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Official Announcements No. 16/2022

Publisher: Rector

Editorial Office:

The Department of Academic
Affairs

Merseburg,
13th. May, 2022

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Study and Examination Regulations for the
**joint international Bachelor's programme:
"Engineering and Management"** in the Faculty of
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Martin-Luther University Halle-Wittenberg

Appendix 1:

Module overview of the **joint international Bachelor's degree programme:
"Engineering and Management"**

in the Faculty of Engineering and
Natural Sciences at Merseburg University of Applied
Sciences and the Faculty of Law and Economics of
the Martin Luther University Halle-Wittenberg

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Rector

Study and examination regulations for the joint international Bachelor's degree programme: "Engineering and Management" in the Faculty of Engineering and Natural Sciences at Merseburg University of Applied Sciences and the Faculty of Law and Economics at the Martin Luther University Halle-Wittenberg

from 21.04.2022 and 27.04.2022

Pursuant to § 13, Sub-Section 1 in conjunction with §§ 67a, Sub-Section 2, No. 3 a), 77 Sub-Section 2, No. 1 of the Higher Education Act of the State of Saxony-Anhalt (HSG LSA), as amended, and the cooperation agreement between the Martin Luther University Halle-Wittenberg and Merseburg University of Applied Sciences dated 24.02.2022, the Martin Luther University Halle-Wittenberg and Merseburg University of Applied Sciences have adopted the following study and examination regulations for the joint international Bachelor's degree programme: "Engineering and Management."

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I. General provisions

§ 1 Scope

These study and examination regulations govern the objectives, content and structure of the joint international Bachelor's degree programme: "Engineering and Management" run by the Faculty of Engineering and Natural Sciences at Merseburg University of Applied Sciences (HoMe), and the Faculty of Law and Economics at the Martin Luther University Halle-Wittenberg (MLU). The prerequisite for the use of these study and examination regulations is that the student has been enrolled in the joint international Bachelor's degree programme: "Engineering and Management".

§ 2 Aim of the study programme

(1) The joint international Bachelor's degree programme: "Engineering and Management" is a degree programme with an engineering focus and economics components. The target group comprises both international and German students.

(2) The educational objective is to educate competent engineers with both economics qualifications and intercultural competences. They should be able to understand and analyze international markets as well as the technical and logistical processes within the production facilities entrusted to them. Through their training in Germany and the teaching of foreign languages and intercultural skills, graduates are able to establish future business relationships and to effectively participate in shaping international activities.

(3) In this degree programme, the engineering education is provided by the Faculty of Engineering and Natural Sciences at HoMe. The economics education is provided by the Faculty of Law and Economics at the MLU. Furthermore, linguistic and cultural competences are acquired at HoMe.

§ 3 Bachelor's degree

On successful completion of all achievements in the joint international Bachelor's degree programme: "Engineering and Management", the Faculty of Engineering and Natural Sciences of HoMe together with the Faculty of Law and Economics of the MLU shall award the academic degree: "Bachelor of Engineering" (B. Eng.). Further details are regulated in § 22.

§ 4 Admission to studies

(1) Admission to the Bachelor's degree programme is open to all those who have the following prerequisites:

- a. A certificate of higher education entrance qualification pursuant to § 27, Sub-Section 2 of the HSG LSA (General Admission Requirement),
- b. Sufficient linguistic competence in English
- c. Proof of passing an aptitude test pursuant to § 5.

(2) The following documents must be attached to the admission application:

1. The general higher education entrance qualification certificate, the subject-related higher education entrance qualification or the entrance qualification for studies at universities of applied sciences in the form of certified copies or, if the originals are not in German or English, certified German or English translations thereof;
2. Appropriate proof of language skills in English pursuant to para. 3;
3. Appropriate documents to prove relevant practical experience pursuant to § 4, Sub-section 3, No. 2 of the Selection Regulations as amended.

(3) The command of English, pursuant to paragraph 1, is to be proven by a language certificate at level B2. Only the following certificates shall be recognized for this purpose:

- Within the Federal Republic of Germany, an English *Abitur* examination with a score of at least 10 points or an average of at least 10 points achieved in English in the last four school semesters before obtaining the higher education entrance qualification;
- Cambridge English: a 'First Certificate in English' - FCE certificate with a minimum grade of C or above;
- A B2 placement test taken at the Language Centre of the MLU or at HoMe (if offered) with the result "pass";
- A successful assessment test taken at the *Studienkolleg* with a minimum grade of 2.0 in the subject - English
- A native speaker of English: an applicant is considered to be a native speaker if he/she acquired his or her university entrance qualification or a Bachelor's degree or an equivalent educational qualification in one of the following countries and can prove that he or she has completed at least the last two years of his or her school or university days there: Australia, Ireland, Canada (excluding Quebec), New Zealand, Singapore, the United Kingdom and the USA;
- An IELTS certificate with a minimum score of 6.0;
- A TOEFL iBT with a minimum score of 72;
- A UNIcert II certificate.

(4) Proof of German language skills is not required.

(5) The assessment procedure for determining aptitude (aptitude assessment examination) pursuant to § 27, Sub-section 6, sentences 2 and 3 of the HSG LSA is carried out by the applicant providing evidence of the mathematical and scientific qualifications required for the degree programme in question. Further details are regulated in § 5.

(6) If the degree programme is subject to limited admission and the number of applications exceeds the number of study places available, the available study places shall be allocated in accordance with the Saxony-Anhalt Study Place Allocation Ordinance and the Regulations Governing the Selection Procedure for the Joint International Bachelor's Degree Programme: "Engineering and Management" (Selection Regulations), as amended. In this process, 50% of all study places are awarded to foreign nationals or stateless persons who do not have the same status as German nationals.

§ 5 Aptitude test

(1) Proof of passing the aptitude test must be provided before admission to the degree programme; conditional enrolment is not permitted.

(2) Admission to the aptitude test is not limited by restrictions and does not have to be applied for separately. The application is deemed to have been submitted with the timely

application and the complete submission of the evidence of the general admission requirements according to § 4, Sub-section 2, Numbers 1 and 2.

(3) In the procedure for determining aptitude (Aptitude Assessment Test) pursuant to Paragraph 27, Sub-section 6, Sentences 2 and 3 of the HSG LSA, evidence must be provided of the mathematical and scientific qualifications required for the degree programme in question. This concerns achievements from the underlying higher education entrance qualification in the subjects of mathematics and another natural science.

A grade of at least "Good" (2.5) must be attested in the subject Mathematics on the university entrance qualification.

For applicants who have fulfilled the general admission requirements on the basis of a passed entrance examination according to § 27, Sub-Section 5 of the HSG LSA, the overall grade of the entrance examination is used for the aptitude assessment procedure. The overall grade must be at least "Good" (2.5). Applicants who achieve the minimum grade of 2.5 have passed the aptitude test.

(4) A record shall be made of the results of the aptitude test, which shows the assessment of the submitted examination results by the members of the examination board.

(5) The applicant receives the decision on the result of the aptitude test digitally. Rejection decisions, including the decision on non-admission to the aptitude test, will be substantiated and accompanied by instructions on how to appeal. The decision on passing the aptitude test is a special admission requirement and is only valid for the application semester. The determination of aptitude is not associated with a confirmation of enrolment. The applicant may lodge an appeal against a decision within one month of notification of the decision. The objection must be submitted in writing or be recorded by the responsible examination board. The examination board shall decide on the appeal within a period of three months.

§ 6

Commencement of study programme

The study of the joint international Bachelor's degree programme:

"Engineering and Management" can only be taken up in the winter semester.

§ 7

Standard period of study, modules and credit point system

(1) The degree programme is modularised. A module is a teaching and learning unit that is self-contained in terms of content and time and leads to a partial qualification related to the respective study objective. Modules can be composed of different teaching and learning forms.

(2) The scope of the modules is determined by the amount of work required of the students and is expressed in ECTS points according to the European Credit Transfer and Accumulation System (ECTS).

(3) ECTS points are calculated according to the anticipated student workload. The required student workload includes the time for preparation and follow-up of the course material (self-study) and the time for participation in courses and examinations in face-to-face studies as well as in remote supervision via the internet/e-learning (contact studies). The average workload is 1,800 working hours per academic year. 60 ECTS credits can be gained per academic year, i.e. 30 ECTS credits per semester. The acquisition of one ECTS point is generally based on a workload of 30 hours.

(4) The standard period of study is 6 semesters. For a successful completion of the Bachelor's degree programme, at least 180 ECTS points must be acquired according to Appendix 1 - "Module Plan."

(5) The structure of the degree programme, title, number of credit points and sequence of the modules, study achievements, forms of the module achievements or partial module results, participation requirements for the modules as well as the proportion of the individual module grades in the overall grade come from Appendix 1 - "Module Plan" to these regulations.

(6) Students who have not gained at least 30 ECTS points by the beginning of the 3rd. semester are encouraged to attend an 'orientation interview'.

(7) When determining the periods of study that are decisive for meeting the deadlines defined in the examination regulations, extensions and interruptions of periods of study shall not be taken into account if the following criteria apply:

1. due to pregnancy or bringing up a child at least for using the deadlines according to §§ 3, 4, 6 and 8 of the Maternity Protection Act (MuSchG) as well as the deadlines for receiving child-raising allowance according to the Federal Parental Allowance and Parental Leave Act (BEEG);
2. through participation in committees of a higher education institution, a student body or a student union provided for by law or by the articles of association, or;
3. due to illness, a disability or other reasons for which the student is not responsible.

The obligation to provide the evidence according to sentences 1 to 3 is incumbent on the student.

(8) ECTS points of a module are only awarded in total and only if all of the relevant examinations have been passed.

(9) A module usually extends over one or two semesters; in particularly justified exceptional cases, a module may also extend over several semesters.

(10) For particularly well qualified students, competitive athletes with squad status and students with a physical disability or a significant physical, health or comparable impairment that is of a long-term nature, the examination board may agree on special study plans upon written application and in consultation with the student. Comparable impairments are, among others, present in the case of pregnant or single-parent students.

§ 8

Studies abroad and a mobility semester

Students can complete a semester abroad or a mobility semester in the 5th. semester of their study programme. In this case, they have the opportunity to complete the examinations from one semester (30 credit points/ECTS) at a foreign university or another German university. On the basis of the study programme offered by the other university, the International Office/Language Centre of HoMe, in consultation with the Examination Committee, will draw up a Learning Agreement before the start of the semester in question, which should correspond as closely as possible to the study programme of the semester in question. It shall contain the list of modules to be taken with credit points/ECTS points and must be signed by the student, the person in charge of the International Office/Language Centre of HoMe and the chairperson of the examination board.

§ 9 Programme responsibility

(1) The Faculty Council of the Faculty of Engineering and Natural Sciences and the Faculty Council of the Faculty of Law and Economics shall each appoint a programme coordinator. His or her duties shall include:

- Guaranteeing subject-related and organizational advice and support for students throughout the entire course of study, in particular advice on the choice of specializations and compulsory elective modules
- Ensuring the counselling of students in situations that may jeopardize the achievement of their study goals.
- Quality assurance of the study programme through regular further development of the curricula. This also includes quality assurance within the framework of accreditations.
- Performing the tasks of the person responsible for the degree programme in accordance with the Cooperation Agreement at Merseburg University of Applied Sciences

(2) The task of quality assurance, with regard to regular evaluation and further development of the curricula and the respective module contents, is incumbent on the respective programme managers of the participating institutions. They are also required to cooperate in the planning and implementation of regular activities to attract students, e.g. information events to promote the degree programme.

§ 10 Student advisory service

(1) Counselling on questions of suitability for studies and, in particular, information about study options, study content, study structure and study requirements are provided by the General Student Advisory Service of the Central University Administration of HoMe and/or the General Student Advisory Service of the Central University Administration of the MLU.

(4) Subject-specific study counselling at the MLU and HoMe is provided by the person responsible for the study programme or the person responsible for the study programme in accordance with § 9.

(3) In examination matters, students are informed, in particular, by the staff of the examination office of HoMe.

II. Examination organization

§ 11 Examining Board

(1) For the organization of the examinations and for the performance of the tasks assigned by these study and examination regulations, a joint examination board shall be formed for this degree programme.

(2) The examination board shall ensure that the provisions of the examination regulations are observed. At regular intervals, the examination board shall report to the departmental council or faculty council on the development of examination practice, study times and make suggestions for amending the examination and study regulations as well as the curricula. The suggestions made are also to be taken into account at the annual study programme conference. The examination board, responsible for the degree programme, is responsible for convening and

conducting the degree programme conference. It is open to the cooperation partners and is intended to promote an exchange between teachers and students and to contribute to the development of the degree programme. To this end, in addition to the data collected by the examination board, the information collected within the framework of the coordinated quality management of the cooperation partners is to be taken into account for the review of study quality and studyability.

- (3) The members of the examination board have the right to attend examinations.
- (4) The examination board consists of the chairperson and up to 6 other members. Up to 4 members from the group of professors, up to 2 members from the group of academic staff pursuant to § 33 a, Sub-Section 1, Numbers 2 and 3 of the HSG LSA and one member from the group of students are appointed by the faculty council of the Faculty of Engineering and Natural Sciences of HoMe or by the faculty council of the Faculty of Law and Economics of the MLU; the persons responsible for the study programmes are members of the examination board. The chairperson of the examination board as well as his/her deputy must be members of the group of professors from the Faculty of Engineering and Natural Sciences of HoMe. Furthermore, one substitute member shall be appointed for each member of the examination board from his/her group. The student representative does not participate in decisions concerning performance evaluations and the crediting of study and examination achievements, unless he or she fulfils the qualification under § 12, Sub-Section 4 of the HSG LSA. The term of office of the members is 4 years, that of the student member 1 year.
- (5) The meetings of the examination board are not public. Other members of the higher education institutions may attend the meetings in an advisory capacity upon invitation.
- (6) The Chairperson shall conduct the business of the Examining Board and convene the meetings of the Committee. He or she is authorized to take decisions on his or her own that cannot be postponed. He or she shall inform the Examination Board of such decisions without delay. In addition, the Examination Board may revocably delegate individual tasks to its chairperson for independent execution.
- (7) The Examining Board shall constitute a quorum if all members have been invited in writing, observing the invitation period of three working days, and at least half of the members are present. Decisions shall be taken by a majority of the valid votes cast by its members. In the event of a tie, the vote of the chairperson or, in his/her absence, the vote of the deputy shall be decisive. Minutes shall be kept of the meetings of the examination board; a copy of the minutes shall be sent to the examination office.
- (8) The student concerned must be informed immediately in writing of any adverse decisions made by the examination board. The decision shall be accompanied by instructions on how to appeal.
- (9) The members of the examination board and their permanent representatives are subject to official secrecy. They shall be bound to official secrecy by the chairperson of the examination board, unless they are in public service.
- (10) The examination board is an authority in the sense of administrative procedure and administrative process law.

§ 12
Examiners and assessors

- (1) The examination board appoints the examiners and assessors. Any person authorized to take examinations pursuant to § 12, Sub-Section 4 of the HSG LSA is authorized to take examinations.
- (2) Examiners are independent in their examination activities.
- (3) As a rule, examinations are assessed by at least two examiners. Oral examinations may also be taken by one examiner in the presence of an expert assessor pursuant to § 12, Sub-Section 5 of the HSG LSA. A record shall be kept of the oral examination performance.
- (4) The chairperson of the examination board shall ensure that the candidate is informed of the names of the examiners and the dates of the examinations in good time.
- (5) For examiners and assessors, § 11, Sub-Section 9 shall apply accordingly.

§ 13
Examination Office

- (1) Examination administration is carried out in the Examinations Office in the Department for Academic Affairs at HoMe and is managed according to administrative rules applicable to HoMe. The Examination Office of HoMe issues the certificates and diplomas and supports the examination board in the fulfilment of its tasks in the administrative area.
- (2) The actual preparation and conducting of examinations is the responsibility of the respective institution at which the performance is to be rendered. The examination offices of HoMe and the MLU organize the administrative preparation and implementation of the examination procedures on the basis of the input of the department or faculty and realize the examination data administration; they control the specific application of the study and examination regulations and coordinate in the case of questions regarding the examination process.

§ 14
**Crediting of periods of study,
recognition of study and examination achievements and
non-university qualifications**

- (1) Study periods, study and examination achievements, obtained at a higher education institution in Germany or abroad, are to be recognized on application on the occasion of commencing and continuing studies or taking examinations, provided that there are no significant differences to the knowledge and competences to be demonstrated at the MLU or HoMe.
- (2) Periods of study, coursework and examinations not covered by paragraph 1 and completed in a course of study at an institution providing higher education and recognized by the competent authority of the respective state as belonging to its higher education system shall, on application, be credited insofar as no substantial differences can be established and justified with regard to the competences acquired in comparison with those which they would replace. The provisions of the Lisbon Convention of 11 November 1997, the equivalence agreements approved by the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany and the German Rectors' Conference as well as agreements within the framework of higher education cooperation agreements shall apply.

(3) Paragraphs 1 and 2 shall apply to the crediting of study and examination achievements obtained in state-recognized distance learning courses, in distance learning units developed by the Federal State of Saxony-Anhalt with the other Länder and the Federal Government, at state or state-recognized universities of cooperative education or in a course of further study.

(4) Non-university competences may be credited on application under the conditions specified in § 15, Sub-Section 4 of the HSG LSA. In total, no more than 50 per cent of the studies may be replaced by this knowledge and skills acquired outside the university. If qualifications acquired outside a degree programme are credited, the corresponding periods of study shall also be recognised ex officio.

(5) If study and examination achievements are recognized, the grades are to be taken over or converted and included in the calculation of the overall grade. As a rule, the "modified Bavarian formula" is to be applied for the conversion of performances (grades) achieved abroad into the German grading system. In the case of incomparable grading systems, the remark "passed" is included. The credit will be marked on the certificate.

(6) Upon written application by the student, the responsible examination board decides on the recognition or crediting of periods of study, coursework and examinations. The student must submit the necessary documents in the application procedure. The burden of proof that an application does not meet the relevant requirements lies with the examination board. The recognition of an examination achievement can be rejected if an examination right already exists at the MLU or HoMe for this examination achievement or if an examination has been definitively failed.

(7) Incriminating decisions in the recognition or crediting procedure shall be notified to the applicant by the examination board immediately in a written decision and reasons shall be given. The decision shall be accompanied by instructions on how to appeal.

§ 15

Examination achievements and prior module achievements

(1) Forms of written, oral and electronic module performances, partial module performances and preliminary module performances are (in addition to the Bachelor module):

1. *Written examination*: A proctored, written or electronic examination of 60 to 120 minutes duration, in which aids may also be permitted. Examinations can be conducted exclusively or proportionally in the answer-choice procedure. If an examination is conducted as a distance examination, the distance examination regulations must be observed.
2. *Open-book examination / take-home examination*: An unsupervised, time-synchronised, written, electronic or online examination within a specified time of 60 to 120 minutes, in which all aids are permitted. Certain aids may be recommended. Open-book / take-home examinations may be exclusively or proportionately answer-choice.
3. *Oral examination*: An oral examination usually lasts from 15 to 45 minutes. If an oral examination is conducted as a distance examination, the distance examination regulations must be observed.
4. *Short test*: a short knowledge test in written or oral form of maximum 30 minutes duration.
5. *Lecture/speech/presentation*: usually lasts 30 to a maximum of 45 minutes and summarises research results or the results of a literature study, which are usu-

ally presented in a more differentiated way in a term paper. A structured overview of a topic or research area is given. Suitable materials and media can be used as support.

6. *Term paper/seminar paper/written composition/essay/paper/term paper*: A scientific paper written in writing. The scope and the processing time are determined by the respective module supervisor.
7. *Thesis paper*: A written paper preparing for the lesson, maximum 2 to 3 pages in length.
8. *Lesson record*: A summary of the content of a teaching unit.
9. *Project report/project performance*: are factual accounts of what happens in research/practice projects including the structured presentation of research questions and research results of the project/project seminar.
10. *Teaching research report*: report to be prepared within the framework of a teaching research project. The scope varies depending on the type of course research project and is determined by the module supervisor.
11. *Internship report*: a scientific paper summarized on 3 to 5 pages which, in addition to describing specific fields of activity, also includes the connection between theoretical approaches to training and practical implementation.
12. *Case studies*: Development of a solution to a problem on the basis of a case material, whereby social competences are assessed in addition to technical competences.
13. *Business plan*: Working paper that contains all the goals and strategies of a company with the basic prerequisites, plans and measures for a certain time frame.
14. *Prototype*: are abbreviated and mostly materialised illustrations of product ideas for the purpose of gaining knowledge.
15. *Group work*: They serve to develop and discuss solutions to theoretical and practical questions in small groups. The assessment is carried out by the person responsible for the implementation of the respective course. In the case of group work, the individual performances must be clearly distinguishable and assessable.
16. *Working on exercises or smaller projects*: written work on concrete questions, in which both the acquisition of knowledge and the exemplary application of the acquired knowledge are documented.
17. *Leading the discussion/moderating the session*: can be entrusted to students who prepare themselves to get the discussion going with suitable theses or questions, to structure it and to summarize its results.
18. *Minutes of meetings*: precise, but nevertheless limited to the essentials, minutes of the course of meetings.
19. *Discussion*: This is active, ongoing participation in the form of questions and comments in a course.

(2) Examination performances must be individually assignable, i.e. the contribution of the individual to be assessed as an examination performance must be clearly distinguishable and individually assessable on the basis of the information of sections, page numbers or other objective criteria and must meet the requirements of the examination performance to be given.

(3) A record shall be kept of the oral examination performance. If oral examinations are provided for in the module description, they can also be taken as individual examinations or as group examinations. For oral examinations, a transcript is to be prepared by a secretary in each case. The minutes shall contain the essential objects and results of the examination, in particular the facts that are decisive for the grading.

(4) For the successful completion of a module, examinations are required which relate to individual, several or all courses of this module. In principle, only students who are enrolled at HoMe and the MLU can take a module examination/examination. As a rule, an examination is conducted by the respective lecturer. As a prerequisite for admission to module examinations, proof of prior examination performance or prior module performance(s) may be required, which are specified in the module descriptions and in Appendix 1: "Module plan."

(5) The basic forms of the examination performance as well as further details on the procedure are regulated in Appendix 1: "Module Plan" as well as in the module description. In cases of force majeure, in particular a pandemic, earthquake, etc., the examination board may determine the forms of the examination performances as well as the further details regarding the procedure deviating from the regulations of the examination regulations. The changes are to be announced in an appropriate manner, in particular on the websites and/or in the examination administration system of HoMe or the MLU, and at the latest 14 days before the examination date. The concerns of students with impairments according to Para. 8 shall be taken into account.

(6) In accordance with Appendix 1: "Module Plan," grades must be awarded for examination performances and, in the case of several graded examination performances per module, must be added together to form a module grade. The grading shall be in accordance with § 20.

(7) The assessment of the examination performance or of the module shall be announced to the students as a rule after four weeks, but at the latest six weeks after the centrally planned examination period for examinations taken outside the central examination period (individual examinations), after the performance has been rendered or on completion of the module. This regulation may not be deviated from to the detriment of the students. The periods for the centrally planned examination dates are to be announced in the official announcements of HoMe.

The examination grade is announced via the HoMe electronic examination administration system. The grade is deemed to have been announced on the day it is posted. The students are obliged to regularly inform themselves about their performance status as well as about changes to the examination procedures with the help of the electronic examination administration system provided by HoMe. The same applies to the announcement of examination dates.

(8) If a candidate fails an examination, the grade "not sufficient" shall be awarded. An examination performance shall also be deemed to have been failed if it is not handed in on time or if the candidate absents himself/herself from the examination without withdrawing from it in due time in accordance with Para. 10.

(9) If a student can credibly demonstrate that he or she is unable to complete all or part of a course of study or examination in the prescribed form or within the prescribed period due to a physical disability or a significant physical, health or comparable impairment which is of a long-term nature and which lies outside the skills and knowledge to be determined in the examination, the examination board may, upon written application and in consultation with the student and the examiner, determine measures by which equivalent course and examination work can be completed within an extended period or processing time or in another form. The student, the examiner and the examination board may determine measures by which equivalent study and examination achievements can be completed within an extended period or processing time or in another form. Comparable impairments exist, among others, in the case of pregnant students.

(10) The application in accordance with Paragraph 8 must be submitted to the Examination Committee with proof of the disability or impairment at least six weeks before the start of the examination.

(11) Students register for examinations at HoMe and the MLU via the HoMe examination administration system at the times specified by the examination office, usually in the first four weeks of the semester. The registration deadline is 30.06. for the summer semester and 10.01. for the winter semester for the central examination phase. The registration period for examinations taken outside the central examination period (individual examinations) ends 7 calendar days before the examination date. Admission to the examination creates a legal examination relationship between the examination candidate, who thus becomes the examinee, and the university. Admission becomes effective if the student has not revoked the registration within the periods specified in sentences 2 and 3 via the electronic examination and study administration system of HoMe, in special exceptional cases via the examination office of HoMe. A module performance or partial module performance deregistered by revocation is deemed not to have been registered.

(12) If a candidate is unable to take an examination for an important reason or due to illness after the expiry of the deadlines according to Para. 10, the reasons must be immediately brought to the attention of the examination office of HoMe and substantiated (in the case of illness, always by submitting a medical certificate).

(13) Students who have been granted leave of absence due to family obligations may voluntarily complete coursework and examinations during the semester of leave. Students who have been granted leave of absence for other reasons may take up to two examinations upon application to the examination board. Students who have been granted leave of absence may retake failed examinations during the leave of absence, irrespective of the reason for the leave of absence, upon written application to the examination board. The application must be submitted to the examination office HoMe. The regulations of § 19 remain unaffected.

§ 16

Examination performance in the answer-choice procedure

(1) Written examinations can take the form of an answer-choice procedure (e.g. multiple-choice procedure). The answer-choice procedure can also be carried out in electronic (computer-assisted) form.

(2) Examination questions in the form of the answer-choice procedure are to be set by two examiners. The examination questions and the possible answers (the correct and incorrect answers, examination tasks) including the allocation of points are worked out and determined in writing by at least two examiners. The number of points that can be achieved if the question is answered correctly must be stated on the answer sheet, unless all questions are assessed with the same number of points. The examiners are responsible for the proper conduct of the examination and the evaluation of the answer sheets.

(3) An examination performance according to the answer-choice procedure is passed if the examination candidate has achieved at least 50 percent of the possible number of points (absolute pass mark) or if the number of points achieved by the examinee does not fall below the average examination performance of the examinees of the respective examination term by more than 22 percent (relative pass mark / sliding clause). The reference group is formed by the examinees taking the examination. The relative pass mark is only to be taken into account if it is below the absolute pass mark. If the sliding clause is applied, at least 40 percent of the possible score must have been achieved in order to pass the examination.

(4) If the examination candidate has achieved the minimum number of possible points required for passing the examination according to Para. 3, the performances shall be evaluated according to § 20, Sub-Section 2. In the case of the sliding clause, the grading scale is shifted linearly by the difference between the absolute and relative pass mark.

(5) If it becomes apparent after the examination that individual examination questions or answer options are incorrect, the examination questions concerned shall be deemed not to have been set; the total number of points attainable shall be reduced accordingly; the reduced total number of points shall be taken as a basis when determining the examination results. The reduced number of items / total number of points may not be to the disadvantage of a person to be examined.

§ 17 Industrial internship

(1) The industrial internship is a component of the degree programme and is intended to introduce the students to the intended professional activity through concrete tasks and practical work in the company or other institutions of professional practice. In particular, it should serve to apply the knowledge and skills acquired in the previous studies and to reflect on and evaluate the experiences made during the practical work. The duration of the industrial internship is 3 months and must be completed full-time.

(2) Separate regulations shall be issued by the Faculty of Engineering and Natural Sciences for the implementation of industrial internships. An internship contract must be concluded between the student and the company for the duration of the compulsory internship.

§ 18 Bachelor module

(1) The Bachelor module consists of the Bachelor thesis and the colloquium. The Bachelor thesis is a special examination paper. It should show that the candidate is able to work independently according to scientific methods. It corresponds to 15 ECTS credits including the colloquium performance.

(2) The application for admission must be submitted in writing to the Examination Office of HoMe before the topic of the Bachelor thesis is issued. The relevant documents must be enclosed with the application:

- Proof of successfully completed 140 ECTS in the degree programme
- Proposal for the topic of the Bachelor's thesis and determination of the first and second examiners after prior consultation with the participants.

The examination office determines the form of the application.

(3) The Bachelor's thesis should preferably be carried out in an institution outside the university, e.g. in cooperation with a company or a scientific institution. For the implementation in the company, the regulations for industrial projects issued in the Faculty of Engineering and Natural Sciences shall be applied accordingly.

(4) The Bachelor thesis is supervised by a first and second supervisor. The first supervisor should be an examiner at HoMe pursuant to § 12, Sub-Section 4 of the HSG LSA. The first and second supervisor are, at the same time, examiners. Both examiners must be confirmed by the chairperson of the examination committee before the topic is issued. The exact time of the issuing of the topic and the submission of the thesis are to be recorded by the Examination Office of HoMe.

(5) The processing time for the Bachelor's thesis is 8 weeks and comprises a workload of 320 hours. The topic, assignment and scope of the thesis are to be determined by the supervisors in such a way that the thesis can be completed in the specified time on a full-time basis. The topic can only be changed once. In individual cases, the examination board may extend the processing time of the Bachelor's thesis by up to a further nine weeks upon justified application by the candidate.

(6) When submitting the Bachelor's thesis, the candidate must affirm that he or she has written his or her thesis independently and has not used any sources or aids other than those indicated, and has marked citations.

(7) The Bachelor's thesis must be submitted to the Examination Office of HoMe in due time (in duplicate as well as on a data carrier). If the Bachelor's thesis is not handed in on time, it will be assessed as "not sufficient" (5.0).

(8) The thesis should have been assessed by both examiners within four weeks of its submission. If the difference between the individual evaluations of the two examiners is more than 2.0, the examination committee shall appoint another examiner to evaluate the Bachelor thesis.

(9) The Bachelor thesis is to be defended in a colloquium. The colloquium is to be held publicly at HoMe, unless a confidentiality agreement contradicts this. The candidate shall prove in the colloquium that he or she is able to represent the results of the thesis in a presentation and a technical discussion.

(10) The prerequisite for admission to the colloquium is the assessment of the Bachelor's thesis by both examiners with at least "sufficient" (Grade 4.0) as well as the completeness of the coursework to be done for this degree programme. The Examinations Office checks whether the student has already completed all other coursework; only then can the colloquium be held. The individual assessment must be justified in writing.

(11) The colloquium must take place no later than two months after submission of the thesis. The date is set by the first examiner in consultation with the other examiners and the candidate. If the colloquium is not taken within the two-month period for reasons for which the candidate is responsible, the colloquium is deemed to have been taken and not passed.

(12) The colloquium is conducted jointly by the appointed examiners as an oral examination. The first examiner is also the chairperson in the examination. The duration of the colloquium is usually 60 minutes. The possibility of a virtual colloquium is given.

(13) If the colloquium is assessed as "insufficient", the colloquium may be repeated once within three months. As a rule, a period of one month must be observed for the repetition of the colloquium. If the colloquium is also not passed in the repeat examination, the Bachelor examination is deemed to have been failed.

(14) The grade of the written Bachelor thesis is the arithmetic mean of the grades of the available expert opinions. The grade for the colloquium is the arithmetic mean of the grades of the examiners involved. All decimal points except the first are deleted without rounding off. The following weighting applies for the formation of the overall grade of the Bachelor module:

1 st . grade	Bachelor thesis:	weighting 0.67
2 nd . mark	Colloquium:	weighting 0.33

(15) The Bachelor's degree may be withdrawn if it subsequently transpires that it was obtained by deception or if essential requirements for the award were erroneously considered to have been met. The examination board is responsible for taking the decision.

§ 19 Repetition of examinations

(1) Failed examinations can be repeated twice. The Bachelor thesis can only be repeated once. The repetition of a passed examination is not permitted.

(2) The repeat examination must be completed no later than in the second semester after the semester in which the failed examination would normally have been completed.

(3) Repeat and first repeat examinations for HoMe modules are to be offered every semester, for modules offered by the MLU, the repeat is to be offered once in the academic year. In justified exceptional cases, this may be deviated from in compliance with paragraph 2. Dates for examinations that are not centrally scheduled must be reported to the Examinations Office at least three weeks in advance and published. Students are responsible for registering for re-examinations and examinations with the examination office of the HoMe in due time.

(4) In the case of board examinations, the examination committee is obliged to inform the candidate of the names of the examiners at least two weeks before the examination date. Announcement by notice board or intranet is sufficient.

§ 20

Assessment of the examination performances, module grades and determination of the overall grade

(1) An examination performance is passed if it has been assessed with at least "sufficient". In the case of different grades, the grade is calculated from the arithmetic mean. All decimal points except the first are deleted without rounding.

(2) The following grades are to be used for the assessment of examination performances:

Percentages x	Grade		Description
$95 \leq x \leq 100$	1.0	= very good	An outstanding achievement
$90 \leq x < 95$	1.3	= very good minus	
$85 \leq x < 90$	1.7	= good plus	A performance that significantly exceeds the average requirements.
$80 \leq x < 85$	2.0	= good	
$75 \leq x < 80$	2.3	= good minus	
$70 \leq x < 75$	2.7	= satisfactory plus	
$65 \leq x < 70$	3.0	= satisfactory	A performance that meets the average requirements.
$60 \leq x < 65$	3.3	= satisfactory minus	A performance that, despite its shortcomings, still meets the requirements. A performance that no longer meets the requirements due to significant deficiencies.
$55 \leq x < 60$	3.7	= sufficient plus	
$50 \leq x < 55$	4.0	= sufficient	
$x < 50$	5.0	= insufficient	

(3) The following grades are to be used for the assessment of examination performances:

- 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, despite its deficiencies, still meets the requirements;
- 5 = inadequate = a performance which, due to significant deficiencies, no longer meets the requirements.

By lowering or raising the individual marks by 0.3, intermediate values can be formed for differentiated assessment. The marks 0.7; 4.3; 4.7 and 5.3 are excluded.

(4) As a rule, a module is concluded with an examination, which is to be graded according to paragraph 1; the grade is then also the module grade. Otherwise, the

module grade is calculated as the weighted arithmetic mean (according to the module description) of the grades (numerical value) of the examinations assigned to the respective module. All decimal places except the first are deleted without rounding off. Each examination must be passed. If an examination has not been passed, only this examination must be repeated. The grades of the other examinations remain unaffected. The ECTS points of the examinations belonging to the module are specified in the module description and in Appendix 1 "Module Plan".

The module grade is with an average:

up to and including 1.5 = very good,
from 1.6 to 2.5 = good,
from 2.6 to 3.5 = satisfactory,
from 3.6 to 4.0 = sufficient.

(5) An overall grade is calculated for the Bachelor's degree programme. Which module grades are included in the overall grade is specified in Appendix 1 "Module Plan". The overall grade of the Bachelor's degree programme is calculated from the arithmetic mean of the grades of the module examinations of the compulsory modules, the compulsory elective modules and the Bachelor's module (including colloquium) weighted according to credit points/ECTS.

(6) If students have obtained more than the required ECTS points in the compulsory elective area, they can declare, with the application for admission to the Bachelor thesis, which compulsory elective modules should be included in the calculation of the overall grade. Only compulsory elective modules in the respective field of study (Engineering or Economics) can be taken into account. If no compulsory elective modules are selected, the best graded modules of the respective field of study shall be included in the total number of compulsory elective modules corresponding to the module plan.

(7) Modules which are not assessed but only passed are not included in the final grade.

(8) In addition to the overall grade according to Paragraph 4, a relative grade is shown. This indicates the position of the individual final grade of the student within the degree programme in the form of a ranking and is intended to help increase the comparability of examination achievements in an international context. The relative grade is shown in accordance with the "Grading table" proposed in the ECTS Users' Guide and maps the grade distribution within the degree programme. The ECTS grading table refers to at least two and, at most, five years of the reference group, which is to be formed from the graduates of the degree programme completed; the reference group and reference period must be stated in each case. The reference group must comprise at least 30 graduates. The grading table is shown in the Diploma Supplement.

§ 21 Completion of studies

(1) The Bachelor's degree programme has been successfully completed by those who have acquired the corresponding number of ECTS in the modules required for the degree programme.

(2) The Bachelor thesis including the colloquium (Bachelor module) should be completed by the end of the standard period of study. If a student exceeds the deadline according to sentence 1 by more than three semesters for reasons for which he or she is responsible, the Bachelor module shall be deemed to have been taken and (for the first time) not passed. Admission to the Bachelor's thesis is granted upon application. Admission to the colloquium must be refused if, in addition to the colloquium, further achievements that are necessary for successful completion of the chosen degree programme according to

Appendix 1 "Module Plan" are still outstanding.

(3) The Bachelor thesis is an examination paper. It is intended to show that the students are able to work independently on a problem from their subject area within a specified period of time using scientific methods. The topic and task of the Bachelor's thesis must correspond to the purpose of the examination and the processing time. The type of task and the assignment must be determined when the topic is issued.

(4) If a candidate has not successfully completed the Bachelor's degree programme, he or she will be issued a written certificate upon application and upon presentation of the relevant evidence and the ex-matriculation certificate, which contains the achievements and, if applicable, the grades and shows that the Bachelor's degree programme has not been successfully completed.

§ 22

Bachelor's degree and Bachelor's certificate

(1) If the candidate has successfully completed the Bachelor's degree programme, the examination office of HoMe issues a certificate of study and examination results as well as a certificate of graduation with the name of the academic degree obtained. The certificate shall include in particular:

- a) the grade of the Bachelor thesis,
- b) the topic of the Bachelor's thesis,
- c) the individual module grades, the overall grade of the Bachelor examination.

(2) At the same time as the certificate, the candidate is issued a Bachelor's degree certificate with the date of the certificate. This certifies the award of the academic degree according to § 3. The certificate and the transcript are signed by the deans of both institutions and by the chairperson of the examination board. Both documents shall bear the seals and logos of the MLU and HoMe. The certificate and report bear the date of the day on which the last individual performance was achieved.

(3) An English-language version is attached to the certificate and the diploma.

§ 23

Diploma Supplement

(1) A Diploma Supplement is issued to the graduate together with the certificate of completion of the Bachelor's degree programme.

(2) The Diploma Supplement is a certificate supplement. It describes the completed study content, the course of study and the academic and professional qualifications acquired with the degree.

§ 24

Inspection of the study files

Upon request, the candidate shall be granted access to his or her work, the comments of the lecturer who conducted the examination and the corresponding records within one year of the completion of each examination.

§ 25
Deception, disorderly conduct

(1) If candidates attempt to influence the result of an examination by deception, e.g. the use of unauthorised aids, the examination in question may be deemed not to have been taken and assessed as "insufficient" (5.0). Anyone who disturbs the examination process can, as a rule, be excluded from continuing to take the examination by the respective lecturer or supervisor after a warning; in this case, the examination in question shall be deemed not to have been taken and assessed as "not sufficient" (5.0). The reasons for the exclusion are to be recorded.

(2) Incriminating decisions shall be communicated to the persons concerned in writing without delay and reasons shall be given. Before a decision is taken, the persons concerned shall be given the opportunity to comment.

§ 26
Invalidity of examination results

(1) If the candidate has cheated in an examination and this fact only becomes known after the certificate has been issued, the examination committee may subsequently correct the result and, if applicable, the marks for those examinations in which the candidate cheated and declare the examination failed in whole or in part.

(2) If the prerequisites for admission to a module, in the context of which an examination was taken, were not fulfilled without the candidate intending to deceive, and if this fact only becomes known after the grade of the examination has been announced, this defect is cured by passing the examination. If the candidate has intentionally obtained admission unlawfully, the examination board shall decide on the legal consequences in compliance with the Administrative Procedure Act for the State of Saxony-Anhalt.

(3) The candidate shall be given the opportunity to comment before a decision is taken.

(4) The incorrect certificate shall be withdrawn and, if necessary, a new one shall be issued. A decision according to paragraph 1 and paragraph 2 sentence 2 is excluded after a period of five years from the date of the examination certificate.

§ 27
Withdrawal of the Bachelor's degree

The Bachelor's degree may be withdrawn if it subsequently transpires that it was acquired through deception or if essential requirements for the award were erroneously considered to have been met. The examination board is responsible for the decision.

III. final provisions

§ 28
Coming into force and publication

(1) These regulations were adopted by the Faculty Council of the Faculty of Engineering and Natural Sciences of HoMe on 21.04.2022 and by the Faculty Council of the Faculty of Law and Economics of the MLU on 27.04.2022.

(2) The Academic Senate of Merseburg University of Applied Sciences took a position on this on 28.04.2022; the Academic Senate of the MLU took a position on this on 11.05.2022.

(3) These study and examination regulations shall come into force in the winter semester 2022/2023 after announcement in the MLU official gazette and in the official announcements of HoMe.

Merseburg, 13th. May, 2022

Prof. Dr. Markus Krabbes
Rector of Merseburg University of Applied Sciences

Halle (Saale), 13th. May, 2022

Prof. Dr. Christian Tietje
Rector of the Martin Luther University Halle-Wittenberg

Appendix 1

Module overview of the joint international Bachelor's degree programme "Engineering and Management" (BEM) run by the Faculty of Engineering and Natural Sciences (INW) at Merseburg University of Applied Sciences in cooperation with Martin Luther University Halle-Wittenberg

	Course	Module name	SWS	CLP	No. of exams graded	Module form	Proportion of final grade	Participation requirement	Module prerequisite
Semester 1	Mathematics	Mathematics	5	5	1	in writing	5/165	no	no
	Physics	Physics	5	5	1	in writing	5/165	no	Successful completion of the internship
	Chemistry	Chemistry	4	5	1	in writing	5/165	no	Successful completion of the internship
	Introduction to Financial Accounting	Introduction to Financial Accounting	4	5	1	written, oral or electronically	5/165	no	no
	Team Communication & Germany in an Intercultural Context	Team Communication & Germany in an Intercultural Context	4	5	1	in writing	5/165	no	no
	German Language Basics I (for English Speakers)	Language I	8	5	2	written and oral	5/165	no	no
	Technical English (for German Speakers)		4						
Semester 2	Transport Phenomena	Transport Phenomena	4	5	1	in writing	5/165	no	Successful completion of the internship
	Computing Fundamentals	Computing Fundamentals	4	5	1	in writing	5/165	no	Successful completion of the internship
	Material Science	Material Science	4	5	1	in writing	5/165	no	no
	Cost accounting	Cost accounting	4	5	1	written, oral or electronically	5/165	no	no
	Statistics I	Statistics I	4	5	1	written, oral or electronically	5/165	no	no

German Language Basics II (for English Speakers)	Language II	8	5	2	written and oral	5/165	no	no
Business English (for German Speakers)		4						

	Course	Module name	SWS	CLP	No. of exams graded	Module form	Proportion of final grade	Participation requirement	Module prerequisite
Semester 3	Mechanics	Mechanics	4	5	1	in writing	5/165	Mathematics	Successful completion of the internship
	Thermodynamics	Thermodynamics	4	5	1	in writing	5/165	no	Successful completion of the internship
	Introduction to Process Engineering	Introduction to Process Engineering	5	5	1	in writing	5/165	no	Successful completion of the internship
	Principles of Investment	Principles of Investment	3	5	1	written, oral or electronically	5/165	no	no
	Statistics II	Statistics II	4	5	1	written, oral or electronically	5/165	no	no
	German as a Foreign Language I (for English Speakers)	Language III	8	5	2	written and oral	5/165	no	no
	Second Foreign Language Spanish I (for German Speakers)		4						

Semester 4	Electrical Engineering	Electrical Engineering	4	5	1	in writing	5/165	no	Successful completion of the internship	
	Equipments in Process Engineering	Equipments in Process Engineering	4	5	1	oral	5/165	no	Successful completion of the internship	
	Process Control	Process Control	4	5	1	in writing	5/165	no	Successful completion of the internship	
	Supply Chain Management	Supply Chain Management	4	5	1	in writing	5/165	no	no	
	s. Compulsory Elective: Business and Economics			4	5			5/165	-	-
	German as a Foreign Language II (for English Speakers)	Language IV	8	5	2	written and oral	5/165	no	no	
	Second Foreign Language Spanish II (for German Speakers)		4							

	Course	Module name	SWS	CLP	No. of exams graded	Module form	Proportion of final grade	Participation requirement	Module prerequisite
Semester 5	Sustainable Energy Supply	Sustainable Energy Supply	4	5	1	in writing	5/165	no	Successful completion of the internship
	s. Compulsory Elective Engineering		4	5	1		5/165		
	s. Compulsory Elective Engineering		4	5	1		5/165		
	International Logistics	International Logistics	4	5	1	in writing	5/165	no	no
	s. Compulsory Elective Business and Economics			5			5/165		
	German as a Foreign Language III (for English Speakers)	Language V	8	5	2	written and oral	5/165	no	no
	Second Foreign Language Spanish III (for German Speakers)		4						
Semester 6	Internship	Internship	-	15	-	Internship report	0/165	no	no
	Bachelor thesis colloquium		-	15	2	1/3 oral 2/3 Bachelor thesis	15/165	no	Successful completion of at least 140 CP for admission

Elective subjects:

Compulsory Electives Engineering

	Course	Module name	SWS	CLP	No. of exams graded	Module form	Proportion of final grade	Participation requirement	Module prerequisite
Semester 5	Biotechnology	Biotechnology	4	5	1	in writing	5/165	no	Internships
	Environmental Engineering	Environmental Engineering	4	5	1	in writing	5/165	no	Internships
	Plant Engineering Project	Plant Engineering Project	4	5	2	written and oral	5/165	no	no
	CAD/Mechanical Design	CAD/Mechanical Design	4	5	1	in writing	5/165	no	no

Compulsory Electives Business and Economics

	Course	Module name	SWS	CLP	No. of exams graded	Module form	Proportion of final grade	Participation requirement	Module prerequisite
Semester 4/5	Accounting and Taxation	Accounting and Taxation	2	5	1	written, oral or electronically	5/165	no	no
	Business Plan Seminar	Business Plan Seminar	4	5	2	written, oral or electronically	5/165	no	yes
	Data Science I	Data Science I	4	5	2	written, oral or electronically	5/165	no	no
	Data Science II	Data Science II	4	5	2	written, oral or electronically	5/165	no	no

Semester 4/5	Intermediate Microeconomics	Intermediate Microeconomics	4	5	1	written, oral or electronically	5/165	no	no
	Introductory Econometrics	Introductory Econometrics	4	5	1	written, oral or electronically	5/165	no	no
	Principles of Economics	Principles of Economics	4	5	1	written, oral or electronically	5/165	no	no
	Principles of Management	Principles of Management	4	5	2	written, oral or electronically	5/165	no	no
	Production and Logistics	Production and Logistics	4	5	1	written, oral or electronically	5/165	no	no
	-	Issues in Business Studies I	2	5	1	written, oral or electronically	5/165	no	no
	-	Issues in Business Studies II	2	5	1	written, oral or electronically	5/165	no	no
	-	Issues in Business Studies III	2	5	1	written, oral or electronically	5/165	no	no
	-	Issues in Business Studies IV	2	5	1	written, oral or electronically	5/165	no	no
	-	Issues in Business Studies V	2	5	1	written, oral or electronically	5/165	no	no
	-	Issues in Business Studies VI	2	5	1	written, oral or electronically	5/165	no	no