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General Study and Examination Regulations for the Bachelor's degree programs offered by the Faculties Participating in the Engineering Campus at Otto von Guericke University Magdeburg

excluding cooperative study programs with other universities and dual study programs

(Faculty of Electrical Engineering and Information Technology,
Faculty of Mechanical Engineering,
Faculty of Process & Systems Engineering)

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On the basis of §§ 13 para. 1, 67 para. 3 no. 8. of the Higher Education Act of the state of Saxony-Anhalt (HSG LSA) dated 14.10.2010 (Law & Ordinance Gazette LSA p. 600) as amended, in conjunction with § 6 para. 1 of the Constitution of Otto von Guericke University Magdeburg dated 27.03.2012 (Ministerial Gazette LSA p. 305), Otto von Guericke University Magdeburg has adopted the following Study and Examination Regulations into its statutes:

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I. General Section

§ 1

Scope

(1) These general Study and Examination Regulations govern the general objectives and structure plus the examinations and completion of the Bachelor's study programs (excluding cooperative Bachelor's study programs with external universities and dual study programs) in the Faculty of Electrical Engineering and Information Technology, the Faculty of Mechanical Engineering and the Faculty of Process and Systems Engineering.

These three faculties are referred to as the Engineering Campus below.

(2) For precise orientation, knowledge of rights and obligations that go beyond this and for planning the study program, in addition to this framework regulation reference should be made to the program-specific Study and Examination Regulations and the module handbook of the respective program plus, where applicable, the module catalog for each program, which set out the specific study content and areas of expertise to be taught.

(3) The program-specific Study and Examination Regulations are compiled by the enrolling faculty. They may not contradict these General Study and Examination Regulations.

§ 2

General Objectives of the Study Program

(1) The objectives of the program are for students to acquire in-depth specialized knowledge and the ability to work independently in accordance with scientific methods, to familiarize themselves independently with fields of activity relating to practice, research and development, and to deal with the frequently changing array of tasks in the working world.

Among other things, graduates will have acquired the following skills by the end of the program:

- the capacity for abstract thought and the independent recognition of problems and methods of resolution,
- the ability to look at holistic technical contexts based on methodical fundamental analyses,
- the ability to engage in lifelong learning,
- interdisciplinarity.

The objectives are set out in greater detail in the *program-specific Study and Examination Regulations*.

(2) The Bachelor's degree provides the graduate with a professional qualification.

(3) Graduates have the opportunity to, among other things, obtain one of the following further professional qualifications:

- a Master's degree with an engineering orientation at Otto von Guericke University Magdeburg or another university either in Germany or abroad,
- a non-engineering Master's degree based on the first academic degree obtained, a teaching degree or a law degree in order to become a patent engineer,
- further qualifications in an industrial enterprise,
- further qualifications in an SME by "learning on the job".

(4) The Bachelor's study programs are classroom-based and are pursued on a full-time basis.

§ 3 Academic Degree

After successful completion by the student of the required examinations including the Bachelor's thesis and subsequent colloquium, Otto von Guericke University (OVGU) Magdeburg awards them the academic degree of Bachelor of Science", abbreviated to "B.Sc."

II. Scope and Progression of Program

§ 4 Admission Requirements

(1) The requirements for admission to a study program leading to a professional qualification are set out in the Saxony-Anhalt Higher Education Act (HSG LSA). Individuals who meet the requirements set out in § 27 HSG LSA will be admitted to the Bachelor's study program.

(2) Admission must be refused if the applicant has lost their entitlement to take examinations or irrevocably failed examinations in the chosen course of study at a university or equivalent institute of higher education that falls within the area of application of the German Basic Law or is currently engaged in a corresponding examination procedure.

(3) Applicants who do not hold a qualification entitling them to attend a German university, must, in accordance with the enrollment regulations of OVGU, demonstrate the equivalence of their university entrance qualification.

(4) Applicants for a German-language study program must, moreover, have adequate knowledge of the German language. To this end, they must provide evidence of their proficiency in the form of the any of the following qualifications: DSH level 2, TestDaf level 4, DSD II or Telc C1 University or equivalent.

By contrast, applicants for English-language study programs must be able to demonstrate adequate knowledge of the English language to level B2 in accordance with the Common European Framework of Reference for Languages.

(5) The *program-specific Study and Examination Regulations* may stipulate further admission requirements and selection procedures.

§ 5 Commencement and Duration of Studies

(1) Enrollment is possible in the winter semester. The provision of courses is organized accordingly.

(2) The standard study duration including the Bachelor's thesis is, depending on the study program, either 6, 7 or 8 semesters (see *Program-Specific Study and Examination Regulations*).

§ 6 Organization and Scope of Studies

1) The required study load is indicated by the number of credit points (CP) assigned in accordance with the European Credit Transfer System (ECTS).

(2) The required study load consists, among other things, in participation in module courses, the preparation for and reviewing of classes, independently processing and consolidating the subject matter and demonstrating completion of assessments. One credit

point corresponds to an effort of approx. 30 working hours. The workload is approx. 30 CP per semester.

(3) The program is divided into modules. Modules are generally concluded with an examination. Examinations must be completed during the course of studies either during or at the end of the respective module. A certain number of CP are awarded for each successfully completed module. A module may consist of different types of teaching unit (§ 8).

(4) To successfully complete the study program, a total of 180 CPs must be obtained in the case of 6-semester programs, 210 CPs in the case of 7-semester programs and 240 CPs in the case of 8-semester programs.

To this end, a certain number of compulsory and compulsory elective modules must be successfully completed. It is also possible for the student to complete additional modules of his or her choice.

Details of the modules, assessments and the allocation of CPs can be found in the *program-specific Study and Examination Regulations*.

(5) The course of study is designed in such a way that it can be successfully completed within the standard course duration.

(6) The program may include a practical phase. Details of the required study load can be found in the *program-specific Study and Examination Regulations* and the program module handbook. The internship regulations and / or the module handbook of the relevant study program set out additional details.

(7) The Bachelor's thesis is an independent academic thesis that must be submitted in writing and defended orally in a colloquium. The student must demonstrate that he or she is able, within a prescribed period of time, to work independently on a task from the subject area using scientific methods.

(8) Some Bachelor's study programs may be studied in the alternative form of a dual degree program. Provisions governing this are contained in the *program-specific Study and Examination Regulations*.

§ 7

Program Structure

(1) The range of compulsory courses comprises compulsory and compulsory elective subjects. The student may also freely select additional elective modules.

(2) The designation "compulsory modules" applies to all modules that are required for successful completion of the course of studies in accordance with the standard curriculum described in the *program-specific Examination and Study Regulations*. They ensure that students are educated in the core competences of the program.

(3) The compulsory elective modules enable students to pursue individual inclinations and interests and to take the subject-specific requirements of their future field of professional activity into account. The list of compulsory elective modules may be amended in accordance with developments in the disciplines taught and the availability of teaching staff and adapted to the teaching program of the relevant faculty. Information on this can be found in the module handbook and/or the module catalog.

(4) All modules that students complete at their own option in addition to the compulsory and compulsory elective modules from modules offered by Otto von Guericke University are described as free elective modules. Students are free to take examinations in the free elective modules (see § 20 Additional Examinations).

- (5) A compulsory elective module must be held if at least 5 students wish to participate.
- (6) The study program concludes with a final thesis, known as the Bachelor's thesis and its presentation in a subsequent colloquium.

§ 8

Types of Course

- (1) The courses are delivered in the form of lectures, tutorials, seminars, scientific projects, internships and field trips.
- (2) The purpose of lectures is to present and communicate cohesive scientific, functional, technical and creative basic and specialist knowledge as well as methodological skills.
- (3) The purpose of tutorials is to broaden and supplement the knowledge conveyed in the lectures and to acquire methodological skills in combination with application-oriented practice.
- (4) Internships are used to apply the knowledge that has been taught, and thus consolidate it.
- (5) Scientific projects help the students to demonstrate that they are capable of working independently. Depending on the stipulations of the module, the project is either worked on individually or in teams (team project).
- (6) Field trips are used for demonstration purposes and information gathering as well as to provide contact with professional practice.
- (7) Seminars are used for teachers and students to scientifically appraise theoretical and practical issues collaboratively. This can be done in a variety of different ways (reporting of information, oral presentations, development of theses, discussions) and in groups.

§ 9

Subject guidance

- (1) In order to facilitate orientation at OVGU Magdeburg for new students, introductory courses are held at the start of each program.
- (2) Subject guidance is offered by the faculties for each program of study. The relevant persons are listed on the faculty websites.
- (3) Subject guidance can be called upon at any time and is especially useful in the following cases:
 - initial difficulties upon commencement of studies,
 - choice of areas of concentration,
 - failure to comply with the standard course duration to a significant extent,
 - failed examinations,
 - change of course or university,
 - studies abroad and individual study plan organization.

§ 10

Individual Study Plans / Individually Agreed Part-Time Studies

- (1) It is possible for students to undertake individually agreed part-time studies in accordance with the Framework regulations for individually agreed part-time study programs at OVGU Magdeburg.

- (2) The aim of individual study plans is to facilitate the successful completion of the program within the standard study duration. They are offered particularly for those students who are dealing with especially heavy demands as a result of long-term illness, the birth of or care for their own children, or similar.
- (3) In principle, individual study plans may only be agreed with the approval of the Board of Examiners in the faculty.
- (4) The academic advisor is the point of contact for students who wish to draw up an individual study plan.

III. Examinations

§ 11

Board of Examiners

(1) To carry out the tasks assigned by these General Regulations as well as the *program-specific Study and Examination Regulations* the enrolling faculty sets up a Board of Examiners for each study program. One Board of Examiners may also be responsible for several study programs.

The members of the Board of Examiners and the chairperson are appointed by the Faculty Council of the enrolling faculty. The Chair, Deputy Chair and one further member are elected from among the professors, assistant professors and university lecturers, at least one member is appointed from the group of research associates and at least one member from the student body.

The Board of Examiners may specify further regulations governing its procedural rules.

(2) The Board of Examiners ensures the proper implementation of examinations. It ensures that the terms of the General Regulations and relevant program-specific Study and Examination Regulations are adhered to. It makes suggestions concerning the reform of these Framework Examination and Framework Study Regulations and the corresponding program-specific Study and Examination Regulations. Special emphasis is placed on compliance with the standard course duration and with examination deadlines.

(3) The members of the Board of Examiners have the right to participate as observers during the conducting of examinations, taking § 16 into consideration.

(4) The members of the Board of Examiners are subject to a duty of confidentiality. If they are not government employees, members must make a pledge of secrecy to the Chair.

(5) The Engineering Campus has an Examination Office to support the work of the Board of Examiners.

§ 12

Examiners and Assessors

(1) The Board of Examiners appoints the examiners and assessors. Professors, assistant professors, university lecturers, extraordinary professors, honorary professors, research associates, provided that they hold a teaching role, teaching staff and persons with experience in professional practice and training are authorized to conduct examinations. Examinations may only be assessed by persons who themselves possess at least a Master's degree or equivalent qualification.

Furthermore, professors, assistant professors, extraordinary and honorary professors and university lecturers are included in the group of university teaching staff.

- (2) At least two examiners must be appointed to evaluate written examination scripts if continuing with the study program is conditional upon passing the particular examination.
- (3) At least two examiners must be appointed, or one examiner in the presence of an expert assessor to evaluate oral examinations.
- (4) Two examiners pursuant to §12 (1) must be appointed as expert reviewers to assess the Bachelor's thesis. One examiner must be a university lecturer or an expert designated by the relevant Faculty Council.
- (5) The examiners exercise their duties independently.
- (6) The Board of Examiners must ensure that the students are notified of the names of the examiners in good time through the publication of the examination schedule by the Examination Office.

§ 13

Recognition of Periods of Study, Study Credits and Examination Results

(1) Upon written application, the Board of Examiners will decide on the recognition of periods of study, academic achievements and examination results plus skills and expertise acquired outside of higher education.

Any application for recognition of periods of study, academic achievements and examination results from the period prior to or during the relevant study program, or skills and expertise acquired outside of higher education, must be submitted to the Board of Examiners for the relevant study program. For purposes of recognition, students must present the necessary original documents or certified copies thereof. Otherwise, it will not be possible to recognize them.

(2) In accordance with the provisions of the Lisbon Convention (Article III), prior periods of study, academic achievements and examination results must be recognized if there are no significant differences in terms of quality, standard, learning outcome, scope and profile between the knowledge already acquired and that to be acquired during the program. This shall be ascertained by considering and evaluating the information provided as a whole, rather than a schematic comparison.

(3) The burden of proof in the event that study periods, academic achievements and examination results do not meet the corresponding requirements for recognition lies with the Board of Examiners carrying out the evaluation. The applicant has responsibility for providing adequate information. For purposes of recognition, applicants must promptly present the necessary original documents or certified copies thereof. If applied by both parties, the European Credit Transfer System (ECTS) must be used for the evaluation. Failure to present the required documents in the necessary form shall result in the application being rejected.

(4) Skills and knowledge acquired outside of higher education may be accredited to a university degree course within the framework of an individual or, under certain circumstances, generalized examination, if

1. the requirements in force for university admission - including where necessary via the possibilities of university admission for particularly well qualified employed persons - are met;
2. they are equivalent to the part of the course of studies to be replaced in terms of content and level;

Knowledge and skills acquired outside of higher education may replace a maximum of 50 % of a study program. Bachelor's theses are excluded from the recognition process.

§ 14

Types of Examination During the Program

(1) The following types of examination may be held during the program:

1. Written examination (para. 2),
2. Oral examination (para. 3),
3. Scientific project (para. 4),
4. Term / academic paper (para. 5),
5. Oral presentation (para. 6),
6. Experimental project (EP) (para. 7)
7. Colloquium (para. 8)
8. Report on practical phase (internship report) (para. 9)
9. Bachelor's thesis (para. 10)

(2) In a written examination that is invigilated and taken in a time-limited session with limited aids, students are required to demonstrate their comprehension of standard methodology and problem recognition and solving skills within their specific fields. A written examination shall last for a minimum of 60 minutes and not longer than 240 minutes. Written examinations may include multiple-choice exams. Further specifications are set out in the Guidelines on the use of multiple choice examination questions. A written examination may also be conducted electronically.

(3) In an oral examination, students should be able to demonstrate their capacity to recognize and classify complex issues from the specific topic under examination. As part of the oral examination, a reasonable number of written exercises may be set, provided that the oral character of the examination as a whole is not affected.

The oral examination shall take place with several examiners (panel examination) or with one examiner and an expert assessor in the form of an individual or group examination, whereby up to 3 students may constitute a group. The assessor is to be consulted before a final grade is awarded.

As a rule, the duration of the examination for each student should amount to at least 15 minutes, however not more than 45 minutes.

The essential points of the examination and its evaluation must be recorded in writing. This record must be signed by the examiners and the assessors. The results are to be made known to the student directly following the presentation of the oral examination.

(4) By working on a joint scientific project, students demonstrate their capacity to produce scientific work independently as well as to work in a team.

(5) A term / academic paper requires an experimental, empirical or theoretical approach to a specific subject from within the field of study. The nature of the task must allow it to be completed within four to twelve weeks. Students are free to propose topics and task definitions for their papers. However, their proposals shall not give rise to a legal entitlement. If required, the academic paper may be presented orally in a manner suitable to the vocational field in question. If students are more overburdened than normal with other assessments, the completion time may be extended only once by up to one half upon request to the module coordinator. In doing so, due consideration must be given to compliance with the standard study duration.

(6) An oral presentation encompasses:

- an independent and thorough written examination of a problem from within the context of the course which takes into account and- evaluates relevant literature, as well as
- a presentation of the work and communication of the results in an oral report and in the ensuing discussion. Written workings must be available.

(7) An experimental project encompasses the following particular aspects:

- the theoretical preparation of experiments
- the setting up and execution of experiments
- the written presentation of the stages in the experiment, the test procedure and the results of the experiments as well as their critical evaluation
- in suitable cases the oral presentation of the results in the form of a talk with subsequent discussion.

(8) The main focus of the colloquium is to present and defend the knowledge acquired during the project or Bachelor's thesis work. The objective of the colloquium is to reflect on a subject in theoretical and practical terms to a high professional standard and on the basis of work undertaken.

(9) Report on the practical phase: Students must produce an internship report on the practical phase of their studies. In this report, the student has the opportunity to present the approach developed to resolve a given problem and the methods used and to provide information about the solution reached.

(10) The Bachelor's thesis is an independent academic thesis that must be submitted in writing and defended in an oral examination (colloquium). The student must demonstrate that he or she is able, within a prescribed period of time, to work independently on a task from the subject area using scientific methods.

(11) Certain assessments (proofs of performance) may need to be completed as a condition of admission to a module examination. If a student fails to successfully complete the necessary assessments he or she may try again. The conditions for completing the pre-examination assessments and the type and scope of these assessments can be found in the module descriptions.

(12) Group projects are also a permissible form of examination. The contribution of each individual student must meet the examination requirements and be clearly discernible and assessable on the basis of sections, pages or other objective criteria.

(13) Modules are generally concluded with an examination. A combination of types of module examination as set out in paragraph 1 is permissible, if the intended aim of a reasonable examination burden is achieved, whilst maintaining the principle of competence-based assessment.

(14) The type and scope of the examinations for the individual modules can be found in the examination schedule and/or the module handbook for the relevant study program. The types of examination designated in these regulations may be amended under the following conditions:

- a) If 10 or fewer candidates are registered or can be expected for an examination that is designated as a written examination, then upon application by the examiner, the responsible Board of Examiners may agree to the examination being conducted orally instead. This approval shall only apply for one examination date.
- b) If 10 or more candidates are registered or can be expected for an examination that is designated as an oral examination, then upon application by the examiner, the

responsible Board of Examiners may agree to the examination being conducted in writing instead. This approval shall only apply for one examination date.

Students affected by a change to the form of examination approved by the responsible board of examiners must be notified without delay by the module coordinator.

(15) The examiner shall decide which aids may be used during an examination. A list of the authorized aids must be released by the Examination Office at the same time that the examination date is published in the examination schedule.

(16) The regulations of the corresponding faculties apply for the type of module examinations offered by faculties other than those in the Engineering Campus.

§ 15

Protective Provisions, Compensation for Disadvantage

(1) Where a student provides credible evidence (medical certificate or disabled person's ID) that, due to a prolonged or permanent illness or a disability, he or she is completely or partially unable to fulfill the examination requirements in the prescribed form, the relevant Board of Examiners must provide the student with the option to take equivalent examinations in a different form, provided that this is necessary to ensure equality of opportunity.

To this end, the length of time allowed for the assessment may be extended to a reasonable degree or approval may be given for the examination to be taken in a different form. Compensation for disadvantage must be applied for in writing to the board of examiners. The application should be made no later than when registering for the examination.

(2) The protective provisions pursuant to the Maternity Protection Act and, in accordance with the time limits set out by the Federal Child-Raising Allowance Act as to parental leave, are to be strictly adhered to and promoted in applying these Study and Examination Regulations, especially in terms of the calculation of time limits.

(3) A student may, pursuant to § 11 of the Enrollment Regulations of Otto von Guericke University Magdeburg be granted a leave of absence upon application. Students granted a leave of absence may, during their leave, voluntarily complete assessments and examinations up to a maximum value of 10 CP at OVGU Magdeburg (incl. repeat examinations). The relevant Board of Examiners shall regulate any exceptions.

§ 16

Public Access to Oral Examinations

As long as they themselves are not registered to take the same examination, students of this program who have yet to successfully complete the respective examination may be present at the oral examinations as observers. This, however, does not include the counseling and notification of the examination candidates concerning their results. Pursuant to sentence 1, a student may apply to exclude observers from his or her examination.

§ 17

Admission and Deadlines for Module Examinations Taken During the Program

(1) Anyone who is enrolled in one of the faculties at OVGU mentioned in §1 may be admitted to module examinations during the program.

(2) Students pursuing these programs must register for the module examinations and for repeat examinations by no later than 14 calendar days before the respective examination date. This must be done in the required form (online portal or in writing to the Examination Office).

Registration for examinations during the program held by other faculties than those mentioned in §1 (1) shall be in accordance with their regulations.

Failure to comply with the registration deadlines shall result in admission to the examination being refused, unless the Board of Examiners for the relevant study program decides otherwise upon written application by the student. The Examination Office shall verify that the necessary admission conditions are met.

(3) The examinations for the compulsory modules must be completed by the end of the semester specified in the *program-specific Study and Examination Regulations*.

If this deadline is exceeded by more than 15 months, then any examinations for this module that have not yet been completed shall be deemed to have been failed once. This shall not apply if the student is able to demonstrate that he or she was unable to comply with the deadline for reasons beyond his or her control.

(4) The absence of an admission or the failure to complete the required pre-examination assessments for module examinations with mixed forms of assessment in accordance with § 14 para 13 does not release the student from the requirement to adhere to the examination deadline, unless the responsible Board of Examiners decides otherwise upon application.

(5) Suggested examiners and, where the corresponding documentation is not already in the possession of OVGU, evidence of completed pre-examination assessments, must be appended to the application for admission.

(6) Admission must be refused if:

- a) the requirements for admission are not fulfilled or
- b) the documents are incomplete or
- c) the module examination has been irrevocably failed or is deemed to have been irrevocably failed.

(7) Registration for an examination may be withdrawn no more than 3 calendar days prior to the respective examination date. In the event of a withdrawal, a new application for admission to the examination must be submitted in accordance with paragraphs 2 and 3 for a later examination date.

(8) The module examinations may be completed prior to the end of the semester indicated in the examination schedule, provided that the requirements for admission to the relevant examination have been satisfied.

§ 18

Assessment of Module Examinations and Calculation of Module Grades

(1) Each examination is evaluated and graded by the respective examiners. For written examinations, grades should generally be announced between four and six weeks after the examination has been taken. The examination assessment criteria must be published.

(2) The following grades are to be used for the assessment of examinations:

Grade

1	Very good	An outstanding performance
2	Good	A performance which is significantly above average
3	Satisfactory	An average performance
4	Sufficient	A performance which, in spite of its shortcomings, is considered to be sufficient

5	Insufficient	A performance which, because of substantial shortcomings, does not meet the requirements
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For a differentiated assessment of individual examination performances, alongside whole marks, intermediate values may be awarded, where individual marks may be raised or lowered by 0.3; this excludes the following: 0.7, 4.3, 4.7 and 5.3.

(3) Passing of examinations

A module examination is considered to have been passed if a minimum grade of “sufficient” (4.00) is awarded.

a) An examination that is a single assessment is considered to have been passed if a minimum grade of "sufficient" is awarded. The grade for this examination is the grade for the module.

(b) If the overall assessment consists of several individual assessments and examinations, it is deemed to have been passed if the grade awarded for each of the individual assessments is at least “sufficient”. The overall assessment grade (overall grade) is made up of the weighted arithmetic average of all of the individual grades awarded by the examiners cut off after two decimal places.

(c) If the overall assessment is made up of individual grades awarded by several examiners or expert assessors, it is deemed to have been passed if the arithmetic average cut off after two decimal places of the individual grades awarded by the examiners is at least “sufficient” (4.00). If two or more whole grades lie between the grades awarded by different examiners, a further examiner will be called upon. The overall assessment grade (overall grade) will then be made up of the arithmetic average of all grades awarded.

(d) The determination of the grade for the module examination shall in cases b and c be by classification of the overall grade for the assessment in accordance with Table 1; the evaluation of the “Bachelor’s thesis” module is in accordance with the specifications of § 24, irrespective of this.

(e) For examination results and the determination of module grades for modules studied outside of the Engineering Campus faculties, the regulations of the relevant faculty apply.

Table 1: Classification table for determining module examination grades in accordance with § 18 (3b and 3c)

Lower threshold	≥1.00	>1.15	>1.50	>1.85	>2.15	>2.50	>2.85	>3.15	>3.50	>3.85
Grade	1.0	1.3	1.7	2.0	2.3	2.7	3.0	3.3	3.7	4.0
Upper threshold	≤ 1.15	≤ 1.50	≤ 1.85	≤ 2.15	≤ 2.50	≤ 2.85	≤ 3.15	≤ 3.50	≤ 3.85	≤ 4.0

(4) When arriving at a grade by means of averaging, only the first decimal place will be taken into account; all other decimal places will be disregarded without rounding. Grading structure:

For a grade average of	Grade
up to and including 1.5	Very good
from 1.6 up to and including 2.5	Good
from 2.6 up to and including 3.5	Satisfactory
from 3.6 up to and including 4.0	Sufficient
from 4.1	Insufficient

§ 19

Repetition of Examinations and Module Examinations

(1) Examinations that are failed or deemed to have been failed may be repeated twice. This means that for a module examination there may be a first attempt, and if this is failed or is deemed to have been failed, there is a first repeat attempt and if this is failed or is deemed to have been failed, a second repeat attempt.

(2) First repeat examinations must be taken at the earliest after 6 weeks and the latest 15 months after failing the original examination.

Second repeat examinations must be taken at the earliest 6 weeks and at the latest by the next available examination date after failing the first repeat examination. These deadlines do not apply if the student is granted an extended deadline for reasons beyond their control.

Students are required to re-register in accordance with § 17 for each repeat examination. § 18 applies accordingly for the assessment. Should the student interrupt his or her studies, or if there are other justified reasons, binding stipulations must be made by the Board of Examiners regarding the completion of repeat examinations.

(3) For module examinations for compulsory elective modules that are failed or deemed to have been failed, use may be made of the possibilities for repetition pursuant to § 19. If use is made of these possibilities, the time periods specified in paragraph 2 must be adhered to. This shall not apply if the student is able to demonstrate that he or she was unable to comply with the deadline for reasons beyond his or her control. If the possibilities for repetition of a compulsory elective module are not made use of, an alternative compulsory elective module must be selected.

(4) Once during the course of a Bachelor's study program, a passed examination may be repeated and the better of the grades achieved will apply. If this possibility is not utilized, notwithstanding paragraph 1, on one occasion only a failed second repeat examination may be taken a further time. To make use of this regulation, a written application must be submitted to the Examination Office after notification of the grades and before commencing the Bachelor's thesis. However, a Bachelor's thesis with colloquium and module examinations that have been graded "insufficient" due to misconduct, especially attempted cheating, are excluded from this.

(5) Unsuccessful attempts at passing an examination in the chosen course of studies at a university that falls within the area of application of the German Basic Law will be counted towards the total permissible number of repetitions.

(6) Module examinations that have already been passed may not be repeated, except in the circumstances set out in paragraph 4.

(7) If the examination candidate has lost their examination entitlement, the Bachelor's degree being pursued in the selected program of study shall be deemed to have been failed.

§ 20

Additional Examinations

(1) Students may also take examinations in additional modules to those modules in the compulsory and compulsory elective parts of the program set out in the program-specific Study and Examination Regulations (supplementary examinations for elective modules).

(2) Upon application to the Examination Office by the student, the results of supplementary examinations will be included in the academic transcript and/or certificates. The results of supplementary examinations are not taken into consideration when calculating grade point averages and when determining the cumulative grade.

§ 21

Non-Attendance, Withdrawal, Cheating, Breach of Regulations

(1) A module examination will be deemed to have been graded "insufficient" when students, for no good reason:

- do not attend on a mandatory examination date,
- withdraw from the examination after it has already begun,
- or do not take or retake an examination within the established time frame,
- or if in a written assessment (excluding written examinations) the content of another individual's work is used without citing the source.

(2) The justifications provided for any withdrawal or non-attendance must be credible and immediately presented in writing to the responsible Board of Examiners. Otherwise, the examination will be graded as "insufficient".

In the case of illness, a doctor's certificate must be presented. A statement of incapacity for work provided by a doctor is not acceptable proof of illness. If, due to illness, the examination candidate is prevented from submitting their doctor's certificate in due time, the responsible Examination Office must be notified of this either in writing or electronically by email by the date of the examination. In this case, the doctor's certificate must be submitted to the responsible Examination Office within three working days of the medical determination of sickness. Exceptions to this rule shall be adjudicated upon by the responsible Board of Examiners.

Unless the Board of Examiners resolves otherwise, upon recognition of the reasons for non-attendance or withdrawal, the examination must be taken on the next regular examination date.

(3) An examination will be graded "insufficient" if a student attempts to alter the results through deceit or the use of other unauthorized means.

Examiners and supervisors are authorized to exclude from further participation any student who disrupts the orderly conduct of the examination. If this is the case, the examination will be graded as "insufficient".

In extreme cases, the Board of Examiners is authorized to exclude the student from any further examinations.

(4) An examination will be graded as "insufficient" if the student does not provide sufficient reason for not having respected the submission deadline for an assessment. Paragraph 2 applies accordingly.

(5) Disruptions in the run up to the examination or during the course of the exam must be reported immediately, if and as soon it is possible and reasonable to report them. Participation in an examination without protest and with knowledge of relevant impairments excludes any subsequent appeal on the basis of impairments of this nature.

IV. Bachelor's Thesis

§ 22

Admission to the Bachelor's Thesis and Issuing of the Topic

(1) Only students who are enrolled at Otto von Guericke University Magdeburg on a study program offered by the Engineering Campus and who have obtained at least 140 CP from the compulsory and compulsory elective modules in the case of a 6-semester program, at least 170 CP in the case of a 7-semester program or at least 200 CP in the case of an 8-semester program, may be admitted to write their Bachelor's thesis.

(2) The amount of time permitted for working upon the thesis is 12 weeks. The topic and task definition of the Bachelor's thesis must correspond to the purpose of the examination and the permitted period of time. The type of task and the project definition must be specified when the topic is assigned.

The topic may only be returned once and only within the first 4 weeks of the time allowed for completion.

(3) Students should be given the opportunity to submit their own proposals for the Bachelor's thesis topic and task definition. This proposal shall not, however, be legally binding. The chair of the Board of Examiners is responsible for ensuring that the student receives a topic for his or her Bachelor's thesis within a reasonable time frame.

(4) The Bachelor's thesis may be completed in the form of a group thesis. The contribution of each individual student must be clearly discernible and assessable on the basis of sections, page numbers or other objective criteria, and meet the examination requirements as per paragraph 2. The group size is limited to 3 students.

(5) The topic and task definition will be issued by a university lecturer. This person must be a member of one of the faculties offering the study program. The topic may, in justified exceptional cases and upon application by the student to the responsible Board of Examiners and with its approval, be issued by a university lecturer who does not meet this condition. In this case, the second assessor pursuant to § 12, para. 1 must be a member of the faculty in which the student is enrolled.

The person issuing the topic shall appoint the expert assessors for the Bachelor's thesis pursuant to §12 (4) and shall present the task definition with the expert assessors' and supervisor's comments to the Examination Office.

Before the topic is officially issued to the student, the Examination Office shall verify that they meet the conditions of admission in accordance with para. 1. Upon official issuing of the task definition, the time permitted for completing the work begins; the first expert assessor will be notified of this.

§ 23

Submission of Bachelor's Thesis

(1) The time allowed between the issuing of the topic and the submission of the Bachelor's thesis is 12 weeks. In proven cases of illness, the time allowed for producing the thesis will be extended by the duration of the illness, however the extension must not exceed 4 weeks.

An attempt officially discontinued due to too long an illness shall on one occasion not be counted among the possible repetitions; should this situation reoccur, the responsible Board of Examiners shall make a determination upon receipt of a justified written application. Between the issuing of the task definition and submission of the Bachelor's thesis, there should usually be a period of at least six weeks.

(2) A justified application to extend the submission deadline by a maximum of 4 weeks must be submitted by the student to the responsible Examination Office following consultation with his or her first expert assessor by no later than 7 calendar days before the existing submission deadline.

(3) Upon submission of his or her Bachelor's thesis, a student must guarantee in writing by means of a declaration of independence that his or her thesis – or identified section in the case of a group thesis – has been written individually and that no sources or tools have been used other than those cited.

(4) Two written copies of the Bachelor's thesis and one in a suitable digital form for checking for plagiarism must be submitted to the responsible Examination Office in accordance with the Layout Guidelines for Completion of Written Theses of the faculties; the date and time of submission must be recorded.

If the Bachelor's thesis is not submitted within the time limit, it shall be graded as "insufficient".

If the submission date falls upon a weekend or a public holiday, the next weekday shall be deemed to be the final date for submission.

§ 24

Colloquium and Assessment of the "Bachelor's Thesis" Module

(1) Examiners should appraise and grade the Bachelor's thesis within four weeks from the date on which it is submitted.

(2) The colloquium is the student's opportunity to demonstrate that he or she is capable of defending the results of his or her scientific work in an academic debate within the chosen field of studies. The colloquium is open to the public within the university.

(3) Admission to the colloquium is conditional upon passing all module exams pursuant to the *program-specific Study and Examination Regulations* and a grading of the Bachelor's thesis by the expert assessors of at least "sufficient" in accordance with § 18 (3c).

(4) The Bachelor's thesis colloquium must be undertaken within 9 months of the official submission of the Bachelor's thesis. If this deadline is exceeded, the colloquium will be deemed to have been failed for the first time. This shall not apply if the student is able to demonstrate that he or she is not responsible for missing the deadline or if the Board of Examiners rules otherwise upon written application by the student. The deadline for repetition is governed by § 25.

(5) The examiners for the colloquium are the expert assessors of the Bachelor's thesis or one expert assessor and a further examiner in accordance with § 12 para. 1, provided that this person is appointed by the responsible Board of Examiners.

(6) The colloquium will be held as an individual or group examination by the colloquium examiners. The topic of the Bachelor's thesis and the associated problems and findings must be described in a maximum 20 minute-long oral presentation, after which questions must be answered regarding the presentation. In the case of a group examination, the time shall be reduced to a maximum of 15 minutes per student. As a rule, the total duration of the examination for each student should be 45 minutes, and not more than 60 minutes. § 18 applies accordingly.

(7) The colloquium is deemed to be passed if the examiners award a minimum grade of "sufficient".

(8) Notwithstanding §18 (3d), the module grade for the Bachelor's thesis and colloquium is calculated from the arithmetic average cut off after one decimal place of the grades awarded by the expert assessors and the grade for the colloquium. The module is failed if the grade awarded for the Bachelor's thesis by the expert assessors or the grade awarded for the colloquium is "insufficient".

§ 25

Repetition of the Bachelor's thesis and the Bachelor's thesis colloquium

(1) The Bachelor's thesis may be repeated once with a new topic if it has or is deemed to have been graded as "insufficient".

(2) If a Bachelor's thesis is repeated, returning a topic is only permissible if no use has already been made of this possibility the first time pursuant to § 22 (2).

(3) The new topic of the Bachelor's thesis will be issued in a timely manner, generally within three months.

(4) Repetition of a successfully completed Bachelor's thesis is not permitted.

(5) The colloquium for a Bachelor's thesis may be repeated once if it has or is deemed to have been graded as "insufficient". The repetition must take place within 4 weeks, unless the student is awarded an extension to this deadline for reasons beyond his or her control.

(6) Repetition of a successfully completed Bachelor's thesis colloquium is not permitted.

§ 26

Overall result of the Bachelor's degree

(1) The Bachelor's degree is passed if all of the necessary module examinations and assessments completed during the program in accordance with the Study and Examination Schedule (see *program-specific Study and Examination Regulations* and the module handbook belonging to the program) plus the Bachelor's thesis and colloquium have been graded at least "sufficient".

(2) The overall classification of the degree is made up as follows:

75 % from the arithmetic average of the grades for the module examinations weighted according to credit points excluding the grade for the Bachelor's thesis and colloquium

25 % from the grade for the Bachelor's thesis and colloquium.

When calculating the overall grade, for the partial grades two decimal places and for the overall grade only the first decimal place after the decimal point will be taken into account.

(3) If the average of the cumulative grade is better than 1.3, then the classification "passed with distinction" shall be awarded. Otherwise, § 18 para. 4 applies.

(4) A Bachelor's examination shall be deemed to have been irrevocably failed when a course examination or Bachelor's thesis and colloquium have received a grade of "insufficient" or are deemed to have been graded "insufficient" and no further repetitions are permitted.

§ 27

Transcripts of Records and Attestations

- (1) Transcripts of records are to be issued without delay, if possible within four weeks of the final Bachelor's examinations having been passed. The transcript shall bear the date on which the last examination was completed. It must be signed by the chairperson of the responsible Board of Examiners and stamped with the Otto von Guericke University stamp.
- (2) Once the Bachelor's degree has been achieved, the student will receive a transcript of records containing details of the results attained. The transcript of records details the grades for the compulsory and compulsory elective modules, the grade for the Bachelor's thesis and the overall grade or classification. Furthermore, the transcript will indicate the topic of the Bachelor's thesis together with - should the student request it - the result of examinations in additional modules.
- (3) Together with their transcripts, students shall receive a Diploma Supplement that also contains the ECTS grade.
- (4) If the Bachelor's degree is not awarded or is deemed to have been failed, then the responsible Board of Examiners will issue the student with written notification of this fact, including a transcript containing the grades for the examinations taken.
- (5) If students choose to leave the University or change study program, upon application they will be issued with a transcript showing the examinations taken and grades achieved.

§ 28

Certificate

- (1) With the transcript, students also receive a degree certificate for the Bachelor's degree bearing the same date as the transcript.
- (2) The degree certificate is signed by the Dean of the enrolling Faculty and the chairperson of the responsible Board of Examiners, and is also furnished with the Otto von Guericke University stamp.

V. Final Provisions

§ 29

Right to View the Examination Files

- (1) Up to one year after completion of their degree, upon written application to the Board of Examiners, students are entitled to view their study and examination records. The application must be made to the responsible Board of Examiners. The chairperson of the responsible Board of Examiners will determine the time and place for reviewing the documents.
- (2) For a period of up to 6 weeks after publication of the examination results, students have the option of viewing the graded pieces of written assessment without needing to apply to the relevant Board of Examiners. Central viewing appointments may be suggested by the module coordinator for this purpose.

§ 30

Invalidity of Examination Results

- (1) If a student has cheated in an examination and this becomes known after the degree has been awarded, the Board of Examiners is authorized to declare an examination to have been failed either partially or in its entirety.
- (2) If the conditions for admission to the examination were not met but without any intentional deception, and this only becomes known after the degree has been awarded, the deficiency is deemed to have been righted if the examination was passed. If a student has deliberately used unfair means to gain admission, the responsible Board of Examiners, taking into consideration relevant legal regulations, will decide as to the revocation of unlawful administrative acts.
- (3) Prior to any such decision, the affected student is to be given the opportunity to make a statement on the matter to the responsible Board of Examiners.
- (4) The incorrect transcript must be recovered, and if necessary replaced with a new transcript or attestation in accordance with § 26 paragraph 5. The Bachelor's degree certificate must be recovered, if the Bachelor's examination is declared to have been failed as a result of the act of deception. No decision may be made in accordance with paragraphs 1 and 2 after a period of five years from the date of the transcript being issued has elapsed.

§ 31

Decisions, Appeal Procedure

- (1) All decisions made in accordance with these Examination Regulations and which constitute an administrative deed are to be justified in writing and furnished with instructions on appeal in compliance with Art. 41 of the Administrative Procedures Act of Saxony-Anhalt (VwVfG LSA). An appeal against the decision may be submitted within one month of notification. The appeal must be lodged with the responsible Board of Examiners in the enrolling faculty.
- (2) The responsible Board of Examiners will decide the outcome of the appeal. If the appeal involves a grade, the appeal will be sent to the examiner or examiners for their review. The Board of Examiners will declare the objection to have been remedied if the grade is changed in accordance with the appeal. Otherwise, the Board of Examiners shall only review the decision in terms of
 1. whether or not the examination procedures were properly conducted,
 2. whether or not the examiner relied on unfounded facts or circumstances,
 3. whether or not generally valid principles of grading were applied,
 4. whether or not the examiner was influenced by immaterial considerations.

§ 32

Withdrawal/Revocation of the Academic Title

Withdrawal or revocation of the Bachelor's degree is in accordance with § 20 of the Universities Act of Saxony-Anhalt.

§ 33

University-Wide Announcements by the Board of Examiners

Decisions and other measures relating to these general Study and Examination Regulations, especially with regard to admission to examinations, refusal of admission, registration periods for examinations during the program, the examination dates and deadlines as well as examination results, will be made known University-wide in the institution's customary manner. In so doing, data protection regulations will be observed.

§ 34

Validity

These regulations apply to all students enrolled from the 2020/21 winter semester on the Bachelor's study programs in accordance with §1 (1) offered by the three Engineering Campus faculties (Faculty of Mechanical Engineering, Faculty of Process & Systems Engineering and Faculty of Electrical Engineering and Information Technology) on the basis of the program-specific Study and Examination Regulations approved by the Senate of OVGU.

§ 35

Entry into force

These General Study and Examination regulations shall enter into force on the day after they are published in the official announcements of Otto von Guericke University.

Issued pursuant to the resolutions of the Faculty Councils of the Faculty of Electrical Engineering and Information Technology, the Faculty of Mechanical Engineering dated 2 October, 2019 and the Faculty of Process and Systems Engineering dated 2 October, 2019, and the Senate of Otto von Guericke University dated 20 November, 2019.

Faculty of Electrical Engineering and Information Technology

Magdeburg, 02 October, 2019

Faculty of Mechanical Engineering

Magdeburg, 2 October, 2019

Faculty of Process and Systems Engineering

Magdeburg, 21 November, 2019

Prof. Dr.-Ing. habil. J. Strackeljan

President of Otto von Guericke University Magdeburg