



Faculty of Computer Science and Mathematics

**General study and examination regulations for
the master's programmes of the Faculty of
Computer Science and Mathematics**

of 27 April 2016

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

**General study and examination regulations
for degree programmes culminating in the qualification
Master of Science
offered by the Faculty of Computer Science and Mathematics
at the University of Passau**

of 27 April 2016

On the basis of art. 13 sec. 1 clause 2 in conjunction with art. 43 sec. 5 clause 2, art. 58 sec. 1 clause 1 and art. 61 sec. 2 clause 1 of the Bavarian Higher Education Act (Bayerisches Hochschulgesetz; BayHSchG), the University of Passau lays down the following by-laws:

Table of contents

| | |
|------|--|
| § 1 | Scope |
| § 2 | Aim of the degree qualification and examination objectives |
| § 3 | Academic degree |
| § 4 | Entry qualifications |
| § 5 | Standard period of study; scope and start of studies |
| § 6 | Structure and content of the degree programme |
| § 7 | Credit point balance |
| § 8 | Acceptance for credit of periods of study and assessments completed elsewhere |
| § 9 | Master's examination; examination deadlines; fail grades; resits |
| § 10 | Board of Examiners |
| § 11 | Examining committee and observers |
| § 12 | Exclusion due to personal involvement; obligation of confidentiality |
| § 13 | Failure to appear; withdrawal; cheating; breach of regulations; inability to take part in an examination |
| § 14 | Deficiencies in the examination process |
| § 15 | Invalidity of examination results |
| § 16 | Written and oral examinations |
| § 17 | Written examinations using the multiple-choice format |
| § 18 | Compulsory attendance |
| § 19 | Registration for and admission to the master's examination |
| § 20 | Admission requirements and admission procedure for the master's thesis |
| § 21 | Master's thesis |
| § 22 | Marking scale, grade composition and pass mark for examinations |
| § 23 | Viewing of examination papers and minutes |
| § 24 | Final transcript, degree certificate and diploma supplement |
| § 25 | Confirmation of a final fail in the master's examination |
| § 26 | Additional qualifications |
| § 27 | Access arrangements for students with a disability or chronic illness |
| § 28 | Protective provisions and time limits for maternity leave and parental leave |
| § 29 | Effective date and transitional provisions |

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

§ 1 Scope

- (1) These general study and examination regulations contain 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 regulations is incompatible with this by-law, the provision of the present by-law shall prevail over the provision of the subject-specific study and examination regulations.

§ 2 Aim of the degree qualification 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

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 ('satisfactory'; 'befriedigend') 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 regulations; 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

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

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 English should provide proof of sufficient German language skills pursuant to § 4 sec. 2 clause 1 no. 8 of the enrolment regulations for the University of Passau of 6 August 2007, as amended. ³It 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. ⁴For 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.

²Additional requirements may be stipulated in the respective subject-specific study and examination regulations.

(2) ¹The final decision on whether applicants have the requisite entrance qualifications rests with the Board of Examiners, in application of art. 63 sec. 1 and 2 of the Bavarian Higher Education Act (BayHSchG). ²The Board of Examiners may, in checking the qualifications of applicants, consult the Central Office for Foreign Education (ZAB) and stipulate that the applicants concerned successfully complete additional examinations before an offer is made. ³If the application is rejected, the reasons for rejection should be stated and applicants must be informed of existing legal remedies to appeal the decision.

(3) ¹Exceptionally, applicants may begin studying their degree programme in accordance with sec. 1 clause 1 no. 1 before the fulfilment of all admission requirements, in which case the fulfilment of admission requirements pursuant to sec. 1 clause 1 no. 1 must be verified by no later than the end of the fifth week of lectures subsequent to commencing the programme, whereby all studies and assessments deemed necessary for the prior university degree must have been completed before the start of lectures and the applicant must have submitted a transcript of records showing an average mark of 2.7 or better. ²The decision on whether to admit candidates before the attainment of a degree qualification pursuant to sec. 1 clause 1 no. 1 rests with the Board of Examiners. ³Applicants who are admitted in accordance with clause 1 will receive a conditional offer for a place on the master's programme. ⁴Applicants who do not provide the documents required by sec. 1 clause 1 no. 1 before the deadline defined in clause 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 sec. 1 clause 1 no. 2 clause 3. ²Applicants who have not submitted proof of knowledge pursuant to sec. 1 clause 1 no. 2 clause 3 upon admission will receive a conditional offer for a place on the master's programme. ³Applicants who fail to provide proof required by sec. 1 clause 1 no. 2 clause 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).

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

(2) Insofar as the subject-specific study and examination regulations pertaining to the individual degree programmes do not contain any contradictory provisions, degree programmes commence in both the winter and summer semesters.

§ 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 content of an individual semester or academic year, or may, in justified cases, extend over several semesters. ⁴Modules may be composed of different teaching and learning formats, such as lectures, tutorials, internships/work placements etc. 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 benchmarks for allocating credits adhere to 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/overall average mark 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 regulations 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 regulations 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 regulations.

(6) ¹In addition to modules that must be completed (compulsory modules), the subject-specific study and examination regulations 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 regulations. ³In accordance with the requirements stipulated in the subject-specific study and examination regulations, 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.

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

§ 7 Credit point balance

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 graded with at least 'sufficient' ('ausreichend' [4.0]) or 'pass' are credited. ²Students may check their credit point balance at any time using the electronic systems of the University; students who are unable to do so may instead request a statement of accrued credit points from the Examinations Office. 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

¹Proof of study periods and assessments, as stipulated in the present regulations or in the respective subject-specific study and examination regulations, is also provided through corresponding study and assessments at other state or state-recognised higher education institutions in the Federal Republic of Germany, through successful participation in a long distance unit of study as 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 higher education institutions abroad or in another degree programme at the University of Passau, unless significant differences exist with regard to the competencies acquired (learning outcomes achieved). ²The same applies to studies and assessments completed at a state or state-recognised higher education institution within the scope of other degree programmes pursuant to art. 56 sec. 6 nos. 1 and 2 of the Bavarian Higher Education Act (BayHSchG), in special degree programmes pursuant to art. 47 sec. 3 clause 1 of the Bavarian Higher Education Act (BayHSchG), at Virtuelle Hochschule Bayern (vhb) or in accordance with art. 42 sec. 3 of the Bavarian Higher Education Act (BayHSchG).

(1) ¹To identify any substantial differences in the competences acquired on account of the studies and 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 sec. 1 clause 1. ²Where equivalence is uncertain, the Central Office for Foreign Education (ZAB) may be consulted.

(2) ¹Competences acquired within the scope of other advanced study courses pursuant to art. 56 sec. 6 no. 3 of the Bavarian Higher Education Act (BayHSchG) or outside of higher education institutions are recognised 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.

(3) ¹The transcript lists the marks attained for completed assessments due to be accepted in line with sec. 1 and 3 – insofar as is required subsequent to conversion to the marking scale used by the University of Passau – which are then taken into account in 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 Board.

(4) 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 sec. 1 clause 1. ³Decisions shall be made by the Board of Examiners pursuant to sec. 1 to 4, in agreement with the competent faculty representatives. ⁴In the event that acceptance is rejected, art. 63 sec. 3 clause 1 of the Bavarian Higher Education Act (BayHSchG) shall apply.

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

§ 9 Master's examination; examination deadlines; fail grades; 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 regulations and
2. the master's thesis.

(2) ¹Candidates 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 regulations, have been successfully completed, the master's thesis has been awarded a pass and a total of 120 ECTS credits have been accrued. ²A module is successfully completed when a minimum mark of 4.0 has been attained in the case of a graded module or a 'pass' has been awarded for an ungraded module.

(3) ¹Every module marked 'insufficient' ('nicht ausreichend' [any mark above 4.0]) or 'fail' ('nicht bestanden') 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. ⁵Sec. 6 remains unaffected.

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

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

(6) ¹The prerequisites stipulated in sec. 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 sec. 2 for passing the master's examination, by the end of the eighth semester. ⁴The time limit pursuant to clause 3 shall not be interrupted by way of a leave of absence or deregistration from the degree programme. ⁵Sec. 3 and 4 as well as § 21 sec. 9 clause 1 remain unaffected within the time limit of clause 3.

(7) 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 (sec. 6 clause 3)

(8) If a candidate breaches the time limits stipulated under sections 3, 4 and 6 due to circumstances beyond his or her control, the Board of Examiners shall grant a grace period upon request. ²The request must be submitted immediately after the occurrence of these circumstances.

§ 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 these study and examination regulations do 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 that the

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

provisions of these study and examination regulations and those of the respective subject-specific study and examination regulations are complied with, and bears responsibility for the creation and amendment of the module catalogues. ⁵It shall send regular reports to the Faculty Board of the Faculty of Computer Science and Mathematics detailing the development of assessments and study durations, and shall submit recommendations on changes to the study and examination regulations 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 Board 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) ¹The Board of Examiners appoints the examiners and observers at the start of each semester. ²It may transfer the responsibility of appointment to the chairperson.

(2) ¹Authorised examiners may be appointed in accordance with the Bavarian Higher Education Act (BayHSchG) and the Higher Education Examiners Ordinance (Hochschulprüferverordnung), as amended. ²Examiners should, as a rule, have held an autonomous teaching post in the examination subject, covering the period of study subject to examination. ³If 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. ⁴The Faculty Board shall decide on any exceptions from clause 3. ⁵If 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) Art. 41 sec. 2 clause 1 of the Bavarian Higher Education Act (BayHSchG) in conjunction with art. 20 and 21 of the Bavarian Administrative Procedures Act (BayVwVfG) govern the exclusion of

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

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 sec. 3 of the Bavarian Higher Education Act (BayHSchG).

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

(1) ¹An assessment shall be marked 'insufficient' ('nicht ausreichend' [5.0]) or 'fail' ('nicht bestanden') 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 'insufficient' ('nicht ausreichend' [5.0]) or a 'fail' ('nicht bestanden') respectively. ²In 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. ³A 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 'insufficient' ('nicht ausreichend' [5.0]) or 'fail' ('nicht bestanden') respectively.

(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. ³In justifiable cases of doubt the chairperson of the Board of Examiners may additionally demand that a certificate from a public health officer (Amtsarzt) be submitted.

§ 14 Deficiencies in the examination process

(1) ¹If the examination process is found to have had deficiencies which have influenced the result of the assessment and if a candidate has submitted a request for a repeat examination or if such a repeat examination has been ordered officially, the assessment (or parts thereof) are to be re-sat by certain or all candidates. 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 sec. 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

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

retroactively and declare the examination to have been failed in whole or in part.

(2) ¹If the candidate did not meet the requirements for admission to an examination without any intent to deceive on the part of the candidate, and if this fact is only established after the final transcript has been issued, this deficiency shall be deemed remedied if the candidate has passed the examination. 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 negative decision is handed to them.

(4) ¹The incorrect transcript must be revoked and, if necessary, a new transcript issued. ²A decision pursuant to sec. 1 and sec. 2 clause 2 may only be taken within a five-year time limit from the date of the 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 regulations. 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 regulations; marks for graded modules are awarded pursuant to § 22 sec. 1 clauses 1 and 2, while, in the case of ungraded modules, a 'pass' ('bestanden') or 'fail' ('nicht bestanden') is awarded in line with § 22 sec. 1 clause 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. ²Clause 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 writing papers and seminar work may not exceed eight weeks. ³§ 21 sec. 6 clauses 2 and 5 to 7 inclusive as well as sec. 7 clause 5 apply accordingly.

(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 sec. 1; § 17 sec. 1 clause 4 remains unaffected. ²Written assessments marked 'insufficient' ('nicht ausreichend') or 'fail' ('nicht bestanden') 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 module assessments the module mark is calculated as the average of the marks given by the two examiners, to one decimal point, with all subsequent points eliminated without rounding. ⁴For ungraded module assessments, a 'fail' ('nicht bestanden') 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 clause 1 require a decision by the Board of Examiners. ⁷The rationale for the mark/result awarded for written assessments must be set out in writing.

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

(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 sec. 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 examinations using the multiple-choice format

(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 sec. 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 sec. 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 amount of points required to pass the examination pursuant to clause 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 ('insufficient'; 'nicht ausreichend') is awarded. [NB: In the German notation, the comma serves as the decimal separator:

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

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 sec. 3 clause 1.

³Pursuant to clauses 1 and 2, candidates can be notified via the noticeboard 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 clause 1, students will not have met the requirements set.

(2) ¹When prescribing compulsory attendance pursuant to sec. 1 clause 1, the Board of Examiners shall take into account art. 3 sec. 4 clause 1 of the Bavarian Higher Education Act (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 assessments for which they have not previously registered. ³Registration for the first assessment is simultaneously an application for admission to the master's examination. ⁴The individual subject-specific study and examination regulations may contain regulations that deviate from clauses 1 to 3. ⁵Admission 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 a 'final fail' ('endgültig nicht bestanden') 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 sec. 1 clause 5 nos. 1 and 2.

§ 20 Admission requirements and admission procedure for 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

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

master's thesis is to be completed and

2. The applicant must furnish proof that a minimum of 40 ECTS credits have been acquired in the degree programme in which the master's thesis is to be completed.

²The subject-specific study and examination regulations 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. the applicant's enrolment certificate,
2. proof pursuant to sec. 1 clause 1 no. 2 as well as sec. 1 clause 2 (where applicable),
3. 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,
4. clarification of whether the applicant has previously received a 'final fail' ('endgültig nicht bestanden') 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 sec. 1 or
2. the requested documents pursuant to sec. 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; § 10 sec. 5 applies accordingly.

§ 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 sec. 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

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

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. ⁴Sec. 2 clause 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 case, the candidate will receive a new topic without delay. 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 should contain a summary. ⁵When submitting the master's thesis the candidate must confirm in writing that he or she has produced the work independently and has not utilised any sources or aids other than those permitted. ⁶If the master's thesis is not submitted within the deadline, it shall be marked 'insufficient' ('nicht ausreichend' [5.0]).

(8) ¹Pursuant to § 22 sec. 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. ³§ 22 sec. 4 clause 3 applies accordingly. ⁴If the master's thesis is marked 'insufficient' ('nicht ausreichend'), 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. ⁴The candidate may not decline the topic. ⁵Sec. 6 clauses 1 and 2 as well as 5 and 7 apply accordingly. ⁶The time limit pursuant to clause 3 shall not be interrupted due to a leave of absence or deregistration from the degree programme. ⁷If the candidate exceeds the deadline stipulated in clause 3 due to circumstances within his or her control, the master's thesis shall be awarded a fail grade on the repeat attempt; § 9 sec. 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 sec. 6 remains unaffected.

(10) 27 ECTS credits are awarded for a successfully completed master's thesis.

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

§ 22 Marking scale, grade composition and pass mark for examinations

(1) ¹The marks for the individual assessments are set by the respective examiners. ²The following marks and grades are used when evaluating assessments [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]:

| | | |
|---------------|--------------------------------------|--|
| 1.0; 1.3 | = very good ('sehr gut') | an outstanding piece of work |
| 1.7; 2.0; 2.3 | = good ('gut') | the work significantly exceeds the average requirements set |
| 2.7; 3.0; 3.3 | = satisfactory ('befriedigend') | the work fulfils the average requirements set |
| 3.7; 4.0 | = sufficient ('ausreichend') | the work fulfils the requirements set despite a number of deficiencies; |
| 4.3; 4.7; 5.0 | = insufficient ('nicht ausreichend') | the work falls short of the requirements set, as it contains a number of serious deficiencies. |

³Ungraded assessments, for which no marks are given, are awarded a 'pass' or 'fail'.

(2) ¹A 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. ²Subsequent to the successful completion of a module, the ECTS credits allocated to the module as per the respective subject-specific study and examination regulations are credited to the credit point balance.

(3) ¹The subject-specific study and examination regulations 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 sec. 4 clause 3, any assessments marked using an incompatible marking system and assessments not subject to marking are not taken into account pursuant to sec. 1 clause 3. ³Sec. 4 clauses 3 and 4 apply accordingly.

(4) ¹Upon successful completion of the master's examination, a final grade (overall average mark) for the programme is determined on the basis of the marks awarded for all graded modules in line with §9 sec. 1 clause 1 and the mark awarded for the master's thesis; the final grade is calculated from the average weighted by ECTS credits value. 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]:

| | |
|---|-----------------------------------|
| with an average up to and including 1.5 | = 'very good' ('sehr gut') |
| with an average from 1.6 to 2.5 | = 'good' ('gut') |
| with an average from 2.6 to 3.5 | = 'satisfactory' ('befriedigend') |
| with an average from 3.6 to 4.0 | = 'sufficient' ('ausreichend') |

⁴The final grade (overall average mark) is stated to one decimal point; all other points are eliminated without rounding. 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 examination papers and minutes

(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.

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

(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 of the Bavarian Administrative Procedures Act (BayVwVfG) shall apply accordingly. ³The chairperson of the Board of Examiners shall determine the place and time of viewing. ⁴Art. 29 of the Bavarian Administrative Procedures Act (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 regulations, the successful completion of the master's thesis as well as the attainment of at least 120 ECTS credits. ²Requests pursuant to clause 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 (overall average mark) and, where 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 University Seal. ⁴The degree certificate entitles the candidate to use the academic title.

(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 Confirmation of a final fail in the master's examination

If the candidate incurs final fail ('endgültig nicht bestanden') for the master's examination, he or she shall be issued – upon request and upon presentation of a de-registration certificate – a certificate 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 regulations 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. ³The marks attained for such voluntarily completed additional modules are not included in the calculation of the final grade (overall average mark) of the master's examination for the degree programme.

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

§ 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 these regulations) 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. ²Specifically, such access arrangements may include the amendment of established examination conditions, deadline extensions for completing assessments and participation in assessments of equal merit. ³The reasons for the application for access arrangements are to be presented by the student. ⁴Appropriate forms of proof can be presented as prima facie evidence; in justifiable cases of doubt an official certificate from a public health officer (Amtsarzt) can be demanded.

(2) ¹The application pursuant to sec. 1 clause 1 should be submitted along with the examination registration pursuant to § 19 sec. 1 clause 1. ²The student shall be notified in writing of the decision.

§ 28 Protective provisions and time limits for maternity leave and parental leave

¹The protective provisions stated under §§ 3, 4, 6 and 8 of the German Federal Maternity Protection Act (Mutterschutzgesetz; MuSchG), as amended, which are intended to protect working mothers, shall apply, mutatis mutandis, to mothers in university education. ²In the case of § 6 sec. 1 of the Maternity Protection Act, the voluntary completion of studies and assessments is permissible. ³The protection time limits stated in the Maternity Protection Act must be taken into account when calculating all time limits stated in these general study and examination regulations or in the respective subject-specific study and examination regulations. ⁴Clause 3 shall also apply to parental leave within the meaning of legislation governing parental allowance and parental leave (Bundeselterngeld- und Elternzeitgesetz; BEEG) of 5 December 2006 (Federal Law Gazette BGBl. I p. 2748), as amended.

§ 29 Effective date and transitional provisions

¹These by-laws come into effect on 1 April 2016. ²They do not apply to those students enrolled in the M.Sc. Computer Science (Master Informatik) programme of the University of Passau who commenced their studies before the effective date of the present by-laws, 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 regulations of 7 February 2013 (vABIUP p. 3), most recently amended by statute on 22 December 2014 (vABIUP p. 360), continue to apply to students affected by clause 2 until the conclusion of their studies in the M.Sc. Computer Science (Master Informatik) degree programme at the University of Passau. ⁴Students affected by clause 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 (Master Informatik) degree programme in accordance with the present general study and examination regulations in conjunction with the subject-specific study and examination regulations for the M.Sc. Computer Science (Master Informatik).

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

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, reference number VII/2.I-10.3950/2016.

Passau, 27 April 2016

UNIVERSITY OF PASSAU
The President

Professor Carola Jungwirth

These by-laws were 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 announcement is 27 April 2016.