



Faculty of Computer Science and Mathematics

**General
Study and Examination Regulation
for the Master's Programmes**

of 27 April 2016

amended on 12 September 2019

This English version is only intended to aid your understanding and does not have legal force. Only the German text, as published in the official law gazette, is legally binding. In the event of discrepancies between the English and German wording, the German wording shall prevail.

**General Study and Examination Regulation for the master's programmes
leading to the award of a Master of Science degree
of the Faculty of Computer Science and Mathematics
at the University of Passau**

of 27 April 2016

amended on 12 September 2019

On the basis of Art. 13(1) sentence 2 in conjunction with Art. 43(5) sentence 2, Art. 58(1) sentence 1 and Art. 61(2) sentence 1 of *Bayerisches Hochschulgesetz* (BayHSchG; Bavarian higher education act), the University of Passau lays down the following statute:

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§ 1 Scope

- (1) This general study and examination regulation contains the general rules of procedure which apply to studies and all examinations forming part of the master's programmes offered by the Faculty of Computer Science and Mathematics of the University of Passau as well as general information on studying.
- (2) The subject-specific study and examination regulations for the individual master's programmes of the Faculty of Computer Science and Mathematics govern the degree programme-specific examination requirements and the sequence of studies, and are supplemented by the respective module catalogues.
- (3) In the event that a provision of the subject-specific study and examination regulation is incompatible with this statute, the provision of the present statute shall prevail over the provision of the subject-specific study and examination regulation.

§ 2 Aim of the degree programme and examination objectives

- (1) ¹The Faculty of Computer Science and Mathematics of the University of Passau offers master's programmes culminating in the qualification 'Master of Science'; as these master's programmes build on pertinent bachelor's programmes, they are referred to as 'consecutive master's' programmes. ²Upon successful completion of studies, graduates obtain an internationally comparable academic degree that, furthermore, represents a further level of professional qualification.
- (2) The master's examination is designed to ascertain that students have achieved further scientific competencies and have acquired the additional rigorous knowledge deemed necessary for professional practice; it also establishes whether they have a grasp of the interdependencies within the subject, and that they have the ability to work autonomously according to scientific principles.

§ 3 Academic degree awarded

¹The academic degree of 'Master of Science' (in short 'M.Sc.') is awarded on the basis of a successfully completed master's examination in one of the degree programmes offered by the Faculty of Computer Science and Mathematics. ²The academic degree may be stated with the University addendum of '(Univ. Passau)' or '(University of Passau)'; this does not form part of the academic degree.

§ 4 Entry qualifications

- (1) ¹Entry qualifications for the master's programme are proven by means of the following:
 1. a university degree (bachelor's, *Magister*, *Diplom*, state examination) with a minimum grade of 2.7 (*befriedigend*; satisfactory) from a German or foreign higher education institution, obtained after a minimum three-year programme of study or a qualification of equal value and with the relevant subject component stipulated in the respective subject-specific study and examination regulation; this notwithstanding, applicants who are among the best 70% of graduates in their cohort fulfil the entry qualifications even if their nominal grade is inferior to 2.7.
 2. ¹adequate English language skills if applying for a place on an English-taught degree programme. ²Applicants who have not previously completed secondary or tertiary education in English should provide a recognised English language certificate, or an equivalent option, which states that their English language skills are at level B2 of the Common European Framework of Reference for Languages (CEFR). ³Furthermore, applicants who have not previously completed their secondary or tertiary education in German should provide a recognised German language certificate, or an equivalent option, which states that their foundation German language skills meet level A1 of the Common European Framework of Reference for Languages.
 3. ¹adequate German language skills if applying for a place on an German-taught degree programme. ²Applicants who have not previously completed their secondary or tertiary education

in German should provide proof of sufficient German language skills pursuant to § 3 sentence 1 no. 7 *Immatrikulationssatzung* (ImmSa, enrolment regulation) for the University of Passau of 25 November 2016, as amended.³ It is pointed out that English language skills are also needed for studying a German-taught degree programme: for this reason it is strongly recommended that candidates have language skills at level B2 of the Common European Framework of Reference for Languages.⁴ For those degree programmes that are taught in German but can be studied entirely in English, the submission of proof of language skills pursuant to no. 2 above is sufficient.

4. ¹Proof that the applicant has completed a substantial piece of writing commensurate with a minimum workload of 10 ECTS credits or the relevant number of credits in a foreign credit point system demonstrating his or her ability to independently analyse, within a set timeframe and using a rigorous scientific approach, a problem related to the main subject of the university degree qualifying him or her for the degree programme applied for at the University of Passau. ²This proof normally takes the form of a bachelor's dissertation, but may be another piece of academic work completed by the applicant.

²The respective subject-specific study and examination regulations may stipulate additional requirements.

(2) ¹The final decision on whether the applicants have the requisite entry qualifications rests with the Board of Examiners in application of Art. 63 subsections 1 and 2 BayHSchG. ²The Board of Examiners may, in checking the qualifications of the applicants, consult the Central Office for Foreign Education (*Zentralstelle für ausländisches Bildungswesen; ZAB*) and require that the applicants concerned successfully complete additional examinations prior to enrolment on the programme.

(3) ¹In exceptional cases, study may commence before the admission conditions as per subsection 1 sentence 1 no. 1 have been met, provided that evidence can be provided that the admissions conditions as per subsection 1 sentence 1 no. 1 have been met at the latest by the end of the tenth week of lectures following commencement of study. All of the study requirements and coursework required for the first degree must already have been completed at the commencement of lectures and the applicant shall submit a Transcript of Records with an average mark of at least 2.7. ²The decision on whether to admit candidates before the attainment of a degree qualification pursuant to subsection 1 sentence 1 no. 1 rests with the Board of Examiners. ³Applicants who are admitted in accordance with sentence 1 are enrolled provisionally on the master's programme. ⁴Applicants who do not provide the documents required by subsection 1 sentence 1 no. 1 before the deadline defined in sentence 1 due to circumstances within their control are automatically de-registered from the programme. ⁵The Board of Examiners may set a grace period upon request.

(4) ¹Candidates may commence their studies before submitting proof pursuant to subsection 1 sentence 1 no. 2 sentence 3. ²Applicants who have not submitted proof of knowledge pursuant to subsection 1 sentence 1 no. 2 sentence 3 upon admission are enrolled provisionally on the master's programme. ³Applicants who fail to provide proof required by subsection 1 sentence 1 no. 2 sentence 3 due to circumstances within their control in the first year of their studies are automatically de-registered from the master's programme. ⁴The Board of Examiners may set a grace period upon request.

§ 5 Standard period of study; scope and start of studies

(1) ¹The standard period of study, including examination periods and the time spent on preparing the master's thesis, is four semesters. ²The degree programme comprises a total of 120 ECTS credits (students must gain 93 ECTS credits from the taught modules; 27 ECTS credits are awarded for the master's thesis).

(2) Insofar as the subject-specific study and examination regulation pertaining to the individual degree programme does not contain any contradictory provisions, degree programmes commence each winter and summer semester.

§ 6 Structure and content of the degree programme

(1) ¹The degree programme has a modular structure. ²A module is a self-contained unit of study, consisting of one or several courses which exhaustively treat a defined subject matter. ³A module may comprise the taught content of a single semester or an academic year; in exceptional, justified cases, a module may carry on for more than two semesters. ⁴Modules may be comprised of various learning and teaching formats, e.g. lectures, exercise courses, lab courses or other formats. ⁵Module groups consist of several modules containing related content.

(2) ¹Every module carries a specific credit value which reflects the amount of time deemed necessary for successful completion. ²The credit value for each module is determined in accordance with the European Credit Transfer and Accumulation System (ECTS) ³One ECTS credit corresponds to a workload of 30 hours.

(3) ¹A module typically concludes with an assessment conducted in the same semester; these assessments are either graded using the German marking scale (graded module) or assessed on a pass/fail basis (ungraded module). ²The module catalogues for the respective degree programmes specify for each module whether it is graded or ungraded and whether and in what form the graded modules are included in the final grade for the degree ('examination modules').

(4) ¹Module content, intended learning outcomes, assessment details, including form and scope of the examination, ECTS credit value, student workload, language of instruction (German or English) and the composition of the module groups are derived from the respective subject-specific study and examination regulation in conjunction with the module catalogues for the individual degree programmes. ²The module catalogues are approved by the Board of Examiners and published on the University's website. ³In the event of amendments made to the module catalogues, the protection of students' legitimate expectations shall be given due consideration. ⁴Appropriate resit opportunities shall be ensured.

(5) ¹The subject-specific study and examination regulation may specify for each module group how many ECTS credits must be obtained from graded modules or by attaining a 'pass' on ungraded modules. ²Students should choose their modules on the basis of the requirements of the subject-specific study and examination regulation.

(6) ¹In addition to modules that must be completed (compulsory modules), the subject-specific study and examination regulation may provide for compulsory elective modules. ²A specific number of ECTS credits must be accrued by completing compulsory elective modules; students should choose their modules at their own discretion within the scope set by the subject-specific study and examination regulation. ³In accordance with the requirements stipulated in the subject-specific study and examination regulation, students who have failed one compulsory elective module may switch to a different compulsory elective module.

(7) ¹In the first academic year students must complete a consultation session with a module convenor from the Faculty of Computer Science and Mathematics regarding their prior and future performance on the degree programme; the students will be issued with a certificate confirming that this consultation has taken place. ²Responsibility for this consultation session rests with the Faculty of Computer Science and Mathematics.

§ 7 ECTS account

¹At the start of the degree programme, the Examinations Office issues each candidate with a credit point balance, to which the ECTS credits attained from modules marked at least *ausreichend* (sufficient [4.0]) or *bestanden* (pass) are credited. ²On request, students are informed of their ECTS credit balance if they are unable to query the balance of their ECTS account electronically themselves. ³Examiners may only view a student's credit point balance with the student's consent.

§ 8 Acceptance for credit of periods of study and assessments completed elsewhere

(1) ¹As a rule, relevant study times and assessments completed at other state or state-recognised higher education institutions in the Federal Republic of Germany, successful participation in a correspondence study unit forming part of a degree programme at a state or state-recognised higher education institution in the Federal Republic of Germany or in degree programmes at foreign universities or in another degree programme at the University of Passau also qualify as proof for having completed the study periods and assessments required by this general regulation or the relevant subject-specific study and examination regulation, unless there are substantial differences in the competences acquired (learning outcomes achieved). ²The same applies for study times and assessments completed at a state or state-recognised higher education institution within the scope of other degree programmes pursuant to Art. 56(6) nos. 1 and 2 BayHSchG, in special degree programmes pursuant to Art. 47(3) sentence 1 BayHSchG, at the Bavarian Virtual University or in accordance with Art. 42(3) BayHSchG.

(2) ¹To identify any substantial differences in the competences acquired on account of the study times and the assessments completed at foreign higher education institutions, equivalence agreements approved by the Standing Conference of the Ministers of Education and Cultural Affairs as well as the German Rectors' Conference must be consulted in addition to subsection 1 sentence 1. ²Where equivalence is uncertain, the Central Office for Foreign Education may be consulted.

(3) ¹Competences acquired within the scope of other advanced study courses pursuant to Art. 56(6)(3) BayHSchG or outside of higher education institutions may be counted towards the degree if they are equivalent. ²Any competences acquired outside of higher education institutions must not constitute more than half of the competences for which proof is required.

(4) ¹The marks attained on assessments approved pursuant to subsections 1 and 3 are shown on the transcript – where necessary, after conversion to the marking scale used at the University of Passau – and included in the calculation of the final grade. ²Such accepted marks are labelled and the act of acceptance is indicated in the transcript. ³In the event of incomparable marking scales, the comment 'pass' is recorded. ⁴Binding specifications concerning the conversion of marks to the marking scale used at the University of Passau for the master's programmes of the Faculty of Computer Science and Mathematics are to be decided by the faculty council.

(5) ¹Applications for the acceptance of study times, coursework and assessments require the written form and must be submitted to the Examinations Office along with supporting documentation. ²Such applications must be submitted no later than upon registration pursuant to § 19(1) sentence 1. ³Decisions shall be made by the Board of Examiners pursuant to subsections 1 to 4, in agreement with the competent faculty representative. ⁴In the event that acceptance is rejected, Art. 63(3) sentence 1 BayHSchG shall apply.

§ 9 Master's examination; examination deadlines; fail grade and resits

(1) The master's examination consists of:

- 1) module assessments completed as the degree programme progresses, in the modules stipulated by the subject-specific study and examination regulation
and
- 2) the master's thesis.

(2) Candidates will have passed the master's examination when the compulsory modules and compulsory elective modules, as stipulated by the respective subject-specific study and examination regulation, have been successfully completed, the master's thesis has been awarded a pass and a total of 120 ECTS credits have been accrued.

(3) ¹Students must be able to prove that they successfully completed module examinations amounting to a minimum of 20 ECTS credits by the end of the first semester. ²If this requirement is not met, evidence of completion of at least 30 ECTS credits shall be provided by the end of the second semester at the latest. ³The relevant subject-specific study and examination regulation may stipulate that the 20 or 30 ECTS credits shall be obtained in certain modules. ⁴If the student does not meet the

requirements of sentence 2 by the end of his or her second subject semester, he or she shall be de-registered and shall lose his or her right to sit the examination.

(4) ¹Any module marked *nicht ausreichend* (insufficient [any mark above 4.0]) or *nicht bestanden* (fail) may be reattempted up to a maximum of two times. ²The first resit must be taken within one year after notification of the examination result, unless a grace period has been set for the candidate due to circumstances outside his or her control. ³Organisational measures are to be put in place to ensure that any resit is possible, as a rule, within six months. ⁴If the candidate fails to resit the examination due to circumstances within their control, the assessment shall be awarded a fail. ⁵Subsection 7 remains unaffected.

(5) ¹The second resit must, in principle, take place within a period of one year subsequent to the notification of the resit examination result. ²Subsection 3 sentences 3 to 5 apply accordingly.

(6) If a candidate fails to obtain a pass for a module upon the second resit, the module shall be awarded an *endgültig nicht bestanden* (final fail).

(7) ¹The prerequisites stipulated in subsection 2 to pass the master's examination should be fulfilled by the end of the fourth semester. ²If the candidate has not fulfilled these requirements by the end of the sixth semester and submitted proof thereof to the Examinations Office, the master's examination shall initially be awarded a fail. ³A renewed attempt may be undertaken to pass the master's examination by meeting the prerequisites stipulated under subsection 2 for passing the master's examination, by the end of the eighth semester. ⁴A leave of absence or termination of enrolment does not suspend the time limit under sentence 3. ⁵Subsections 3, and 4 and 5 as well as § 21(9) sentence 1 remain unaffected within the time limit of sentence 3.

(8) The master's examination shall be deemed a final fail if:

- 1) a final fail is awarded for a compulsory module
- 2) the master's thesis is awarded a final fail
or
- 3) the master's examination has been failed on the second attempt (subsection 7 sentence 3)

(9) If a candidate exceeds the deadlines set out in sections 3, 4, 5 and 7 for reasons for which he or she is not responsible, the Board of Examiners shall grant an appropriate period of grace upon application. ²The request must be submitted without undue delay as soon as such circumstances arise.

§ 10 Board of Examiners

(1) ¹The Board of Examiners is responsible for the preparation and implementation of assessments in all master's programmes at the Faculty of Computer Science and Mathematics, insofar as this study and examination regulation does not allocate certain tasks and powers to the chairperson. ²The Board of Examiners is the faculty's responsible body for decisions pertaining to examination matters. ³The Examinations Office provides organisational and administrative support to the Board of Examiners in the implementation of examinations. ⁴The Board of Examiners shall ensure compliance with the provisions of the present study and examination regulation and of the respective subject-specific study and examination regulation and bears responsibility for the creation and amendment of the module catalogues. ⁵It shall send regular reports to the faculty council of the Faculty of Computer Science and Mathematics detailing the development of assessments and study durations, and shall submit recommendations on amendments to the study and examination regulation when and as appropriate.

(2) ¹The Board of Examiners consists of four professors from the Faculty of Computer Science and Mathematics of the University of Passau, who are elected by the faculty council for a duration of two years. ²Repeat appointments are permissible.

(3) ¹The Board of Examiners shall elect the chairperson and his or her representative. ²The Board of Examiners may assign individual tasks to the chairperson, subject to revocation. ³The chairperson convenes the meetings of the Board of Examiners. ⁴He or she has the authority to take time-critical

decisions without convening a meeting of the Board of Examiners. ⁵In such an event, the chairperson shall inform the Board of Examiners without delay.

(4) ¹The Board of Examiners is quorate if all members have received an invitation at least three days prior to the relevant meeting and the majority of members is present and eligible to vote. ²The Board of Examiners shall reach agreement by way of a majority of votes cast during meetings; abstention from voting, secret ballots and the transfer of voting rights are excluded. ³In the event of a tie, the vote by the chairperson of the Board of Examiners shall decide.

(5) ¹Official notices in examination matters which may infringe upon candidates' rights must be communicated in writing; the letter should set out the reasons for the decision and advice on the legal remedies available to the candidate. ²Candidates must be heard before a negative decision is handed to them. ³Without prejudice to the right to commence an immediate suit before a court of law, candidates may lodge an appeal against a negative decision with the president of the University. ⁴The president issues the appeal notice following the decision of the Board of Examiners.

§ 11 Examining committee and observers

(1) The Board of Examiners appoints the examiners and observers at the start of each semester.

(2) ¹Authorised examiners may be appointed in accordance with the *Bayerisches Hochschulgesetz* (BayHschG, Bavarian higher education act) and the *Hochschulprüferverordnung* (HschPrüferV, higher education examiners ordinance), as last amended. ²If a member of the University with the authority to act as examiner leaves, he or she shall retain the right to fulfil the role of examiner for up to one year. ³The faculty council shall decide on any exceptions from sentence 2. ⁴If examiners belonging to another faculty or the Language Centre are to be appointed, the code of conduct is to be established with the Dean of the respective faculty, or the Head of the Language Centre respectively.

(3) The role of observer in oral examinations may be fulfilled by competent individuals who have successfully completed a higher education degree and are employed at the University of Passau.

(4) ¹The appointment of examiners is announced in an appropriate form. ²Examiners may be substituted shortly before the start of an examination if there are compelling reasons to do so.

§ 12 Exclusion due to personal involvement; obligation of confidentiality

(1) Article 41(2) sentence 1 BayHschG in conjunction with Articles 20 and 21 *Bayerisches Verwaltungsverfahrensgesetz* (BayVwVfG, Bavarian administrative procedures act) govern the exclusion of members from consultation and voting within the Board of Examiners, and from examining assessments due to personal involvement.

(2) The obligation of confidentiality for the members of the Board of Examiners, the examiners, the observers and other persons tasked with managing examination matters is laid down in Art. 18(3) BayHschG.

§ 13 Failure to appear; withdrawal; cheating; breach of rules; inability to take part in an examination

(1) ¹An assessment shall be marked *nicht ausreichend* (insufficient [5.0]) or *nicht bestanden* (fail) respectively if the candidate does not appear for the examination for which he or she has registered or withdraws after the start of the examination without good reason. ²The same applies if a written assessment is not completed within the designated time.

(2) ¹Reasons justifying any withdrawal from or failure to appear for the examination must be submitted without delay to the Board of Examiners and be made plausible. ²If the reasons are accepted the Board of Examiners shall set a new examination date; this is, as a rule, the next available examination date, insofar as the recognised reasons do not prohibit this. ³If a module

examination is broken down into several partial examinations, any examination results already achieved shall be credited if the candidate's withdrawal or failure to appear is accepted.

(3) ¹If the candidate attempts to influence the results of an assessment by cheating, which includes using prohibited aids, the affected assessment shall be marked *nicht ausreichend* (insufficient [5.0]) or *nicht bestanden* (fail) respectively. ²Plagiarism is deemed to have been committed where the intellectual property of others is violated intentionally or through gross negligence with serious implications for scientific research by making unauthorised use, under the pretence of authorship, of a work created and copyrighted by someone else or of material research findings, hypotheses, teachings or research methods originating from someone else; the decision is always taken on account of the individual circumstances of each case. ³In written examinations, an attempt to cheat shall be deemed to have occurred if an invigilator finds prohibited aids on or near the candidate's desk. ⁴If, in the course of the candidate's studies, significant engagement in or attempts to engage in unfair practice are shown to have occurred repeatedly in particularly serious circumstances, the Board of Examiners may definitively withdraw the right to take the master's examination for the programme concerned. ⁵A candidate who disrupts orderly examination proceedings can be excluded from continuing with their assessment by the respective examiner or observer, in which case the affected assessment shall be awarded the mark of *nicht ausreichend* (insufficient [5.0]) or *nicht bestanden* (fail) respectively. ⁶Written work such as essays, seminar papers, master's theses, etc. shall be completed in accordance with the Rules of the University of Passau for the Ascertainment of Good Research Practice and for the Investigation of Alleged Academic Misconduct of 31 July 2008 (vABIUP page 283) as amended. ⁷Such pieces of written work shall normally also be submitted in the electronic form specified by the examiner. ⁸The following shall be appended in particular:

A declaration that the thesis is the candidate's own work, written without any undue help from others or using unauthorised aids; further, that all the materials and sources used and passages quoted verbatim or paraphrased from other works have been clearly identified as such.

A written confirmation of agreement to a check using third-party services (e.g. anti-plagiarism software).

(4) ¹Should a candidate become incapable of participating before or during the examination, the chairperson of the Board of Examiners must be informed without delay. ²Candidates who wish to justify their inability to sit an examination with an illness must submit a doctor's certificate which provides a medical justification for the candidate's inability to take part on the day of the examination. ³Where there is reasonable doubt, the chairperson of the Board of Examiners may additionally request a certificate issued by a public health officer (*Amtsarzt*).

§ 14 Examination irregularities

(1) ¹Where irregularities are identified in the conduct of the examination that affect the result of the examination, all or selected candidates will be ordered, at a candidate's request or ex officio, to resit the examination or parts thereof. ²Deficiencies must be notified to the chairperson of the Board of Examiners or to the examiners present during the assessment. ³Any decision regarding the notification of deficiencies and their consequences rests with the Board of Examiners.

(2) Official orders pursuant to subsection 1 may not be made if six months or more have passed since the examination date.

§ 15 Invalidity of examination results

(1) If a candidate cheats during an examination and this fact is only established after the final transcript has been issued, the Board of Examiners may correct the relevant marks and grades retroactively and declare the examination to have been failed in whole or in part.

(2) ¹Where candidates have completed an examination, achieving a pass mark, and are subsequently found not to have met the requirements for admission to that examination although they had no intention to deceive, and this fact does not become known until after presentation of the transcript, the mark/grade and credits earned in the examination stand and are not changed retroactively. ²Where candidates wrongfully obtain admission by wilful deceit, the Board of Examiners

shall decide on the revocation of unlawful administrative acts in compliance with the general principles of administrative law.

(3) Candidates must be heard before a decision is handed to them.

(4) ¹The incorrect examination transcript must be revoked and, if necessary, a new transcript issued. ²Decisions pursuant to subsections 1 and 2 sentence 2 may only be taken within a five-year period from the date of the examination transcript.

§ 16 Written and oral examinations

(1) ¹The modules in which assessed coursework is to be completed in written and/or in oral and/or in practical form, are stipulated by the respective subject-specific study and examination regulation. ²Assessments may include written examinations, seminar work, papers, colloquia, oral or other presentations, reports, portfolios, oral examinations or similar; practical assessments are also permissible. Written examinations may use a multiple-choice format (§ 17). ³A portfolio is a module examination comprising several partial assessments of a mutually dependent and related nature, through which a unified assessment is implemented. ⁴When working in groups, any contribution must be both assessable and clearly attributable to individual students. ⁵As a rule, every assessment relates to one module. ⁶The individual examinations take place during or at the end of the semester in which the respective module is completed. ⁷For the successful conclusion of all studies and assessments required for the module, ECTS credits are awarded by the respective examiners in line with the provisions of the respective subject-specific study and examination regulation; marks for graded modules are awarded pursuant to § 22 subsection 1 sentences 1 and 2, while, in the case of ungraded modules, a *bestanden* (pass) or *nicht bestanden* (fail) is awarded in line with § 22(1) sentence 3. ⁸The duplicate allocation of ECTS credits for identical units of study is not permitted. ⁹The Board of Examiners shall determine which units of study are to be considered identical following an official hearing with the relevant lecturers.

(2) ¹Upon the submission of a request by the student, examiners may permit that examinations be conducted in German or English, in deviation from the respective language of instruction used in the units of study. ²Sentence 1 does not apply to examinations in a module which forms part of subject-specific foreign language training.

(3) ¹The minimum duration of written examinations is 45 minutes; the maximum duration is 180 minutes. ²The amount of time allocated for written assignments and seminar papers may not exceed eight weeks. ³Section 21 subsection 6 sentences 2 and 5 to 7 and subsection 7 sentence 5 shall apply *mutatis mutandis*.

(4) ¹As a rule, written examinations are set and marked by the lecturers for the corresponding units of study who are appointed as examiners pursuant to § 11(1); section 17(1) sentence 4 remains unaffected. ²Written assessments marked *nicht ausreichend* (insufficient) or *nicht bestanden* (fail) are, insofar as they do not involve assessments in the form of multiple-choice examinations pursuant to § 17, to be assessed by two examiners. ³For graded courses, the grade is calculated as the average of the two marks given, taking into account the first digit after the decimal point and disregarding any further digits without rounding up or down. ⁴For ungraded module assessments, a *nicht bestanden* (fail) is to be awarded if both examiners deem it to be a fail performance. ⁵Otherwise, the Board of Examiners shall take a decision subsequent to hearing both examiners. ⁶Any deviations from sentence 1 require a decision by the Board of Examiners. ⁷The rationale for the grade awarded for a written assessment must be explained in a written comment.

(5) ¹Examination candidates must present their student ID card when requested to identify themselves. ²If the candidate cannot present a student ID card or if the photograph is of insufficient quality, an official photographic ID should be presented instead.

(6) ¹Oral examinations are, as a rule, to be conducted by the lecturer for the corresponding unit of study appointed as examiner pursuant to § 11(1), and in the presence of a competent observer. ²The minimum duration of oral examinations per candidate is 15 minutes; the maximum duration is 60 minutes. ³A maximum of four candidates may be assessed simultaneously.

(7) ¹Minutes should be kept for oral examinations: these should state the time, place and duration of the examination, the object and result of the examination, the name of the examiner, observer and candidate as well as any special incidents. ²The minutes are to be produced by the observer and signed by both the observer and the examiner. ³The rationale for the mark/result awarded for oral examinations must be set out in writing.

(8) The approved examination aids are determined and announced by the relevant examiner.

§ 17 Written multiple-choice tests

(1) ¹In a written assessment involving a multiple-choice examination the student must answer questions under invigilation. ²He or she must indicate which of the multiple choice statements listed under each question he or she believes to be exclusively correct, or whether he or she believes a given statement to be right or wrong. ³One point is awarded for a correct answer; zero points for an incorrect answer. ⁴The examination questions must be set by two examiners pursuant to § 11(1).

(2) ¹If it becomes evident, when assessing a written examination, that reliable results are not possible for individual examination questions, the maximum number of attainable points (i.e. the reference value for the pass threshold) is reduced by the maximum amount of points allocated to this question. ²When evaluating a written examination in accordance with subsection 3, the corrected reference value should be used. ³The reduction in the number of examination questions must not be to a student's detriment.

(3) ¹An assessment receives a pass mark if the student achieves a minimum of 65% of the maximum number of points (absolute pass threshold) or if the number of points attained amounts to at least 50% of the attainable points and the number of points attained by the student does not fall below 22% of the average assessment mark achieved by students who have taken part in this examination for the first time (relative pass threshold). ²The relative pass threshold must only be taken into account when it is below the absolute pass threshold. ³A non-integer threshold value shall be rounded up in favour of the candidate. ⁴If the student has achieved the necessary minimum number of points required to pass the examination pursuant to sentence 1, the mark shall be as follows:

1.0 ('very good')	if at least an additional 90%,
1.3 ('very good')	if at least an additional 80% but less than 90%,
1.7 ('good')	if at least an additional 70% but less than 80%,
2.0 ('good')	if at least an additional 60% but less than 70%,
2.3 ('good')	if at least an additional 50% but less than 60%,
2.7 ('satisfactory')	if at least an additional 40% but less than 50%,
3.0 ('satisfactory')	if at least an additional 30% but less than 40%,
3.3 ('satisfactory')	if at least an additional 20% but less than 30%,
3.7 ('sufficient')	if at least an additional 10% but less than 20%,
4.0 ('sufficient')	if no additional points (or less than 10%)

of the available points are attained in excess of the minimum possible number of points. ⁵If the minimum number of points (pass threshold) has not been reached, a mark of 5.0 (*nicht ausreichend*; insufficient) is awarded. [NB: In the German notation, the comma serves as the decimal separator: marks/grades shown in the final transcript will therefore be written as 1,0...5,0].

(4) ¹The examination result is determined by one of the examiners and notified to the student. ²The following information must be provided:

- 1) the examination mark
- 2) the pass threshold
- 3) the number of questions listed and the total number of questions answered by the examination candidate
- 4) the average assessment of all candidates, i.e. the reference value in subsection 3 sentence 1.

³Notification pursuant to sentences 1 and 2 may be done by announcement on the noticeboards or by electronic means.

§ 18 Compulsory attendance

(1)¹For individual units of study where compulsory attendance is deemed necessary in order to achieve the desired learning outcome and for which an assessment is conducted during the unit of study, for example, in the form of an oral presentation, respectively in units of study where no assessments take place, the Board of Examiners may stipulate comprehensive compulsory attendance in the module catalogue, whereby individual absences by students due to circumstances beyond their control must not be taken into consideration by the lecturer. ²If compulsory attendance is not fulfilled pursuant to sentence 1, students will not have met the requirements set.

(2) ¹When prescribing compulsory attendance pursuant to subsection 1 sentence 1, the Board of Examiners shall take into account Art. 3(4) sentence 1 BayHSchG as well as other statutory provisions, and in particular should consider the reasonableness of this measure. ²Compulsory attendance cannot be prescribed for lectures. ³Where prescribed, the rationale for imposing compulsory attendance is to be laid out in the relevant module catalogue.

§ 19 Registration for and admission to the master's examination

(1) ¹Candidates must register for every assessment in electronic form (or in exceptional cases in paper-based form) with the chairperson of the Board of Examiners, via the Examinations Office, within the published deadlines. ²Students may not sit examinations for which they have not previously registered. ³Registration for the first examination is simultaneously an application for admission to the master's examination. ⁴The individual subject-specific study and examination regulation may contain provisions that deviate from sentences 1 to 3. ⁵Admission to the programme is subject to the following requirements:

- 1) The applicant must be enrolled as a student in the respective master's programme,
- 2) The applicant must not have previously been awarded an *endgültig nicht bestanden* (final fail) by the University of Passau or by another higher education institution for the master's examination in the same degree programme for which he or she has registered, and must not have been de-registered from the same degree programme resulting in the loss of their right to sit the examination.

(2) Admission shall be denied if the candidate fails to fulfil one or more of the admission requirements stipulated in subsection 1 sentence 5 nos. 1 and 2.

§ 20 Requirements and procedure for admission to the master's thesis

(1) ¹Admission to the master's thesis is subject to the following requirements:

- 1) The applicant must be enrolled as a student in the master's programme for which the master's thesis is to be completed and
- 2) furnish proof of having acquired at least 40 ECTS credits in the degree programme according to no. 1.

The subject-specific study and examination regulation may stipulate further admission requirements.

(2) ¹The application for admission to the master's thesis must be submitted in writing to the chairperson of the Board of Examiners. ²The application for admission to the master's thesis must include:

- 1) Evidence pursuant to subsection 1;
- 2) information regarding the provisional topic of the master's thesis and a declaration of consent by the intended thesis supervisor, along with confirmation that the master's thesis can be properly supervised,
- 3) clarification of whether the applicant has previously received an *endgültig nicht bestanden* (final fail) mark on his or her master's thesis from the University of Passau or another higher education institution while studying in the same degree programme, or whether he or she is

subject to a pending examination procedure, or whether he or she has been de-registered from said degree programme, resulting in the loss of his or her right to sit the examination.

³The Board of Examiners may allow for the delayed submission of required documents, if submission is possible within a determined grace period and if the applicant has compelling reasons for not being able to provide the documents within the normal deadline. ⁴If a candidate is unable to submit the necessary documents as prescribed due to circumstances beyond their control, the Board of Examiners may permit the submission of proof by other means.

(3) Admission to the master's thesis shall be denied if:

- 1) the applicant does not fulfil the prescribed admission requirements pursuant to subsection 1 or
- 2) the requested documents pursuant to subsection 2 are incomplete.

(4) ¹The decision on admission to the master's thesis rests with the chairperson of the Board of Examiners. ²The applicant shall be notified of the decision in writing without delay.

§ 21 Master's thesis

(1) A candidate should demonstrate in the master's thesis that he or she is capable of producing scientific work and that he or she is able to apply scientific methods to a set topic unaided.

(2) ¹The master's thesis can be issued, supervised and assessed by any University lecturer who is a member of the Faculty of Computer Science and Mathematics and who is authorised to take up the role of examiner: this lecturer is the candidate's thesis supervisor; upon recommendation by the supervisor (who serves as first examiner) a second examiner is to be appointed. ²The chairperson of the Board of Examiners shall notify the candidate in writing regarding the supervisor appointed for his or her thesis topic. ³The supervisor shall set the thesis topic in writing and inform the candidate. ⁴The date on which the topic is assigned to the candidate as well as the thesis topic itself are to be placed on record with the Examinations Office and the Board of Examiners is to be informed.

(3) ¹At the candidate's request, other persons authorised to take up the role of examiner may be appointed as supervisors or examiners respectively pursuant to § 11(2). ²Upon submission of a reasoned application by the candidate, the master's thesis may, with the approval of the chairperson of the Board of Examiners, be completed in another subject or at another faculty of the University of Passau, if it can be supervised there by a representative of the subject who is authorised to take up the role of examiner.

(4) ¹The master's thesis should be completed by no later than the fourth semester. ²If a candidate is unable to find a supervisor for his or her thesis by the beginning of the fourth semester, he or she may submit an application to the chairperson of the Board of Examiners requesting that he or she be issued a topic for the master's thesis, if he or she has been admitted to the master's thesis. ³The appointment of a supervisor and the issuance of a topic shall then be conducted by the chairperson of the Board of Examiners subsequent to a consultation with the intended supervisor. ⁴Subsection 2 sentence 4 applies accordingly.

(5) ¹The master's thesis is to be written in German or English. ²The chairperson of the Board of Examiners may, with the supervisor's consent, permit the completion of the master's thesis in another language; however, the thesis must include a summary in German or English.

(6) ¹The amount of time allotted for writing the master's thesis, from the day on which the topic is issued until the submission date, is six months. ²The topic, scope and length of the master's thesis should be set by the supervisor in such a way that the submission deadline can be met. ³The topic of the master's thesis may be declined once within one month of it being set, and only if there are good grounds to do so, with the approval of the chairperson of the Board of Examiners. ⁴In this event, the candidate is immediately assigned a new topic. ⁵Upon submission of a justifiable application by the candidate the amount of time allotted for the master's thesis may be extended by a reasonable period of time. ⁶The Board of Examiners shall decide on the application. ⁷If a candidate proves, by way of a doctor's certificate, that he or she was impeded by illness while producing the master's thesis, the amount of time allotted shall be extended accordingly.

(7) ¹The master's thesis should be submitted to the Examinations Office within the set deadline as three bound copies and in standardised electronic form. ²A decision regarding exceptional cases shall be taken upon request by the chairperson of the Board of Examiners. ³The time of submission is to be recorded on file. ⁴The master's thesis shall include a synopsis; if it is written in another language, it shall include a synopsis in German or English. ⁵When submitting the master's thesis, the candidate shall confirm in writing that he or she has produced the work independently and has not utilised any sources or aids other than those specified. ⁶If the master's thesis is not submitted within the deadline, it is given the mark of *nicht ausreichend* (insufficient [5.0], a fail).

(8) ¹Pursuant to § 22(1), the master's thesis should be corrected and assessed by the supervisor (first examiner) who set the topic and by the second examiner no later than three months after the submission date. ²In the event of a discrepancy in the marks awarded by the examiners, the marks are averaged; marks are calculated to one decimal place and all other places are eliminated without rounding. ³Section 22(4) sentence 3 shall apply accordingly. ⁴If the master's thesis is marked *nicht ausreichend* (insufficient), the master's thesis shall be deemed a fail. ⁵The candidate is to be notified of the mark in writing and without delay by the chairperson of the Board of Examiners.

(9) ¹A master's thesis may be re-attempted once if failed. ²A master's thesis on the same topic cannot be resubmitted. ³The candidate must accept a new topic for the master's thesis within three months of being notified of his or her initial fail, unless he or she was given a grace period for reasons outside the candidate's control. ⁴The candidate may not decline the topic. ⁵Subsection 6, sentences 1 and 2 as well as 5 and 7 apply accordingly. ⁶A leave of absence or termination of enrolment does not suspend the time limit under sentence 3. ⁷If the candidate exceeds the deadline stipulated in sentence 3 due to circumstances within his or her control, the master's thesis shall be awarded a fail grade on the repeat attempt; § 9(9) applies accordingly. ⁸If the candidate fails to obtain a pass for the master's thesis on the repeat attempt, it shall be awarded a final fail. ⁹§ 9(7) remains unaffected.

(10) Twenty-seven ECTS credits are awarded for a successfully completed master's thesis.

§ 22 Marking and grading scales; pass marks

(1) ¹The respective examiners award marks for the individual assessments. ²The marking scheme used is as follows:

1.0; 1.3	= <i>sehr gut</i> (very good)	an outstanding piece of work
1.7; 2.0; 2.3	= <i>gut</i> (good)	the work is significantly above the average requirements
2.7; 3.0; 3.3	= <i>befriedigend</i> (satisfactory)	the work fulfils the average requirements
3.7; 4.0	= <i>ausreichend</i> (sufficient)	the work fulfils the requirements set despite a number of deficiencies
4.3; 4.7; 5.0	= <i>nicht ausreichend</i> (insufficient)	the work falls short of the requirements, as it exhibits a number of serious deficiencies

³A 'pass' or 'fail' is awarded for ungraded courses.

(2) A module is deemed passed if the module mark is 4.0 or better, or in the case of ungraded modules if a 'pass' was awarded for the module.

(3) ¹The subject-specific study and examination regulation may determine exceptional circumstances in which a module examination can consist of several assessments to be marked separately (partial examinations). ²Unless stipulated otherwise in the module catalogue, the mark for a module is calculated as the arithmetic mean of a candidate's marks, whereby, in accordance with § 8(4) sentence 3, any assessments marked using an incompatible marking system and assessments not subject to marking are not taken into account pursuant to subsection 1 sentence 3. ³Subsection 4 sentences 3 and 4 apply accordingly.

(4) ¹Upon successful completion of the master's examination, a final grade for the programme is determined on the basis of the marks awarded for all graded modules in line with § 9(1)(1) and the

mark awarded for the master's thesis; the final grade is calculated from the average weighted by ECTS credit values. Assessments accepted pursuant to § 8 but for which the marking scale is incompatible, and assessments not subject to marking, shall not be taken into consideration when calculating the final grade. ³The final grade is determined by the chairperson of the Board of Examiners as follows [NB: In the German notation, the comma serves as the decimal separator: marks/grades shown in the final transcript will therefore be written as 1,0...5,0]:

average mark up to 1.5 inclusive	= <i>sehr gut</i> (very good)
average mark of 1.6 to 2.5 inclusive	= <i>gut</i> (good)
average mark of 2.6 to 3.5 inclusive	= <i>befriedigend</i> (satisfactory)
average mark of 3.6 to 4.0 inclusive	= <i>ausreichend</i> (sufficient)

⁴In calculating this average, only one digit after the decimal point is taken into account; all further digits are disregarded without rounding up or down. ⁵If a candidate's performance is deemed outstanding (a final grade up to 1.1) a distinction shall be awarded and the wording 'mit Auszeichnung' stated on the transcript.

§ 23 Viewing of exam scripts and records

(1) After the examination results have been published, the candidate will, upon request, be given the opportunity to view his or her written examination, the related appraisal by the examiner and the minutes of the examination.

(2) ¹This request should be submitted to the chairperson of the Board of Examiners within one month of announcement of the examination results. ²If the candidate was prevented from meeting the deadline due to circumstances beyond his or her control, Art. 32 BayVwVfG shall apply accordingly. ³The chairperson of the Board of Examiners shall determine the place and time of viewing. ⁴Article 29 BayVwVfG applies accordingly.

§ 24 Final transcript, degree certificate and diploma supplement

(1) ¹A final transcript, degree certificate and diploma supplement are issued upon request following the successful completion of the master's examination; students should provide proof of the successful completion of all modules required by the respective subject-specific study and examination regulation, the successful completion of the master's thesis as well as the attainment of at least 120 ECTS credits. ²Requests pursuant to sentence 1 should be made within four weeks of passing the last required module examination for the degree programme.

(2) The transcript lists the module titles, the module marks, the topic and mark awarded for the master's thesis as well as the final grade and if applicable, the distinction 'mit Auszeichnung'.

(3) ¹In addition to the transcript, the candidate is presented with a degree certificate, which shows the final grade for the master's examination as well as, where applicable, the distinction 'mit Auszeichnung', and states that the student has been conferred the academic degree of 'Master of Science' (abbreviated 'M.Sc.'). ²The degree certificate does not list any marks or grades. ³It is issued with the seal of the university. ⁴On presentation of the certificate, candidates are conferred the right to use the academic degree.

(4) The diploma supplement states the student's relative mark within his or her cohort, insofar as a cohort of sufficient size is available to allow for a conclusive calculation.

(5) The final transcript, degree certificate and diploma supplement are signed by the dean and/or the chairperson of the Board of Examiners, and bear the date of the last examination.

§ 25 Notice of final fail of the master's examination

If the candidate incurs an *endgültig nicht bestanden* (final fail) for the master's examination, he or she shall be issued – upon request and upon presentation of a de-registration certificate – a certificate

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confirming the final fail awarded for the master's examination, the examinations taken in the individual modules, their marks and any the remaining missing assessments.

§ 26 Additional qualifications

¹Upon prior request, the Board of Examiners should grant the candidate permission to complete assessments in addition to those required by the relevant subject-specific study and examination regulation while studying for their degree; a prior request is not required if the student wishes to complete additional compulsory elective modules. ²A separate transcript is issued listing the additional qualifications gained. ³These marks not count towards the final grade of the master's examination. ⁴If a student wishes to complete additional assessments from other programmes, an application shall be made to the Director of the course concerned; a rejection may be given without justification.

§ 27 Access arrangements for students with a disability or chronic illness

(1) ¹If a student can show credibly that he or she is unable to participate in assessments (or comply with the deadlines stipulated in this regulation) either in whole or in part under the prescribed conditions due to an impairment or long-term critical and/or chronic illness, the chairperson of the Board of Examiners shall, upon written request and in agreement with the examiner, approve appropriate access arrangements. ²In particular, such action includes the modification of external examination conditions, the extension of time limits given to complete assessments and the completion of equivalent assessments. ³The student is obliged to provide reasons to justify the exam access arrangement applied for. ⁴For purposes of verification, suitable proof and, if there is reasonable doubt, a certificate issued by a public health officer (*Amtsarzt*) may be requested.

(2) ¹Pursuant to § 19(1) sentence 1, the written request under subsection 1 sentence 1 must be submitted along with the registration for the examination. ²The student must be informed of the decision in writing.

§ 28 Protective provisions and calculation of time limits during periods of maternity protection and parental leave

¹The protective provisions of the *Mutterschutzgesetz* (MuSchG, protection of working mothers act), as amended, shall apply mutatis mutandis to mothers in university education. ²The protection time limits stated in the *Mutterschutzgesetz* must be taken into account when calculating all time limits stated in this general study and examination regulation or in the respective subject-specific study and examination regulation. ³Sentence 2 also applies to parental leave within the meaning of *Bundeselterngeld- und Elternzeitgesetz* (BEEG; federal parental benefit and parental leave act), as last amended.

§ 29 Effective date and transitional provisions

¹This regulation becomes effective on 1 April 2016. ²It does not apply to students enrolled in the M.Sc. Computer Science programme of the University of Passau who commenced their studies before the effective date of the present statute, unless their studies were interrupted and they have been de-registered from the degree programme for at least four consecutive semesters. ³The study and examination regulation of 7 February 2013 (vABIUP p. 3), most recently amended by statute on 22 December 2014 (vABIUP p. 360), continues to apply to students affected by sentence 2 until the conclusion of their studies in the M.Sc. Computer Science degree programme at the University of Passau. ⁴Students affected by sentence 2 may – irrevocably – give written notice to the Examinations Office by 30 September 2016 to the effect that they wish to study their M.Sc. Computer Science degree programme in accordance with the present general study and examination regulation in conjunction with the subject-specific study and examination regulation for the M.Sc. Computer Science programme.

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Issued as per the resolution of the Senate of the University of Passau of 11 November 2015 and as approved by the President of the University of Passau on 26 April 2016, file ref.: VII/2.I-10.3950/2016.

Passau, 27 April 2016

UNIVERSITY OF PASSAU
The President

Professor Carola Jungwirth

This statute was issued by the University on 27 April 2016 and announced on 27 April 2016 by posting on the noticeboards of the University.

The date of promulgation is 27 April 2016.