

# Study and Examination Regulations for Master's Degree Programs at Offenburg University

Passed 7 August 2013, amended version of 2 July 2014

**Excerpt:**

**General Regulations and § 36 (Program of Communication and Media Engineering)**

*Please note that this English translation is for information purposes only.  
The only legally binding version of this document is the German one.*

In accordance with § 34, para.1, of the University Law of the State of Baden-Württemberg (Landeshochschulgesetz, abbrev. LHG in the following), in the version of 1 January 2005 (Journal of Laws p. 1), as last amended on 10 July 2012 (Journal of Laws p. 457), the Senate of Offenburg University on 6 August 2013 passed the following Study and Examination Regulations for Master's degree programs by circulation procedure.

The Rector approved these regulations on 7 August 2013.

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## **§ 1 Applicability**

(1) These study and examination regulations apply to the following Master's degree programs at Offenburg University:

1.	<i>Betriebswirtschaft, BWM</i>	§ 29
2.	<i>Wirtschaftsingenieurwesen, WIM</i>	§ 30
3.	<i>Elektrotechnik/Informationstechnik, EIM</i>	§ 31
4.	<i>Informatik, INFM</i>	§ 32
5.	<i>Medien und Kommunikation, MuK</i>	§ 33
6.	<i>Maschinenbau/Mechanical Engineering, MME</i>	§ 34
7.	<i>Process Engineering, MPE</i>	§ 35
8.	<i>Communication and Media Engineering, CME</i>	§ 36
9.	<i>Energy Conversion and Management, ECM</i>	§ 37
10.	<i>International Business Consulting, IBC</i>	§ 38
11.	<i>Master of Business Administration (Part-Time), PGM</i>	§ 39
12.	<i>Medizintechnik, MTM</i>	§ 40

(2) Admission to these programs requires a qualified academic degree in the respective (or related) field. All other details are outlined in the program-specific admission regulations.

(3) All references to offices and functions in this document equally refer to men and women.

## **A. General Regulations**

### **I. General**

## **§ 2 Prior Engineering Practice / Pre-Study Internship**

(1) For the study programs listed in § 1, para. 1, completing a pre-study internship is not required.

(2) Requirements concerning prior engineering practice are outlined in the Specific Regulations.

## **§ 3 Standard Time to Degree and Course Structure**

(1) The standard time to degree is

- 4 semesters in the study programs no. 1, 8, and 11 (§ 1, para. 1),
- 3 semesters in all other study programs listed in § 1, para. 1, with the exception of no. 9 (cf. Specific Regulations)

The standard time to degree includes the study semesters, integrated projects and project-related study elements of the degree program, examinations, and the preparation of the Master's thesis.

(2) By way of derogation from paragraph 1, the time to degree can be individually extended by one semester if it was determined at admission that additional coursework had to be completed to reach the number of credits required for admission.

(3) Student workload is measured in credits, based on the European Credit Transfer and Accumulation System (ECTS). A full study load for one semester equals 30 ECTS credits; one credit equals an estimated workload of 30 hours.

(4) The total amount of required and elective modules needed to complete a study program is outlined in the Specific Regulations.

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- (5) In special cases, by way of derogation from § 3, para. 1, the time to degree can be extended through part-time arrangements, provided that the modules to be completed for credit in a given semester are laid down in writing before the beginning of that semester. Generally, a minimum number of 15 credits per semester shall still be pursued.
- (6) Such special cases particularly include pregnancy, parental leave, care for dependents, and affiliation with a national-level squad of the German Olympic Sports Confederation (cadres A, B or C).
- (7) Applications for such an exceptional extension of time to degree must be filed with the Chair of the Examination Board of the respective degree program. The decision lies with the Examination Board.
- (8) The Specific Regulations stipulate the allocation of courses and corresponding semesters.
- (9) By a decision of the responsible Departmental Council (*Fakultätsrat*) or Joint Commission (*Gemeinsame Kommission*) in accordance with § 15 LHG, both the examination requirements and the order and type of courses as set forth in the Specific Regulations can be amended for a given study semester.

#### **§ 4 Required Practical Semester/Practice-Oriented Study Element**

Some of the degree programs listed in § 1, para 1, require a practical semester or practice-oriented study element. Details are outlined in the Specific Regulations.

#### **§ 5 Modular Structure of Degree Programs**

- (1) The degree programs have a modular structure, i.e. they consist of topically related lectures, tutorials, labs and similar courses, each of which is called a module.
- (2) Each module is allocated a specific amount of credits – as according to § 3 para. 3 –, relating to the time and effort required for successfully completing the module. Generally, a total of 30 credits can be obtained per semester.
- (3) The Master's degree examination consists of examinations and the Master's thesis. Each module contains an examination, which may itself consist of several partial examinations; these examinations are normally taken during the same semester that the module is attended (*'studienbegleitend'*) and are related to the course content.

#### **§ 6 Admission to Examinations/ Revocation of Examination Eligibility / Deadlines**

- (1) All examinations shall be completed by the end of the stipulated standard time to degree. They can also be completed prior to these deadlines, save for the exception outlined in § 21, para. 2.
- (2) Participation in an oral or written examination during the semester requires prior registration either online or in person at the responsible registrar's office, no later than a week before the official beginning of the examination period. A registration can be canceled until the end of the second to last day before the day of the examination. Different registrations regulations may apply for examinations offered by the Language Center. By way of derogation, the deadline for registering for an examination scheduled *outside* the regular examination period is one week before the day of the examination; the deadline for cancelation is the same (end of the second to last day before the day of the examination).
- (3) Admission to examinations and to the study course is revoked if the student fails to complete the examinations required for the Master's degree within three semester of the date laid down in para. 1 and § 3, para. 1, except if the student is not responsible for the missed deadline or if an application for extended time to degree has been filed and approved.

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- (4) If the student's admission to a study course has been revoked, he/she is still eligible to attend individual examinations until one year following the revocation if those examinations are not part of the course work (*studienbegleitend*) and the other required examinations stipulated in this document had been successfully completed at the time of the revocation.

## **§ 7 General Admission Requirements**

- (1) Admission to any of the degree programs listed in § 1, para. 1, requires:
  1. An especially qualifying university-level degree in the field of the respective Master's degree program and proof of qualification through relevant application materials
  2. A written statement declaring that the applicant has never definitely failed a Master's degree examination in the same degree program or in any of the programs defined by Offenburg University's statutes in accordance with § 60, para. 2, sent. 2 of LHG at a university within the jurisdiction of the German Basic Law.
- (2) Admission to any examination or partial examination requires enrollment in the respective degree program at the time of the examination.
- (3) Admission to an examination can only be denied if:
  1. The requirements outlined in para. 1 and 2 are not fulfilled or only partially fulfilled, or
  2. The application documents are incomplete, or
  3. The student has definitely failed a required examination associated with a course module or a Master's degree examination in the same degree program at a university, or is currently the subject of examination proceedings, or
  4. Eligibility for the relevant examinations has expired according to § 34, para. 2, of LHG

## **§ 8 Examinations**

- (1) All written and oral examinations are offered every semester.
- (2) Generally, examinations are held during the examination period, i.e. outside the lecture period. Partial examinations can also be fulfilled in the course of the semester; details are outlined in the Specific Regulations.
- (3) Examinations may be held in an electronic environment, e.g. as e-examinations.
- (4) Examinations may involve content which is provided electronically, and/or is to be worked on electronically.
- (5) If the student can credibly establish that for reasons outside his/her control he/she is unable to take an examination or part of an examination in the manner prescribed, the Chair of the Examination Board shall either grant the student an extension of the deadline for completing the examination requirement or allow for the fulfillment of the examination requirement in a different manner which is deemed equivalent.
- (6) Students on leave of absence (*Urlaubsemester*) are barred from taking examinations.

## **§ 9 Oral examinations**

- (1) In oral examinations, students shall demonstrate a grasp of the examination subject, be able to address specific questions, and to put these into context. Furthermore they shall be tested for sufficient basic knowledge of their field.

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- (2) Oral examinations are normally conducted by at least two examiners or by one examiner in the presence of an observer; they can be individual or group examinations.
- (3) An oral examination takes about 20 minutes per person and subject; it shall neither fall below 15 minutes nor exceed 25 minutes.
- (4) The main topics and results of the oral examination are recorded in a report. The results are announced to the examinee(s) directly following the examination.
- (5) Other students who intend to take the same examination at a later date shall be admitted to attend as listeners, provided that the available space allows it and the examinee does not object to it. They are not allowed, however, to listen in to the examiners' deliberation and the announcement of the examination results.

## **§ 10 Written Examinations and Other Written Work**

- (1) In written examinations and other written work, students shall demonstrate that within a specified time and given only limited support material, they can solve problems and complete assignments using standard methods of their field. Furthermore they shall demonstrate sufficient basic knowledge of their field. Written examinations or assignments can contain several topics to choose from.
- (2) The deadlines for turning in written work are set by the respective instructors. A deadline may be extended once. Failure to meet a set deadline results in a grade of '5,0' (*nicht ausreichend/deficient*) or 'oE' (*ohne Erfolg/unsuccessful*).
- (3) Required written examinations or other graded works that are not accompanying the regular course work are normally assessed by two examiners. The assessment procedure shall not take longer than four weeks.
- (4) The times allowed for the respective written examinations and other written works are outlined in the Specific Regulations.

## **§ 11 Grading**

- (1) Grades are set by the respective examiners. The following grading scale is used:

1 = 'sehr gut' / very good	= outstanding
2 = 'gut' / good	= clearly exceeding the requirements
3 = 'befriedigend' / satisfactory	= meeting the requirements
4 = 'ausreichend' / sufficient	= showing deficits, but still meeting the requirements
5 = 'nicht ausreichend' / deficient	= not meeting the requirements due to considerable deficits

For differentiated grading, the single grade number can be raised or lowered by '0,3' [the German system uses commas as decimal marks]. The grades '0,7' and '5,3' are excluded.

- (2) If an examination is assessed by more than one examiner, the grade is calculated as the average of the individual assessments. The grading scale is the same as outlined in para. 1. If the calculated average is not a possible grade, it is rounded up or down; if the average is exactly between two possible grades, it is rounded up to the better grade.
- (3) If an examination is composed of different parts, the grade for the module is calculated as the average of the individual assessments, proportionally weighted as outlined in the Specific Regulations. The grading scale is the same as outlined in para. 1. If the calculated average is not a possible grade, it is rounded up or down; if the average is exactly between two possible grades, it is rounded up to the better grade. Ungraded assessments are not weighted in the final grade for the module, but must be documented as successfully passed.

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- (4) The final grade is calculated as the average of the grades achieved in the modules which are outlined in the Specific Regulations. The module grades are weighted according to their credit values, unless specified otherwise in the Specific Regulations. Only the first two decimal points after the comma are considered; the following decimal points are disregarded without rounding. Ungraded assessments are not weighted in the final grade for the module, but must be certified as successfully passed. The best possible final grade is '1,0' and the lowest possible grade is '4,0'; in-between grades are subdivided into tenths ('0,1'). The grade descriptors are:

'sehr gut' for a final grade between 1,0 and 1,5;  
'gut' for a final grade between 1,6 and 2,5;  
'befriedigend' for a final grade between 2,6 and 3,5;  
'ausreichend' for a final grade between 3,6 and 4,0.

## **§ 12 Absence, Withdrawal, Cheating, Violation**

- (1) An examination is graded '*nicht ausreichend*' (5,0) if the student is absent at the appointed time without a valid reason, or withdraws after the withdrawal deadline without a valid reason, or does not submit the written examination within the given time period.
- (2) The reasons for withdrawal or absence must be credible and submitted in written form without delay. In the case of an illness or pregnancy of the student, an official medical certificate can be required, and in cases of doubt the University can appoint a doctor of their choice to issue the certificate. The certificate must state the reason for the student's inability to take the examination. If the reason is accepted, a new examination date will be set. The results of the other successfully passed examinations are to be credited in that case.
- (3) The illness of a child or of a relative in need of care whom the student is responsible for has the same status as the student's own illness with regard to the observance of deadlines for first-time examination registration, repeat examinations, and reasons for missing an examination or other requirement equivalent to an examination.
- (4) If a student attempts to affect examination results by cheating or by using material which is not allowed, the particular examination will be graded as '*nicht ausreichend*' (5,0) (failed). A student who causes disruption during the examination can be dismissed by the examiner or superintending person, and the student's examination will be graded '*nicht ausreichend*' (5,0) (failed). In severe cases of disruption or cheating, the Examination Board can exclude the student from taking any further examinations.
- (5) Within a time limit of one month, the person so affected can request that the decisions be reconsidered by the Examination Board according to para. 4, sent. 1 and 2. Incriminating decisions are to be conveyed to the student in writing and without delay, including reasons and information on the right to appeal.

## **§ 13 Pass and Fail**

- (1) An examination is successfully passed when the module grade is a minimum of '*ausreichend*' (4,0) and all ungraded assessments have been successfully passed (assessment of '*mit Erfolg*'). In certain cases, which are specified in the Specific Regulations, an examination consisting of several partial examinations is successfully passed only when each of the partial examinations was passed with a minimum grade of '*ausreichend*' (4,0).
- (2) If a written examination is repeated and the repeat examination is graded '4,3,' the student is granted a supplementary oral examination, which at best can yield a total grade of '4,0.' This supplementary oral examination (which is not considered an independent examination but accompanying the written examination) will address the same topics as the written examination in addition to the relevant background knowledge of the field.



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- (3) The Master's degree examination is successfully passed when all relevant examinations have been successfully passed and the Master's thesis has been graded a minimum of '*ausreichend*' (4,0).
- (4) If the student does not pass an examination or the Master's thesis, he/she receives a notification of failure and information on legal remedy, including possible ways to repeat the examination or the Master's thesis and the relevant deadlines.
- (5) If the student does not pass the Master's examination, he/she can file a request for a certificate listing the examinations passed, the grades and credit points awarded for them, and the examinations still missing. The certificate will also state that the student has not passed the Master's examination. To receive the certificate, the student has to submit all relevant documentation as well as a copy of the certificate of deregistration (*Exmatrikulationsbescheinigung*).

## **§ 14 Repeat Examinations**

- (1) Failed examinations, i.e. those graded below '4,0' or '*ohne Erfolg*,' can be repeated once. Repeating an examination graded '4,0' or better is not allowed.
- (2) Furthermore, a second repeat examination of a previously failed examination (third attempt) is allowed if the student receives and submits proof of subject-specific advising by a professor of the University related to the subject. A record of the advising session is to be included in the student's file. Such a second repeat examination can only be taken until the end of the study semester directly following the second failed attempt. The student has to submit written proof of the subject advising session to the registrar's office by the appropriate exam registration deadline as stated in § 6 para. 2 (i.e. one week before the beginning of the relevant examination period).
- (3) Admission to the third-attempt examination is established *ex officio* (i.e. automatically). If the required proof of the subject advising session is not submitted by the end of the exam registration deadline (cf. para. 2), the third attempt counts as a missed exam (absence) and thus is graded '*nicht ausreichend*' (failed), or assessed as '*ohne Erfolg*' if no grades are given.
- (4) If the third-attempt examination is assessed as '*nicht ausreichend*' or '*ohne Erfolg*,' the student has definitely failed the examination. A definitely failed examination immediately leads to the revocation of both the right to examination and the right to admission to the study program.
- (5) A third repeat examination (fourth attempt) is not allowed and must not be requested.
- (6) The repeat examination is to be taken during the examination period of the following semester. Registration for the examination is done automatically, deregistration from the exam is not possible. If the respective course is not offered in the following semester, the examination can also be taken in the second-next semester; this one-semester deferment requires the student's formal request within the appropriate examination-registration deadline (see § 6, para. 2). If the student fails to take the repeat examination within the deadline provided, his/her is no longer entitled to take the examination, unless he/she cannot be held responsible for the default.
- (7) By way of derogation from para. 6, repeating a failed examination can be deferred to the following semester if the student is currently spending a semester abroad or a required practical part of the degree program which is listed in the Specific Regulations.

## **§ 15 Recognition of Study Times and Examinations**

- (1) Coursework, examinations and degrees completed at other state or state-accredited universities and vocational academies in the Federal Republic of Germany, or at state or state-accredited universities outside of Germany, are recognized on request if these achievements are basically equivalent to the ones they are meant to replace. The transfer of credits and other achievements serves the purpose of continuing a study program, taking examinations, or beginning a further study program.

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- (2) The application for recognition must be filed within six months of the day of registration at Hochschule Offenburg or, if the coursework/examination was completed during study abroad, within six months of the day of return to Hochschule Offenburg. After the six-month deadline, a claim for recognition can only be made if the recognition criteria are met for *restitutio ad integrum* ('restoration to original condition') according to § 32 of the German Administrative Procedures Law (*Verwaltungsverfahrensgesetz*). It is the duty of the applicant to provide all required documentation for the recognition of an achievement. The University bears the burden of proving that an application fails to meet the requirements for recognition. If recognition is denied or partly denied, the decision is justified in writing, including information on legal remedy.
- (3) Preliminary and intermediate examinations passed at another German university of the same kind and in the same or a related degree program are recognized on request. Paragraphs (1) and (2) remain unaffected. It is the responsibility of the Chair of the Examination Board to verify that the co-examiner involved met the required qualification. Distance-learning units completed at accredited distance-learning universities are recognized analogous to regular study courses.
- (4) If there are equivalency agreements between Germany and other countries which benefit foreign students by way of derogation from paragraphs (1) to (3), these regulations take precedence over the respective equivalency agreement.
- (5) When course credits and examinations are recognized, the respective grades are transferred, too, provided that the two grading systems are comparable, and included in the calculation of the final grade. If the two grading systems are not comparable, transferred achievements are recorded as 'bestanden' (passed). Transferred course credits and examinations are marked as such in the Transcript of Records, Degree Certificate and Diploma Supplement.
- (6) Knowledge and skills acquired outside of academia can be recognized with up to one half of the credits awarded for the respective achievement within the degree program if they are equivalent – as referred to in para. 1 – in content and level to the achievement they are meant to replace. In accordance with § 32, para. 4, sent. 3, of LHG, only knowledge and skills acquired at an educational institution according to § 31 of LHG or an institution responsible for vocational education in accordance with the German Vocational Training Law (*Berufsbildungsgesetz*), and certified by that institution, can be recognized. Sentence 2 also holds for the recognition of vocational and professional qualifications acquired outside of Germany (in accordance with the relevant version of the Commission Regulation Implementing Directive '2005/35/EG' of the European Parliament and Council, dated 7 September 2005).
- (7) The decision on recognition lies with the Examination Board.

## **§ 16 Examination Board**

- (1) For every degree program, an Examination Board is formed which is responsible for the organization of examinations and all tasks laid down in the study and examination regulations. Related degree programs can form a joint Examination Board. It consists of seven members. The term of office is two years.
- (2) The Chair, vice-Chair and further members and substitute members of the Examination Board are appointed by the department which administers the degree program from among the professors regularly teaching classes as part of the program. Other professors and instructors can be consulted as advisers. The Chair normally manages the affairs of the Examination Board.
- (3) The Examination Board ensures that the study and examination regulations are observed. It regularly reports to the department about the development of study and examination times, including actual times spent for completing the Master's thesis, and about grade distributions (course grades and final grades). The Examination Board's reports are disclosed appropriately by the University. The Examination Board provides suggestions on possible reforms of the study course and the study and examination regulations. The Examination Board can delegate certain of its tasks to the chairperson.
- (4) The members of the Examination Board have the right to attend examinations.

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- (5) The members of the Examination Board and their substitutes are subject to confidentiality. If they are not public sector employees, they are obligated to confidentiality by the Chairperson.
- (6) In opposition proceedings, the Examination Board issues a statement to the vice-rector for academic affairs.
- (7) The University has also established a Central Examination Board. It consists of the vice-rector for academic affairs as chair and all chairs of the departmental examination boards. The Central Examination Board coordinates the organization and execution of examinations as well as the consistent application of the University's study and examination regulations.

## **§ 17 Examiners and Observers**

- (1) Examinations that are not accompanying the regular course work ('studienbegleitend') normally have to be administered by professors. If no professor is available as examiner, other instructors (such as *Lehrbeauftragte* and *Lehrkräfte für besondere Aufgaben*) can be appointed instead. Experienced vocational instructors or training supervisors who possess at least the same qualification as, or an equivalent qualification to, the one which is established by the examination in question, can also be appointed examiners.
- (2) The examinee can suggest an examiner or a group of examiners for his/her Master's thesis and oral examination(s). The suggestion does not establish a claim.
- (3) The examiners' names are announced in due time.
- (4) To be appointed observer, one has to possess at least the same qualification as, or an equivalent qualification to, the one which is established by the examination in question.
- (5) § 16, para.5, applies analogously to examiners and observers.

## **§ 18 Responsibilities**

- (1) The Examination Board is responsible for decisions concerning the following:
  1. Consequences of violations of examination regulations (§ 12),
  2. Passing and failing (§ 13),
  3. Second repeat examinations (§ 14, para. 5),
  4. Appointment of examiners and observers (§ 17),
  5. Invalidness of the final examination (§ 26),
  6. Extension of time to degree in special cases as outlined in § 3, para. 5
- (2) The Master's degree certificate is issued by the Chair of the Examination Board and the dean (*Dekan*). The Diploma Supplement is issued by the Chair of the responsible Examination Board. The Master's degree certificate is signed by the Rector.

## **II. Master's Degree Examination**

### **§ 19 Purpose and Procedure of the Examination**

- (1) The Master's examination concludes the program and leads to the Master's degree. It proves the student's understanding of the field of study and his/her ability to apply academic/scientific knowledge and skills as well as to further advance these knowledge and skills.

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- (2) The Master's examination consists of examinations and the Master's thesis. The type and duration of the examinations are outlined in the Specific Regulations. They are normally accompanying the coursework (*studienbegleitend*) and held during the examination period directly following the respective lecture period.

## **§ 20 Type and Scope of the Master's Examination**

The Specific Regulations of this document lay down which examinations are to be taken in the respective required and elective modules to fulfill the requirements of the Master's examination.

- (1) The contents of the examinations are based on the contents of the associated module, as laid down in the Specific Regulations.

## **§ 21 Thesis Assignment and Submission Deadline**

- (1) The Master's thesis is an examination of the student's ability to independently work on a problem of his/her field of study within a specified time using scientific/academic methods. The thesis topic must be specific to the student's scientific/academic field of study.
- (2) The thesis is assigned no earlier than when at least 85 % of the credits required for the program – not including the Master's thesis – have been accumulated, and no later than when all examinations have been completed.
- (3) The Master's thesis is assigned and supervised by a professor or, if no professors are available, by an instructor (e.g. a *Lehrbeauftragte* or *Lehrkraft für besondere Aufgaben*) who work at the respective University and in a field relevant to the respective study program. The Master's thesis can also be assigned and supervised by an experienced vocational instructor or training supervisor who possesses at least the same qualification as, or an equivalent qualification to, the one which is established by the Master's examination in question. Preparing the Master's thesis at an institution outside of the University requires prior approval of the Chair of the Examination Board.
- (4) The Examination Board officially assigns the Master's thesis. The topic and date of the thesis also have to be recorded. Students can suggest topics they prefer. The Examination Board can be requested to ensure that the Master's thesis is issued in due time.
- (5) The Master's thesis can be completed as a group thesis, provided that the individual contributions are clearly distinguishable and marked as such by indication of sections, page numbers or other objective criteria which allow for their individual assessment and for meeting the requirements according to para.1.
- (6) The time allowed for completing the Master's thesis is laid down in the Specific Regulations. In the special cases outlined in § 3, para. 5, extended time can be granted. The time for completing the thesis can be extended by a maximum of 50% of the regular timeframe (as specified for the respective degree program) if this is necessary for ensuring equal examination conditions or for reasons outside of the student's control; the decision lies with the Examination Board, based on a statement by the thesis supervisor. The topic, type and scope of the Master's thesis have to be defined by the supervisor such that the deadline for completing the thesis can be met.

## **§ 22 Thesis Submission and Grading**

- (1) The Master's thesis is to be submitted to the Registrar's Office by the deadline in two bounded copies; the time of the submission is to be recorded. In a written statement accompanying the submission of the thesis, the student must declare that he/she wrote the thesis – or, in case of a group thesis, the respective parts of the thesis – independently and using no other sources and aids than those cited.

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- (2) The Master's thesis is normally assessed by two examiners. At least one of them must be a professor of Offenburg University in accordance with § 21, para. 3; he/she should also be the thesis supervisor, while the co-supervisor should serve as co-examiner.
- (3) If a Master's thesis is graded less than '4,0' (*ausreichend*), it can once be repeated with a different topic; a third attempt is not possible. For the assignment of a new topic, the student must apply in writing to the Chair of the examination board within two months of the announcement of the failed thesis. If the application deadline is missed, the student is no longer entitled to be examined, unless he/she cannot be held responsible for the missed deadline.

### **§ 23 Additional Modules**

- (4) In addition to the required modules, students can take examinations of further modules (*Zusatzmodule*). The grades achieved in these examinations are not included in the calculation of the final grade, and the respective modules are not stated on the final certificate, but on request can be recorded on a supplementary sheet (see § 24, para. 3).

### **§ 24 Final Grade and Certificates**

- (1) The final grade is calculated in accordance with § 11.
- (2) Outstanding achievement – a final grade of '1,2' or better – is awarded the grade descriptor of '*mit Auszeichnung*' bestanden' (passed with distinction).
- (3) The candidate can request to receive a certificate of the completed Master's examination without delay (within four weeks if possible). The certificate bears the date of the last completed examination. It states the completed modules and grades, the thesis topic and grade, and the final grade. Grades are stated with their corresponding decimal values in brackets, as outlined in § 11, para. 4. The module titles are listed in the original (i.e. in the language they are taught in).
- (4) In addition to the degree certificate, a Transcript of Records can be issued, which lists the individual courses with their grades as well as additional modules completed and their grades. The total number of class hours for each course can also be included on request. Deviating details are laid down in the Specific Regulations.
- (5) As a further addition to the degree certificate, a "Diploma Supplement" is issued, which contains additional information about the degree program and its relative position in German higher education.
- (6) The degree certificate states the grade distribution of the final grades achieved by the program's graduates of the preceding four years. If fewer than 50 students graduated from the program in the preceding four years, earlier graduates can be included in the grade distribution. The grade distribution indicates the percentages of final grades achieved by graduates of the program in the following increments:  
  
1,0 to 1,2 ('*mit Auszeichnung*')  
1,3 to 1,5 ('*sehr gut*')  
1,6 to 2,0 ('*gut*')  
2,1 to 2,5 ('*gut*')  
2,6 to 3,5 ('*befriedigend*')  
3,6 to 4,0 ('*ausreichend*')
- (7) In addition, the degree certificate states the graduate's overall grade on the ECTS grading scale, which is based on the class percentile (with a minimum cohort of 50 if at all possible) and includes the following grades:  
  
A top 10 %  
B next 25 %  
C next 30 %  
D next 25 %  
E next 10 %

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## § 25 Degrees Awarded and Degree Certificates

- (1) After successfully completing the Master's examinations at Offenburg University, graduates are awarded the following degrees:
  1. in the programs of International Business Consulting (IBC) and General Management Part-Time (PGM), "Master of Business Administration," abbreviated "MBA"
  2. in the program of *Betriebswirtschaft* (BWM), "Master of Arts," abbrev. "M.A."
  3. in the program of *Wirtschaftsingenieurwesen* (WIM), "Master of Engineering," abbrev. "M.Eng."
  4. in the programs of *Medien und Kommunikation* (MuK), Mechanical Engineering (MME), Process Engineering (MPE), Communication and Media Engineering (CME), Energy Conversion and Management (ECM), *Informatik* (INFM), *Elektrotechnik/Informationstechnik* (EIM) and *Medizintechnik* (MTM), "Master of Science," abbrev. "M.Sc."
- (2) Along with the degree certificate, an additional certificate is handed over, which attests the awarding of the Master's degree. It bears the same date as the degree certificate as well as the university seal and is signed by the Rector.

## § 26 Invalid Master's Examination

- (1) If a candidate is found to have cheated in an examination only after the degree certificate has been issued, the grade for said examination can be amended in accordance with § 12, para. 4. If necessary, the grade can be changed to '*nicht ausreichend*' (5,0), and the Master's examination can be rendered '*nicht bestanden*,' i.e. failed. The same applies to the Master's thesis.
- (2) If without the candidate's intent to deceive the conditions for an examination have not been fulfilled, and this fact only comes to light after the degree certificate has been issued, a passed examination is sufficient for such a shortcoming to be overlooked. However, if the candidate deliberately gained fraudulent admission to the examination, it can be declared '*nicht ausreichend*' (5,0), and the Master's examination can be rendered '*nicht bestanden*,' i.e. failed.
- (3) The candidate is to be given a chance to explain himself/herself before a decision is made.
- (4) The incorrect degree certificate is to be retrieved and, if necessary, to be replaced by a new one. If as the result of cheating the Master's examination is declared to have been failed, the Master's degree certificate is to be retrieved along with the other invalid certificate(s). Decisions according to para.1 and para. 2, sent. 2, must be taken within a period of five years from the issuing date of the degree certificate.

## § 27 Viewing Examination Files

For a period of one year after completion of the examination procedure, candidates requesting to do so have the right to view their written examinations as well as the associated reports and examination minutes in a suitable way. § 29 of *Landesverwaltungsverfahrensgesetz* remains unaffected.

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## **B. Specific Regulations**

### **§ 28 Abbreviations**

(1) Abbreviations used for course types:

V	=	Vorlesung [lecture]
Ü	=	Übung [tutorial]
L	=	Labor/Studio [lab]
S	=	Seminar
P	=	Praxis [practice]
WA	=	Wissenschaftliche Arbeit [academic-scientific work]
EX	=	Exkursion [excursion]

(2) Abbreviations used for examination types:

AA	=	Abschlussarbeit [Master's thesis]
BE	=	Bericht [report]
E	=	Konstruktiver Entwurf [constructive design]
HA	=	Hausarbeit [term paper]
Kxx	=	Klausurarbeit [graded written exam], time allowed xx minutes
KO	=	Kolloquium
KWA	=	Künstlerisch-wissenschaftliche Arbeit [artistic-scientific work]
LA	=	Laborarbeit [lab work]
M	=	Mündliche Prüfungsleistung (benotet) [graded oral exam]
ST	=	Studienarbeit (sonstige schriftliche Arbeit) [study paper (other written work)]
PA	=	Praktische Arbeit [practical work]
PR	=	Projektarbeit [project work]
RE	=	Referat [presentation]

(3) Accreditation units:

SWS	=	Semesterwochenstunden [45-minute contact units per week during lecture periods]
C	=	ECTS credits

## § 36 Program of Communication and Media Engineering

### Objectives

- (1) The objective of the program is to provide advanced academic-scientific training at the intersections of communications engineering and digital media technology. For both didactic and time considerations, selected core competences and systematic scientific approaches are taught, in addition to social and management skills. Graduates are prepared for academic positions in modern communications engineering and for careers in business.
- (2) The program is geared towards German and foreign students with a good command of English. Courses are generally taught in English.
- (3) The study course is made up of four semesters, CM1, CM2, CM3 and CM4. CM1 and CM3 courses are held in winter semesters, CM2 and CM4 courses in summer semesters.
- (4) The time allowed for completing the Master's thesis is 6 months.
- (5) A total of 120 credits must be obtained to complete the program.

### Courses and Modules

- (6) The CME curriculum comprises the modules listed in the tables of paragraphs 9 through 12. A module includes one or several courses. The examinations designated "e" in the curriculum are passed if each partial exam is passed or graded a minimum of 'ausreichend' (4,0). All other examinations are passed if the module as a whole is graded a minimum of 'ausreichend' (4,0).
- (7) The tables in paragraphs 9 through 12 list the course types, contact units per week, exam types, grade weights, and the credits of the respective modules.
- (8) If the sum of all course weights within a module is greater than 1, students can make a selection from courses within the module.
- (9) Communication and Information Engineering Specialization

Modules			Courses						
No.	Module	C	No.	Title	Type	C	SWS	Exam type	Weight
CME-01	Computer Science	8	E+I400	Object Oriented Software Development	V	3	2	K60	e ½
			E+I401	OO Software Development Lab		2	2	LA	-
			E+I402	Objected Oriented Modeling (UML)	L	3	2	K60	e ½
CME-02	Signal and System Theory	6	E+I403	Digital Signals and Systems	V	3	2	K60	e ½
			E+I405	Information Theory and Coding	V	3	2	K60	e ½
CME-03	Communication Networks	6	E+I408	Telecommunication Networks	V	3	2	K60	e ½
			E+I407	Computer Networks	V	3	2	K60	e ½
CME-04	Digital Communications	6	E+I404	Digital Communications with Lab	V	3	3	K60	e ½
			E+I406	Advanced Channel Coding		3	2	K60	e ½
CME-05	VLSI Circuit Design	6	E+I409	VLSI Circuit Design	V	4	4	M	1
			E+I410	VLSI Lab	L	2	1	LA	-



Modules			Courses						
No.	Module	C	No.	Title	Type	C	SWS	Exam Type	Weight
CME-06	Guided Waves	9	E+I411	Guided Wave Theory	V	5	4	K90	1
			E+I412	Microwave Lab	L	2	1	LA	-
			E+I 413	Guided Wave Simulation Lab	L	2	1	LA	-
CME-07	Advanced Digital Signal Processing	6	E+I414	Advanced Digit. Signal Processing	V	4	4	K90	1
			E+I415	DSP Lab Work	L	2	1	LA	-
CME-08	Digital Image Processing	4	E+I416	Digital Image Processing	V	3	2	K60	1
			E+I417	DIP Lab	L	1	1	LA	-
CME-09	Photonics	6	E+I419	Photonics	V	4	4	K90	1
			E+I420	Photonics Lab Work	L	2	1	LA	-
CME-10	Online Databases	6	RZ402	Online Databases and Web Applications	V	3	2	K60	1
			RZ403	Online Databases Lab	L	3	2	LA	-
CME-11	Wireless and Industrial Communication	8	E+I2224	Wireless Communication	V	5	4	M(½)+RE(½)	5/8
			E+I2210	Industrial and Embedded Networks	V	3	2	K60	3/8
CME-12	IT-Service Management	3	E+I610	IT-Service Management	V	3	2	K60	1
CME-13	Mobile Communications	3	E+I418	Mobile Communications	S	3	2	RE	1

(10) Media and Information Specialization

Modules			Courses						
No.	Module	C	No.	Title	Type	C	SWS	Exam Type	Weight
CME-20	Interactive Distributed Applications	5	M+I400	Interactive Distributed Applications	V	5	4	K90	1
CME-21	Internet and Media Technologies	7	M+I401	Database Systems	V	3	2	K60	½
			M+I411	Database Systems Lab	L	1	1	LA	-
			M+I402	Media Integration	V	3	2	K60	½
CME-22	Media Design	6	M+I403	Intercultural Media Design	S	3	2	PA(¾)+RE(¼)	1
			M+I404	IMD Lab	L	3	2	LA	-
CME-23	Ubiquitous Applications	5	M+I412	Ubiquitous Applications	V	5	2	K60(½)+PA(½)	1
CME-24	Multimedia Web Technologies	7	M+I413	Network Security in Multimedia Systems	V	3	2	K120	1
			M+I408	Next Generation Internet	V	2	2		
			M+I405	Multimedia Databases	V	2	2		

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CME-25	Modern Network Technologies	6	M+I414	Optical Networks	V	2	2	K60	½
			M+I415	Optical Networks Lab	L	2	1	LA	-
			M+I407	Software Defined Radio	V	2	2	RE	½
CME-26	Interactive Media	4	M+I409	Interactive Media	V	2	2	RE	½
			M+I410	Interactive Media Lab	L	2	2	LA	½

(11) Non-technical modules

Modules			Courses						
No.	Module	C	No.	Title	Type	C	SWS	Exam Type	Weight
CME-40	Language	4 <sup>1</sup>	SZ301	German as a Foreign Language 1 <sup>2</sup>	S	2	6	HA(1/3)+ K90(2/3)	-
			SZ302	German as a Foreign Language 2 <sup>3</sup>	S	2	6	HA(1/3)+ K90(2/3)	1
		4 <sup>4</sup>	SZ303	Conversation and Presentation in English	S	4	4	HA	1
CME-41	Management Skills	6	VK401	Strategic Management	V	3	2	HA	½
			VK402	Marketing	V	3	2	HA	½
			VK403	Media Business Opportunities	V	3	2	HA	½
				Managing Complexity	V	3	2	RE	½
CME-42	Social Skills	4	VK420	Intercultural Communication and Competence	V	2	2	K60	½
			VK421	Rhetoric	V	2	2	RE	½
			VK422	Intellectual Property	S	2	2	K60	½

<sup>1</sup> For German as a Foreign Language, a total of 12 credits (= no. of SWS) can be obtained, but only 4 of these count towards the CME credit requirements. On request, the total number of credits obtained in German as a Foreign Language can be certified.

<sup>2</sup> Equivalent to "G I/2" level of former Goethe-Institut certificates

<sup>3</sup> Equivalent to "G II/1" level of former Goethe-Institut certificates

<sup>4</sup> For native speakers of German

(12) Non-specific modules

Modules			Courses						
No.	Module	C	No.	Title	Type	C	SWS	Exam Type	Weight
CME-50	Team Project Work	6	VK441	Project Management	V	2	2	RE+M	1/4
			VK442	Project <sup>5</sup>	WA	4	4	PA+RE	3/4
CME-51	Internship <sup>6,7,8</sup>	3/6/9	VK443	Internship	P		-	PA+BE	-
CME-52	Master Thesis	30	VK444	Thesis	WA	28	-	AA	1
			VK445	Presentation and Defense	S	2	2	RE	-

<sup>5</sup> Project on a topic from communication or media engineering; must be worked on in a team of at least three members and using project-management methods; regular personal meetings with project supervisor; final presentation 3 credits are allocated for every month worked full-time, or the equivalent of a month's full-time work.

<sup>6</sup> To apply for the internship, a student has to have obtained a total of more than 75 credit points.

<sup>7</sup> Recognition of the internship requires prior approval by the internship office (*Praktikantenamt*) and submission of a written report after completing the internship.

<sup>8</sup> Further details are outlined in the guideline "CME Internship."

### Curriculum

(13) The modules are divided into Required Courses, Electives 1, and Electives 2.

Module No.	Module Title	C	Module Group		Semester				
			Required	Elective		1	2	3	4
				1	2				
CME-01	Computer Science	8	x						
	<i>Object Oriented Software Development</i>					x			
	<i>OO Software Development Lab</i>					x			
	<i>Objected Oriented Modeling (UML)</i>						x		
CME-02	Signal and System Theory	6	x			x			
CME-03	Communication Networks	6		x					
	<i>Computer Networks</i>					x			
	<i>Telecommunication Networks</i>						x		
CME-04	Digital Communications	6	x						
	<i>Digital Communications with Lab</i>					x			
	<i>Advanced Channel Coding</i>						x		
CME-05	VLSI Circuit Design	6		x			x		
CME-06	Guided Waves	9		x					
	<i>Guided Wave Theory</i>						x		
	<i>Microwave Lab</i>							x	
	<i>Guided Wave Simulation Lab</i>							x	
CME-07	Advanced Digital Signal Processing	6		x					
	<i>Advanced Digital Signal Processing</i>						x		
	<i>DSP Lab</i>							x	
CME-08	Digital Image Processing	4			x		x		
CME-09	Photonics	6			x			x	
CME-10	Online Databases	6			x		x		
CME-11	Wireless and Industrial Communication	8			x				
	<i>Wireless Communication</i>							x	
	<i>Industrial and Embedded Networks</i>						x		
CME-12	IT-Service Management	3			x		x		
CME-13	Mobile Communications	3			x			x	
CME-20	Interactive Distributed Applications	5	x					x	
CME-21	Internet and Media Technologies	7	x			x			
CME-22	Media Design	6		x		x			
CME-23	Ubiquitous Applications	5			x		x		
CME-24	Multimedia Web Technologies	7		x				x	
CME-25	Modern Network Technologies	6		x				x	
CME-26	Interactive Media	4			x		x		
CME-40	Language	4	x			x	x		
CME-41	Management Skills	6	x			x	x	x	
CME-42	Social Skills	4	x			x	x	x	

Module No.	Module Title	C	Module Group			Semester			
			Required	Elective		1	2	3	4
				1	2				
CME-50	Team Project Work	6	x				x	x	
CME-51	Internship	3...9			x		x	x	x
CME-52	Master-Thesis	30	x						x

(14) The minimum number of credits to be obtained in the respective module groups is as follows:

Module Group		Credits
Required		82
Elective	1	20 + x
	2	18 - x
Total		120

Students are free to choose the modules they prefer as long as the credit minimums per module group are observed. If more than the needed 20 credits are obtained in Electives 1, the surplus ('x') is credited to Electives 2.

(15) In addition to the courses listed in para. 10 to 13, students can on request attend subject-related courses of other Master's degree programs or main courses of Bachelor's programs and receive the credit for module group Electives 2. The permission lies with the examination board.

#### Calculation of the final grade

(16) The final grade is calculated as the average of all grades achieved in required and elective modules, weighted by the respective credit points.

(17) If the total number of credits obtained in required and elective modules is greater than 120, only the module reaching the threshold is included in the calculation of the final grade. All further completed elective modules are considered additional modules and are not included in the calculation of the final grade.

### C. Final Provisions

#### § 41 Effective Date

(1) These Study and Examination Regulations come into effect on 1 September 2013. They first apply to students beginning their studies in the 2013/14 Winter Semester.

(2) For the degree program no. 12 listed in § 1, para. 1, these Study and Examination Regulations come into effect on 1 September 2014.

Offenburg, 7 August 2013

Professor Dr. Winfried Lieber  
– Rector –

*[Translator's note: The amendments to the 7 August 2013 version, passed 2 July 2014, were translated and incorporated into this document, as of 15 October 2015. The original German documents remain the only legally binding ones.]*