Types of examination and procedures

§ 12

Examinations, participation in courses

- (1) Module examinations or partial module examinations, which essentially have the entire knowledge and competences to be acquired of a module or a partial module as the examination subject, take place in the examination subjects as written examinations, oral examinations or as practical examinations.
- (2) Examinations to improve the grade in a subject examined according to the examination regulations of the THI are excluded.
- (3) If examinations leading to final grades are conducted in the form of group work, the individual performances must be clearly distinguishable and assessable.
- (4) ¹If proof of participation in courses is required for admission to examinations, the proof of participation shall be refused if the course was not attended or only irregularly attended. ²Furthermore, the issuance can be made dependent on the performance of certain activities (e.g. carrying out certain experiments).
- (5) ¹The result of the assessment of course-related performance certificates, the passing of which is a prerequisite for admission to an examination, shall be announced to the students concerned at the latest one week before the start of the examination period. ²If the deadline is not met, the admission requirement for the examination in this examination period shall be deemed to have been met.

§ 13

Written examinations, answer-choice procedure

- (1) ¹Written examinations are written examinations or other written performances. ²Other written performances are e.g. project reports, assignments, semi-open and open written tasks, seminar papers, drawings and design drafts, posters, computational tasks and work reports. ³A written examination may also be taken in electronic form; § 14 applies to the conduct of the examination.
- (2) ¹Written examinations according to the answer-choice procedure are only permissible if there are special reasons. ²The requirements for taking and passing such examinations and the awarding of grades for these examinations shall be specified separately in the respective study and examination regulations.
- (3) Students taking part in a written examination must identify themselves on request by presenting their student ID and official ID with photo.
- (4) ¹The assignment in an examination subject of a degree programme shall be uniform for one examination date at one university. ²A choice between several assignments may be granted.
- (5) ¹If students arrive late for a written examination, they are not entitled to a corresponding extension of the examination time. ²Leaving the examination room is only permitted with

the permission of an invigilator. ³The time and duration of the absence shall be noted on the paper. ⁴Minutes must be taken of each written examination and signed by the invigilator. ⁵Incidents, in particular according to § 23, which are relevant for the determination of the examination result shall be recorded in the minutes.

- (6) ¹The processing time of written examinations lasts at least 90 minutes and at most 180 minutes. ²For written examinations in subjects with special constructional or design requirements in a scope of at least 8 ECTS credit points, a maximum processing time of 240 minutes can be provided. ³The length of a written paper is at least 1500 and at most 7500 words (approx. 5 to 25 pages). ⁴A term paper is at least 3000 to a maximum of 6000 words (approx. 10 to 20 pages).
- (7) ¹The responsible examiners can determine deviations from the specifications in consultation with the examination board. ²Changes are to be announced in a suitable manner at the beginning of the course, but no later than four weeks after the start of lectures.
- (8) ¹Paragraphs 2 to 7 shall apply accordingly to drawing, design and calculation examinations. ²Paragraph 6, sentences 3 and 4 do not apply.
- (9) ¹A student may inspect his/her assessed written examination papers after the examination result has been determined. ²The examiner should be present during the inspection. ³The examination board shall regulate the type, place and time of inspection; it may set a reasonable deadline after which inspection shall no longer be granted.

§ 14

Electronic examinations

- (1) In the case of electronic examinations, both the display of the examination questions and their answering, processing and storage take place exclusively on an electronic device (e.g. computer, tablet); processing after the end of the examination period is no longer possible.
- (2) ¹The type and scope of the electronic performance assessment will be announced by the lecturer at the beginning of the course. ²The students are given sufficient opportunity to familiarise themselves with the electronic examination system before the examination during the course. ³The provisions of data protection law must be observed.

§ 15

Oral examinations, colloquium

- (1) ¹The examination board decides whether oral examinations take place before two examiners or before a single examiner with an expert assessor. ²As a rule, the assessors should have at least a Bachelor's degree or an equivalent qualification. ³Assessors not belonging to the university are to be appointed by the examination board on the proposal of the respective examiner. ⁴In the case of interdisciplinary examinations, the examination board may decide that the oral examination is to be held before more than two examiners.

- (2) ¹The duration of an oral examination may not be less than 15 and not more than 45 minutes per student. ²The oral examination may be conducted as a single or multiple examination.
- (3) ¹The essential subjects, day and place of the examination, the names of the person to be examined and of the examiners involved and incidents which are relevant for the determination of the examination result, in particular incidents according to § 23, shall be recorded in minutes. ²The substantive examination subjects relevant to the decision as well as the results of the oral examination shall additionally be recorded in an examination protocol. ³The minutes and the examination record shall be signed by the examiners and, if applicable, the assessor.
- (4) ¹Students of the same degree programme may be admitted as listeners to oral examinations unless a student objects. ²The admission of listeners does not extend to the deliberation and the announcement of the examination result.
- (5) § 13 paras. 3 and 7 shall apply accordingly.
- (6) ¹In the colloquium, the student has to prove that he/she is able to conduct a scientific discussion on a previously determined topic, beyond pure subject knowledge, and that he/she has considered possible questions from others and is able to respond to them in his/her answer. ²Paragraphs 1 to 5 shall apply accordingly to the colloquium, with the proviso that the examination shall not exceed 60 minutes and more than two examiners may be appointed. ³The colloquium is not bound to the examination period.

§ 16

Practical examinations, examination papers, project work

- (1) ¹Practical examinations serve to acquire subject-related practical and methodological skills. ²Here, the student must demonstrate practical performance and the ability to demonstrate practice-specific techniques in accordance with the study and examination regulations.
- (2) ¹Examination papers are examinations with predominantly drawing, design or other complex content and an open solution to demonstrate creative abilities, which usually extend over a longer period of time due to the comprehensive nature of the task and the way in which it is carried out. ²The work is done independently and without constant supervision. ³The assignment setter may determine that an examination study paper which has not yet been submitted may not be removed from the premises of the university.
- (3) ¹The processing time is determined by the assignment provider. ²On the basis of the study and examination regulations of the THI, the time frame is determined in the respective module handbook book/programme; furthermore, the omission of the oral presentation can be determined. ³In the case of an examination paper, the duration of the oral presentation shall be determined in accordance with § 15 Para. 2; the written part shall be at least 1500 and at most 4500 words (approx. 5 to 15 pages).
- (4) Examination papers are to be assessed with the grade "not sufficient" if they are not handed in by the end of the processing period.

- (5) ¹During the project work, students work independently on a theoretical or empirical research question they have developed and present the results orally and in writing. ²In doing so, students should learn to critically analyse complex problems in groups and to work out joint solutions. ³In this work, the knowledge and skills acquired in the degree programme are applied in practice. ⁴As an open and problem-based form of teaching, the project work builds on strong practical relevance and the promotion of communication and cooperation skills through collaboration.
- (6) ¹The written part is elaborated in a project report. ²This comprises a minimum of 1500 and a maximum of 7500 words (approx. 5 to 25 pages). ³The oral presentation of the project lasts at least 15 and at most 45 minutes. ³The module handbook/curriculum may stipulate that the oral presentation is not required.

§ 17

Other studies

- (1) ¹Module studies are parts of existing degree programmes. ²The same admission requirements apply to module studies as to the respective degree programme. ³Certificates are issued for module studies which have been completed by a university examination in accordance with the model in Annex 4 for the respective modules (Bachelor's certificate or Master's certificate).
- (2) ¹Supplementary studies are studies at Bachelor's or Master's level that are not parts of already existing degree programmes. ²In additional studies, further partial qualifications are acquired parallel to an undergraduate or postgraduate degree programme. ³Admission requirements for additional studies are enrolment in an undergraduate or postgraduate degree programme at the THI. ⁴Certificates are issued in accordance with Annex 5 for additional studies at Bachelor's or Master's level which have been completed by a university examination.
- (3) ¹Within the framework of dual studies, students can study certain regular Bachelor's and Master's degree programmes at the THI in the form of a combined study programme with training or a study programme with in-depth practical experience combined with practical phases, each with a practical partner. ²Parallel to an undergraduate or postgraduate degree programme, this enables students to gain professional practical experience with selected practice partners. ³Professional competence in technology and science is not imparted solely through theoretical content, but through an alternating theory-practice relationship at the university. ⁴The successful completion of a dual study programme is shown on the final certificate.
- (4) ¹Other further education and further qualifying studies are studies that do not fall under para. 1 or para. 2. ²Unless otherwise stipulated by statute or contract, the admission requirement for other further education and qualification studies is a higher education entrance qualification in accordance with the requirements of the BayHIG in conjunction with the Ordinance on Qualification for Studies at the Universities of the Free State of Bavaria and the State-recognised Non-Governmental Universities (Qualification Ordinance - QualV) of 2 November 2007, as amended. ³A seminar certificate in accordance with Annex 6 shall be issued for successful participation in other further education and further qualification studies.

§ 18

Examination period and dates

- (1) ¹Subject to the following provisions, examinations take place during the examination period. ²The examination period begins on the first working day after the end of the lecture period of each semester as specified in the Statutes on the Lecture Period at Ingolstadt University of Applied Sciences (Semesterzeitensatzung THI) dated 12.12.2022 in the currently valid version and regularly extends over a period of up to three weeks.
- (2) ¹Examinations may be held in the last week of the lecture period. ²This must not interfere with the lectures.
- (3) ¹Outside of the examination period, examination dates can be set
1. in justified cases for repeating examinations,
 2. in agreement with the Examinations Office, but no later than four weeks before the end of each semester, for examinations in Bachelor's degree programmes leading to further qualifications and in Master's degree programmes leading to further qualifications as well as other studies within the meaning of § 17 or
 3. for examinations, in particular coursework and project work, which, according to their purpose, are to be completed during the lecture period.

²The lecture period within an academic year may not be shortened by this.

- (4) The examination board announces the examination period and the examination registration period for the respective semester to the university public no later than two weeks after the start of lectures.
- (5) The examination boards give
1. at the latest two weeks before the respective examination registration period, the examiners appointed for the individual examinations and
 2. in consultation with the deans, as a rule four weeks, but no later than two weeks before the first day of the examination period, publicly announce the location, date, time and duration of the examinations as well as the approved auxiliary and working materials to the university.

§ 19

Examination registration procedure, examination admission

- (1) ¹Anyone wishing to take examinations must register for the examination with the Examinations Office in due form and time, stating the examination subjects. ²Registration is always done online via the student portal "PRIMUSS" of the THI within the deadline set by the examination board and to be announced publicly by the university. ³Examination registration for subjects that cannot be done via the student portal "PRIMUSS" as well as for Bachelor's or Master's theses is done using the electronic forms. ⁴In cases of § 18 Para. 3 Sentence 1, it is possible to determine deviating times and procedures; these are to be announced to the students concerned in good time. ⁵Subsequent registrations and registrations deviating from the respective study and examination regulations are only permissible by electronic application if valid reasons are given and with the consent of the chairperson of the examination board

concerned. ⁶Without registration in due form and time, an examination shall be deemed not to have been taken; the competent examination board shall decide on exceptions.

- (2) ¹Admission to a registered examination is deemed to have been granted if proper registration has taken place and any necessary admission requirements have been met. ²Proper registration and public announcement by the university is deemed to have taken place if the student is individually notified of the examination registration in the student portal "PRIMUSS" after the end of the examination registration period. ³Students must produce a printout or digital proof of the examinations registered online, which serves as proof of the examination registration. ⁴Proof of examinations registered retrospectively is issued by the examination office upon request.
- (3) The student shall be notified electronically of the refusal of admission to the examination within a reasonable period of time, stating the reasons.
- (4) ¹Proper registration for an examination is only valid for the next examination date. ²A new registration is required for admission to a repeat examination or to take a missed examination.
- (5) Additional performance certificates on a voluntary basis cannot be registered and recognised as compulsory or compulsory elective examinations after they have been taken.
- (6) At the request of the Examination Committee, the Examination Committee may provide for corresponding regulations for course-related achievements on which final grades are based.

§ 20

Compensation for disadvantages and different examination procedures

- (1) ¹Students who are unable to take an examination in whole or in part in the intended form due to special circumstances (e.g. disability) will be granted disadvantage compensation insofar as this is necessary to ensure equal opportunities. ²The disadvantage compensation is to be applied for electronically. ³The application should be made at the latest when registering for the examination. ⁴As a rule, the special situation must be substantiated by submitting a medical certificate. ⁵The medical certificate must be submitted to the examination office no later than one week after receipt of the application. ⁶In the event of a special life situation arising subsequently (after the period of registration for the examination), the application for compensation for a disadvantage must be submitted immediately after the occurrence of this special life situation (at the latest one week before the examination date) and at the same time must generally be substantiated by submitting a medical certificate. ⁷The required details of the medical certificate as determined by the Examination Committee are published on the THI website. ⁸The THI can request a certificate from the public health department or a specific doctor (medical officer of health). ⁹A proper application is only valid for the respective examination period. ¹⁰A new application is required for each semester. ¹¹If there is a permanent special life situation (e.g. permanent disability) and this has been confirmed by a current, usually specialist medical certificate and made credible before the examination board, further medical certificates can be dispensed with in the subsequent period.

- (2) ¹Other applications aimed at changing the examination procedure of individuals and not covered by Paragraph 1 must be submitted to the Examination Office during the examination registration period, unless the reason has arisen subsequently. ²The measures must be named precisely and the reasons for them must be made credible. ³Otherwise, the procedure for compensation for disadvantages applies accordingly.

§ 21

Regulatory dates and deadlines

- (1) ¹The examinations must be taken in good time so that the ECTS credit points required for passing the Bachelor's or Master's examination are acquired by the end of the standard period of study specified in the respective study and examination regulations. ²In order to comply with the respective standard period of study, 30 ECTS credit points shall be acquired per subject-related semester.
- (2) ¹If in Bachelor's degree programmes, with the exception of part-time degree programmes, the 2nd study section or the specialisation study begins in the 3rd study semester, only those who have earned at least 42 ECTS credits from the first two study semesters are entitled to enter the third study semester. ²If the 2nd study semester or the specialisation studies begin in the 4th study semester, only those who have earned at least 63 ECTS credits from the first three study semesters are entitled to enter the fourth study semester. ³ All examination achievements of the first and second study semesters must be completed by the end of the third semester. ⁴If the examinations of the first and second semester are not completed by the end of the third semester, the examinations not yet completed shall be deemed to have been taken for the first time and not passed. ⁵The prerequisite for entry into the internship within the framework of the practical study semester is the passing of all examination performances of the first and second study semester as well as the acquisition of at least 20 ECTS credit points from the third and fourth study semester, unless otherwise stipulated in the corresponding study and examination regulations.
- (3) In part-time Bachelor's degree programmes, in deviation from Para. 2, students who have not successfully completed more than two modules from the 1st study section or the basic studies or more than 10 ECTS credits are not entitled to enter the 2nd study section or the specialisation study.
- (4) ¹If in part-time degree programmes (not part-time) the 2nd study section or the specialisation study begins in the 5th study semester, only those who have earned at least 42 ECTS credits from the first four study semesters are entitled to enter the fifth study semester. ²If the 2nd semester or the specialisation studies begin in the 7th semester, only students who have earned at least 63 ECTS credits in the first six semesters are entitled to enter the seventh semester. ³By the end of the sixth semester, all examination achievements of the first to fourth semesters must be completed. ⁴If the examinations of the first to fourth semester are not completed by the end of the sixth semester, the examinations not yet completed shall be deemed to have been taken for the first time and not passed. ⁵The prerequisite for entry into the internship within the framework of the practical study semester is the passing of all examinations of the first to fourth semester as well as the acquisition of at least 20 ECTS credit points from the fifth to ninth semester.
- (5) ¹In Bachelor's and Master's degree programmes, all final grades specified in the appendix to the respective study and examination regulations as well as the final thesis

and, if required, the practical study semester should be successfully completed or passed and the required ECTS credits acquired by the end of the respective standard period of study. ²If students exceed the respective standard period of study by more than two semesters without fulfilling the requirements according to sentence 1, the Bachelor's or Master's examination shall be deemed failed for the first time. ³ Students who do not fulfil the requirements according to sentence 1 at the end of the respective standard period of study shall be advised and shall be informed of the consequences according to sentence 2 . ⁴The individual announcement of the information shall be made via the student portal "PRIMUSS". ⁴§ Section 32 para. 1 sentence 1 half-sentence 2 shall not apply.

- (6) ¹The deadlines according to Paragraphs 2 to 5 may be extended appropriately upon application due to pregnancy, bringing up a child, illness or other reasons beyond one's control. ²Electronic applications for an extension of the deadline must be received by the Examinations Office without delay, in the case of incapacity to sit examinations due to illness together with a medical certificate, at the latest one week after the missed examination day. ³The medical certificate must be based on an examination that took place on the day of the missed examination. ⁴The examination board shall determine what information the certificate must contain. ⁵The regulations of the examination board shall be made public at the university. ⁶In justified cases of doubt, the Examination Office may also request a certificate from the Health Office or a specific doctor (medical examiner). ⁷If the standard period of study is exceeded by more than two semesters, the corresponding electronic application for an extension of the deadline must be received before this deadline is exceeded. ⁸An extension of the deadline is to be refused if, according to the overall circumstances, a successful completion of studies can no longer be expected. ⁸If no extension is granted or if the extended deadline is not met, the examination performance or examination is deemed to have been failed.
- (7) Pursuant to Art. 82 Sentence 3 BayHIG, the THI obtains an overview of the previous course of study by the end of the first year of study, informs the students and, if necessary, conducts study counselling.

§ 22 Withdrawal and default

- (1) ¹If a student withdraws from an examination that has already begun, the grade "not sufficient" will be awarded, unless the withdrawal was for reasons beyond the student's control. ²The examination has begun with the submission of the examination assignment.
- (2) ¹Failure to appear for an examination, the taking of which is not subject to a time limit, is deemed to be an effective withdrawal. ²If there is no effective withdrawal and the student has missed the examination for reasons for which he/she is responsible, the grade "not sufficient" will be awarded.
- (3) ¹The reasons for withdrawal or failure to attend in accordance with Paragraphs 1 and 2 must be reported to the THI in writing without delay and must be made credible. ²Any incapacity to take an examination that occurs during an examination performance must be asserted immediately to the examination supervisor; the obligation to notify and substantiate the reasons remains unaffected. ³In the case of incapacity to take an examination due to illness, a medical certificate must be submitted, which must be

based on an examination that took place on the day of the respective examination. ⁴§ Section 21 (6) sentences 4 to 6 shall apply accordingly.

§ 23

Deficiencies and violations in the examination procedure

- (1) ¹Unusual external influences which are likely to make the concentration of a candidate more than insignificantly difficult and to keep him/her from demonstrating his/her true ability must be avoided by appropriate organisational measures and, if they occur immediately, must be remedied accordingly by the supervising examiners without delay. ²If a candidate feels disturbed by such persistent, not insignificant external influences, this disturbance must be reported immediately and a justified electronic request for withdrawal and granting of a grace period must be sent to the examination office within one week of the examination day. ³Should the application be approved, the performance achieved in this examination will not be assessed. ⁴ In the case of unforeseeable, temporary but not insignificant impairments, a corresponding extension of the examination time may be granted.
- (2) ¹Open Procedural irregularities in the examination procedure that are not covered by Paragraph 1 must be reported immediately by the candidate in the case of written examinations; after the end of the examination, the complaint is inadmissible. ²Open Procedural deficiencies in the examination procedure that do not fall under Paragraph 1 must be reported immediately by the candidate in oral examinations, but not later than one week after the day of the examination. ³Other deficiencies in the examination procedure must be reported immediately by the candidates concerned. ⁴For each reprimand, an application must be made in the student portal "PRIMUSS"; it may not contain any conditions. ⁵An application after the announcement of the examination result is excluded.
- (3) ¹Students who attempt or commit an act of deception during the examination or who have made it impossible for the examination to proceed properly through culpable conduct shall be awarded the grade "unsatisfactory". ²The same applies if a student has wrongfully caused admission to an examination through culpable behaviour. ³Sentence 1 shall also apply in the case of
1. Carrying aids of any kind in the examination room during the examination period that are not expressly approved by the examination boards,
 2. attempted or committed act of deception,
 3. as well as in the case of negligent or intentional disruption of the orderly conduct of the examination.
- ⁴The existence of such a violation shall be determined by the competent examination board.
- (4) ¹Any person who, as a candidate, attempts to induce an examiner to give a more favourable assessment or to induce a person responsible for determining the examination result to falsify the examination result has failed the examination. ²If the examination has not yet been completed, he/she shall be excluded from continuing and the examination shall be declared failed.

- (5) ¹In particularly serious cases or in the case of repeated cheating, the remaining examination performances of the module or the examination subject in which the corresponding examination performance was achieved can also be assessed with the grade "insufficient". ²This also applies if an offence according to Paragraph 3 or 4 only becomes known after completion of the examination. ³The overall examination result shall be corrected accordingly and an incorrect examination certificate shall be withdrawn.

§ 24

Assessment of the individual examination performances, Formation of final grades

- (1) The assessment of the individual examination performances is to be based on the student's individual performance.
- (2) ¹The following marks are used for the assessment:

1	very good	an outstanding performance
2	good	a performance that is significantly above the average requirements
3	satisfactory	a performance that meets average requirements
4	Sufficient	a performance that still meets the requirements despite its deficiencies
5	insufficient	a service that no longer meets the requirements due to significant deficiencies

²Only whole marks are awarded for the assessment. ³The grades can be lowered or raised by 0.3; the grades 0.7; 4.3; 4.7 and 5.3 are excluded. ⁴Examination performances on which no final grades are based can be assessed with the predicate "passed with success" or "passed without success".

- (3) ¹Written examinations which are to be assessed as failed are to be assessed by two examiners. ²If an examination performance has been assessed differently; the examiners shall agree on a common assessment. ³If no agreement is reached; the grade shall be the arithmetic mean rounded down to one decimal place.
- (4) ¹Final grades are calculated on the basis of the assessments. ²If the grades of several examinations are to be combined into one final grade; the grade is calculated from the arithmetic mean rounded down to one decimal place.
- (5) The final grades as well as the grade of the Bachelor's or Master's thesis are as follows in the case of a grade average or grade

from	1	to	1,5 very good,
from	1,6	to	2,5 good,
from	2,6t	to	3,5 satisfactory,
from	3,6	to	4,0 sufficient,

above 4,0 not sufficient.

§ 25

ECTS credit points, bonus points

- (1) ¹The amount of coursework and examinations to be taken is calculated from the number of the student's workload measured in ECTS credits for the respective module and their accumulation according to the European Credit Transfer System (ECTS). ²The acquisition of ECTS credits requires successful participation in modules. ³ECTS credit points are awarded for successfully completed examinations in accordance with the annexes to the individual study and examination regulations. ⁴They cannot be awarded for mere participation in modules, but their award requires proof of a successfully passed module examination. ⁵ECTS credits are a quantitative measure of the student's total workload. ⁶A study semester is regularly estimated at 30 ECTS credit points. ⁷In the case of Bachelor's degree programmes leading to further qualifications and Master's degree programmes leading to further qualifications as well as part-time and part-time study programmes and studies within the meaning of § 17, the number of regular ECTS credit points per semester shall be reduced accordingly.
- (2) ¹Bonus points can be awarded in a module for coursework completed during the semester. ²These optional academic achievements are assessed by points. ³The bonus points achieved are credited to the final module examination. ⁴In the optional coursework, a maximum of 10% of the points attainable in the examination can be additionally acquired. ⁵Bonus points earned expire at the end of the semester in which they were earned and the module examination is not taken, unless the final module examination is not offered. ⁶It is not possible to transfer bonus points to repeat examinations. ⁷Participation in the bonus system is voluntary for students. ⁸The optional coursework to be completed in detail, their respective completion time or completion deadline as well as the number of points that can be achieved through coursework and examinations in each case and in total are to be specified in the respective module handbook/curriculum.

§ 26

Announcement of grades, inspection of examination papers

- (1) ¹Grades in examinations and in course-related performance records, on which final grades are based, are announced by electronic posting on the student portal "PRIMUSS" after the grades have been determined. ²Alternatively or additionally, the examination board may provide for further means of announcement after announcement.
- (2) ¹The announcement of the examination result (grade announcement) for the course-related performance records and examinations usually takes place on the last working day before the semester break. ²The examination committee determines the day on which the grades are announced. ³On the day of the announcement of grades or in the week following the announcement of grades, as determined by the examination board, students who have failed an examination must be granted access to the examination results. ⁴Students whose examination performance was graded 4.0 or better may be granted access at the same time. ⁵The examination board shall set further periods for inspection of examinations for all examination candidates in the first two weeks of the

following semester. ⁶The faculties determine the individual dates within the periods set by the examination board. ⁷Inspection after the date specified in sentence 5 is only permissible in justified exceptional cases with the approval of the responsible examination commission chairman up to a period of four weeks after the beginning of the semester. ⁸Inspection always requires the presence of the examiner. ⁹If a student inspects his/her assessed written examination papers, the student may, on the basis of the inspection, submit a justified electronic request to the Examinations Office that photocopies and transcripts be made for the student.

§ 27 Review procedure

- (1) ¹Examinees may raise objections to the assessment of an examination performance in the student portal "PRIMUSS" in accordance with the following paragraphs. ²§ Section 3 shall apply accordingly.
- (2) Objections to the assessment of written examination papers must be raised within two weeks of the announcement of the examination result and must be substantiated in a concrete and comprehensible manner within two weeks of the beginning of the semester following the announcement.
- (3) Objections to the assessment of an oral examination must be raised one week after the announcement of the examination result and must be substantiated in a concrete and comprehensible manner within one month after the announcement.
- (4) ¹If the objections do not comply with paras. 1 to 3, they shall be rejected. ²Otherwise, the objections shall be forwarded to the respective examiners for review of their assessment.
- (5) § Section 74, paragraph 1, sentence 2, paragraph 2 of the Administrative Court Rules (VwGO) of 21 October 1960, as amended, shall remain unaffected.

§ 28 Repetition of examinations

- (1) If an examination has been assessed with the grade "not sufficient" or if it is deemed to have been failed for the first time due to exceeding the time limit, it may be repeated twice within 18 months of the announcement of the examination result.
- (2) ¹The first re-examination may be taken either after six or after 12 months. ²If the first re-examination is taken after six months, the second re-examination shall be taken after a further 12 months at the latest. ³If the first re-examination is taken after 12 months, the second re-examination shall be taken after a further six months at the latest.
- (3) A total period of 18 months may not be exceeded for two re-examinations.
- (4) A third repetition of a failed examination is excluded.
- (5) ¹If the Bachelor's or Master's thesis was assessed with the grade "not sufficient", it can be repeated once with a new topic. ²The processing period for the Bachelor's or

Master's thesis to be repeated begins at the latest six months after the announcement of the first assessment.

- (6) ¹The deadlines for taking repeat examinations are not interrupted by a leave of absence or exmatriculation, unless the leave of absence or exmatriculation is due to reasons within the meaning of § 21 Para. 6 Sentence 1. ²If students exceed the deadlines according to Paragraphs 1 to 5, the examination shall be deemed to have been repeated and not passed. ³Section 21 (6) applies accordingly to extensions of the deadline.

§ 29

Procedure for practical semesters

- (1) ¹The faculty councils appoint full-time university lecturers as internship representatives to supervise students in the practical semesters. ²In the event of disagreements, the examination board shall decide. ³The tasks of the interns' representatives include deciding on applications for exemption from the practical study semesters. ⁴The registration of the practical study semester, the registration of the basic internship as well as the submission of the certificates and reports shall be carried out in accordance with § 3.
- (2) ¹The practical study semester comprises a period of 20 weeks; practical periods exceeding this period are voluntary and cannot be used for other credits. ²If the practical courses are offered in block form, the Faculty Council or the Faculty of Studies Council may shorten the period according to sentence 1.
- (3) ¹Dual students complete the internship as part of the practical study semester with their respective practice partner. ²The THI coordinates the practical phases with the respective practical partner.
- (4) The daily working hours shall be calculated according to the respective regular working hours according to the collective agreement, otherwise according to the usual working hours of the training position for full-time employees, but within the provisions of the Working Hours Act.
- (5) ¹Absence days must always be made up. ²If the educational goal is not impaired, the making up of interruptions can be waived if the student is not responsible for them and the days missed due to the interruption do not exceed a total of five working days in a practical study semester. ³If the interruptions extend to more than five working days, the days missed must be made up in total. ⁴In the case of military service, the student shall not be required to make up the days of absence if this does not last longer than ten working days. ⁵The student must prove that he/she is not responsible for the interruption.
- (6) ¹The student is entitled and obliged to nominate a training place to the Internship Office (Internship Unit); the THI may set a deadline for the notification of the training place. ²If the training plan cannot be fulfilled at a training place, the student shall propose other training places. ³The student is obliged to submit a training contract, training certificate and an activity report after completion of the training for each training place. ⁴The content and scope of the reports shall be regulated by the faculties on their own responsibility. ⁵The training contract signed by the training institution and the student at must be submitted to the Internship Office before the start of the internship. ⁶If the

training institution does not have a suitable contract, the model contract of the university shall be used.

- (7) The examinations within the framework of the courses accompanying the practical training are certificates of achievement of a special kind accompanying the studies which serve to determine whether the students have successfully completed the practical study semester including the courses accompanying the practical training.
- (8) ¹Admission to the examinations in the context of the courses accompanying practical training requires registration in due form and time. ² Admission may not be refused because the training was interrupted at short notice for reasons for which the student is not responsible.
- (9) ¹The internship officers decide on the successful completion of the practical study semester or the basic internship. ²In addition to the result of any performance records, they shall also take into account the certificate of the training institution and the report to be submitted by the students with the examination note of the training institution. ³The determination of the successful completion of the practical study semester requires that either the grade "passed with success" or at least the grade "sufficient" (4.0) was achieved in all required performance records. ⁴Notification of successful completion is made via the student portal "PRIMUSS". ⁵If the internship officer has determined that the practical training has not been successfully completed, he/she may determine that the internship is to be repeated in whole or in part.
- (10) ¹If the practical training has not complied with the training regulations, the examination board may demand a full or partial repetition of the practical study semester or the basic internship. ²The one-time partial or full repetition may also be demanded if, according to the result of the examination at the end of the basic internship or the practical study semester and the certificate of the training institution, it can probably not be expected that a repetition of the examination alone will lead to the determination of successful completion. ³If the successful completion of the practical study semester or the basic internship cannot be determined, the student shall receive an electronic notification of this, which shall contain instructions as to whether and, if so, within what period a repetition must take place.

§ 30

Procedure for Bachelor's and Master's theses

- (1) ¹The Bachelor's thesis can be issued, based on the standard period of study, at the earliest at the beginning of the penultimate semester of study; the prerequisite is the successful completion of the internship. ²The beginning of a study semester and the semester break is governed by the provisions of the semester time statutes THI. ³Accompanying the Bachelor's thesis, there is a seminar Bachelor's thesis with 2 or 3 ECTS credit points.
- (2) The Master's thesis is issued, based on the standard period of study, at the earliest at the beginning of the penultimate semester of study (in continuing Master's degree programmes at the earliest during the 3rd semester of study) and the achievement of at least 30 ECTS credit points.

- (3) The allocation to the study semesters according to Paragraphs 1 and 2 is determined by the student's study progress.
- (4) The following procedure applies to final theses:
1. ¹As a rule, the first examiner of the thesis should come from among the university lecturers teaching the degree programme. ²The first examiner assigns the topic. ³The issue of the topic shall be recorded in the student files. ⁴At least the following must be recorded: The name of the student and the examiners, the topic of the thesis, the date of issue of the topic and the date of submission. ⁵§ 24 Para. 4 shall apply accordingly.
 2. ¹Students who have not received a topic despite their own efforts shall be assigned an examiner upon request by the chairperson of the examination committee, who shall issue a topic. ²If the student has failed the thesis for the first time and has not yet applied for the assignment of an examiner within four months or has not yet submitted a suitable topic proposal, the responsible chairperson of the examination committee shall immediately assign an examiner ex officio, who shall immediately issue a Bachelor's or Master's thesis topic.
 3. ¹The topic of the Bachelor's thesis must be such that it can usually be completed in two months if it is worked on exclusively and coherently. ²The Bachelor thesis has a scope of 12 ECTS credit points. ³The period from the topic to the submission of the Bachelor's thesis may not exceed five months (ten months in the case of part-time studies). ⁴The deadlines stated in §§ 21 and 28 of these statutes remain unaffected.
 4. ¹In Master's degree programmes, the scope of the Master's thesis and the time frame for the completion of the Master's thesis that is not to be exceeded shall be determined by the relevant study and examination regulations. ²The latter should not exceed six months for full-time degree programmes. ³Insofar as this is necessary, an adjustment shall be made in the case of part-time study programmes in order to ensure study ability.
 5. ¹The topic may only be returned once for a valid reason with the consent of the chairing member of the examination committee. ²The topic of the final thesis may not be returned if the student repeats the final thesis and has already returned the topic when writing his/her first final thesis.
 6. ¹Upon application by the student and after hearing the examiner, the examination board may grant an appropriate extension of time for the final papers if the deadline for completion cannot be met due to illness or other reasons beyond the student's control; the extension of time should not exceed three months. ²The application for an extension of the processing period shall be submitted electronically, stating reasons, in the case of illness by submitting a medical certificate, no later than two weeks before the submission deadline. ³In the case of illnesses occurring later than two weeks before the submission deadline, the application must be made by submitting a medical certificate immediately after the illness has occurred.
 7. Final theses must be accompanied by a declaration by the student that he or she has written the thesis independently, has not yet submitted it elsewhere for examination purposes, has not used any sources or aids other than those specified, and has marked verbatim and analogous quotations as such.

8. ¹The completed thesis must be submitted in at least one copy and additionally once in digital form to a body authorised to receive it. ²The examination committee may set formal guidelines for the final papers.
 9. ¹The thesis must be completed within the processing time applicable to the respective degree programme. ²As a rule, the thesis is to be assessed within a period of six weeks. ³Students must take this into account in their planning. ⁴If papers are issued in such a way that the period of processing and correction exceeds the standard period of study, this does not entitle the student to processing and assessment by the end of the standard period of study.
 10. ¹If the successfully completed thesis is the last examination, the thesis must be submitted at the latest eight weeks before the end of the semester, otherwise there is no entitlement to assessment of the thesis, determination and announcement of the grade by the end of the semester. ²If this grade cannot be determined and announced at the end of the semester (§ 32, Para. 1), the determination and announcement can only take place in the following semester, provided that the student has successfully re-registered. ³§ Section 21 (5) remains unaffected.
- (5) ¹Dual students write their final thesis in cooperation with the practice partner under the academic supervision of the university. ²The academic supervisor at the university is in contact with the practice partner and there is at least one academic exchange. ³The main results of the work are to be presented by the dual student to the practice partner and the supervising professor.

§ 31

Procedure for other studies

- (1) ¹In the case of module studies, the examination may be repeated once. ²Further repetitions are excluded.
- (2) ¹In module studies, the respective examinations must be taken in the semester following the course at the latest. ²If the examinations are not taken within the period specified in sentence 1, they shall be deemed to have been taken for the first time and not passed.
- (3) Unless regulated by written contract, the provisions of these Statutes shall apply mutatis mutandis to the studies referred to in § 17.

§ 32

Passing, determination of the overall examination result

- (1) ¹The Bachelor's or Master's examination is passed if in all modules, including the Bachelor's and Master's thesis, on which the passing of the Bachelor's or Master's examination depends according to the respective study and examination regulations, at least the grade "sufficient" or the predicate "passed with success" was achieved and thus the ECTS points required according to the respective study and examination regulations for passing the Bachelor's or Master's examination were acquired and this was also announced to the students in addition to the receipt and determination of the last successfully passed examination performance. ²The grades of the final

examination are announced after the grades have been determined by postal or electronic notification via the student portal "PRIMUSS".

- (2) ¹The overall examination result is the arithmetic mean, rounded down to one decimal place of the final grades of the compulsory and elective modules as well as the grade of the final thesis, weighted with the factors specified in the appendix of the study and examination regulations. ²The respective study and examination regulations may provide that the final grades and the grade of the Bachelor's or Master's thesis are weighted differently. ³Section 11 applies to the grade of recognised and credited study and examination achievements.
- (3) An overall assessment is made on the basis of the overall audit result:

with an overall examination result of 1.0 to 1.2	passed with distinction
with an overall examination result of 1.3 to 1.5	passed very well
with an overall examination result of 1.6 to 2.5	passed well
with an overall examination result of 2.6 to 3.5	passed satisfactorily
with an overall examination result of 3.6 to 4.0	passed

§ 33 Final certificates

- (1) ¹A certificate shall be issued for each Bachelor's or Master's examination passed in accordance with the general models contained in Annex 1 to these Statutes. ²The general certificate models shall be specified for the individual degree programmes in accordance with the provisions of the respective study and examination regulations.
- (2) ¹The grade values determined in accordance with § 24 Para. 2 of these Statutes are shown in the certificates. ²The ECTS credit points are shown separately in the final report. ³The grade value with one decimal place may be added to the final grades in brackets. ⁴In addition to the grade on the basis of the German grading scale of 1 to 5, the final grade must also include a relative grade in accordance with the ECTS Users' Guide in the currently valid version (percentage distribution of the final grades of the degree programme in relation to the previous four semesters).
- (3) The duration of the subject-related studies shall be shown in the Bachelor's or Master's degree certificate or a supplementary certificate, taking into account the study semesters not attended as a result of the crediting of training or examination achievements; the end of the subject-related studies shall be deemed to be the time at which the last examination achievement was made.

§ 34
Academic degrees

- (1) On the basis of the successful completion of the Bachelor's or Master's examination, the Bachelor's or Master's degree is awarded in accordance with the relevant study and examination regulations.
- (2) ¹A certificate shall be issued on the award of the academic degree in accordance with the models in Annex 2 to these Statutes. ²It shall bear the seal of the THI and be signed by the President and the Dean responsible.
- (3) ¹Pursuant to Art. 96 Para. 5 BayHIG, an English translation and a supplementary description (diploma supplement) shall be attached to the certificates on the award of academic degrees in accordance with Annex 3 to these Statutes. ²The general model shall be specified for the individual degree programmes in accordance with the provisions of the respective study and examination regulations.

III. Miscellaneous and entry into force

§ 35

Retention of examination documents

- (1) ¹The examination documents must be kept for two years. ²The retention period begins at the end of the calendar year in which the students have been notified of the result of the respective module examination. ³Insofar as creative work is produced as part of the examinations, the retention period only applies to the documentation to be produced in digital form in accordance with the university examination regulations.
- (2) ¹A reduced examination file must be kept for a period of 50 years. ²This contains documents on the period of enrolment, examination results, exmatriculation and the award of the academic degree. ³The records may also be kept in digital form. ⁴The retention period begins with the end of the calendar year in which the student was exmatriculated.

§ 36

Maternity Protection Act, parental leave

¹The regulations of the Act on the Protection of Mothers at Work, in Training and in Studies (Maternity Protection Act - MuSchG) of 23 May 2017 (BGBl. I p. 1228), as amended, shall apply. ²Independently of this, leave of absence is possible in accordance with the deadlines of the Act on Parental Allowance and Parental Leave (Federal Parental Allowance and Parental Leave Act - BEEG) of 5 December 2006 (BGBl. I p. 2748) as amended. ³Taking examinations is permissible despite the leave of absence. ⁴Repeat examinations do not have to be taken during the leave of absence.

§ 37

Entry into force, expiry

- (1) These Articles of Association shall enter into force on 01.10.2023.
- (2) The General Examination Regulations of Ingolstadt University of Applied Sciences - APO THI of 25.07.2011 shall cease to apply when these examination regulations come into force.
- (3) If study and examination regulations issued before 15.03.2023 contain a reference to the Framework Examination Regulations for Universities of Applied Sciences (Rahmenprüfungsordnung für die Fachhochschulen - RaPO) of 17 October 2001, the corresponding provision of these regulations shall apply.

Issued on the basis of the resolution of the Senate of Ingolstadt University of Technology dated 17.07.2023 and approved by the President.

Ingolstadt, 19.07.2023

Prof. Dr Walter Schober
President

These Statutes were deposited at Ingolstadt University of Applied Sciences on 24.07.2023. The laying down was publicly announced digitally on 24.07.2023 by posting on the homepage of Ingolstadt University of Technology. The date of the announcement is therefore 24.07.2023.