

**General Study and Examination Regulations
for Degree Programs and other Kinds of Studies
at Hof University of Applied Sciences
(Allgemeine Studien- und Prüfungsordnung - ASPO)**

From July 16, 2024¹

Only the German version of this document is legally binding.

This English translation is for your convenience only.

Based on Art. 9 Sentence 1 of the Bavarian Higher Education Innovation Act (BayHIG) of August 5, 2022 (GVBl. p. 414; BayRS 2210-1-3-WK), Hof University of Applied Sciences enacts the following Statutes:

**Part 1
Basic Provisions**

**§ 1
Purpose of these General Study and Examination Regulations**

These Statutes contain general regulations for studies and examinations in all degree programs and other studies at Hof University of Applied Sciences.

**§ 2
Final Examination, Modules, Credit Points**

(1) ¹Whoever has completed all the modules required for their degree program has passed the final examination in their degree program. ²This shall apply accordingly to other studies which are completed by university examinations.

(2) ¹A module is deemed to have been completed if all examinations to be taken have been passed. ²If a study and examination regulation provides that a module is to be completed by a certificate of participation, this is deemed equivalent to a passed examination and the regulations apply accordingly. ³A module is also deemed to have been completed if competences have been recognised or credited in accordance with Art. 86 BayHIG.

(3) ¹With the completion of a module, the number of credit points specified in the study and examination regulations have been acquired. ²One credit point corresponds to classroom studies and self-studies with a total workload of 30 hours.

¹ In the amendment to the statutes dated January 24, 2025 (Official Gazette of Hof University of Applied Sciences No. 1/2025).

(4) ¹Modules can be compulsory modules, compulsory elective modules or elective modules.

²Compulsory modules are modules which are always required in a degree program, in a field of study, in a specialisation or for a comparable profiling for passing the final examination.

³Compulsory elective modules are modules that are required for passing the final examination if students have made a corresponding choice. ⁴Elective modules are modules which are neither compulsory nor compulsory elective modules for the students concerned.

§ 3

Purpose of Examinations, Subjects and Requirements, Probity

(1) The purpose of the examinations is to assess the extent to which the respective student has achieved the learning objective of the relevant module.

(2) ¹The competencies to be acquired in the relevant module are the subject of examination. ²The examination requirements correspond to the workload required for the acquisition of these competencies.

(3) ¹Examinations must be taken in person and without the help of third parties. ²Only the authorised aids may be used. ³Content taken verbatim or in spirit from other sources must be made recognizable with reference to the sources; this does not apply to written examinations. ⁴Except in the case of written examinations, students must confirm that they have complied with the above sentences in accordance with the module handbook; otherwise, the examination in question is deemed not to have been taken.

§ 4

Standard Dates, Deadlines

(1) Examinations shall be taken in the semester for which they are scheduled in the module handbook.

(2) In Bachelor's degree programs, all examinations to be taken in the first year of study must be taken by the end of the third semester at the latest.

(3) All examinations required to pass the final examination must be taken for the first time by the end of the second semester following the end of the standard period of study.

(4) ¹The extension of the deadlines according to subsection 2 and subsection 3 is specified in § 43. ²On application, these periods may be extended by the number of semesters required for the repetition of examinations; in this respect, § 43 (2) and (3) applies accordingly.

(5) Examinations which have not been taken within the periods specified in subsections 2 and 3 and, if applicable, extended in accordance with subsection 4, are deemed to have been taken and not passed (Art. 84, Para. 4, Sentence 4 BayHIG).

§ 5

Module Handbooks

(1) ¹The departments and the Graduate School prepare module handbooks for the degree programs assigned to them in agreement with the responsible Examination Commissions. ²In the module handbooks more detailed regulations for the studies and examinations in the respective degree programs are provided if this is necessary according to these General Examination Regulations and the study and examination regulations. ³Furthermore, the module handbooks serve to implement the requirements according to § 7 of the Bavarian Study Accreditation Ordinance (BayStudAkkV).

(2) The module handbooks for the current semester are to be published on the university's website no later than four weeks after the start of the lecture period.

§ 6

Courses, complementary courses

(1) ¹There are the following types of courses:

1. Lectures (V) serve to impart knowledge and to guide students in their self-study and are mostly held in lecture style;
2. Seminar-based teaching (SU) differs from a lecture in that students are given a variety of opportunities to participate in the teaching process;
3. Exercises (Ü) are intended to deepen and supplement the skills acquired in courses according to numbers 1 and 2 by students applying them independently to solve subject-specific problems;
4. Practical courses (Pr) are distinguished from exercises by the use of technical or other subject-specific means; a special form of practical courses are internships which are carried out in companies or other institutions of professional practice;
5. Seminars (S) serve the scientific investigation of subject-specific topics; they include discussions as an essential component;
6. in Projects (Prj), students work on subject-specific projects in project teams; projects can be carried out in particular in cooperation with companies and state institutions;
7. Excursions (Ex) are courses, in particular of the type mentioned in number 2, which take place at an alternative location.

(2) ¹Tutorials (Tut) and Repetitories (Rep) are supplementary courses in which student assistants support students in achieving the learning objectives. ²Safety instructions also take place.

(3) ¹Courses are generally held in physical presence. ²In extra-occupational, further qualification and continuing education courses and studies, courses may be held completely or partially in virtual presence. For the practical phases mentioned in para. 1 sentence 1 no. 4, the regulations of the respective institutions apply. ⁴In all other respects, conducting courses in virtual presence requires a resolution of the Faculty Council. ⁵With regard to modules of the study and

examination regulations for courses of the Center for Languages and Intercultural Competence and the study and examination regulations for the study-related training for the acquisition of the UNIcert® foreign language certificate, the decision of the academic management of the Center for Languages and Intercultural Competence replace the decision of the Faculty Council.

§7

Courses offered

¹The courses offered must be designed as a minimum in such a way that it is possible to commence studies in the first semester in the winter semester for Bachelor's degree courses and in the summer semester for consecutive Master's degree courses. ²In addition, it must be ensured that the course can be completed within the standard period of study. ³The timetable should include a maximum of eight course hours per lecture day for the students. ⁴The actual course offerings will be announced in the module handbook.

Part 2

Examination Bodies

§ 8

Examination Board

(Prüfungsausschuss)

(1) ¹The Examination Board has three members, one of whom is the chairperson. ²A deputy is appointed for each member. ³Members and their deputies may only be appointed professors of Hof University.

(2) ¹The chairperson is appointed by the President. ²The appointment of the other members and the deputies also is made by the president, but in consultation with the chairperson. ³The term of office is three years. ⁴After expiry of the term of office, the members and deputies remain in office until a successor is appointed for them. ⁵Reappointment is permitted without restrictions.

(3) ¹The Examination Board is responsible for all examination matters that are not explicitly assigned to another examination body. ²In particular, it is responsible for the following duties:

1. fixing and announcing the dates by which the examination results must be available,
2. deciding on fundamental questions in examination matters,
3. monitoring the correct application of the examination regulations,
4. handling appeals against examination decisions and deciding on complaints in examination matters, and
5. deciding on compensation for disadvantages.

³The Examination Board may object to and overturn unlawful decisions of other examination bodies. ⁴Other examination bodies are bound by the decisions of the Examination Board. ⁵The

members of the Examination Board have the right to be present at examinations and to participate in meetings of the Examination Commissions.

(4) The Examination Board may delegate decisions according to subsection 3, sentence 2, nos. 3 and 5 to one or more of its members.

(5) ¹In cases that cannot be postponed, the chairperson will make the indispensable decisions. ²The other members are to be informed without delay. ³The Examination Board may revoke the decisions; rights of third parties that have already arisen remain unaffected.

(6) By way of derogation from § 46 subsection 3 sentence 2 Grundordnung (GrO), resolutions may also be passed by circulation procedure if the chairperson deems it appropriate for important reasons.

(7) § 45 paragraph 2 Grundordnung (GrO) does not apply to meetings of the Examination Board.

§ 9

Examination Commissions (Prüfungskommissionen)

(1) ¹An Examination Commission is established for each degree program. ²It has three members, one of whom is the chairperson. ³Members may be appointed professors at Hof University of Applied Sciences. ⁴One member, but not the chairperson, may also be a lecturer of Hof University of Applied Sciences. ⁵The members are elected by the Department Council of the department, which is responsible for the respective degree program; in the case of continuing education Master's degree programs under the responsibility of the Graduate School, the election is made by its Faculty Council. ⁶The term of office of the members is three years; re-election is permitted without restrictions.

(2) For other kinds of studies Examination Commissions are established in accordance with the relevant study and examination regulations.

(3) The Examination Commission is responsible in particular for the following duties:

1. setting and announcing of the deadlines for the individual examinations in coordination with the responsible Deans or the Academic Dean of the Graduate School,
2. appointing the examiners and assigning the students to them,
3. the determination and announcement of the authorised aids at the suggestion of the respective examiner,
4. the decision on the recognition and crediting of competences according to Art. 86 BayHIG,
5. the decision on the fulfillment of the specific requirements for admission to degree programs,
6. the decision on the consequences of violations of examination rules,
7. the decision on requests for extensions of deadlines,

8. the decision on the admissibility of withdrawal from an examination, and

9. the determination of the results of examinations.

(4) The Examination Commission may delegate decisions according to subsection 3 No. 2 and Nos. 4 to 9 to one or more of its members.

(5) § 8, subsections 5 to 7 apply accordingly.

§ 10

Examiners

The examiners are responsible for setting the examination tasks, supervising the examinations, documenting the examinations and grading the examinations in accordance with the specifications of the Examination Commission (§ 48 subsection 2).

§ 11

Examinations Office

¹The Examinations Office supports the examination bodies and implements their decisions.

²Applications and objections in all examination matters must be addressed to the Examinations Office, which will forward them to the respective examination bodies. ³All official decisions in examination matters are issued by the Examinations Office on behalf of the respective examination body; this applies accordingly to notifications.

Part 3

Transfer of Credits and Recognition of Prior Learning (RPL)

§ 12

Procedure

(1) ¹Applications for transfer of credits or recognition of prior learning (RPL) may only be made as long as the examination which is to be dispensed based on the application has not yet been taken for the first time. ²The application shall be submitted as early as possible and must be conclusively reasoned. ³The documents required for the decision must be submitted immediately, at the latest upon request to the responsible Examination Commission. ⁴Questions posed by the Examination Commission must be answered without delay. ⁵For documents that are not issued in German or English, the submission of a certified German translation may be required.

(2) ¹On complete applications the Examination Board will decide as a rule within one month. ²An official decision will be issued, which states the reasons for the decision and is accompanied by a legal remedy.

§ 13

Credit Transfer for Academic Achievements and Examination Results

¹Credit points awarded on the basis of the European Credit Transfer and Accumulation System (ECTS) are transferred insofar as they are attributable to the recognised achievements. ²For credit points acquired according to other systems, applicants must provide the Examination Commission with substantiating documentation on the credit point system applied. ³If achievements are to be recognised for which no credit points have been awarded, applicants must clearly explain the working time required for this. ⁴The Examination Commission will assess this in accordance with the credit point system of Hof University of Applied Sciences.

§ 14

Transfer and Conversion of grades

(1) ¹Grades will be transferred unchanged if the grading system of the institution at which the examination was taken corresponds to the grading system of Hof University of Applied Sciences. ²If this is not the case, an appropriate conversion grade will be used. ³The conversion is generally carried out using the following formula:

$$x = 1 + 3 \left[\frac{N_{max} - N_e}{N_{max} - N_{min}} \right]$$

³"x" denotes the conversion grade searched for in the grading system of Hof University of Applied Sciences and "N" denotes grades in the grading system of the other institution. ⁴"N_{max}" stands for the best achievable grade, "N_{min}" for the lowest passing grade and "N_e" for the grade achieved.

(2) Grades are not transferred if no graded examinations are planned for the completion of modules.

§ 15

Placement in Semester of Study

(1) ¹In the event of a change between full-time and part-time degree programs of the same content, students shall be placed into semesters of study on the basis of the credit points to be acquired during scheduled study in the previous degree program. ²Apart from that, the calculation is based on the credit points acquired through credit transfer and recognition.

(2) ¹The credit points according to subsection 1, sentence 1 or 2 shall be multiplied by the standard period of study of the future degree program and divided by the number of credits to be acquired. ²The result will be rounded down to whole semesters. ³The student will be placed in the next semester of study (rounded result plus one).

Part 4 Examinations

Chapter 1 Registration and Admission

§ 16 Registration for Examinations

(1) ¹Whoever wishes to take examinations must be admitted to them. ²Admission must be applied for in due form and time, stating the modules to which the examination relates (registration for examination). ³Registration is done via the corresponding internet portal in the campus management system of the university within the registration period set by the Examination Board and announced by the university. ⁴An examination is deemed to have been not taken without corresponding admission to the examination. ⁵The same applies if the legal effects of an admission cease to apply retroactively.

(2) ¹Before the examination period, the commencement of an examination within the meaning of § 45 (2) sentence 1 is deemed to be registration for the examination. ²The registration shall also be made formally in accordance with subsection (1) sentences 2 and 3, without this being relevant for the continuation of the legal consequence under sentence 1.

(3) In deviation from para. 1 sentences 2 and 3, the following shall apply: For registration for final theses § 29 para. 2 sentence 6 applies. Registration for examinations in continuing education and further qualification studies that are not module studies is carried out in accordance with the relevant study and examination regulations.

(4) ¹Subsequent applications are admissible if the application period was missed for justifiable reasons. ²The reasons must be explained in the application and made credible. ³The Examinations Office decides on the admission of the subsequent registration. ⁴Subsequent registrations are not taken into account when setting the examination dates.

(5) ¹Registration for an examination only is valid for the next examination date. ²Admission to repeating an examination or to taking a missed examination must be applied for again.

(6) ¹Students are obliged to check their examination registration. ²As proof of registration, the documents made available via the registration portal shall be printed out and presented to the examiner or exam supervisor as required.

§ 17 General Admission Requirements

(1) ¹Admission to an examination requires that the student is matriculated at the university and has not already passed or definitively failed the examination in question. ²As an exception to this, admission to repeat examinations does not require matriculation, unless exmatriculation took place due to successful completion of the degree program (Art. 94 Para. 1 BayHIG). ³Art. 93 Para. 3 BayHIG remains unaffected. .

(2) If no matriculation has been carried out in accordance with Art. 87 para. 1 sentence 5 BayHIG, the existence of a contract for participation in the relevant program takes the place of matriculation when applying para. 1 sentence 1.

§ 18

Admission

¹Applications in due form and time are deemed to have been accepted in accordance with the application, unless the Examinations Office does not immediately refuse admission, only grants provisional admission or imposes additional provisions. ²The same applies to subsequent applications in due form, for which admissibility has been determined in accordance with §13 subsection 4 sentence 3. ³If admission to an examination is subject to the completion of a preliminary examination, admission is deemed to have been granted on condition that this has been completed by the time the examination is taken.

Chapter 2

Examinations and Pre-conditions for Examination

Section 1

General

§ 19

Pre-conditions for Examination

¹In accordance with the study and examination regulations, admission to an examination may require pre-conditions for examination. ²Pre-conditions for examination may include in particular regular attendance at a particular course (record of attendance - TN) or the qualified performance of certain activities, such as the performance of tests (Testate). ³The performance of pre-conditions for examinations can require prior registration for them. ⁴Sentence 3 does not apply for records of attendance.

§ 20

Group Examinations

(1) ¹If assignments are worked on in groups, the individual contributions of the group members may not fall short of the requirements for a comparable individual performance and must be clearly distinguishable and assessable as such. ²Sentence 1 does not apply if a group performance is merely to demonstrate the ability to work cooperatively.

(2) In the case of oral examinations, it must be ensured that the specified examination duration is allotted to all examined students.

§ 21

Examination Documentation

¹The procedure and the result of each examination must be documented in a suitable manner. ²In particular, all special occurrences must be noted that are relevant for assessing the examination result. ³In the case of oral examinations, the essential contents of the discussion are to be noted, if this is not apparent from the documents handed over by the examined student.

§ 22

Compensation for Disadvantages

(1) ¹Students who, due to a disability or an indefinite or chronic illness, are wholly or partially unable to take an examination in the intended form or duration (disadvantage) shall be granted compensation for this, as far as this is necessary to ensure equal opportunities. ²Compensation for disadvantages may, in particular be an appropriate extension of the processing time or additional aids. ³The content of the examination requirements may not be deviated from.

(2) ¹A request for compensation for a disadvantage must be submitted in writing. ²The Examination Board may also allow the possibility of submitting the request electronically. ³The request must be submitted with application for admission within the registration period at the latest, unless the disadvantage occurs or becomes known at a later date; in this case, the request must be submitted immediately after the disadvantage has become known.

(3) ¹The type and extent of the disadvantage must be documented in relation to the respective examination by submitting the certificate of a doctor or a psychotherapist. ²This must be based on a medical or psychotherapeutic examination. ³The Examination Board determines what information the certificate must contain. ⁴It may demand a certificate from the public health department or a specific doctor (medical examiner).

(4) The above subsections apply accordingly to special circumstances such as pregnancy and maternity in accordance with the Maternity Protection Act (Mutterschutzgesetz), parental leave, care for a close relative, as well as for acute temporary health problems.

§23

Examiners, Aids

¹Except for final theses, students are generally informed about their examiners in the module handbooks. ²The module handbooks are also used to announce the permitted aids.

§24

Deviating forms of examination

¹If an examiner is unable to conduct an examination for which he or she has been appointed, the Examination Board may, by way of exception, specify a form of examination that deviates from the relevant study and examination regulations or the previous regulation in the module handbook when appointing another examiner. ²The module handbook must be updated accordingly without delay. ³The specification may only be made uniformly for all students in the module concerned.

Section 2 Types of Examination

§ 25 Written Examinations

(1) ¹Written examinations (schriftliche Prüfungen - schrP) are regularly held in the form of task examinations, topic examinations or cross-check examinations. ²The task must be completed within a specified processing time under supervision in an examination room or under remote supervision. ³In the "digital written examination" variant (digitale schriftliche Prüfung - DschrP), the examination is conducted using digital technologies.

(2) ¹The examinations referred to in subsection 1 are generally taken during the examination period. ²The Examination Board will announce the starting date of the examination period no later than two weeks after the beginning of the respective semester. ²Within one week before the start of the examination period (previous week), examinations as per subsection 1 may be held to a limited extent, provided that this does not interfere with teaching.

(3) Subsection 2 does not apply to repeat examinations, examinations in foreign language modules, examinations in part-time degree programs, advanced qualification degree programs and continuing education degree programs and portfolio elements.

(4) The examination dates and the examination location must be announced at least 14 days before the respective examination day.

(5) ¹Students must identify themselves by means of an official identity document with a photograph. ²Students may only state the examination number issued to them by the examination office on their examination paper for identification purposes. ³If no examination number has been issued, the matriculation number must be used instead.

(6) Compliance with the examination regulations is monitored by the examiners and, if necessary, by other examination supervisors appointed by the Examinations Office (Prüfungsaufsicht).

(7) ¹After the assignment has been handed out, the supervised examination area may only be left with the permission of the examination supervisor, and never by several students at the same time. ²At the end of the processing time, processing must be stopped. ³The workplace may only be left after the examination supervisor has expressly confirmed the end of the examination; the examination as defined in the previous half-sentence includes all procedural actions required to complete the examination process and its documentation. ⁴The examination supervisor must be allowed to collect the work immediately. ⁵Submission of the work before the end of the processing time is only permitted in accordance with the instructions issued by the examination supervisor. ⁶For violations of the obligations resulting from the above sentences, § 42 applies accordingly.

§ 26 Oral Examinations

¹An oral examination (mündliche Prüfung - mdlP) is a conversation within a fixed duration of time between the examiners and the examined students on topics relevant to the examination. ²Oral examinations are also possible as group examinations.

§ 27

Role plays

¹Role plays (Rollenspiele - RSp) consist of a simulated conversation within a fixed duration of time in which the examined students assume the roles of fictitious participants. ²The examiners may, within the duration of the examination, ask supplementary questions to assess the competences to be demonstrated in the role play.

§ 28

Presentations

¹A presentation (Präsentation - Präs) comprises an oral presentation on a topic as well as answering topic-related questions from the examiners and other students within a specified duration of time. ²The presentation may be supported by using technical presentation media.

§ 29

Final Theses

(1) ¹The Bachelor's thesis (BA) or Master's thesis (MA) is the scientific processing of a complex theoretical and/or practical or creative task at the end of the studies within a certain processing period. ²Final theses are written under the supervision of the first examiner.

(2) ¹Students must propose to the Examination Commission in good time persons authorised to take exams who are willing to take over the duties of the first examiner and the second examiner. ²The proposed first examiner informs the Examination Board, the Examination Office and the student of the intended topic of the thesis. ³When determining the topic, the proposed first examiner will take into account the interests of the student. ⁴The Examination Board decides on the appointment of the first examiner on the basis of the topic it has been informed of. ⁵Information on the appointment is given to the first examiner, the Examination Office and the student. ⁶The notification to the Examination Office is deemed to be the registration for the examination. ⁷If the proposed first examiner is appointed, the thesis is to be written on the topic provided by the first examiner. ⁸Supervision according to subsection 1 sentence 2 begins with the appointment and is subject to this appointment. ⁹The processing period starts as soon as the examiner has been announced to the student; the examination has started with the announcement.

(3) ¹If a student verifiably fails to submit a proposal in accordance with subsection 2, sentence 1, the examination board will select suitable examiners. ²The same applies if students propose persons who are authorised to take examinations, but the Examination Board does not appoint them. ³In all other respects, subsection 2 applies accordingly.

(4) ¹The topic of the thesis, the start of processing, the deadline for submission and the examiners will be made part of the records. ²The thesis must be submitted digitally in PDF/A format. ³The thesis is submitted via the internet portal in the university's campus management system. ⁴If the thesis is not submitted in the correct form and on time, the examination is deemed to have been taken and not passed. ⁵Extensions of the deadline are subject to § 47.

(5) ¹The topic of the thesis may be returned once for a valid reason; in this case, the examination is deemed not to have been taken. ²Sentence 1 does not apply if the thesis is repeated and the topic was already returned for the first thesis. ³The Examination Board shall decide whether a valid reason exists. ⁴Current deadlines for taking or repeating the thesis remain unaffected by the above sentences.

(6) ¹Final theses should not contain company secrets. ²If the inclusion of company secrets is unavoidable, the contents requiring secrecy shall be marked in a suitable manner.

(7) ¹As a rule, the assessment procedure must be completed no later than eight weeks after submission of the thesis. ²Master's theses are always assessed by two examiners. ³If the first examiner is prevented from properly continuing to supervise the thesis, the Examination Commission will appoint a successor. However, the topic of the thesis will remain the same. ⁴Sentence 3, half-sentence 1 applies to the second examiner accordingly.

(8) Subsection 2 and 3 do not apply if a different procedure is laid down in the study and examination regulations.

§ 30

Study Paper

¹A study paper (Studienarbeit - StA) serves to work on a theoretical and/or practical or creative task accompanying the course within a certain processing period. ²If the work is not handed in on time, the examination will be deemed to have been taken and not passed subject to an extension of the deadline in accordance with §47; the deadline is set by the examiner.

§ 31

Take Home Exam

¹For Take Home Exam (THE), a theoretical task shall be completed in a period of up to 10 hours (including individual breaks if necessary). ²If the work is not submitted immediately after expiry of the allowed processing time, the examination will be deemed to have been taken and not passed.

§ 32

Project Work

¹A project work (Projektarbeit - PrjA) requires the completion of a practical task within a specified period of time in the form of a project. ²§26 sentence 2 applies accordingly.

§ 33

Internship Report

In an internship report (Praktikumsbericht - PrB), students shall describe their activities in an internship and evaluate their experience gained.

§ 34**Learning Diary**

¹A learning diary (Lerntagebuch - LTb) is a record of individual work on the essential content of a course within a certain period of time. ²The course content is to be applied to self-selected examples and individual experiences. ³§30 sentence 2 applies accordingly.

§ 35**Report**

In a report (Protokoll - Prot) the performance and essential results in particular of experiments and seminars are summarised in writing.

§ 36**Concept Paper**

A concept paper (Konzeptpapier - KP) consists of a written description of an individual approach to a topic in its main aspects.

§ 37**Combination of Examination Types**

¹An examination may consist of a combination of partial performances that are to be completed in a number of the aforementioned examination types. ²Tasks are set and assessed with particular regard to the examination load specified in the module handbook.

§ 38**Portfolio Examination**

¹The portfolio examination (PfP) is a formative examination consisting of up to four partial performances in accordance with § 37 (portfolio elements). ²Due to the formative nature of the examination, the partial performances are generally spread over the lecture period; however, individual portfolio elements may also be scheduled during the examination period.

Chapter 3

Grading

§ 39

Grading of Individual Examinations

(1) The grading of an individual examination is based on the individual performance of the student.

(2) ¹The grading of individual examinations will be made according to the grading system set out in the following table:

1,0 1,3	very good	an excellent performance
1,7 2,0 2,3	good	a performance that is significantly above the average requirements
2,7 3,0 3,3	Satisfactory	a performance that meets average requirements
3,7 4,0	sufficient	a performance which, despite its deficiencies, still meets the requirements
5,0	insufficient	a performance which, due to considerable deficiencies, no longer meets the requirements

²The grades that are not whole numbers do not have to be used. ³In accordance with the study and examination regulations, certain examinations will not be graded, but will be marked with the predicate "passed with success" or "passed without success".

(3) An examination is passed if it has been graded with at least "4,0" or has been marked with the predicate "passed with success".

(4) ¹If two examiners grade an examination differently, they shall agree on a consistent grade. ²If no agreement can be reached, the grade will be determined by the arithmetic mean of the grades awarded by the examiners, rounded down to one decimal place.

§ 40

Module Grades, Overall Examination Grade

(1) ¹If modules are completed with one individual examination, the grade of the examination is the final grade of the module (module grade). ²In all other cases, the module grade is calculated from the arithmetic mean, rounded down to one decimal place, of the weighted grades of all graded examinations required for completion of the module; §2 subsection 2 sentence 1 remains unaffected. ³The weighting is based on the relevant study and examination regulations; if no specification is made therein, all grades will be weighted equally.

(2) ¹The final examination grade is calculated from the arithmetic mean rounded down to one decimal place of the weighted final grades of all modules which are required for completion of the

respective degree program. ²Modules that were completed without a graded examination are not taken into account; the same applies to modules in Master's degree programs which were only taken to subsequently fulfil the admission requirements or as a result of an entry qualification with less than 210 credit points. ³The weighting of a module grade corresponds to the share of the credit points of the respective module in the sum of the grades which are included in the calculation according to the above sentences.

(3) The verbal description of the module grades and the overall examination grade is set out in the following table.

from 1,0 to 1,2	Excellent
from 1,3 to 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
above 4,0	Insufficient

§ 41

Bonus Performances

(1) ¹Module handbooks may provide that certain coursework, at the request of the student, may be treated in a manner similar to an examination (bonus performances -BL). ²This does not apply to modules which are completed without an examination graded in accordance with §39 subsection 2 sentence 1. ³Details are regulated in the module handbooks, taking into account the following sentence and subsections 2 to 7. ⁴If nothing to the contrary results from these, the regulations on examinations apply accordingly to bonus performances.

(2) ¹If the module handbook contains a specification in accordance with subsection 1 sentence 1, the professor and first examiner responsible for it (hereinafter "professor") decides whether to make use of this option in the respective semester and informs the students of this at least in the first two course units of the semester and upon request. ²If the module is offered more than once in a semester, the professors responsible for the different courses may only uniformly make a positive decision in accordance with sentence 1; the module handbooks may permit exceptions to this.

(3) ¹If students wish to have their coursework treated as bonus performances, they shall register for this with the relevant professor without form and time. ² There is no right to catch up or repeat bonus performances; §46 applies neither directly nor accordingly. ³Work completed outside the course of study of the respective module cannot be recognized as bonus performances.

(4) ¹Bonus performances may be marked with the predicate "passed with success" or "passed without success" if the module handbook provides for this. ²The final grade will be raised to the next permissible decimal place if all bonus credits required for this in accordance with the module handbook have been marked with the predicate "passed with success". ³However, an improvement of the grades 1,0 and 5,0 is not possible.

(5) ¹If a module is completed by a written examination, bonus performances may, as specified in the module handbook, also lead to an improvement in grade in accordance with the following sentences. ²The assessment of the module examination must be based on a points scheme. ³The bonus performances must be assessed consistently with this scheme by awarding points (bonus

points). ⁴In accordance with the module handbook bonus points are awarded to the extent of up to 10% of the total number of points possible in the module examination in addition to the points achieved in this examination. ⁵This does not apply if the possible total number of points would be exceeded as a result. ⁶Furthermore bonus points will be completely disregarded if the module examination, without their addition, is assessed with a grade of 5,0.

(6) ¹Bonus points are only taken into account to improve the grade according to subsection 4 or 5, if they were taken in the same semester in which the student completes the respective module. ²Bonus points will be transferred to subsequent semesters as an exception, if the module cannot be completed earlier for reasons beyond the student's control and if in the semester of completion bonus points are counted in accordance with subsection 5. ³Bonus points earned in different semesters may not be added together; the highest number of points achieved in a semester shall count. ⁴Sentence 2 shall apply accordingly for counting bonus performances assessed in accordance with subsection 4.

(7) ¹The respective professor alone is responsible for the implementation and documentation of the procedure for achieving bonus performances, in particular their comprehensible assessment in the cases of subsection 5 sentence 2; §84 subsection 3 sentence 1 number 10 half-sentences 2 and 3 BayHIG do not apply accordingly. ²The professor reports the module grade, which may have been improved in accordance with subsection 4 or 5, to the Examination Office. ³In the case of a transfer to the following semester (subsection 6, sentences 2 and 4), the professor provides the student concerned, upon request, with a certificate of the bonus performance. ⁴The documentation of the procedure in accordance with sentence 1 is part of the examination documents.

Chapter 4

Special Occurrences, Failure, Withdrawal, Repetition

§ 42

Dishonesty

(1) ¹Whoever violates or attempts to violate §3 subsection 3, will have their exam graded “insufficient”. ²Having unauthorised aids available after the examination has begun is also considered an attempt, unless the students concerned can prove that their possession was neither intentional nor negligent.

(2) ¹If an assessment is made in accordance with subsection 1 sentence 1, the possibility of a second repeat examination is no longer available for the module in question, subject to sentence 2. ²The Examination Board may allow exceptions if this appears necessary in individual cases for special reasons in order to avoid undue hardship. ³If there is no opportunity for a second repeat examination, no third repeat examination (§ 46 para. 2 sentence 6) will take place in the respective module.

(3) ¹In particularly serious cases, the examination in question will be declared definitively failed. ²Subsection 2 sentence 2 applies accordingly.

(4) In less serious cases, avengement may be waived.

(5) ¹In the case of possession of unauthorised aids or a corresponding suspicion, examiners and other supervisors are authorised to confiscate the items in question. ²Students are obliged to

present all objects brought with them, to tolerate them to be examined and to hand over any objectionable aids without making any changes to them. ³Aids which are permitted in themselves, but which are objected to because of an inadmissible change must be left to the student until the end of processing time of the exam. ⁴Aids that have been confiscated will be returned after the examination decision has become final, if this has been requested by that time at the latest. ⁵The above subsections apply accordingly to violations of sentence 2.

§ 43

Violations of Order

(1) ¹Students who disrupt or attempt to disrupt the orderly conduct of an examination procedure may be excluded by the examiners or other supervisors from further taking the examination if they continue their behaviour despite being warned. ²Their examination will be graded "insufficient".

(2) ¹Paragraph 1 applies in particular if students hinder or attempt to hinder the proper assessment of examinations. ²Admonition is only required in less serious cases and in any case no longer if the students concerned have handed in their work. ³A hindrance within the meaning of sentence 1 is, in particular, allowing or tolerating another examined person to take over one's own examinations.

§ 44

Deficiencies in the Examination Procedure

(1) ¹Procedural deficiencies which significantly impair equality of opportunity shall be remedied or compensated. ²During the examination the decision on the measures to be taken will be made by the examiner and otherwise by the Examination Commission.

(2) ¹If equality of opportunity has not been restored by measures according to subsection 1 or if the measures taken are insufficient, the Examination Commission shall decide, ex officio or requested by the person concerned, that an examination be repeated by certain students or all students. ²The repetition usually takes place in the next semester. ³Orders according to sentence 1 are excluded if three months have passed since completion of the examination.

(3) ¹Disturbances of the examination process due to external influences must be reported immediately to the examiners or other supervisors. ²An attributable violation of this obligation will result in the impact in question being irrelevant.

§ 45

Failure, Withdrawal

(1) ¹Admission to an examination does not oblige the student to take it. ²If the examination is missed, however, the admission expires. ³If students withdraw from an examination that they have started, the examination is deemed not to have been taken if paragraph 2 sentence 2 applies and otherwise deemed to have been taken and failed; § 4 paragraph 5 remains unaffected.

(2) ¹Except as provided for in § 29 para. 2 sentence 9 half-sentence 2, the examination begins upon receiving the assignment. ²Withdrawal is only permissible if students are prevented from taking the examination for reasons for which they are not responsible, and the requirements according to

subsection 3 are fulfilled. ³Sentence 2 does not apply if students violate examination regulations and therefore receive the grade "insufficient" (§§42 and 43); withdrawal is excluded for the examinations concerned.

(3) ¹The reasons for withdrawal in accordance with subsection 2 must be reported to the examinations office immediately in writing and must be substantiated. ²An inability to take the exam that occurs during the examination must be reported immediately to an examiner or supervisor; sentence 1 remains unaffected. ³For illness-related reasons, §22 subsection 3 applies accordingly.

§ 46

Repetition of Examinations

(1) ¹Failed examinations can be retaken once. ²The first repeat examination must be taken no later than six months after notification was given of the first failure. ³For final theses, the procedure according to § 29 must be carried out again; for the deadline according to sentence 2, the start of the processing period is decisive.

(2) ¹Except for final theses, examinations that have not been passed may generally be repeated a second time. ²A second retake is, however, limited to up to four examinations in Bachelor's degree courses and up to three examinations in Master's degree courses. ³Elective modules are not considered. ⁴If examinations in courses offered by the Center for Languages and Intercultural Competence can be repeated a second time, is determined by the relevant study and examination regulations. ⁵The second repeat examination must be taken within a period of 12 months after notification of the result of the first repeat examination. ⁶The study and examination regulations may regulate third repeat examinations. ⁷§ 42 para. 2 and 3 remains unaffected.

(3) ¹The first repeat examination must be taken in the same form as the examination to be repeated. ²The module handbooks may provide for the second repeat examination to be taken in a different form.

(4) ¹The deadlines for taking repeat examinations are extended exclusively in accordance with §47. ²In particular, changes of degree program, appeals against examination decisions, leaves of absence and exmatriculation do not affect the running of the deadlines. ³Repeat examinations not taken in due time are deemed to have been taken and not passed.

Part 5

Other Procedural Matters and Entry into Force

§ 47

Extensions of Deadlines

(1) ¹Where reference is made to this paragraph in these Statutes or in study and examination regulations, the relevant deadlines shall be extended appropriately upon request, if they cannot be complied with due to illness, the periods of protection regulated in the Maternity Protection Act (Mutterschutzgesetz), the care of a child in accordance with the Federal Parental Allowance and Parental Leave Act (Bundeselterngeld- und Elternzeitgesetz), care for a close relative in accordance with the Nursing Care Leave Act (Pflegezeitgesetz) or for other reasons for which the student is not

responsible. ²In the cases of § 4 para. 4 sentence 1, a reason for which the student is not responsible that justifies an extension of the deadline by one semester is assumed, subject to para. 3, if dual students are exposed to a considerable additional workload due to continuous work at the practice partner, especially during the lecture period.

(2) ¹Requests for extensions of deadlines must be submitted immediately. ²The request must be submitted in writing to the Examinations Office, stating the matriculation number and the deadline concerned; it must be clearly substantiated and signed by hand. ³The facts used to justify the request must be substantiated immediately, as a rule at the same time as the request is submitted. ⁴For illness-related reasons, §22 subsection 3 applies accordingly.

(3) ¹An extension of the deadline is not possible if, based on the overall circumstances, a successful completion of studies can no longer be expected. ²This shall be presumed if, at the time of application, students have acquired less than half of all the credit points which they should have acquired by this point in time if they were studying according to the program curriculum.

§ 48

Announcement of Grades and Viewing Examination Documents

(1) The examination results and the overall examination grades determined by the Examination Commissions are announced to the students via the internet portal in the university's campus management system.

(2) ¹Students can access the examination documents for the examinations they took in the previous semester and discuss them with the first examiner by the end of the first four weeks of the lecture period at the latest. ²For final theses, this is possible within four weeks after the grade has been announced.

§ 49

Final Records and Certificates

¹Final Records are issued for the passed final examinations in accordance with **Annexes 1 and 2 (Anlagen 1 und 2)**; where modules have been completed by credit transfer and recognition of competencies, this will be indicated. ²The awarding of academic degrees is confirmed with certificates in accordance with **Annex 3 (Anlage 3)**; for Graduate School degree programs, the Graduate School takes the place of a department and its Academic Dean takes the place of the Dean. ³The format of certificates is specified in **Annex 4 (Anlage 4)**.

§ 50

Diploma Supplement

¹A Diploma Supplement is attached to the certificates on the award of academic degrees. ²The following table must be included in the Diploma Supplement and be filled with the relevant information at the appropriate places. ³The reference period are the four semesters immediately preceding the semester in which the student passed the final examination.

Institutional Grading Scale

<i>Definition</i>	<i>Institutional Grade</i>	<i>Percentage of students achieving this grade*</i>
EXCELLENT (outstanding performance)	1,0 – 1,2	<...>%
VERY GOOD (above the average standard)	1,3 – 1,5	<...>%
GOOD (generally sound work)	1,6 – 2,5	<...>%
SATISFACTORY (fair)	2,6 – 3,5	<...>%
SUFFICIENT (performance meets minimum criteria)	3,6 – 4,0	<...>%

*based on the total of all students' final results achieved between <...> and <...> in the study program <.....>

§ 51

Retention of Examination Documents

(1) ¹Examination records must be retained for two years. ²The retention period begins with the end of the calendar year in which the respective module grade was announced to the student.

(2) ¹A reduced examination file must be retained for a period of 50 years. ²This file contains documents about to the period of enrolment, examination results, exmatriculation and the award of the academic degree. ³The records shall be kept in digital form. ⁴The retention period begins with the end of the calendar year in which the student was exmatriculated.

§ 52

Dual Studies

¹Special regulations with regard to dual studies in combination with a vocational training (ausbildungsintegrierendes Verbundstudium) or dual studies with in-depth practical experience (Studium mit vertiefter Praxis) only apply to students who have provided the university with proof that they have a contract to this effect with a company or another professional practice institution. ²The successful completion of the respective dual study model is shown on the degree certificate.

§ 53

Exchange Students, Non-matriculated Persons

(1) For exchange students who are not aiming for a degree at Hof University of Applied Sciences, the Examination Commission may, upon request of the examiners concerned, determine proves of achievement other than provided for in the study and examination regulations.

(2) For repeat examinations of non-matriculated persons (§ 17 para. 1 sentence 2), all procedural steps are carried out without using the internet portal in the university's campus management system.

§ 54

Entry into Force, Transitional Provisions

(1) [The provision on the entry into force of the ASPO in its original version contained in this paragraph has not been reprinted. This consolidated version has been in force since the summer semester 2025].

(2) The following applies to the determination of types of examination in study and examination regulations until their first revision after the entry into force of these Statutes:

1. if the abbreviation "schrP" is used, the examination will take place as a written examination or digital written examination,

2. No. 1 applies accordingly the abbreviation "KI" with the proviso that §25 subsection 2 does not apply to these examinations,

3. Referate (Ref) are deemed to be presentations (Präs),

4. seminar papers (SA) count as study papers (StA) or take-home exams (THE); the details are specified in the module handbook,

5. one-day study papers (TStA) count as take-home exams (THE).

Bachelor

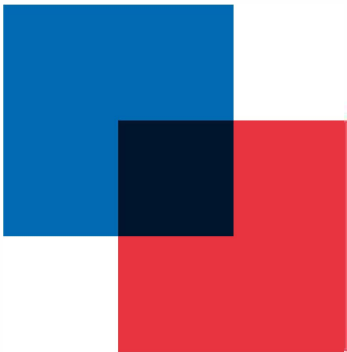
Prüfungszeugnis

Allgemeine Bemerkungen:

Die Abschlussprüfung wurde nach den Bestimmungen der Allgemeinen Studien- und Prüfungsordnung der Hochschule für angewandte Wissenschaften Hof (ASPO) und der Studien- und Prüfungsordnung für den Bachelorstudiengang <Studiengang> an der Hochschule Hof vom <Datum> in deren jeweils gültigen Fassungen abgelegt.

Notenstufen:

von 1,0 bis 1,2	mit Auszeichnung bestanden
von 1,3 bis 1,5	sehr gut bestanden
von 1,6 bis 2,5	gut bestanden
von 2,6 bis 3,5	befriedigend bestanden
von 3,6 bis 4,0	bestanden
über 4,0	nicht bestanden



Aufgrund eines ordnungsgemäßen Studiums
im Bachelorstudiengang

<Studiengang>

<Studienrichtung/Studienschwerpunkt/Vertiefung>

hat <Herr/Frau>

<Vorname> <Name>

geboren am <Geburtsdatum> in <Geburtsort>

die Bachelorprüfung mit der Prüfungsgesamtnote <Prüfungsgesamtnote>
abgelegt und bestanden.

Das Gesamturteil lautet:

<Gesamturteil>

Pflichtmodule

<Liste der Module>

Endnoten

<Modulnote Wort>

<Modulnote Ziffer>

Bachelorarbeit

<Thema Bachelorarbeit>

<Note BA Wort>

<Note BA Ziffer>

Es wurden Studienleistungen im Umfang von 210 Leistungspunkten erbracht. Das Studium umfasste ein praktisches Studiensemester.

Die Hochschule für angewandte Wissenschaften Hof ist systemakkreditiert und trägt das Qualitätssiegel „System akkreditiert“ der Stiftung Akkreditierungsrat. Damit hat sie das Recht, das Siegel des Akkreditierungsrates für die von ihr geprüften Studiengänge selbst zu verleihen. Der Studiengang wurde im Rahmen des internen Qualitätsmanagementsystems der Hochschule akkreditiert.

<Herr/Frau> <Name> ist berechtigt, den akademischen Grad <Akademischer Grad> zu führen.

Hof, den<Ausstellungsdatum>

<Name Präsidentin/Präsident>
Präsidentin/Präsident

<Name Prüfungskommission>
Prüfungskommission

Master

Prüfungszeugnis

Allgemeine Bemerkungen:

Die Abschlussprüfung wurde nach den Bestimmungen der Allgemeinen Studien- und Prüfungsordnung der Hochschule für angewandte Wissenschaften Hof (ASPO) und der Studien- und Prüfungsordnung für den Masterstudiengang <Studiengang> an der Hochschule Hof vom <Datum> in deren jeweils gültigen Fassungen abgelegt.

Notenstufen:

von 1,0 bis 1,2	mit Auszeichnung bestanden
von 1,3 bis 1,5	sehr gut bestanden
von 1,6 bis 2,5	gut bestanden
von 2,6 bis 3,5	befriedigend bestanden
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über 4,0	nicht bestanden



Aufgrund eines ordnungsgemäßen Studiums
im Masterstudiengang

<Studiengang>

<Studienrichtung/Studienschwerpunkt/Vertiefung>

hat <Herr/Frau>

<Vorname> <Name>

geboren am <Geburtsdatum> in <Geburtsort>

die Masterprüfung mit der Prüfungsgesamtnote <Prüfungsgesamtnote>
abgelegt und bestanden.

Das Gesamturteil lautet:

<Gesamturteil>

Pflichtmodule

<Liste der Module>

Endnoten

<Modulnote Wort>

<Modulnote Ziffer>

Masterarbeit

<Thema Masterarbeit>

<Note MA Wort>

<Note MA Ziffer>

Es wurden Studienleistungen im Umfang von <LP> Leistungspunkten erbracht.

Die Hochschule für angewandte Wissenschaften Hof ist systemakkreditiert und trägt das
Qualitätssiegel „System akkreditiert“ der Stiftung Akkreditierungsrat. Damit hat sie das Recht,
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<Herr/Frau> <Name> ist berechtigt, den akademischen Grad <Akademischer Grad> zu führen.

Hof, den<Ausstellungsdatum>

<Name Präsidentin/Präsident>
Präsidentin/Präsident

<Name Prüfungskommission>
Prüfungskommission



**Hochschule
Hof**

University of
Applied Sciences

Bachelor Urkunde

Die Hochschule für angewandte Wissenschaften Hof verleiht
Hof University of Applied Sciences grants

<Vorname> <Name>

geboren am <Geburtstag> in <Geburtsort>
born <Geburtstag engl> in <Geburtsort>

den akademischen Grad
the academic degree

<Akadem. Grad> (<Akadem. Grad kurz>)

nachdem an der Fakultät <Fakultät> die Bachelorprüfung
im Studiengang <Studiengang> erfolgreich abgelegt wurde.
after passing the required examinations
in <Studiengang englisch> in the <Fakultät englisch>.

Hof, den <Datum der Ausstellung>
Hof, <Datum der Ausstellung englisch>

Die Präsidentin/Der Präsident der
Hochschule Hof

The President of Hof University

<Name Präsidentin/Präsident>

Die Dekanin/Der Dekan der Fakultät
The Dean of Faculty

<Name Dekanin/Dekan>





**Hochschule
Hof**

University of
Applied Sciences

Master Urkunde

Die Hochschule für angewandte Wissenschaften Hof verleiht
Hof University of Applied Sciences grants

<Vorname> <Name>

geboren am <Geburtstag> in <Geburtsort>
born <Geburtstag engl> in <Geburtsort>

den akademischen Grad
the academic degree

**<Akadem. Grad> (<Akadem. Grad
kurz>)**

nachdem an der Fakultät <Fakultät> die Masterprüfung im
Studiengang <Studiengang> erfolgreich abgelegt wurde. *after
passing the required examinations*
in <Studiengang englisch> in the <Fakultät englisch>.

Hof, den <Datum der Ausstellung>
Hof, <Datum der Ausstellung englisch>

Die Präsidentin/Der Präsident der
Hochschule Hof
The President of Hof University
<Name Präsidentin/Präsident>

Die Dekanin/Der Dekan der Fakultät
The Dean of Faculty

<Name Dekanin/Dekan>





<Zertifikatsprogramm> **Zertifikat**

Aufgrund eines ordnungsgemäßen Studiums im Zertifikatsprogramm

<Zertifikatsprogramm>

hat <Herr/Frau>

<Vorname> <Name>

geboren am <Geburtsdatum> in <Geburtsort>

die Zertifikatsprüfung mit der Prüfungsgesamtnote <Prüfungsgesamtnote>
abgelegt und bestanden.

Das Gesamturteil lautet:

<Gesamturteil>

Module

<Liste der Module>

Endnoten

<Modulnote Wort>

<Modulnote Ziffer>

Es wurden Studienleistungen im Umfang von <LP> Leistungspunkten erbracht.

Hof, den <Ausstellungsdatum>

<Name Präsidentin/Präsident>
Präsidentin/Präsident

<Name Prüfungskommission>
Prüfungskommission

Notenstufen:

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