

These degree programme and examination regulations have been worded carefully to be up to date; however, errors cannot be completely excluded. The official German text available at the Examinations Office is the version that is legally binding.

Note: For students who started their studies before the latest amendment came into effect: please also note the previous amendments with their transitory provisions.

**General Degree Programme and Examination Regulations
for the
Bachelor's and Master's Degree Programmes of the Faculty
of Humanities, Social Sciences, and
Theology of the University of Erlangen-Nürnberg
– ABMStPO/Phil –
Dated 27 September 2007**

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Based on Section 13 (1)(2), Section 43 (4)(5), Section 58 (1) and Section 61 (2)(1) of the Bavarian Higher Education Act (Bayerisches Hochschulgesetz, BayHSchG) in conjunction with Section 34 of the Qualification Regulations for Studies at Public Universities in Bavaria (Qualifikationsverordnung, QualV), the University of Erlangen-Nürnberg enacts the following General Degree Programme and Examination Regulations:

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I. General

Section 1 Scope, Purpose of the Bachelor's and Master's Examination

(1) ¹These General Degree Programme and Examination Regulations govern studies and examinations for Bachelor of Arts and Master of Arts degree programmes at the Faculty of Humanities, Social Sciences, and Theology at Friedrich-Alexander-

Universität Erlangen-Nürnberg, with the exception of the Master's degree programmes Medien-Ethik-Religion ('Media, Ethics, and Religion'); Ethik der Textkulturen ('Ethics of Textual Cultures'); Human Rights; Lexicography; Physical Activity and Health; Organisations- und Personalentwicklung ('Organizational Development and Human Resources'); and Multimedia-Didaktik ('Multimedia Education').²They are supplemented by the degree programme and examination regulations.

(2) ¹The Bachelor of Arts is a first university degree qualifying students for professional work and consisting of one subject or two subjects which are studied as a first and second subject. ²The purpose of the **Bachelor's examination** is to assess whether the students:

- have acquired fundamental knowledge as well as in-depth technical and methodical understanding of the examined subjects
- have the ability to employ scientific methods and knowledge independently
- are prepared for an early transition to professional practice.

(3) ¹The Master of Arts is a degree that qualifies the student for further research as well as professional work. ²The Master's examination serves to determine whether the students

- have acquired in-depth knowledge of the basics and the fundamental research findings in the subject of their Master's degree programme
- are capable of working independently according to scientific methods and to develop these further
- are prepared for professional practice

Section 2 Degrees

(1) Passing the examinations results in the following degrees, depending on the type of degree programme:

1. The degree of Bachelor of Arts (abbreviation: BA) for passing the Bachelor's examination
2. The degree of Master of Arts (abbreviation: MA) for passing the Master's examination

(2) The academic degree may also be used with the addition '(FAU Erlangen-Nürnberg)'.

Section 3 Bachelor's Degree Programmes, Examinations and Standard Duration

(1) ¹Students shall take a preliminary examination (Grundlagen- und Orientierungsprüfung, GOP) covering the foundations of the Bachelor's degree programme by the end of the second semester. ²The degree programme and examination regulations govern which Bachelor's degree programmes or partial degree programmes have comparable content in the preliminary examination. ³The subsequent part of the Bachelor's degree programme features examinations in the modules until the end of the standard duration as well as, where applicable, a placement or internship, a research project and/or final oral examination module. ⁴The number of ECTS credits required to successfully complete the degree programmes is 180 ECTS credits.

(2) ¹The standard duration of a Bachelor's degree programme is six semesters. ²Sentence 1 notwithstanding, the standard duration of a part-time degree is twelve semesters.

(3) Degree programmes may only be started in the winter semester.

Section 3 a) Part-Time Degree Programmes, Transfer, ECTS Credit Exceedance

(1) ¹Two-subject Bachelor's degree programmes may be completed in the form of a part-time degree programme at twice the standard duration in accordance with **Appendix 2**. ²Students must declare their choice of a part-time degree programme to the Student Records Office in writing upon enrolment. ³In deviation from Sentence 1, it is not possible for the subjects Informatik ('Computer Science'), Japanologie ('Japanese Studies') and Nordische Philologie ('Scandinavian Studies') to be studied as part-time degree programmes.

(2) ¹One-subject Bachelor's degree programmes can be studied as a part-time degree programmes which have twice the standard duration. ²Further details are set out in the **degree programme and examination regulations**. ³Students must declare their choice of a part-time degree programme to the Student Records Office in writing upon enrolment. ⁴In deviation from Sentence 1, it is not possible for the subject Islamic Theological Studies to be studied as a part-time one-subject Bachelor's degree programme.

(3) ¹For two-subject degree programmes, students may change between part-time and full-time during their studies at the beginning of the winter semester upon written request. ²A change between full-time and part-time degree programmes is permissible at every semester for the one-subject Bachelor's degree programmes. ³A change to a part-time degree programme from the fifth full-time semester shall only be permitted in justified exceptional cases; the decision shall rest with the Examinations Committee.

(4) ¹Part-time students in one-subject and two-subject Bachelor's degree programmes may attend courses worth a maximum of 35 ECTS credits per academic year. ²An exceedance of this ECTS score by 5 ECTS credits shall be permissible once. ³The semester in which the Bachelor's thesis is submitted shall be exempt from the provisions in Sentence 2. ⁴The Examinations Committee may grant exemptions from the provisions in Sentence 2 on written request; the request shall be submitted before the start of the examination.

Section 4 Structure of the Bachelor's Degree Programme

(1) ¹Bachelor's degree programmes are undergraduate degree programmes in which students obtain core skills and write a Bachelor's thesis. ²The degree programme and examination regulations may stipulate an oral Bachelor's examination.

(2) ¹In the one-subject degree programmes, 160, 150 or 140 ECTS credits must be achieved before the completion of the Bachelor's degree programme. ²Students are also required to write a Bachelor's thesis worth 10 ECTS credits and submit proof of having completed modules from the core skills area worth 10, 20, or 30 ECTS credits.

(3) ¹In the two-subject degree programmes, 90, 80, or 70 ECTS credits must be achieved in the first subject and 70 ECTS credits in the second subject from the modules of the respective subject. ²Students are also required to write a Bachelor's thesis worth 10 ECTS credits in the first subject. ³In the core skills area, students must provide proof of modules worth 10, 20, or 30 ECTS credits, depending on the

number of subjects studied. ⁴The **degree programme and examination regulations** for the degree programmes **Informatik** ('Computer Science') and **Kulturgeographie** ('Human Geography') may contain provisions deviating from Sentences 2 and 3.

Section 5 Master's Degree Programmes, Examinations and Standard Duration

(1) ¹The Master's degree programme builds on the contents of the Bachelor's programme; it is more research-orientated. ²The standard duration of a Master's degree programme is four semesters. ³The total standard duration for consecutive Bachelor's and Master's degree programmes is ten semesters.

(2) The number of ECTS credits required to successfully complete the Master's degree programmes is 120 ECTS credits.

(3) ¹The Master's degree programmes are concluded with the Master's examination. ²It consists of examinations in all modules including the Master's thesis module which must be taken during the lecture period or directly after the module. ³Modules offered as part of the Bachelor's degree programme may not usually be included in the Master's examination due to the required subject-specific increase in expertise; the Examinations Committee may grant exceptions.

(4) Master's degree programmes usually may only be started in the winter semester.

Section 5a

Part-Time Degree Programmes, Transfer, ECTS Credit Exceedance

(1) The Master's degree programmes The Americas/Las Américas, English Studies, Erziehungswissenschaftlich-empirische Bildungsforschung ('Educational Research on Learning and Instruction'), Geschichte ('History'), Komparatistische Romanistik ('Romance Studies'), Kunstgeschichte ('Art History'), Linguistik ('Linguistics'), Literaturstudien - intermedial & interkulturell ('Literary Studies – intermedial and intercultural'), North American Studies: Culture and Literature, Pädagogik ('Education'), Populär- und Medienkultur Japans ('Japanese Popular Culture and Media Studies'), Soziologie ('Sociology'), Theater und Medienwissenschaft ('Theatre and Media Studies'), and Theaterpädagogik ('Theatre Pedagogy') can also be studied as part-time degree programmes.

(2) ¹A change between full-time and part-time degree programmes is permissible within the standard duration at the beginning of the winter semester. ²The semesters completed in full-time or part-time study up until that point shall be accredited. ³A change to a part-time degree programme from the third full-time semester shall only be permitted in justified exceptional cases; the decision shall rest with the Examinations Committee.

(3) ¹Part-time students in Master's degree programmes may achieve a maximum of 35 ECTS credits per academic year. ²An exceedance of this value by 5 ECTS credits shall be permissible once. ³The Examinations Committee may grant exemptions from Sentences 1 and 2 on written request; the request shall be submitted before the start of the examination.

Section 6 ECTS Credits

(1) ¹The degree programmes and examinations are structured based on the European Credit Transfer and Accumulation System (ECTS). ²30 ECTS credits are estimated per semester. ³One ECTS credit corresponds to 30 hours of work.

(2) ¹ECTS credits serve as a system to categorise, calculate and confirm the amount of work a student has invested. ²They are a quantitative indicator of a student's workload.

Section 7 Modularisation

(1) ¹The degree programme consists of modules for which students are awarded ECTS credits. ²One module is a chronologically connected and self-contained teaching and learning unit the contents of which can be tested in an examination.

(2) ¹The modules shall be completed with a module examination. ²This examination shall as a rule consist of one examination achievement or one course achievement. ³In exceptional cases, this examination can also consist of several parts or partial examinations (portfolio examinations) if the subject warrants it. ⁴ECTS credits shall only be given for successful participation in modules that can be determined in an individual, separately identifiable performance in a module examination. ⁵Examinations are conducted during the lecture period or following the last lecture or seminar of a module. ⁶All examinations with the exception of written assignments and oral examinations generally take place during the eight-week examination period. ⁷The examination period is divided into two weeks before and two weeks after the end of the lecture period of one semester, during which the examinations are sat for the first time, and a period of two weeks before and two weeks after the begin of the following semester's lecture period, during which the resit examinations take place.

(3) ¹**Examination achievements** and **course achievements** measure the student's success. ²They may be in writing, oral, electronic, or in a different form. ³Examination achievements and partial examinations are graded. ⁴The assessment of course achievements may be limited to determining whether the student has passed or not.

(4) Enrolment in the relevant degree programme at the University of Erlangen-Nürnberg shall be a requirement for participation in module examinations (Paragraph 2 (1)).

Section 8 Forms of Teaching and Learning

(1) ¹Basic seminars and comparable tutorials serve to introduce students to content and methods. ²Certain themes and topics of the subject are explored using selected literature. ³Students practice examining set, limited topics within a given amount of time using relevant sources and presenting them in an adequate form.

(2) In lectures, lecturers present the content to students.

(3) ¹Advanced seminars are for the in-depth introduction to and discussion of central themes and problems both from a systematic and historical perspective. ²Students acquire this knowledge through independent academic work, using acquired technical and methodological knowledge, as well as work techniques and selected literature.

(4) Colloquia give students an opportunity to present and discuss concepts for independent academic work.

(5) ¹In tutorials, senior students review and elaborate on the content of seminars or lectures and help students acquire new skills. ²The lecturer can decide whether passed examinations (short essays, written examinations or other exercises) in the tutorial shall constitute a partial achievement for the examination in the main course or lecture (usually not taken into account in grading).

(6) The degree programme and examination regulations may specify further forms of teaching and learning.

Section 9 Forms of Examination

(1) ¹The following forms of examination are recognised for Bachelor's and Master's degree programmes:

1. Presentations
2. Written assignments
3. Short essays
4. Lecture notes
5. Excerpts
6. Oral examinations and colloquia
7. Participation in working groups
8. Written examinations
9. Electronic examinations
10. Multiple-choice examinations
11. Bachelor's thesis
12. Master's thesis

²Electronic examinations (e-examinations) are examinations which are administered and evaluated via computer-aided or digital media. ³The authenticity and integrity of the examination results shall be verified. ⁴Automatically calculated evaluations of examination achievements shall be verified by one examiner at the request of the examinee or two examiners in case of a failed examination.

(2) In the core skills area, placement modules are recognised if a member of the University who is an authorised examiner agrees to supervise the placement on behalf of the University and if the student submits a detailed report after the placement, signed by the employer and containing information on the duration (including the number of work hours per week) as well as the type and scope of the work carried out by the student.

(3) Further information on examinations is available in the module descriptions.

Section 10 Examination Deadlines, Failure to Observe Deadlines

(1) ¹Examinations shall be sat in such a timely manner as to allow Bachelor's students to obtain 40 ECTS credits in the preliminary examination and 180 ECTS credits in the Bachelor's examination and to allow Master's students to obtain 120 ECTS credits by the end of the scheduled deadline. ²Sentence 1 notwithstanding, part-time students shall achieve 20 ECTS credits in the preliminary examination. ³Deadlines shall be the second semester of the degree programme for the preliminary examination, the sixth semester for the Bachelor's examination and the fourth semester for the Master's examination. ⁴The deadline according to Sentence 3 may be exceeded by the following periods (extended deadline):

1. Preliminary examination – by one semester

2. Bachelor's examination – by two semesters
3. Bachelor's examination in a part-time degree programme – by four semesters
4. Master's examination – by one semester
5. Master's examination in a part-time degree programme – by two semesters

⁵An examination shall be considered to have been sat and failed for good if the required number of ECTS credits was not obtained within the extended deadline according to Sentence 4, unless the reasons for this are beyond the student's control.

(2) The deadline set forth in Paragraph 1 shall be extended by claiming the periods of protection according to Sections 3, 4, 6 and 8 of the Maternity Protection Act (Mutterschutzgesetz – MuSchG) in the version published on 20 June 2002 (BGBl I S 2318 [German Federal Law Gazette I p. 2318]) as amended from time to time and according to the periods set forth in the Parental Allowance and Parental Leave Act (Bundeselterngeld- und Elternzeitgesetz – BEEG) of 5 December 2006 (BGBl I S. 2748 [German Federal Law Gazette I p. 2748]) as amended from time to time.

(3) ¹The reasons according to Paragraphs 1 and 2 shall be explained in writing and shown credibly to the Examinations Office without delay. ²If the reasons are acknowledged, the examination shall be sat at the soonest possible time; previous examination and course achievements shall be accredited. ³In case of an incapability to sit the examination occurring before or during the examination, the examiner shall be notified immediately; in cases where the student is unable to sit an examination due to illness, a certificate from an official medical examiner may be required.

Section 11 Examinations Committee, Examination Officers

(1) ¹The Examinations Committee shall organise and carry out the examinations. ²The Examinations Committee shall have five members. ³The members shall be elected by the Faculty Council for a term of three years. ⁴All full-time university lecturers belonging to the Faculty shall be eligible. ⁵The Examinations Committee shall elect one of the members as the chairperson for three years and shall select an alternative representative. ⁶The Faculty Council shall furthermore appoint an examination officer for each department and a deputy; Sentences 2 and 3 shall apply accordingly. ⁷The chairperson of the Examinations Committee may transfer tasks within his or her responsibility to a member of the Examinations Committee or the respective examination officer.

(2) ¹The Examinations Committee shall be tasked with carrying out the examination procedures, especially the planning and organisation of the examinations. ²Its duties include ensuring that the provisions of these examination regulations are observed. ³With the exception of the examinations themselves and their evaluation, all decisions shall be taken by the Examinations Committee unless they have been transferred to the Examinations Office or the examination officers. ⁴The Examinations Committee shall upon request examine transferred decisions and evaluations of examinations as to their validity ⁵It shall regularly report to the Faculty Council on the development of examinations and study periods, including information on gender-specific aspects, and shall, where applicable, submit suggestions for amendments to the examination regulations; it shall be consulted before such amendments are made. ⁶The members of the Examinations Committee shall have the right to be present during the examinations.

(3) ¹The Examinations Committee shall have a quorum when all members are summoned observing a notice period of at least one week and the majority of members is

present and eligible to vote. ²Decisions shall be taken with the majority of votes cast in meetings. ³Abstentions, ballot votes and delegation of votes shall not be permitted. ⁴In case of a tie of votes, the vote of the chairperson shall be decisive.

(4) ¹The chairperson shall call the meetings of the Examinations Committee. ²She or he shall be entitled to take decisions that cannot be delayed by herself or himself on the Examinations Committee's behalf. ³The Examinations Committee shall be informed of such cases without delay. ⁴Furthermore, unless these examination regulations state otherwise, the Examinations Committee shall have the right to revocably charge the chairperson with carrying out individual tasks.

(5) ¹Official notifications in matters pertaining to examinations that may result in the infringement upon a person's rights shall be made in writing; reasons shall be given and information on legal remedies available to the person shall be included. ²Students shall be given the opportunity to make a statement before negative decisions are finalised. ³The Examinations Committee shall have the right to rule that grade notifications may be sent out in electronic form to the individual students. ⁴The president shall issue the notification of objection in questions of examination legislation following consultation with the Examinations Committee and after hearing the examiners.

Section 12 Announcement of Examination Type, Examination Dates and Examiners, Registration, and Withdrawal

(1) ¹One week before the begin of the lecture period of every semester at the latest, type and scope of the examinations as well as registration deadlines and formalities shall be announced according to local practice. ²The dates of the examinations and the examiners shall be announced in time and according to local practice.

(2) ¹The students shall register for the individual module examinations after the start of the lecture period. ²Regular attendance of the course or lecture may be a prerequisite for admission to the examination.

(3) ¹The deadlines set forth in Sections 10 and 34 notwithstanding, withdrawal from written and oral examinations shall be permitted up until the end of the third workday before the examination date; withdrawals are to be submitted to the examiner. The days between and including Mondays and Fridays shall be considered as workdays. ²The consequences of a delayed or invalid withdrawal shall be governed by Section 16 (1).

Section 13 Examiners, Exclusion due to Personal Involvement, Obligation to Confidentiality

(1) ¹The Examinations Committee shall appoint the reviewers. ²All persons eligible to administer examinations according to the Bavarian Higher Education Act (BayHSchG), the Bavarian Law on Academic Personnel of Higher Education Institutions (BayHSchPG) and the Bavarian Higher Education Examiners Act (BayHSchPrüferV) shall be eligible for appointment. ³A change of examiners shortly before the start of an examination shall be permissible on urgent grounds. ⁴If the membership with the University of an eligible examiner ends, their eligibility as an examiner usually remains intact for up to one year.

(2) ¹Persons who have completed the degree programme in question or a degree programme related to it shall be eligible for appointment as observers. ²Observers

shall be research associates (*wissenschaftliche Mitarbeiter*) as their primary occupation.

(3) Exclusion from the deliberation and voting process of the Examinations Committee as well as from the positions of examiner and observer due to personal involvement shall be governed by Section 41 (2) BayHSchG.

(4) The obligation to confidentiality of the Examinations Committee and other persons involved in matters pertaining to examinations shall be governed by Section 18 (3) BayHSchG.

Section 14 Admissions Committee

(1) ¹The evaluation of the qualification and admission requirements for a Master's degree programme shall be the responsibility of the Admissions Committee appointed for each Master's degree programme. ²The Admissions Committee shall fulfil its obligations in co-operation with the Master's Office.

(2) ¹The Admissions Committee shall consist of at least one professor as the chairperson and another authorised examiner from the degree programme in question. ²The Faculty Council of the Faculty of Humanities, Social Sciences, and Theology shall appoint the members according to the suggestions from the department speaker and in consultation with the departments for a period of two years and organises representation; reappointment is permitted. ³Section 11 (3) and (4)(1) shall apply accordingly.

Section 15 Accreditation of Study Periods, Course and Examination Achievements

(1) Study periods, modules, course achievements and examination achievements in the same subjects of a Bachelor's and a Master's degree programme at a university or equivalent higher education institution in Germany shall be accredited without verification of equivalence.

(2) ¹Study periods, modules, course and examination achievements achieved in degree programmes at other public or state-approved universities in the Federal Republic of Germany, through successful participation in a distance course as part of a degree programme at a public or state-approved university in the Federal Republic of Germany, or in degree programmes at foreign universities shall be accredited according to these examination regulations unless there are significant differences in the skills acquired. ²The same shall apply to study periods, course and examination achievements achieved at a public or state-approved university in Bavaria in the course of other study programmes within the meaning of Section 56 (6)(1) and (2) BayHSchG, in special study programmes within the meaning of Section 47 (3)(1) BayHSchG, or at the Virtual University of Bavaria. ³Accreditation shall be accomplished through overall analysis and evaluation rather than through schematic comparison. ⁴The evaluation of study periods, modules, examination and course achievement at foreign universities shall be carried out according to the equivalence agreements passed by the Standing Conference of the Ministers of Education and Cultural Affairs and agreements as part of university partnerships. ⁵Insofar as there are no equivalence agreements with regard to foreign credit certificates, decisions shall be taken by the Examinations Committee. ⁶The Central Office for Foreign Education with the Standing Conference of the Ministers of Education and Cultural Affairs shall be consulted in matters of uncertainty.

(3) ¹Relevant professional or vocational training or activities relating to professional practice may count towards the required credit certificates from preparatory courses, lectures and placements or internships insofar as the skills acquired are equivalent. ²Skills acquired outside the university sector shall replace no more than half of the required skills of which students must provide proof. ³The percentage of knowledge and skills acquired outside the university sector that may be accredited may not exceed 50% of the degree programme requirements.

(4) ¹Skills acquired in the course of successfully completed vocational training, courses of secondary education or other specific courses within the meaning of Section 56 (6)(3) BayHSchG, or any other vocational practice may be accredited if they are equivalent to skills acquired through university studies. ²Skills acquired outside the university sector shall replace no more than half of the required skills of which students must provide proof.

(5) ¹The grades achieved in approved modules, examinations and coursework shall be transferred if they were awarded according to Section 22. ²If the grading system applied in the examinations sat at the university or equivalent institution of higher education and accredited by FAU Erlangen-Nürnberg is not identical to the grading system set forth in Section 22, the grades achieved at other universities shall usually be converted according to the following formula:

$$x = 1 + 3 (N_{\max} - N_d) / (N_{\max} - N_{\min}) \text{ with}$$

x = converted grade

N_{\max} = best grade attainable

N_{\min} = lowest grade for passing

N_d = grade attained

³Only one decimal place is shown for the grades thus calculated. ⁴If conversion is not possible, the Examinations Committee usually determines a system by which to calculate the grades.

(6) ¹The documents needed for this accreditation shall be submitted to the chairperson of the Examinations Committee. ²If the conditions set forth in Paragraphs 1 to 3 are met, the student shall have a legal claim to accreditation. ³The decision shall rest with the chairperson of the Examinations Committee after consultation with the department representative appointed by the department in question; the decision shall be issued in writing.

Section 16 Breach of Regulations, Fraud

(1) ¹An examination achievement shall be graded as 'nicht ausreichend' (unsatisfactory; 5.0) if the student withdraws from the examination after the withdrawal deadline (cf. Section 12 (3)) without good reasons; Section 10 (3) shall remain unaffected. ²The reasons for withdrawal according to Sentence 1 shall be explained in writing and shown credibly to the Examinations Committee without delay. ³If the Examinations Committee accepts the reasons, a new date shall be appointed. ⁴In cases where the student is unable to sit an examination due to illness, an official certificate from a medical examiner may be required.

(2) ¹In case of an attempt to commit fraud or to influence the result of an examination through the use of unauthorised materials, the examination in question shall be graded as 'nicht ausreichend' (unsatisfactory; 5.0). ²The possession of unauthorised materials during or after the handing out of examination papers shall constitute an attempt within the meaning of Sentence 1. ³The Examinations Office keeps a list of the examinees that have failed an examination due to fraud; in repeated cases of severe

fraud, the Examinations Committee may consider the examination as ultimately failed. ⁴Persons who disturb the orderly examination process may be excluded from continuing the examination by the authorised examiner or the supervising person; in this case the examination achievement in question shall be considered to be 'unsatisfactory' (5.0). ⁵Sentences 1 to 4 shall apply to course achievements accordingly.

(3) The decision on exclusion from further participation in the examination shall rest with the Examinations Committee.

Section 17 Compulsory Attendance

(1) ¹For lectures, which are marked accordingly in the respective module description, in which the qualification goal can only be achieved by regular attendance, compulsory attendance can be made a requirement for admission to the module examination. ²If attendance of the individual student is required for all participants to obtain the subject-specific skills or to ensure the safety of all participants, if the individual student obtaining such skills depends on the attendance of the other participants, or if subject-specific skills can only be obtained by being present at a particular place, it is permissible to introduce an obligation to attend.

(2) ¹Regular attendance is defined as no more than 15% of the lectures of any given course have been missed. ²If between 15% and 30% of the lectures have been missed, the lecturer can offer the student the option to obtain a skills-orientated substitute achievement fulfilling the requirement of regular attendance. If no such substitute achievements are offered or the substitute achievements offered are not obtained by the student, attendance is not considered to have been regular. ³If more than 30% of all lectures have been missed, the course must be taken again. ⁴Any decimal places behind the comma in the total number of lectures missed shall be rounded for the benefit of the student.

(3) ¹Paragraph 2 notwithstanding, in the context of excursions, placements and block seminars, attendance is only considered to have been regular if all teaching units have been attended. ²Appropriate skills-orientated substitute achievements fulfilling the requirement of regular attendance shall be offered in the case of credibly shown periods of absence due to reasons beyond the student's control of up to and including 15% of all lectures. If more than 15% of all lectures have been missed, the course must be taken again. ⁴Any decimal places behind the comma in the total number of lectures missed shall be rounded for the benefit of the student.

(4) Attendance is checked in the individual lectures by means of an attendance list in which students must enter their name and signature, or in a comparable manner.

Section 18 Revocation of Degrees

The revocation of Bachelor's and Master's degrees shall be governed by Section 69 BayHSchG.

Section 19 Faults in the Examination Process

(1) Should it turn out that the examination process was faulty in a manner that influenced the result of the examination, it shall be ordered upon a student's request that a certain student or all students shall resit the examination or parts of the same.

(2) Faults in the examination process shall be reported to the chairperson of the Examinations Committee or the examiner without delay.

(3) Six months after completion of the examination, resit examinations may no longer be ordered ex officio as stipulated in Paragraph 1.

Section 20 Written Examination

(1) In written examinations (*Klausur*, *Hausarbeit* or *Seminararbeit*) students are required to prove that they are capable of identifying a problem within a limited period and with limited materials, using the conventional methods employed in their field, and to find a solution to this problem.

(2) ¹Written examinations shall generally be evaluated by an examiner. ²If a written examination is graded as 'nicht ausreichend' (unsatisfactory), it shall be presented to a second examiner for evaluation. ³Evaluations shall usually be presented within six weeks. ⁴In case of differing evaluations, the mean of the two grades shall be calculated according to Section 22 (4).

(3) ¹*Klausuren* may take the form of multiple-choice examinations, either in full or in part. ²The examinee shall state which of the answers presented along with the questions they deem to be correct. ³Examination questions must allow for reliable examination results. ⁴It must be specified during the design of the examination questions which of the answers shall be accepted as correct. ⁵Before the evaluation of the examination results, at least two of the authors of the examination shall assess whether the examination questions are faulty with regard to the requirements set forth in Sentence 3. ⁶Should they determine that individual examination questions are faulty, these shall not be taken into account in the evaluation of the examination result; the number of examination questions shall be considered to have been reduced. ⁷This reduction of the number of examination questions may not result in disadvantages for any of the examinees.

(4) ¹Examinations according to Paragraph 3 (1) shall only be permissible using multiple choice questions (x from n). ²An evaluation number, corresponding to the number of possible answers (n) and multipliable by a weighting factor, shall be assigned to every multiple choice question. ³If the answers in a multiple choice question are all correct, the examinee shall receive a basic evaluation equivalent to the evaluation number. ⁴One point shall be added to the student's basic evaluation for every match between the correct answer and the answer given. ⁵If there is no match between the correct answer and the answer given, one point shall be subtracted from the basic evaluation. ⁶The basic evaluation shall not go below zero points. ⁷The raw points are calculated by multiplying the basic evaluation with the respective weighting factor of the multiple choice question. ⁸The maximum attainable overall score is the sum of the evaluation scores multiplied with the relevant weighting factors of all multiple choice questions.

(5) ¹The examinations according to Paragraph 4 shall be considered to have been passed if

1. The examinee has achieved at least 60 percent (sum of raw points achieved) of the attainable maximum score according to Paragraph 4 (8) or
2. The examinee has achieved at least 50 percent (sum of raw points achieved) of the attainable maximum score according to Paragraph 4 (8) and the sum of the raw point score achieved by the examinee is no more than 17 percent below the average examination achievements (raw points) of the examinees sitting the examination for the first time.

²If Sentence 1 (2) is applied, the Dean of Studies shall be notified.

(6) In case of written examinations that are not entirely composed of multiple choice questions, Paragraphs 3 and 4 shall only apply for this part.

Section 21 Oral Examination

(1) ¹In oral examinations students are required to prove that they grasp the context of their subject and can handle specific questions in this context. ²Oral examinations shall be conducted, unless otherwise stated, in the presence of an observer appointed by the examiner.

(2) ¹Minutes shall be recorded for oral examinations; they shall include the following: time, date and duration of the examination; subject and result of the examination; the names of the examiners, the observer and the student; and any special occurrences. ²The minutes shall be signed by the authorised examiner and the observer. ³It shall not be necessary to record the questions asked in the examination or the answers given. ⁴The minutes shall be kept in the examination records for a minimum of two years.

Section 22 Evaluation of Examinations, Grade Scale, Final Grade

(1) ¹The evaluation of individual examinations shall be expressed by the examiners with the following ratings and grades:

sehr gut (very good)	= (1.0 or 1.3)	an outstanding achievement;
gut (good)	= (1.7 or 2.0 or 2.3)	an achievement that exceeds the average requirements considerably
befriedigend (satisfactory)	= (2.7 or 3.0 or 3.3)	an achievement that fulfils average requirements;
ausreichend (sufficient)	= (3.7 or 4.0)	an achievement that fulfils the requirements despite flaws;
nicht ausreichend (unsatisfactory)	= (4.3 or 4.7 or 5.0)	an achievement that no longer fulfils requirements due to considerable flaws.

²A graded examination (Section 7 (3)(3)) has been passed if it has received at least the grade 'ausreichend' (sufficient). ³The evaluation period should generally not exceed six weeks. ⁴Except when otherwise stipulated in the degree programme and examination regulations, a module examination shall have been passed when all partial achievements (Section 7 (2)(3)) have been passed.

(2) ¹Multiple choice examinations shall be evaluated as follows: ²Students who answer the required minimum of examination questions according to Section 20 (5)(1) correctly shall receive the grade

1.0 (sehr gut/excellent) if at least 75 percent of the remaining questions were answered correctly,

2.0 (gut/good) if at least 50 percent but less than 75 percent of the remaining questions were answered correctly,

3.0 (befriedigend/satisfactory) if at least 25 percent but less than 50 percent of the remaining questions were answered correctly,

4.0 (ausreichend/sufficient) if 0 or less than 25 percent

of the remaining examination questions were answered correctly. ³The grades can be increased or decreased by increments of 0.3 according to the percentage; the grades 0.7 and 4.3 shall not be awarded. ⁴Students who do not achieve the required mini-

mum shall receive the grade 5.0. ⁵Sentence 3 notwithstanding, in addition to the grade 5.0, the grades 4.3 and 4.7 may also be awarded in cases in which examinations according to Section 20 (5) partly take the form of a multiple choice examination.

(3) The overall grade of the preliminary examination, the Bachelor's examination, the Master's examination and the modules as well as subject grades shall be as follows:

at an average of up to 1.50 = sehr gut (very good)

at an average of over 1.50 and up to 2.50 = gut (good)

at an average of over 2.50 and up to 3.50 = befriedigend (satisfactory)

at an average of over 3.50 and up to 4.00 = ausreichend (sufficient)

over 4.00 = 'nicht ausreichend' (unsatisfactory)

(4) ¹Unless the degree programme and examination regulations stipulate otherwise, the module grades shall be calculated from the average of the grades from the individual examinations. ²One decimal place shall be shown in the calculation of the grade; further decimal places shall be omitted without being rounded. ³If there is only one graded examination in a module, this grade shall be the module grade. ⁴In case of ungraded course achievements, the module shall be rated as 'bestanden' (pass) or 'nicht bestanden' (fail).

(5) ¹The preliminary examination is passed if the required modules for the first two semesters stipulated in the degree programme and examination regulations have been passed. ²The overall grade shall be calculated from the average of the modules weighted according to their ECTS credits unless otherwise specified. ³Insofar as modules from the core skills area are graded, they shall not be taken into account in the calculation of the grade of the preliminary examination; if more points than required are achieved in the modules assigned to the preliminary examination within the deadline, the modules with the better grades shall be included in the calculation of the grade. ⁴Two decimal places shall be shown in the final grade; further decimal points shall be omitted without being rounded.

(6) ¹The subject grades, weighted according to the ECTS credits of the subject, and the grade from the Bachelor's or Master's thesis shall, where applicable, be included in the overall grade of the Bachelor's or Master's examination with the weighting of the ECTS credits of their respective modules. ²All module grades of the respective subject shall be included in the calculation of the subject grade with the weighting of the ECTS credits of their modules unless otherwise stipulated in the degree programme and examination regulations. ³If there are no subject grades to be calculated according to the degree programme and examination regulations, the module grades shall be used in the calculation of the overall grade with the weighting of their ECTS credits. ⁴Paragraph 4 (3) and (4) shall apply accordingly.

(7) ¹The degree programme and examination regulations may stipulate that individual module examinations shall be given half or double weighting in the calculation of the subject grade. ²Compensatory measures for examinations or course achievements failed with the grade 4.3 may be provided for.

Section 23 Invalidity of Examinations

(1) If fraudulent methods were used during the examination and if this only becomes known after the certificate has been awarded, the Examinations Committee may cor-

rect the grade after the fact and declare the examination as having been failed in part or in full.

(2) If the requirements for admission to the examination were not fulfilled while no fraudulent acts were committed wilfully and if this fact only became known after the certificate has been awarded, these circumstances shall be considered remedied by the passing of the examination.

(3) Students shall be given the opportunity to make a statement before a decision is taken.

(4) ¹The incorrect certificate shall be withdrawn; a new certificate shall be issued if applicable. ²A decision according to Paragraph 1 and Paragraph 2 shall be excluded after a period of five years starting with the certificate's date of issue.

Section 24 Inspection of Examination Records

(1) After the completion of the individual examination procedure, students shall on request be entitled to inspect their written examination papers, the corresponding reviews by the examiners, and the examination minutes.

(2) ¹Students shall submit the request to the Examinations Office within one month of being notified of their grades. ²Students prevented from observing this deadline without any fault of their own shall be granted restitutio in integrum according to Section 32 of the Bavarian Administrative Procedures Act (BayVwVfG) as amended from time to time. ³The Examinations Office shall determine the time and date of the inspection.

Section 25 Report, Diploma Supplement, Transcript of Records, Certificate

(1) Students who have successfully completed a degree programme shall receive a report, a transcript of records, a diploma supplement and a degree certificate, if possible within four weeks.

(2) ¹The report shall contain the modules, the module and subject grades, the title and grade of the thesis and, if applicable, the grade achieved in the final oral examination and the final grade of the Bachelor's or Master's examination. ²The transcript of records lists all modules attended; the report and the transcript of records may be combined into one document. ³The diploma supplement contains further information on the graduate's qualifications. ⁴The transcript of records and the diploma supplement shall be issued in English and German. ⁵The Examinations Committee shall determine the layout and structure of the diploma supplement. ⁶Information not yet available to the Examinations Office must be submitted together with the required proof by the time of the degree programme's completion at the latest; otherwise this information may no longer be taken into consideration.

Section 26 Notification on Failed Examinations

Upon request and submission of the required certificates as well as the de-registration certificate, students who have failed the Bachelor's or Master's examination for good shall receive a written confirmation showing that the examination was failed and which grades were achieved in the individual module examinations.

Section 27 Adjustments to Examination Arrangements

(1) ¹The examination procedure shall be adjusted to take into account the nature and extent of a student's disability. ²Students with a doctor's certificate showing credibly that they are either in part or fully incapable of sitting the examination in the intended manner due to long-term or permanent physical disabilities shall be entitled to have the permission of the chairperson of the Examinations Committee to offset this disadvantage by a corresponding extension of their working time or by the examination process being structured differently.

(2) Adjustments to examination arrangements may be made for pregnant students, if the student submits a request to the Examinations Committee responsible within four weeks before the examination date. This application shall be accompanied by a medical certificate confirming that the student will be at least 30 weeks pregnant by the examination date.

(3) ¹Decisions according to Paragraphs 1 and 2 shall only be taken by the chairperson of the Examinations Committee upon written request. ²The student may be required to submit an official certificate from a medical examiner proving the fulfilment of the conditions in Paragraph 1.

Section 28 Student Advice and Career Service, Study Advisors

(1) The Student Advice and Career Service (IBZ) of the University of Erlangen-Nürnberg provides information on all study-related matters; students are advised to consult it in the following cases:

- Before beginning a degree programme
- When planning to change subjects
- Before quitting a degree programme

(2) The Faculty's Student Service Centre provides information for students regarding the structure of degree programmes and planning their studies, in particular for matters which affect students of all subjects such as:

- Preliminary examination (Grundlagen- und Orientierungsprüfung, GOP)
- Subject combinations and choice of subject
- Creating a study plan
- Core skills
- The transition from a Bachelor's to a Master's degree programme
- Changing subjects, degree programmes or universities

(3) ¹The departments and degree programmes of the faculties involved in the Bachelor's or Master's degree programme are responsible for providing subject-related advice and support. ²Introductory events shall take place for first-year students.

³Students are advised to consult study advisors especially in the following cases:

- When beginning a degree programme
- At the latest after the orientation period at the end of the first year of studies
- When planning a schedule, especially in subjects with a flexible timetable
- In case of subject-specific requirements (e.g. Latin proficiency)
- After having failed courses or lectures that are required for attendance of other courses or lectures or examinations
- After failed examinations
- Before choosing specialisations and subjects
- When changing subjects, degree programmes or universities

II. Bachelor's examination

Section 29 Admission Requirements for Examinations

(1) ¹Students enrolled in a Bachelor's degree programme shall be deemed as admitted to the Bachelor's examination and the examinations of which the Bachelor's examination consists, unless admission is to be refused. ²Admission shall be refused if:

1. Proof of fulfilment of the requirements stipulated in the degree programme and examination regulations has not been submitted
2. No proof of sufficient proficiency in at least two foreign languages, one of which shall be English, has been submitted by the end of the fourth semester at the latest; such proof shall be in the form of a secondary education certificate or similar documents
3. The preliminary examination in the relevant subject or in one of the subjects of the teaching degree programmes for Gymnasium that correspond to the degree programme subject according to these examination regulations has been failed for good or has been counted as failed for good
4. The Bachelor's examination has been failed for good
5. The Magister examination, the Diplom examination or the first State Examination for a teaching subject that corresponds to one of the subjects in a Bachelor's degree programme has been failed for good
6. De-registration of the student resulting in the revocation of the student's right to sit the examination is effected

(2) ¹Foreign languages within the meaning of Paragraph 1 (2)(2) shall be languages other than the native language of the student. ²Only one of the required foreign languages may be the subject of the degree programme. ³The degree programme and examination regulations may stipulate which foreign language skills other than English must be proven and may stipulate that proof be submitted in a different semester than stated in Paragraph 1 (2). ⁴The following shall constitute proof of language proficiency:

1. Study of the language in three successive school years with at least the grade 'ausreichend' (satisfactory) in the last report or
2. Proof of successful participation in language courses of the European Framework of Reference level B1 or
3. For Latin proficiency, the Latinum or language courses at the University of Erlangen-Nürnberg according to the requirements set forth in the degree programme and examination regulations.

⁵Participation in the final courses and examinations of the language courses in Erlangen and Nuremberg shall be permitted to students not participating in the courses; in cases in which there are no language courses within the meaning of No. 2, an evaluation by the lecturer responsible for the subject shall replace proof of successful participation in a course. ⁶Proof shall be submitted to the Examinations Office.

Section 30 Preliminary Examination (Grundlagen- und Orientierungsprüfung, GOP)

- (1) In the **preliminary examination** students should prove that they
- can fulfil the requirements of an academic course of study in the chosen subjects
 - have acquired the methodological skills required to continue their studies successfully

(2) ¹To successfully pass the preliminary examination in a one-subject Bachelor's degree programme, full-time students must pass examinations worth 40 ECTS credits by the end of the second semester. ²Further provisions may be found in the degree programme and examination regulations; in particular, they may stipulate that certain modules worth up to 20 ECTS credits must be passed in order to successfully pass the preliminary examination. ³A maximum of 10 ECTS credits from core skills may be counted toward the required number of credits. ⁴If 40 ECTS are not achieved in the preliminary examination, the preliminary examination in that subject shall be considered to have been failed.

(3) ¹To successfully pass the preliminary examination in a two-subject Bachelor's degree programme, full-time students must pass examinations worth 40 ECTS credits in the chosen subjects by the end of the second semester. ²At least one module must be passed in each subject. ³Further provisions may be found in the degree programme and examination regulations; in particular, they may stipulate that certain modules worth up to 20 ECTS credits must be passed in order to successfully pass the preliminary examination. ⁴A maximum of 10 ECTS credits from core skills may be counted toward the required number of credits. ⁵If students do not achieve 40 ECTS credits in the preliminary examination, the preliminary examination shall be considered to have been failed in those subjects in which the requirements of the degree programme and examination regulations were not fulfilled or in which the student failed to achieve 20 ECTS credits; the ECTS credits that do not belong to any particular subject shall be counted towards the first subject.

(4) ¹To successfully pass the preliminary examination, part-time students must pass examinations worth 20 ECTS credits by the end of the second semester; Paragraph 2 (3) and (4), and Paragraph 3 (3) and (4) shall apply accordingly. ²If 20 ECTS are not achieved in the preliminary examination or the modules required according to the degree programme and examination regulations have not been passed, the preliminary examination shall be considered to have been failed.

Section 31 Bachelor's Examination

(1) The Bachelor's examination shall have been passed if all subject modules required according to the degree programme and examination regulations, the modules that convey core skills, the Bachelor's thesis module and, where applicable, the oral examination have been passed achieving 180 ECTS credits.

(2) ¹Students of one-subject degree programmes shall complete modules worth at least 140 ECTS credits as well as the Bachelor's thesis module and the core skills modules. ²The following subjects may be chosen:

1. Archaeological Sciences
2. Islamic Theological Studies
3. Sociology

(3) ¹Students of two-subject Bachelor's degree programmes shall complete modules worth 90, 80, or 70 ECTS credits in the first subject, depending on their chosen subject combination. ²**Appendix 3** specifies which subjects may be chosen as the first subject.

(4) ¹Modules worth 70 ECTS credits must be successfully completed in the second subject. ²**Appendix 3** specifies which subjects may be chosen as the second subject.

(5) ¹The compulsory courses and lectures are generally scheduled in such a way that the subject combinations recommended in **Appendix 3** may be studied without overlap. ²Other combinations may be studied upon request after consultation with a study advisor. ³However, freedom from course overlap cannot be guaranteed in such cases; students shall bear responsibility for their ability to study the combination and to observe the deadlines in Section 10. ⁴Requests including proof of consultation with a study advisor shall be submitted upon enrolment.

Section 32 Bachelor's Thesis

(1) ¹The Bachelor's thesis is supposed to show that the student is capable of dealing with a problem from their field independently according to academic methods within a set period and presenting the results in an appropriate form. ²The thesis shall be no longer than 40 pages of text and students shall be awarded 10 ECTS credits for it; the **degree programme and examination regulations** for the degree programmes **Informatik** ('Computer Science') and **Kulturgeographie** ('Human Geography') may contain provisions deviating from this. ³The Bachelor's thesis may be based on a seminar paper. ⁴The relevant degree programme and examination regulations may contain further provisions for individual subjects.

(2) ¹Full-time university lecturers employed at the Faculty of Humanities, Social Sciences, and Theology (supervisors) shall be entitled to assign Bachelor's theses; the Examinations Committee may grant exceptions. ²The Examinations Committee may permit students to write their Bachelor's thesis at an institution outside the University if supervision there is ensured.

(3) ¹As soon as students fulfil the requirements, they shall undertake the necessary steps to obtain a subject for their Bachelor's theses. ²Should a student not be allocated a subject, the chairperson of the Examinations Committee shall, in consultation with a representative of the student's department, allocate a subject and a supervisor to the student. ³As a rule, a topic from the first subject shall be chosen; the Examinations Committee may grant exceptions. ⁴The Examinations Office shall be notified of the subject and the date of allocation.

(4) ¹The period between the allocation of the subject and the date of the thesis' submission shall not exceed three months and for computer science it shall not exceed five months; subjects shall be such that theses may be completed within that period. ²The period for thesis work may be extended by a maximum of two weeks in justified, exceptional cases. ³If a student submits a doctor's certificate proving that they are incapable of working on the thesis, the period for thesis work shall be held in abeyance.

(5) ¹The subject of the Bachelor's thesis may be modified during the thesis work period upon request and with the permission of the person who allocated the subject. ²The subject may only be returned once and within the first two weeks of the thesis work period. ³A new subject shall be allocated immediately or within four weeks at the latest. ⁴The intended period for thesis work starts again upon allocation of the new subject.

(6) ¹Unless otherwise agreed, the thesis shall be written in German or in English with the permission of the supervisor. ²With the supervisor's agreement, the chairperson of the Examinations Committee may permit students to write the thesis in a different language.

(7) ¹The thesis shall be submitted to the supervisor in duplicate as well as in a machine-readable, electronic version. ²The supervisor shall inform the Examinations Office of the date of submission without delay. ³The thesis shall include a declaration by the student confirming that the thesis is an original work and that no other sources and materials than the ones stated were used. ⁴If the thesis is not submitted in time, it shall be graded 'unsatisfactory' (5.0); it shall be regarded as rejected.

(8) ¹The Bachelor's thesis is usually reviewed by the supervisor; the department may appoint a further reviewer via the Examinations Committee. ²Failed theses shall be evaluated by a second reviewer. ³The chairperson of the Examinations Committee shall work towards the thesis being graded within six weeks. ⁴The thesis shall be accepted if it receives at least the grade 'ausreichend' (sufficient) ⁵It shall be rejected if it receives the grade 'nicht ausreichend' (unsatisfactory). ⁶If the department has appointed a second reviewer, the thesis shall be accepted if it receives at least the grade 'ausreichend' (sufficient) from both reviewers. ⁷It shall be rejected if it receives the grade 'nicht ausreichend' (unsatisfactory) from both reviewers.

(9) ¹If there are two reviewers and their evaluations are no more than two grades apart, the grade of the thesis shall be the arithmetic average of the grades from the two reviewers; one decimal place shall be shown in the final thesis grade. ²If the grades of the two reviewers are more than two grades apart or if one reviewer gives the thesis the grade 'nicht ausreichend' (unsatisfactory), the chair of the Examinations Committee shall appoint a third reviewer; in this case the Examinations Committee shall decide upon the grade for the Bachelor's thesis under consideration of the grades given by the reviewers in accordance with Section 22 (1); Section 22 (4)(1) and (4)(2) shall apply accordingly.

(10) ¹If the thesis is rejected or if it is regarded as rejected, it may be repeated once; a second repetition shall not be permitted. ²The student shall ensure that they receive a new subject for the repetition of the thesis within two months following the announcement of the rejection; otherwise the thesis shall be regarded as having been failed for good. ³Paragraphs 1 to 9 shall apply accordingly to the repetition.

Section 33 Core Skills Area

(1) ¹Students must successfully complete modules aimed at teaching practical skills worth a maximum of 30 ECTS credits in the core skills area. ²If the subject is worth more than 70 ECTS credits, the percentage of credits from the core skills area shall be reduced accordingly.

(2) ¹Core skills include

- modules from other degree programmes than the chosen ones
- modules from the chosen degree programmes insofar as they explicitly teach core skills in addition to technical knowledge and core skill ECTS credits are listed independently
- courses or lectures offered by central institutions that teach special skills or that are suitable as an extension of the training programme

²Furthermore,

- placements (in companies and institutions that have placement positions; a 40-hour week is used as the basis for ECTS credit conversion),
- modules teaching a foreign language in a foreign language related to the subject, and

– field trips

may be accredited if proof of core skills according to Sentence 1 worth at least 10 ECTS credits is submitted. ³Freely chosen modules fulfilling this requirement may also be accredited after consultation with the person responsible for the degree programme.

(3) ¹Course achievements that students achieve abroad shall be considered as an additional professional qualification and shall therefore be awarded 5 ECTS credits. ²The same shall apply for teaching tutorials, which can be accredited once with up to 5 ECTS credits.

(4) For the first subject, the degree programme and examination regulations may limit the selection in the core skills area or make certain modules compulsory; the scope of the compulsory modules may not exceed 10 ECTS credits.

Section 34 Resit Examinations

(1) ¹The failed examinations of the preliminary examination and the Bachelor's thesis may be resat once; all other examinations may be resat twice; only partial examinations or parts of examinations (portfolio examination) which have been failed may be resat. ²Resitting passed examinations shall not be permitted. ³Resit examinations shall take place at the earliest possible date and at the latest six months after the first examination result was announced. ⁴Examinations shall be carried out in such a way that students are able to continue their studies if the examination is passed. ⁵If no resit examination is offered within the deadline in Sentence 3, a substitute resit shall take place in another module.

(2) ¹The deadline for resit examinations shall not be interrupted by de-registration, by changing from one partial degree programme to another or by leaves of absence. If the leave of absence is granted for a semester abroad, the Examinations Committee may grant an exception with the examiner's approval. ²Students who have failed an examination shall be deemed as having registered for the next resit examination. ³If a student misses the resit examination or the resit period is not observed, the examination shall be deemed to have been failed unless the Examinations Committee grants the student a respite due to special reasons beyond the student's control. Withdrawal according to Section 12 (3) shall not be permitted. ⁴The provisions regarding maternity protection and parental leave (Section 10 (2)) shall apply.

(3) ¹Voluntarily resitting a passed examination of the same module shall not be permitted. ²Alternative modules may be attended and completed in addition to successfully passed modules or failed modules within the examination deadlines according to Section 10; the failed attempts in the previous alternative module shall be counted. ³If a student completes additional modules, they shall decide which of the achievements shall go into the calculation of the grade. ⁴Students shall notify the Examinations Office of their decision at the latest four weeks before the graduation certificate is issued. ⁵The choice shall thus become binding. ⁶If no choice is made, the Examinations Office shall count the better achievements out of the student's achievements for the semester. ⁷The achievements that are left out shall not be counted towards the grade but shall be listed in the transcript of records.

III. Master's Examination

Section 35 Qualification for a Master's Degree Programme

(1) Qualification for a Master's degree programme shall be proved through:

1. An undergraduate degree from a university that is subject-specific (at least 70 subject-specific ECTS credits) or subject-related to the Master's degree programme in question, or a degree from a university in Germany or another country which shows no considerable differences in terms of qualification; the degree programme and examination regulations of the Master's degree programmes shall govern the subject-specific and subject-related degrees according to Clause 1 and set forth whether degrees from other subjects are permitted. Applicants with degrees in other subjects may be admitted insofar the Master's degree programme in question constitutes an interdisciplinary extension of the content of the undergraduate degree.
2. Passing the qualification assessment process according to **Appendix 1**.

(2) ¹In terms of qualification, the degrees according to Paragraph 1 (1)(1) must not differ significantly from the subject-specific Bachelor's examination according to these examination regulations including the relevant degree programme and examination regulations. ²This is especially the case if the student has achieved at least 70 ECTS credits in the subject-specific part of the (partial) degree programme. ³If there are significant differences which can be substituted, the Admissions Committee may grant admission under the condition that proof of further achievements worth up to a maximum of 20 ECTS credits and to be determined by the Admissions Committee be submitted within one year of taking up studies for a Master's degree. ⁴Section 63 BayHSchG shall apply to the assessment of equivalence of German and foreign degrees.

(3) Applicants within the meaning of Paragraph 1 shall belong to the best 50% of their class or shall have completed the degree programme in question with a final grade of at least 2.50 (= good).

(4) ¹Paragraph 1 (1) notwithstanding, students enrolled in a Bachelor's degree programme may be admitted to a Master's degree programme if they have achieved at least 140 ECTS credits. ²Proof of the successfully completed Bachelor's degree shall be submitted within a certain period to be determined by the Admissions Committee, at the latest within one year of beginning the degree programme; completing the Bachelor's degree programme is a prerequisite for formally starting the Master's degree. ³Admission to the Master's degree programme shall be granted with reservations.

Section 36 Admission to Examinations

¹Students enrolled in a Master's degree programme shall be deemed as admitted to the Master's examination and the module examinations of which the Master's examination consists, unless admission is to be refused. ²If there are elective options for the modules to be completed for the Master's examination, the students shall only be admitted to the modules they choose by registering for the examination. ³Admission shall be refused if:

1. Requirements are not met or certificates are not submitted at all or not in due time as stipulated in the degree programme and examination regulations
2. The Diplom or Master's examination in the subject-related degree programme has been failed for good; the degree programme and examination regulations govern which degree programmes are deemed as comparable with regard to contents

3. De-registration of the student resulting in the revocation of the student's right to sit the examination is effected

Section 37 Master's Examination

- (1) ¹The Master's examination shall consist of the required module examinations including the Master's thesis module. ²The degree programme and examination regulations may stipulate that the Master's thesis is to be complemented by a final oral examination. ³The Master's examination shall have been passed if all required module examinations and the Master's thesis module including, where applicable, the final oral examination, have been passed.
- (2) ¹The subject, type, and scope of the Master's examination shall be governed by the degree programme and examination regulations. ²Section 21 (1)(2)(2) shall apply to the final oral examination accordingly.

Section 38 Master's Thesis

- (1) ¹The Master's thesis is intended to show that the student is capable of dealing with a problem from their field independently and according to academic methods within a set period and presenting the results in an appropriate form. ²30 ECTS credits shall be awarded for the thesis. ³The thesis may be based on a seminar paper.
- (2) ²The relevant degree programme and examination regulations may contain further provisions for individual subjects.
- (3) ¹The period between the allocation of the subject and the thesis' submission shall not exceed six months; subjects shall be such that theses may be completed within that period. ²The period for thesis work may be extended by a maximum of two weeks in justified, exceptional cases.
- (4) The Master's thesis is usually reviewed by the supervisor and by a further reviewer suggested by the supervisor.
- (5) Section 32 (2), (3), (4)(3), (5), (6), (7), (8)(3) to (8)(7), (9) and (10) shall apply accordingly.

Section 39 Resit Examinations

- ¹Master's degree examinations which have been failed may be repeated twice and the Master's thesis may be resubmitted once; only partial examinations or parts of examinations (portfolio examination) which have been failed may be resat. ²Section 34 (1)(2) to (1)(5) and (2) and (3) shall apply accordingly.

IV. Final Provisions

Section 40 Legal Validity, Transitory Provisions

- (1) ¹These examination regulations shall come into effect on 01 October 2007. ²They shall apply to students starting a Bachelor's degree programme from the winter semester 2007/08 onwards.

(2) ¹Students who started a Bachelor's degree programme before the winter semester 2007/08 shall complete their Bachelor's degree according to the Bakkalaureusprüfungsordnung. ²Examinations according to these examination regulations were offered last in winter semester 2011/12.

(3) ¹Students who started a Diplom degree programme in Political Science before the winter semester 2007/08 shall complete their degree according to the examination regulations for the Politikwissenschaften ('Political Science') Diplom degree programme at Friedrich-Alexander-Universität Erlangen-Nürnberg from 29 October 1997 (KWMBI II 1998, p. 190), last amended on 12 April 2002 (KWMBI II 2003, p. 1232). ²Examinations according to these examination regulations shall be offered last in the summer semester 2014.

(4) ¹Students who started a Magister degree programme before the winter semester 2007/08 shall complete their degree according to the Magister degree examination regulations from 23 September 1982, last amended on 14 May 2008. ²Examinations according to these examination regulations shall be offered last in the summer semester 2014.

(5) Upon request and with the approval of the relevant subject representatives, the Examinations Committee may grant exceptions to the provisions of Paragraphs 2–4.

(6) ¹The amendments of 1 June 2010 shall come into effect on the day after their publication. ²They shall apply to students starting a Master's degree programme from the winter semester 2010/2011 onwards.

Appendix 1

Qualification assessment process for Master's degree programmes at the Faculty of Humanities, Social Sciences, and Theology at Friedrich-Alexander-Universität Erlangen-Nürnberg

(1) The qualification assessment process shall be carried out as necessary, but at least once per year for the relevant Master's degree programme before the beginning of the winter semester.

(2) ¹Applications for admission to the qualification assessment process shall be submitted to the University's Admissions Office by 15 August of each year for the following winter semester and by 15 February of each year for the following summer semester (cut-off period). ²The application shall contain:

1. A certificate proving that the applicant holds a university degree according to Section 35 (1)(1) (report, transcript of records, diploma supplement or comparable documents) or a transcript of records or a grade transcript showing the best 140 ECTS credits in the case set forth in Section 35 (4)
2. Where applicable, further documents as proof of fulfilment of the requirements set forth in the relevant degree programme and examination regulations.

(3) ¹In accordance with Section 14, qualification assessment shall be the responsibility of the Admissions Committee of the Master's degree programme in question. ²The Admissions Committee may transfer the task of co-ordinating and carrying out the process to individual members unless otherwise stated.

(4) ¹Admission to the qualification assessment process shall be subject to the timely and complete submission of the documents listed in Paragraph 2. ²The qualification assessment process shall be carried out with those applicants who fulfil the requirements according to the provisions in Paragraph 5. ³ Applicants who are rejected shall receive a rejection notification including reasons and information on legal remedies available.

(5) ¹The relevant Admissions Committee shall carry out a preselection based on the submitted documents as part of the qualification assessment process to assess whether an applicant qualifies for a Master's degree programme. ²The Admissions Committee shall deem the applicant qualified if the final grade of the subject-specific degree or degree which fulfils the requirements specified in Section 35 (1)(1)(1) Clauses 1 and 2 and Section 35 (2)(3), or in the case of Section 35 (4) the average grade of the students' previous achievements, has been confirmed as 2.50 ('gut/good) or better. ³ Applicants whose final grade or average of the previous achievements is not 2.50 ('gut/good) or better shall receive a rejection notification including reasons or an invitation to a selection interview depending on the provisions of the relevant degree programme and examination regulations; the relevant degree programme and examination regulations may specify a minimum grade for admission to a Master's degree or invitation to a selection interview or refrain from selection interviews. ⁴ Individual degree programme and examination regulations can specify whether candidates with a degree from a related subject or a degree that is not entirely equivalent to the admissions requirements shall be subject to a selection interview for admission to the Master's degree programme. ⁵The date of the selection interview shall be announced at least one week in advance. ⁶If an applicant should be unable to attend due to reasons beyond their control, a second date may be set upon justified request up until two weeks before the start of the lecture period. ⁷The selec-

tion interview shall be held individually for each applicant and shall take approximately 15 minutes. ⁸With the applicant's consent, the selection interview may also be carried out via video call. ⁹It shall be conducted by at least one member of the Admissions Committee in the presence of an observer; Section 21 (2) shall apply accordingly. ¹⁰The process shall be judged as either passed or failed. ¹¹Applicants shall be notified of the result of the qualification assessment process in writing. ¹²A rejection notification shall include reasons and information on the legal remedies available.

(6) ¹The qualification assessment process shall be adjusted to take into account the nature and extent of a student's disability. ²Students with a doctor's certificate showing credibly that they are either in part or fully incapable of sitting the examination in the intended manner due to long-term or permanent physical disabilities shall be entitled to have the permission of the chairperson of the Examinations Committee to offset this disadvantage by a corresponding extension of their working time or by the examination process being structured differently.

7 Applicants shall bear the costs of the qualification assessment process themselves.

(8) The notification of having passed the qualification process shall be valid for admission to the relevant Master's degree programme for the next two dates.

Appendix 2: Structure of the Part-Time Bachelor's Degree Programme

Semester of degree programme	Subject 1		Subject 2	
1.	Full-time degree programme			
2.	Full-time degree programme: GOP			
3.	Full-time degree programme			
4.	Full-time degree programme			
5.			Full-time degree programme	
6.			Full-time degree programme	
7.			Full-time degree programme	
8.			Full-time degree programme	
9.		Part-time degree programme	Part-time degree programme	
10.		Part-time degree programme	Part-time degree programme	
11.		Part-time degree programme		
12.		Part-time degree programme; Bachelor's thesis		

Appendix 3:

		First subject																										
		Archäologische Wissenschaften*	Buchwissenschaft*	English and American Studies	Frankoromanistik*	Germanistik*	Geschichte*	Griechische Philologie*	Iberoromanistik*	Indogermanistik und Indoiranistik*	Informatik*	Italoromanistik*	Japanologie*	Kulturgeographie*	Kulturgeschichte des Christentums*	Kunstgeschichte*	Lateinische Philologie*	Linguistische Informatik*	Mittelaltin und Neulatein*	Nordische Philologie*	Ökonomie*	Orientalistik*	Pädagogik*	Philosophie*	Politikwissenschaft*	Sinologie*	Soziologie*	Theater- und Medienwissenschaft*
Second Subject	Archäologische Wissenschaften*																											
	Buchwissenschaft*																											
	English and American Studies																											
	Frankoromanistik*																											
	Germanistik*																											
	Geschichte*																											
	Griechische Philologie*																											
	Iberoromanistik*																											
	Indogermanistik und Indoiranistik*																											
	Islamisch-Religiöse Studien*																											
	Italoromanistik *																											
	Japanologie*																											
	Kulturgeographie*																											
	Kulturgeschichte des Christentums*																											
	Kunstgeschichte*																											
	Lateinische Philologie*																											
	Linguistische Informatik*																											
	Mittelaltin und Neulatein*																											
	Nordische Philologie*																											
	Öffentliches Recht*																											
	Ökonomie*																											
	Orientalistik*																											
	Pädagogik*																											
Philosophie*																												
Politikwissenschaft*																												
Sinologie*																												
Soziologie*																												
Theater- und Medienwissenschaft*																												



The courses on offer for this combination are scheduled in such a way that the subjects can usually be combined with one another without overlap.

This combination may only be studied upon request after consultation with a study advisor. It cannot be guaranteed that there will be no overlap. Students are responsible for ensuring that it is possible to study their chosen combination and meet the deadlines specified in Section 10. Requests including proof of consultation with a study advisor must be submitted upon enrolment.

This combination is not possible.

* Archaeological Sciences, Book Studies, French Studies, German Language and Literature, History, Greek Philology, Hispanic Studies, Indo-European and Indo-Iranian Studies, Islamic Theological Studies, Italian Studies, Japanese Studies, Human Geography, Cultural History of Christianity, Art History, Latin Philology, Computational Linguistics, Medieval Latin and Neo-Latin, Scandinavian Studies, Public Law, Business and Economics, Oriental Studies, Education, Philosophy, Political Science, Chinese Studies, Sociology, Theatre and Media Studies

