

**General Examination and Study  
Regulations for Bachelor's and Master's  
Programmes**

**Offered by the Faculty of Life Sciences:  
Food, Nutrition & Health (APSO-LEG)  
at the University of Bayreuth**

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Article 13 para 1 sentence 2 in conjunction with Article 58 para 1 sentence 1 and Article 61 para 2 sentence 1 of the Bavarian Higher Education Act (*BayHSchG*) forms the framework for the following regulations issued by the University of Bayreuth

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## I. General section

### § 1

#### Scope of the General Examination and Study Regulations

- (1) The general examination and study regulations for bachelor's and master's programmes offered by the Faculty of Life Sciences: Food, Nutrition & Health (APSO-LEG) applies to all bachelor's and master's programmes offered by the University of Bayreuth's Faculty of Life Sciences: Food, Nutrition & Health.
- (2) <sup>1</sup>The subject-specific examination and study regulations of the Faculty of Life Sciences: Food, Nutrition & Health (FPSO), as a supplement to these statutes, govern in particular, the respective degree-related requirements for admission to the examinations, the examination requirements and the course of study and may contain deviating provisions.
- (3) If it transpires that FPSO provisions are not compatible with the present regulations, the present regulations shall take precedence.

### § 2

#### Boards of examiners

- (1) <sup>1</sup>A board of examiners shall be formed to make the necessary decisions with regard to admission to bachelor's and master's programmes and the organizational execution of the bachelor's and master's examinations. <sup>2</sup>The board of examiners shall administer the examination proceedings in accordance with the present regulations and make all decisions with the exception of the examinations and the assessment thereof. <sup>3</sup>The board is made up of a chair and four additional members; the chair and the additional members shall each have one substitute. <sup>4</sup>The members of the board of examiners and their substitute representatives are appointed by the Faculty Council of the Faculty of Life Sciences: Food, Nutrition & Health from among the university instructors (Art. 2 para 1 sentence 1 no. 1 Bavarian University Personnel Act) of the University of Bayreuth for a period of two years. <sup>5</sup>The board of examiners shall elect a chair and deputy chair from among its members.
- (2) <sup>1</sup>The board of examiners constitutes a quorum if the majority of members are present and entitled to vote after an invitation had been sent to all members at least three days prior to the meeting. <sup>2</sup>The decisions taken by the board of examiners in its meetings are to be made on the basis of majority vote. <sup>3</sup>Vote abstention, secret voting, and proxy voting

- are not permitted. <sup>4</sup>If votes are equally divided among its members, the chair's vote shall be decisive.
- (3) <sup>1</sup>The chair of examiners shall ensure that the provisions of the present regulations and the relevant FPSOs are followed. <sup>2</sup>He or she shall convene the meetings of the board of examiners and shall act as chair of all its proceedings and decisions. <sup>3</sup>With regard to matters that cannot be postponed, he or she is authorized to make decisions on behalf of the board of examiners. <sup>4</sup>He or she must promptly inform the other members of any such decision - at the next meeting at latest. <sup>5</sup>In addition, unless otherwise provided by the present regulations, the board of examiners can transfer (until revoked) the right to perform other duties of the board to the chair. <sup>6</sup>The chair can delegate tasks.
- (4) The board of examiners shall regularly report to the faculty council concerning updates to examination schedules and study periods and may make suggestions for reforming the present regulations and the relevant FPSOs.
- (5) <sup>1</sup>Any notices the board of examiners issues under the terms of the present regulations are to be published together with a rationale and information concerning the right to appeal the decision. <sup>2</sup>Notices of appeal shall be issued by the president after hearing the board of examiners.

### § 3

#### Examiners and co-examiners

- (1) <sup>1</sup>Any person who is authorized to administer examinations at institutions of higher education according to the Bavarian Higher Education Act (*BayHSchG*) and the *HSchPrüferV*, as amended, may serve as examiner. <sup>2</sup>Any member of the University of Bayreuth who is a graduate of an equivalent or comparable programme of study may serve as co-examiner.
- (2) <sup>1</sup>If a member of the University of Bayreuth who is an authorized examiner leaves the University, he or she may remain an examiner for a reasonable period. <sup>2</sup>Authorization to administer examinations shall generally remain valid for up to three years.
- (3) <sup>1</sup>Unless otherwise decided by the chair of examiners, the relevant instructor shall also serve as examiner. <sup>2</sup>If that instructor is not authorized to administer examinations as laid out in the present regulations, the chair of examiners shall appoint an examiner at the beginning of the semester in which the examination is to be held.

## § 4

### Disqualification due to personal involvement; confidentiality

- (1) Disqualification from consultation and voting on the board of examiners as well as other activities relating to examinations on the basis of personal involvement is governed by Article 41 para 2 of the *BayHSchG*.
- (2) The non-disclosure obligation that holds for members of the boards of examiners, as well as examiners, co-examiners, and anyone else involved in the examination process is governed by Article 18 para 2 of the *BayHSchG*.

## § 5

### Credit transfer

- (1) Awarding credit for competencies (learning outcomes) is governed by Article 63 para 1 and 2 of the Bavarian Higher Education Act (*BayHSchG*).
- (2) If credits are awarded for competencies, the grades are to be carried over and included when calculating the final grade, as long as the grading systems are analogous. <sup>2</sup>If the grading system for the competencies to be transferred does not correspond to the grading system given in § 13, the grades received at the other higher education institution are to be converted using the Modified Bavarian Formula:  
$$x = 1 + 3 \cdot (N_{\max} - N_d) / (N_{\max} - N_{\min})$$
where  $x$  is the grade to be calculated,  $N_{\max}$  is the highest possible grade,  $N_{\min}$  is the highest passing grade, and  $N_d$  is the actual grade; in this calculation, the grade to be calculated is only given to one decimal place and is not adjusted to fit the grading scale given in § 13. <sup>3</sup>If the grading systems are not analogous, the remark "*bestanden*" ("passed") shall appear in place of a grade; in this case, the course shall not be taken into account when calculating the final grade. <sup>4</sup>The board of examiners in consultation with the relevant representative from the subject area shall decide whether the requirements for credit transfer have been met. <sup>5</sup>If credit transfer is denied, the person concerned can request a review of the decision by submitting a request to the University Governing Board within four weeks of notification of denial. <sup>6</sup>The University Governing Board shall provide the board of examiners with a recommendation on how to proceed with the request.
- (3) Credit transfer requests are to be submitted to the board of examiners as soon as possible following enrolment and in any event prior to completing the initial registration for the relevant module examination.

## § 6

### Components of the programmes of study

<sup>1</sup>The bachelor's and master's programmes are divided into modules. <sup>2</sup>The modules of the degree programmes are listed in the relevant FPSOs.

## § 7

### Times for holding examinations; announcing examination times and examiners

- (1) The module examinations are to be carried out shortly after the conclusion of the module, and the examination schedule and time line for submitting graded assignments is to be published university-wide by the examiner prior to the start of the course.
- (2) <sup>1</sup>If not listed in the relevant FPSO, the form and duration of examinations shall be determined by the relevant examiner and shall generally be announced university-wide at the start of the semester. <sup>2</sup>A change of examiner on short notice shall only take place if there are urgent grounds for doing so.
- (3) Students are to register for examinations by the published deadline, according to the process determined by the board of examiners.

## § 8

### Elements of the examination

- (1) The bachelor's or master's examinations are made up of the module examinations listed in the respective FPSOs and the bachelor's or master's thesis.
- (2) The examinations serve to demonstrate that the examinee has satisfied the desired learning outcomes of the individual modules.

## § 9

### Forms of examination

- (1) Examinations are carried out in the form of written examinations, oral examinations, term papers, presentations, essays, minutes, reports, assignments during the course of the semester, and portfolio assessments. <sup>2</sup>Other possible forms of examination for modules can be defined in the respective FPSOs.
- (2) <sup>1</sup>Assessment of examinations is to be carried out according to the process determined by the board of examiners. <sup>2</sup>Notifications are not sent individually. <sup>3</sup>The students are obliged to inform themselves independently about provisions relating to repeating examinations in the present

- regulations; it is incumbent upon them to inform themselves independently and in good time of the examination results.
- (3) If an examination is assessed by more than one examiner, the grade shall be determined by taking the average of the grades assigned or truncating (not rounding) the number to one decimal digit.
- (4) <sup>1</sup>Written examinations are held for at least one hour and at most two hours; any deviations may be found in the annexes of the respective FPSO. <sup>2</sup>The duration of the examination should always be appropriate to the requirements of the associated course. <sup>3</sup>The relevant examiner shall decide which resources may be used during the examination. <sup>4</sup>A written record of the examination is to be made. <sup>5</sup>The invigilator shall confirm the accuracy of the record by providing his or her signature. <sup>6</sup>The examination record sheet is to include all aspects of the examination that could be relevant to determining the grade.
- (5) <sup>1</sup>If a candidate arrives to the examination late, he or she shall not be given additional time to finish the examination. <sup>2</sup>Candidates may leave the room during an examination if permission is granted by invigilator. <sup>3</sup>The time and duration of absence are to be noted on the question paper.
- (6) <sup>1</sup>Written examinations are generally graded by the relevant examiner. <sup>2</sup>If an examinee receives the grade "*nicht ausreichend*" ["unsatisfactory"] on a written examination, a second examiner shall also provide an assessment. <sup>3</sup>The relevant examiner shall determine the grades for the assessment components under the terms of § 13. <sup>4</sup>An assessment of each written examination shall be provided no later than four weeks after the examination. <sup>5</sup>The graded written examination shall remain in the examination records.
- (7) <sup>1</sup>In the case of an oral examination, the duration of an examination should be between 20 and 60 minutes, depending on the requirements of the course in question; any deviations are given in the annexes to the relevant FPSO. <sup>3</sup>Oral examinations are to be conducted in German and are to be administered by two examiners or one examiner and one co-examiner. <sup>3</sup>Where it is technically necessary or indicated in the FPSO, the oral examination will be held in English; notification of this will be given by the examiner. <sup>4</sup>One examiner or the co-examiner shall complete an examination record sheet for the oral examination that includes the following: location, start time, and duration of the examination; examination subject-matter and results (grade); the names of the two examiners or of the examiner and co-examiner; and any noteworthy incidents. <sup>5</sup>The record sheet is to be signed by the two examiners or by the examiner and co-examiner. <sup>6</sup>The grades for the oral examinations will be

- determined by the examiner(s) pursuant to § 13.
- (8) <sup>1</sup>If the audience for an oral examination must be limited due to room capacity, those students who wish to take the same examination within the next two semesters are to be given preference. <sup>2</sup>The examination can be conducted without an audience if so requested by the candidate. <sup>3</sup>Discussion and notification of the examination results (grade) shall not be conducted in public.
- (9) <sup>1</sup>In a portfolio assessment for a module, assignments with interdependent content (examination elements) are completed according to the requirements given by the examiner or examiners in order to achieve a greater unified assignment. <sup>2</sup>These individual sub-module examinations may be written, oral and/or practical (according to paras. 4, 7, 10, 11, 12, 13, 14), which together form the module examination for the module concerned. <sup>3</sup>The evaluation of a portfolio assessment comprises all of the student's partial examination results; in deviation from this, the weighting of the partial examination results can be as specified in the respective FPSO.
- (10) <sup>1</sup>Term papers of ten to fifteen pages are written after the course. <sup>2</sup>The topic is to be assigned by the relevant examiner in consideration of the candidate's request. <sup>3</sup>The deadline for completing the term paper is three to six weeks for full-time students; for part-time students, the deadline is extended accordingly. <sup>4</sup>The topic of the thesis is to be such that it can be completed within this time limit. <sup>5</sup>The chair of examiners may extend this deadline by up to one weeks at the request of the candidate and after having heard the supervisor in case of reasons beyond the candidate's control. <sup>6</sup>If the candidate demonstrates via a medical certificate that he or she was unable to work on the thesis for a certain period, the deadline is to be extended accordingly. <sup>7</sup>The written and electronic version of the thesis must be submitted to the lecturer by the beginning of the lecture period of the following semester. <sup>8</sup>Theses that are not submitted by the stated deadline are to be graded as "*nicht ausreichend*" ["unsatisfactory"]. <sup>9</sup>The examiner shall determine the grade under the terms of § 13. <sup>10</sup>If an assignment is graded as "*nicht ausreichend*" ["unsatisfactory"], a second examiner shall provide an assessment. <sup>11</sup>One graded copy of the term paper shall remain in the records.
- (11) <sup>1</sup>The topic, type of written work involved, duration, and scope of presentations shall be clarified with the relevant instructor. <sup>2</sup>Presentations can last between 15 and 30 minutes, depending on the workload. <sup>3</sup>In the case of graded presentations, the written elaboration forms the basis of the grading. <sup>4</sup>The examiner shall determine the grade under the terms of § 13.



- (12) <sup>1</sup>Essays comprise a maximum of ten pages. <sup>2</sup>The assignment of the topic and supervision are to be considered. <sup>3</sup>The time for completing the assignment is to be determined by the supervisor when the topic is assigned. <sup>4</sup>This time limit may not exceed four weeks for full-time students or eight or twelve weeks for part-time students. <sup>5</sup>The examiner shall determine the grade under the terms of § 13.
- (13) <sup>1</sup>Minutes or reports are a written representation of subject-specific contents according to specified criteria. <sup>2</sup>The examiner shall communicate the form and scope of the assignment and the evaluation criteria to the students at the beginning of the course. <sup>3</sup>The assessment component shall be graded in accordance with § 13.
- (14) <sup>1</sup>Assignments during the course of the semester (e.g. completing exercise sheets) are assigned and completed during the course of the module. <sup>2</sup>The form, the scope, and the criteria shall be explained to the students at the beginning of the course by the examiner. <sup>3</sup>The examiner shall determine the grade under the terms of § 13.

## § 10

### Credit point system

- (1) <sup>1</sup>For each student who is enrolled in a bachelor's or master's programme of the Faculty of Life Sciences: Food, Nutrition & Health, an account of "credit points" will be set up via the Examinations Office for the module credits completed. <sup>2</sup>The credit points that appear on the transcript are identical with credit points as stipulated in the European Credit Transfer System. <sup>3</sup>One credit point corresponds to a workload of 30 hours.
- (2) The credit points for the modules are given in the relevant FPSOs.

## § 11

### Consideration of extenuating life circumstances

- (1) <sup>1</sup>The use of protection periods according to the Maternity Protection Act (MuSchG) must be guaranteed. <sup>2</sup>Upon application, the use of parental leave in accordance with the Bundeseltern- geld- und Elternzeitgesetz (BEEG) (Federal Parental Benefits and Parental Leave Act) as well as the time for the care of a close relative within the meaning of § 7 para 3 of the Pflegezeitgesetz (PflegeZG) (Care Time Act), who is in need of care within the meaning of §§ 14, 15 of SGB XI must be guaranteed. <sup>3</sup>The appropriate evidence must be furnished; any changes in status are to be reported immediately.
- (2) <sup>1</sup>If duly requested, periods during which study was impossible or only possible to a limited extent for reasons beyond the student's control shall not be counted with regard to the examination schedule. <sup>2</sup>Corresponding evidence must be furnished; medical certificates must be presented in the case of illness. <sup>3</sup>Any changes in status are to be reported immediately.

## § 12

### Consideration of the special needs of disabled persons

<sup>1</sup>For the sake of ensuring equal opportunities, the particular needs of disabled examinees are to be appropriately accommodated. <sup>2</sup>Upon written request, the board of examiners shall determine on the basis of the degree of disability in what form a disabled examinee is to take the examination; alternatively, an extension may be granted. <sup>3</sup>Evidence of disability is to be provided by way of a medical certificate, which confirms that the candidate is unable (entirely or in part) to take the examination in its usual form due to a lasting or permanent disability. <sup>4</sup>The request is to be submitted together with the examination registration. <sup>5</sup>If the request is submitted later, it shall only be valid for subsequent examinations.

## § 13

### Examination grades

(1) (1) The following grading scale will be used in the assessment of the individual assignments and examinations; the digit to the right of the comma enables a more differentiated assessment between the whole-number values.

|   |   |                   |
|---|---|-------------------|
| “sehr gut“ (excellent)  | = | 1,0 or 1,3        |
| “gut“ (considerably better than average)                              | = | 1,7 or 2,0 or 2,3 |
| “befriedigend“ (average)  | = | 2,7 or 3,0 or 3,3 |
| “ausreichend“ (fulfils the minimum requirements despite deficiencies) | = | 3,7 or 4,0        |
| “nicht ausreichend“ (unsatisfactory due to considerable deficiencies) | = | 5,0               |

(2) <sup>1</sup>If a greater module examination is made up of multiple examinations, the grade for the module shall be established by calculating the average grade after weighting the components based on credit points. <sup>2</sup>In this calculation, the grade shall only be given to one decimal place; the remaining digits are to be truncated (not rounded). <sup>3</sup>Module grades are as follows:

|   |   |                |
|---|---|----------------|
| average grade of 1,5 or better                      | = | “sehr gut“     |
| for an average grade of 1,6 up to and including 2,5 | = | “gut“          |
| for an average grade of 2,6 up to and including 3,5 | = | “befriedigend“ |
| for an average of 3,6 up to and including 4,0       | = | “ausreichend.“ |

## § 14

### Final grade

- (1) <sup>1</sup>The overall grade of the bachelor's or master's examination is calculated from the average of the module grades and the grade of the bachelor's or master's thesis, which are weighted according to the credit points of the respective module, unless otherwise regulated in the relevant FPSO. <sup>2</sup>In this calculation, the grade shall only be given to one decimal place; the remaining digits are to be truncated (not rounded). <sup>3</sup>Ungraded credits are not included in the calculation.
- (2) Candidates who pass the bachelor's or master's examination are to receive a final grade as follows: an average grade of 1,2 or better is "ausgezeichnet" ["excellent"], up to 1,5 is "sehr gut" ["very good"], up to 2,5 is "gut" ["good"], up to 3,5 is "befriedigend" ["satisfactory"], up to 4,0 "ausreichend" ["sufficient"].
- (3) Calculation of the final grade is to be carried out by the chair of examiners; the certificate or an attached document shall indicate how the final grade was calculated.
- (4) <sup>1</sup>In addition to the degree certificate, an ECTS grading table will be issued as stipulated in the ECTS guidelines in the version dated 6 February 2009. <sup>2</sup>This table displays what percentage of graduates of the programme in a given time frame received the same final grade as described in para 2. <sup>3</sup>Those programme graduates who were awarded their diplomas in the previous four semesters shall serve as the reference group as long as it includes at least 30 persons. <sup>4</sup>The date of the last examination shall be decisive in assigning graduates to a particular semester. <sup>5</sup>If the minimum number of graduates is not reached, the number of previous semesters is to be extended until the minimum number is reached. <sup>6</sup>If the programme of study does not yet have as many graduates as the minimum number required of the reference group, an ECTS grading table will be issued as soon as the minimum number is reached. <sup>7</sup>For degrees awarded before the minimum number is reached, an ECTS grading table will be issued at a later date upon request once the minimum number has been reached. <sup>8</sup>The graduate's own graduating class is also to be included in the reference group. <sup>9</sup>The size of the reference group and the time frame is to be included.

## § 15

### Repeating examinations

- (1) Each failed examination can be repeated multiple times within the time limits of § 26 and § 32.
- (2) Voluntarily repeating examinations that were already passed or the bachelor's or master's thesis is not permitted.

- (3) <sup>1</sup>The bachelor's or master's thesis can be repeated with a new topic if the student receives a failing grade for the thesis. <sup>2</sup>Repeating the bachelor's or master's thesis for a second time is not permitted.
- (4) Administrative measures shall be taken to ensure that it is generally possible to repeat the failed examinations or a failed bachelor's thesis or a failed master's thesis within six months.

## **§ 16**

### **Notification of having failed the bachelor's or master's examination**

If a candidate has failed the bachelor's or master's examination on the final attempt, then a written notice shall be sent to him or her within two weeks upon request; the notice shall include a list of the grades in the individual subject areas of the examination.

## **§ 17**

### **Access to examination documents**

- (1) Following the conclusion of the examinations process, the candidate may upon request be granted access to his or her graded examination documents including the assessor's report as well as the record sheets for the examination.
- (2) <sup>1</sup>Such requests are to be made no later than one month after the degree certificate is awarded. <sup>2</sup>If the candidate was prevented from appearing, the deadline in sentence 1 due to reasons beyond his or her control, Article 32 of the Bavarian Administrative Process Act (*Bayerisches Verwaltungsverfahrensgesetz*) shall apply.

## **§ 18**

### **Defects in the examination proceedings**

- (1) If it is shown that there were defects in the examination proceedings which influenced the examination results, the candidate or the board on its own initiative shall request that the relevant examinations be repeated.
- (2) Any defects in the examination proceedings or conditions preventing the candidate from completing the examination are to be communicated to the examiner or the chair of examiners without delay, and in any case, prior to notice being given of the examination results.
- (3) Claims under the terms of paragraph 1 must be made within six months of the examination's conclusion.

## § 19

### Non-appearance, withdrawal from examinations, cheating, and policy violations

- (1) <sup>1</sup>Candidates who have registered for an examination may withdraw without providing a rationale by withdrawing by the deadline announced by the board of examiners. <sup>2</sup>If the candidate fails to appear for an examination for which he or she was registered for reasons under his or her control or withdraws subsequent to the deadline stated in sentence 1 or she will be considered to have failed the examination.
- (2) <sup>1</sup>The grounds for failing to appear - or as long as paragraph 1 sentence 1 do not apply - for withdrawal must be submitted to the board of examiners without delay and substantiated by *prima facie* evidence. <sup>2</sup>The same applies to inability to take the examination due to circumstances arising during the examination. <sup>3</sup>Inability to take the examination due to illness must be documented with a medical certificate.  
<sup>4</sup>If the board of examiners accepts the reasons given, a new examination time is to be offered under the terms of § 7 within six months.
- (3) If withdrawal or failure to appear is caused by reasons beyond the candidate's control, examinations elements completed up to that point are to be recognized.
- (4) <sup>1</sup>If the candidate attempts to influence the result on an examination by cheating or making use of materials that are not permitted, he or she shall be given the grade "*nicht ausreichend*" ["unsatisfactory"]. <sup>2</sup>A candidate who causes considerable disruption to the course of an examination may be removed by the invigilator and barred from continuing the examination. In this case, he or she shall be given the grade "*nicht ausreichend*" ["unsatisfactory"].
- (5) <sup>1</sup>If a candidate plagiarizes, the relevant examination is to be graded as "*nicht ausreichend*" ["unsatisfactory"]. <sup>2</sup>The accusation of plagiarism is justified if the candidate has attempted to influence the result of the examination in a way that is favourable to him or her by failing to specify passages that were borrowed verbatim from other authors, and also by failing to make special mention of explanations of his or her work that are closely based on the thought processes of other authors. <sup>3</sup>The determination shall be made by the respective examiner or invigilator and shall be recorded in the file. <sup>4</sup>In serious cases or in the event of retaking the examination, the entire examination may be declared failed, and in particularly serious cases the right to retake the examination may be revoked and the entire examination declared to have been failed on the final attempt. <sup>5</sup>The board of examiners makes the decision on this. <sup>6</sup>When deciding on whether to impose a sanction, both the quantity of the plagiarism and its significance for the work must be assessed in each individual case.

## § 20

### Invalidating the bachelor's or master's examination

- (1) If a candidate cheats during an examination and this fact does not come to light until after the degree certificate is issued, the board of examiners may retroactively change the relevant grades accordingly and declare the bachelor's or master's examination to be failed either in part or entirely.
- (2) <sup>1</sup>If the registration requirements for the examinations were not met by the candidate without this having involved any cheating on the part of the candidate, and if this fact does not come to light until after the degree is issued, then this fault shall be considered rectified via the candidate's passing of the bachelor's or master's examination. <sup>2</sup>If the candidate registered by intentionally providing false information, the board of examiners shall decide whether to revoke any unlawful administrative acts on the basis of the general principles of administrative law.
- (3) The candidate shall be permitted to make a statement prior to the decision.
- (4) The inaccurate degree certificate is to be taken away and, if applicable, replaced with a new one.

## § 21

### Academic advising

- (1) General student advising is offered by the the University of Bayreuth's Student Advising Office.
- (2) <sup>1</sup>For questions concerning a bachelor's or master's programme of the Faculty of Life Sciences: Food, Nutrition & Health, i.e. the structure of the study programme, the organization of the study programme, the selection of courses and examination questions, there is a responsible programme coordinator.
- (3) <sup>1</sup>In the course of the semester, the programme coordinator shall offer advising for all students enrolled in the relevant programme. <sup>2</sup>Programme-specific advising is recommended especially for the following persons:
  1. new students
  2. students who recently failed an examination,
  3. students who have considerably less than 30 credit points per semester in full-time study or 15 (or 10) credit points per semester in part-time study
  4. students transferring from a different degree programme or university

5. students choosing or changing their emphasis or selecting their courses in the core elective module
6. students changing from full-time study to part-time study or from part-time study to full-time study

## II. Special section for bachelor's programmes

### § 22

#### Purpose of the bachelor's examination

<sup>1</sup>The bachelor's examination, which is taken over the course of the programme and represents a professional qualification and completion of an academic degree programme, determines whether the candidate demonstrates the skills defined in the respective FPSO. <sup>2</sup>At the same time it determines whether the candidate possesses the requisite understanding of subject-specific and interdisciplinary interrelationships to pursue further independent academic research. On the basis of the successful completion of the bachelor's examination, the University awards, by way of the Faculty of Life Sciences: Food, Nutrition & Health, the academic degree of Bachelor of Science (*abbreviated: B.Sc.*)

### § 23

#### Admission to the programme and to examinations

- (1) The requirements for admission to the bachelor's programmes offered by the Faculty of Life Sciences: Food, Nutrition & Health are:
  1. a higher education entrance qualification in accordance with Art 42 ff. BayHSchG in conjunction with the Qualification Ordinance (QualV) or an equivalent foreign higher education entrance qualification; for professionally qualified persons, the higher education admissions regulations also applies as well as
  2. proof of German language skills at level B2 or higher of the Common European Framework of Reference for Languages for applicants who did not earn their higher education entrance qualification in German, and
  3. further requirements as necessary for the various degree programmes are specified in the respective FPSOs.
- (2) Once enrolled in a bachelor's programme offered the Faculty of Life Sciences: Food, Nutrition & Health, the student is considered to be admitted to the examinations.

## § 24

### **Structure of full-time and part-time study and the bachelor's programme; standard period of study**

- (1) <sup>1</sup>Bachelor's degrees can be completed as a full-time programme of study and/or as a part-time programme of study, as determined by the relevant FPSOs. <sup>2</sup>Upon enrolment, the applicant must decide whether he or she wants to complete the programme of study as a full-time or part-time student. <sup>3</sup>Changing from full-time to part-time study or from part-time to full-time study is possible within the enrolment period of each new semester. <sup>4</sup>The programmes comprise six semesters of full-time study including the bachelor's thesis (standard period of study). <sup>5</sup>The programmes comprise either 12 or 18 semesters of part-time study including the bachelor's thesis. <sup>6</sup>Unless special provisions are made in the present regulations, the deadlines specified for full-time study also apply to part-time study.
- (2) Any required internships/ excursions are to be integrated into the programme and carried out within the standard period of study.
- (3) A total of 180 credit points must be earned in accordance with the European Credit Transfer System (ECTS).
- (4) <sup>1</sup>New students must begin the programme in the winter semester. <sup>2</sup>The respective FPSOs govern whether the degree programme can also be commenced in the summer semester.

## § 25

### **The bachelor's thesis**

- (1) The bachelor's thesis should demonstrate that the candidate has mastered the fundamentals of academic research in his or her field and is able to apply these principles independently in addressing a defined topic.
- (2) <sup>1</sup>The chair of examiners is to appoint an examiner to act as supervisor and assessor in consideration of the candidate's wishes. <sup>2</sup>The topic of the bachelor's thesis is to be assigned by an examiner (§ 3 para 1) from the relevant subject area by way of the chair of examiners. <sup>3</sup>Record is to be made of the date on which the topic was assigned. <sup>4</sup>It is recommended that the bachelor's thesis be completed in the sixth semester (full-time study) or the tenth or 15th semesters (part-time study).
- (3) <sup>1</sup>The bachelor's thesis is to be integrated into the programme of study and shall correspond to a workload of 360 hours. <sup>2</sup>The bachelor's thesis is to be submitted no later than 15 weeks after the topic was assigned in the case of full-time study or 30 or 45 weeks in the case of part-time study. <sup>3</sup>In cases where the candidate is not responsible for missing the deadline



- if the candidate has not yet completed his or her studies, the chair of examiners may, at the candidate's request and after hearing the supervisor, extend the deadline by a maximum of three weeks for a full-time student or six weeks for a part-time student. <sup>4</sup>If the candidate demonstrates via a medical certificate that he or she was unable to work on the thesis, the deadline is to be extended accordingly. <sup>5</sup>Theses that are not submitted by the stated deadline are to be graded as "*nicht ausreichend*" ("unsatisfactory").
- (4) <sup>1</sup>The bachelor's thesis may be written in German or English. <sup>2</sup>The bachelor's thesis shall contain a statement at the end in which the author confirms that he or she wrote the thesis independently and did not make use of any sources or materials that are not cited in the thesis. It shall also be confirmed that the thesis had never before been submitted toward fulfilment of an academic degree. <sup>3</sup>A synopsis in the German language is to be included if the bachelor's thesis was written in the English language.
- (5) <sup>1</sup>The thesis is to be submitted to the Examinations Office by the deadline given. <sup>2</sup>Record is to be made of the date on which the thesis was submitted.
- (6) <sup>1</sup>One typewritten, paginated, and bound copy of the bachelor's thesis is to be submitted. <sup>2</sup>The thesis must contain a table of contents and bibliography. <sup>3</sup>An additional copy is to be submitted electronically.
- (7) <sup>1</sup>The candidate may return the topic to the board of examiners once within the first two weeks. <sup>2</sup>Paragraphs 1 to 6 also apply when assigning and working on a new topic.
- (8) <sup>1</sup>The chair of examiners shall forward the thesis to the relevant assessor. <sup>2</sup>If the work is graded "unsatisfactory", it shall be assessed by an additional assessor from the group of examiners according to § 3. <sup>3</sup>The reviews/grades shall be made available no later than two months after submission of the thesis. <sup>4</sup>Each assessor shall provide a recommendation as to whether the thesis is to be accepted or rejected and assign a grade in accordance with § 13. <sup>5</sup>The chair of examiners appoints any additional assessor. <sup>6</sup>The first assessor should be the person who assigned the topic of the thesis.
- (9) <sup>1</sup>If different grades are assigned, the grade for the bachelor's thesis shall be the arithmetic mean of the assessments. <sup>2</sup>In this calculation, the grade shall only be given to one decimal place; the remaining digits are to be truncated (not rounded).
- (10) If the bachelor's thesis is deemed "*nicht ausreichend*" ["unsatisfactory"], the chair of examiners or his or her deputy shall inform the candidate of the decision.

- (11) One copy of the bachelor's thesis is to remain on record.

## § 26

### Passing the bachelor's examination

- (1) Passing the bachelor's examination requires a grade of "sufficient" or better or "passed" for the bachelor's thesis and each module assessment; in addition, all 180 credit points must be earned.
- (2) <sup>1</sup>If candidate or the candidate fails to earn 45 credit points by the end of the third semester due to reasons that are not beyond his or her control, he or she shall be considered to have failed the bachelor's examination on the final attempt. <sup>2</sup>Notice shall be sent to inform the candidate that he or she has failed the examination on the final attempt in accordance with § 2 para 5 in conjunction with Article 41 *BayVwVfG* as amended.
- (3) <sup>1</sup>If the candidate has not earned the credit points given in paragraph 1 by the end of his or her eighth semester in full-time study or 16th (or 24th) semester in part-time study due to reasons under his or her control, then the candidate shall be considered as having failed the bachelor's examination on the first attempt. <sup>2</sup>Examinations that were taken on time and for which the candidate received a passing grade need not be repeated.
- (4) <sup>1</sup>If the missing examinations are not passed by the student within a year of the deadline given in para 3 sentence 1 for reasons under his or her control, or if all possibilities to repeat the examinations have been exhausted, then the bachelor's examination is considered as having failed on the final attempt. <sup>2</sup>The deadline shall not take into account periods of leave and periods during which the candidate withdrew from study. <sup>3</sup>Notice shall be sent to inform the candidate that he or she has failed an examination on the final attempt in accordance with § 2 para 5 in conjunction with Article 41 of the Bavarian Administrative Procedures in place (*BayVwVfG*) as amended. <sup>4</sup>The board of examiners may grant the student an extension of the deadline for circumstances beyond his or her control if the student submits a request prior to the deadline described in sentence 1.

## § 27

### Awarding the bachelor's degree; diploma

- (1) <sup>1</sup>A diploma and a degree certificate for successful completion of the bachelor's examination are to be issued within four weeks of demonstrating completion of the required module credits. <sup>2</sup>The diploma is to include the title of the relevant programme of study. <sup>3</sup>It is to be signed by the Dean and stamped with the seal of the University. <sup>4</sup>Upon issuance of the diploma, the graduate is given the right to bear the title "Bachelor of Science". <sup>5</sup>This title is to be abbreviated "B.Sc." and placed behind the surname.

- (2) <sup>1</sup>The certificate is to include the title of the programme of study, the final grade, all module examinations undertaken (including credit points and grades achieved), as well as the topic of the bachelor's thesis and the grade received for the thesis. <sup>2</sup>The certificate is to be signed by the chair of examiners. <sup>3</sup>The date to be used is the day of the last examination or the date on which the last assessment component was completed. <sup>4</sup>An English translation of the diploma and a Diploma Supplement shall be issued in addition; the Diploma Supplement shall be signed by the chair of examiners. <sup>5</sup>In addition to the certificate, an ECTS grading table is to be issued under the terms of § 14 para 4.
- (3) Revoking the degree "Bachelor of Science" is to be carried out in accordance with the legal regulations (Article 69 of the Bavarian Higher Education Act).

### **III. Special section for master's programmes**

#### **§ 28**

##### **Purpose of the master's examination**

<sup>1</sup>The master's examination as the conclusion of the relevant master's programme determines whether the candidate has demonstrated the skills defined in the respective FPSO, has acquired the required specialist knowledge, and has an overview of the subject-specific and interdisciplinary interrelationships to such an extent that he or she is capable of carrying out further independent scientific work. <sup>2</sup>On the basis of passing the master's examination, the University awards by way of the Faculty of Life Sciences: Food, Nutrition & Health the academic degree "Master of Science" (M.Sc.).

#### **§ 29**

##### **Admission to a master's programme and to examinations**

- (1) The requirements for admission to the respective master's programmes are regulated in the respective FPSOs.
- (2) By enrolling in a master's programme offered by the Faculty of Life Sciences: Food, Nutrition & Health, the student is considered to be admitted to the examinations.

#### **§ 30**

##### **Structure of full-time and part-time study and the master's examination; Standard period of study**

- (1) <sup>1</sup>The master's programmes are divided into modules. <sup>2</sup>The modules of the degree programmes are listed in the respective FPSOs.

- (2) <sup>1</sup>Master's programmes can be completed as a full-time programme of study and/or as a part-time programme of study, as determined by the relevant FPSO. <sup>2</sup>Upon enrolment, the applicant must decide whether he or she intends to complete the programme of study as a full-time or part-time student. <sup>3</sup>Changing from full-time to part-time study or from part-time to full-time study is possible within the enrolment period of each new semester. <sup>4</sup>The programme comprises four semesters of full-time study including the master's thesis (standard period of study). <sup>5</sup>The programme comprises 8 semesters of part-time study including the master's thesis. <sup>6</sup>Unless special provisions are made in the present regulations, the deadlines specified for full-time study also apply to part-time study.
- (3) A total of 120 credit points must be earned in accordance with the European Credit Transfer System (ECTS).
- (4) <sup>1</sup>New students must begin the programme in the winter semester. <sup>2</sup>The relevant FPSOs regulate whether it is possible to begin one's studies in the summer semester.

## § 31

### Master's thesis

- (1) <sup>1</sup>The master's thesis of the candidate should demonstrate that he or she is able to utilize relevant resources and adequately address and write about current issues in the field using scientific methods. <sup>2</sup>The topic may include interdisciplinary issues.
- (2) <sup>1</sup>The chair of examiners is to determine an examiner to act as supervisor and assessor, if possible in consideration of the candidate's wishes. <sup>2</sup>The topic of the master's thesis is generally to be assigned by an examiner (§ 2 para 1) from the Faculty of Life Sciences: Food, Nutrition & Health via the chair of examiners. <sup>3</sup>Record is to be made of the date on which the topic was assigned. <sup>4</sup>It is recommended that the master's thesis be completed in the fourth semester (for full-time students) or the sixth semester (for part-time students).
- (3) <sup>1</sup>The master's thesis is to be integrated into the programme of study and shall correspond to a workload of 900 hours. <sup>2</sup>The master's thesis is to be submitted no later than six months after the topic was assigned in the case of full-time study or 12 months in the case of part-time study. <sup>3</sup>In cases in which the candidate was not at fault for missing a deadline, at the request of the candidate the chair of examiners, after having heard the supervisor, can extend the deadline by up to

- 12 weeks for full-time students or 24 weeks for part-time students. <sup>4</sup>If the candidate demonstrates via a medical certificate that he or she was unable to work on the thesis due to illness, the deadline is to be extended accordingly. <sup>5</sup>Theses that are not submitted by the stated deadline are to be graded as "*nicht ausreichend*" ["unsatisfactory"].
- (4) <sup>1</sup>The master's thesis may be written in German or English. <sup>2</sup>The master's thesis shall contain a statement at the end in which the author confirms that he or she wrote the thesis independent and did not make use of any sources or materials that are not cited in the thesis. It shall also be confirmed that the thesis had never before been submitted toward fulfilment of an academic degree. <sup>3</sup>A synopsis in the German language is to be included if the master's thesis was written in English.
- (5) <sup>1</sup>The thesis is to be submitted to the Examinations Office by the deadline given. <sup>2</sup>Record is to be made of the date on which the thesis was submitted.
- (6) <sup>1</sup>Three typewritten, paginated, and bound copies of the master's thesis are to be submitted. <sup>2</sup>The thesis must contain a table of contents and bibliography. <sup>3</sup>An additional copy is to be submitted electronically.
- (7) <sup>1</sup>The candidate may return the topic to the board of examiners once within the first two weeks. <sup>2</sup>Paragraphs 1 to 6 also apply when assigning and working on a new topic.
- (8) <sup>1</sup>The chair or examiners passes the thesis on to the appointed assessor. <sup>2</sup>If the thesis is graded "unsatisfactory", it shall be assessed by an additional assessor from among the examiners in accordance with § 3. <sup>3</sup>The grades shall be made available no later than two months after submission of the thesis. <sup>4</sup>Each examiner shall provide a recommendation as to whether the thesis is to be accepted or rejected and assign a grade in accordance with § 13. <sup>5</sup>The additional assessor is appointed by the chair of examiners. <sup>6</sup>The first assessor should be the person who assigned the topic of the thesis.
- (9) <sup>1</sup>If different grades are assigned, the grade for the master's thesis shall be the arithmetic mean of the assessments. <sup>2</sup>In this calculation, the grade shall only be given to one decimal place; the remaining digits are to be truncated (not rounded).
- (10) If the master's thesis is deemed "*nicht ausreichend*" ["unsatisfactory"], the chair of examiners or his or her deputy shall inform the candidate of the decision.
- (11) One copy of the master's thesis is to remain on record.

## § 32

### Passing the master's examination

- (1) Passing the master's examination requires a grade of "sufficient" or better or "passed" for the master's thesis, and all 120 credit points must be earned.
- (2) <sup>1</sup>If the candidate has not fulfilled the requirements given in para 1 by the end of his or her 6th semester in full-time study or 12th semester in part-time study due to reasons under his or her control, then the candidate shall be considered as having failed the master's examination on the first attempt. <sup>2</sup>Examinations that were taken on time and for which the candidate received a passing grade need not be repeated.
- (3) <sup>1</sup>If the missing examinations are not passed by the student within a year of the deadline given in para 2 sentence 1 for reasons under his or her control, or if all possibilities to repeat the examinations have been exhausted, then the candidate shall be considered as having failed the master's examination on the final attempt. <sup>2</sup>The deadline shall not take into account periods of leave and periods during which the candidate withdrew from study. <sup>3</sup>A notice of having failed on the final attempt will be sent under the terms of § 4 para 5 in conjunction with Article 41 BayVwVfG (as amended). <sup>4</sup>The board of examiners may grant the student an extension of the deadline stated in sentence 1 or her control.

## § 33

### Awarding the master's degree; diploma

- (1) <sup>1</sup>A diploma and a degree certificate for successful completion of the master's examination are to be issued within 4 weeks of demonstrating completion of the required module credits. <sup>2</sup>The diploma is to include the title of the programme of study. <sup>3</sup>It is signed by the Dean of the Faculty of Life Sciences: Food, Nutrition & Health and stamped with the seal of the University. <sup>4</sup>Upon issuance of the diploma, the graduate is given the right to bear the title "Master of Science". <sup>5</sup>This title is to be abbreviated "'M.Sc.'" and placed behind the surname.
- (2) <sup>1</sup>The certificate is to include the title of the programme of study, the area of specialization or application, the final grade, all module examinations and the grade achieved, as well as the topic of the master's thesis and the grade received for the thesis. <sup>2</sup>The certificate is to be signed by the chair of examiners. <sup>3</sup>The date to be used is the date on which the last assessment component was completed. <sup>4</sup>An English translation of the certificate and a Diploma Supplement will be included;

the Diploma Supplement is signed by the chair of examiners. <sup>5</sup>In addition to the certificate, an ECTS grading table is to be issued as given in § 14 para 4.

- (3) Revoking the degree "Master of Science" is governed by Article 69 *BayHSchG*.

## § 35

### Effective date

<sup>1</sup>These regulations go into effect on 6 June 2020. <sup>2</sup> They apply to students who enrol in a bachelor's or master's programme offered by the Faculty of Life Sciences: Food, Nutrition & Health starting in Winter Semester 2020/21 or later.

- \*) The present set of amendments contains the following provisions regarding the effective date:

These regulations go into effect on 21 July 2021.

