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**General Examination Regulations
at the Rosenheim Technical University of Applied Sciences**

August 9, 2023

In accordance with Art. 9, Art. 77 (1), Art. 79 (1) sentence 1, Art. 80, Art. 84 (2) to (4), Art. 1 No. 2 of the Bavarian University Innovation Act (BayHIG) of August 5, 2022 (GVBl. p. 414, BayRS 2210-1-3-WK), which was amended by Section 3 of the Act of December 23, 2022 (GVBl. p. 709), Rosenheim Technical University of Applied Sciences, hereinafter referred to as the Technical University, issues the following regulations:

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The use of dual forms or other designations for female and male persons is largely dispensed with in order to maintain readability and clarity. This is not intended to be an inappropriate designation with regard to the constitutionally required mandate of equal rights for all people. All regulations apply equally to men and women.

§ 1

Purpose of the General Examination Regulations

¹These statutes contain regulations for studying and examinations at Rosenheim Technical University. ²If a provision of a study and examination regulation of Rosenheim Technical University is found to be incompatible with the General Examination Regulations of Rosenheim Technical University of Applied Sciences, the General Examination Regulations shall take precedence. ³If, with regard to a specific degree program, a provision of the General Examination Regulations is found to be incompatible with a professional regulation, the professional regulation shall apply. ⁴Separate regulations apply to the Master's degree program in Building Physics offered in cooperation with the Stuttgart University of Applied Sciences.

§ 2

Examination Board

(1) ¹The examination board consists of the chairperson and four other members. ²The examination board elects a deputy chairperson from among the other members. ³Members of the examination board or an examination commission may be university lecturers who teach at a university.

(2) ¹The chairperson is appointed by the president. ²The other members are appointed by the president in consultation with the chairperson. ³The term of office of the members is three years; reappointment is permitted. ⁴New appointments and reappointments shall be made in such a way that no more than half of the members change at the same time.

(3) ¹The Examination Board is responsible for all examination matters that are not expressly assigned to another examination body. ²In particular, it is responsible for the following tasks:

1. setting and announcing the dates by which the examination results must be available,
2. deciding on fundamental questions of admission to examinations and other examination matters of fundamental importance,
3. monitoring the proper application of the examination regulations,
4. dealing with appeals against examination decisions and deciding on complaints in examination matters, and
5. deciding on compensation for disadvantages.

³The examination board may object to and overturn unlawful decisions made by other examination bodies.

⁴Other examination bodies are bound by the decisions of the examination board. ⁵The members of the examination board have the right to be present at examinations and to participate in meetings of the examination commissions in an advisory capacity. ⁶The examination board may delegate decisions pursuant to paragraph 3, sentence 2, nos. 3 and 5 to one or more members.

(4) ¹The examination board may delegate decisions pursuant to paragraph 3, sentence 2, no. 3 (monitoring the proper application of the examination regulations) and no. 5 (the decision on compensation for disadvantages) to the examination office. ²The examination board may call on other members of the Technical University for assistance.

(5) ¹In urgent matters, the chairperson shall decide. ²The chairperson shall inform the members of the respective examination body thereof without delay. ³The examination committee may overturn decisions made by its chairperson; any rights already acquired by third parties shall remain unaffected.

§ 3

Examination Commission

(1) ¹Examination boards shall be formed for the individual degree programs in accordance with the respective study and examination regulations. ²An examination board shall consist of the chairperson and at least two other members. ³For examinations conducted by institutions in accordance with § 20 or § 21 of the Basic Regulations of Rosenheim Technical University and which do not fall within the competence of an examination board in accordance with sentence 1, an independent examination board of this institution shall be responsible.

(2) ¹The chairperson and the members of each examination board shall be appointed by the faculty council for a term of two years. ²The faculty council shall also appoint a deputy chairperson from among the other members. ³Reappointment is permitted. ⁴The following applies to examinations in institutions pursuant to paragraph 1 sentence 3: ⁵If the institution has a council, this council shall elect the examination board. ⁶If the institution does not have a council, the management of the institution shall appoint the examination board.

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(3) The majority of the members of an examination board must belong to the group of university teachers. Members may also be teachers for special tasks.

(4) ¹The examination board shall have the following tasks:

1. in consultation with the respective deans or heads of department in accordance with § 3 (2) sentence 6, setting and announcing the dates for the individual examinations,
2. appointing examiners, assigning students to examiners, and appointing assessors for oral examinations,
3. determining and announcing the permitted work and aids on the recommendation of the examiner entrusted with the task,
4. deciding on the recognition and crediting of periods of study, academic and examination achievements, and relevant, equivalent vocational or school training,
5. deciding on the consequences of violations of examination regulations,
6. deciding on applications for extensions to the deadlines for taking examinations,
7. deciding on the consequences of failure to appear for examinations, and
8. determining the results of examinations.

²The examination board may delegate decisions pursuant to sentence 1 nos. 4 to 8 to one or more members.

³In matters that cannot be postponed, the chairperson shall decide. ⁴The chairperson shall inform the members of the respective examination body thereof without delay. ⁵The examination board may overturn decisions made by its chairperson; any rights already acquired by third parties shall remain unaffected.

§ 4

Compensation for disadvantages

(1) ¹Students who, due to special circumstances, are unable to take an examination in whole or in part in the prescribed form shall be granted compensation for disadvantages to the extent necessary to ensure equal opportunities.

²Compensation for disadvantages may be granted in particular in the form of additional work and aids, an appropriate extension of the processing time, or taking the examination in a different form.

(2) ¹Compensation for disadvantages must be applied for in writing. ²The application should be submitted at the latest when registering for the examination.

(3) ¹The restriction due to the special life situation must be substantiated by presenting a medical certificate. ²The examination board shall determine the criteria that the medical certificate must contain; the regulation shall be announced publicly at the university. ³The technical university may require a certificate from the health department or a specific physician (medical examiner).

§ 5

Pre-practice

(1) ¹The study and examination regulations may stipulate that proof of completion of practical training in the subject must be provided before the start of studies. ²The practical training must generally correspond to the chosen field of study.

(2) The practical training referred to in paragraph 1 may be replaced by at least six weeks of practical work experience relevant to the chosen course of study, which must be completed before the start of studies (preliminary practical training), unless the respective study and examination regulations provide otherwise.

(3) The training objectives and content of the preliminary practical training and the practical training are determined by the curriculum of the respective degree program.

§ 6

Structure of the program

- (1) ¹The bachelor's program can generally only be completed as a full-time program. ²This does not apply to special part-time bachelor's programs.
- (2) ¹Master's degree programs may be completed on a full-time or part-time basis, as decided by the faculty council. ²Applicants must decide when applying whether they wish to study on a full-time or part-time basis. ³For part-time programs, the standard duration of Master's programs is six semesters, unless the respective study and examination regulations stipulate otherwise.
- (3) One ECTS credit corresponds to 30 hours of work, unless the respective study and examination regulations stipulate otherwise.
- (4) All modules are either compulsory modules, subject-specific elective modules, general science elective modules, or elective modules:
1. Compulsory modules are those modules of the program that are mandatory for all students.
 2. Specialized elective modules are modules from which a specific selection must be made in accordance with the respective study and examination regulations. The specialized elective modules are specified in the study plan. The selected modules are treated as compulsory modules.
 3. General elective modules are modules that are offered in a catalog. The study plan may include restrictions on the modules that can be selected. If general elective modules are included in a degree program, the respective study and examination regulations govern the scope and grade weighting.
 4. Elective modules are not mandatory for achieving the study objective. They can be selected by students from the entire range of courses offered by Rosenheim Technical University and the Virtual University of Bavaria (vhb).

§ 7

Examination periods

- (1) ¹The examination period for the winter semester begins on January 26 and ends on February 14. ²If the start date falls on a Saturday or Sunday, the examination period begins on the following Monday.
- (2) ¹The examination period for the summer semester begins on July 11 and ends on July 31. ²If the start date falls on a Saturday or Sunday, the examination period begins on the following Monday.
- (3) The framework schedule is determined by the examination board and announced publicly at the university no later than 14 days after the start of lectures for the respective semester.
- (4) Provided that the lecture period is not shortened, examinations may be brought forward by one week before the start of the examination period.
- (5) ¹In particularly justified cases, examination dates may be set during the lecture period
1. for examinations in master's degree programs,
 2. for examination work, such as study and project work, which, according to their purpose, must be completed during the lecture period.
- ²This may not result in a reduction in the lecture period within an academic year.
- (6) ¹The examination dates for the individual modules shall be announced publicly at the university at least four weeks before the examination period. ²The examination location shall be specified at the same time. ³Sentence 1 shall also apply mutatis mutandis to examinations that are not scheduled by the Examination Office, whereby the examination period shall be replaced by the date on which they are taken. ⁴Notwithstanding this, binding interim deadlines may be set by the examiners for all examination theses and final theses at the latest when the assignment is given.
- (7) For training-integrated degree programs, different regulations may be approved by the examination board.

§ 8

Regular dates and deadlines

(1) ¹Exams must be taken in good time so that the ECTS credits required to pass the bachelor's or master's exam in accordance with the respective study and examination regulations are acquired by the end of the respective standard period of study. ²In order to comply with the respective standard period of study, 30 ECTS credits should be acquired per semester.

(2) ¹In Bachelor's degree programs, at least one examination in the fundamentals of the respective degree program must be taken by the end of the second semester in accordance with the respective study and examination regulations (fundamentals and orientation examination). ²If students exceed the deadline specified in sentence 1, the examination components of the basic and orientation examination that have not yet been completed shall be deemed to have been failed for the first time.

(3) ¹In Bachelor's and Master's degree programs, by the end of the respective standard period of study

1. at least the grade "sufficient" must be achieved in all final grades based on examinations, on which the passing of the bachelor's or master's examination depends according to the respective study and examination regulations, as well as in the bachelor's or master's thesis, and
2. the practical semester must be successfully completed

and thus the ECTS credits required for passing the bachelor's or master's examination in accordance with the respective study and examination regulations have been acquired. ³If students exceed the respective standard period of study by more than two semesters without fulfilling the requirements of sentence 1, the bachelor's or master's examination shall be deemed failed for the first time.

(4) ¹The deadlines specified in paragraph 2, sentence 1, and paragraph 3, sentence 3, may be extended appropriately upon request if they cannot be met due to pregnancy, raising a child, illness, or other reasons beyond the student's control. ²These statutes govern the procedure for extending deadlines. ³The existence of the reasons must be substantiated. ⁴In the event of illness, a medical certificate must be submitted. ⁵The examination board shall determine what information the medical certificate must contain; the regulation shall be announced publicly at the university. ⁶The technical university may require a certificate from the health department or a specific physician (medical examiner). ⁷An extension shall be refused if, based on the overall circumstances, successful completion of the degree program is no longer expected. ⁸If no extension is granted or if the extended deadline is not met, the examination or exam shall be considered failed.

(5) ¹Further standard dates and deadlines may be specified in the study and examination regulations. ²Further deadlines may also be specified for the submission of ECTS credits, the exceeding of which, in accordance with these statutes, will result in the initial or final failure of examination components that have not yet been completed.

§ 9

Recognition and crediting

(1) ¹Periods of study, study and examination achievements that have been completed in degree programs or through successful participation in a distance learning unit as part of a degree program at state or state-recognized universities in the Federal Republic of Germany or in degree programs at foreign state or state-recognized universities, as well as degrees acquired on the basis of such degree programs, shall be recognized provided that there are no significant differences in the skills acquired and to be demonstrated. ²The same applies to academic achievements and examinations completed at a state or state-recognized university in Bavaria as part of module and additional studies, at the Virtual University of Bavaria, or as part of early or junior studies. ³Recognition serves the purpose of continuing studies, taking examinations, enrolling in further studies, or gaining admission to doctoral studies.

(2) ¹Recognition and credit for periods of study, academic achievements, and examinations in bachelor's and master's degree programs must be applied for in writing, unless the relevant study and examination regulations stipulate otherwise. ²A corresponding application should be submitted together with the application for enrollment or change of degree program. ³In the case of a planned change of degree program, the recognition and crediting of academic achievements to date can be guaranteed in advance by the responsible examination board. ⁴If such a guarantee exists in the case of a subsequent change of degree program, recognition and crediting shall take place ex officio after the student has submitted the successfully completed achievements. ⁵The documents required for recognition and credit transfer must be enclosed.

(3) ¹If an examination in a specific module has already been taken, recognition and credit cannot be granted for this module. ²Exceptions are applications that were submitted before the examination was taken.

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(4) ¹For the recognition and crediting of periods of study, academic achievements, and examinations in bachelor's and master's degree programs, the examination boards shall use the module descriptions and ECTS credits of the academic achievements and examinations already completed to assess comparability. ²The relevant documents must be submitted by the students.

(5) ¹Only the ECTS credits awarded for the respective modules in the respective study and examination regulations of the chosen degree program will be credited. ²Recognition and crediting will take place provided that no significant differences are found with regard to the skills acquired. ³The examination board must record the reasons for rejecting the transfer in writing so that they are available to the administration. ⁴If recognition or transfer is refused, the person concerned may request a review of the decision by the university management; the university management will give the examination board a recommendation for the further processing of the application.

(6) ¹In the case of study abroad, the recognition and crediting of academic achievements at the foreign university may be guaranteed in advance by the responsible examination board. ²To this end, the student must submit an application to the responsible examination board in good time before commencing their studies abroad; this application must be accompanied by the necessary documents proving that there is no significant difference in the skills acquired. ³The assurance may only be refused if the application is submitted so late that the examination board is unable to make a decision in time before the start of the studies abroad in accordance with the usual procedure for processing applications (late application) or if there are technical reasons against the recognition of the academic achievements and examinations (significant differences in the skills acquired). ⁴If this assurance has been given, the modules successfully completed will be recognized ex officio after the student has submitted proof of successful completion to the Examination and Internship Office of the Technical University; the proof must be submitted in the semester following the semester abroad. ⁵Academic and examination achievements completed abroad, the recognition and crediting of which were not guaranteed before the start of the study abroad program, can be recognized at the request of the student in accordance with paragraph 1. ⁶The application for this must be submitted to the responsible examination board in a timely manner; all documents required for recognition and crediting must be enclosed with the application.

(7) ¹If academic achievements and examinations from the higher education sector are credited, the grades shall be adopted – insofar as the grading systems are comparable – and included in the calculation of the overall examination grade in accordance with the respective study and examination regulations. ²The examination board shall decide on the conversion of the grade. ³In the case of incomparable grading systems, the note "passed" shall be included, which shall not be taken into account in the calculation of the overall grade.

(8) ¹Competencies acquired outside of higher education may replace no more than half of the competencies required in a degree program. ²The relevant examination board shall decide on the basis of a written application from a student. ³The application must be accompanied by evidence of the examinations taken and the skills acquired. ⁴The examination board shall assess the equivalence of the skills acquired on the basis of the evidence submitted in comparison with the study objectives of the module catalog for the degree program in question.

(9) The recognition and credit transfer pursuant to paragraphs 1 to 8 and the associated classification into a curriculum semester do not entitle the student to a corresponding course offering at the Technical University.

§ 10 Aids

(1) The approved aids for examinations must be announced publicly at the university within four weeks after the start of lectures in the examination semester.

(2) ¹Devices that can record, store, transmit, process, and reproduce information are only permitted for examinations if they are expressly approved. ²The examination board shall decide on exceptions within the period specified in paragraph 1.

(3) ¹Examination supervisors have the right to assign specific seats in the examination room to examination participants. ²Examination participants are obliged to follow these instructions.

§ 11 Registration procedure, withdrawal, and absence from examinations

(1) ¹Registration for the examination takes place via the online portal of Rosenheim Technical University within the registration period specified by the examination board. ²The registration period must be indicated in the framework schedule, which can be viewed on the Technical University's website. ³Registration is only valid for

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the next examination date. ⁴Admission to examinations or to retake an examination that was initially missed must be reapplied for. ⁵Late registrations require a written application, which must be submitted to the Examination Office. ⁶This approval is then granted by the Examination Board if the student is not responsible for missing the deadline for exam registration. ⁷The formalities specified by the examination board must be used for registrations for examinations in modules outside the degree program and for registration for the final thesis. ⁸Without formal and timely registration, an examination for which no express admission has been granted is considered not to have been taken.

(2) Registration for an examination thesis is considered to be equivalent to sitting the examination; withdrawal is only possible upon request if there are reasons for which the student is not responsible.

(3) The registration deadlines for final theses are regulated by the faculties under their own responsibility.

(4) Registration for the general science elective modules is regulated by the Center for Careers, Communication and Competence (CCC) under its own authority.

(5) ¹The Internship Office is responsible for registration and admission to the examinations for the practical semesters. ²Paragraph 1 applies accordingly, notwithstanding the above.

(6) ¹Students who wish to take examinations at the Virtual University of Bavaria (vhb) must register with the vhb in accordance with the conditions applicable there. ²Recognition is only possible if the responsible examination board has given its approval in advance.

(7) ¹Failure to appear for an examination (absence) shall be deemed effective withdrawal, with the exception of repeat examinations. ²Paragraph 2 applies to examination theses. ³If there is no effective withdrawal and the student has missed the examination for reasons for which he or she is responsible, the grade "unsatisfactory" will be awarded.

(8) ¹If a student withdraws from an examination that has already begun, the grade "unsatisfactory" will be awarded, unless the withdrawal was for reasons beyond the student's control. ²The examination begins when the examination task is set.

(9) ¹The reasons for withdrawal or absence in accordance with paragraphs 2 and 8 must be reported to the Technical University in writing without delay and substantiated. ²Any inability to take an examination that occurs during an examination must be reported to the examination supervisor without delay; the obligation to report and substantiate the reasons remains unaffected. ³In the event of inability to take the examination due to illness, a medical certificate must be submitted, which must be based on an examination that was generally carried out on the day of the respective examination. ⁴§ 8 (4) sentences 5 and 6 apply accordingly.

(10) ¹If students wish to withdraw from an examination they have already started and wish to claim reasons for which they are not responsible, they must apply to the Examination Office. ²The application must be submitted to the Examination Office within three working days using the form provided by the Technical University. ³If this is not done in due time and form, the examination performance will be assessed in its current form. ⁴In the event of withdrawal due to inability to take the examination, the provisions of § 8 (4) of these statutes apply.

§ 12

Admission to examinations

(1) ¹Admission or non-admission will be announced by the Examination Office in the Online Service Center (Technical University's internet portal).

(2) ¹If the candidate was unable to meet individual admission requirements for reasons beyond their control and if non-admission would constitute a particular hardship, the chair of the examination board may grant admission upon request. ²The reasons that prevented the candidate from fulfilling the admission requirements must be substantiated. ³In the event of illness, § 8 (4) applies accordingly.

(3) The curriculum of the respective degree program may make admission to an examination contingent upon minimum attendance in courses.

(4) ¹If attendance at courses is required as an admission requirement for examinations, proof of attendance shall be refused if the course was not attended or was attended only irregularly. ²Admission may also be made dependent on the performance of certain activities (e.g., conducting certain experiments).

§ 13

Types of examinations

(1) ¹The individual types of examinations are regulated in §§ 14 to 20. ²Written examinations also include drawing and design tasks as well as examinations in which knowledge of the use of computer programs is tested. ³Oral and other examinations to improve the grade in a module that is examined exclusively in writing according to the respective study and examination regulations (supplementary oral examinations) are excluded. ⁴The bachelor's examination comprises a bachelor's thesis and the master's examination a master's thesis.

(2) If examinations that lead to final grades are conducted in the form of group work, the individual performances must be clearly distinguishable and assessable.

§ 14

Written examinations

(1) Written examinations are taken under supervision.

(2) ¹The tasks set in an examination subject of a degree program shall be uniform for a given examination date. ²A choice between several tasks may be granted.

(3) ¹If students arrive late for a written examination, they are not entitled to an extension of the examination time. ²Leaving the examination room is only permitted with the permission of the invigilator. ³A written record must be made of each written examination. ⁴The written record must include any incidents that may be relevant to the determination of the examination result, in particular incidents pursuant to § 25 of these regulations.

(4) ¹The deadlines for the assessment procedure are regulated in the examination board's framework schedule. ²The initial correction and second correction must be noted on the examination paper.

(5) ¹The time allowed for written examination tasks should not be less than 60 minutes and not exceed 240 minutes. ²A longer time may be allowed for written examinations in modules with special design or creative requirements.

(6) ¹Students may inspect their marked written examination papers after the examination results have been determined. ²The examiner shall be present during the inspection. ³The examination board shall determine the manner, place, and time of inspection; it may set a reasonable deadline after which inspection will no longer be permitted. ⁴The examination board may permit the making of photocopies and transcripts.

§ 15

Multiple-choice procedure

(1) ¹Written examinations may consist wholly or partly of multiple-choice questions. ²The decision on this lies with the respective examiners. ³The rules apply to examinations in which more than 50% of the achievable points come from multiple-choice questions.

(2) ¹Multiple-choice examinations contain true and false statements about a subject and require the candidate to indicate whether the individual statement is true or false. ²Questions are permitted which contain only one correct statement among several possible statements, and those which contain several correct statements among several possible statements. ³For each statement, the question provides two options for marking the respective statement as correct or incorrect. ⁴Both marking correct answers as "correct" and marking incorrect answers as "incorrect" are considered correct answers. ⁵The deduction of points ("penalty points") for incorrect markings is excluded.

(3) ¹Multiple-choice tests are considered passed

- a. if a total of at least 70 percent of the achievable points have been achieved or
- b. if the number of points achieved is at least 50 percent of the total points available and, at the same time, the number of points achieved by the student is no more than 22 percent below the average number of points achieved by all students taking this exam.

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(4) ¹If the student has achieved the minimum number of points required to pass the examination in accordance with paragraph 3, the grade for the multiple-choice examination or parts of the examination shall be:

- 1.0 (very good) if at least 90 percent
- 1.3 (very good) if at least 80 percent but less than 90 percent
- 1.7 (good) if at least 70 but less than 80 percent
- 2.0 (good) if at least 60 but less than 70 percent
- 2.3 (good) if at least 50 percent but less than 60 percent
- 2.7 (satisfactory) if at least 40 percent but less than 50 percent
- 3.0 (satisfactory) if at least 30 percent but less than 40 percent
- 3.3 (satisfactory) if at least 20 but less than 30 percent
- 3.7 (sufficient) if at least 10 but less than 20 percent
- 4.0 (sufficient),

if the minimum number of points required under paragraph 3 has been achieved but less than 10 percent of the possible points exceeding the minimum number of points required under paragraph 3(a) have been achieved. ²A non-integer grade threshold shall be rounded in favor of the student. If the minimum number of points required under paragraph 3 has not been achieved, the grade shall be "unsatisfactory" (5.0). ³The final grade for examinations within the meaning of paragraph 1, which only partially consist of multiple-choice questions, shall be determined as follows: ⁴The partial grade for the multiple-choice section shall be determined in accordance with this section. ⁵In addition, the partial grade for the other part of the examination shall be determined. ⁶Both partial grades shall be combined to form an overall grade.

§ 16

Electronic examinations

¹Examinations may be conducted in electronic form. ²Electronic examinations (e-exams) are examination procedures that are conducted and evaluated using computer-based or digital media.

§17

Electronic remote examinations

(1) ¹Coursework and examinations may also be conducted as electronic remote examinations instead of in-person examinations. ²Electronic remote examinations are examinations that are taken using telecommunications-enabled devices regardless of location; these include, in particular, online examination papers, written and oral remote examinations. ³Private IT devices belonging to students are generally used to conduct electronic remote examinations. ⁴Students are responsible for the necessary technical equipment at their workplace. ⁵In all other respects, the provisions of the Ordinance on the Testing of Electronic Remote Examinations at Universities in Bavaria (Bavarian Remote Examination Testing Ordinance – BayFEV) of September 16, 2020, apply. ⁶Data protection regulations must be observed. ⁷In addition, the procedural regulations for the respective examinations must also be observed for electronic remote examinations, unless their nature precludes this.

(2) Students shall be given sufficient opportunity to familiarize themselves with the electronic examination system before the examination.

(3) ¹Online examination papers are examination papers within the meaning of § 20. ²An online examination paper is a type of examination that is taken within a specified time frame and outside the premises of the Technical University without supervision. ³Students work independently on an examination that is made available to them electronically. ⁴Online examinations may not exceed a duration of 75 minutes during the official examination period. ⁵For online examination papers, the examination duration and the time allowed for completion must be specified in the examination announcement. ⁶The examination duration consists of the time allowed for completion and the time allowed for students to prepare, download, and upload the examination documents. ⁷All aids are permitted. ⁸When submitting the examination paper, the candidate must certify that they have written it independently and without outside help and that they have not exceeded the specified examination duration. ⁹If this certification is missing or is untrue, the examination paper in question will be graded as "unsatisfactory".

§ 18 Practical examinations

¹Practical examinations determine the extent to which students are able to put their knowledge and understanding into practice. ²In this form of examination, professional situations or simulated professional situations are chosen as the framework for the examination task.

§ 19 Oral examinations

(1) Unless the respective study and examination regulations provide for special provisions, the examination board shall decide whether oral examinations are to be held before two examiners or before a single examiner with an assessor.

(2) ¹The duration of an oral examination may not be less than 15 minutes or more than 45 minutes for each student. ²The oral examination may be conducted as an individual or group examination.

(3) ¹Minutes shall be taken of an oral examination, which shall include: the place and time as well as the duration of the examination, the subject matter and result of the examination, the names of the examiner, the assessor, and the candidate, as well as any special occurrences. ²The minutes shall be taken by the assessor and signed by the assessor and the examiner. ³The assessment of the oral examination must be justified in writing.

(4) ¹Students from the same degree program may be admitted as observers to oral examinations, provided that the examinee does not object. ²The admission of observers does not extend to the consultation and announcement of the examination results.

(5) ¹Anyone who is knowledgeable, has passed a university degree examination, and is employed at Rosenheim Technical University may be appointed as an assessor in oral examinations. ²If an oral examination is held with an assessor, the examination shall be conducted by the examiner alone. ³The exam shall be graded solely by the examiner, with the exception of exam performances that are to be graded as failed.

§ 20 Examination theses

(1) ¹Examination theses are examinations with predominantly written, graphic, creative, or other complex content and open-ended solutions to demonstrate creative abilities, which, due to the comprehensive nature of the task and the type of execution, usually extend over a longer period of time. ²The work is carried out without constant supervision. ³The person setting the task may stipulate that an examination thesis that has not yet been handed in may not be removed from the premises of the technical university.

(2) ¹The time allowed for the assignment is determined by the person setting the assignment. ²The respective study and examination regulations specify the time frame.

(3) Examination papers must be written independently.

(4) ¹Section 21 applies accordingly to the assessment of examination papers. ²Examination papers shall be graded "unsatisfactory" if they are not submitted by the end of the processing time. ³The examination boards may, upon request, grant a reasonable extension if the deadline cannot be met due to illness or other reasons beyond the student's control.

(5) ¹The examination paper may include a personal presentation by the student with oral explanations. ²In this case, the presentation and its duration shall be noted in the examination announcement, as shall the weighting of the presentation in relation to the rest of the examination paper.

§ 21 Assessment of performance

(1) The assessment of individual examination performance shall be based on the individual performance of the student.

(2) The following grades are used for assessment:

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1 Very good an outstanding performance

2 Good a performance that significantly exceeds average requirements

3 satisfactory a performance that meets average requirements

4 Sufficient a performance that still meets requirements despite its shortcomings

5 Insufficient a performance that no longer meets the requirements due to significant shortcomings.

(3) ¹Examination performances that are to be graded as failed must always be assessed by two examiners.

²Oral examinations that are to be graded as failed must be conducted and assessed by at least one examiner and one expert assessor or by two examiners. ³In any case, a second examiner or assessor must be designated in the exam announcement.

(4) Grades within the meaning of paragraph 2 may be lowered or raised by 0.3; however, the grades 0.7, 4.3, 4.7, and 5.3 are excluded.

(5) ¹Examination results that are relevant to the course but on which final grades are not based may be assessed with the grades "passed" or "failed." ²Examinations completed with the grade "failed" count as "not passed." ³The same applies if the deadline for taking the examination has been exceeded.

(6) ¹If an examination subject includes partial examinations (examinations taken at different times), each of these partial examinations must be passed with at least a "sufficient" grade. ²The weighting is determined by the respective study and examination regulations; if these do not contain any provisions on this, the partial examinations are weighted equally.

(7) ¹The combined processing of several subject areas in one examination task does not constitute a partial examination within the meaning of paragraph 6. ²The weighting of the individual areas can be regulated by the examiners involved in the assessment scheme. ³If partial tasks are set and assessed by different examiners, the weighting of the individual parts must be announced at the beginning of the semester.

(8) If several examiners involved in an examination cannot agree on a common grade, the grade shall be determined by the arithmetic mean rounded down to one decimal place.

(9) Students who, at the end of their standard period of study, have not achieved at least a "sufficient" grade in all final grades based on examinations on which, according to the respective study and examination regulations, the passing of the bachelor's or master's examination depends, or who have not successfully completed the bachelor's or master's thesis, or have not successfully completed the practical semester, will be informed when the grades are announced in the Online Service Center with reference to § 8 (3) sentence 3 of these statutes.

(10) The final grades and the grade for the bachelor's or master's thesis shall be

of 1 to 1.5 very good

from 1.6 to 2.5 good

from 2.6 to 3.5 satisfactory

from 3.6 to 4.0 adequate

above 4.0 Not sufficient.

§ 22

Repeating examinations

(1) ¹Any repeat examinations must be taken by the end of the semester following the semester in which the examination was failed ("following semester"), otherwise they will be considered failed. ²If the examination can only be taken by attending a course that is not offered in the following semester according to the curriculum, the repeat examination must be taken by the end of the semester following the subsequent semester, otherwise it will be considered failed. ³Third repeat examinations are not permitted. ⁴Each partial examination that is relevant to passing counts as one examination.

(2) Second repetitions of examinations are excluded in modules whose examinations are also state examinations in the course of vocational training and where the rules for state examinations only allow a single repetition of examinations.

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(3) ¹If the bachelor's or master's thesis has been graded "unsatisfactory," it may be repeated once with a new topic. ²The deadline for completing the repeated bachelor's or master's thesis begins no later than six months after the first grade has been announced.

(4) ¹The deadlines for completion are not interrupted by leave of absence or de-registration, unless the leave of absence or de-registration is due to reasons within the meaning of § 8 (4) sentence 1. ²If students exceed the deadlines specified in paragraphs 1, 2, or 3, the examination shall be considered repeated and failed. ³Section 8 (4) shall apply accordingly to deadline extensions.

§ 23
Practical study semesters

(1) ¹Unless otherwise specified in the respective study and examination regulations, practical study semesters cover a period of 18 weeks. ²If the practical courses are offered in block form over a period of two weeks, the faculty council may shorten the period specified in sentence 1 appropriately.

(2) ¹Students are entitled and obliged to notify the internship office of the technical university of their training position; Rosenheim Technical University may set a deadline for reporting the training position. ²If the training plan cannot be fulfilled at one training position, several training positions must be proposed. ³The training position should be chosen, if possible, in such a way that participation in the practical courses at the student's own university or at another university closer to the training position is guaranteed.

(3) The daily working hours correspond to the usual working hours at the training location.

(4) ¹The intern is required to submit a training contract, activity reports, and, upon completion of the training, a training certificate for each training position. ²The number, scope, and submission deadlines for the reports are determined by the faculties through the examination boards under their own authority. ³The training contract must be submitted to the Internship Office before the internship begins. ⁴As a rule, the Technical University's model contract must be used.

(5) ¹The faculties appoint full-time professors as representatives for the practical study semesters to supervise students during the practical study semesters. ²The representatives for the practical study semesters have the following tasks:

1. Checking whether the training position meets the training plan for the respective internship.
2. Advising the examination board on decisions regarding applications for exemption from the practical study semesters.
3. Determining whether students who are exempted from completing the practical semester are also exempted from participating in the practical seminar.
4. On the basis of the reports and training certificates to be submitted, the representatives for the practical study semesters advise the examination boards on whether the practical training has been successfully completed.
5. Individual decisions according to which days of absence do not have to be made up if the absences are minor and the training objective has been achieved.

(6) Section 9 applies accordingly to the crediting of internships.

§ 24
Bachelor's and Master's theses

(1) The thesis should demonstrate that students are able to independently address a problem from their field of study on a scientific and/or artistic basis.

(2) ¹The thesis must be completed independently. ²Deceptive practices will be sanctioned in accordance with § 25. ³The topic may only be changed once, for a valid reason and with the consent of the chair of the examination board. ⁴Changing the topic of the thesis is not permitted if students repeat the thesis.

(3) Final theses must be accompanied by a statement from the student that they have written the thesis independently, have not submitted it elsewhere for examination purposes, have not used any sources or aids other than those specified, and have marked any direct and indirect quotations as such.

(4) ¹The bachelor's thesis shall be issued at the earliest after the practical phase of the practical semester. ²The period between issuance and submission shall not exceed five months. ³Further details are specified in the respective study and examination regulations.

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(5) ¹In master's programs, the maximum time frame for completing the master's thesis is specified in the relevant study and examination regulations. ²It should not exceed six months.

(6) In addition to the provisions laid down in the respective study and examination regulations, the following procedure applies to bachelor's and master's theses:

1. The assignment of the topic must be recorded in writing; at a minimum, the following information must be recorded: name of the student and the examiner, topic of the thesis, date of assignment of the topic, and the submission deadline.

2. ¹Students apply to the examination board for the assignment of a topic of their choice and the appointment of examiners. ²Alternatively, students may leave the choice of topic and the appointment of examiners to the examination board. ³This requires a written application to the examination board.

3. ¹When writing final theses, a cover sheet as specified in Appendix 4 must be used. ²The completed final thesis must be uploaded to the document management system for final theses (DMS) via the Technical University's website in the form of a single PDF file. ³In addition, a printed copy must be provided to each examiner who declares this in their consent to be appointed as an examiner. ⁴The date on which the file is uploaded to the DMS shall be deemed to be the date of submission.

(7) The examination board is responsible for issuing final theses.

(8) ¹If the thesis is not submitted by the deadline, it will be graded as "unsatisfactory." ²The thesis may be repeated once. ³The examination boards may grant a reasonable extension upon request if the deadline cannot be met due to illness or other reasons beyond the student's control.

(9) ¹In the case of final theses, the respective study and examination regulations may require students to give a personal presentation with oral explanations. ²The presentation shall take place in the presence of the responsible examiners, who may ask supplementary questions. ³The respective study and examination regulations shall govern how this is taken into account in the assessment of the final thesis.

(10) The assessment procedure must be carried out by two examiners and may not exceed eight weeks.

§ 25

Violations of examination regulations

(1) ¹The grade "unsatisfactory" shall be given to students who attempt or commit fraud during the examination or who, through culpable behavior, make it impossible for the examination to proceed properly. ²The same shall apply if a student has wrongfully obtained admission to an examination through culpable behavior.

(2) In particularly serious cases, the remaining examination performances in the module in which the corresponding examination performance was rendered may also be graded as "unsatisfactory".

§ 26

Announcement of examination results

¹The examination grades on which the final grades are based shall be announced in the Online Service Center of the Technical University, subject to the protection of legitimate interests and after determination by the respective examination board. ²The same applies to the overall grade of the final examination.

§ 27

Passing, determination of the overall examination result

(1) The bachelor's or master's examination is passed if, in all modules, including the bachelor's and master's thesis, on which the passing of the bachelor's or master's examination depends according to the respective study and examination regulations, at least the grade "sufficient" or the grade "pass with distinction" has been achieved in all modules, including the bachelor's or master's thesis, on which the passing of the bachelor's or master's examination depends according to the respective study and examination regulations, and the ECTS credits required for passing the bachelor's or master's examination have thus been acquired.

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(2) ¹The overall examination result is calculated as the arithmetic mean of the final grades and the grade for the bachelor's or master's thesis rounded to one decimal place. ²The respective study and examination regulations may stipulate that the final grades and the grade for the bachelor's or master's thesis are weighted differently. ³If study or examination achievements are credited, the grades shall be adopted – insofar as the grading systems are comparable – and included in the calculation of the overall examination result in accordance with the respective study and examination regulations; in the case of incomparable grading systems, the note "passed" shall be included, which shall not be taken into account in the calculation.

(3) An overall assessment is made on the basis of the overall examination result:

for an overall examination result of 1.0 to 1.2	passed with distinction
for an overall examination result of 1.3 to 1.5	passed with distinction
for an overall exam result of 1.6 to 2.5	passed with good marks
with an overall exam result of 2.6 to 3.5	Satisfactory
with an overall exam result of 3.6 to 4.0	pass

§ 28

Certificates, Diploma Supplement

(1) ¹A bachelor's or master's degree certificate based on the template in Appendix 1 shall be issued upon successful completion of the bachelor's or master's examination. ²Graduates of all degree programs shall also receive a diploma supplement. ³The comparison group for calculating the ECTS grading scale shall be formed according to the following procedure: ⁴The overall examination grade of the graduate to be assessed is related to the overall examination grades of the students in the same degree program who received their overall examination grade in the four semesters prior to the date on which this overall examination grade was awarded. ⁵Graduates are assigned to a specific grade group based on their overall examination grade through the ECTS grading scale.

(2) The ECTS credits are added to the final grades.

(3) Additional elective modules may be included in the transcripts and graded at the student's request.

§ 29

Academic degrees

(1) Based on the final examination passed at Rosenheim Technical University, the academic degree is awarded in accordance with the relevant study and examination regulations.

(2) A certificate in accordance with Appendix 2 to these statutes shall be issued for the award of the academic degree.

§ 30

Archiving

(1) ¹Examination documents shall be retained for two years. ²The retention period begins at the end of the calendar year in which the student was notified of the result of the respective module examination. ³Insofar as creative work is produced as part of the examinations, the retention period shall only apply to the documentation to be produced in digital form in accordance with the respective study and examination regulations.

(2) ¹A reduced examination file must be retained for a period of 50 years. ²This file contains documents relating to the period of enrollment, examination results, de-registration, and the awarding of the academic degree. ³The records may also be stored in digital form. ⁴The retention period begins at the end of the calendar year in which the student was exmatriculated.

(3) ¹The examination documents must be destroyed after the expiry of the respective retention period if they are not retained for university purposes with the consent of the respective student or archived as documents worthy of archiving in the archives of the respective university or in a state archive. ²Examination documents may not be discarded or destroyed if and as long as an appeal or legal action has been lodged against an examination decision and the proceedings have not been legally concluded.

(4) Examination records, participant lists, and grade lists for examinations must be submitted to the Examination Office in accordance with the requirements of the examination schedule.

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(5) All other examination documents must be submitted to the Examination Office by the beginning of the examination period of the following semester.

§ 31

Special regulations in exceptional circumstances

(1) ¹The examination board may, in agreement with the university management, declare a state of emergency with regard to examinations if it is not possible to hold examinations in the normal manner. In a state of emergency with regard to examinations, the examinations specified in the respective study and examination regulations may be replaced by other forms of examination. ²These must be essentially equally suitable for testing the skills taught in the respective module. ³The respective examination boards shall determine suitable forms of examination and their framework conditions (e.g., permitted aids, duration of examination) in consultation with the examiners concerned. ⁴The change shall be announced as part of the regular examination announcement in accordance with the examination board's schedule. ⁵If a change in the form of examination becomes necessary at a later date, this shall be announced no later than 14 days before the respective examination date.

(2) ¹In exceptional circumstances relating to examinations, the Examination Board may decide on further exceptions to the examination regulations set out in these statutes in order to avoid undue hardship. ²In particular, the Examination Board may decide that examinations taken in the current semester will only be recognized within the framework of a recognition and credit transfer procedure. ³In this case, recognition and credit transfer shall be deemed to have been requested by the students if they do not object to recognition and credit transfer by the end of the semester.

§ 32

(1) These statutes shall enter into force on October 1, 2023.

(2) At the same time, the General Examination Regulations of Rosenheim Technical University of Applied Sciences dated August 2, 2016, shall cease to be in force.

Issued on the basis of the resolution of the Senate of Rosenheim Technical University of Applied Sciences dated July 19, 2023, and with the approval of the President of Rosenheim Technical University of Applied Sciences.

Rosenheim, August 9, 2023
I.V.

Oliver Heller
Chancellor

These statutes were filed at Rosenheim Technical University of Applied Sciences on August 9, 2023. The filing was announced publicly at the Technical University of Applied Sciences on August 9, 2023. The date of announcement is therefore August 9, 2023.