

Course and exam regulations
Nürtingen-Geislingen University
General provisions for bachelor's and master's programs
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Legal basis:

Based on section 8 (6) in conjunction with section 30 (1) and section 32 (3) of the state higher education act in Baden-Württemberg ("Landeshochschulgesetz" - LHG) dated 01 January 2005 (law gazette 2005, page 1), last amended by article 8 of the act dated 07 February 2023 (law gazette pp. 26 and 43) the senate of Nürtingen-Geislingen University agreed the following course and exam regulations (general provisions for bachelor's and master's programs) on 25 May 2023.

Table of contents

Part I – Academic affairs	3
Sect. 1 Scope	3
Sect. 1 University departments' communication and electronic messaging	4
Sect. 2 Standard duration of program, program structure	4
Sect. 3 [Ba] Mandatory practical semester, practical experience.....	6
Part II – Examinations	6
Sect. 4 General admission requirements for examinations	6
Sect. 5 Loss of right to take exams; deadlines	7
Sect. 6 Compensation for disadvantages	7
Sect. 7 Modularization, credit point system	7
Sect. 8 Exam structure	8
Sect. 9 Graded assessments	8
Sect. 10 Written assessments	9
Sect. 11 Oral assessments	10
Sect. 12 Semester paper	10
Sect. 13 Additional modules	11
Sect. 14 Grading of the module examinations	11
Sect. 15 Absence, withdrawal, cheating, breach of regulations	11
Sect. 16 Passing or failing	12
Sect. 17 Retaking module examinations	12
Sect. 18 Recognition of coursework and examinations as well as preliminary and interim examinations; recognition of skills and competencies acquired outside of the higher education system	13
Sect. 19 Examination board	14
Sect. 20 Examiners and observers	15
Sect. 21 Appeals	15
Sect. 22 Viewing of the examination records	15
Part III - Preliminary bachelor's examination.....	15
Sect. 23 [Ba] Purpose and procedure of the preliminary bachelor's examination	15
Sect. 24 [Ba] The overall grade and the transcript	16
Part IV - [Ba] Bachelor's examination / [Ma] Master's examination	16
Sect. 25 [Ba] Purpose and procedure of the bachelor's examination	16
Sect. 26 [Ba] Subject-specific prerequisites for the advanced part of the program.....	16
Sect. 27 [Ma] Purpose and procedure of the master's examination	16
Sect. 28 Final thesis	16
Sect. 29 The overall grade and the transcript	17
Sect. 30 Academic title and certificate	18
Sect. 31 Invalid [Ba] preliminary bachelor's examination and final examination	19

Part V – Commencement, interim regulations	19
Sect. 32 Commencement, interim regulations	19

Addenda:

Bachelor’s programs:

- Agriculture
- Automotive Business (will be discontinued)
- Automotive and Mobility Business
- Business Administration
- Energy and Resource Management (will be discontinued)
- Health and Tourism Management
- Real Estate Management
- International Financial Management
- Art Therapy
- Landscape Architecture
- Landscape Planning and Environmental Protection
- Sustainable Product Management (will be discontinued)
- Sustainable Management - Energy Management / Product Management / Resource Management
- Equine Management
- Urban Planning
- Drama Therapy
- Economics (will be discontinued)
- Business Psychology
- Business Law
- Future Economics

Master’s programs

- Automotive Management (will be discontinued)
- Automotive and Mobility Management
- Controlling
- Real Estate Management
- International Finance
- International Management
- International Master of Landscape Architecture
- Art Therapy
- Sustainable Agricultural and Food Management
- Sustainable Urban and Regional Development (will be discontinued)
- Organizational Design
- Process Management
- Towns, Landscape, Transformation
- Sustainable Mobilities
- Environmental Protection
- Leadership
- Restructuring and Insolvency Management

Part 1 – Academic affairs

Sect. 1 Scope

(1) These course regulations are valid for the following bachelor's programs:

Faculty of Business Administration and International Finance (FBF)

- Business Administration
- International Financial Management

Faculty of Agriculture, Economics and Management (FAVM)

- Agriculture
- Equine Management
- Economics (will be discontinued)
- Future Economics

Faculty Environment Design Therapy (FUGT)

- Art Therapy
- Landscape Architecture
- Landscape Planning and Environmental Protection
- Urban Planning
- Drama Therapy

Faculty of Business and Law (FWR)

- Automotive Business (will be discontinued)
- Automotive and Mobility Business
- Energy and Resource Management (will be discontinued)
- Health and Tourism Management
- Real Estate Management
- Sustainable Management - Energy Management / Product Management / Resource Management
- Sustainable Product Management (will be discontinued)
- Business Psychology
- Business Law

(2) These course regulations are valid for the following master's programs:

Faculty of Business Administration and International Finance (FBF)

- Controlling
- International Finance
- Organizational Design

Faculty of Agriculture, Economics and Management (FAVM)

- International Management
- Sustainable Agricultural and Food Management
- Process Management

Faculty Environment Design Therapy (FUGT)

- International Master of Landscape Architecture
- Art Therapy
- Sustainable Urban and Regional Development (will be discontinued)
- Towns, Landscape, Transformation
- Environmental Protection

Faculty of Business and Law (FWR)

- Automotive and Mobility Management
- Automotive Management (will be discontinued)
- Real Estate Management
- Sustainable Mobilities
- Leadership
- Restructuring and Insolvency Management

- (3) If some individual regulations only apply to the bachelor's programs, they are marked [Ba]. If some individual regulations only apply to the master's programs, they are marked [Ma]. All other regulations apply both to the bachelor's and the master's programs.

Sect. 1a University departments' communication and electronic messaging

- (1) In all areas concerning courses and examinations which are covered by these statutes, all communication with and by the university is carried out via the SELMA campus management system. This mode of communication forms the basis for the following sections and covers any issues from "applications" to "objections" as well as any processes such as "registering for an exam", "announcement of results" and "exam reviews". If necessary, the individual procedures are specified below. Nürtingen-Geislingen University's IT department's current operating regulations apply and must be adhered to unreservedly, especially as far as passwords and data security are concerned.
- (2) Students must have the necessary prerequisites available to be able to use SELMA or they must use the university infrastructure to do so. It is the students' sole responsibility not to miss deadlines for technical reasons. Only in certain justified individual cases where communicating via SELMA would be an unacceptable hardship, communication can alternatively take place via the university email address or in writing, e.g. to meet a deadline. Other communication formats are excluded and will, without exceptions, not be processed by the university.
- (3) All other messages, notices and inquiries by the university will also always be conveyed electronically. They are sent out via SELMA, via the web-based student portal (HfWU neo) or to the email address that was allocated to the students by the university. Any electronic message will be deemed delivered on the day after it can be accessed by the student. Notification of administrative acts, especially of an incriminating nature, is carried out in accordance with LVwVfG (administrative procedures act for Baden-Württemberg).
- (4) The notification of examination results is deemed as having been received one day after the results can be accessed by the students.
- (5) Unless stipulated otherwise in the following paragraphs, any records or documents required must first be uploaded electronically in SELMA in the format specified by SELMA. The original copies of any documents can be demanded by the university in writing at any time and without stating reasons. If the original copy cannot be provided upon request, this means that the issue at hand will be considered not verified. If there is a justifiable suspicion that documents have been forged, the university will initiate legal proceedings.

Sect. 2 Standard duration of the program, program structure

- (1) [Ba] The standard duration of a bachelor's program is normally seven semesters of study. Any exceptions are stipulated in the addendum to the course and exam regulations. The standard duration of study comprises the theory semesters and the examinations including the bachelor's thesis, as outlined in detail in the addendum, and the integrated practical semester, internships and, if applicable, a study abroad period.
- (2) [Ba] The program is divided up into modules and consists of the basic course of study which in some cases includes the preliminary bachelor's examination after the number of semesters outlined in the addendum, and the advanced part of the program which concludes with the bachelor's examination.
- (3) [Ma] The standard duration for master's programs is normally three semesters of study. Any exceptions are stipulated in the addendum to the course and exam regulations. The standard duration of study comprises the theory semesters and the examinations, as outlined in detail in the addendum, including the master's thesis and, if applicable, a study abroad period.
- (4) [Ma] The program is divided up into modules and concludes with the master's examination.
- (5) The total amount of modules required for successful completion of the program and the required module exams are outlined in the addendum. The addendum may also include regulations on how interdisciplinary modules as outlined in the statutes of Nürtingen-Geislingen University on university-wide modules for sustainable development (so-called "HfWU modules") may replace other specific modules of the degree program.
- (6) Unless stated otherwise in the degree program's addendum, elective modules will only be offered if at least five students have committed to take part in the module.
- (7) The sequence of the modules and the assessments required for them as outlined in the addendum may, if pre-agreed by the faculty council, under compelling circumstances in individual cases be altered for one

semester. Any changes will be communicated to the students well in advance and through the usual channels. Those students who have already been accepted for the exam when the change in the type of assessment is announced (sect. 9) can apply to withdraw from the exam. This adjustment will not be noted in the certificate nor in other supplementary documents.

- (8) The language used for teaching and in examinations is normally German. If classes are held in English on one occasion or regularly, the students will be informed about this at the beginning of the lecture period and it will be noted in the module catalog that classes might be held in English. The decision on whether a class is held in German or in English is taken by the dean of studies before the start of the lecture period and in agreement with the lecturers concerned. Modules which are always taught in English are marked in the addendum with an "E". The examination is usually set in the language of instruction.
- (9) Lectures and examinations are usually carried out in the university's premises (face-to-face teaching/face-to-face examinations). If part of a course and/or the examinations or parts of the examination in a lecture/module are to be held online on one occasion, e.g. via video call, the students will be informed about this before the start of the lecture period and it will be noted in the module catalog that an online option is permitted. To safeguard quality control standards, the decision on whether a class/a module will (partially) be held online or face-to-face is taken by the dean of studies in agreement with the respective lecturers in a process determined by the relevant faculty. If parts of the class (recurring/scheduled) and/or examinations or parts thereof are carried out online, the requirements for online participation are outlined in the addenda. If, in addition to this, entire modules and/or examinations or parts thereof are permanently carried out online, this must be marked with an 'O' in the relevant places in the addendum. More details on online examinations are outlined in sections 9, 10 and 11. Only those software solutions provided or supported by the university may be used for online teaching and/or online examinations. An individual meeting or support is always possible online if agreed between the lecturer and the student.
- (10)[Ma] If applicants can provide a degree or a similar qualification which is up to 30 credits below the credits required to embark on a 300 credit master's program and which comprises at least 180 credits, providing additional individual proof of the missing qualification is required to register for the master's thesis.

Proof can be supplied in the following ways:

a) Equivalence exam

During the equivalence exam, students must provide evidence that they possess the qualifications stipulated in the admission requirements. Equivalence is usually tested through a 30-minute oral placement test before the end of the first study semester. The examiners are appointed by the examination board. The regulations outlined in the statutes also apply for the oral placement test.

b) Recognition of coursework and examinations as well as recognition of skills and competencies acquired outside of the higher education system

Students can apply to receive recognition for coursework and exams that have been completed in other programs of study at a public or an officially recognized higher education institution or at a cooperative state university ("Berufsakademie") in the Federal Republic of Germany or at a foreign public or officially recognized higher education institution, provided that the competencies acquired are not significantly different from those they are to substitute. Only those modules can be recognized that are not already included in the bachelor's or "Diplom" degree that is relevant for admission. Upon application, skills and competencies which have been acquired outside of the higher education system are recognized if the level of skills and competencies are equivalent to those of the module examinations they are to substitute. Contrary to sect. 18 (3) SPO-AT, the deadline for application is further defined in an agreement ("Zielvereinbarung").

c) Making up missing credits

The modules required for making up missing credits are individually stipulated in an agreement. ("Zielvereinbarung"). The deadlines and the procedures for it are defined in the addendum.

The addendum of the master's course and exam regulations (Master-SPO) stipulates which of the options apply for the individual degree programs. A combination of options b and c is possible. The qualifications for which evidence has been provided for will not be included in the master's degree transcript. They will be noted in the diploma supplement according to sect. 28 (4) SPO-AT.

Sect. 3 [BA] Mandatory practical semester, practical experience

- (1) The practical semester is mandatory and an integral part of the program. The university determines what it must consist of and sets out the rules connected to it. Supervision and accompanying classes are provided by the university. It normally takes place in a company or another institution which provides practical experience. Evidence that the practical semester was completed must be provided. It should not take place at the end of the program. It is of six months' duration. In the cases outlined in paragraph 2, the internship office can extend the duration of the internship to a maximum of 12 months.
- (2) Those students who are prevented from regularly completing the required coursework due to the expected birth of a baby or subsequently taking care of it or due to regular family care commitments can, as a general rule, spread out their internship over two consecutive semesters. The minimum duration of the internship applies.
- (3) Internship offices can be set up in the faculties. The internship office is in charge of the organization of the practical semester, of coordinating its content and of liaising with the internship providers. Each internship office must be headed by a professor who has been proposed by the faculty and appointed by the Rector. If no internship office has been set up for a particular faculty, the deans of study or designated professors from the relevant degree program will be in charge. For their degree program, they have the same rights and duties as the head of an internship office.
- (4) Within the scope of the practical semester, the university cooperates with the internship providers in all issues concerning the practical training of the students.
- (5) The students are responsible for finding a placement for their practical semester. Before starting the internship, the student must propose the placement to the head of the internship office who will have to officially approve it.
- (6) The students have to compile a written report on their training during their practical semester, unless stipulated otherwise in the addendum. In addition, the students have to present a progress report outlining the nature and the content of their work and also the start and end date of their training period including any days missed.
- (7) A practical semester is considered to have met the requirements if, after deducting any days missed, at least 90 full working days (these may contain days worked from home if the internship provider authorizes this) have been completed. In the cases outlined in paragraph 2, a comparable overall duration completed part-time is also permissible. The documents outlined in paragraph 6 must be handed in as stipulated. It is still classed as a mandatory practical semester even if no proof is provided for it occurring or if the minimum working days have not been completed.
- (8) Further practical details and the goals of the training, the content of the practical semester and when it fits into the course of study as well as the assessments required are stipulated in the addendum. If practical work is required in a degree program for which no credits are awarded, the minimum duration is also stipulated in the addendum. The faculties can pass additional regulations concerning the practical semester outlining further details related to this particular program. If the practical semester has been failed, it can only be repeated once. The head of the internship office decides if the student has passed.

Part II – Examinations

Sect. 4 General admission requirements for examinations

- (1) Only students who are enrolled in a bachelor's or master's program at the university are entitled to take the preliminary bachelor's examination and the bachelor's/master's examination.
- (2) The students must themselves register online in SELMA for the exams. The following deadlines apply for the respective semesters: Registration deadline: 01 November to 20 November for the winter semester (latest de-registration date: 15 January) and 20 April to 10 May for the summer semester (latest de-registration date: 25 June) In addition to this, in FAVM faculty, the following deadlines for the second examination period apply for the respective semesters: Registration deadline: 20 February to 20 March for the winter semester and 01 August and 20 September for the summer semester (last date for de-registering: one week before the start of the second examination period). Only those students who have registered will be allowed to take part in the exams.
- (3) In exceptional circumstances ("hardship cases") an application can be made to the examination board who can grant admission to module examinations different from the deadlines outlined in paragraph 2,

phrase 2, especially where the practical semester and the final examinations required to complete the program are concerned. No entitlement to have the application approved exists. The application must include details on the circumstances why the deadlines were missed and evidence on the repercussions.

- (4) Admission to an examination must be denied
 - 1) If the requirements stipulated in paragraph 1 are not met or
 - 2) if the right to take exams has been lost in accordance with section 32 (1) phrase 2 in conjunction with section 17 SPO (course and exam regulations) or in accordance with section 32 (5) LHG (state higher education act) in conjunction with section 6 SPO (course and exam regulations).

Sect. 5 Loss of right to take exams; deadlines

- (1) The module examinations leading to the preliminary bachelor's examination (if stipulated in the addendum) and the exams leading to the bachelor's/master's examination must have been taken before the end of the semester specified in the addendum.
- (2) Students will be informed well in advance via the university's web-based student portal and via SELMA about the type and amount of module examinations they have to take during the regular duration of their program and the dates when they have to take them as well as about the dates by which their final thesis must have been allocated and handed in.
- (3) [Ba] The right to take exams is lost if, after having completed the number of semesters in the basic course of study as set out in the addendum, less than half the required credits have been completed or if the module examinations for the bachelor's examination have not been completed within three semesters after the deadline set out in paragraph 1 (due to a change in the state higher education act (LHG) dated 20 October 2021, an extension in individual cases of a maximum of three semesters applies) unless the student cannot be held responsible for the missed deadline. The addendum can stipulate different regulations. If the university has entered into an agreement with the student stipulating that the course can be completed part-time, the time allowed to complete the credits required for the basic course of study or for the final examination is also extended in this case.
- (4) [Ma] The students lose the right to take exams in the program if the module examinations for the master's examination have not been completed within three semesters after the deadline stipulated in paragraph 1 (due to a change in the state higher education act (LHG) dated 20 October 2021, an extension in individual cases of a maximum of three semesters applies) unless the student cannot be held responsible for the missed deadline (Sect. 32 (5) LHG). If the university has entered into an agreement with the student stating that the course can be completed part-time, the time allowed to complete the credits required for the master's examination is also extended in this case.

Sect. 6 Compensation for disadvantages

- (1) If students provide evidence that due to an ongoing or permanent physical disability or a chronic illness or other circumstances as listed in sect. 32 (4) no. 5, LHG which make it harder to take exams, they are unable to take the exam as a whole or in parts as required and/or within the deadlines, the students can then apply to the responsible examination board who can take suitable measures to compensate the impairment, or, in cases where a different type of assessment can fulfill the same goals as the one requested, they can allow the student to complete the examination in a different format. Evidence that the students possess the required competencies that are tested in the exam must still be provided. The same applies to any examination prerequisites.
- (2) Any impairment must be outlined and evidence, e.g. a medical certificate by a medical specialist, must be provided. If there are doubts whether an examinee is able or unable to take an exam, the relevant examination board may demand a medical certificate issued by a doctor designated by the university containing a statement and a recommendation from a medical practitioner's point of view.
- (3) In the event of a change in the circumstances outlined in paragraph 1 and 2, the student is obliged to notify this to the relevant examination board immediately.

Sect. 7 Modularization, credit point system

- (1) Regulations concerning the modules are outlined in the addendum. A module can be defined as containing a summary of a particular subject. It is a self-contained unit within boundaries as defined by time and subject which can be tested and for which credit points can be awarded.

- (2) The students' coursework and examinations are assessed using a credit point system in accordance with the European Credit Transfer System (ECTS). The respective credit points (credits) for a module can only be awarded if the module is passed.
- (3) The students' overall workload (contact hours and self-study) normally amounts to 60 credits per academic year, i.e. generally 30 credits per semester. One credit is equivalent to 25 hours.

Sect. 8 Exam structure

- (1) The preliminary bachelor's examination (if stipulated in the addendum), the bachelor's examination and the master's examination are made up of module examinations.
- (2) [Ba] A module examination can consist of several different assessments as defined by section 9 (1). The addendum contains the regulations concerning the module examinations for the preliminary bachelor's examination and the bachelor's examination and individual assessments including their weighting for the module grade.
- (3) [Ma] A module examination can consist of several different assessments as defined by section 9 (1). The addendum contains the regulations concerning the module examinations for the master's examination and individual assessments including their weighting for the module grade.
- (4) Listed modules that have not been graded are awarded a pass or a fail.
- (5) There may be examination prerequisites in order to be admitted to the module examinations. Examination prerequisites are marked in the addendum and described in detail in the module description; They may contain already completed modules, individual progress in the course of study or other assessments that must at least have been graded with a pass or fail.
- (6) Module examinations are usually an integral part of the course. They are set as part of a course and are linked to the topic of this course (in-course module examinations).
- (7) Modules can only be repeated or made up as a whole, even if only individual assessments have not been attempted (including due to illness).

Sect. 9 Graded assessments

- (1) There are several types of graded assessments:

Written assessments

Written exam	K
E-exam	eK
Written / drawn work	S

Oral assessments

Oral exam	M
Presentation	R

Semester paper

StA

The addendum contains information on the required assessments. Written assessments in multiple choice formats are allowed at Nürtingen-Geislingen University if they comply with the university's multiple choice regulations.

- (2) It is outlined in the addendum whether assessments take place during the lecture period of the semester or during the exam period outside of the lecture period.
- (3) Contrary to the addendum of the course and exam regulations, the examination board of a faculty may decide for justified reasons to hold oral exams online, either with or without video supervision. Contrary to the addendum of the course and exam regulations, the lecturer can be allowed in certain cases to accept presentations for one complete course as an online examination with or without video supervision. Sect. 2 (9) applies accordingly. If an online examination as per phrase 1 or 2 is carried out with video supervision, the examinees must be informed that according to the state higher education act (LHG) sect. 32a, participation in the exam is voluntary. A suitable examination room on the university's premises must be provided. For group assessments, the same applies for the group as a whole. If for technical reasons, an online exam cannot be taken (LHG sect. 32b), it is classed as "not attempted". It is

possible to attempt the exam again in an online format. In the case of technical difficulties, it is up to the examiner to decide if it makes sense to continue the examination or to interrupt or terminate it.

Sect. 10 Written assessments

(1) Written exam

Students need to show in the exam that they possess the required specialist knowledge and that they are able to work on topics and solve problems within a limited amount of time with limited materials using the accepted methods of their subject area. Written exams may contain a selection of topics the students can choose from.

A written exam must take at least 45 minutes and no more than 240 minutes. Individual details are outlined in the addendum. Written exams usually take place during the examination period at the end of the semester during which classes were held. Only in exceptional circumstances should grading exceed a period of three weeks after the end of the examination period.

If under exceptional circumstances a written exam is postponed, the students must be informed immediately and well in advance through the usual channels. Those students who have already been accepted for the exam when the change in examination date is announced can apply to withdraw from the exam.

(2) E-exam

An e-exam is an examination which is set, taken and graded with the aid of a computer (with the exception of open questions). E-exams are permissible if they are suitable in proving that examinees have a good grasp of the content and the methods taught in the module and that they can apply the knowledge and skills learned. If necessary, it can be complemented with alternative types of exams. Taking an e-exam may be recorded in order to safeguard the legal compliance of the examination.

An e-exam has to be supervised by a person who is competent in the subject area (minute keeper). The minutes of the exam have to be recorded in writing, contain at the very least the names of the minute keeper and the examinees, the beginning and end of the exam and any noteworthy occurrence during it. It has to be ensured that the electronic data can be unequivocally and permanently linked to each respective examinee. According to the regulations in section 22 of the course and exam regulations (SPO), candidates must be given the opportunity to later view the computer-aided examinations and any results they have achieved. The questions set including sample answers, the grading system, the individual exam results and the minutes have to be archived in compliance with legal requirements.

(3) Written/drawn/creative work

In written or drawn or creative work, students must prove that they are capable of researching, evaluating and connecting the information necessary to solve the task or the problem at hand in an effective way and within the set time limit. They must demonstrate that they understand what is required from a scientific paper and the principles of academic research and writing.

On-time submission of any written/drawn/creative work can also be done digitally in a secure and separate section in NGU's web-based student portal and in a pre-set procedure. Students must be informed in an appropriate way at the start of the lectures about how they must submit their work. The same applies to the time allowed and the organizational and technical conditions related to it. It is not allowed to complete written or drawn or creative work under video supervision.

Sect. 11 Oral assessments

(1) Oral exam

In the oral exam students must prove that they have acquired a broad expert knowledge and that they understand the overall context of the subject that is under examination and that they can identify how specific problems fit into this context.

Oral exams are assessed by two examiners (examination by a panel) or by one examiner in the presence of an observer (sect. 20) either in the form of a group exam or an individual exam.

An oral exam can last between 10 to 30 minutes per examinee. Individual details are outlined in the addendum.

The main points and results of the oral exam must be recorded in the minutes. Following the oral exam, the examinee will be informed about the result.

Students who will have to take the same type of oral exam later on can be admitted to the exam as listeners if there is enough room, unless the examinee objects to this. They are, however, not allowed to be present when the exam result is discussed and announced.

(2) Presentation

The students must prove during the presentation that they can solve a particular problem in the subject area which is under examination and demonstrate that they can present this using media support in such a way as best suits their audience.

The basis on which the presentation was assessed must be recorded in writing.

Presentations can also be carried out by a team consisting of several students. In order to allow assessment of the individual contributions, each part must be clearly delineated.

Sect. 12 Semester paper

- (1) In a semester paper, students need to prove that they can solve complex cross-curricular problems within their field of study.
- (2) A paper can consist of a written/drawn/ creative composition as well as a presentation. The regulations for online exams apply accordingly.
- (3) Papers can also be produced by a team consisting of several students. In order to allow assessment of the individual contributions, each part must be clearly delineated.
- (4) Presenting the results to a university public in the presence of at least two examiners (examination by a panel) can also be an integral part of a paper. The presentation itself can be a part of the assessment.
- (5) The essential features and results of the paper as well as the fundamental ideas on which grading is based need to be suitably recorded. In the case of a presentation, the grade achieved is usually communicated to the examinee right away. If, for subject-specific reasons, this is not possible, the grading process should only in exceptional circumstances exceed three weeks after the examination period.
- (6) The time allowed for composing the paper depends on the problem set, this rarely exceeds the duration of the module, however. Further details are outlined in the addendum.

Sect. 13 Additional modules

Students can take other module examinations in addition to the required modules. There is no automatic entitlement to do this, however, even if the modules were offered in an online mode. The grades in these modules will not be included in the overall grade.

Sect. 14 Grading of the module examinations

- (1) Grading of the module examinations is based on the points awarded by the examiners. The module coordinator tells the individual examiners the maximum amount of points they can award for their part of the module examination. Weighting is based on the recommended 100-points-system and outlined in the addendum and the module catalog. The grades for module examinations are determined by the module coordinator in consultation with the examiners involved on the basis of the overall amount of points awarded by the examiners. The following grades are to be used for grading:

1	=	very good ("sehr gut")	=	an excellent result
2	=	good ("gut")	=	a result which is considerably above average
3	=	satisfactory ("befriedigend")	=	an average result
4	=	pass ("ausreichend")	=	a sufficient result despite some shortcomings
5	=	fail ("nicht ausreichend")	=	an insufficient result containing many shortcomings

To allow for more differentiated grading of the module examinations, individual grades can be raised or lowered by 0.3 to fractional grades; the following grades are not allowed, however: 0.7, 4.3, 4.7 and 5.3.

- (2) The overall grade for papers, oral exams and final theses which have been marked by two examiners is normally calculated by averaging the grades awarded by the examiners. Any deviations from this are outlined in the addendum. Module grades are as follows:

With an average grade of up to 1.5	=	very good
With an average grade of 1.6 up to and including 2.5	=	good
With an average grade of 2.6 up to and including 3.5	=	satisfactory
With an average grade of 3.6 up to and including 4.0	=	pass
With an average grade from 4.1 on	=	fail

- (3) The overall grade (sections 24 and 28) is calculated from the average of the module grades – which have been weighted according to the regulations in the addendum. Outstanding results (overall grade (section 30) of 1.3 or better) are awarded the overall grade “pass with distinction” (“mit Auszeichnung bestanden”). For better transparency of the final grade, information on the ECTS grading table according to the ECTS Users’ Guide in the current version will be included in the diploma supplement.
- (4) When calculating the average, only the first decimal after the decimal point is taken into account, all further decimals are deleted without rounding up or down.
- (5) Details on the awarding of ECTS credits (European Credit Transfer System) in a module are stipulated in the addendum.
- (6) The basis on which the grading was done as well as the assessment itself must be traceable and documented in writing. For the purposes of electronic processing of the assessment results, for handing in the assessment results within the deadline and for ensuring that the documentation which might be mandatory for specific procedures, the uploading of such documents in SELMA is initially considered sufficient. The original documents must be stored by the examiner for two years after the end of the calendar year concerned and must be handed in to the examination office if requested.

Sect. 15 Absence, withdrawal, cheating, breach of regulations

- (1) A module examination shall be graded with a “fail” (“nicht ausreichend”, 5.0) if the examinee misses an exam without a valid reason, or if somebody withdraws from the exam without a valid reason after having registered for it. The same applies if the module examination has not been completed within the time allowed for it. A valid reason for missing an exam or withdrawing from it could be, for example, if the examinee is unable to take the exam due to illness or due to family commitments such as a sick child that the examinee has to look after.
- (2) Any withdrawal from an exam must be notified immediately. The reason for missing or withdrawing from an exam must be notified to the chairperson of the examination board immediately. Evidence must be provided. In the case of an illness, a medical certificate needs to be handed in without delay. In certain cases, the university may insist upon a medical certificate by a doctor designated by them, or by another medical specialist. If the reason given has been accepted as valid, a new date will be set and the previous attempt does not count.
- (3) If examinees attempt to influence the result of their assessment through cheating or the use of unauthorized materials, the module examination is graded with a “fail” (“nicht ausreichend”, 5.0). Even carrying unauthorized materials with you is classed as an attempt at cheating. If an examinee interrupts the orderly conduct of an exam, they can be excluded from continuing the exam by the examiner or supervisor. In this case, the module examination is graded with a “fail” (“nicht ausreichend”, 5.0). In extreme cases, the examination board may exclude the examinee from all further module examinations (LHG sect. 62 (3), no. 3). The exam paper may be checked for text passages or other sources which have been copied and not referenced with the use of suitable plagiarism detection software.
- (4) Before any negative decision according to paragraph 3 phrase 1 or 3 is taken, the person concerned will be given the opportunity to make a statement. In accordance with sect. 1a (3), any negative decisions will be communicated to the person concerned immediately and in writing stating the relevant reasons and information on the right to appeal. They will also be communicated via SELMA.

Sect. 16 Passing or failing

- (1) A module examination has been passed if the module grade awarded is at least a “pass” (“ausreichend”, 4.0).
- (2) [Ba] The preliminary bachelor’s examination (if stipulated in the addendum), and the bachelor’s examination have been passed if all related module examinations have been passed.
- (3) [Ma] The master’s examination has been passed if all related module examinations have been passed.

- (4) If a module examination was not passed, the examinee will be notified. The examinee must also be informed if and to what extent the module exam can be retaken and before what date.
- (5) If the [Ba] preliminary bachelor's examination or the final examination has been failed with no option to retake, the student can apply for written confirmation that states which module examinations they passed and with which grades as well as module exams they did not attempt or did not pass. It must also clearly state that the preliminary bachelor's examination or the final examination has not been passed.
- (6) Students are informed about their grades in the university's SELMA system.

Sect. 17 Retaking and making up module examinations

- (1) Any module examination that has not been passed can be retaken twice, unless the examinee attempted at cheating during the previous first and second attempt in accordance with sect. 15 (3). As far as any module is concerned, an attempt at cheating reduces the amount of permissible examination retakes by one. The practical semester, the oral final exam and the final thesis may each only be repeated once; phrase 2 does not apply, and sect. 15 (3) remains unaffected by this. Students may not retake a module examination they have passed.
- (2) The students must themselves register online in SELMA for retake or make-up exams. Sect. 15 (1) applies accordingly.
- (3) During the practical semester, students can take module examinations and particularly retake or make up failed module examinations if this does not interfere with the purposes of their practical semester. The students are themselves responsible for ensuring that this does not jeopardize the outcome of their practical semester, in particular in accordance with sect. 3 (1, 6, and 7). This entails no entitlement for being granted e.g. special exam situations, different exam types or any special allowances by the internship provider. It is entirely up to the students to ensure compatibility between their practical semester and taking additional exams. The addendum can stipulate the maximum number or a total exclusion of additional exams that can be taken during the practical semester.
- (4) During academic leave of absence (cf. Nürtingen-Geislingen University's admissions and enrollment regulations, "Zulassungs- und Immatrikulationsordnung"), students are normally allowed, upon application, to retake or make up a maximum of two failed module exams. Students on leave in accordance with the protection periods stipulated in sect. 3 (1) and sect. 6 (1) of the maternity protection act, or on parental leave according to sect. 15 (1-3) of the federal act on parental allowance and parental leave are allowed to attend classes, complete coursework, take examinations and use the university's facilities. The same applies when caring for a close relative according to sect. 7 (3) of the caregivers leave act if the person requires care as defined in sections 14 and 15 of Book 11 of the German Social Code.

Sect. 18 Recognition of module examinations as well as preliminary and interim examinations from other higher education institutions; recognition of skills and competencies acquired outside of the higher education system

- (1) Recognition of module examinations from other higher education institutions:

Students can apply to receive recognition for module examinations that have been completed in other degree programs at a public or an officially recognized institution of higher education or at a cooperative state university (Berufsakademie) in the Federal Republic of Germany or at a foreign public or officially recognized higher education institution, provided that the competencies acquired are not significantly different from those in the modules they are to substitute. The purpose of this recognition is to allow the students to continue their studies, to take exams or to take up another program of study. If students change to another degree program at the university, completed module examinations as well as failed examinations in modules which are the same in both the old and the new program will be recognized after a formal consultation (please refer to Nürtingen-Geislingen University's currently valid version of the statutes concerning the regulations dealing with the right to take exams when students are admitted to a similar program dated 06 June 2019). Modules are considered equivalent if the content and the form match.

[Ba] A preliminary or interim examination ("Vor- oder Zwischenprüfung") passed in another German higher education institution of the same kind in the same or a similar degree program can be recognized upon application.

If module examinations or preliminary or interim examinations are recognized, the grades will be transferred - in those cases where the grading systems are similar - and will be included in the calculation of

the overall grade according to the stipulations in the addendum. If the grading systems are not comparable or the completed modules have not been graded, they will be recognized and rated as “passed” (“bestanden”) but will not count towards the final grade.

If agreements or treaties between the Federal Republic of Germany and other countries on equivalence in the higher education sector (equivalency agreements) exist and favor students from abroad in deviation from paragraphs 1 to 5, the regulations in the equivalency agreements shall take precedence.

(2) Recognizing skills and competencies acquired outside of the higher education system:

If the skills and competencies acquired outside the higher education system are similar in content and level to the module exams they are to replace, they can be recognized.

Equivalence is usually tested through an oral placement test. The regulations outlined here in these statutes also apply for the oral placement test. The grade achieved in the placement test is counted and will be included in calculating the overall grade as stipulated in the addendum.

The addendum may stipulate that, as part of existing cooperation agreements with educational institutions according to section 31 LHG, an automatic recognition process may apply. A maximum of 50 per cent of the credits in a degree program can be substituted by skills and competencies acquired outside of the higher education system.

- (3) An application for any recognition of module examinations according to paragraph 1 or for any recognition of skills and competencies acquired outside of the higher education system according to paragraph 2 can be submitted during the admissions procedure at the earliest and within three months after the date of enrollment at NGU at the latest. If the module examinations were completed during a study abroad stay, an application for recognition must be submitted within three months after the day the student returns to Nürtingen-Geislingen University. If the student has already registered for the examination in a module, an application for recognition or for a transfer of credits is no longer possible.
- (4) Students cannot apply to get recognition or a credit transfer for module examinations which have already been successfully completed at Nürtingen-Geislingen University.
- (5) The applicants are responsible for providing all necessary documentation in support of their application for recognition or a credit transfer. Proof that an application does not meet the requirements for recognition as per paragraph 1 is the university's responsibility. Wholly or partially negative decisions must be explained in writing and include information on the right to appeal. The decision must also be communicated via SELMA. As a general rule, the faculty's examination board decides on recognition and credit transfers. Recognition of module examinations completed during the degree program at higher education institutions abroad will be decided by the examination board of the applicant's faculty unless stipulated otherwise in the addendum.
- (6) Modules which have been recognized or for which credits have been transferred will be indicated in the transcript of records.

Sect. 19 Examination board

- (1) [Ba] The examination board of the faculty to which the bachelor's program belongs is responsible for the organization of preliminary and final bachelor's examinations and for other duties (paragraph 6) that have been assigned in the course and exam regulations (cf. sect. 1).

[Ma] The examination board of the faculty to which the master's program belongs is responsible for the organization of master's examinations and for other duties (paragraph 6) that have been assigned in the course and exam regulations (cf. sect. 1).

Each examination board normally consists of a maximum of five members. As a rule, the members' terms of office are four years.

As far as cooperative degree programs are concerned where several universities are involved and where Nürtingen-Geislingen University is responsible for the enrollments and the course and exam regulations, separate examination boards may be established if this is stipulated in the addendum of the respective degree program. The examination board's composition and related tasks must also be regulated.

- (2) The chairperson of the board, their deputy as well as the other members and their deputies shall be appointed by the faculty to which the degree program belongs; they must be professors at that faculty or professors at another faculty who regularly lecture in the degree program. If the faculty has an internship office, the head of the internship office by virtue of their position is a member of the examination board. If

the director of international affairs is a faculty member, they are a member of the examination board by virtue of their office. Other professors, lecturers or teaching staff with special responsibilities can act in an advisory capacity. In general, the chairperson manages the affairs of the examination board.

- (3) The examination board must ensure that the provisions of the course and exam regulations are adhered to. The examination board also advises on reforms of the curriculum and the course and exam regulations and assists in implementing them. The examination board may assign some of the duties they are responsible for to the chairperson.
- (4) Members of the examination board are entitled to sit in on examinations.
- (5) The members of the examination board and their deputies are bound by an obligation of confidentiality. Unless they are public servants, they must be bound to confidentiality by the chairperson.
- (6) The examination board is responsible for decisions on the following issues:
 1. The consequences of breaches of the exam regulations (sect. 15)
 2. Appointing the examiners and observers (sect. 20)
 3. Approving withdrawals and recognizing medical certificates (sect. 15 (2))
 4. Recognizing and accepting credits from previous study periods, coursework and examinations (sect. 18)
 5. Approving oral examinations in online formats
 6. Extending the deadlines for final theses or granting breaks
 7. Compensation for disadvantages (sect. 6)
 8. Ensuring that statutory maternity leave is granted as well as parental leave in individual cases.
 9. Any other duties outlined in the course and exam regulations
- (7) In order to support the examination boards, a central examination office was established. The examination office advises and supports the faculties in developing and adjusting course and exam regulations and reviews them for any failings. It supports the vice-rector in all appeals cases, coordinates the central examination board and supports the senate's tasks by supplying the documents they require. It also supports the university's quality management department. The head of the central examination office is appointed by the university's Rector and carries out reviews and makes recommendations in legal questions concerning exams.
- (8) The university appointed a central examination board. The central examination board consists of the vice-rector ("Prorektor") who acts as chairperson, the chairpersons of the examination boards and the head of the central examination office. The central examination board is in charge of coordinating the consistent application of the course and exam regulations at the university and of making suggestions or proposing amendments to the faculties on any superordinate statutes.

Sect. 20 Examiners and observers

- (1) As a rule, only professors can act as examiners in examinations which are not an integral part of a class in the study program. If no professors are available, lecturers and teaching staff with special responsibilities can be appointed to act as examiners. A person with the relevant work experience and experience in training who holds at least the qualification which is being tested in the exam or equivalent qualifications can also be appointed as an examiner.
- (2) The names of the examiners in paragraph (1) shall be published at least 14 calendar days before the examination date.
- (3) Only someone who holds at least the qualification which is being tested in the exam or equivalent qualifications can be appointed as an observer.
- (4) Sect. 19 (5) also applies to examiners and observers.
- (5) In the case of online oral examinations, all examiners concerned must agree to this type of examination.

Sect. 21 Appeals

The vice-rector for academic affairs ("Prorektor für Lehre") decides on appeals (section 8 (2) phrase 3, LHG).

Sect. 22 Viewing of the examination records

Within one year of taking the module examination, examinees may, upon application, view their written examination as well as reviews on it and the examination minutes of any oral assessments in an approved format; sect. 29 of the administrative procedure act of Baden-Württemberg (Landesverwaltungsverfahrensgesetz) is not affected by this.

Part III - [Ba] Preliminary bachelor's examination

Sect. 23 [Ba] Purpose and procedure of the preliminary bachelor's examination

- (1) In the preliminary bachelor's examination (if stipulated in the addendum), the students must prove that they have gained sufficient basic knowledge in their subject - also by using specialist literature - to allow them to continue in their program with a good chance of successfully completing it.
- (2) The module examinations that the preliminary bachelor's examination consists of usually take place in-course (sect. 8) during the lecture period or the examination period of the respective semester. The preliminary bachelor's examination should be arranged in such a way that it can be completed before the start of the lecture period of the semester following the basic course of study.
- (3) The addendum contains information on the type and amount of compulsory and elective modules the students need to complete.
- (4) The content of the modules as outlined in the module catalog will be tested in the module examinations.

Sect. 24 [Ba] The overall grade and the transcript

- (1) In the preliminary bachelor's examination (if stipulated in the addendum), an overall grade will be awarded for it. Unless stipulated otherwise in the addendum, the overall grade is calculated by taking the average of the module grades which have been weighted with credits.
- (2) If the preliminary bachelor's examination has been passed, a transcript is normally issued as soon as possible (where possible within four weeks of all examination results having been received). It contains the module grades and the overall grade; grades are to be supplemented with the decimal value as per sect. 14 (4) in brackets. The faculty can decide that the transcript is only issued if the students apply for it to the relevant examination board.

Part IV - [Ba] Bachelor's examination / [Ma] Master's examination

Sect. 25 [Ba] Purpose and procedure of the bachelor's examination

- (1) In the bachelor's examination, the students must prove that they have acquired the relevant competencies to deal with any problems that arise in their future profession in an appropriate way. In addition to this, they must be able to collect and interpret specialist data and information vis-a-vis any relevant social, scientific or ethical issues and communicate this in both a specialist and non-specialist context. The skills acquired during the program for gaining knowledge and competencies will allow the students to take up highly qualified jobs or to continue post-graduate education.
- (2) The module examinations that the bachelor's examination consists of usually take place in-course (sect. 8) during the lecture period or the examination period of the respective semester.
- (3) The addendum contains information on the compulsory and elective module examinations which need to be taken in order to pass the bachelor's examination.
- (4) The content of the modules as outlined in the module catalog will be tested in the module examinations.

Sect. 26 [Ba] Subject-specific prerequisites for the advanced part of the program

- (1) Only students who have passed the module examinations in the basic course of study of the degree program where they want to take the bachelor's examination will be admitted for the module examinations in the advanced part of the program.

- (2) The addendum may contain provisions that students can also get admitted to the module examinations of the advanced part of the program if they haven't yet passed all module examinations in the basic course of study.

Sect. 27 [Ma] Purpose and procedure of the master's examination

- (1) Through the master's examination, the students should be able to prove that they can use scientific methods and that, on the basis of the competencies acquired in their degree program, they can independently develop new questions and ideas in their chosen subject even in an unfamiliar professional context. In addition to this, they need to be able to deal with complex problems and assess incomplete information and communicate correctly in both specialist and non-specialist contexts. They also need to prove that they are conscious of how to act in a socially and ethically responsible way.
- (2) The module examinations that the master's examination consists of usually take place in-course (sect. 8) during the lecture period or the examination period of the respective semester.
- (3) The addendum contains information on the type and amount of compulsory and elective modules the students need to complete.
- (4) The content of the modules as outlined in the module catalog will be tested in the module examinations.

Sect. 28 Final thesis

- (1) In their final thesis the authors need to show that they can research a problem from their area of study within a set time frame without outside help and in accordance with accepted scientific or artistic methods. It can also be presented in the form of group work if the individual students' contributions which need to be assessed can be clearly delineated through paragraphs, page numbers or other objective criteria and a clear distinction between them exists in order to enable them to be assessed and fulfill the requirements in phrase 1. The thesis needs to contain confirmation that the paper - or in a group work the marked section of the paper - is entirely the student's own work and was composed using only those sources and materials listed.
- (2) [Ba] Following an application by the student and at the earliest when 50% of the required credits in the program have been completed, the topic for the bachelor's thesis will be set by the supervising professor and approved by the examination board. The time period set for the bachelor's thesis must commence in the semester following the last graded assessment at the latest. If this deadline is missed, the bachelor's thesis will be graded as failed. The approved commencement date for composing the thesis will be conveyed in SELMA. When the students are informed that they can commence their thesis, the submission format will also be specified, especially if due to the chosen topic, this might be a justifiable case where the thesis has to be submitted in written form.
- (3) [Ma] Following an application by the student and at the earliest when 30% of the required credits in the program have been completed, the topic for the master's thesis will be set by the supervising professor and approved by the examination board. The time period set for the master's thesis must commence in the semester following the last graded assessment at the latest. If this deadline is missed, the master's thesis will be graded as failed. The approved commencement date for composing the thesis will be conveyed in SELMA. When the students are informed that they can commence their thesis, the submission format will also be specified, especially if due to the chosen topic, this might be a justifiable case where the thesis has to be submitted in written form.
- (4) The students can make suggestions for the topic of their final thesis. If there are no professors available for supervising the thesis, lecturers who teach at the university or, in exceptional cases, persons with relevant work experience and experience in training who themselves hold at least the final degree that is being tested in that program or equivalent qualifications may be approved by the examination board to allocate the topic and supervise the final thesis. The topic and the time of allocation must be recorded and kept on file. It must be communicated to the students via SELMA.
- (5) The time allowed for composing the final thesis is stipulated in the addendum. If necessary to ensure equal exam conditions or for reasons outside the examinee's control, the time allowed for composing the thesis can, upon application, be extended by a maximum of two months. In exceptional cases it can be interrupted. The total time allowed for composing the thesis must not exceed 6 months including any extensions. The examination board is responsible for granting extensions or breaks. This does not affect any withdrawal options. In the case of a withdrawal, the allocated topic expires. The examination board

is responsible for any decisions on extensions, withdrawal or breaks. In the case of an extension, the decision is based on a recommendation by the supervisor. The problem that is to be researched as well as the scope of the final thesis must be defined by the supervisor in such a way that the time allocated for writing should be sufficient.

- (6) In certain justified cases, the master's thesis must be handed in to the relevant faculty in written form before the deadline; the time and date when it was handed in must be recorded and kept on file. In all other cases, the date of uploading it in SELMA is considered the submission date.
- (7) A final thesis is usually graded by two professors who act as examiners. One of the examiners should be the supervisor according to paragraph 2. Only in justified and exceptional cases should the grading process exceed four weeks.
- (8) If the final thesis is graded as a "fail" ("nicht ausreichend"), it can be retaken once. A second retake is not allowed. Within two months after having been informed of failing, the student must apply in writing in the same procedure as for the first attempt to have a new topic allocated. If this deadline is missed, the student loses the right to take exams, unless the reason for missing the deadline can be proven to be outside the student's control.

Sect. 29 The overall grade and the transcript

- (1) The calculation of the overall grade is outlined in the addendum. Unless stipulated otherwise in the addendum, the overall grade is calculated by taking the average of the module grades which have been weighted with credits.
- (2) Outstanding results (overall grade of 1.3 or better) are awarded the overall grade "pass with distinction" ("mit Auszeichnung bestanden").
- (3) A bilingual transcript in German and English is issued to students who have successfully passed the final examination. The transcript contains the module grades, the topic of the final thesis and the grade awarded for it as well as the overall grade. Grades are to be supplemented with the decimal value according to section 14 (4) in brackets. If applicable, the study area and the focus of the program may be included in the transcript.
- (4) In addition, a diploma supplement (DS) according to the European Diploma Supplement Model (European Union/European Council/UNESCO) is issued. The text agreed between the Standing Conference of the Ministers of Education ("Kultusministerkonferenz") and the German Rectors' Conference ("Hochschulrektorenkonferenz") in its currently valid version is to be included in the section on the national educational system (DS paragraph 8).
- (5) The final date on the transcript is the date when the last module examination was completed. It will be issued as quickly as possible. It will be signed by the chairperson of the examination board and stamped with the university seal.

Sect. 30 Academic title and certificate

- (1) [Ba] After having successfully passed the bachelor's examination, the university awards the following bachelor's degree:
 - 1) Bachelor of Science - B.Sc. in the following bachelor's programs:
 - Agriculture
 - Automotive and Mobility Business
 - Business Administration
 - Real Estate Management
 - International Financial Management
 - Sustainable Management - Energy Management / Product Management / Resource Management
 - Equine Management
 - Economics
 - Business Psychology
 - Future Economics
 - 2) Bachelor of Arts - B.A. in the following bachelor's programs:
 - Automotive Business (will be discontinued)
 - Energy and Resource Management (will be discontinued)
 - Health and Tourism Management
 - Art Therapy

- Sustainable Product Management (will be discontinued)
- Drama Therapy
- 3) Bachelor of Engineering - B.Eng. in the following bachelor's programs:
 - Landscape Architecture
 - Landscape Planning and Environmental Protection
 - Urban Planning
- 4) Bachelor of Laws - LL.B. in the following bachelor's program:
 - Business Law
- (2) [Ma] After having successfully passed the master's examination, the university awards the following master's degree:
 - 1) Master of Science - M.Sc. in the following master's programs:
 - Automotive and Mobility Management
 - Real Estate Management
 - International Finance
 - Sustainable Agricultural and Food Management
 - Process Management
 - Sustainable Mobilities
 - Leadership
 - 2) Master of Business Administration - MBA in the following master's program:
 - International Management
 - 3) Master of Arts - M.A. in the following master's programs:
 - Automotive Management (will be discontinued)
 - Controlling
 - Art Therapy
 - Organizational Design
 - 4) Master of Engineering M.Eng. in the following master's programs:
 - International Master of Landscape Architecture
 - Sustainable Urban and Regional Development (will be discontinued)
 - Environmental Protection
 - Towns, Landscape, Transformation
 - 5) Master of Laws - LL.M. in the following master's program:
 - Restructuring and Insolvency Management
- (3) The degree certificate will be issued in German, the date on it will be the date when the transcript is issued. It certifies that a degree title has been awarded. The certificate will be signed by the Rector and stamped with the university seal. The Rector may delegate signature to the dean or the chairperson of the examination board of a faculty.

Sect. 31 [Ba] Invalid preliminary bachelor's examination and final examination

- (1) If the examinee has been found to have cheated in an assessment and this only comes to light after the transcript has been handed out, the grade of the module examination may be amended according to section 15 (4). This can mean that the module examination is graded as a "fail" ("nicht ausreichend", 5.0) and that the overall preliminary bachelor's examination or the final examination has been failed. The same applies for the final thesis.
- (2) If the requirements for taking part in any module examinations were accidentally not met with no attempt to cheat on the student's part, and if this only comes to light after the transcript has been awarded, this deficit is null and void if the module examination was passed. If the student gained admission to the module examination by deliberate wrongful actions, the module examination may be graded as a "fail" ("nicht ausreichend", 5.0) and the preliminary bachelor's examination and the final examination may also be regarded as failed.
- (3) Before a decision is taken, the student will be given the opportunity to make a statement. Sect. 15 (4) applies accordingly.
- (4) The incorrect transcript must be handed back and, if applicable, a new one is to be issued. The certificate must also be handed back together with the incorrect transcript if the final examination has been

graded with a “fail” due to cheating. A decision according to paragraph 1 and paragraph 2, phrase 2, is only possible within five years from the date on the transcript.

Part V – Commencement, interim regulations

Sect. 32 Commencement, interim regulations

- (1) These course and exam regulations will come into effect for all students from 01 September 2021 on. Concurrently, the general provisions of the course and exam regulations valid at Nürtingen-Geislingen University until then will expire.
- (2) In the Faculty of Business Administration and International Finance (FBF) and the Faculty Environment Design Therapy (FUGT), sections 5 (2) and 17 (2) will come into effect on 01 September 2022 at the earliest. The students in those faculties will have to take part in the module examinations stipulated in the addendum during or at the end of the semester during which they attended the module. If required, the retake or make-up examinations must be taken during the examination period of the following semester at the latest.
- (3) The amendment of the course and exam regulations of 15 June 2023 will come into effect on 01 September 2023.

IMPORTANT NOTICE

COURTESY TRANSLATION

Please refer to the German original version for the official document.