

## **General Academic Regulations and Procedures for Bachelor's and Master's Programs and Continuing Academic Education at the University of Applied Sciences Erfurt**

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In accordance with § 3 (1) in conjunction with §§ 35 (1) no. 1, 38 (3) and 55 (1) of the Thuringian Higher Education Act (ThürHG) of 10 May 2018 (GVBl. p. 149), as last amended by Article 128 of the act on 18 December 2018 (GVBl. p. 731), the University of Applied Sciences Erfurt issues the following General Academic Regulations and Procedures for Bachelor's and Master's Programs and Continuing Academic Education.

The General Academic Regulations and Procedures were adopted by the Senate of the University of Applied Sciences Erfurt on 24 July 2019 in accordance with § 16 (1) no. 1 of the bylaws of the University of Applied Sciences Erfurt (Fachhochschule Erfurt), as announced in the Thuringian State Gazette of 08 April 2019 (ThStAn14, p. 664).

The Rector of the University of Applied Sciences Erfurt approved the General Academic Regulations and Procedures on 05 August 2019.

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## **PART ONE**

### **GENERAL PROVISIONS**

#### **§1 Scope**

- (1) These General Academic Regulations and Procedures (abbreviated in German to RPO-B./M./W.) contain general regulations on the process and procedures of examinations for Bachelor's and Master's degree programs at the University of Applied Sciences Erfurt and are binding for all degree programs of this type. In addition, further content-related regulations for the individual degree programs can be set out in the Program Regulations in accordance with RPO-B./M./W.
- (2) These General Academic Regulations and Procedures apply to continuing education courses that conclude with proof of attendance or a certificate. In the following, these will be referred to as "continuing education projects". Only §§ 11 (1), 2 (3) to 5 (5), 20 (1) to 3 (3), 23 (2) and 7 (7), 34 to 41 shall apply to continuing education projects.

#### **§ 2 Objective of studies, purpose of examinations**

- (1) The Bachelor's and Master's programs are designed to provide students with the necessary academic knowledge and methods in their discipline, while preparing students for the requirements of the working world, in such a way that they enable students to engage in academic reflection, apply academic knowledge and methods and work responsibly in their corresponding professional fields.
- (2) The Bachelor's programs are designed to provide students with the academic or artistic foundations, methodological competence, and job-related qualifications necessary for their future professions.
- (3) In the Master's programs, the skills acquired in the Bachelor's programs are to be further developed and intensified. During their studies, students expand their knowledge of their chosen subject or field of study and familiarize themselves with specialist methodology. Students should be able to grasp broader discipline-specific relationships, apply scientific knowledge and methods, and reflect on their significance and potential for solving complex academic and societal problems.
- (4) The Bachelor's examination leads to a first professional and academic degree. The Bachelor's examination pursuant to §§ 24 et seq. is designed to determine whether students have acquired the necessary specialist knowledge, understand subject-specific relationships and have the ability to solve problems and practical issues and to critically scrutinize and evaluate the results obtained.
- (5) The Master's examination leads to a second professional and academic degree. The Master's examination pursuant to §§ 29 ff. is intended to determine whether students have acquired solid academic knowledge and the ability to independently apply sophisticated methods. Students should be enabled to critically assess their academic findings, think and act in a responsible, interdisciplinary manner, and analyze complex issues.

#### **§ 3 Master's program, entry requirements**

- (1) Only those who meet the general admission requirements may enrol in a Master's program. The general admission requirements according to § 67 (1) No. 4 ThürHG are fulfilled by those who already hold an undergraduate degree or a degree from a state or state-recognized university of cooperative education.
- (2) In addition, according to § 67 (1) No. 4 ThürHG, the specific program regulations may stipulate further admission requirements for the purpose of quality assurance.

#### **§ 4 Academic degrees**

If students pass the Bachelor's/Master's examination, the corresponding degree is awarded in accordance with the program regulations.

## § 5 Standard period of study

- (1) The standard period of study for completion of the Bachelor's program is six semesters; optionally, the Bachelor's program can also be extended to seven semesters if it helps students to manage their studies more easily. In justified cases, the Bachelor's program may take eight semesters to complete. Bachelor's degrees consist of modules that must include practical phases (work placements) in accordance with the respective degree program.
- (2) The standard period of study until completion of the consecutive Master's program is four semesters, or three semesters if preceded by a seven-semester Bachelor's program. If the Bachelor's program comprises eight semesters, the consecutive Master's program must be limited to two semesters. Master's degrees consist of modules that must include practical phases (work placements) in accordance with the respective degree program.
- (3) For consecutive degree programs, the standard period of study is a maximum of ten semesters in total.

## § 6 Program structure, workload, credit points

- (1) The curriculum of each degree program is divided into modules. Each module represents a teaching and learning unit that is self-contained in terms of content and time and can usually combine different forms of instruction. A module usually spans one semester or one academic year. Modules started in one semester are usually concluded at the end of the following semester. Each module is self-contained. Each module is assigned a number of credit points (credits) as a measure of the student's average workload. In addition to participation in classes that are part of the module, this also involves self-study, including all preparation and follow-up work for the class, preparing and writing assignments, and studying for and taking examinations. Credits are only awarded if the requirements of the module have been successfully fulfilled.
- (2) As a rule, full-time degree programs require students to earn 30 credits per semester in a range of compulsory, compulsory elective and elective courses in accordance with the European Credit Transfer System (ECTS). This is equivalent to 60 credits per academic year. One credit corresponds to a workload of 30 hours. Each semester, a workload of 900 hours is to be assigned. Deviations from this workload may be stipulated in the program regulations. Six-semester Bachelor's programs can only be completed once 180 credits have been earned. 210 credits must be earned in seven-semester Bachelor's programs. In order to obtain a Master's degree, 300 credits are required, including those earned in the preceding undergraduate degree program; any deviating provisions are outlined in the program regulations.
- (3) Modules are generally expected to carry a minimum of five credits. The program regulations must specify whether the modules are compulsory subjects, compulsory electives or electives. Compulsory modules are mandatory for all students on the same degree program. Compulsory electives allow students to develop their own individual profiles. They enable students to make a selection of modules based on a list of compulsory electives in accordance with the requirements of the program regulations. The choice of compulsory electives offered for any semester may be restricted. Students are asked by their department in the previous semester to indicate which compulsory electives they would like to attend in the following semester. These compulsory electives must then be offered the following semester. If no student decides to take a particular compulsory elective, it does not need to be offered in the next semester. Elective modules can be chosen from the entire range of courses available at the University of Applied Sciences Erfurt or other institutions of higher education, insofar as they are provided for in the program regulations.
- (4) In the program regulations for the Bachelor's and Master's degrees, students must be given options with regard to modules to be taken in the form of compulsory electives or elective courses.
- (5) In principle, class attendance is not compulsory, unless it is a field trip, a language course, a work placement, a practical exercise or a comparable course in which achievement of the learning objectives can only be documented or verified if students are present. Compulsory attendance for a particular module is to be stipulated in the program regulations.
- (6) In principle, part-time study is possible, unless otherwise stipulated in the program regulations. Upon application by the student, the Examination Board shall extend the time allowed for writing Bachelor's and Master's theses and allow for a reduced number of hours per week during work placements. Deadline extensions shall be adjusted in proportion to the reduction in studying time. Specific details concerning part-time study are provided in the Enrolment Regulations of the University of Applied Sciences Erfurt.

- (7) Students may not experience any disadvantages as a result of taking time off for maternity protection, parental leave or caring for close relatives.

## § 7 Orientation phase

- (1) A Bachelor's degree program with a standard period of study of six semesters consists of an orientation phase lasting two semesters and a subsequent four-semester specialization phase. If the standard period of study is seven or eight semesters, the specialization phase is increased by one or two additional semesters.
- (2) After the second semester of study, students who have not acquired at least 30 credits at this stage are to be offered academic counselling by the Program Director - if necessary, in cooperation with the Centre for Student and Academic Affairs. Such counselling serves to assess the student's suitability for their chosen degree program and show them options for reorientation.
- (3) It is determined in the program regulations whether the grades of the examinations taken during the orientation phase are included in the final grade (overall grade).

## § 8 Pre-study placements and work placements

The requirements and organization of the pre-study placements and work placements are to be specified in the program regulations. In particular, the requirements and structure of the placements must be defined.

## § 9 Cross-curricular competences

Bachelor's degree programs also foresee a total of six credits for the acquisition of cross-curricular competences gained through courses offered by the University of Applied Sciences Erfurt or other institutions of higher education. The courses offered do not have to be related to the student's chosen degree program. The range of courses offered by the University of Applied Sciences Erfurt extends to courses offered by institutions outside the university on the basis of cooperation agreements. Master's programs may also provide for six credits of cross-curricular competences in the program regulations.

## § 10 Module examinations and assessments

- (1) A module is considered to have been passed if all the examinations and/or assessments specified in the program regulations for the module have been completed and the student has passed the module examination with a grade of at least 4.0 ("sufficient") or has "passed (ungraded)" (marked as "mEt" in German). A module examination can consist of a final examination during the examination period and/or ungraded assessments. Only one grade is given as the module grade. It is not imperative to have passed an examination in order to successfully complete a module. As a rule, only one examination or assessment is required to complete a module. Module examinations are designed to determine whether students have achieved the objectives of the module, have essentially mastered the content and methods taught in the modules and are able to independently apply the knowledge and skills they have acquired.
- (2) **Examinations ("Prüfungsleistungen")** refer to evaluated or graded assessments in the form of oral, written, digital or practical examinations which complete a particular module. **Assessments ("Studienleistungen")** are a means of demonstrating specific knowledge acquired during a course. This also includes output which is assessed yet not necessarily graded. The program regulations may stipulate that students may only take certain examinations if they have completed certain assessments (examination prerequisites). Examination prerequisites do not count towards the final module grade. In order to reduce students' workload, the number of examination prerequisites must be limited.
- (3) Module examinations and assessments can be conducted in writing (cf. § 12), practically, orally (cf. § 13) or digitally (cf. § 15). A module examination comprises the contents covered in the entire module. Only one examination is required at the end of each module. In justified exceptional cases, a module examination can also consist of several partial examinations that are combined into one module examination. In order to pass a module that is composed of partial assessments, each individual part must be passed. A failed partial assessment cannot be offset by another unless otherwise expressly stipulated in the program regulations.

Module examinations or component parts thereof are to be taken either during or immediately after the corresponding module course.

- (4) More details on Bachelor's and Master's theses are regulated in § 26 and § 31.
- (5) The languages of instruction and examination are German and/or English. More details are regulated in the program regulations and module catalogues. If such regulations are not stipulated, then the language of examination corresponds to the language of instruction.
- (6) In order to be admitted to an examination or assessment, students must have completed the required prerequisites and must have officially registered in advance. Registration must occur by the end of the tenth week of lectures at the latest. Registration for examinations and assessments takes place online via the designated portal, unless otherwise stipulated in these regulations or in the program regulations. It is only possible to withdraw from an examination up to 14 days before the beginning of the examination period. The results of examinations and assessments are communicated online through the students' individual grade transcripts.

## § 11 Reasonable adjustments

- (1) If the examinee provides a medical certificate showing that they are unable to take all or part of the examination in the prescribed form due to a long-term or permanent physical or other disability, the Examination Board responsible shall grant them reasonable adjustments upon request. In order for reasonable adjustments to be granted, the chronic illness or disability in question must not lie within the scope of the abilities to be determined by the examination. Reasonable adjustments may only compensate for disadvantages that prevent the student from applying their skills and abilities.
- (2) Applications for reasonable adjustments must be made individually for each examination and reapplied for again each semester. In the case of chronic illnesses, any reasonable adjustments granted shall apply for the duration of the student's studies. A written application for reasonable adjustments should be submitted to the respective Examination Board at least four weeks before the start of the examination period. In justified exceptional cases, there may be deviations from the aforementioned deadline. If reasonable adjustments are not granted, the student will be issued with an official notification with instructions on how to appeal.

## § 12 Written examinations and assessments

- (1) Written examinations and assessments can take the form of the following
  1. written examinations (cf. paragraph 2),
  2. term papers (cf. paragraph 3),
  3. project drafts,
  4. portfolios (cf. paragraph 4),
  5. multiple-choice testing (cf. § 14).

The program regulations may provide for further written examinations or assessments. Written examinations or assessments are primarily intended to demonstrate that students are capable of applying academic methods and findings and have the specialist knowledge necessary for the transition to professional practice.

- (2) **Written examinations:** In a written examination, the candidate is to demonstrate that, in a limited period of time, with limited resources and under supervision, they can recognize a problem and find potential solutions using the given methods. Written examinations also aim to determine whether the candidate has a broad understanding of the foundations of the subject. The processing time for written examinations must be at least 60 minutes and no more than 180 minutes. If this time is exceeded, the examination will be declared void. Any extension granted as reasonable adjustments remains unaffected by this. For examinations with special constructional or design requirements, a longer processing time can be scheduled.

A log must be kept of the written examination, containing information on the date, time, place, invigilators and a list of participants.

- (3) **Term papers:** These consist of an independently written analysis of a problem in the context of the course or module, with the inclusion and evaluation of relevant literature, supplemented, if necessary, by an oral presentation of the results of this work and a subsequent discussion. In the written work, all passages taken verbatim from publications or other sources must be properly referenced.

The source must be cited in immediate conjunction to the quotation. In the case of analogous reproduction from publications or other sources, the citation of the source is also required. It must contain a declaration that

1. the work - in the case of group work, the part of the work marked accordingly - was written independently by the student, and no sources and aids other than those indicated were used,
  2. all passages in the work which have been taken verbatim or analogously from other sources have been clearly marked as such.
- (4) A portfolio should reflect the students' autonomous and independent learning processes to achieve the objectives of a module. The quality of the portfolio is based on the structured, reasoned and reflective selection of the materials it contains. A portfolio consists of one compulsory and one optional component. The compulsory section shall incorporate elements specified by the examiner that reflect the continued learning process throughout the module.

### § 13 Oral examinations and assessments

- (1) Oral examinations or assessments can take the form of the following
1. oral examinations (cf. paragraph 2),
  2. talk, presentation, etc.

The program regulations may provide for further types of oral examinations or assessments. The primary purpose of oral examinations is to demonstrate that students are able to contextualize specific issues, communicate this knowledge directly in person, and discuss it in an appropriate manner.

- (2) **Oral examinations:** In the oral examination, the candidate should demonstrate that they understand the context of the subject matter and specific issues within these contexts. Oral examinations also aim to determine whether the candidate has a broad understanding of the foundations of the subject. Oral examinations are to be held individually or in groups of students in front of two examiners (collegial examination) or one examiner and one expert observer. The observer must be consulted before the grade is determined. The duration of an oral examination is usually at least 15 minutes per candidate and should not exceed 60 minutes. In the case of a group examination, the duration shall be reduced appropriately. The result shall be announced to the candidate at the end of the oral examination.
- (3) Minutes are to be taken for every oral examination. They should in particular record the date of the examination, the members of the examination committee, the tasks, the duration, the main proceedings, the result of the examination and the main justification for these results. The minutes must be signed by all members of the examination committee.

### § 14 Multiple-choice testing

- (1) Written examinations may be taken in the form of multiple-choice tests if the faculty board has discussed and decided on whether multiple-choice testing can be used. If this type of examination is chosen, the students must be informed. The tasks within the examination must allow for reliable examination results. It must be determined in advance which answers will be accepted as valid.
- (2) Examinations pursuant to paragraph 1, sentence 1 can be assigned in the form of single-choice questions (exactly one of a total of "n" suggested answers is correct – "1 out of n") and multi-selective questions (several suggested answers are correct). At least three suggested answers must be available and it must be stated whether one or more answer options are correct. Examinations which are set exclusively in the form of single-choice questions must consist of at least 35 examination tasks.
- (3) If examinations are only partially taken in the form of multiple-choice tests, paragraph 2 shall apply accordingly if the proportion of examinations taken in the form of multiple-choice exceeds 40 per cent.

- (4) If individual multiple-choice questions are found to be inaccurate after the examination, they must be discounted when determining the examination result. The assessment shall be based on the number of examination questions minus the number of invalid questions.
- (5) Examinations are deemed to have been passed
1. if a total of at least 60 per cent of the questions set have been answered correctly or
  2. if the number of correct answers is at least 50 per cent and not more than 25 per cent below the average performance of the candidates taking the examination for the first time.
- (6) Multiple-choice tests are to be assessed as follows:

If the candidate has achieved the minimum number of correct answers required to pass the examination in accordance with paragraph 5, they shall be awarded the grade

- “very good” (1.3) for at least 91 out of a hundred,  
“good” (2.3) for at least 81 but less than 91 out of a hundred,  
“satisfactory” (3.3) for at least 71 but less than 81 out of a hundred,  
“sufficient” (4.0) for the minimum number but less than 71 out of a hundred

correctly answered examination questions. If further differentiated grades are awarded, the corresponding percentages of correctly answered examination questions are to be determined arithmetically. If the candidate has not achieved the minimum number of correct answers required to pass the examination, the grade "insufficient" shall be awarded.

## § 15 Digital examinations

- (1) Assessments and examinations can be carried out digitally if this is provided for in the program regulations. Digital examinations refer to those in which questions or tasks are displayed on a screen and the answers are recorded digitally by means of electronic devices. Digital examinations can, for example, consist of free text tasks, cloze text tasks, matching tasks or multiple-choice tests, as well as combinations of these.
- (2) Prior to the computer-based examination, the examiner shall ensure that the electronic data can be clearly identified, and unmistakably and permanently assigned to the students. Appropriate technical support is required to ensure that a computer-based examination runs smoothly. The examination shall be conducted in the presence of someone with appropriate technical expertise.
- (3) An authentication procedure must be used to prove that a specific examination has been taken by the individual to be examined. It must be guaranteed that the candidate's answers have not been altered after completion of the examination.
- (4) Students are given sufficient opportunity to familiarize themselves with the digital examination system before the examination.
- (5) In the event of a technical malfunction, any resulting time lost is to be offset by a corresponding extension of processing time. In exceptional cases, the examination board may decide that the examination must be repeated.
- (6) If digital module examinations are carried out exclusively or partially using multiple-choice testing, § 14 is to be applied.
- (7) Compulsory participation in a digital examination can be regulated in the program regulations.

## § 16 Assessment of achievement, repetition of examinations, calculation and weighting of grades

- (1) An examination is deemed to have been passed if it is assessed to be at least "sufficient" (4.0). The program regulations may stipulate that an examination passed at the first attempt and taken in the regular semester of the respective module may be repeated once in the next examination period in which the examination is offered in an attempt to improve the grade.

- (2) Failed examinations can only be retaken twice. This does not apply to Bachelor's and Master's theses, for which §§ 26 (12) and 31 (12) apply respectively. All students are obliged to retake any failed examination in the next examination period in which the examination is offered. Otherwise, the examination is deemed to have been failed unless it is not the student's fault that they were unable to take the examination. If the student fails an examination at the first resit attempt, the examination board can set an alternative examination of equal value as a second resit in exceptional and justified cases. In the case of the last retake attempt, written examinations are to be assessed by at least two examiners if the candidate fails.

An individual examination is passed if the grade is at least "sufficient" (4.0). If an examination is assessed by two examiners, it is passed if both examiners judge the examination to be at least "sufficient" (grade 4.0). If the examiners' grades differ, they must agree on a grade, taking into account the overall performance of the candidate. If no agreement is reached regarding a written examination, the chairperson of the examination board shall have the casting vote. For this purpose, a third, expert examiner may be consulted. In the case of oral examinations, such decisions cannot be made by a casting vote. The regulations on assessment of Bachelor's and Master's theses pursuant to §§ 26 (11), 31 (11) remain unaffected.

- (3) If a module examination consists of several partial examinations, it is passed if each component examination has been graded with at least "sufficient" (4.0). The examination grade for the module is made up of the weighted average of the individual partial grades. When calculating the grade, only the first decimal point will be taken into account; all further decimal points will be deleted and not rounded. The results of individual partial assessments cannot be appealed in isolation. In the case of partial examinations, only those assessed with a grade of "insufficient" are to be repeated. In this case, § 12 (2) sentence 3 shall not apply.
- (4) The justification for the grading of module examinations and partial examinations, together with the considerations on which they are based, shall be communicated to the candidate in writing at the latter's request, unless they are given at the same time as the grades and are recorded in the examination minutes or can be ascertained from the correction notes. The justification of assessment is part of the examination file.
- (5) The grades for the individual examinations are decided by the respective examiners. The following grades are to be used for the assessment of the examinations:

1 = very good	an outstanding achievement
2 = good	significantly above the average requirements
3 = satisfactory	meets the average requirements
4 = sufficient	still meets the requirements despite deficiencies
5 = insufficient	no longer meets requirements due to significant deficiencies

- (6) For a more differentiated assessment of examinations, the integer grades can be increased or decreased by 0.3. If several grades are combined into one grade, the arithmetic average is to be calculated. Grades below 1.0 and above 4.0 are excluded.
- (7) If passed, ungraded assessments are to be assessed as "passed (ungraded)" (in German "mEt").
- (8) The overall grade of the Bachelor's or Master's examination is calculated according to the weighted module grades of compulsory, compulsory elective and elective courses and the grade awarded to the Bachelor's or Master's thesis, including the colloquium. The weighting of module grades depends of the number of credits awarded for the respective modules. Ungraded modules are not taken into account in the calculation of the overall grade.

The overall grade awarded

for an average up to and including 1.5 is	very good
for an average between 1.6 and up to and including 2.5 is	good
for an average between 2.6 and up to and including 3.5 is	satisfactory
for an average between 3.6 and up to and including 4.0 is	sufficient
for an average of 4.1 and below is	insufficient.

When calculating the grade, only the first decimal point after the comma will be taken into account; all further decimal places will be deleted and not rounded.

- (9) A relative grade is to be calculated on the basis of the overall grade. The overall grade is to appear in the Diploma Supplement on the basis of the ECTS grading table in accordance with the framework requirements for the introduction of credit point systems and the modularization of degree programs (Annex to the Common Structural Requirements of the Länder for the Accreditation of Bachelor's and Master's Degree Programs - Resolution of the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany of 10 December 2003 in the version of 4 February 2010) in conjunction with the ECTS Users' Guide.
- (10) Examinations and assessments are generally to be marked within a period of 6 weeks. Upon justified request, the examination board in charge may agree to an extension of the correction period.
- (11) The provisions of paragraphs 1 to 10 shall apply accordingly to ungraded assessments classed as "Studienleistung". However, in deviation from paragraph 1, sentence 3, ungraded assessments classed as "Studienleistung" may be repeated as often as desired, unless said assessment completes a module as a module examination.

## § 17 Examination boards

- (1) In order to organize the examinations for the degree programs and the tasks assigned by these General Academic Regulations and Procedures, examination boards are to be appointed. An examining board can be responsible for several departments or degree programs. The members of the examination board are appointed by the board of the faculty to which the department or degree program is assigned. The examination board consists of at least five members, three of whom are professors and two of whom are students. Professors serve a three-year term on the examination board, and student representatives serve a one-year term of office. Re-election is possible. The examination board elects a chairperson and a deputy from among its members.

A sufficient number of alternates shall be elected for the members of the board. The student representatives only have an advisory vote in the evaluation and crediting of examinations and other assessments. The chairperson shall conduct the business of the examination board.

- (2) The examination board shall take its decisions by simple majority vote; abstentions shall be considered as votes not cast. In the event of a tie, the chairperson shall have the casting vote. The examination board has the power to pass resolutions provided that the majority of its members, including at least two professors and a chairperson are present. Meetings of the examination board are not open to the public. Members of the examination board and their alternates are bound by confidentiality. If they are not employed in the public sector, they shall be sworn to confidentiality by the chairperson. Minutes shall be taken during the meetings of the examination board; by resolution, these may be passed on to third parties who are not members of the board, provided that they are bound by confidentiality. All minutes must contain information on the place and date of the meeting, the names of the board members present, the subject matter dealt with, the motions put forward and the resolutions adopted. The minutes are to be signed by the chairperson. The examination board may adopt its own rules of procedure.
- (3) Each respective examination board is responsible for the organization of examinations and all related tasks. It ensures that the provisions of the Thuringian Higher Education Act, these Regulations and the respective program regulations are complied with. It shall decide in particular on:
1. admission to examinations,
  2. appointment of examiners and observers for the examinations,
  3. recognition or crediting of work placements unless the examination board delegates this task to the Placement Office,
  4. the crediting of examinations and other assessments that were not taken in the respective degree program as well as periods of study in accordance with § 19,
  5. deadline extensions, invalidation of graded assessments, failure to attend or withdrawal from examinations, cheating or other breaches of regulations,
  6. reasonable adjustments,
  7. final decisions on passing and failure, unless the examination board delegates this task to the Examinations Office,

8. student appeals against decisions made in matters relating to their studies and examinations. The examination board may uphold or reject appeals (cf. § 21 (4)). Notices of rejection can also be issued by the President of the University of Applied Sciences or the body appointed by them. The Director of the Centre for Student and Academic Affairs is in charge of the appeals procedure and checks decisions on appeals for compliance with procedural and formal requirements as well as factual correctness before they are sent out by post.

Furthermore, the examination board provides the Academic Affairs Committee with suggestions on how to optimize the organization of courses and examinations of the degree program(s) it represents.

- (4) The examination board may revocably delegate the tasks listed under nos. 1 to 5 to the chairperson or their deputy. It may delegate the execution of its duties to the chairperson in the case of urgent decisions that cannot be postponed. The chairperson shall immediately inform the members of the examination board of such urgent rulings.

The chairperson shall prepare and implement the resolutions passed by the examination board and regularly report to the examination board on such activities.

- (5) The members of the examination board have the right to attend examinations as observers.
- (6) At the beginning of each semester, the examination board specifies the examination periods. The examination periods are to be announced to the university via the usual channels. Individual examination dates for specific modules during the examination periods shall be announced to the university via the usual channels at least 14 days prior to the examination period, also indicating where the examinations are to be held.
- (7) Decisions and other measures that are taken - in particular registration and examination dates and deadlines - shall be announced to the university via the usual channels. Candidates shall be notified of admission or refusal of admission to examinations. Data protection regulations must be observed.
- (8) The examination board is assisted in the fulfilment of its tasks by the Examinations Office.

## § 18 Examiners and observers

- (1) University professors, research and artistic staff with teaching duties, lecturers, and persons experienced in professional practice and training are authorized to conduct university examinations.
- (2) Examinations may only be assessed by persons who themselves possess at least the qualification to be established by the examination or an equivalent qualification.

## § 19 Recognition of periods of study, examinations and assessments

- (1) Periods of study, assessments, including practical work experience, and examinations taken in a degree program at another domestic or foreign higher education institution or state or state-recognized university of cooperative education shall be credited, provided that there are no significant differences with regard to the acquired skills (learning outcomes). Reasons must be given for non-recognition. In order to clarify the factual and legal situation, an evaluation may be obtained from the Central Office for Foreign Education (Zentralstelle für ausländisches Bildungswesen).
- (2) Knowledge and skills acquired outside of higher education institutions may be credited, insofar as equivalence has been established. Equivalence shall be established if such knowledge and skills are substantially equivalent in content, workload and requirements to the assessments and examinations they are intended to replace. This should not be a schematic comparison, but rather a holistic consideration and evaluation. In total, no more than half of the assessments and examinations may be credited from elsewhere. Further details on the recognition of work experience are regulated by the specific program regulations.
- (3) Paragraph 2, sentences 1 to 4 shall apply correspondingly to periods of study, assessments and examinations passed in state-recognized distance-learning courses and at technical and engineering colleges of the GDR.
- (4) If assessments and examinations are credited, the grades - insofar as the grading systems are comparable - are transferred and included in the calculation of the final grade. If the grading systems are incomparable, the remark "passed" will be recorded. Credits that have been transferred will be marked as such on the transcript of records.

- (5) The respective examination board decides on credit transfer upon application by the student. In the event of non-recognition, the examination board will issue a notification with instructions on how to appeal. In the case of paragraph 1, the notification shall in particular provide grounds for the existence of substantial differences.

## § 20 Non-attendance, withdrawal, cheating, breach of regulations

- (1) An examination shall be graded as "insufficient" if the examinee
1. does not attend the examination on the given date or
  2. withdraws from the examination without good cause.
- (2) The reasons given for withdrawal or failure to attend must be reported immediately in writing to the respective examination board or the examinations office commissioned by the examination board or, in the case of continuing education projects, to the Centre for Continuing Education and must be made credible; otherwise, the examination in question shall be graded as "insufficient". If the examinee or a child to be cared for by him/her or a relative in need of care is ill, a medical certificate must be submitted within three days of not taking the examination. The medical certificate must reflect how the illness has affected the student's ability to take the examination without revealing the illness itself. A certificate from a medical health officer may be requested if there are indications for the assumption that the candidate is fit to take the examination or if the evidence is appropriate.
- (3) If the examinee attempts to influence the result of their examination by cheating or using unauthorized aids, the examination in question shall be graded as "insufficient" (5.0). Students who disturb the peace and order of an examination may be excluded from continuing the examination by the respective examiners or invigilators; in this case, the examination in question shall be graded as "insufficient" (5.0). If the examinee repeats this or other serious behaviour, the respective examination board may disqualify them from taking any further examinations. The examinee may, within one month of notification of the ruling pursuant to sentences 1 and 2, request that this ruling be reviewed by the examination board. The examination board's decision shall be made in writing, stating its grounds and informing the candidate of any right of appeal.
- (4) If the deadline for an assessment or examination is not met without good cause, it shall be graded as "insufficient" (5.0). Paragraph 2 shall apply accordingly. If a student has valid reasons for not meeting a submission deadline, the respective examination board or examiner appointed by the examination board shall decide whether the submission deadline for the assessment shall be extended accordingly, whether later submission shall be reflected in the grade, or whether a new assignment shall be set.

## § 21 Appeals procedure

- (1) Any administrative action taken in accordance with these Academic Regulations and Procedures and the specific program regulations shall be substantiated in writing, accompanied by instructions on how to appeal, and communicated to the student. Before adverse administrative action is taken, the person affected must be given the opportunity to respond. Appeals against these administrative acts may be lodged with the respective examination board within one month of receipt of notification.
- (2) Insofar as the appeal is directed against an assessment by an examiner, the respective examination board shall rule on the appeal after review in accordance with Paragraphs 3 and 5.
- (3) If the examinee raises concrete and substantiated objections in their appeal against specific assessments and the subject-specific evaluations of an examiner, the respective examination board will forward the appeal to this examiner for review. If the examiner changes their assessment in accordance with the request, the respective examination board will uphold the appeal. Otherwise, the respective examination board shall review the ruling on the basis of the examiner's statement, in particular as to whether
1. the assessment procedure was not conducted properly,
  2. the assessment was based on incorrect information,
  3. general principles of assessment were not observed,
  4. a justifiable answer that had been supported by substantial arguments was judged to be incorrect,
  5. the examiner was influenced by extraneous considerations.

The same applies if the appeal is directed against the assessment of several examiners.

- (4) If the respective examination board does not uphold the appeal, it shall issue a notification stating the grounds for dismissal.
- (5) Appeals shall be decided upon within six weeks. The appeals procedure may not lead to the examination grade being lowered.

## **§ 22 Invalidation of Bachelor's and/or Master's examinations**

- (1) If cheating has taken place during an examination and this fact only becomes known after the degree certificate has been issued, the respective examination board may subsequently correct the marks for those assessments in which the examinee cheated and declare the examination wholly or partially "failed".
- (2) If the requirements for admission to an examination were not met without the examinee intending to deceive and this fact only becomes known after the degree certificate has been issued, this fault shall be rectified by the examination being awarded a pass grade. If admission to the examination was wilfully obtained through improper means, the respective examination board shall decide on the revocation of unlawful administrative action in compliance with the statutory provisions.
- (3) The individual in question shall be given the opportunity to bring the matter before the respective examination board before a decision is taken.
- (4) Any incorrect degree certificate shall be withdrawn and replaced by a correct certificate or confirmation in accordance with § 28 (3) sentence 2 or § 33 (3) sentence 2. The final grade report must be withdrawn together with the incorrect degree certificate if an examination is retrospectively declared "failed" as a result of cheating. Any decision pursuant to paragraphs 1 and 2 sentence 2 shall be excluded after a period of five years from the date of the examination certificate.

## **§ 23 Post-examination script consultation, archiving**

- (1) Upon written request, students will be allowed to view their written examination papers, examiners' assessments and examination minutes for up to one year after taking the respective examinations. Requests to view examination scripts must be submitted to the chairperson of the respective examination board or to the examiner appointed by the examination board. The latter shall determine the procedure, place and time at which the consultation shall take place. It is possible to make copies of the examination paper or parts thereof under supervision and/or for an appropriate fee.
- (2) Students in continuing education projects have the right to view their examination scripts after completion of their examinations. Requests for access must be submitted to the examination committee within one year of the conclusion of examination proceedings.
- (3) Certificates or lists of students' assessments and other examination records at the University of Applied Sciences shall be kept centrally or by the corresponding departments for a period of two years.
- (4) Written examination papers can be destroyed after two years, Bachelor's and Master's theses after five years.
- (5) A reduced examination record must be kept for a period of 50 years, containing documents on duration of enrolment, examination results, termination of enrolment and conferral of degrees.
- (6) Storage periods for examination records begin at the end of the calendar year in which the examinee is notified of their final examination results. Examination papers may not be disposed of until an examination ruling is final and no longer subject to appeal. They may be stored in paper form or on suitable electronic media.
- (7) In continuing education projects, records of oral examinations and the assessment of written examinations and other assessments shall be kept for two years from the date of the certificate. These may be destroyed after two years. Examination records for continuing academic education may not be disposed of until an examination ruling is final and no longer subject to appeal. They may be stored in paper form or on suitable electronic media. A reduced student record must be kept for a period of 50 years, containing documents on duration of enrolment in the continuing education project, examination results, and the certificate of achievement/attendance.

## **PART TWO**

### **BACHELOR'S EXAMINATION**

#### **§ 24 Type and scope of examination**

The Bachelor's examination consists of those examinations that are regulated in the examination schedules of the specific program regulations.

#### **§ 25 Admission to examinations**

- (1) Admission to the Bachelor's examination is only possible for those students who
  1. have fulfilled the requirements of the program regulations for the program in which the degree is to be obtained,
  2. are enrolled in the program in which the degree is to be obtained at the University of Applied Sciences Erfurt and are not on leave of absence,
  3. have not already definitively failed a Bachelor's examination or other examination in the same or a related degree program at a higher education institution,
  4. have not forfeited their right to take the examination by missing a deadline in the same or a related degree program at a higher education institution.
- (2) If it is not mandatory that all graded assessments from the first to the penultimate semester of the Bachelor's degree program have been completed before admission to the Bachelor's thesis, the scope of the examinations and assessments to be taken shall be regulated in the program regulations.
- (3) Application for admission to the Bachelor's thesis must be submitted to the respective examination board or to the examiner appointed by the board in the form of a separate written application. This should indicate the student's proposed topic and the name of the first examiner. For approval to be granted, paragraph 1 numbers 2 - 4 shall apply accordingly. The assignment of a topic is governed by § 26 (4).
- (4) The respective examination board decides on admission or non-admission to the Bachelor's thesis and informs the examinee in the manner it has previously determined. This notification shall specify the topic of the thesis, the deadline for submission and the names of the first and second examiners.

#### **§ 26 Bachelor's thesis**

- (1) The Bachelor's thesis should demonstrate that the examinee is able to apply academic methods in order to address a research question within a given period of time. The thesis can be supplemented by a colloquium as per the program regulations. The topic and problem statement of the Bachelor's thesis must correspond with the purpose and scope of the examination as specified in the program regulations. Between 6 and 12 credits are to be allocated for the Bachelor's thesis. The type of task and the problem statement must be defined when the topic is issued.
- (2) The Bachelor's thesis may be written as a group thesis. The contributions of the individual examinee must be clearly distinguishable by indication of sections, page numbers or other objective criteria, must be assessable in themselves and must meet the requirements set out in paragraph 1.
- (3) Irrespective of the regulation in § 18 (1), students may nominate examiners. Such nominations do not constitute a legal entitlement. However, such requests shall be complied with unless there are important considerations to the contrary, in particular unreasonable burdens on the examiners.
- (4) The topic of the Bachelor's thesis is determined by the first examiner, taking into account the proposal of the examinee, and confirmed by the chair of the examination board when the topic is issued. Upon request, the respective examination board shall ensure that the examinee receives their topic in good time. Issuance of the thesis topic is to be placed on record. Upon issuance, the first examiner, who determines the topic, and, as a rule, the second examiner are officially appointed by the chair of the respective examination board. In accordance with § 18 (1), the topic may also be determined by other examiners. With the consent of the first examiner, the respective examination board can also appoint an external representative from the field as an

assessor. In this case, the first examiner must be a professor at the University of Applied Sciences Erfurt. While writing the thesis, the examinee is to be supervised by the first examiner.

- (5) The topic, problem statement and scope of the Bachelor's thesis are to be limited in such a way that it can be completed within six to twelve weeks. The program regulations shall specify the time within which the Bachelor's thesis is to be written. If the Bachelor's thesis is only submitted after the given deadline for completion, the thesis shall automatically be failed.
- (6) The Bachelor's thesis must also be submitted in digital form.
- (7) The topic of the Bachelor's thesis may only be rejected once and only within the first fourteen days of the time allocated to write it. In exceptional cases, the program regulations may stipulate alternative arrangements for organizational reasons. If the Bachelor's thesis has to be repeated, the student may not reject the assigned topic.
- (8) Upon request, the respective examination board can grant a deadline extension if the original deadline cannot be met due to illness or other extenuating circumstances. § 20 (2) shall apply accordingly. The extension period shall not exceed four weeks. If the deadline extension cannot be met due to extenuating circumstances, a new topic must be assigned for the Bachelor's thesis.
- (9) In the Bachelor's thesis, all passages taken verbatim from publications or other sources must be properly referenced; i.e. they are at the very least to be placed in inverted commas. The source must be cited in immediate conjunction to the quotation. In the case of analogous reproduction from publications or other sources, the citation of the source is also required. In the Bachelor's thesis, students must provide an affidavit stating that
  1. the thesis - in the case of group work, the part of the thesis marked accordingly - was written independently and no sources and aids other than those indicated were used,
  2. all passages in the thesis which have been taken verbatim or analogously from other sources have been clearly marked as such, and the thesis has not previously been submitted to an examination authority in either the same or similar form.
- (10) If a colloquium is to take place, admission shall be granted if both examiners have judged the thesis to be at least "sufficient" (grade 4.0). § 16 (8) shall apply accordingly. The examinee presents and defends their work in a colloquium. The grade for the colloquium counts towards the overall assessment of the thesis. If the student fails the colloquium, they must write a new thesis on another topic. The colloquium is a critical examination of the final thesis in which the student must demonstrate that they can conduct independent, interdisciplinary and problem-oriented academic research in their field of study. The colloquium is conducted jointly by the examiners of the thesis as an individual examination or group examination (if paragraph 2 applies). The colloquium usually lasts for 30 minutes per examinee. In the case of a group examination, the duration shall be reduced appropriately.
- (11) The Bachelor's thesis is to be assessed by at least two examiners. Each examiner must produce a written report on the thesis. Assessment must be concluded no later than three months after the date on which the thesis was submitted. In order to pass the Bachelor's thesis, both examiners have to award at least the grade "sufficient". In this case, the overall grade for the thesis is calculated from the arithmetic mean of the individual grades awarded by the examiners. If there is a discrepancy of at least two grades between the assessments of the two examiners, another expert examiner may be appointed by the respective examination board before the final grade is announced. In order to pass the Bachelor's thesis, two out of three examiners have to award at least the grade "sufficient". The grade is then formed from the arithmetic mean of the best two individual assessments.
- (12) If the student fails their Bachelor's thesis, they can only repeat it once. Failed attempts in the same degree program count towards the retake options.

## § 27 Passing or failure of the Bachelor's examination

- (1) The Bachelor's examination is deemed to have been passed if the Bachelor's thesis and - if provided for in the program regulations - colloquium and all module examinations and assessments specified in the program regulations have been passed and the credits required according to the program regulations (180 in six-semester, 210 in seven-semester and 240 in eight-semester Bachelor's programs) have been obtained.

- (2) The Bachelor's examination is considered to have been definitively failed if
  1. the student does not meet the requirements set out in the program regulations, in particular does not pass a module examination at the last repeat attempt,
  2. the student does not pass their Bachelor's thesis at the second attempt.
- (3) An official notification shall be issued regarding definitive failure of the Bachelor's examination, accompanied by instructions on how to appeal.

## **§ 28 Final Grade Report, Bachelor's Certificate, Diploma Supplement**

- (1) A final grade report is to be issued immediately - within four weeks - confirming that the student has passed their Bachelor's examination. In addition to the overall grade, the final grade report also contains the grades and credits of each individual module examination. The final grade report is issued with the date on which the last assessment was completed.
- (2) The final grade report is issued in German and English. At the same time as the final grade report, students will receive a certificate in German and English with the date which appears on the final grade report. This certifies that the student has been awarded a Bachelor's degree. The certificate is signed by the President of the University of Applied Sciences Erfurt and bears the seal of the university. The final grade report is signed by the Chair of the Examination Board and the Dean and bears the seal of the university.
- (3) In addition, graduates receive a Diploma Supplement (DS) in German and English. If students leave the University of Applied Sciences Erfurt without a degree or transfer to another degree program at the University of Applied Sciences Erfurt, they can apply for a certificate listing the module examinations they have passed and the corresponding grades.

## **PART THREE**

### **MASTER'S EXAMINATION**

#### **§ 29 Type and scope of examination**

The Master's examination consists of those examinations that are regulated in the examination schedules of the specific program regulations.

#### **§ 30 Admission to examinations**

- (1) Admission to the Master's examination is only possible for those students who
  1. have fulfilled the requirements of the program regulations for the program in which the degree is to be obtained,
  2. are enrolled in the program in which the degree is to be obtained at the University of Applied Sciences Erfurt and are not on leave of absence,
  3. have not already definitively failed a Master's examination or other examination in the same or a related degree program at a higher education institution,
  4. have not forfeited their right to take the examination by missing a deadline in the same or a related degree program at a higher education institution.
- (2) If it is not mandatory for all graded assessments from the first to the penultimate semester of the Master's degree program to have been completed before admission to the Master's thesis, the scope of the examinations and assessments to be taken shall be set out in the program regulations.
- (3) The application for admission to the Master's thesis must be submitted to the respective examination board or to the examiner appointed by the board in the form of a separate written application. This should indicate the

student's proposed topic and the name of the first examiner. For approval to be granted, paragraph 1 nos. 2 - 4 shall apply accordingly. The assignment of a topic is governed by § 31 (4).

- (4) The respective examination board decides on admission or non-admission to write the Master's thesis and informs the examinee in the manner it has previously determined. This notification shall specify the topic of the thesis, the deadline for submission and the names of the first and second examiners.

## § 31 Master's thesis

- (1) The Master's thesis should demonstrate that the examinee is able to apply academic methods, both independently and under supervision, in order to address a research question within a given period of time. The thesis can be supplemented by a colloquium as per the program regulations. The topic and problem statement of the Master's thesis must correspond with the purpose and scope of the examination as specified in the program regulations. The type of task and problem statement must be defined when the topic is issued. The program regulations should allocate between 15 and 30 credits for the Master's thesis.
- (2) The Master's thesis may be written as a group thesis. The contributions of the individual examinee must be clearly distinguishable by indication of sections, page numbers or other objective criteria, must be assessable in themselves and must meet the requirements set out in paragraph 1.
- (3) Irrespective of the regulation in § 18 (1), students may nominate examiners. Such nominations do not constitute legal entitlements. However, such requests shall be complied with unless there are important considerations to the contrary, in particular unreasonable burdens on the examiners.
- (4) The topic of the Master's thesis is determined by the first examiner, taking into account the proposal of the examinee, and confirmed by the chair of the examination board when the topic is issued. Upon request, the respective examination board shall ensure that the examinee receives a topic in good time. Issuance of the thesis topic is to be placed on record. Upon issuance, the first examiner, who determines the topic, and, as a rule, the second examiner are officially appointed by the chair of the respective examination board. In accordance with § 18 (1), the topic may also be determined by other examiners. With the consent of the first examiner, the respective examination board can also appoint an external representative from the field as an assessor. In this case, the first examiner must be a professor at the University of Applied Sciences Erfurt. While writing the thesis, the examinee is to be supervised by the first examiner.
- (5) The topic, problem statement and scope of the Master's thesis are to be limited in such a way that it can be completed within twelve to twenty-four weeks. The program regulations shall specify the time within which the Master's thesis is to be written. If the Master's thesis is only submitted after the given deadline for completion, the thesis shall automatically be failed.
- (6) The Master's thesis must also be submitted in digital form.
- (7) The topic of the Master's thesis may only be rejected once and only within the first three weeks of the time allocated to write it. If the Master's thesis has to be repeated, the student may not reject the assigned topic.
- (8) Upon request, the respective examination board can grant a deadline extension if the original deadline cannot be met due to illness or other extenuating circumstances. § 20 (2) shall apply accordingly. The extension period shall not exceed six weeks. If the deadline extension cannot be met due to extenuating circumstances, a new topic must be assigned for the Master's thesis.
- (9) In the Master's thesis, all passages taken verbatim from publications or other sources must be properly referenced; i.e. they are at the very least to be placed in inverted commas. The source must be cited in immediate conjunction to the quotation. In the case of analogous reproduction from publications or other sources, the citation of the source is also required. In the Master's thesis, students must provide an affidavit stating that
1. the thesis - in the case of group work, the part of the thesis marked accordingly - was written independently and no sources and aids other than those indicated were used,
  2. all passages in the thesis which have been taken verbatim or analogously from other sources have been clearly marked as such, and
  3. the thesis has not previously been submitted to an examination authority in either the same or similar form.

- (10) If a colloquium is to take place, admission shall be granted if both examiners have judged the thesis to be at least "sufficient" (grade 4.0). § 16 (8) shall apply accordingly. The examinee presents and defends their work in a colloquium. The grade for the colloquium counts towards the overall assessment of the thesis. If the student fails the colloquium, they must write a new thesis on another topic. The colloquium is a critical examination of the final thesis in which the student must demonstrate that they can conduct independent, interdisciplinary and problem-oriented academic research in their field of study. The colloquium is conducted jointly by the examiners of the thesis as an individual examination or group examination. The colloquium usually lasts for 30 minutes per examinee. In the case of a group examination, the duration shall be reduced appropriately.
- (11) The Master's thesis is to be assessed by at least two examiners. Each examiner must produce a written report on the thesis. Assessment must be concluded no later than three months after the date on which the thesis was submitted. In order to pass the Master's thesis, both examiners have to award at least the grade "sufficient". In this case, the overall grade for the Master's thesis is calculated from the arithmetic mean of the individual grades awarded by the examiners. If there is a discrepancy of at least two grades between the assessments of the two examiners, another expert examiner may be appointed by the respective examination board before the final grade is announced. In order to pass the Master's thesis, two out of three examiners have to award at least the grade "sufficient". The grade is then formed from the arithmetic mean of the best two individual assessments.
- (12) If the student fails their Master's thesis, they can only repeat it once. Failed attempts in the same degree program count towards the retake options.

### **§ 32 Passing or failure of the Master's examination**

- (1) The Master's examination is deemed to have been passed if the Master's thesis and - if provided for in the program regulations - colloquium and all module examinations and assessments specified in the program regulations have been passed and the credits required according to the program regulations have been obtained.
- (2) The Master's examination is considered to have been definitively failed if
1. the student does not meet requirements set out in the program regulations, in particular does not pass a module examination at the last repeat attempt,
  2. the student does not pass their Master's thesis at the second attempt.
- (3) An official notification shall be issued regarding definitive failure of the Master's examination, accompanied by instructions on how to appeal.

### **§ 33 Final Grade Report, Master's Certificate, Diploma Supplement**

- (1) A final grade report is to be issued immediately - within four weeks - confirming that the student has passed their Master's examination. In addition to the overall grade, the final grade report also contains the grades and credits of each individual module examination. The final grade report is issued with the date on which the last assessment was completed.
- (2) The final grade report is issued in German and English. At the same time as the final grade report, students will receive a certificate in German and English with the date which appears on the final grade report. This certifies that the student has been awarded a Master's degree. The certificate is signed by the President of the University of Applied Sciences Erfurt and bears the seal of the university. The final grade report is signed by the Chair of the Examination Board and the Dean and bears the seal of the university.
- (3) In addition, graduates receive a Diploma Supplement (DS) in German and English. If students leave the University of Applied Sciences Erfurt without a degree or transfer to another degree program at the University of Applied Sciences Erfurt, they can apply for a certificate listing the module examinations they have passed and the corresponding grades.

## **PART FOUR**

### **CONTINUING ACADEMIC EDUCATION**

#### **§ 34 Tasks, objectives and organization of continuing academic education**

- (1) The aim of continuing academic education is to supplement and expand on professional expertise within an academic context, drawing on research findings and methods from a range of disciplines that are relevant to professional qualification processes. The curriculum of continuing education projects should take into account and build on the professional experience of the participants.
- (2) Continuing education projects are offered as individual study units (concluding with a Certificate of Attendance) or in consecutive courses culminating in certification (Certificate Programs).
- (3) The courses consist of self-contained units that meet the needs of the participants in their professional lives. Wherever possible, the courses should be coordinated with other courses in the curriculum and enable practical work experience to be drawn on for teaching purposes.
- (4) Continuing education projects are structured in such a way that they can be attended on a part-time basis alongside work. The courses generally take place in blocks on Fridays and Saturdays.
- (5) The examination board of the faculty running the respective Certificate Program decides on a curriculum and examination schedule as the basis for the continuing education project. The examination board of the faculty running individual study units that lead to a Certificate of Attendance decides on a curriculum for the continuing education project. An examination schedule can, but does not have to, be defined for this type of continuing education project. The curriculum and examination schedule are appropriately communicated in the respective project brochures or flyers, publicized on notice boards and online and made known to the participants before the start of a continuing education project.

#### **§ 35 Examination committee**

- (1) Every continuing education project forms an examination committee that organizes and conducts admissions, grading of assessments and the final colloquium. The committee consists of two members of teaching staff, of whom one must be a professor at the University of Applied Sciences Erfurt. The chairperson of the examination committee is also the person in charge of the respective continuing education project. In the event of a tie, the chairperson shall have the casting vote.
- (2) The examination committee is supported by the examination board of the faculty running the project, or in certain cases by the self-governing unit where the head of the continuing education project is based. Appeals against decisions of the examination committee are to be addressed to the examination board of the faculty running the project.

#### **§ 36 Admission requirements and procedure**

- (1) Continuing education projects are open to applicants who have completed a university degree and those who have acquired the necessary aptitude for participation on the job or another way.
- (2) The requisite aptitude of applicants is determined by the attainment of at least 6 points in an aptitude assessment procedure, which is carried out by the examination board of the faculty running the project or by two examiners it appoints. It includes the assessment of

1. specialist theoretical knowledge	0 - 4 points
2. practical professional experience	0 - 4 points
3. the grade of the applicant's last diploma	1 - 3 points

In the evaluation of specialist theoretical knowledge, at least 2 points must be attained.

If no spaces are allocated on waiting lists, it is possible to accrue waiting periods nonetheless. For waiting

periods of up to one year, 1 additional point can be acquired; for longer waiting periods, a maximum of 2 additional points can be acquired in the aptitude assessment procedure. Waiting periods refer to the time that can be credited to a course applicant if they are not selected for a continuing education project.

- (3) Specialist theoretical knowledge according to paragraph 2.1. and practical work experience according to paragraph 2.2. will be assessed by the examination board of the faculty responsible for the project or by two examiners appointed by the latter, after points have been assigned for the written submissions of the applicant to demonstrate their theoretical knowledge and practical work experience. The criteria for the respective continuing education project are derived from the project's curriculum (cf. § 34 (5)). If aptitude cannot be determined beyond doubt, a face-to-face interview shall be held by the examination board of the faculty running the project or by two examiners appointed by it. The examiners must be professors.
- (4) The grade of the applicant's last diploma according to paragraph 2 number 3 shall be converted into points as follows:
- very good                      3 points
  - good                                2 points
  - satisfactory                      1 point.

If the applicant's highest qualification is not based on a comparable grading system, the examination board of the faculty responsible for the project shall determine the appropriate number of points.

- (5) The examination board of the faculty responsible for the project may restrict admission to continuing education projects if the number of participants needs to be limited due to the capacity, nature and purpose of the project or for other important reasons. Admission may be granted by the examination board based on the order of applications received or on an aptitude assessment procedure in accordance with paragraphs 2 to 4. It is possible to allocate spaces on a waiting list for continuing education projects.
- (6) The application for admission must arrive at the University of Applied Sciences by the deadline stated in the information brochure or online.
- (7) Applicants who do not hold a university degree and applicants for continuing education projects for which the examination board of the faculty responsible for the project has decided on restricted admission based on an aptitude assessment procedure must enclose the following documents with their application: the diploma of their highest qualification as well as written submissions for the aptitude assessment procedure which demonstrate the applicant's ability to meet the requirements of the project; this includes, in particular, references for professional experience and/or training outside of higher education which is relevant to the continuing education project.
- (8) Applicants who provide false information in their admission documents will be disqualified. Applicants who are not admitted will receive notification that their application has been rejected. This must be accompanied by instructions on the right of appeal. Appeals against the notification of rejection may be made in writing or orally to the examination board of the faculty responsible for the project within one month of notification. Reasons must be given for appeal. If the respective examination board does not uphold the appeal, it shall issue a notification stating the grounds for dismissal.

## § 37 Type of examinations and their implementation

- (1) The contents and requirements of examinations, the form of the oral or written examinations and their assessment are determined by the curriculum of the continuing education project. These are adopted by the examination board of the faculty responsible for the project. This information must be published in the respective project brochures, on notice boards and on the Internet and must be made known to the participants before the continuing education project begins. Examinations may also take the form of written assignments, project reports, practical reports, presentations or other written or oral activities.
- (2) The final colloquium usually lasts for 30 minutes per person. Examinations can be taken in groups of up to three people. A final colloquium is not required for individual study units that are not part of a certificate program.
- (3) The final colloquium and all other oral examinations are held before two examiners or one examiner and one expert observer. Examiners must be qualified in accordance with § 54 (3) ThürHG, and at least one examiner must be a member of the teaching staff of the University of Applied Sciences Erfurt. In the event of a tie, their vote shall be decisive.

- (4) A written record is to be kept of the final colloquium. The final colloquium may be awarded a "pass", "fail" or a grade.
- (5) The final colloquium is open to all students and teachers of the continuing education project, unless the examinee objects. The discussion and announcement of results are not public.
- (6) Failed examinations can only be repeated twice.

### **§ 38 Requirements for admission to the final examination, Certificate of Attendance**

- (1) In order to be admitted to the final examination, regular participation in the courses is required (maximum absence of 20%). In individual cases, a maximum period of absence deviating from this regulation may also be specified for a continuing education project.
- (2) In the event of absence exceeding the maximum specified limit, a Certificate of Attendance will be issued for the classes attended.

### **§ 39 Recognition of credits**

Equivalent examinations and assessments can be accredited in the respective continuing education project upon application. The examination board of the faculty hosting the project decides whether or not they can be recognized. Examinations and assessments are considered "equivalent" if their contents, workload and requirements correspond to those of the respective continuing education project at the University of Applied Sciences Erfurt. This should not be a schematic comparison, but rather a holistic consideration and evaluation.

### **§ 40 Qualification**

- (1) By completing the continuing education project, participants gain an additional qualification. This proves that the graduate has acquired qualifications according to § 34 and can combine practical professional experience with academic knowledge.
- (2) After successful completion of a certificate program, the University of Applied Sciences Erfurt awards a certificate stating the name of the continuing education project. It is signed by the head of the continuing education project and, as a rule, by the President of the University of Applied Sciences and, if applicable, by cooperating institutions.
- (3) In a supplement to the certificate, the contents and requirements of the examinations as well as the form of the oral and/or written examinations and their grading are specified.
- (4) If a continuing education project consists of individual study units whose duration is shorter than that of certificate programs, a Certificate of Attendance stating the essential contents of the course shall be issued at the end of the project and signed by the chair of the examination board of the continuing education project and the instructor responsible for the study unit.

### **§ 41 Legal status of students in continuing academic education**

Upon payment of the continuing education fee for the respective semester at the University of Applied Sciences Erfurt, students in certificate programs are enrolled as participants in a continuing education project in the faculty which primarily runs the continuing education project or which has been named by the examining committee as the host of the continuing education project.

### **§ 42 Transitional provisions in the program regulations**

- (1) Transitional regulations for the period of validity of the previous program regulations shall be included in the program regulations. For students who have commenced their studies by a certain date, the program regulations in force at the time of commencement of their course shall apply until the date specified for their

expiry. After this date, only the current program regulations apply. For students enrolled after this date, the current program regulations apply.

- (2) The program regulations may allow students to voluntarily transfer to the current program regulations. In this case, the program regulations must specify the assignment of modules and partial examinations from the old program regulations to the modules and partial examinations of the new program regulations.

### **§ 43 Commencement of regulations, scope, expiry, transitional provisions**

- (1) These General Academic Regulations and Procedures come into legal effect on the first day after their announcement in the University of Applied Sciences Erfurt Gazette (Verkündungsblatt).
- (2) The program regulations must be adapted to these General Academic Regulations and Procedures during the accreditation and re-accreditation process or when a program is newly established or revised. Until then, the General Academic Regulations and Procedures from 11 April 2011 (Gazette no. 33) in the version of 31 July 2012 (Gazette no. 39) shall apply.

Erfurt, 05 August 2019

Prof. Dr. Volker Zerbe

Rector

University of Applied Sciences Erfurt

## Appendix: Program Regulations for the Bachelor's Degree in XX at the University of Applied Sciences Erfurt / Appendix to the General Academic Regulations and Procedures for Bachelor's and Master's Programs and Continuing Academic Education

**Note:** The outlined boxes with bold text are optional, variable or to be filled in individually - depending on the degree program! They also contain notes.

In accordance with § 3 (1) in conjunction with § 38 (3) and §§ 53, 55 of the Thuringian Higher Education Act of 10 May 2018 (GVBl. p. 149), as last amended by Article 128 of the act on 18 December 2018 (GVBl. p. 731), the following program regulations for the Bachelor's degree in XXXX have been issued by the board of the Faculty of XXXXX.

The program regulations were adopted by the faculty board in its meeting on XX.XX.XXXX in accordance with § 28 (1) no. 4 of the bylaws of the University of Applied Sciences Erfurt (Fachhochschule Erfurt), as announced in the Thuringian State Gazette of 08 April 2019 (ThStAn14, p. 664).

The Rector approved the Program Regulations on XX.XX.XXXX.

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### § 1 Scope

- (1) These program regulations govern the Bachelor's program in [XX] at the University of Applied Sciences Erfurt (Fachhochschule Erfurt). In the absence of further provisions in this document, the General Academic Regulations and Procedures for Bachelor's and Master's Programs and Continuing Education at the University of Applied Sciences Erfurt (RPO B.&M./W.) shall apply.
- (2) The program regulations include the examination schedules and curricula [(Appendices XX)], which list as binding all modules, workload in terms of both semester hours per week and credits, and the examinations and assessments to be completed in the individual modules.

- (3) The program regulations include the work placement regulations [(PraO-BA, Appendix XX)], which contain all guidelines for the work placement module.

## § 2 Program objectives

- (1) The Bachelor's program in [XX] leads to a first professional qualification.

(2) Sample text: **“The aim of the degree program is to provide broad, practice-oriented education in the essential areas of building services engineering, which will enable students to work independently in this field. Corresponding instruction in the basic subjects enables students to identify key interrelationships and to acquire the flexibility required to cope with rapidly advancing technical developments. This education in the pertinent subjects should also enable students to understand the effects of technology on the environment and society and to avoid adverse consequences as far as possible.”**

- (3) The degree program aims to enable graduates to work in the following fields:

**Please provide a precise and valid list!**

## § 3 General entry requirements

Admission to the Bachelor's in [XX] can only be granted to those who can prove sufficient aptitude for the program by holding university entrance qualifications. Admission to the degree program can also be granted to holders of a master craftsman's diploma, state-certified technicians or state-certified economists, holders of a vocational further education equivalent to the master craftsman's diploma according to the Vocational Training Act (Berufsausbildungsgesetz), the Crafts Code (Handwerksordnung) or other public law regulations, or holders of other vocational further education diplomas that have been determined by ordinance to be equivalent to the master craftsman's diploma.

## § 4 Program structure, examinations, degree

- (1) After 6 semesters of study, the Bachelor's program in [XX] culminates in the first professional qualification, the
- Bachelor of [XX (enter abbreviation: B.A. or B.Sc.)]
- (2) The program can only be commenced in the winter semester.
- (3) The program comprises compulsory subjects, compulsory elective and elective modules, and the Bachelor's thesis and colloquium. The corresponding examinations and assessments are regulated in Appendix [XX].

**The terms compulsory, compulsory elective and elective modules are defined in § 5 (3) RPO B./M./W. and therefore require no repetition in the program regulations:**

**Compulsory modules are mandatory for all students on the same degree program.**

**Compulsory elective modules allow students to develop their own individual profile. They enable students to select modules based on a list of compulsory electives in accordance with the requirements of the program regulations.**

**Elective modules can be chosen from the entire range of courses available at the University of Applied Sciences Erfurt or other higher education institutions, insofar as they are provided for in the program regulations.**

- (4) The degree program is structured as follows:

1<sup>st</sup> Stage of Studies (Orientation)

1<sup>st</sup> semester of study with [**compulsory, compulsory elective and elective modules**] 30 credits

2<sup>nd</sup> semester of study with [**compulsory, compulsory elective and elective modules**] 30 credits

2<sup>nd</sup> Stage of Studies (Specialization)

3<sup>rd</sup> semester of study with [**compulsory, compulsory elective and elective modules**] 30 credits

4<sup>th</sup> semester of study with [**compulsory, compulsory elective and elective modules**] 30 credits

5<sup>th</sup> semester of study with [**compulsory, compulsory elective and elective modules**] 30 credits

6<sup>th</sup> semester of study with [**compulsory, compulsory elective and elective modules and Bachelor's thesis plus colloquium**] 30 credits

- (5) The 1<sup>st</sup> stage of studies consists of [**compulsory modules (other types of modules also possible)**]. The corresponding examinations and assessments are detailed in Appendix [XX]. On the one hand, the 1<sup>st</sup> stage of studies aims to offer students orientation in their studies, and on the other hand, it prepares them thoroughly for the specialization phase.
- (6) The 2<sup>nd</sup> stage of studies consists of [**enter contents**]. In the 6<sup>th</sup> semester, the Bachelor's thesis and colloquium constitute the final examination. Students are given XX weeks to complete their Bachelor's thesis. The topic of the thesis must be of such a nature that the thesis can be completed within the allotted time period.

**Note: A colloquium is possible but not obligatory.**

**For the sake of clarity, it is also possible to regulate the Bachelor's thesis in a separate paragraph, especially if further stipulations are to be included.**

- (7) Before the start of the semester, the students must inform the examination board which compulsory elective and elective modules they wish to take, and they must have their choices confirmed. In exceptional and justified cases, these choices can be changed up to week 4 of lectures.

## § 5 Curriculum, examination schedule

- (1) The course contents are divided into modules.
- (2) The modules are listed in the curriculum [**Appendix XX**] according to
- code
  - module title
  - module type
  - standard semester of study
  - credits and
  - teaching hours in semester hours per week
- (3) The modules are listed in the examination schedule [**Appendix XX**] according to
- code
  - module title
  - when they are examined
  - type of exam
  - duration of exam in minutes

- standard semester of study
- credits and
- weighting towards the overall grade in percent.

(4) In addition to the requirements of paragraphs 2 and 3, detailed module descriptions must be submitted for all modules in the Bachelor's degree program [XX] that comply with the resolutions of the German Rectors' Conference (HRK) and the specifications of the accreditation agency.

**Note: You can obtain sample module descriptions from Ms Schnelle. Tel. 0361/6700692 or email [kerstin.schnelle@fh-erfurt.de](mailto:kerstin.schnelle@fh-erfurt.de)**

## § 6 Work placement module

(1) The work placement module is to be undertaken in the [enter semester] . Credits for the work placement module are awarded according to the [Curriculum and Examination Schedule, Appendices 1 and 2] in these regulations.

**Note: The work placement module must be listed in the curriculum and examination schedule!**

(2) Further details are regulated by the Work Placement Regulations for this Bachelor's degree program (PraO, [Appendix XX]).

**If proof of practical experience is required prior to admission to the Bachelor's degree program, please insert a separate paragraph on this pre-study placement before § 4. This must also include specific information on the content and requirements of work placements in order to enable BAföG eligibility for students in pre-study placements.**

## § 7 Equal opportunities clause

Status and function designations in these regulations apply in both the masculine and feminine forms.

## § 8 Commencement of regulations, scope, expiry, transitional provision

These program regulations for the Bachelor's degree in [XX] come into legal effect on the first day after their announcement in the University of Applied Sciences Erfurt Gazette (Verkündungsblatt). They apply to students who enrol from Winter Semester [XX] at the University of Applied Sciences Erfurt.

**This is also where the scope of application for students already enrolled and the expiry of the old examination regulations or program regulations can be regulated.**

**For example: For students who are already enrolled in the degree program XX at the University of Applied Sciences when these program regulations come into force, the academic regulations and procedures for the Bachelor's degree program XX dated XX.XX.XXXX (Gazette no. XX, p. XX) continue to apply until the end of Summer Semester XX. The academic regulations and procedures for the Bachelor's degree program XX dated XX.XX.XXXX shall cease to be in force as of Winter Semester XX. From this point on, only the provisions of these program regulations apply. Examinations and assessments completed by students up to this point in time shall be recognized insofar as they correspond to the examinations and assessments in these program regulations.**

Erfurt, XX.XX.XXXX

Prof. Dr.-Ing. Volker Zerbe  
Rector  
Fachhochschule Erfurt

Prof. Dr. XX  
Dean

**Appendix 1: Curriculum [only a sample; specifications for type of module not binding!]**

Key:

P compulsory module      WP compulsory elective module      W elective module

**1<sup>st</sup> Stage of Studies**

**1<sup>st</sup> and 2<sup>nd</sup> semesters of study**

Code	Module title	Module type	Standard semester of study	Credits	Teaching hours per week
		P	1		
		P	1		
		P	1		
		P	1		
		WP	1		
		P	1		
		P	2		
		P	2		
		P	2		
		WP	2		
		P	2		

**2<sup>nd</sup> Stage of Studies**

**3<sup>rd</sup> and 4<sup>th</sup> semesters of study**

Code	Module title	Module type	Standard semester of study	Credits	Teaching hours per week
		P	3		
		P	3		
		P	3		
		P	3		
		P	3		
		P	3		
		P	3		
		P	4		
		P	4		
		P	4		
		P	4		
		P	4		
		P	4		

**5<sup>th</sup> and 6<sup>th</sup> semesters of study**

Code	Module title	Module type	Standard semester of study	Credits	Teaching hours per week
		P	5		
		P	5		
		P	5		
		P	5		
		P	5		
		WP	5		
		P	5		
		W	5		
		P	6		
		P	6		
		P	6		
		P	6		
	Bachelor's thesis and colloquium	P	6	6-12	

**Note: According to the guidelines, the Bachelor's thesis must comprise at least 6 and no more than 12 credits.**

**Compulsory elective modules**

**Please stipulate here whether – and if so, how many – compulsory elective modules are to be taken.**

Code	Module title	Module type	Standard semester of study	Credits	Teaching hours per week
		WP			

**Appendix 2: Examination Schedule [only a sample; specifications for module type not binding!]**

Key [list not exhaustive: ]

PZ: examination period	SB: during the lecture period
K: written examination	M: oral examination
B/Ko: Master's thesis and colloquium	SL: assessment

**1<sup>st</sup> Stage of Studies**

**Examination schedule for the 1<sup>st</sup> and 2<sup>nd</sup> semesters of study**

**Note: A decision as to whether or not the compulsory modules of the 1<sup>st</sup> stage of studies (orientation phase) are to be included in the overall grade must be made in accordance with § 7 (3) if the RPO-B./M./W. If they are included, a decision must be made as to their weighting.**

**The weighting of partial examinations is to be specified in the examination schedule to enable calculation of a module grade.**

Code	Module title	When	Type	Duration in mins	Standard semester of study	Credits	Weighting towards overall grade in %
		PZ	K	90	1		
		PZ	K	90	1		
		PZ	K	90	1		
		PZ	K	90	1		
		PZ	SL	90	1		
		PZ	SL	90	1		
		PZ	K	90	2		
		PZ	K	90	2		
		PZ	K	90	2		
		PZ	K	90	2		
		PZ	SL	90	2		
		SB	K	90	2		

**2<sup>nd</sup> Stage of Studies**

**Examination schedule for the 3<sup>rd</sup> and 4<sup>th</sup> semesters of study**

Code	Module title	When	Type	Duration in mins	Standard semester of study	Credits	Weighting towards overall grade in %
		SB	SL	90	3		
		PZ	K	90	3		

		PZ	K	90	3		
		PZ	K	90	3		
		PZ	K	90	3		
		PZ	K	90	3		
		PZ	K	90	4		
		PZ	K	90	4		
		PZ	K	90	4		
		PZ	K	90	4		
		PZ	K	90	4		
		PZ	K	90	4		
		SB	K	90	4		

**All examinations and assessments are to be detailed in the examination schedule. This also includes partial and preliminary examinations.**

**Examination schedule for the 5<sup>th</sup> and 6<sup>th</sup> semester**

Code	Module title	When	Type	Duration in mins	Standard semester of study	Credits	Weighting towards overall grade in %
		PZ	K	90	5		
		PZ	K	90	5		
		PZ	K	90	5		
		PZ	K	90	5		
		PZ	K	90	5		
		SB	SL	90	5		
		SB	SL	90	5		
		PZ	SL	90	5		
		-	SL	-	6		
		PZ	K	90	6		
		PZ	K		6		
		SB		-	6		
	Bachelor's thesis and colloquium	SE		-	6	6-12	

## **Appendix 3: Work Placement Regulations (PraO-BA)**

**for the Bachelor's program [XX] at the University of Applied Sciences Erfurt**

- § 1 General provisions**
- § 2 Time frame and duration of the pre-study placement**
- § 3 Host organizations for the pre-study placement**
- § 4 Objectives and requirements of the pre-study placement**
- § 5 Credit for periods of vocational training**
- § 6 Work placement and credits**
- § 7 Objectives and requirements of the work placement**
- § 8 Host organizations**
- § 9 Training agreement**
- § 10 Status of the student at the host organization**
- § 11 Proof of work**
- § 12 Liability**

### **§ 1 General provisions**

- (1) For the Bachelor's degree program XXXXX at the University of Applied Sciences Erfurt, a pre-study placement as defined in § XXXXX of the program regulations is required as an admission prerequisite.
- (2) In accordance with § XXXXX of the program regulations, the work placement must be completed in the XXXXX semester. Both the pre-study placement and the work placement are regulated by the Work Placement Regulations.
- (3) Status and function designations in these regulations apply in both the masculine and feminine forms.
- (4) The Chief Placement Officer of the Bachelor's program [XX] shall be appointed from those who teach on the degree program for a period of 2 years. He/she is responsible for implementing the program regulations for the practical module of the Bachelor's program [XX] and making the corresponding decisions. Reappointment is possible.

### **§ 2 Time frame and duration of the pre-study placement**

- (1) The pre-study placement must be completed before the degree course commences and proof of this must be provided for admission to the degree program.
- (2) It comprises at least X weeks, which should be carried out consecutively.
- (3) The regular working hours of the host organization must be adhered to.
- (4) The faculty recommends extending the duration of the pre-study placement to 1 year or, instead of the pre-study placement, completing an apprenticeship (vocational training) of at least two years in accordance with § 5 of these Work Placement Regulations.

### **§ 3 Host organizations for the pre-study placement**

- (1) The pre-study placement is usually to be undertaken with an approved training facility XXXXX. Exceptions are, however, possible, for example: XXXX
- (2) The Placement Office of the Department of XXXXX decides whether to approve exceptions after submission of evidence that the host organization is appropriately qualified. This also applies to placements undertaken abroad.

## § 4 Objectives and requirements of the pre-study placement

- (1) The prospective student should familiarize themselves with the workings of a/an XXXXX organization. They should acquire a basic understanding of XXXXX and its application XXXXX.
- (2) The intern should primarily gain knowledge of the following areas: XXXXX.

## § 5 Credit for periods of vocational training

- (1) If the student has completed an apprenticeship/vocational training as a/an XXXXX, this qualifies as the pre-study placement.
- (2) If the student has completed an apprenticeship/vocational training in a related field, it may be recognized in part or wholly upon request. This decision shall be made by the Placement Office of the department in question.

## § 6 Work placement and credits

- (1) The work placement takes place in the XX semester and has a duration of at least XX weeks (XX CP).
- (2) At this point in their studies, the students should be able to understand the broader context of working in XXXXX and contribute accordingly in their host organizations. Being involved in office work or a placement that entails hands-on experience is a useful and essential extension of the students' previous theoretical studies. By familiarizing themselves with the tasks of a XXXXX, students have the opportunity to pinpoint their own interests and skills as well as to focus on specific aspects of their studies.
- (3) The department in which the student is studying, as represented by its Placement Office, is responsible for organizing the placement during the lecture-free period. The Placement Office prepares the contracts with the host companies and organizations. The department stipulates the specialist requirements and checks that they can be reliably fulfilled. The objectives and requirements stated in § 7 are to be reported to the host organization.
- (4) Credits can only be awarded for the work placement if
  1. the training agreement is submitted to the Placement Office two weeks before the beginning of the work placement at the latest
  2. proof of successful completion of the placement can be provided by the respective supervisor
  3. the student submits a work placement report.
- (5) Vocational training or apprenticeships in accordance with § 5 cannot be accepted in lieu of a work placement due to their different training content.

## § 7 Objectives and requirements of the work placement

- (1) The student should obtain an overview of XXXXX. The requirements of the work placement differ according to the host organization, e.g., XXXXX.
- (2) If the placement is carried out in the public sector, the following additional aspects can be included: administrative structures, legal bases, allocation of duties, material and personnel budgets, accounting.  
Depending on the host organization, tasks from more than one of the above areas may be carried out.

## § 8 Host organizations

- (1) The student can propose one (or several) host organizations at which to do their work placement. Before signing the training agreement, the student must obtain the approval of the Placement Office in the Department of XXXXX. Students who are unable to find a placement by themselves are to be assisted by the Placement Office.

- (2) To ensure that the work placement is carried out in a qualified manner, the host organization must be approved by the Placement Office of the Department of XXXXX at the University of Applied Sciences Erfurt. In order for host organizations to be eligible, students must be able to gain an insight into a significant proportion of the practical training requirements in § 7, and supervision must be ensured on the part of the office, company or authority acting as the host organization.
- (3) Typical host organizations can be: XXXXX

## § 9 Training agreement

- (1) Before starting their work placement, the student must conclude a training agreement with the host organization (a sample is available in the departmental Placement Office). The contract can only be approved by the University of Applied Sciences if it is complete. A copy of the agreement must be sent to the Placement Office immediately, at the latest two weeks before the placement begins. Otherwise, there is no guarantee that the work placement can be approved.
- (2) The host organization is obliged to
  - train the student for the duration of the work placement in compliance with the objectives and requirements of the work placement as set out in § 7,
  - issue confirmation detailing the duration and requirements of the work placement,
  - appoint a supervisor to monitor the student in the workplace.
- (3) The student is obliged to
  - take full advantage of the training opportunities offered,
  - carry out the tasks assigned during the placement with due care,
  - follow the instructions of their supervisor at the host organization and those in charge of providing training,
  - observe the regulations applicable to the host organization, in particular accident prevention standards, working hours and rules pertaining to confidentiality.

## § 10 Status of the student at the host organization

- (1) During the work placement, students remain enrolled at the university with all the associated rights and obligations. Their legal status does not change compared to their status during semesters of study. Students are not subject to the Works Constitution Act (Betriebsverfassungsgesetz) or the Staff Representation Act (Personalvertretungsgesetz).
- (2) Students are entitled to receive financial support in accordance with the Federal Training Assistance Act (BAFöG). Any remuneration paid by the host organization shall be treated in accordance with the provisions of this Act.

During the work placement, students continue to be covered by health insurance to the same extent as during their semesters of study (special regulations apply if tax-free allowance limits are exceeded). Accident insurance is covered by the employer's liability insurance association responsible for the respective host organization.

## § 11 Proof of work

Proof of the work placement must be provided by submitting the following documents to the departmental Placement Office:

1. A placement report written by the student. This report is to be structured chronologically; it must show the requirements, nature and duration of the work they have carried out. The report is to be typed and should consist of 4 – 6 pages of A4. It must be signed by the student.

2. Confirmation from the host organization. The attached Placement Certificate is to be used for this purpose.

## § 12 Liability

- (1) During their placement, students are legally insured against accidents as per § 2 (1) no. 1 SGB VII. In the case of an insurance claim, the host organization is also required to send a copy of the accident report to the University of Applied Sciences Erfurt.
- (2) The liability risk of the student at the host organization is usually covered for the duration of the training agreement by the business liability insurance of the host organization.
- (3) All students are advised to take out private liability insurance covering the duration of the training agreement and the activities involved in the work placement.

Appendix A to PraO-BA:	Registration of a Work Placement
Appendix B to PraO-BA:	Placement Certificate
Appendix C to PraO-BA:	Confirmation of the Work Placement (Examinations Office)

**Appendix A to PraO-BA: Registration of a Work Placement**

# Registration of a Work Placement

Last name: ..... First name: .....

Born on: ..... Student ID no. ....

Address: ..... Bachelor's Program: XX  
.....  
.....

I hereby register the following work placement:

From ..... to .....

Host organization:

Company: .....  
Town/city: .....  
Street name: .....  
Placement supervisor: .....  
Number: .....  
Phone: .....

I am applying for federal training assistance (BAFöG) yes/no (cross out as appropriate!)

Erfurt, ..... (date)

.....  
Student

The host organization meets the requirements set out in the guidelines.

Erfurt, ..... (date)

.....  
Placement Office

Supervision on behalf of the University of Applied Sciences will be provided by:

Name: .....

Erfurt, ..... (date)

.....  
University Supervisor

**Appendix B to PraO-BA: Placement Certificate**

Host Organization

# Certificate of Completion

for the Work Placement

Mr / Ms .....

born on: ..... in ....., a student of  
the Bachelor's program XX at the University of Applied Sciences Erfurt (Fachhochschule Erfurt)  
completed their work placement from ..... until ..... as follows:

He / She has fulfilled the required obligations according to the training plan for the placement.

Total no. of days  
absent: (excluding  
lectures and exams)

\*).....

Days of sick leave: .....

Other leaves of  
absence: .....  
(reasons)

Town/City, Date

Signature of Placement Supervisor  
Company Stamp

**Appendix C to PraO-BA: Confirmation of the Work Placement**

# Confirmation

of the Work Placement

The Placement Office confirms that

Mr / Ms .....

student ID no: .....

born on: .....

a student of the Bachelor's program XX

at the University of Applied Sciences Erfurt (Fachhochschule Erfurt)

successfully completed their work placement

from ..... until .....

in accordance with the program regulations.

Erfurt, ..... (date)

Signature / Placement Office

## Appendix: Program Regulations for the Master's Degree in XX at the University of Applied Sciences Erfurt / Appendix to the General Academic Regulations and Procedures for Bachelor's and Master's Programs and Continuing Academic Education

**Note:** The outlined boxes with bold text are optional, variable or to be filled in individually - depending on the degree program! They also contain notes!

In accordance with § 3 (1) in conjunction with § 38 (3) and §§ 53, 55 of the Thuringian Higher Education Act of 10 May 2018 (GVBl. p. 149), as last amended by Article 128 of the act on 18 December 2018 (GVBl. p. 731), the following program regulations for the Master's degree in XXXX have been issued by the board of the Faculty of XXXX.

The program regulations were adopted by the faculty board in its meeting on XX.XX.XXXX in accordance with § 28 (1) no. 4 of the bylaws of the University of Applied Sciences Erfurt (Fachhochschule Erfurt), as announced in the Thuringian State Gazette of 08 April 2019 (ThStAn14, p. 664).

The Rector approved the Program Regulations on XX.XX.XXXX.

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#### § 5 Program structure, examinations, degree

#### § 5 Curriculum, examination schedule

#### § 6 Work placement module

#### § 7 Equal opportunities clause

#### § 8 Commencement of regulations, scope, expiry, transitional provision

#### Appendix 1: Curriculum

#### 1<sup>st</sup> and 2<sup>nd</sup> semesters of study

#### 3<sup>rd</sup> and 4<sup>th</sup> semesters of study

#### Compulsory elective modules

#### Appendix 2: Examination Schedule

#### Appendix 3: Work Placement Regulations (PraO-MA)

#### Registration of a Work Placement

#### Placement Certificate

#### Confirmation

## § 1 Scope

- (1) These program regulations govern the practically-oriented Master's program in [XX] at the University of Applied Sciences Erfurt. **[It builds consecutively on the Bachelor's program XX at the University of Applied Sciences Erfurt.]** In the absence of further provisions in this document, the General Academic Regulations and Procedures for Bachelor's and Master's Programs and Continuing Academic Education at the University of Applied Sciences Erfurt (RPO B./M./W.) shall apply.

**Note: According to § 50 (3) ThürHG, the university must determine whether the Master's degree is to be a consecutive, postgraduate (non-consecutive) or continuing academic education program. In § 1 (1), the consecutive Master's program is mentioned as an example. This is the norm at the University of Applied Sciences Erfurt. The admission requirements for the Master's program are also based on this designation.**

- (2) The program regulations include the examination schedules and curricula (**Appendices XX**), which list as binding all modules, workload in terms of both semester hours per week and credits, and the examinations and assessments to be completed in the individual modules.

**(3) The program regulations include the work placement regulations (PraO-MA, Appendix XX). If the curriculum foresees a work placement, this is to be detailed in paragraph 3.**

## § 2 Program objectives

- (1) Text on the study objectives in practice-oriented Master's programs. **[Please enter precise, valid and verifiable learning objectives that are appropriate to practice-oriented Master's programs!]**
- (2) The degree program should enable graduates to work in the following fields:

**Please provide a precise and valid list!**

## § 3 General entry requirements

- (1) According to § 3 (1) RPO B./M./W., admission to the Master's degree program [XX] requires completion of an undergraduate degree.
- (2) Furthermore, §3 (2) stipulates the following additional admission requirements:

**List the special admission requirements for the consecutive Master's degree here, e.g. a good undergraduate degree, proof of professional experience etc.**

## § 4 Program structure, examinations, degree

- (1) After 4 (or 3) semesters of study, the Master's program in [XX] leads to the qualification
- Master of [XX (enter abbreviation)]

**(2) The program can only be commenced in the winter semester. (Optional: It is also possible to start in the summer semester).**

- (3) The program comprises compulsory subjects, compulsory elective and elective modules, and the Master's thesis and colloquium. The corresponding examinations and assessments are regulated in Appendix [XX].

**The terms compulsory, compulsory elective and elective modules are defined in § 5 (3) RPO B./M./W. and therefore require no repetition in the program regulations:**

**Compulsory modules are mandatory for all students on the same degree program.**

**Compulsory elective modules allow students to develop their own individual profile. They enable students to select modules based on a list of compulsory electives in accordance with the requirements of the program regulations.**

**Elective modules can be chosen from the entire range of courses available at the University of Applied Sciences Erfurt or other higher education institutions, insofar as they are provided for in the program regulations.**

- (4) The degree program is structured as follows:

1<sup>st</sup> semester of study with [compulsory, compulsory elective and elective modules] 30 credits

2<sup>nd</sup> semester of study with [compulsory, compulsory elective and elective modules] 30 credits

3<sup>rd</sup> semester of study with [compulsory, compulsory elective and elective modules] 30 credits

4<sup>th</sup> semester of study with [compulsory, compulsory elective and elective modules and Master's thesis plus colloquium] 30 credits

(5) Before the start of the semester, the students must inform the examination board which compulsory elective and elective modules they wish to take, and they must have their choices confirmed. In exceptional and justified cases, these choices can be changed up to week 4 of lectures.

(6) In the 4<sup>th</sup> semester, the Master's thesis and colloquium constitute the final examination. Students are given [XX] weeks to complete their Master's thesis. The topic of the thesis must be of such a nature that the thesis can be completed within the allotted time period.

**Note: A colloquium is possible but not obligatory.**

**For the sake of clarity, it is also possible to regulate the Master's thesis in a separate paragraph, especially if further stipulations are to be included.**

## § 5 Curriculum, examination schedule

(1) The course contents are divided into modules.

(2) The modules are listed in the curriculum [Appendix XX] according to

- code
- module title
- module type
- standard semester of study
- credits and
- teaching hours in semester hours per week

(3) The modules are listed in the examination schedule [Appendix XX] according to

- code
- module title
- when they are examined
- type of exam
- duration of exam in minutes
- standard semester of study
- credits and
- weighting towards the overall grade in percent.

(4) In addition to the requirements of paragraphs 2 and 3, detailed module descriptions must be submitted for all modules in the Master's degree program [XX] that comply with the resolutions of the German Rectors' Conference (HRK) and the specifications of the accreditation agency.

**Note: You can obtain sample module descriptions from Ms Schnelle. Tel. 0361/6700692 or email [kerstin.schnelle@fh-erfurt.de](mailto:kerstin.schnelle@fh-erfurt.de)**

## § 6 Work placement module (optional)

(1) The work placement module is to be undertaken in the [enter semester] . Credits for the work placement module are awarded according to the [Curriculum and Examination Schedule, Appendix XX] in these regulations.

(Note: The work placement module must be listed in the curriculum and examination schedule!)

(2) Further details are regulated by the Work Placement Regulations for this Master's degree program (PraO, Appendix XX).

## § 7 Equal opportunities clause

Status and function designations in these regulations apply in both the masculine and feminine forms.

## § 8 Commencement of regulations, scope, expiry, transitional provision

These program regulations for the Master's degree in [XX] come into legal effect on the first day after their announcement in the University of Applied Sciences Erfurt Gazette (Verkündungsblatt).

**This is also where the scope of application for students already enrolled and the expiry of the old examination regulations or program regulations can be regulated.**

**For example: For students who are already enrolled in the degree program XX at the University of Applied Sciences when these program regulations come into force, the academic regulations and procedures for the Master's degree program XX dated XX.XX.XXXX (Gazette no. XX, p. XX) continue to apply until the end of Summer Semester XX. The academic regulations and procedures for the Master's degree program XX dated XX.XX.XXXX shall cease to be in force as of Winter Semester XX. From this point on, only the provisions of these program regulations apply. Examinations and assessments completed by students up to this point in time shall be recognized insofar as they correspond to the examinations and assessments in these program regulations.**

Erfurt, XX.XX.XXXX

**Prof. Dr.-Ing. Volker Zerbe**

Rector

Fachhochschule Erfurt

**Prof. Dr. XX**

Dean

Faculty XX

**Appendix 1: Curriculum [only a sample; specifications for type of module not binding!]**

Key:

P compulsory module      WP compulsory elective module      W elective module

**1<sup>st</sup> and 2<sup>nd</sup> semesters of study**

Code	Module title	Module type	Standard semester of study	Credits	Teaching hours per week
		P	1		
		P	1		
		P	1		
		P	1		
		WP	1		
		P	1		
		P	2		
		P	2		
		P	2		
		WP	2		
		P	2		

**3<sup>rd</sup> and 4<sup>th</sup> semesters of study**

Code	Module title	Module type	Standard semester of study	Credits	Teaching hours per week
		P	3		
		P	3		
		P	3		
		P	3		
		P	3		
		P	3		
		P	3		
		P	4		
		P	4		
		P	4		
		P	4		
	Master's thesis and colloquium	P	4	15 - 30	

**Note: According to the guidelines, the Master's thesis must comprise at least 15 and no more than 30 credits.**

**Compulsory elective modules**

Please stipulate here whether – and if so, how many – compulsory elective modules are to be taken.

Code	Module title	Module type	Standard semester of study	Credits	Teaching hours per week
		WP			



## Appendix 3: Work Placement Regulations (PraO-MA)

### for the Master's program [XX] at the University of Applied Sciences Erfurt

#### § 1 General provisions

- (1) The Work Placement Regulations are included in the program regulations for the Master's program [XX] and specify how the practical training module is to be carried out.
- (2) In accordance with § 6 of the program regulations for the Master's degree in [XX] the program includes a practical training module (work placement). It is part of the degree program and is usually carried out off-campus in appropriate companies or other institutions.
- (3) The students remain enrolled in their degree program at the University of Applied Sciences Erfurt for the duration of their work placement. In order to achieve the training objectives, they are obliged to adhere to the rules and regulations of the training facility (host organization) and authorized persons, and in particular to observe all provisions that apply at the host organization.
- (4) The Chief Placement Officer of the Master's program [XX] shall be appointed from those who teach on the degree program for a period of 2 years. He/she is responsible for implementing the program regulations for the practical module of the Master's program [XX] and making the corresponding decisions. Reappointment is possible.

#### § 2 Training objectives

The aim of the placement module in the Master's program is to provide a link between theory and practice. The students are to be introduced to practical work by means of specific tasks involved in operational work processes. The aim of the placement is to enable them to apply the theoretical and practical knowledge acquired during their studies and successfully implement new scientific methods in practice. The work placement is designed to help students develop a clear idea of their future careers, while acquiring practical skills and a deeper understanding of the challenges posed when applying academic principles.

**Note: This is a sample text! Of course, it is possible to adapt the wording of the training objectives to suit the individual degree program.**

#### § 3 Duration of the placement module

The work placement comprises a period of at least [XX] consecutive weeks of at least [XX] working days in a company or other practical training facility (host organization). Periods of absence must always be made up for, with the exception of sick leave of up to [XX] week(s). The training objectives must not be compromised by the period of absence. The student's daily workload should correspond to the normal working hours of the host organization.

**Note: When specifying the weeks or days or attendance, the credits allocated for the practical module in the curriculum and examination schedule must be taken into account! 1 credit corresponds to a workload of 25-30 hours! It is to be assumed that the students will work a 40-hour week in their host organizations.**

#### § 4 Training requirements, placement report, certificate

- (1) The work placement for the Master's program [XX] is to include the following areas of work:

**Detailed, precise and valid list to follow**

- (2) Students must draw up a written report (placement report) on their training during the work placement and have it approved by the host organization. At the end of the placement, the host organization issues a Placement Certificate (Appendix B to PraO-MA), which details the duration, type of activity and required work, student's performance, start and end of the placement period and any absences. On the basis of the placement report, the certificate **[and proof of successful participation in the placement-related courses in accordance with § 6 (3) of these regulations (optional)]**, it is determined whether the students have successfully completed the practical training module.
- (3) If the work placement module is not considered to have been successfully completed, it may be repeated once.
- (4) Upon request, previous relevant work experience can be credited in full or in part for the work placement if it is of equal value. In this regard, the Placement Office decides on each individual case.

## § 5 Placement-related courses

During practical modules, no courses relating to the placement are held at the university. Analysis and evaluation take place after the work placement has been carried out.

<b>(Alternative)</b>
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- (1) During the practical module, the university holds courses to accompany the work placement, usually in the form of periodic days of study. These can also be combined into an introductory and/or final block of equivalent duration. A combination of individual days of study and block sessions is also possible. It is compulsory for the students to attend these courses.
- (2) The aim of the accompanying courses is to develop the foundations for interpreting and evaluating their practical experience, to introduce students to specialist processes and interdisciplinary issues arising from professional practice, to familiarize them with the employees' place in the company's/institution's social, structural and legal environment, and to enable them to make decisions based on technical and economic factors.
- (3) Successful participation in the placement-related courses is documented with a certificate.

## § 6 Host organizations

- (1) Students are obliged to notify the Placement Office of the name of their host organization (see Appendix A, PraO-MA). The Placement Office can set deadlines by which students are to have informed them of their host organization.
- (2) With the approval of the Placement Office, duly substantiated participation in a practice-oriented research and development project at the University of Applied Sciences Erfurt can be fully or partially recognized for the work placement.
- (3) The placement is to be carried out in organizations which guarantee fulfilment of the training objectives as defined in § 2 and the training requirements in § 5 (1). The Placement Office decides on the suitability of the placement.
- (4) The placement may not be undertaken in the student's own company or that of their parents.
- (5) If the training plan cannot be fulfilled at a particular host organization, it is possible for the student to transfer to another organization during the course of their placement. In this case, the Placement Office must approve the transfer.

## § 7 Training agreement

- (1) Before starting their work placement, the student must conclude a training agreement with the host organization.
  - (2) The training agreement specifically regulates the following:
    1. The obligation of the students to
      - a) take full advantage of the training opportunities offered,
      - b) carry out the tasks assigned in the training plan with due care,
      - c) adhere to the rules and regulations of the host organization and authorized individuals,
      - d) observe the regulations applicable to the host organization, in particular accident prevention standards, working hours and rules pertaining to confidentiality,
      - e) prepare a chronologically structured report (placement report) to a specified deadline, detailing the requirements and progress of the placement,
      - f) immediately notify the host organization of any absence.
    2. The host organization is obliged to
      - a) train the student in compliance with the training plan and the provisions of these program regulations in the period specified,
      - b) allow them to participate in placement-related courses and examinations,
- Note: only, of course, if these actually take place!**
- c) regularly review the placement report which the student is required to write,
      - d) issue a certificate in accordance with § 5 (2) which includes information on the duration, required work and success of the work placement as well as details of any absences,
      - e) appoint a supervisor at the host organization and allow the university supervisor to monitor the student in the workplace.
  - (3) The training agreement must be submitted to the Placement Office immediately after it has been signed.

## § 8 Supervision of the work placement

In order for the students to be supervised by the University of Applied Sciences, the Placement Office appoints teaching staff to undertake the following:

- obtain information about the suitability of the placement, the progress of training and the professional supervision of the students,
- assess the Placement Report which the students have to submit.

## § 9 Recognition of the work placement

- (1) In order for the proper completion of the work placement to be fully approved, the students are required to submit the following documents to the Placement Office:
  - their placement report
  - their placement certificate

- **proof of successful participation in placement-related courses (optional, see above)**

- (2) The deadline for submission of the documents specified in paragraph 1 is the 3<sup>rd</sup> week after completion of the work placement at the latest.

- (3) Based on these documents, the university supervisor decides on the recognition of the work placement in consultation with the Placement Office.
- (4) Upon request, the Placement Office can issue a certificate confirming recognition of the placement.
- (5) In the event of non-recognition, the student shall receive written notification of the reasons for the decision. This must be accompanied by instructions on the right of appeal.

## **§ 10 Recognition of prior work experience**

- (1) Upon request, relevant prior work experience and/or corresponding vocational training can be credited towards the work placement module up to a maximum duration of [XX] weeks.
- (2) The application must be submitted in the semester preceding the semester in which the work placement is to be undertaken. The Placement Office decides whether it can be recognized as such.

## **§ 11 Liability**

- (1) During their placement, the students are legally insured against accidents as per § 2 (1) no. 1 SGB VII. In the case of an insurance claim, the host organization is also required to send a copy of the accident report to the University of Applied Sciences Erfurt.
- (2) The students themselves are responsible for determining their own liability risk in the workplace. It is usually covered for the duration of the training agreement by the business liability insurance of the host organization.
- (3) All students are advised to take out private liability insurance covering the duration of the training agreement and the activities involved in the work placement.

Appendix A to PraO-MA:	Registration of a Work Placement
Appendix B to PraO-MA:	Placement Certificate
Appendix C to PraO-MA:	Confirmation of the Work Placement (Examinations Office)

**Appendix A to PraO-MA: Registration of a Work Placement**

## Registration of a Work Placement

Last name: ..... First name: .....  
Born on: ..... Student ID no. ....  
Address: ..... Master's Program: XX  
.....  
.....  
.....

I hereby register the following work placement:

From ..... to .....

Host organization:

Company: .....  
Town/city: .....  
Street name: ..... Number: .....  
Placement supervisor: ..... Phone: .....

I am applying for federal training assistance (BAFöG) yes/no (cross out as appropriate!)

Erfurt, ..... (date)

.....  
Student

The host organization meets the requirements set out in the guidelines.

Erfurt, ..... (date)

.....  
Placement Office

Supervision on behalf of the University of Applied Sciences will be provided by:

Name: .....

Erfurt, ..... (date)

.....  
University Supervisor

**Appendix B to PraO-MA: Placement Certificate**

Host Organization

## Certificate of Completion

for the Work Placement

Mr / Ms .....

born on: ..... in ....., a student of  
the Master's program XX at the University of Applied Sciences Erfurt (Fachhochschule Erfurt)  
completed their work placement from ..... until ..... as follows:

He / She has fulfilled the required obligations according to the training plan for the placement.

Total no. of days absent: (excluding lectures and exams)	*).....	Days of sick leave:	.....
		Other leaves of absence:	..... (reasons)

Town/City, Date

Signature of Placement Supervisor  
Company Stamp

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**Appendix C to PraO-MA: Confirmation of the Work Placement**

# Confirmation

of the Work Placement

The Placement Office confirms that

Mr / Ms .....

student ID no.: .....

born on: .....

a student of the Master's program XX

at the University of Applied Sciences Erfurt (Fachhochschule Erfurt)

successfully completed their work placement

from ..... until .....

in accordance with the program regulations.

Erfurt, ..... (date)

Signature / Placement Office