Study and Examination Regulations for the Degree Bachelor of Business and Engineering at the University of Applied Sciences Würzburg-Schweinfurt (SER B BE – engl.) of 20 October 2015

On the basis of Article 13 (1) Sentence 2, Article 43 (4), Article 58 (1) Sentence 1, Article 61 (2) Sentence 1 and (8) Sentence 2 and Article 66 (1) Sentence 8 of the Bavarian University and College Act (BayHSchG), the University of Applied Sciences Würzburg-Schweinfurt is issuing the following regulations:

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PLEASE NOTE
The English text in this document only serves the purpose of providing information on the contents of the corresponding German text. Only the German text is legally binding.
Section I
General Information

§ 1
Purpose of the Study and Examination Regulations

¹These Study and Examination Regulations govern the course of the degree Bachelor of Business and Engineering. ²They serve to complete and supplement the General Examination Regulations for Universities of Applied Sciences (Rahmenprüfungsvorschrift, RaPO) of 17th October 2001 (Law and Ordinance Gazette p. 686), as amended by the amending regulation of 6th August 2010 (Law and Ordinance Gazette p. 688), and the General Examination Regulations of the University of Applied Sciences Würzburg-Schweinfurt (Allgemeine Prüfungsordnung FHWS, APO-FHWS) of 26th October 2010 in their current version.

§ 2
Objective of the programme

(1) ¹The objective of the English-language degree programme Bachelor of Business and Engineering is, through practice-oriented teaching with an academic basis in the field of industrial engineering, to teach, in particular, the engineering and business-related expertise, methodological competence and social skills that enable students to independently apply analytical findings and methods and to act responsibly in the workplace and society in the occupational field of industrial engineering. ²The occupational field is very broad, on an international level, and ranges from generalists to specialists in purchasing, production, or sales.

(2) ¹The occupational field is determined by the global competition of companies with respect to generating profits, whilst at the same time satisfying the customers' requirements for needs-based products and services, which often differ from country to country. ²Knowledge of the potential for technical solutions, taking into account economic targets and different national frameworks, is gaining in importance. ³The corporate structures which are still mostly function-oriented are increasingly breaking up into project and process-oriented organisations. ⁴The procurement and sales markets and the production of goods and services have become very internationalised.

(3) ¹Alongside the acquisition of targeted specialist knowledge, the degree in Business and Engineering aims to train the ability to identify and consider differences and similarities in the national frameworks from country to country, to see the whole picture, to react flexibly and to manage projects. ²The focus of the degree is on the cross-linking of engineering and business-related issues in as many subjects and disciplines as possible. ³The aim is to develop decision-making skills, communication skills and a willingness to cooperate with others. ⁴The ability to perform entrepreneurial activities independently and the ability to think with a focus on processes should also be developed during the degree.

(4) ¹Due to the interdisciplinary nature of this degree, the Faculty of Business and Engineering works closely with the Faculties of Mechanical Engineering, Electrical Engineering, Economics and Business Administration, and Computer Science/Business Information Systems. ²The increasing internationalisation of companies is taken into account through close partnerships with foreign universities.

§ 3
Conditions for admission to the programme

(1) ¹Admission to the degree programme Bachelor of Business and Engineering is conditional upon evidence of

a. a university entry qualification or

b. an entry qualification for a university of applied sciences or


²Evidence of the existence of the condition under Sentence 1 a) to c) is provided in accordance with the Regulation Concerning Eligibility for a Course at the Universities of the Free State of Bavaria and the State-recognised Private Universities of 2nd November 2007 (Law and Ordinance Gazette p. 767) in its current version. ³Other conditions for admission to the programme (in particular with regard to the student's linguistic eligibility for
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the programme) and for matriculation can be found in the Regulations for the Procedure of Enrolment, Leave of Absence, and Termination of Enrolment at the University of Applied Sciences Würzburg-Schweinfurt (FHWS Enrolment Regulations) in its current version.

(1) ¹In addition to the conditions under (1), evidence must be provided of practical experience of at least six weeks that is appropriate for the degree Bachelor of Business and Engineering (pre-study internship). ²The prior professional experience must fulfil the following subject-specific requirements:
- Teaching of consolidated knowledge regarding the purpose, principle and importance of various customary production processes as well as about the functioning of corresponding production equipment and machines.
- Teaching of consolidated knowledge regarding the properties and conduct of the most important materials of mechanical engineering with the processing and use.
- Insight into technical and organisational connections of the production flow as well as experience in the operational working environment and with the social structures of the plant.
³If possible, the pre-study internship should be completed continuously and before the start of studies. ⁴It is possible to catch up on the pre-study internship until the end of the second subject semester¹. ⁵The pre-study internship should be completed in a company or another appropriate institution and cover at least 35 hours per week.

§ 4
Re-enrolment, leaves of absence

(2) ¹The students must enrol for each semester in due form and on time to continue studying (re-enrolment). ²Details of the procedure are regulated by the General Examination Regulations of the University of Applied Sciences Würzburg-Schweinfurt (APO).

(3) ¹The University of Applied Sciences Würzburg-Schweinfurt may release students from the obligation to study for the degree Bachelor of Business and Engineering on request and for good cause (leave of absence). ²The duration of leaves of absence should generally not exceed two semesters in the whole degree. ³The deadlines to be observed are regulated in § 18 (4) and § 22 (6), participation in examinations in § 27.

(4) Time in which statutory maternity leave is claimed, in accordance with the Act for the Protection of Working Mothers (Mutterschutzgesetz, MuSchG) as published on 20th June 2002 (Federal Law Gazette I p. 2318) in its current version, and other periods of parental leave must not be credited against the amount of time specified in (2) Sentence 2.

Section II
Structure of the programme

§ 5
Standard period of study, structure and start of the programme

(1) ¹The standard period of study is seven semesters with a total of 210 Credit Points (CPs). ²One CP corresponds to a student workload of 30 hours, including contact time and independent study.

(2) ¹The structure of the programme can be found in the appendix to these Study and Examination Regulations. ²The programme has a modular structure. ³One module consists of one class or a number of classes that are thematically related and coordinated with one another as regards timing.

(3) The programme starts in the winter semester.

§ 6
Modules

(1) All the modules are compulsory, elective, advanced or optional modules.

a) Compulsory modules are modules of the degree that are mandatory for all students.
b) Elective modules are subject-specific modules (FWPM) and general modules (AWPM) which are offered individually or in groups. Elective modules, with the exception of the general modules, are treated like compulsory modules.

c) Optional modules are modules that are not mandatory for the achievement of the study aim. They can be selected from the modules on offer at the university as additional modules and can be listed in the examination certificate at the student's request. Optional modules are not included in the overall grade and cannot be credited against the total referred to in § 5 (1).

d) An advanced module may consist of compulsory and elective modules and is used for specialisation.

(2) Subject-specific elective modules (FWPM) corresponding to 40 CPs, including engineering-specific elective modules corresponding to 20 CPs and business-specific elective modules corresponding to 20 CPs, and general elective modules (AWPM) corresponding to 5 CPs must be selected and taken. The modules with the best grades, up to the aforementioned number of CPs, are included in the calculation of the overall grade, unless the student decides otherwise.

(3) The catalogue of general elective modules is determined by the Faculty of Applied Natural Sciences and Humanities (FANG) with the agreement of the Faculty of Business and Engineering (FWI). The catalogue of subject-specific elective modules and advanced modules is determined by the Faculty of Business and Engineering (FWI).

(4) In the appendix to these Study and Examination Regulations, the modules - in the case of compulsory modules the classes assigned to them, the semester in which they are taken, the CPs and teaching units per week (SWS) in the semester assigned to each module, the type, length and language of the examination and the particular conditions for admittance to this are specified. Modules that do not lead to a final grade, i.e. are ungraded, are identified accordingly. The regulations are supplemented by the curriculum (§ 7).

(5) The basic modules (within the meaning of § 4 (2) RaPO) are the modules of the first year of studies. The basic and orientation modules (within the meaning of § 8 (2) Sentence 1 RaPO) are:
- Mathematics-Basics
- Physics.

(6) There is no guarantee that all the advanced modules and elective modules provided for in these Study and Examination regulations are offered every semester. There is also no guarantee that the associated classes will take place if there is not a sufficient number of participants.

(7) Compulsory and elective modules can be assigned by the faculty to individual specialisations (focuses) as advanced modules, whereby the individual compulsory and elective modules can be assigned to a number of specialisations. The faculty regulates the arrangements for the recognition of compulsory and elective modules as advanced modules and their assignment to the individual specialisations.

a) Engineering specialisations

- If the students take compulsory and elective modules corresponding to 25 CPs from an engineering specialisation, this is recognised as their specialisation (focus). The modules for the specialisation comprise two fixed modules, two elective modules and one laboratory certificate corresponding to the specialisation.

b) Business specialisations

- If the students take compulsory and elective modules corresponding to 20 CPs from a business specialisation, this is recognised as their specialisation (focus). The modules for the specialisation comprise two fixed modules and two elective modules.
§ 7
Curriculum

¹To safeguard the range of courses offered and to provide information for the students, the Faculty Council ⁵ decides upon a curriculum that is not part of these Study and Examination Regulations. ²This describes the course of study for the next semester. ³The curriculum must be published for the whole university. ⁴The publication of new regulations must take place at the start of the lecture period of the semester in which the regulations are to be applied for the first time. ⁵The curriculum includes, in particular, regulations and information about

a) the catalogue of offered modules, their time allocation and the distribution of CPs,

b) the type of classes, insofar as they have not been definitively specified in the appendix to these Study and Examination Regulations,

c) the programme objectives and content of all the classes,

d) more detailed provisions regarding the examinations and certificates of participation and the particular conditions for admittance to the examinations insofar as no final regulations have been laid down yet in these Study and Examination Regulations,

e) the specification of the language of instruction for each class, unless it is held in German, and

f) the specification of the examination language for each class, insofar as the language of instruction is not German.

§ 8
Internship module

(1) ¹The internship module consists of

a) a continuous, supervised internship lasting at least 20, but no more than 26 weeks and

b) a seminar preparing and reflecting the internship (internship seminar).

(2) ¹The internship should be completed in a company or an external institution. ²The student is employed on a full-time basis.

(3) During the internship, a student is supervised by an appropriate member of the Faculty of Business and Engineering (FWI), as well as by qualified people from the company/the institution.

(4) Only students who have gained 90 CPs from the first three semesters by the time of the start of the internship are entitled to enter this part of the degree programme.

(5) The training objectives and content can be found in the training plan which is adopted and published by the Business and Engineering Faculty Council.

(6) ¹Before the start of the internship, a written training contract must be concluded between the student and the training institution. ²In addition to general concerns under employment law, this contract also regulates, in particular,

a) the obligation of the training institution

i. to train the student for the agreed period in accordance with the training plan, and to have him/her supervised by a qualified person for this period,

ii. to allow the student to attend the internship seminar and to take an examination when required,

iii. to review and initial the report that is to be produced by the student and

iv. to issue a training reference at the end of the internship;

b) the obligation of the students

i. to take advantage of the training opportunities and to carefully perform the tasks assigned within the framework of the training plan and
ii. to produce a report about the tasks and content of the training during the internship, within the prescribed time period;

(c) insurance issues for the students;

d) the possibility of a premature termination of the contract.

Before the conclusion of this contract, the agreement of the person responsible for the internship part of the degree programme Bachelor Business and Engineering must be obtained.

(7) The supervised internship is deemed to be successfully completed if

(a) evidence of the internship and its duration of at least 20 weeks, full-time, is provided through a reference from the training institution or through a professional appraisal.

(b) a report on the student's activities during the internship signed by the training institution is available and the contents of this have been approved by the supervisor from the Faculty of Business and Engineering.

The internship is assessed at 20 CPs and the grade "passed successfully" or "failed".

(8) The supervisor for the internship is, as a rule, a professor or another member of the teaching staff and will be appointed by the Faculty Council.

(9) The seminar paper/research project must be accompanied by a declaration by the student(s) that he/she/they has/have written the paper independently, not submitted it elsewhere for examination purposes, used no sources or resources other than those indicated, and marked any verbatim quotes and paraphrases as such. The paper must also satisfy the formal criteria that are defined and published by the Faculty Council.

(10) After the seminar paper/research project is submitted, the paper is presented by the students in person with oral explanations. The presentation takes place in the presence of the relevant examiners who may ask supplementary questions.

(5) The term for correcting the seminar paper/research project should not exceed four weeks. A seminar paper/research project is awarded the grade "non-sufficient" if it is not submitted on time.

§ 9

Seminar paper/research project

(1) A seminar paper/research project is an assignment during term time with complex contents and an open-ended approach and serves to provide evidence of theoretical, specialist and creative skills, as well as communication skills. Due to the complexity of the task and the manner of execution, the work is generally done over an extended period, without constant supervision. The topic set should be such that the work in related exclusive processing is usually completed within a period of two to three weeks. When the task is set, it may be specified that a seminar paper/research project that has not yet been submitted may not be removed from fixed areas of the university.

(2) The task should have practical relevance and be performed at the university, in a company or an external institution. The seminar paper/research project may be assigned to a number of students to work on together. At the same time, it must be possible to identify and assess individual performance. The allocation of the topic, the students working on the project and the period for the work must be recorded.

(3) The seminar paper/research project must be accompanied by a declaration by the student(s) that he/she/they has/have written the paper independently, not submitted it elsewhere for examination purposes, used no sources or resources other than those indicated, and marked any verbatim quotes and paraphrases as such. The paper must also satisfy the formal criteria that are defined and published by the Faculty Council.

(4) After the seminar paper/research project is submitted, the paper is presented by the students in person with oral explanations. The presentation takes place in the presence of the relevant examiners who may ask supplementary questions.

(5) The term for correcting the seminar paper/research project should not exceed four weeks. A seminar paper/research project is awarded the grade "non-sufficient" if it is not submitted on time.

§ 10

Semester abroad

(1) The student has completed a semester abroad if he/she has earned course credits abroad for a continuous period of at least three months and the Examination Committee has credited these. The credits are generally earned at a partner university (studies abroad) or in a company or an external institution (internship abroad).
(2) The link for the decision to award credit transfer is exclusively the competences acquired or to be proven by the student in the specific module (learning results). Gained credits are to be credited if there are no substantial differences between the acquired competences and those which are to be proven.

(3) If grades are not determined on the basis of an additional examination, the conversion is done using the formula

\[
\text{Grade}_{	ext{FHWS}} = 1 + 3 \times \frac{E-\text{Grade}_{	ext{Abroad}} - A-\text{Grade}_{	ext{Abroad}}}{Z-\text{Grade}_{	ext{Abroad}} - A-\text{Grade}_{	ext{Abroad}}}
\]

rounded to the nearest FHWS grade, where:
- \(A-\text{Grade}_{	ext{Abroad}}\): the highest attainable grade,
- \(Z-\text{Grade}_{	ext{Abroad}}\): the lowest attainable grade that constitutes a pass in the examination, and
- \(E-\text{Grade}_{	ext{Abroad}}\): the attained grade (= to be accredited) in the grading system of the foreign university.

²If the result is precisely between two FHWS grades, it is rounded to the higher grade.

(4) The recognition of an internship abroad is effected by the person responsible for the internship part of the degree Bachelor of Business and Engineering.

§ 11 Bachelor's thesis

(1) The bachelor's thesis should show that the student is capable of working independently on a problem from the field of the degree Bachelor Business and Engineering, on an academic basis.

(2) The student may start work on the bachelor's thesis when

a) the supervised internship and the internship seminar has been successfully completed and

b) at least 150 CPs have been earned, at the earliest. Exceptions may be approved by the Examination Committee.

(3) Two examiners are generally appointed by the Examination Committee for the bachelor's thesis. At least one examiner must be a professor in the Faculty of Business and Engineering. The examiners assign the topic and supervise the work. If the student is to work on the thesis at the university, the topic must be such that it can be dealt with using the university's facilities. The bachelor's thesis may be completed in an institution outside the university, with the agreement of the Examination Committee, if supervision by the university's examiners is guaranteed. The student may express requests for topics within the framework of the compulsory and elective modules of the degree Bachelor Business and Engineering. The assignment of a topic to a number of students to work on it together is permissible, provided that the individual performance of the individual student can be assessed.

(4) The topic set should be such that the thesis can generally be completed in two months if it is worked on continuously to the exclusion of everything else. The period from the topic being set to the submission of the bachelor's thesis may not exceed five months if the bachelor's thesis is assigned no later than one month after the start of the seventh subject semester. Otherwise, the period may not exceed three months. The start and end of the period for the work must be determined by the Examination Committee for the degree Bachelor of Business and Engineering and recorded, along with the topic.

(5) The topic may only be given back once, for a good reason and with the consent of the chair of the Examination Committee. The topic of the bachelor's thesis may not be given back if the student is repeating the bachelor's thesis and has already given back the topic when writing her/his first bachelor's thesis.

(6) The bachelor's thesis must be accompanied by a declaration by the student(s) that he/she/they has/have written the paper independently, not submitted it elsewhere for examination purposes, used no sources or resources other than those indicated, and marked any verbatim quotes and paraphrases as such. The bachelor's thesis must be submitted on-time in at least one printed copy and additionally in a digital format and must also satisfy the other formal criteria that are defined and published by the Business and Engineering Faculty Council.
Study and Examination Regulations for the Degree Bachelor of Business and Engineering

(7) ¹The term for correcting the bachelor's thesis should not exceed four weeks. ²A bachelor's thesis is awarded the grade "non-sufficient" if it is not submitted on time.

§ 12
Course guidance

(1) The primary task of the Course Guidance Office is to support the students with all questions related to planning the course of their degree and the organisation of their studies.

(2) The Course Guidance Office provides advice with respect to § 18 (3) and the legal consequences mentioned there.

(3) The course guidance advisor is generally a professor or another member of the teaching staff and is appointed by the Faculty Council.

Section III
Organisation of examinations

§ 13
Examinations

(1) Each compulsory module and each elective module generally culminates in an examination or an examined assignment.

(2) ¹This takes the form of a written or oral examination or another examined assignment, ²The examination is generally taken in the scheduled examination period. ³Examination dates may be fixed during the lecture period

1. for additional resits
2. for examined assignments, in particular seminar papers and research projects, that must be done during the lecture period, according to their purpose.

4The lecture period within an academic year must not be reduced as a result of this. 5The Faculty Council makes the decision regarding examination dates during the lecture period. 6An oral examination to improve the student's grade in a module that is only tested by a written examination in accordance with these Study and Examination Regulations (oral supplementary examination) is not permitted.

(3) If examined assignments that lead to final grades are accomplished in the form of group work, it must be possible to clearly identify and assess the performance of the individual students.

(4) ¹If proof of participation in classes must be provided for admittance to examinations, the certificate of participation may be refused if the class was not attended or only attended irregularly (i.e. not in at least 75% of the offered class dates). ²The issuance of the certificate of participation may also be made dependent on the completion of certain tasks (e.g. the performance of certain experiments). ³Such a condition is indicated in the appendix to these Study and Examination Regulations and in the curriculum.

(5) ¹If admittance to an examination is dependent on a particular condition (s. § 6 (4) Sentence 1), the student affected must be notified, no later than two weeks before the relevant examination, whether the condition has been fulfilled. ²If this deadline is not observed, the condition for admittance to the examination in this examination period is deemed to be fulfilled.

(6) Any examination or examined assignment awarded the grade "non sufficient" must be assessed by two examiners.

§ 14
Written examinations

(1) Written examinations are invigilated.

(2) ¹The tasks set in an examination module should be uniform for an examination date at a university. ²It may be possible to choose between a number of tasks.

(3) ¹If students arrive late for a written examination, they are not entitled to a corresponding extension of the examination time. ²Students are only permitted to leave the examination room with the permission of an invigilator. ³A record (examination record) must be made of each written examination. ⁴The incidents that are relevant for the assessment of performance, in particular incidents in
accordance with § 26 (Infringements of the examination regulations), must be entered in the record.

(4) ¹The assessment process should not take longer than four weeks. ²The corrections of the first and second markers must be noted on the examination paper.

(5) The examination time for written examinations should not be less than 90 minutes or more than 240 minutes.

(6) ¹A student may be given access to his/her marked written examination papers. ²The examiner must be present when this happens. ³The University Examination Board ⁷ regulates the formalities for this; it may set a reasonable deadline, after which access to the examination paper will no longer be granted. ⁴The production of photocopies may be permitted. ⁵If aspects are revealed when the student is given access to his/her paper that result in an alteration of the assessment, the examiner may make an application to change the grade to the Examination Committee, in agreement with the second marker. ⁶If the student has the impression that his/her own point of view is not given sufficient consideration, he/she may make an application for a remark. ⁷This application must be made in writing to the Department of Student Affairs (HSST ⁸) no more than eight days after the deadline given in Sentence 3.

§ 15
Oral examinations

(1) An oral examination is conducted by two examiners.

(2) ¹An oral examination may not last less than 15 minutes or more than 45 minutes per student. ²The oral examination can be held as an individual examination or a group examination.

(3) ¹The key contents and results of the oral examination and incidents which are relevant for the assessment of performance must be recorded. ²This record must be signed by both examiners.

(4) ¹Students from the same programme may be allowed into oral examinations as listeners, unless a student objects. ²The admission of listeners does not extend to the consultation and the announcement of the result of the examination.

§ 15a
Other examined assignments

(1) The following are scheduled as other types of examined assignment:
   - Seminar paper/research project, s. § 9
   - Presentation,
   - Multimedia presentation,
   - Report,
   - Colloquium,
   - Written assignment,
   - Portfolio assignment,
   - Practical coursework.

(2) ¹A presentation is a lecture on a topic assigned in advance, lasting 20 – 45 minutes. ²A presentation of a specialist topic assigned in advance using various media is referred to as a multimedia presentation; it should last between 20 and 45 minutes. ³A report is a written summary of all the information related to the topic set in ten to fifteen pages. ⁴A colloquium is an interview with the student about a very narrow topic (e.g. a tutorial), lasting 15 to 30 minutes. ⁵A written assignment is a written piece of work about a topic assigned in advance, with a length of 10 to 30 pages. ⁶A portfolio assignment represents a written summary of several narrowly defined topics (e.g. individual specialist lectures) in the volume of 10 to 15 pages. ⁷The assessment criteria for the examined assignments described in this paragraph are respectively to be stipulated at the beginning of the semester and communicated to the students.

§ 16
Registration for examinations

(1) ¹For each module in each semester, the student must register for the examinations through the Department of Student Affairs (HSST) ⁸ within the period fixed by the University Examination Board. ²The details of the procedure are determined by the Department of Student Affairs (HSST), in agreement with the
University Examination Board and published throughout the university no later than two weeks after classes begin.

(2) If the student does not register on time and in due form, an examination to which he/she has not been expressly admitted is regarded as not having been taken. The Examination Committee for the degree Bachelor of Business and Engineering makes the decisions about exemptions from the obligation to register on time and in due form. Insofar as not otherwise regulated in these statutes, an admittance is to be refused irrespective of a registration if a (particular) condition for admittance to the examinations is not fulfilled.

§ 17
Compensation for disadvantages

(1) Students who are not able to take an examination in its intended form, in whole or in part, as a result of a disability, are granted compensation for disadvantages suffered, insofar as this is possible and necessary for the establishment of equal opportunities. The compensation for disadvantages may be granted, in particular, in the form of an appropriate extension of the examination time or through allowing the student to take the examination in another form.

(2) Compensation for disadvantages must be applied for in writing. The application must be made to the Department of Student Affairs (HSST) no later than the registration for the examination or, in the event of a disability that emerges later than this, immediately after the disability is discovered.

(3) The disability must be substantiated through the presentation of a medical certificate. The University Examination Board determines what information the medical certificate must contain; the requirements for the medical certificate must be published for the whole university. The University Examination Board may demand a certificate from the Public Health Department or a specific doctor (independent medical examiner).

(4) The University Examination Board makes the decision regarding an application for compensation for disadvantages and notifies the Department of Student Affairs (HSST) of its decision. The affected student and the examiners of the modules/classes for whose examinations the student has registered are informed immediately by the university's Department of Student Affairs (HSST) about the compensation for disadvantages that has been granted.

§ 18
Standard deadlines

(1) Each examination for a basic and orientation module (see § 6 (5) Sentence 2) must be taken for the first time no later than the end of the second subject semester. If students pass this deadline for reasons for which they are responsible, any orientation examination that has not been taken on-time is regarded as having been taken and is awarded the grade "non-sufficient".

(2) Any examination for modules studied in the first two semesters (according to the appendix of this Study and Examination Regulations) with the exception of the orientation examination as per (1) must be taken for the first time within the first three subject semesters. Any examination for modules studied in the third and fourth semester must be taken within the first six subject semesters. Any examination for modules studied in the fifth to seventh semester must be taken within the first nine subject semesters. If the student has passed one of these deadlines and is responsible for the reasons for this, every examination affected by the deadline being passed is regarded as having been taken for the first time and awarded the grade "non-sufficient" (Fristfünf).

(3) By the end of the standard period of study a) a minimum grade of "sufficient" should be achieved as the final grade in all examinations which affect whether the bachelor's examination is passed, in accordance with these Study and Examination Regulations and

b) the internship module should be successfully completed and thus the CPs that are necessary for passing the bachelor's examination, in accordance with these Study and Examination Regulations, should be earned. Students who do not satisfy the requirement in Sentence 1 at the end of the standard period of study should
be given advice and must be informed about the legal consequences according to Sentence 3. ³If students exceed the standard period of study by more than two semesters, without satisfying the requirements under Sentence 1, the bachelor's examination is regarded as having been failed for the first time.

(4) ¹Periods of leave of absence in accordance with § 4 will not be counted when calculating deadlines.

§ 19
Extensions of deadlines

(1) ¹The deadlines according to § 18 (1), (2), and (3) Sentence 3 can be extended appropriately on request if they cannot be observed because of pregnancy, bringing up a child, illness or other reasons for which the student is not responsible. ²The existence of the reasons must be substantiated. ³A medical certificate must be produced in the event of illness. ⁴The University Examination Board determines what information the medical certificate must contain; the requirements for the medical certificate must be published for the whole university. ⁵The Examination Committee may demand that a certificate from the Public Health Department or a specific doctor (independent medical examiner) be submitted.

(2) A request in accordance with (1) must be made in writing to the Department of Student Affairs (HSST) in good time before the expiry of the deadline, no later than the onset of the reason for the extension.

(3) ¹An extension of the deadline must be refused if a successful completion of the degree programme can no longer be expected, in view of the circumstances. ²If no extension of the deadline is granted or if the extended deadline is not observed, the examination is regarded as having been failed.

§ 20
Assessment of examinations/examined assignments, development of final grades

(1) The individual performance of the student must be taken as a basis for the assessment of the individual examinations/examined assignments.

(2) ¹Final grades are developed on the basis of this assessment. ²The following grades are used:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>very good</td>
</tr>
<tr>
<td>2</td>
<td>good</td>
</tr>
<tr>
<td>3</td>
<td>satisfactory</td>
</tr>
<tr>
<td>4</td>
<td>sufficient</td>
</tr>
<tr>
<td>5</td>
<td>non-sufficient</td>
</tr>
</tbody>
</table>

³The grades may be reduced or raised by 0.3; the grades 0.7, 4.3, 4.7 and 5.3 are not possible. ⁴Examinations/examined assignments that do not affect the final grades are assessed as "passed successfully" or "failed".

(3) ¹Examinations/examined assignments that are to be awarded the grade "non-sufficient" must be assessed by two examiners (s. § 13 (6)). ²If an examination/examined assignment has been assessed differently, the examiners should agree on a consensus assessment. ³If the examiners cannot come to an agreement, the arithmetic mean is rounded to one decimal place and mapped to the nearest grade in accordance with (2). ⁴If the mean value is precisely between two FHWS grades, it will be rounded to the higher grade.

(4) ¹If the grades of a number of examinations/examined assignments are to be combined into one final grade, the grade is obtained from the arithmetic mean, rounded to one decimal place. ²If the grades of individual examinations/examined assignments are to be weighted differently, the respective weighting is set out in the appendix to these Study and
Examination Regulations. If one examination/examined assignment is assessed as "non-sufficient", the final grade "non-sufficient" must be awarded.

(5) Final grades and the grade of the bachelor's thesis fall into the bands shown below in the event of the following grades or average grades:

<table>
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<tr>
<th>Grade Range</th>
<th>Final Grade</th>
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<tr>
<td>from 1 to 1.5</td>
<td>very good</td>
</tr>
<tr>
<td>from 1.6 to 2.5</td>
<td>good</td>
</tr>
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</tr>
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<td>from 3.6 to 4.0</td>
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</tr>
<tr>
<td>above 4.0</td>
<td>non sufficient</td>
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§ 21
Passing the bachelor's examination, overall examination grade

(1) The bachelor's examination is passed if a minimum grade of "sufficient" or the rating "passed" is achieved in all the modules, including the bachelor's thesis, which affect whether the bachelor's examination is passed, in accordance with these Study and Examination Regulations, and thus the CPs that are necessary for passing the bachelor's examination, in accordance with these Study and Examination regulations, have been earned.

(2) The overall examination grade is obtained as a weighted arithmetic mean from the results of all examination achievements which form the final grades on the basis of the appendix to these Study and Examination Regulations. The respective grade weight is defined in the appendix to these Study and Examination Regulations. It is produced as a product from the CP number of the module and the weighting factor.

(3) On the basis of the overall examination grade, an overall assessment is formed as follows:

with an overall examination grade from 1.0 to 1.2: pass with distinction
with an overall examination grade from 1.3 to 1.5: very good pass
with an overall examination grade from 1.6 to 2.5: good pass
with an overall examination grade from 2.6 to 3.5: satisfactory pass
with an overall examination grade from 3.6 to 4.0: pass

§ 22
Repeating examinations/examined assignments

(1) If an examination for a module is awarded the grade "non-sufficient", it is possible to re-sit it twice. If the repeat examination was also assessed with the grade "non-sufficient" the examination can be repeated for a second time.

(2) The first resit must generally be taken within a period of six months from the announcement of the result of the assessment of the respective examination. The second resit must be taken within a period of twelve months from the announcement of the result of the assessment of the first resit.

(3) It is possible to resit examinations/repeated examined assignments that do not affect the final grade as often as the student wants, within the limits of the maximum duration of the programme according to § 18 (3).

(4) A bachelor's thesis awarded the grade "non-sufficient" may be repeated once with a new topic. The period for working on the second attempt at the bachelor's thesis starts not later than six months after the announcement of the first grade.

(5) § 19 (1) applies accordingly for extensions of deadlines.

(6) The deadlines for taking repeat examinations are not suspended by a leave of absence or de-registration, unless the leave of absence or de-registration is for reasons referred to in § 19 (1) Sentence 1.
§ 23
Withdrawal from an examination

(1) ¹In the event of the withdrawal from an examination that has already been started, the grade "non-sufficient" is awarded, unless the withdrawal was for reasons for which the student is not responsible. ²The examination is started when the examination task is set; for a seminar paper, this is when the topic is allocated.

(2) ¹The reasons for the withdrawal in accordance with (1) must be reported to the university immediately in writing and be substantiated. ²An inability to do the examination that occurs during an examination must be asserted to the invigilator immediately and noted in the examination record; the obligation to report and substantiate the reasons for this remains unaffected. ³In the event of the inability to do the examination because of illness, the student must produce a medical certificate that must be based on a medical examination that took place on the day of the respective examination, in accordance with the guidelines of the University Examination Board.

(3) If a student does not take part in an examination for which he/she has registered, this is regarded as an effective withdrawal and the examination is regarded as not having been taken.

§ 24
Repeating examinations/examined assignments for better grades

(1) ¹A passed graded examination/examined assignment, with the exception of the bachelor's thesis, may be repeated once on the basis of an application to repeat an examination for a better grade, if the examination/examined assignment was passed on the earliest possible date. ²This examination/examined assignment must be repeated on the next possible regular date. ³The application to repeat an examination for a better grade must be made in writing to the Department of Student Affairs (HSST) within the period for the registration for examinations fixed by the University Examination Board.

(2) ¹In the course of the degree, it is possible to repeat a maximum of four examinations/examined assignments for a better grade, in accordance with (1) Sentence 1. ²For examinations/examined assignments in the first two semesters, it is possible to repeat at least two examinations/examined assignments for better grades, credited against the total number in Sentence 1. ³If an application to repeat examinations/examined assignments for better grades exceeds one of these limits, the student must be informed of the inadmissibility of the application immediately in writing by the Department of Student Affairs (HSST). ⁴The order in which the applications are received is decisive.

(3) The better result out of the initial attempt and the repeat attempt counts.

§ 25
Credit transfer

(1) ¹Course credits and examination results that are achieved at other state or state-recognised universities in the Federal Republic of Germany or at foreign universities can be recognised, on request, when the studies are to be continued or examinations are to be taken, provided that there are no significant differences with respect to the skills acquired. ²The credit transfer includes a)the transfer of CPs, b)the crediting of modules, c)the determination of grades and d)the transfer of periods of study.

(2) ¹For the crediting of modules, no schematic comparison with modules of the degree Bachelor Business and Engineering is to be made. ²The decision regarding the credit transfer is based solely on the skills acquired or the skills to be demonstrated by the student in the specific module (learning outcomes). ³The credit transfer must take place, provided that there are no significant differences between the skills acquired and the skills to be demonstrated. ⁴For the recognition of modules that have been completed outside the Federal Republic of Germany, the valid equivalence agreements and agreements within the framework of university partnerships must be observed. ⁵Skills acquired outside the field of higher education can be credited against skills to be acquired in the degree Bachelor Business and Engineering up to a maximum of half of the
Study and Examination Regulations for the Degree Bachelor of Business and Engineering

(3) Course credits and examinations corresponding to 60 CPs that have been earned in a bachelor's programme of the same name or a related programme at a state or state-recognised university of applied sciences in Bavaria, in basic modules of the course (s. § 6 Section 5), can be credited against the basic modules of the degree Bachelor of Business and Engineering at FHWS upon request, without further examination; a German Diplom degree is not a related degree in relation to this bachelor's degree. §(1) and (2) apply to the transfer of additional CPs.

(4) Periods of study are to be credited in the ratio of the total credited CPs. The periods will be rounded up to full semesters if at least 75% of the regular semester performance (30 CPs) are to be credited. In justified cases the Examination Committee can approve exceptions.

(5) If study or examination achievements are credited the grades – insofar as the grading systems are comparable – are to be taken over and to be included in the calculation of the overall examination grades. If the grade that is to be taken over does not correspond with the FHWS grade schema, the grade is to be depicted on the nearest FHWS grade; if the grade that is to be taken over is precisely between two FHWS grades, it will be rounded up to the better grade. In case of incomparable grading systems a conversion will be carried out according to § 10 (3).

(6) The application for accreditation should, as a rule, be filed no later than one month after matriculation or change into the degree programme in writing to the Department of Student Affairs (HSST) along with all the documents necessary for the assessment. If the crediting in accordance with (1) to (4) is refused the applicant is to be informed of the reason for the refusal of the accreditation in a written notification. The applicant may apply for the decision to be reviewed by the University Management; the University Management gives the relevant Examination Committee a recommendation for the further processing of the application. The application for recognition can, if a decision has already been made about the application, no longer be withdrawn.

§ 26
Infringements of the examination regulations

Examinations are awarded the grade "non-sufficient" if the student cheated or attempted to cheat when taking the examination or rendered it impossible for the examination to proceed properly through his/her culpable conduct. The same applies if a student wrongfully achieved admittance to an examination through his/her culpable conduct.

§ 27
Examinations during a leave of absence

(1) During a leave of absence as per § 4 (2), no assignments can be completed and examinations taken for the first time in the degree Bachelor of Business and Engineering. Repeating a failed examination/examined assignment is permissible.

(2) Assignments can be completed and examinations taken for the first time in the degree Bachelor of Business and Engineering whilst the student is taking parental leave or statutory maternity leave in accordance with the Maternity Protection Act.

Section IV
Administration

§ 28
Examination Committee

(1) The Faculty of Business and Engineering appoints an examination committee for the degree Bachelor of Business and Engineering. This consists of a chair, a deputy chair and three other members. The members are elected by the Faculty Council from amongst the professors for a term of three years; re-election is permitted.

(2) The Examination Committee makes decisions by majority vote. A transfer of voting rights is not permissible. In the event of the number of votes being equal, the chair, or in his/her
absence the deputy chair, has the casting vote.

Minutes must be kept of the decisions and forwarded immediately to the University Management, the dean, the dean of studies, the chair of the University Examination Board, the members of the Examination Committee, the Legal Unit and the Department of Student Affairs (HSST).

(3) The Examination Committee can assign decisions in accordance with § 3 (5) Sentence 2 of the framework for examination regulations (Rahmenprüfungsordnung, RaPO).

(4) The chair makes decisions in matters that cannot be postponed. He/she must inform the members of the Examination Committee of this immediately. The Examination Committee may repeal decisions made by its chair; rights of third parties that have already arisen remain unaffected.

(5) The chair, in his/her absence the deputy chair, must convene a meeting of the Examination Committee with at least one week's notice, specifying the agenda. The dates of the meetings must be scheduled such that decisions can be made in good time and promptly; they must be published throughout the faculty. The meetings are not public.

§ 29 Handling of student requests and appeals

(1) Student requests in examination matters, with the exception of applications for compensation for disadvantages, are handled by the Examination Committee for the degree programme Bachelor of Business and Engineering. The student is generally informed of the decision of the Examination Committee in writing, within one week of the Examination Committee's decision being made, by the Department of Student Affairs (HSST).

(2) If an appeal can be made against a decision by the Examination Committee, this must be addressed to the Legal Unit of the University of Applied Sciences Würzburg-Schweinfurt. In the first instance, the appeal is handled by the Examination Committee again. If it allows the appeal, the student is generally informed of the remedy within one week by the Department of Student Affairs (HSST). If the Examination Committee does not allow the appeal, an interim response is prepared by the Department of Student Affairs (HSST) generally within a week. The appeal must then be handled by the University Examination Board. The Legal Unit of the University of Applied Sciences Würzburg-Schweinfurt generally prepares the final response about the appeal within two weeks of the meeting of the University Examination Board.

§ 30 Academic title, documents

(1) Graduates who have successfully completed the bachelor's degree are awarded the academic title "Bachelor of Engineering" (abbrev. "B. Eng") in a degree certificate based on the model in the appendix to the General Examination Regulations of the University of Applied Sciences Würzburg-Schweinfurt (APO-FHWS). A certificate is also issued in English.

(2) A certificate is issued for the passed bachelor's examination, based on the model in the appendix to the General Examination Regulations of the University of Applied Sciences Würzburg-Schweinfurt (APO-FHWS). In addition, a Diploma Supplement and a Transcript of Records are issued, based on the models found in the appendix to the General Examination Regulations of the University of Applied Sciences Würzburg-Schweinfurt (APO-FHWS).
Section V
Entry into Force

§ 31
Entry into Force

(1) These Study and Examination Regulations shall come into force retrospectively as of 1 October 2015.

(2) The Study and Examination Regulations of 30 October 2014 shall cease to apply retrospectively as of 30 September 2015.

§ 32
Transitional provisions

(1) This version of the Study and Examination Regulations shall apply to all students, who begin or have begun their studies in the degree programme Bachelor Business and Engineering on 1 October 2014 or later.

(2) § 3 of the Study and Examination Regulations of 30 October 2014 shall continue to apply beyond 30 September 2015 for the admittance procedure in the winter semester 2015/16.

(3) § 25 in the version of the Study and Examination Regulations of 30 October 2014 is to be applied to all applicants for accreditation of study and examination achievements received before 1 October 2015.

Würzburg, 20 October 2015

Professor Robert Grebner
President

These Study and Examination Regulations for the degree Bachelor of Business and Engineering were set down on 20 October 2015 at the University of Applied Sciences Würzburg-Schweinfurt. This was announced on 20 October 2015 in a poster. The date of publication is 20 October 2015.
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**Abbreviations**

- **CPs**: Credit Points
- **m.E.**: mit Erfolg (= passed successfully, i.e. ungraded)
- **Pr**: Praktikum (= internship)
- **S**: Seminar
- **soP**: sonstige Prüfung (= other examined assignments, s. §15a SER)
- **sP**: schriftliche Prüfung (= written examination)
- **SU**: seminarischer Unterricht (= tuition in seminars)
- **sP**: praktische Studienleistung (= practical coursework)
- **SWS**: Semestertwochenstunden (= teaching units per week in the semester)
- **HA**: Hausarbeit (= written assignment)
- **Kol**: Kolloquium (= colloquium)
- **Kol**: Dokumentation (= report)
- **Ref**: Referat (= presentation)
- **Präm**: Präsentation (= multimedia presentation)
- **Ref**: Referat (= presentation)
- **Studien- oder Projektarbeit (= seminar paper/research project)
- **Übung (= Tutorial)

* The type of examination or the duration of the written examination is laid down in the curriculum and is announced at the start of the semester by the responsible lecturers, in each case.

** The specific details are regulated in the curriculum.

*** Examination language dependent on elective module chosen.