

The following Study and Examination Regulations  
were verified and approved in the 322nd session  
of the Senate on 23 January 2013.

Only these Study and Examination Regulations  
are binding!

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## **Study and Examination Regulations of Heilbronn University**

### **FOR BACHELOR DEGREE PROGRAMS WITH A REGULAR PERIOD OF STUDY OF 7 SEMESTERS**

**of 18 June 2004**

Based on Article 8 (5) in conjunction with Articles 34 (1) of the State Law on Higher Education (Landeshochschulgesetz) of January 2005 (Law gazette p.1), last amended through Article 2 of the Law of 10 July 2012 (Law gazette p. 457), the Senate of Heilbronn University, on 23 January 2013, decided on the following Study and Examination Regulations for Bachelor degree programs with a regular period of study of 7 semesters, last amended through Amendment Statutes of Study and Examination Regulations on 26 October 2012.

#### **Section 1 Scope of application**

- (1) The Study and Examination Regulations shall apply for all Bachelor degree programs

Drive Systems and Mechatronics (AM-B)  
Automotive Systems Engineering (ASE-B)  
Business Administration (BU-B), until 31.08.08 Business Administration (BW-B),  
until 31.08.06 Business Administration (BU-B),  
Business Administration, Marketing and Media Management (BM-B), until 31.08.2009  
Business Administration and Marketing (BM-B), until 31.08.06 Business  
Administration and Media, Product and Customer Management (BM-B)  
Information Systems (WIN), until 29.02.2012 Electronic Business (EB-B)  
Electronics and Information Technology (EL-B)  
Electrical Engineering (ET-B)  
Energy Management (EM-B)  
Energy Conservation and Efficiency (EOE-B)  
Hotel and Restaurant Management (HM-B)  
International Business - Intercultural Studies (IBIS-B)  
International Business - Eastern Europe (IBO-B)  
Management and Procurement (MBW-B)  
Management and Human Resources (MPW)  
Management and Corporate Accounting (MUR), until 28.02.2013 Corporate  
Accounting and Information Management (URI-B)

Business Management and Sales: Financial Services (VF-B)  
Business Management and Sales: Trade (VH-B)  
Business Management and Sales: Industry (VI-B)  
Mechanical Engineering (MB-B)  
Mechatronics and Microsystems Engineering (MM-B)  
Production and Logistics (PL-B)  
Robotics and Automation (RA-B)  
Software Engineering (SE-B)  
Technical Logistics Management (TLM-B)  
Tourism Management (TM-B), until 31.08.09 Tourism Management (TB-B)

Process and Environmental Engineering (VU-B)  
Business Administration in Transport and Logistics Management (VB-B)  
Business Administration in Public Transport Management (VB-PV)  
Wine Management (WB-B)  
Industrial Engineering (WI-B)

- (2) The employment titles in these examination regulations equally refer to women and men; in addition, Article 11 (7) of the State Law on Higher Education (Landeshochschulgesetz) shall apply.

## **Part A: General section**

### **I. Section**

#### **General**

### **Section 2**

#### **General admission requirements**

- (1) For admission to Heilbronn University, all applicants are required to have obtained a university entrance qualification or a qualification equivalent to the latter according to a legal provision or the competent authority of recognition.

Applicants for the following degree programs are required to complete a pre-studies internship of 8-12 weeks before their studies and shall provide proof thereof with enrolment:

Drive Systems and Mechatronics (AM-B)  
Automotive Systems Engineering (ASE-B)  
Electronics and Information Technology (EL-B)  
Electrical Engineering (ET-B)  
Energy Management (EM-B)  
Energy Conservation and Efficiency (EOE-B)  
Mechanical Engineering (MB-B)  
Mechatronics and Microsystems Engineering (MM-B)  
Production and Logistics (PL-B)  
Process and Environmental Engineering (VU-B)  
Robotics and Automation (RA-B)  
Technical Logistics Management (TLM-B)  
Industrial Engineering (WI-B)

The content of the pre-studies internships is specified in the Special Section of these Study and Examination Regulations. The Internship Offices of the degree programs are responsible for recognition of the internship.

- (2) Individual requirements and additional admission requirements are stipulated separately for each degree program in a special regulation for the selection process.

### **Section 3**

#### **Study period and structure**

- (1) According to Section 1 (1), the regular period of study for the degree programs is seven semesters. It covers the theoretical semesters of study, one internship semester, the examinations, including the Bachelor's thesis, and an oral Bachelor's examination, if required.

- (2) Studies of the degree programs according to Section 1 (1) are divided into foundation courses that are completed after two semesters, with a Preliminary Bachelor's Examination, and the advanced courses that are completed with the Bachelor's Examination. The Special Section of these regulations specifies pre-examination credits and examination credits for both the foundation courses and advanced courses.
- (3) All compulsory and elective courses required for successful completion of the degree program are listed with their respective contact hours per week and credit points, in the Special Section of these regulations. Credit points (ECTS credits) indicate the average student workload and are measured according to the European Credit Transfer and Accumulation System (ECTS). The degree programs are organized in modules, i.e. the contents of studies and courses are grouped into larger, separate, and testable units (modules). The content scope, the competencies to be acquired, and the courses of a module are specified in a module handbook.
- (4) By decision of the Faculty Council for the respective degree program, the sequence and type of courses stipulated in the Special Section of the regulations may be changed for imperative reasons in individual cases. Such changes are to be made public in writing, within the first three weeks after the lectures have started.
- (5) The language of instruction and examination is German. The competent Examination Board can specify another language of instruction or examination than German. Paragraph 4, Sentence 2 shall apply accordingly.

#### **Section 4 Internship semester**

- (1) An internship is part of the degree programs according to Section 1 (1). The internship is scheduled for the fifth semester. In cases according to Section 6a (1), 3 (maternity and parental leave), the Examination Board may accept that less than half the internship, according to Paragraph 2, is completed within the two semesters following the internship semester. The Head of the Faculty Council may also accept that half of the internship, according to Paragraph 2, is completed within the two semesters following the internship semester, provided that
  1. a student presents a written training plan agreement with exactly one internship placement for the entire internship period according to Paragraph 2,
  2. before the internship is started, the competent Examination Board examines the case individually, under consideration of the special circumstances.
- (2) During their internship semester at suitable companies or services (practice), students shall carry out qualified, practical tasks for at least 100 workdays, equivalent to the regular working hours of a full-time employee. During their internship semester students are mentored by a professor.
- (3) The university cooperates with the companies offering the internships regarding all questions related to the students' occupational training.

- (4) The students are required to write reports about the practical training during their internship and have these confirmed by the respective company. The mentoring professor shall decide on the assessment of the internship report. At the end of the internship semester, the company issues the student with a confirmation of employment, containing the type and content of the work as well as the beginning and end of the employment and the minimum days present (Paragraph 2). Based on the internship reports and the confirmation of employment, the competent Internship Office decides whether the student has successfully completed the internship semester. Should the Head of the competent Internship Office assess the internship as not successfully completed, the competent Examination Board shall decide on how to proceed further. The internship semester may be repeated once.
- (5) Students are responsible for the procurement of an internship for their internship semester. Students shall suggest an internship placement and have it approved by the Head of the Internship Office of the respective degree program. In cases of doubt, the competent Examination Board shall decide on approval of the internship placement.
- (6) Students shall only start with their internship semester after having obtained pre-examination credits and examination credits for their foundation courses. The Special Section specifies any additional pre-examination and examination credits required before students can start with their internship semester according to the regulations.
- (7) The university establishes Internship Offices for the degree programs. The Internship Offices are responsible for organization of the internship semester, coordination of the professional content, and maintaining relationships with the host companies.

## **Section 5**

### **Structure of examinations**

- (1) Program achievements are assessed in examinations. For each course, the Special Section specifies a type of examination.
- (2) The Preliminary Bachelor's Examination consists of subject examinations. The Bachelor's examination includes subject examinations and the Bachelor's thesis. Subject examinations may consist of one or several exams and/or coursework assignments in a specific examination subject or a cross-curricular subject area. Subject examinations are generally course-related in content (course-related examinations) and are offered along with the courses.
- (3) Admission to the Preliminary Bachelor's Examination or Bachelor's Examination can depend on successful completion of coursework assignments or exams required for the courses of the semester. The exams and/or coursework that must be completed in beforehand (pre-examination credits) are specified in the Special Section of the regulations. In this context, it may be provided that specific pre-examination credits may be obtained at the latest before registering for the last exam of a subject examination or before conferment of the degree.

## **Section 6**

### **Revocation of admission / revocation of right to examination; deadlines**

- (1) All exams/coursework of the Preliminary Bachelor's Examination shall be completed by the end of the second semester. The exams/coursework required for the Bachelor's Examination shall be completed by the end of the seventh semester. Completion prior to these deadlines is possible, provided the pre-examination credits required have been obtained.
- (2) The students are made aware of the number and type of pre-examination performances required and the subject examinations they need to take in due time. Similarly, they are informed of the deadlines of these exams as well as of the deadlines for assignment of their Bachelor's thesis topic and thesis submission.
- (3) The right to examination as well as the admission to a degree program is revoked where the exams/coursework of the Preliminary Bachelor's Examination have not been successfully completed within two semesters or the exams/coursework of the Bachelor's examination have not been completed within 3 semester of the deadline defined in Paragraph 1, unless the delay is not attributable to the student. The same shall apply if the delay of the Preliminary Bachelor's Examination and the Bachelor's Examination exceeds a total of three semesters (Article 34 (2) of the State Law on Higher Education).
- (4) The right to assignment of a Bachelor's thesis topic according to Section 26 (1) and the right to take exams of the Bachelor's Examination, insofar as not offered along with the courses, shall remain in effect up to six months after exmatriculation (termination of registration at the university), provided that all other pre-examination credits and course-related credits have been obtained at the time of exmatriculation. The competent Examination Board may exclude individual examinations that were not offered along with the courses from this regulation according to Sentence 1. Section 3 (4) Sentence 2 shall apply accordingly. The right to assignment of a Bachelor's thesis topic, however, shall remain in effect, unless the delay is attributable to the student. The competent Examination Board shall decide on this matter.

## **Section 6a**

### **Maternity leave, parental leave, and caring time**

- (1) Students
  - 1 becoming a mother are entitled to maternity leave, according to the following paragraphs, for six weeks before confinement and up to until eight weeks after giving birth;
  2. living in the same household with a child of their own, or a child according to the legislation on parental allowance and parental leave (currently Article 15 BEEG), and taking care of this child themselves, are entitled to parental leave according to the following paragraphs until the child reaches the age of three.

Students with more than one child are entitled to parental leave for each child, even if the leave periods overlap;

3. taking care of a child up to 10 years old according to no. 2 or a family member that is severely disabled or requires a high level care, are entitled to caring time according to the following paragraphs.
- (2) To claim maternity leave, parental leave or caring times, students are required to file a written application with the university. The application must be submitted four weeks prior to the maternity leave, parental leave or care time period. It may also be submitted during the current semester. Students need to file for an extension for each semester. For maternity leave, students shall provide a certificate of a doctor or midwife upon request of the university. For parental leave and care times, students shall provide appropriate proof of the requirements listed under Paragraph 1.
- (3) Maternal leave shall adjourn all deadlines specified in these Study and Examination Regulations. The student is granted leave of absence from the university during the maternal leave period, according to Article 61 (3) of the State Law on Higher Education. The student maintains having the option of taking part in courses and exams. The Bachelor's thesis topic assigned is not considered for grading. After the maternity leave period and parental leave or care period, the student is assigned a new Bachelor's thesis topic.
- (4) Parental leave adjourns the deadlines of regular study periods according to Article 6 (3) of the State Law on Higher Education. The student is granted leave of absence from the university during the parental leave period, according to Article 61 (3) of the State Law on Higher Education. The student maintains the option of taking part in courses and exams. The competent Examination Board may, upon application of the student, accept that less than half the internship, according to Section 4, is completed in the semesters following the internship semester. The deadline for completion of the Bachelor's thesis assigned cannot be adjourned on account of parental leave.
- (5) The competent Examination Board, according to Section 6 (3), shall grant an extension of the maximum study period of up to three semesters. This requires that it can be expected from the student, according to the results obtained so far, that she/he is likely to successfully complete her/his studies. The student is granted leave of absence from the university during the care time, according to Article 61 (3) of the State Law on Higher Education. The student maintains the option of taking part in courses and exams. The deadline for completion of the Bachelor's thesis assigned cannot be adjourned on account of care time.

## **Section 7**

### **Examination requirements**

- (1) The Preliminary Bachelor's Examination and Bachelor's Examination can be taken by students who
  1. based on their university entrance qualification or a qualification equivalent to the latter, according to a legal provision or the competent authority of recognition, have enrolled with the university,



2. have successfully obtained the pre-examination credits required for the respective subject examinations (Sections 20, 24) and, when specified for the proper course of study, additional pre-examination or other credits that are to be obtained during the previous semester and
  3. declare in writing whether, according to Article 60 (2) Sentence 2 of the State Law on Higher Education (Landeshochschulgesetz), they in a final attempt have failed a diploma/Preliminary Bachelor's Examination or a diploma/Bachelor's Examination of the same degree program or a degree program specified by the university's regulations at a university within the area of application of the Basic Constitutional Law of the Federal Republic of Germany.
- (2) Admission to examinations depends on
1. completion of the pre-studies internship, according to Section 2 of the applicable regulation for the selection procedure,
  2. examiner's confirmation of completion of minimum amount of study tasks, if the examiner specified in writing, within the first three weeks of the study period, a minimum amount of study tasks for the course (e.g. preparation of texts for teaching, studying, case studies, lab exercises). The examiner is to submit the confirmation to the Examination Office at the latest three weeks prior to the examination and the minimum amount of study tasks must have been approved by the respective examination board,
  3. a) the total number and type of achievements of the internship semester according to Section 4 (1) Sentence 3 (as admission is limited to a maximum coursework workload of 15 ECTS points) and b) written approval of the competent examination board according to Section 4 (1) Sentence 2 (retaking examinations during internship semester according to Section 14 (3) shall not be affected).
- (3) Admission to an examination may only be rejected, if
1. the requirements specified in Sections 1 and 2 have not or not fully been met; or
  2. the documents submitted are incomplete; or
  3. according to Article 60 (2) Sentence 2 of the State Law on Higher Education, the student has in a final attempt failed a) a course exam/assignment required pursuant to the Study and Examination Regulations, b) a diploma/Preliminary Bachelor's Examination or c) a diploma/Bachelor's Examination of the same degree program or a degree program specified in the university's regulations, or the student is involved in a pending examination procedure; or
  4. the right to examination, according to Article 34 (2) of the State Law on Higher Education, has expired.
- (4) Students register in due time for the examinations according to the procedure specified by the university. Cancellation of registration is only possible within the time period specified by the university.

## **Section 8**

### **General rules for the implementation of examinations**

- (1) Written and oral examinations are to be taken during the examination period scheduled by the university. This rule shall not apply for partial examinations

pursuant to Section 10a. Upon application of an examiner, and with the approval of the competent Examination Board and a member of the Rectorate responsible for teaching, written and oral examinations may be moved to a time outside the examination period in duly substantiated exceptional cases.

- (2) Upon application of the examiner, decision of the competent examination board and with the approval of the competent dean, examinations may take place before the lecture period, if students have been informed of the examination date at the latest during the last week of the previous lecture period.
- (3) Where a student can show that due to prolonged or permanent physical disability she/he is unable to complete the pre-examinations or examinations as a whole or in part in the prescribed manner, the chairperson of the competent examination board gives permission to complete such exam during an extended period of time or in a different manner. A doctor's note may be requested in such a case.

### **Section 9 Oral examinations**

- (1) In oral examinations, students shall demonstrate the recognition of interrelations of their examination field and the ability to categorize specific issues according to these interrelations. In addition, they shall show that they have gained a broad knowledge base within their field.
- (2) Oral examinations are taken before several examiners, or a single examiner and an observer, as group or individual examination.
- (3) The duration of the oral examination is specified in the Special Section.
- (4) The main points and the evaluation of the oral examination are to be recorded in the exam minutes signed by the examiner and the observer. On completion of the oral examination, the result must be announced to the candidates.
- (5) Unless a candidate objects, students wishing to take the same subject examination at a later date may be admitted as listeners, if space permits. Permission does not extend to deliberation and announcement of the examination result.

### **Section 10 Written examinations and assignments**

- (1) In written examinations and assignments (e.g. presentations), students shall prove their ability to solve typical problems and deal with topics of their subject area in a limited time and with limited aids. In addition, a written examination shall show whether they have acquired the necessary basic knowledge of their subject area. For a presentation, students are to prepare a scientifically substantiated elaboration of a narrowed down topic and present the results orally.

- (2) Credit points that are not obtained through course-related written examinations or other written assignments are generally awarded by two examiners. The evaluation procedure shall not exceed four weeks.
- (3) The duration of written examinations is specified in the Special Section.
- (4) Examinations that are carried out electronically are treated as written examinations or assignments.

### **Section 10a Combined examination**

- (1) A combined examination is an examination consisting of one or several oral or written partial exams and a final oral or written exam (final examination).
- (2) Combined examinations are course-related exams and are evaluated by one examiner.
- (3) Type and duration of the final examination are laid down in the Special Section.
- (4) The examiner responsible for the course shall specify the number of partial examinations and the exam dates within the first three weeks of the lecture period. The examiner shall further specify the weighting of the individual partial examinations for the final grade. The students and the competent examination board are to be informed of the aforementioned details in writing.
- (5) According to Section 11, evaluation of the combined examination consists of evaluation of the partial exams and the final exam, whereby the final exam must be passed and is included in the final grade with a minimum of 50 points out of 100.
- (6) In case of absence or withdrawal from partial examinations, Section 12 (1) shall apply. Students absent from a partial examination for a valid reason must take the partial exam at a later date.

### **Section 10b Written examinations with multiple choice questions**

- (1) Multiple choice questions are permitted in written examinations, as long as they do not make up more than 25 % of the examination content.
- (2) When the examination is created, the correct answers must be specified. For multiple choice questions with one correct answer, 1 point is given for the correct answer chosen. 0 points are given if a wrong answer, multiple answers or no answer were chosen. For multiple choice questions with more than one correct answer, 1 point is given if the correct answers were chosen. 0 points are given if the candidate did also chose other than the correct answers. Students are made aware of the evaluation system before the exam.

- (3) Comments and notes of the student on the questions or answers, stating that they are partly right or wrong, can generally not be taken into account for the evaluation of multiple choice questions.
- (4) Each question may be assigned a weighting factor, by which the points achieved are multiplied before they are added to a total. The weighting factor for a question, the total maximum number of points for all exam parts with multiple choice questions, and the minimum number of points required to pass the exam parts with multiple choice questions must be indicated.
- (5) If after the examination it is found that individual multiple choice questions contain errors, these questions are not to be included in the calculation of the total number of points. The grading scale used to assign a grade for a certain number of points must be changed accordingly.

### **Section 10c**

#### **Examination through practical assignment**

In a practical assignment, students plan and implement the solution to a certain number of problems with reference to their theoretical knowledge.

### **Section 11**

#### **Evaluation of examination and preliminary examinations**

- (1) Each individual examination is graded by the responsible examiner. Examiners evaluate the examinations in accordance with the following scale:

1 = very good	= an excellent performance;
2 = good	= a performance significantly above the average requirements;
3 = satisfactory	= a performance that meets the average requirements;
4 = sufficient	= a performance which meets the requirements despite its deficiencies;
5 = fail	= a performance that no longer meets the requirements because of significant deficiencies.

For a more differentiated grading of the examinations, individual marks can be increased or decreased by 0.3. The grading scale starts with 1.0. Grades falling below 4.0 are evaluated with a 4.7 or a 5.0. The grading scale ends with 5.0.

- (2) Where examinations are graded by more than one examiner and for examinations according to Section 10a, the final grade is made up of a weighted average of the individual grades awarded according to Paragraph 1.
- (3) If a subject examination consists of several parts, the final grade is calculated as the average of the individual assessments. Thereby the weighting of the individual assessments is specified in the Special Section.

The grades for subjects are as follows:

For an average of up to and including 1.5	= very good;
For an average between 1.6 and up to and including 2.5	= good;
For an average between 2.6 and up to and including 3.5	= satisfactory;
For an average between 3.6 and up to and including 4.0	= sufficient;
For an average below 4.1	= failed

Section 13 (1) Sentence 2 shall remain unaffected thereof.

- (4) An overall grade (Section 29) is calculated in accordance with Paragraph 3.
- (5) Only the first decimal place (after the point) is taken into account for the calculation of the overall grade; any subsequent decimal places are truncated without rounding.
- (6) Pre-examinations are evaluated by the examiner. The evaluation must distinguish between "passed" and "failed". Exchange students registered with the university may demand grading according to the rules specified in paragraphs 1 and 4, provided they have informed the examiner accordingly before the exam date. An examination is graded as "failed" if it no longer meets the requirements because of significant deficiencies. If a pre-examination according to Section 10a consists of several parts, the results are calculated depending on the weighting of the individual assessments for the final grade. If the parts graded "passed" make up more than 50% of the assessments, the exam is passed.

### **Section 11a**

#### **Evaluation of student performance using multiple choice questions**

- (1) For the evaluation of student performance using multiple choice questions, the following grading scale shall apply for exam parts with multiple choice questions. Examinations are graded based on a 100-point grading system, i.e. on the difference between the total maximum number of points for all multiple choice exam parts and the minimum number of points required for passing the exam. Pre-examinations are graded "passed", if according to the grading scale, at least the grade "sufficient" is awarded.

The following grading scale is used to convert points to grades:

- 1 = very good: minimum number of points, plus at least 75 out of one hundred, according to Sentence 2,
- 2 = good: minimum number of points, plus at least 50 out of one hundred, according to Sentence 2,
- 3 = satisfactory: minimum number of points, plus at least 25 out of one hundred, according to Sentence 2,
- 4 = sufficient: minimum number of points, plus less than 25 out of one hundred, according to Sentence 2,

For differentiated assessment according to Section 11 (1), equal point differences are assigned between grades. Section 13 (1) Sentence 2 shall remain unaffected thereof.

- (2) If after a first correction of the questions, it is found that the median of the total points reached by the students is the same or less than the minimum number of points  $M$ , then  $M$  is changed.  $M'$  the new minimum number of points is calculated as  $M' = M * b / G$ , rounded to the last integer. Thereby  $G$  is the maximum total of points awarded for solving all questions and  $b$  is the total number of points achieved by the best students. Should  $M'$ , after applying this calculation rule, become smaller than  $G/3$ , then  $M'$  is specified as  $G/3$  and rounded to the next integer. The grading scale of Paragraph 1 shall then be adjusted accordingly.

## **Section 12**

### **Absence, withdrawal, cheating, breach of rules**

- (1) An examination is deemed "failed (5.0) if the candidate, after registration for the exam, fails to appear for the exam without good reason or withdraws from the exam without good reason. The same applies if the student fails to complete the exam within the given period of time.
- (2) The reasons put forward for absence or withdrawal according to Section 1 must be submitted to the Central Examination Office in writing without delay and must be substantiated. In case of sickness, a medical certificate and, in case of doubt, a medical certificate issued by a doctor selected by the University may be required. In this case, the student shall not lose her/his right to take the examination and previous examination results shall be taken into account.
- (3) Provided that the deadlines for initial registration to exams, exam retakes, reasons for absence from exams and exams are kept, the illness of a child for which the student is responsible has the same status as the student's own illness.
- (4) If a student attempts to manipulate the result of her/his examination by cheating or by using non-permissible means, the examination concerned is to be graded "failed" (5.0) or the pre-examination credits are not taken into consideration (graded "failed"). A candidate who disrupts the proper course of an examination may be expelled from the examination by the examiner or the invigilator; in such a case, the examination concerned is to be graded "failed" (5.0) or the pre-examination credits are not taken into consideration (graded "failed"). In serious cases, the competent Examination Board may exclude such a person from taking part in any further examinations.
- (5) The candidate who is barred from retaking the examination may request the Examination Board to review its decision within a period of two weeks as specified in Paragraph 4 Sentence 1 and 2. Any decisions which are detrimental to the candidate must be immediately communicated in writing to the candidate, stating the reasons; advice on the right to appeal shall be attached.

## **Section 13**

### **Passing and failure of examinations**

- (1) A subject examination is passed if the student's performance is deemed at least "sufficient" (4.0). In certain cases specified in the Special Section, a subject

examination consisting of several parts is only passed if certain parts of the examination were graded at least "sufficient" (4.0).

- (2) The Preliminary Bachelor's Examination is passed, when all subject examinations of the foundation courses have been passed. The Bachelor's examination is passed, when the internship semester has been successfully completed, all subject examinations of the Bachelor's examination have been passed, and the Bachelor's thesis has been graded at least "sufficient" (4.0).
- (3) If a subject exam is not passed or if the Bachelor's thesis carries a lower grade than "sufficient" (4.0), the candidate is notified accordingly. The person concerned shall also be informed about whether and, if so, to what extent and within what period of time she/he may retake the subject exam and Bachelor's thesis.
- (4) If the Preliminary Bachelor's Examination or the Bachelor's Examination have not been passed, a certificate is issued upon request and presentation of the relevant documents, including the removal from the university's register. This certificate lists the exams the student has passed, the corresponding grades and missing exams, showing that the Preliminary Bachelor's Examination or the Bachelor's Examination have not been passed.

#### **Section 14 Retaking examinations**

- (1) Students may retake failed exams once. A passed exam may not be retaken.
- (2) In the cases laid down in Section 13 (1) Sentence 2 only individual exams which were graded lower than "sufficient" (4.0) are to be retaken.
- (3) The retake exam shall be taken at the latest during the examination period of the following semester. Failed pre-examinations and examinations may be retaken during the internship semester.
- (4) The competent Examination Board may grant permission for a second retake of the failed exam, if the previous academic achievements justify the expectations that the student will be able to successfully complete her/his degree program and it is proven that a case of particular hardship is given due to extraordinary circumstances on the original retake examination date. A third retake is not permitted. If the student applies for the first time for a second exam retake during her/his foundation courses and advanced courses, she/he will also be allowed to take the exam a second time when it is expected that the student will complete her/his study program successfully - regardless of whether the student has claimed exceptional hardship. Paragraph 3 shall apply accordingly.

#### **Section 15 Accreditation of study periods, pre-examination performance and examinations**

- (1) Study periods, pre-examination performance and examinations are accredited without assessment of equivalence if they have been completed at a university in the Federal Republic of Germany and for a degree program that, as laid down in Section

7 (3) Sentence 3, predominantly requires students to take the same number of subject examinations. If the degree program consists of the same number of theoretical semesters for the foundation courses, the Preliminary Bachelor's/Diploma Examination shall be accredited without assessment of equivalence. If the Preliminary Bachelor's/Diploma Examination does not include subjects that are part of the Preliminary Bachelor's Examination (not Bachelor's Examination) at Heilbronn University, a conditional accreditation is possible.

- (2) Study performances, examinations and degrees, completed for degree programs at other universities, state or state-recognized universities of cooperative education of the Federal Republic of Germany or foreign state or state-recognized universities, are accredited insofar as equivalence is established regarding the competencies acquired and there is no significant difference in the performances or degrees they are replacing. For assessment of equivalence, the competencies to be acquired according to the module handbook (Section 3 (3) Sentence 3) and the level of practice of these competencies are essential, whereas this is generally reflected in the number of ECTS points awarded. Accreditation is required for the continuation of studies, admission to examinations, registration for another degree program or admission to doctoral studies. If the application for accreditation is not approved, the reasons thereof must be given in writing. The regulations of Article 36a of the German State Law on Higher Education (LHG) as well as of the Law on the Convention of 11 April 1997 on university qualifications in Europe of 16 May 2007, in their current version, shall remain unaffected thereof.
- (3) Knowledge and skills acquired outside a university may be accredited with up to half of the ECTS points required for the degree program, provided their content and level correspond to the study performance they are meant to replace, according to Section 2, Sentences 2 and 3. In general, only knowledge and skills (Article 32 (4) Sentence 3 of the German State Law on Higher Education) are accredited that have been assessed through an examination at an educational institution, within the meaning of Section 31 of the State Law on Higher Education, or a public authority responsible for professional certification systems, within the meaning of the German Law for Vocational Training. Sentence 3 shall also apply regarding the accreditation of professional skills and training according to the regulations implementing the Directive 2005/36/EG of the European Parliament and of the Council of 7 September 2005, in their current version. An internship semester may be accredited, if the requirements of Section 4 (2) are met and all credits for foundation courses have been obtained.
- (4) Relevant internship semesters (Section 4 (1-2)) are accredited.
- (5) If pre-examination and examination performances are accredited, the grades are to be adopted and included in the determination of the final grade provided that the grading systems are comparable. If the grading systems are not comparable, the grade "passed" shall be used. A note of the accreditation on the diploma supplement is admissible by decision of the competent Faculty.
- (6) If the conditions of paragraphs 1-4 are met, there is a legal right to accreditation.



- (7) Pre-examination and examination performances are accredited upon application of students enrolled at the university. The documents required for accreditation are to be presented by the students. The competent Examination Board shall decide on the accreditation.

## **Section 16**

### **Examination Boards**

- (1) The following Examination Boards are formed with the objective of organizing Preliminary Bachelor's Examinations and Bachelor's Examinations and performing the tasks assigned through the Study and Examination Regulations:
1. Examination Board Business 1 for the degree programs Business Administration (BU-B), Business Administration in Transport and Logistics Management (VB-B), Business Administration in Public Transport Management (VB-PV), and Information Systems (WIN)
  2. Examination Board Business 2 for the degree programs Tourism Management (TM-B), International Business - Intercultural Studies (IBIS-B), Wine Management (WB-B), International Business - Eastern Europe (IBO-B), International Business - Eastern Europe (HM-B).
  3. The Examination Board Business Administration for the degree program Business Administration and Marketing (BM-B).
  4. The Examination Board Technology Künzelsau for Electrical Engineering (ET-B), Drive Systems and Mechatronics (AM-B), Energy Management (EM-B), and Energy Conservation and Efficiency (EOE-B).
  5. The Examination Board Industrial Engineering for the degree program Industrial Engineering (WI-B).
  6. The Examination Board Production and Logistics/Technical Logistics Management for the degree programs Production and Logistics (PL-B) and Technical Logistics Management (TLM-B).
  7. The Examination Board Software Engineering for the degree program Software Engineering (SE-B).
  8. The Examination Board Process and Environmental Engineering for the degree program Process and Environmental Engineering (VU-B).
  9. The Examination Board Automotive Systems Engineering for the degree program Automotive Systems Engineering (ASE-B).
  10. The Examination Board Electronics and Robotics for the degree programs Electronics and Information Technology (EL-B) and Robotics and Automation (RA-B).
  11. The Examination Board for Mechanical Engineering for the degree program Mechanical Engineering (MB-B).
  12. The Examination Board Mechatronics and Microsystems Engineering for the degree program Mechatronics and Microsystems (MM-B).
  13. The Examination Board of the Faculty for Business Management and Sales for the degree programs in Business Management and Sales: Financial Services (VF-B), Business Management and Sales: Trade (VH-B), Business Management and Sales: Industry (VI-B), Management and Procurement (MBW-B), Management and Human Resources (MPW), Management and Corporate Accounting (MUR).

- (2) An examination board consists of five to seven members. Their term of office is four years. Should one of the members retire prematurely from office, the new member is appointed for the remainder of the retiring member's term of office. The chairperson, his deputy and the other members of the board and their deputies are appointed by the faculty council, from the ranks of the professors of that faculty responsible for the course in question, and professors of other faculties who regularly hold seminars in that course. The Head of the Internship Office is ex officio a member of the examination board. Other professors, lecturers and teachers assigned special duties may also be opted on to the board in an advisory capacity. The chairperson is, as a general rule, in charge of the day-to-day affairs of the examination board.
- (3) The Examination Board ensures adherence to the provisions of the Study and Examination regulations. The Examination Board makes proposals for the reform of the study plans and of the study and examination regulations. The Examination Board also decides on:
  1. a second retake examination according to Section 14 (4) and
  2. the expiration of the right to examination and admission to the degree program according to Article 34 (2) of the German State Law on Higher Education (LHG).

The Examination Board may delegate certain tasks that it is responsible for to the Chairperson.

- (4) The members of the Examination Board have the right to participate in the evaluation of examination performances.
- (5) The members of the Examination Board and the deputy members are sworn to secrecy. If they are not public sector employees, they must be sworn to secrecy by the Chairperson.
- (6) A Central Examinations Office is to be set up as part of the Student Affairs Department, for administrative and organizational implementation of the Study and Examination Regulations.
- (7) A Central Examination Board is to be formed in order to coordinate common examination matters, continue to develop the Study and Examination Regulations and quality-improving measures. It particularly sets out recommendations aimed at:
  1. Creating Basic guidelines for establishing study and examination regulations
  2. Opinion on amendments of "Part A: General section", given upon application of the board member responsible for teaching
  3. Opinion on contradictions, according to Article 8 (2) of the State Law on Higher Education, given upon application of the board member responsible for teaching.

Members of the Central Examination Board are ex officio: the Chairperson, who is the Board member responsible for teaching, the faculty members, one appointed by each faculty, the Head of the Student Affairs Department, as well as, after being appointed by the Senate, an additional member of the group of university lecturers. Their term of office is two years. For dealing with the topics listed under nos. 1 and 2, the Board is complemented with another two members, belonging to the group

students of the university. They are appointed for one year upon the proposal of the student members of the Senate.

### **Section 17 Examiners and observers**

- (1) As a general rule, only professors are authorized to examine students on their performance that is not specifically course-related and examined at the end of course. Lecturers and teachers assigned to special duties can be appointed examiners inasmuch as no professors are available for this task. Also, persons may be appointed examiners who are experienced in terms of both professional experience and training and who themselves have the qualification which the examination is designed to award or an equivalent one.
- (2) The person taking the examination may propose the examiner or group of examiners for the Bachelor's thesis and the oral examination. This proposal shall not constitute an entitlement.
- (3) The names of the examiners are to be announced in good time.
- (4) Only those persons will be appointed observers who themselves have the qualification which the examination is designed to award or an equivalent one.
- (5) Section 16 (5) shall apply to examiners and observers.

### **Section 18 Responsibilities**

The competent Examination Board is responsible for decisions concerning:

1. the consequences of violations of the examination regulations (Section 12),
2. passing and failing (Section 13)
3. the appointment of the examiners and observers (Section 17)
4. second retake examinations (Section 14 (4)),
5. invalidity of the Preliminary Bachelor's Examination (Section 19) and the Bachelor's Examination (Section 23)

. Certificates and degree certificates are issued by the Central Examination Office.

## **II. Section**

### **Preliminary Bachelor's Examination**

#### **Section 19**

##### **Purpose and implementation of the Preliminary Bachelor's Examination**

- (1) The Preliminary Bachelor's Examination shall demonstrate that the student is capable of successfully continuing her/his studies and has acquired a sound basic knowledge of the study subject, methodology and a systematic orientation.
- (2) The examination performances of the Preliminary Bachelor's Examination are generally foundation course-related (Section 5 (2)) and are completed in conjunction with the lectures of the foundation courses. The Preliminary Bachelor's Examination is to be held so that it can be completed before the lecture period following the foundation courses begins.

#### **Section 20**

##### **Academic prerequisites**

The Special Section defines the type and number of pre-examination performances required for admission to the subject examinations of the Preliminary Bachelor's Examination.

#### **Section 21**

##### **Nature and scope of Preliminary Bachelor's Examination**

- (1) The nature and number of the subject examinations to be taken in the compulsory and elective subjects are defined in the Special Section.
- (2) The object of the subject examinations are the topics covered in the courses allocated to the subject in question according to the specifications of the Special Section.

#### **Section 22**

##### **Certificate**

Students are awarded a certificate when they pass the Preliminary Bachelor's Examination. It includes grades for the individual subjects; the decimal values determined are indicated in parentheses according to Section 11 (2). The grades of the subject examinations are used to calculate an overall grade for the Preliminary Bachelor's Examination, according to Section 11 (2-4) of the Special Section.

### **III. Section**

#### **Bachelor's examination**

##### **Section 23**

##### **Purpose and implementation of the Bachelor's Examination**

- (1) The Bachelor's Examination leads to the Bachelor's degree qualifying students for a profession. The Bachelor's Examination shall determine whether the candidate has an overview of the correlations within the subject, is capable of applying scientific methods and findings and has gained the in-depth specialist knowledge required for her/his transition into professional practice.
- (2) The subject examinations of the Bachelor's Examination are generally course-related (Section 5 (2)) and are completed in conjunction with the lectures of the advanced level courses.

##### **Section 24**

##### **Academic prerequisites**

- (1) Subject examinations of the Bachelor's Examination can only be taken by students who have passed the Preliminary Bachelor's Examination for the same degree program at a university of the Federal Republic of Germany or have passed an examination recognized as equivalent to it. Pre-examination performances and subject examinations of the Bachelor's Examination can also be completed, if at the most only four of the pre-examination performances or examinations of the Preliminary Bachelor's Examination are missing.
- (2) The Special Section defines the type and number of pre-examination performances required for admission to the Bachelor's Examination.
- (3) Proof of successful completion of the internship semester must be provided at the latest with the assignment of a Bachelor's thesis topic.

##### **Section 25**

##### **Nature and scope of Bachelor's Examination**

- (1) The subject examinations to be taken for the Bachelor's Examination in the compulsory and elective subjects are defined in the Special Section.
- (2) The object of the subject examinations are the topics covered in the courses allocated to the subject in question according to the specifications of the Special Section.

## **Section 26**

### **Assignment of a Bachelor's thesis topic and deadline for submission**

- (1) The Bachelor's thesis is an examination paper. Its objective is to show that a student is able to independently deal with a topic from her/his subject area within a limited time frame, using sound scientific methodology. The topic of the Bachelor's thesis is to be assigned in the sixth semester at the earliest and no later than six months after successful completion of all subject examinations.
- (2) The Bachelor's thesis is assigned and supervised by a professor or, as far as professors are not available as examiners, by lecturers and teachers assigned to special duties, provided these are employed by the university in the area of relevance for the degree program. The Bachelor thesis may also be assigned and supervised by such persons with professional and academic experience and a Bachelor's degree or qualification at least equivalent to the Bachelor's degree for the respective degree program. Where the Bachelor's thesis shall be completed outside of the university, this requires the approval of the Chairperson of the competent Examination Board.
- (3) The Bachelor's thesis is assigned via the Examination Board. Topic and date must be recorded. Students may state topic requests. Upon application, the Examination Board shall initiate the assignment of the Bachelor's thesis in due time.
- (4) The Bachelor's thesis may be completed in the form of a group work, provided the individual's contribution to be assessed can objectively and without doubt be defined and evaluated through the indication of his/her paragraphs, pages or other objective criteria and the requirements of paragraph 1 have been met.
- (5) The Bachelor's thesis shall be completed within four months after assignment. As far as this is necessary to ensure equal examination conditions or for reasons for which the person to be examined cannot be held responsible, an extension of no more than six months may be granted; such a decision is made by the competent Examination Board on the basis of feedback from the supervisor. Topic, tasks and extent of the Bachelor's thesis are to be defined by the supervisor in such a way as to ensure that the workload specified in the Special Section can be completed.

## **Section 27**

### **Submission and assessment of the Bachelor's thesis**

- (1) The Bachelor's thesis must be submitted to the competent Examination Office in due form and time. The time of submission must be recorded. Upon submission, a written declaration is to be made to the effect that the work – or, in the case of a group project, that part thereof that has been identified accordingly – has been compiled independently and that no sources and aids other than those indicated have been used.
- (2) The Bachelor's thesis is to be assessed by two examiners. One of the examiners must be a professor at Heilbronn University, or another university, and the other

examiner is the supervisor of the Bachelor's thesis. The evaluation procedure shall not exceed four weeks.

- (3) The Bachelor's thesis may, in the event of a grade worse than "sufficient" (4.0) be retaken once; a second retake is excluded. The assignment of a new topic is to be applied for in writing to the Chairperson of the Examination Board within a period of two months after the initial failure has been announced. If this period is allowed to lapse, the entitlement to be examined is forfeited, unless the lapse is for reasons that are not the responsibility of the person being examined.

### **Section 28 Additional subjects**

- (1) Upon application, students may take up to five additional examinations, other than those specified in the Special Section, in subjects offered at Heilbronn university or at its partner universities abroad. They may have the grades for these examinations added to their certificate under additional subjects. The results in the examinations in these subjects will not be taken into account when determining the overall grade.
- (2) Additional subjects taken at partner universities abroad are generally listed on the certificate in the German or English translation.

### **Section 29 Overall grade, certificate and diploma supplement**

- (1) According to Section 11 Paragraph 1 - 5 the overall grade is calculated on the basis of the subject grades and the grade of the Bachelor's thesis. A special weighting of individual subject grades and the grade of the Bachelor's thesis is specified in the Special section.
- (2) Students who have achieved excellent results (overall grade of at least 1.3) will be awarded a "Pass with Distinction" degree.
- (3) A certificate is issued for the passed Bachelor's exam. The certificate shall include the subject grades, the subject of the Bachelor's thesis and its grade as well as the overall grade; the grades shall be displayed including their decimal values in brackets as specified in Section 11 (5). If applicable, the study program and the major fields of study, and, if requested, the results of exams in any additional subject (Section 28) and the duration of studies until the successful completion of the Bachelor's exam are to be included in the certificate.
- (4) The certificate bears the date of the day on which the last examination was passed.
- (5) The certificate is completed by a Diploma Supplement which will be created according to the standards determined by the German Rectors' Conference.

### **Section 30**

#### **Academic degree and Bachelor's Degree certificate**

- (1) Students who have successfully passed the Bachelor's examination in the
  1. degree programs Business Administration (BU-B), Business Administration in Transport and Logistics Management (VB-B ), Business Administration in Public Transport Management (VB-PV), Tourism Management (TM-B), International Business - Intercultural Studies (IBIS-B), Business Administration and Marketing (BM-B ), Wine Management (WB-B ), Hotel and Restaurant Management (HM-B), International Business – Eastern Europe (IBO-B), Management and Sales: Financial Services (VF-B), Business Management and Sales: Trade (VH-B), Business Management and Sales: Industry (VI-B), Management and Procurement (MBW-B), Management and Corporate Accounting (MUR) will be awarded the academic degree Bachelor of Arts, abbreviation B.A.
  2. in the degree programs Electrical Engineering (ET-B), Drive Systems and Mechatronics (AM-B), Energy Conservation (EOE-B), Software Engineering (SE-B), Information Systems (WIN) and Process and Environmental Engineering (VU-B) they will be awarded the academic degree Bachelor of Science, abbreviation B.Sc.
  3. in the degree programs Production and Logistics (PL-B), Industrial Engineering (WI-B), Automotive Systems Engineering (ASE-B), Electronics and Information Technology (EL-B), Mechanical Engineering (MB-B), Mechatronics and Microsystems Engineering (MM-B), Robotics and Automation (RA-B), Energy Management (EM-B) and Technical Logistics Management (TLM-B), they will be awarded the academic degree Bachelor of Engineering, abbreviation B.Eng.
- (2) The Bachelor's degree certificate bears the date of the certificate. The degree certificate attests the award of the Bachelor's degree. The Bachelor's degree certificate is signed and sealed by the Rector of Heilbronn University.

### **Section 31**

#### **Invalid examinations**

- (1) Should the candidate have cheated during an examination and should this fact first come to light after the conferment of the degree, the grade of the examination may be corrected according to Section 12 (4). The Examination Board may assess the subject examination as "failed" (5.0) and declare the Preliminary Bachelor's Examination or the Bachelor's Examination to be a "fail". The same applies to the Bachelor's thesis.
- (2) If the requirements for the admission to an examination have not been fulfilled, such that the candidate however had not intended to cheat in this matter, and should this fact first come to light after the conferment of the degree, this violation shall be remedied by the passing of the examination. Should the candidate have willingly, unrightfully obtained the admission to the subject examination, the Examination Board may assess the subject examination as "failed" (5.0) and declare the Preliminary Bachelor's Examination or the Bachelor's Examination to be a "fail".



- (3) The person affected must be given a chance to account for their actions before a decision is made.
- (4) The fraudulent transcript must be impounded and where applicable a new transcript issued. The Bachelor's certificate and the Diploma Supplement must also be confiscated together with the fraudulent transcript if the Bachelor's examination is declared to be 'not passed' due to cheating. A decision in accordance with Paragraph 1 and Paragraph 2 is no longer permissible after a period of five years has elapsed subsequent to issuing the transcript.

### **Section 32** **Access to the examination files**

For a period of one year after completion of the examination process, candidates requesting to do so and giving reasonable notice have the right to view their written exam papers, the reviews made on them by the examiners, and the official examination minutes; Article 29 of the State Law on Administrative Procedures (Landesverwaltungsverfahrensgesetzes) shall not be affected.

## Part B: Special Section

### Section 32a

#### Legend for abbreviations used in the Special section

The following abbreviations are used:

Type of course:	V	= Lecture
	L	= Laboratory
	S	= Seminar
	Ü	= Exercise
Type of examination credits:	LK	= course-related written exam
	LM	= course-related oral exam
	LL	= course-related lab work
	LR	= course-related presentation
	LE	= course-related concept
	LA	= course-related practical exercise
	LKBK	= course-related combined exam, including written exam as final exam
	LKBM	= course-related combined exam, including a final oral exam
	LKBR	= course-related combined exam, including presentation as final exam
	PK	= cross-course written exam
	PM	= cross-course oral exam
	PR	= cross-course presentation
	PA	= cross-course practical exercise
Type of pre-examination credits	SK	= Pre-examination credits earned by a written exam
	SL	= Pre-examination credits earned by lab work
	SR	= Pre-examination credits earned by a presentation
	SE	= Pre-examination credits earned by a concept
	SA	= Pre-examination credits earned by a practical exercise
	SP	= Pre-examination credits earned by project work
	SKBK	= Pre-examination credits earned by a combined exam, including a written exam as final exam
	SKBM	= Pre-examination credits earned by a combined exam, including a final oral exam
	SKBR	= Pre-examination credits earned by a combined exam, including a presentation as final exam
Bachelor's Thesis	PB	= Final thesis

- Section 33 Bachelor's degree program Business Administration (BU)**
- Section 34 Bachelor's degree program Business Administration in Transport and Logistics Management (VB-B)**
- Section 35 Bachelor's degree program Tourism Management (TM-B)**
- Section 36 Bachelor's degree program International Business - Intercultural Studies (IBIS-B)**
- Section 37 Bachelor's degree program Wine Management (WB-B)**
- Section 38 Bachelor's degree program Business Administration and Marketing (BM-B)**
- Section 39 Bachelor's degree program Electrical Engineering (ET-B)**
- Section 40 Bachelor's degree program Drive Systems and Mechatronics (AM-B)**
- Section 41 Bachelor's degree program Industrial Engineering (WI-B)**
- Section 42 Bachelor's degree program Production and Logistics (PL-B)**
- Section 43 Bachelor's degree program Software Engineering (SE-B)**
- Section 44 Bachelor's degree program Process and Environmental Engineering (VU-B)**
- Section 45 Bachelor's degree program Information Systems (WIN)**
- Section 46 Bachelor's degree program Automotive Systems Engineering (ASE-B)**
- Section 47 Bachelor's degree program Electronics and Information Technology (EL-B)**
- Section 48 Bachelor's degree program Mechanical Engineering (MB-B)**
- Section 49 Bachelor's degree program Mechatronics and Microsystems Engineering (MM-B)**
- Section 50 Bachelor's degree program Robotics and Automation (RA-B)**
- Section 51 Bachelor's degree program Energy Management (EM-B)**
- Section 52 Bachelor's degree program International Business Administration - Eastern Europe (IBO-B)**
- Section 53 Bachelor's degree program Business Administration in Public Transport Management (VB-PV)**
- Section 54 Bachelor's degree program Technical Logistics Management (TLM-B)**
- Section 55 Bachelor's degree program Management and Sales: Financial Services (VF-B)**
- Section 56 Bachelor's degree program Management and Sales: Trade (VH-B)**
- Section 57 Bachelor's degree program Management and Sales: Industry (VI-B)**
- Section 58 Bachelor's degree program Hotel and Restaurant Management (HM-B)**

**Section 59 Bachelor's degree program Management and Procurement (MBW-B)**

**Section 60 Bachelor's degree program Management and Corporate Accounting (MUR)**

**Section 61 Bachelor's degree program Energy Conservation and Efficiency (EOE-B)**

**Section 62 Bachelor's degree program Management and Human Resources (MPW)**

## **Section C: Final provisions**

### **Section 62**

#### **Entry into force, transitional regulation**

- (1) These Study and Examination Regulations shall enter into force on 1 September 2004.
- (2) The amendments to the Study and Examination Regulations, as specified in the amendment record of the Study and Examination Regulations dated 27 November 2012, shall enter into force on 1 March 2013.

Heilbronn, 23 January 2013

Prof. Dr.-Ing. Jürgen Schröder  
- Rector -

The Study and Examination Regulations are made available to the public according to the notification regulations of Heilbronn University dated 8 December 2010.

Heilbronn, .....

Roland Schweizer  
Head of the Examination Board