

Care was taken to ensure the text of these regulations is accurate and up-to-date; the present version may nevertheless contain errors. The official, legally binding version can be viewed in the Examinations Office, the Student Advising Office, or online at

<http://www.uni-bayreuth.de/de/universitaet/organisation/abt1/amtliche-bekanntmachungen/index.html>.

Please note the effective dates of the amendments.

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**Examination & Study Regulations  
for the international master's programme  
*Biofabrication* at the  
University of Bayreuth dated  
5 July 2016  
as amended on 25 March 2022 (fifth set of  
amendments)**

Article 13 para 1 sentence 2 in conjunction with Article 58 para 1 sentence 1, 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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## § 1

### Purpose of the master's examination

- (1) 1The international master's programme *Biofabrication* is carried out by the University of Bayreuth's Faculty of Engineering Science. 2The master's programme *Biofabrication*, including all examinations, is conducted in English.
- (2) 1The master's examination, as the conclusion of university studies in the master's programme *Biofabrication*, determines whether the candidate has acquired the expertise stipulated in the present Examination & Study Regulations. 2In addition, it is determined whether the candidate has the ability to work independently according to known methods used in materials science and whether he or she has an understanding of subject-specific and interdisciplinary connections in the field of biofabrication to such an extent that he or she is capable of further independent scientific work. 3The University of Bayreuth, by way of the Faculty of Engineering Science, awards the degree Master of Science (abbreviated M.Sc.) for successful completion of the examination with the following addition in the certificate: "in the Master's Programme *Biofabrication*".

## § 2

### Admission to the programme

- (1) Admission requirements for the master's programme *Biofabrication* are as follows.
  1. a degree in a bachelor's programme (earning 180 ECTS points) in materials science and materials engineering or engineering science at the University of Bayreuth or an equivalent degree (according to Annex 1), and
  2. proof of English language skills at least at level B2 of the Common European Framework of Reference for Languages for applicants who earned neither their higher education entrance qualification nor their initial qualification giving them access to higher education in English, and
  3. proof of German language proficiency at least at level A1 of the Common European Framework of Reference for Languages for applicants who earned neither their higher education entrance qualification nor their initial qualification giving them access to higher education in English. Applicants who are unable to provide this proof will be admitted on the condition that they provide proof of the required language skills by the end of the second semester at the latest, and

4. evidence of having passed the aptitude assessment process described in Annex 3, and
  5. proof of having completed an internship in the industry lasting at least thirteen weeks. If such proof cannot be provided at the beginning of the programme of study, the proof must be provided within one year. Details on the content and proof of the internship in the industry are governed by the internship regulations of the Faculty of Engineering Science.
- (2) <sup>1</sup>The board of examiners for the *Biofabrication* master's programme decides whether the requirements according to para 1 No. 1 are fulfilled and whether the required language skills according to para 1 No. 2 are present.
- (3) <sup>1</sup>If, in the case of a degree, the coursework and examinations are not equivalent in terms of content and scope in accordance with para 1 number 1, then it is made a condition that these components must also be completed in addition to the coursework and examinations to be completed in the master's programme (see Annex 1). <sup>2</sup>If a candidate does not duly register for the relevant examinations in a timely manner so that he or she can take the examinations for the first time by the end of the examination period of the first semester, the requirements for admission to the programme of study are deemed not to have been met, unless the student is not responsible for the reasons for not registering in time. <sup>3</sup>Failure to do so in accordance with § 22 shall be considered an attempt for the purposes of these provisions. <sup>4</sup>Stipulated tests that are failed can only be repeated once. <sup>5</sup>A second repetition is excluded. <sup>6</sup>The supplementary examinations must be successfully passed by the end of the examination period of the second semester of study; otherwise, the admission requirements to the programme of study are not considered to be fulfilled.
- (4) For admission to the master's programme *Biofabrication*, the sum of the such credits from additional courses, less the credits awarded for all courses according to § 7, may not exceed 30 credit points.
- (5) Such decisions as described in paragraphs 3 and 4 are to be made by the board of examiners in compliance with Article 63 BayHSchG.
- (6) <sup>1</sup>If the bachelor's certificate or equivalent diploma has not yet been issued, a confirmation of all individual grades and examinations for courses completed up to the date of registration must be submitted. <sup>2</sup>Such assessment components must amount to a total of at least 150 credit points. <sup>3</sup>Applicants who fulfil the requirements of sentence 2 are to be enrolled on the condition that they submit the relevant degree certificate by the end of their second semester of study.

- (7) Students who are enrolled in the master's programme Biofabrication are considered *ipso facto* to be admitted to the examinations.

### § 3

#### **Structure of the programme and the master's examination; standard period of study**

- (1) <sup>1</sup>Studying in the master's programme Biofabrication is divided into modules according to Annex 2. <sup>2</sup>The course of studies consists of the following sub-areas:

1. General Section
  - a) Biofabrication
  - b) Biomaterials

The areas a) and b) consist of compulsory and core elective areas. The compulsory areas comprise 10 credit points each, and the core elective areas comprise 15 credit points each. Additional modules beyond the required 15 credit points may be taken voluntarily.

- c) Transferable Skills
  2. Advanced Level
  3. Master's Thesis
- (2) The period of study is four semesters including all examinations and the master's thesis (standard period of study).
- (3) With the exception of the master's thesis and the Advanced Module/International Advanced Module, all examinations are taken during the course of the programme.
- (4) A total of 120 credit points must be earned in accordance with the European Credit Transfer System (ECTS).
- (5) New students may begin the programme in the winter semester or the summer semester.

### § 4

#### **Board of examiners**

- (1) <sup>1</sup>A board of examiners shall be formed to make the necessary decisions with regard to admission to the master's programme and the organizational execution of the master's examination. <sup>2</sup>The board of examiners shall carry out the examination procedure in accordance with the present regulations and make all decisions with the exception of the actual examinations and the assessment thereof. <sup>3</sup>The board is made up of a chair and three additional members;

- the chair and additional members shall each have one substitute. The members of the board of examiners and their substitutes shall be elected by the faculty council from among the professors (Article 2 para 1 sentence 1 number 1 of the Bayerisches Hochschulpersonalgesetz) involved in the Faculty of Engineering Science for a term of five years. 5The board of examiners shall elect a chair and deputy chair from among its members.
- (2) 1The 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. 2The decisions taken by the board of examiners in its meetings are to be made on the basis of majority vote. 3Vote abstention, secret voting, and proxy voting are prohibited. 4If votes are equally divided among its members, the chair shall have the casting vote.
- (3) 1The chair of examiners shall ensure that the provisions of these regulations are followed. 2He or she shall convene the meetings of the board of examiners and shall act as chair of its proceedings and decisions. 3With regard to matters that cannot be postponed, he or she is authorized to make decisions on behalf of the board of examiners. 4He or she must promptly inform the other members of any such decision - at the next meeting at latest. 5In addition, unless otherwise provided by the present regulations, the board of examiners may transfer (until revoked) the right to perform other duties of the board to the chair. 6The chair may delegate tasks to members of the board of examiners.
- (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.
- (5) 1Any 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. 2Notices of appeal shall be issued by the president in consultation with the board of examiners.
- (6) At the request of the examinee or examiner, the chair of examiners or a member of the board of examiners appointed by the chair may be present for the examinations.

## § 5

### Examiners and co-examiners

- (1) <sup>1</sup>Any person who is authorized to administer examinations at institutions of higher education according to *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 the programme or an academic programme of study in a related subject area 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 - if his or her request is approved by the board of examiners - 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.

## § 6

### 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 board 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*.

## § 7

### 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) <sup>1</sup>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 § 15

the grades from the other higher education institution are calculated 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 § 15. <sup>3</sup>If conversion according to sentence 2 is not possible, the board of examiners shall determine an appropriate key for the conversion of grades. <sup>4</sup>If a grade is not available and cannot be determined, the remark "passed" shall be included; In this case, it shall not be included in the overall examination grade. <sup>5</sup>The chair of examiners in consultation with the relevant representative from the subject area shall decide whether the requirements have been met for credit transfer. <sup>6</sup>If credit transfer is denied, the person concerned can appeal the decision by submitting a request for the University Governing Board to review the decision within four weeks of notification of denial. <sup>7</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 start of the examination in the relevant module.

## § 8

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

- (1) Examinations are held once a semester. <sup>2</sup>As a rule, the examination periods last from the beginning of the semester break until the beginning of the lecture period; they are announced by the chair of examiners.
- (2) <sup>1</sup>If not listed in the annex, the examination times and the relevant form and duration of examinations shall be determined by the relevant examiner and published university-wide, generally at the start of the semester.
- (3) Students are to register for examinations by the published deadline, according to the process determined by the board of examiners.



## § 9

### Elements of the examination

- (1) The master's examination comprises the module examinations listed in Annex 2 and the master's thesis.
- (2) The examinations serve to demonstrate that the examinee has satisfied the desired learning outcomes of the individual modules.

## § 10

### Forms of examination

- (1) <sup>1</sup>The examinations are taken in the form of written or oral examinations or portfolio assessments. <sup>2</sup>In addition to written and oral examinations, portfolio assessments may include oral presentations and papers, written minutes and written compositions. <sup>3</sup>The possible forms of examination in the modules are given in Annex 2.
- (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>Students are required to familiarize themselves independently with the terms of the present regulations pertaining to repeating examinations; they are responsible for informing themselves of examination results.
- (3) <sup>1</sup>If an examination is assessed by more than one examiner, the grade shall be determined by taking the average of the grades assigned and truncating (not rounding) the number to one decimal digit. <sup>2</sup>If a written examination is graded as "failed" or "unsatisfactory", it is to be assessed by a second examiner.
- (4) <sup>1</sup>Written examinations are to last at least 60 minutes and no longer than two hours; the duration of each examination should be appropriate to the requirements of the relevant course and is listed in Annex 2. <sup>2</sup>The relevant examiner shall decide which resources may be used. <sup>3</sup>A written record of the examination is to be made. <sup>4</sup>The invigilator shall confirm the accuracy of the record by providing his or her signature. <sup>5</sup>The examination record sheet is to include all aspects of the examination that could be relevant to determining the grade. <sup>6</sup>The student may voluntarily complete written examinations in several parts if this is possible for the relevant module; this is indicated in the annex for the respective module. <sup>7</sup>When registering for the module examination for the first time, it must be stated whether the examination will be taken in several parts. <sup>8</sup>If a divided module examination is not passed in all parts, it is to be marked as "*nicht ausreichend*" ["unsatisfactory"].

- (5) 1If a candidate arrives to the examination late, he or she shall not be given additional time to finish the examination. 2Candidates may leave the room during an examination if permission is granted by the invigilator. 3The time and duration of absence are to be noted on the question paper.
- (6) 1Written examinations are generally graded by the examiner who was appointed by the chair of examiners. 2The relevant examiners determine the grades for the individual examinations under the terms of § 15. 3An assessment of each written examination shall be provided no later than six weeks after the examination. 4The graded written examination shall remain in the examination records.
- (7) 1Oral examinations are to be held over a period of 15 to 45 minutes, depending on the requirements of the particular course. 2The oral examination will be conducted in English by one examiner with the assistance of a co-examiner or by two examiners. 3The examination can be conducted in groups of no more than four candidates. 4If an examination is conducted in groups, it shall be held over a period of no longer than 60 minutes for the whole group. 5At the request of the candidate and in consultation with the relevant examiners, the oral examination may also be held in German. 6One co-examiner or one examiner completes 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); names of the two examiners or of the examiner and co-examiner; and any noteworthy incidents. 7The record sheet must be signed by the examiner and the assessor or by both examiners. 8The examiners are to determine the grades for performance in the oral examinations under the terms of § 15. 9Para 4 sentences 6 to 8 apply *mutatis mutandis*.
- (8) 1If 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. 2The examination may be conducted without an audience if so requested by the candidate. 3Discussion and announcement of the oral examination results (grade) shall not be conducted in public.
- (9) 1Presentations, lectures, minutes, and written elaborations (e.g. internship reports, project reports) are limited to seminars, internships, study projects, the Summer Academy, the Advanced Modules, and International Advanced Modules.

<sup>2</sup>These involve either an oral presentation, a written assignment, or an oral presentation with written documentation containing subject-related content in accordance with the criteria given. <sup>3</sup>The examiner shall communicate the form and scope of the assignment to the students at the beginning of the session. <sup>4</sup>Assessment components are to be graded on a pass/fail basis (option 1) or according to the terms of § 15 (option 2). <sup>4</sup>If sentence 4 option 1 applies, the examination results shall not factor into the final grade. <sup>5</sup>In case of a failing grade, the regulations for repeating examinations in § 18 shall apply.

- (10) <sup>1</sup>In a portfolio assessment for a module, interdependent assignments are completed according to the requirements given by the examiner or examiners in order to achieve a greater unified assignment. <sup>2</sup>Such contributions may include written, oral, or practical assessment components whose individual scopes are below the limits in paras 4, 7, and 9 and do not jointly exceed these limits. <sup>3</sup>In portfolio assessments, all component assignments must be completed successfully; the module grades shall be determined according to the weighting indicated for each module in the annex.

## **§ 11**

### **Master's Thesis**

- (1) <sup>1</sup>The master's thesis should demonstrate that the candidate is able to utilize relevant resources and adequately address and write about current issues in the field using scientific methods. <sup>2</sup>The master's thesis is understood as a written exposition on a current topic in the field of biofabrication.
- (2) <sup>1</sup>The master's thesis can be assigned and supervised by any university instructor of the corresponding subject who is a member of the Faculty of Engineering Science or the Faculty of Mathematics, Physics & Computer Science or the Faculty of Biology, Chemistry & Earth Sciences or the Faculty of Life Sciences: Food, Nutrition & Health and is an examiner (§ 5 para 1), in agreement with the chair of examiners. <sup>2</sup>With the consent of the board of examiners, it may also be held outside the Faculty of Engineering Science at other institutes/institutions within and outside the University of Bayreuth if it is supervised there by a person entitled to administer examinations in accordance with sentence 1. <sup>3</sup>A topic for a master's thesis can only be assigned to a candidate once he or she has earned at least 55 credit points in the programme. <sup>4</sup>Record is to be made of the date on which the topic was assigned. <sup>5</sup>The topic of a master's thesis must be approved by the chair of examiners prior to assignment of the topic. <sup>6</sup>The candidate must ensure that he or she receives a topic for the master's thesis in a timely manner. <sup>7</sup>If he or she is unable to do so, the

chair of examiners, at the request of the candidate, will ensure that he or she is assigned a topic for the master's thesis. <sup>8</sup>The candidate may make suggestions for the topic.

<sup>9</sup>There is no legal entitlement to the assignment of a specific topic.

- (3) <sup>1</sup>The master's thesis is normally to be completed within a period of six months from the date of assignment to the date of submission. <sup>2</sup>The topic and scope of the master's thesis as well as the issues to be addressed are to be determined by the supervisor such that the deadline for submitting the master's thesis can be met and the workload corresponds to 30 credit points, i.e. 900 hours of work.  
<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 three months. <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 is to be submitted in the English language. <sup>2</sup>The thesis must contain a table of contents and bibliography. <sup>3</sup>The master's thesis shall contain a statement at the end in which the author confirms that he or she wrote the thesis himself or herself 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.
- (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>An additional copy is to be submitted to the Examinations Office electronically.
- (7) <sup>1</sup>The candidate may return the topic to the board of examiners once within the first two months. <sup>2</sup>Paragraphs 1 to 6 also apply when assigning and working on a new topic. <sup>3</sup>If the master's thesis is repeated, the topic may not be returned.
- (8) <sup>1</sup>The master's thesis is assessed by the examiner who assigned and supervised the topic of the master's thesis and independently by a second examiner. <sup>2</sup>The second examiner is appointed by the assignment supervisor. <sup>3</sup>The assessment of the master's thesis should be completed within two months. <sup>4</sup>Each examiner shall provide the board of examiners with a recommendation as to whether the thesis is to be accepted or rejected and shall assign a grade in accordance with § 15. <sup>5</sup>For the grade of the master's thesis, the

- grades provided by the two examiners are averaged. ¶In this calculation, the grade shall only be given to one decimal place; the remaining digits are to be truncated (not rounded). ¶If the two grades awarded by the examiners differ by more than one grade, the board of examiners may consult a further examiner; sentences 5 and 6 apply *mutatis mutandis*.
- (9) ¶The master's thesis is accompanied by a viva voce examination, which is obligatory. ¶The viva voce will only take place if the thesis has been graded "*ausreichend*" ["sufficient"] (4.0) or better by all examiners in accordance with para 8. ¶The date for the viva voce is agreed between the candidate and the examiners. ¶The viva voce is held publicly at the university; the public shall be excluded at the candidate's request. ¶The viva voce comprises a 20-minute oral presentation and a 30-minute examination discussion, both of which are in English. ¶Each examiner assigns an individual grade in accordance with §15, and a single grade is then determined by taking the average of these grades. ¶If one or more examiners assigns the grade of "*nicht ausreichend*" [unsatisfactory] for the viva voce, it is failed. ¶It can be repeated once.
- (10) ¶The overall grade of the master's thesis is calculated from the average individual grade of the written master's thesis according to para 8 and the average individual grade of the viva voce examination. ¶The averaged individual grade for the written master's thesis is weighted three times, the individual grade for the viva voce examination is weighted once when evaluating the overall grade for the master's thesis. ¶In this calculation, the grade shall only be given to one decimal place; the remaining digits are to be truncated (not rounded). ¶In this form, the grade of the master's thesis is included in the calculation of the overall grade.
- (11) ¶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. ¶A master's thesis on a given topic may not be submitted a second time.
- (12) One copy of the master's thesis is to remain on record.

## § 12

### Credit point system

- (1) ¶A record of credit points for completed modules is to be kept by the Examinations Office for each student who is enrolled in the master's programme *Biofabrication*. ¶The credit points that appear on the transcript are identical with credit points as stipulated in the European Credit Transfer System. ¶One credit point is based on a workload of 30 hours.

- (2) The credit points for the modules and the weighting of the examinations are given in Annex 2.

### § 13

#### Consideration of extenuating life circumstances

- (1) <sup>1</sup>The utilization of protection periods of the Maternity Protection Act (MSchG) must be guaranteed. <sup>2</sup>Upon request, it must be ensured that parental leave can be taken in accordance with the Federal Parental Benefits and Parental Leave Act (BEEG) as well as the times for care of a close relative within the meaning of § 7 para 3 of the Care Time Act (PflegeZG) who is in need of care within the meaning of §§ 14, 15 of Book XI of the Eleventh Book of the Social Code (SGB XI). <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 taken into account 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.

### § 14

#### Consideration of the special needs of persons with disabilities or chronic illnesses

<sup>1</sup>In order to safeguard their equal opportunities, the special needs of examinees with disabilities or chronic illnesses shall be taken into account in an appropriate manner. <sup>2</sup>Upon written request by the examinee, the board of examiners shall determine, depending on the severity of the proven examination disability, the form in which the examination is to be taken or shall grant an extension of the working time or other reasonable accommodations. <sup>3</sup>Proof of the examination disability or chronic illness shall be furnished in the form of a medical certificate stating that the examination cannot be taken in whole or in part in the intended form due to a lasting or permanent disability or chronic illness. <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

## § 15

### Examination grades

- (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 performance)	= 2,7 or 3,0 or 3,3
"ausreichend" (performance that meets the minimum requirements despite deficiencies)	= 3,7 or 4,0
"nicht ausreichend" (performance that does not meet the minimum requirements 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 as long as no other weighting is indicated in Annex 2. <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 grade of 3,6 up to and including 4,0	= "ausreichend"
for an average grade of 4,1 and up	= "nicht ausreichend".

## § 16

### Final grade

- (1) <sup>1</sup>The overall grade for the master's examination is calculated by taking the arithmetic mean of the module grades and the grade for the master's thesis, weighted according to the credit points awarded for each module. <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>If more credit points are earned in the core elective areas than are required, only the best graded modules shall be taken into account, taking the required credit points into account. <sup>4</sup>Ungraded modules shall only be counted after the graded modules in order to obtain the required credit points. <sup>5</sup>If the credit points of the module area are exceeded due to the last module to be taken into account, the assessment of this module shall only be included in the calculation of the overall grade on a pro rata basis using those credit points that are still required. <sup>6</sup>Additional examinations are not included in the calculation of the overall grade.
- (2) Candidates with a grade average of up to 1,2 receive the grade "excellent" as the overall grade for the master's examination, up to 1,5 the grade "very good", up to 2,5 "good", up to 3,5 "satisfactory", up to 4,0 "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 programme graduates 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 assessment component 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.

## § 17

### Passing the master's examination

- (1) Passing the master's examination requires a grade of "*ausreichend*" ["sufficient"] or better or "*bestanden*" ["passed"] for the master's thesis and each module; in addition, all 120 credit points must be earned and any requirements mentioned in § 2 para 3 must be fulfilled.
- (2) <sup>1</sup>If the candidate has not fulfilled the requirements given in para 1 by the end of his or her sixth semester of 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 for special circumstances or reasons beyond his or her control if so requested by the student prior to the deadline given in sentence 1.
- (4) <sup>1</sup>Taking additional core elective modules in the core elective areas beyond the required scope is possible; § 16 para 1 is to be observed. <sup>2</sup>There is no obligation to repeat failed additional examinations. <sup>3</sup>The additional examinations are indicated on the transcript, unless the student requests otherwise.



## § 18

### Repeating examinations

- (1) Each failed examination can be repeated several times within the time limits of § 17.
- (2) <sup>2</sup>The second repetition or following repetitions can be conducted as a written or oral examination; this is to be decided by the board of examiners as in § 8 para 2. <sup>2</sup>Such examination may be held outside the examination period.
- (3) Voluntarily repeating examinations that were already passed or the master's thesis is not permitted.
- (4) <sup>1</sup>The 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 master's thesis for a second time is not permitted. <sup>3</sup>If a master's thesis that has been started is not passed due to the maximum period of study pursuant to § 17 para 2, the master's thesis may be continued as a repetition until the end of the scheduled time for completion; the student must provide notice of this by the end of the maximum duration of study in accordance with § 17 para 2. <sup>4</sup>If the master's thesis is then assessed as "unsatisfactory", the master's examination is deemed to have been failed on the final attempt.
- (5) Administrative measures shall be taken to ensure that it is possible to repeat the failed examinations or a failed master's thesis within six months.

## § 19

### Notice of failing the master's examination

A notice of having failed the master's examination on the final attempt will be issued in accordance with § 4 para 5 in conjunction with Art. 41 BayVwVfG.

## § 20

### 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>It shall be possible to inspect examination documents up to six months after the certificate has been issued. <sup>2</sup>If the candidate was prevented from meeting 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.

## § 21

### 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 are to be reported 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.

## § 22

### 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, he 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 § 8 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) 1If a candidate plagiarizes, the relevant examination is to be graded as "*nicht ausreichend*" ["unsatisfactory"]. 2The 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. 3The determination is made and recorded by the relevant examiner or invigilator. 4In serious cases or in the case of repetition, the entire module examination can be declared failed and in particularly serious cases, the right to repeat the module examination can be revoked and the entire module examination can be declared failed on the final attempt. 5Such decisions are made by the board of examiners. 6When making decisions with regard to imposing sanctions, both the quantity of the plagiarism and its significance for the work must be assessed in each individual case.

## § 23

### Invalidating the 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 master's examination to be failed either in part or entirely.
- (2) 1If 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 master's examination. 2If 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.

## § 24

### Awarding the master's degree; certificate

- (1) <sup>1</sup>A diploma and a degree certificate for successful completion of the master'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 programme of study. <sup>3</sup>It is to be signed by the Dean of the Faculty of Engineering Science 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 final grade, all module examinations and module examination elements undertaken (including credit points and grades achieved), as well as the topic of the master's thesis and the grade received for the master's thesis and any additional credits. <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 § 16 para 4.
- (3) Revoking the degree "Master of Science" is governed by Article 69 *BayHSchG*.

## § 25

### Academic advising

- (1) General student advising is offered by the University of Bayreuth's Student Advising Office.
- (2) <sup>1</sup>The programme advisor for the master's programme *Biofabrication* is responsible for questions relating to the master's programme *Biofabrication* (i.e. about the programme, organization of studies, course selection, and questions concerning examinations).

- (3) 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,
  4. students choosing or changing their concentration,
  5. students transferring from a different degree programme or university,

## **§ 26**

### **Effective date**

1These regulations go into effect on 05 July 2016. 2They shall be valid for all students enrolling in this programme for the first time in Winter Semester 2016/17 or later.\*)

\*) The fifth set of amendments contains the following provisions with regard to the effective date:

These regulations go into effect on 25 March 2022.

**Annex 1: Admission to the programme; qualification**

A university degree within the meaning of § 2 para 1 no. 1 is deemed to be present if it includes the passing of examinations which are equivalent to the following examinations of a scientifically oriented relevant bachelor's programme:

- Engineering Mathematics I - II (16 ECTS)
- Experimental Physics for Engineers I (4 ECTS)
- Structure and Properties of Polymers (3 ECTS)
- Engineering Design (and CAD) (5 ECTS)
- Biochemistry for Engineers (4 ECTS)
- Biology for Engineers (4 ECTS)
- Chemistry for Engineers (4 ECTS) Total: 40 ECTS points

## **Annex 2: Modules and examinations**

The following table displays the modules in the master's programme *Biofabrication*. The modules include the following forms of instruction: lecture, tutorial, internship, and seminar.

### Modules in the **General Section**:

<i>Abbreviation</i>	<i>Module area/ module</i>	<i>SWS</i>	<i>CP</i>	<i>Assessment</i>
<b>a) Biofabrication</b>				
	<b>Compulsory modules</b>		<b>10</b>	
<b>BF</b>	Biofabrication	4	5	Portfolio assessment: written examination (60 min, weighting: 0.6) and one talk (weighting: 0.2) and Internship report (weighting: 0.2)
<b>CB</b>	Cell Biology	4	5	Written examination (60 min)
	<b>Core elective modules</b>		<b>15</b>	
<b>BIS</b>	Bioinspired Surfaces	5	5	Written examination (90 min)
<b>BIT</b>	Biotechnology	4	5	Written examination (60 min); completing the internship is mandatory

<b>CSI</b>	Characterization of Soft (Bio)Interfaces	4	5	Written examination (120 min) or oral examination (45 min)
<b>PMA</b>	Polymer Materials	4	5	Written examination (60 min)
<b>SAB</b>	Selfassembling Biopolymers	4	5	Portfolio assessment: written examination (60min, weighting: 0.7) and an oral presentation (weighting: 0.3)
<b>b) Biomaterials</b>				
	<b>Compulsory modules</b>		<b>10</b>	
<b>BMA</b>	Biomaterials	4	5	Written examination (60 min)
<b>MIE</b>	Medical Implant Engineering	4	5	Portfolio assessment: talks and written assignment
<b>Core elective modules</b>				
			<b>15</b>	
	Either two modules in the Process Engineering focus and one module in the Tissue Engineering focus are to be taken or vice versa.			
	<b>Core elective modules with a focus on Process Engineering</b>			
<b>CAE</b>	Computer Aided Engineering	4	5	Portfolio assessment: written examination (90 min, weighting: 0.6) and written assignment (weighting: 0.4)
<b>CPC</b>	Chemistry and Polymer Chemistry	4	5	Written examination (60 min)
<b>LCA</b>	Lab Course Automation	1 + X	5	Written minutes
<b>PPP</b>	Polymer and Polymer Processing	4	5	Portfolio assessment: Written examination (60 min) and lab report (equally weighted)
<b>PTM</b>	Polymer Testing and Modelling	4	5	Written examination (60 min)
	<b>Core elective modules with a focus on Tissue Engineering</b>			
<b>BPE</b>	Bioprocess Engineering	4	5	Written examination (60 min)



<b>BTR</b>	Bioengineering for Tissue Regeneration	4	5	Portfolio assessment: One written examination in BTR1 (60min, weighting: 0.7), written assignment and oral presentation of a poster in BTR2 (weighting: 0.3)
<b>EPT</b>	Electrocatalysis and Electrochemical Process Engineering	5	5	Portfolio assessment: Oral examination (20 min, 0.67) and talk (15 min, 0.33)
<b>FTE</b>	Fundamentals of Tissue Engineering and Quality Management	4	5	Written examination (90 min)
<b>SOM</b>	Soft Matter Simulation	4	5	Written examination (60 min)
<b>c) Transferable skills</b>			<b>11</b>	
<b>IM</b>	Innovation Management	4	6	Portfolio assessment: Written assignments on case studies (weighting: 0.6), and graded written assignment as a final report (weighting: 0.4) in IM1 and IM2.
<b>SF</b>	Scientific Working	5	5	Portfolio assessment: oral examination (30 min, weighting: 0.5) and one written assignment in SF3 (weighting: 0.5) and completion is mandatory in SF2

### 1. Advanced modules:

Core elective areas AM or IAM are to be taken as alternatives.

Abbreviation	Module/area / module	SWS	CP	Assessment
	<b>Advanced area</b>		<b>29</b>	
<b>AM</b>	<b>Core elective area</b> Advanced Module	X	3x8	Portfolio assessment per module element: one oral talk (30 min, weighting: 0.3) and written minutes (weighting: 0.7).

<i>Abbreviation</i>	<i>Module area / module</i>	<i>SWS</i>	<i>CP</i>	<i>Assessment</i>
	<b>Advanced area</b>		<b>29</b>	
<b>IAM</b>	<b>Core elective area</b> International Advanced Module	X	24	Portfolio assessment: One oral talk (30 min, weighting: 0.3) and written minutes (weighting: 0.7).
<b>SA</b>	Summer Academy	X	5	Completion is mandatory

## 2. Master's Thesis:

<i>Abbreviation</i>	<i>Module area / module</i>	<i>SWS</i>	<i>CP</i>	<i>Assessment</i>
	<b>Master's thesis</b>		<b>30</b>	
<b>MT</b>	Master's thesis		30	Graded written assignment and graded oral defence (for duration and weighting, see § 11 para 9 and para 10).

\* If more credit points than required are earned, only the courses with the best grades are taken into consideration in the calculation; the surplus credit points are dropped.

Modules in the area **Concentration**:

Abbreviation	Module	Semester hours	Credit points	Examination
<b>SA</b>	Summer Academy	X	5	written module exam (60 min)
	<b>Core Elective Area:</b> (24 credit points)			
<b>AM</b>	Advanced Module	X	3 x 8	Portfolio exam per module element: An oral presentation (30 min, weighting: 0.3) and a written report (weighting: 0.7).
<b>IAM</b>	International Advanced Module	X	24	Portfolio assessment: an oral presentation (30 min, weighting: 0.3) and a written report (weighting: 0.7).

### **Annex 3: Aptitude assessment process**

<sup>1</sup>The applicant's aptitude for studying in the master's programme *Biofabrication* at the University of Bayreuth is determined on the basis of the process under the terms of Article 43 para 5 sentence 2 BayHSchG. <sup>2</sup>One requirement for admission to the programme of study is passing the aptitude assessment process. <sup>3</sup>It is to be conducted in the English language and carried out as follows:

#### **1. Purpose of the Assessment**

<sup>1</sup>The aptitude assessment process evaluates who is qualified for master's studies based on the following:

1. 1. educational background, especially work on which the initial degree was based, and
2. 2. subject-related and methodological skills in the areas of biofabrication listed in Annex 1.

<sup>2</sup>The aim is to assess whether the applicant fulfils the necessary prerequisites to succeed in the highly demanding master's programme *Biofabrication*, and whether he or she is able to achieve an advanced understanding of the field of biofabrication in medicine and technology and to carry out independent academic work. <sup>3</sup>Qualifying for the master's programme *Biofabrication* requires evidence of aptitude in accordance with the following provisions.

#### **2. Process for determining aptitude**

2.1 <sup>1</sup>The aptitude assessment process is administered twice annually, for those starting their studies in the summer semester and those starting in the winter semester. <sup>2</sup>The application for admission to the aptitude assessment process must be submitted online to the University of Bayreuth. <sup>3</sup>The online application for admission must be received electronically by the University of Bayreuth by June 15 for the following winter semester and by November 30 for the summer semester (deadline). <sup>4</sup>Document given in item a) can be submitted by 15 September (for the following winter semester) or 15 March (for the following summer semester) due to some reason beyond the applicant's control, in order to obtain final admission to the master's programme *Biofabrication*.

## 2.2 The written application must include:

2.2.1. evidence of work from the initial programme of study given in § 2 para 1 number 1,

- a) evidence of a degree from a higher education institution or an equivalent degree (if final admission to the master's programme is requested) or
- b) evidence of having earned 150 ECTS points or – in case of programmes not modularized according to the ECTS system – work that is equivalent in scope (in case conditional admission to the master's programme is requested),

2.2.2 <sup>1</sup>In addition, a *transcript of records* must be enclosed, stating the modules passed in relation to the master's programme *Biofabrication* (according to Annex 1) and the examinations assigned to them, including the ECTS points and examination grades awarded for them, as well as any credited assessment components, or, in the case of an application for admission to the master's programme subject to a condition precedent, a preliminary overview of examinations and coursework with the above information. <sup>2</sup>In particular, the overview must make it clear that the applicant for the master's programme *Biofabrication* possesses the necessary competencies under the terms of § 2 para 1 number 1 (in case final admission to the master's programme is requested) or under the terms of § 2 para 6 (in case conditional admission to the master's programme is requested).

2.2.3 The application is to include evidence of a thorough knowledge of English as described in § 2 para 1 number 2.

2.2.4 If applicable, a request for compensation for disadvantages as described in § 14 is to be included.

## 3. Selection Committee

<sup>1</sup>The aptitude assessment process is to be conducted by a committee made up of the programme advisor of the master's programme *Biofabrication* and two additional persons who hold courses in the programme of study and are authorized to administer examinations.

<sup>2</sup>Members are to be appointed by the faculty council of the Faculty of Engineering Science to serve a three-year term; repeated appointments are permissible. <sup>3</sup>The chair and his or her deputy shall be elected on the basis of a simple majority vote.

4The committee 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. 5Elections and other decisions (in particular in the procedure for approval) are decided by simple majority. 6If votes are equally divided among its members, the chair's vote shall be decisive. 7The board may consult additional persons principally employed as academic staff members who are authorized to administer examinations.

#### **4. Admission to the aptitude assessment process, scope and content of the aptitude assessment process, determining the results, record sheet**

4.1 1Submission of the documents listed in number 2.2 on time and in full is a requirement for admission to the aptitude assessment process. 2Applicants who are not admitted are to be sent a notice of denial with a rationale and information concerning appealing the decision; number 5 applies *mutatis mutandis*.

4.2 1The selection process consists of two steps. 2The first step is a preselection of the written applications for admission to the master's programme *Biofabrication* that were submitted on time; on the basis of the documents submitted, the following is to be verified:

1. whether admission of the applicant to the master's programme without any further examination is justified on the basis of a special qualification or
2. whether on the basis of the suitability which cannot be conclusively assessed using the documents, a decision must be made on the basis of an additional examination, or whether
3. admission is to be rejected because of insufficient suitability already apparent from the documents.

4.3 An applicant is considered to be particularly qualified if he or she can present a relevant initial degree among the best 10 % of the relevant cohort at the respective university.

4.4 In these cases, aptitude is insufficient:

1. if in the initial degree (in the case of an applicant for final admission), which must be proved according to no. 2.2.1 letter a), not at least the grade sufficient (3.5) was achieved, or
2. if at least 150 ECTS points (in the case of an applicant for conditional admission) of the assessment components to be proven according to no. 2.2.1 letter b) have not been achieved in the scope of at least 150 ECTS points (in the case of an applicant for conditional admission) at least a provisional grade average of 3.5 as evidenced by the examinations office of the respective university.

4.5 <sup>1</sup>Applicants whose suitability could not yet be conclusively assessed in accordance with no. 4.2 sentence 2 will be invited to a selection interview (second stage of the aptitude process). <sup>2</sup>The date and time of the interview are to be announced in writing at least one week in advance. <sup>3</sup>The duration of the interview is about 20 minutes. <sup>4</sup>The interview should provide further information on the applicant's suitability and show whether he or she meets the requirements of the master's programme *Biofabrication* in terms of the criteria mentioned in no. 1. <sup>5</sup>For this purpose, the current status of the applicant's skills in the areas of biofabrication as provided for in Annex 1 shall be reviewed. <sup>6</sup>This is intended to give the applicant the opportunity to demonstrate his or her current level of knowledge in these areas. <sup>7</sup>The selection interview is conducted by two experts appointed by the aptitude committee with each individual applicant. <sup>8</sup>The assessors' decisions are either "suitable" or "unsuitable." <sup>9</sup>The aptitude assessment process is only passed if the decision of both assessors is "suitable". <sup>10</sup>Minutes must be taken of the course of the respective selection interview, which must show the date and place of the determination, the names of the experts, the names of the applicant, the main contents of the interview, the assessment of the assessors, and the overall result. <sup>11</sup>The record sheet is to be signed by the assessors.

## **5. Determining and Communicating the Results**

- 5.1 The course of the aptitude assessment process shall be documented, in particular the decisions of the committee in accordance with the present regulations and the overall outcome must be evident.
- 5.2 <sup>1</sup>The applicant shall be informed of the result of the aptitude assessment process. <sup>2</sup>A notice of denial shall be accompanied by reasons and instructions on how to appeal, and shall be signed by the chairperson of the aptitude assessment committee. <sup>3</sup>Within the framework of its supervisory duty pursuant to Art. 20 para 3 sentence 1 BayHSchG, the University Governing Board shall examine 10% of the rejected applications on a random basis; the corresponding number of rejected applications shall be reported to the University Governing Board by the committee.
- 5.3 Admissions within the scope of the aptitude assessment process for the international master's programme *Biofabrication* shall be valid for all subsequent applications for admission to this degree programme, insofar as the content and objective of the degree programme have not changed to such an extent that the suitability for this degree programme can no longer be demonstrated on the basis of the aptitude assessment as it was carried out at an earlier point in time.



## **6. Repeating the Aptitude Assessment Process and Conditional Enrolment**

- 6.1 Applicants who did not provide evidence of aptitude for the master's programme *Biofabrication* can register for the aptitude assessment process one more time.
- 6.2 Applicants who are not yet able to submit a bachelor's certificate or a degree certificate that has been recognized as equivalent and who do not pass the aptitude assessment process may enrol for two semesters if it is possible for them to submit the degree certificate by the end of the second semester and to fulfil the requirements given in number 4.3.