

Study and Examination Regulations for Master courses at the Aalen University of Applied Sciences (SPO 31)

Of 18 July 2016

Version of 7 April 2017

On the basis of Art. 8 para 5 in junction with Art. 32 of the law about the universities of Baden-Württemberg (Landeshochschulgesetz LHG) as amended on 1 January 2005, as last amended by Article 1 of the law of 1 April 2014, as applicable from 9 April 2004, the Senate of the Aalen University of Applied Sciences has decided on the following examination regulations. By order of 18 July 2016, the Dean has approved these Study and Examination Regulations (SPO 31).

On 30 November 2016, the Senate of the Aalen University of Applied Sciences – Business and Engineering - has decided to amend the Study and Examination Regulations for the Master's degree programme (SPO 31). By order of 9 December 2016, the Dean has approved this amendment of the Study and Examination Regulations.

On 8 February 2017, the Senate of the Aalen University of Applied Sciences – Business and Engineering - has decided to amend the Study and Examination Regulations for Master's degree programme (SPO 31) as follows. On 1 March 2017, the Dean approved this amendment to the Study and Examination Regulations.

On 29 March 2017, the Senate of the Aalen University of Applied Sciences – Business and Engineering - has decided to amend the Study and Examination Regulations for the Master's degree programme (SPO 31) as follows. By order of 7 April 2017, the Dean has approved of this amendment of the Study and Examination Regulations.

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A. General

Art. 1a Scope of application

- (1) These Study and Examination Regulations apply to the Master's degree programme:
1. International Marketing and Sales (MI)
 2. Data Management in Product Development and Production (MDP)
 3. Polymer Technology (PTC)
 4. Lightweight Construction (LBM)
 5. Leadership in Industrial Sales and Technology (IST)
 6. Business Informatics (WIC)
- (2) [not applicable to the English version].

Art. 1 b General admission requirements

- (1) Admission to the Master's course requires to
1. fulfil the requirements for admission compliant with the statutes for the university selection procedure of the respective Master's programme,
 2. have accomplished a previous internship as defined in the relevant admission clause,
 3. have submitted a declaration as to whether or not a Master examination has already been definitively failed in the same programme or in a programme at a university covered by the German Basic Law as defined in the statutes of the university pursuant to Art. 60 para 2 clause 2 LHG,
 4. provided that no regulations in the special section or in the corresponding module description declare otherwise.

Further admission requirements for the Master's degree programmes are stipulated in the respective selection statutes of the Master's degree programmes as well as the University Admission Act (Hochschulzulassungsgesetz - HZG) and the Higher Education Admission Regulation (Hochschulvergabeordnung - HVVO).

Module or individual exams are open only to people enrolled in the current semester. This also applies to the Master thesis.

- (2) Applicants with a higher educational degree of at least 180 and less than 210 credit points shall be admitted only provided that they will acquire any credit points lacking from 210 during the Master programme, as is stipulated in Art. 1 clause 1. How these additional credits shall be acquired is stipulated in the Special Section. In this case the studies will be extended by one semester. Unless specified in the Special Section or in the relevant admission regulations, the examination commission of the course of studies decides in each individual case.

Section I: General

Art. 2 Regular period of study, study structure and course volume

- (1) The regular period of study is three semesters for consecutive full-time studies pursuant to Art. 1 para 1 clauses 1 - 6 or not more than 6 semesters when studying part-time.
- (2) The Master programmes compliant with Art. 1 para 1 clauses 1 - 6 are divided into semesters and sections given in the Special Section. They include the theoretical semesters and the module or individual exams including the Master thesis.
- (3) The compulsory section includes the modules or individual exams to which the student shall apply in each semester. The compulsory optional section includes the modules or individual exams which students shall select each semester from the curriculum in the prescribed manner. The total volume of modules or individual exams of the compulsory and optional compulsory sections needed to pass the programme is defined in the Special Section. The assigned credit points shall also be acquired. The subject of a module is such that it can be taught within one semester or within two consecutive semesters. A module examination compliant with Art. 15 and 16 shall be passed for each module. Deviating regulations may be found in the respective module descriptions.
- (4) Acquiring a Master's degree requires at least 300 credit points in total (bachelor's programme and Master's programme) and 90 credit points in the Master's programme. Any deviations are listed separately.
- (5) By decision of the faculty, the order and type of modules or individual exams, defined in the Special Section, can be modified in individual cases of each semester for compelling reasons.

Art. 3 Structure of examinations

- (1) The Master examination consists of the modules listed in the Special Section or individual exams and the Master thesis. Modules consist of one or several individual exams in an examined subject or in a general examined subject. The Special Section stipulates the modules of the Master examination as well as the individual exams. Modules are usually examined in relation to the subject of the lectures (associated examination).
- (2) A module concludes with an examination relating to the lecture (module examinations). If a module consists of several lectures examined in individual exams, this shall be defined in the module description and justified separately.
- (3) The Special Section states for each compulsory or optional compulsory course the exams assigned to the individual modules of the semesters that have to be passed for acquiring admission to the Master's examination.

Art. 4 Loss of admission to the course of studies and the entitlement to examinations - missing deadlines - deadlines limit

- (1) The module or individual exams for the Master examination should be completed by the semester defined in the Special Section. The module or individual exams may be also passed before the deadlines provided that the necessary requirements are fulfilled.
- (2) The students will be informed by the relevant programme on time about kind and number of the required module or individual exams and their deadlines, about date of issue and deadline of the Master's thesis and, where applicable, the modalities of the oral Master examination (colloquium).
- (3) Entitlement to the examination and admission to the course of studies are forfeited if the module or individual exams required for the Master examination are not provided at the latest three semesters after the date defined in Art. 1 unless the student is not to blame for missing the deadline. (Art. 34 para 2 LHG.)
- (4) In the case of students studying in the 6th or a higher semester in winter 2015 who are no longer entitled to examinations because they have exceeded by more than three semesters, their entitlement to admission to the Master examinations shall continue for up to a year after the deadline missed (clause 3) unless they are coursework (such as the Master thesis) and provided that the exams had been passed when the applicable Study and Examination Regulations that require such examinations had not yet been effective at the time the deadline was missed. This does not apply to students studying in the fifth or a lower semester in winter 2015.
- (5) Students are responsible for keeping the deadlines; the university does not issue a warning when missing the deadline is imminent.
- (6) Upon request of a student to the responsible examination commission, maternity protection periods stipulated by the applicable law for the protection of the working mother (Mutterschutzgesetz - MuSchG) shall be taken into account. Required evidence shall be added to the application. The maternity protection periods interrupt every period compliant with this SPO; the duration of the maternity protection is not included in the deadline.
- (7) Periods for parental leave shall also be taken into account on request as stipulated by the applicable law on the granting of education and parental leave (BEEG). The student shall notify the competent examination committee in writing, adding any required evidence, about the period(s) during which parental leave has to be taken no later than four weeks before the parental leave is intended to begin. Any rescheduled examination deadlines shall be communicated to the student without delay. The deadline of the Master thesis cannot be affected by parental leave. The allocated subject shall be considered not allocated. At the end of parental leave, the student will be allocated a new subject.
- (8) Any activity as an elective member in statutory commissions, entities compliant with the statute of the university or the student union during at least one year can be set off against the exam deadlines on request for up to one academic year; the chairman of the board (Art. 34 para 4 LHG) decides.

Art. 5 Credit points and scope of study

- (1) The Aalen University of Applied Sciences applies the 'European Credit Transfer System (ECTS)'. According to the ECTS, credit points describe the average time consumption required to complete a module. 1 credit point corresponds to a workload of 30 hours.
- (2) Credit points are allocated to the modules in the Special Section depending on the student's burden by teaching, preparatory and follow-up work, preparation for examinations or even practical activity. Credit points are only awarded if all exams of the respective module have been passed. Correspondingly, the passed Master thesis or a passed oral Master examination (colloquium) will receive credit points in accordance with the Special Section.

- (3) The common workload per semester is 30 credit points. In the case of a Master's degree, 90 credit points are required to pass the Master's examination. Any exceptions are defined in the Special Section.
- (4) The workload of all modules and any defined individual exams are set down in module descriptions (compliant with ECTS). The module descriptions are available in German, some also in English, and shall be provided to the students in adequate manner.

Art. 6 Teaching and examination languages

Programmes, lectures and examinations pursuant to Art. 1 (module or individual exams, Master thesis, oral Master examination (colloquium)) are basically offered in German, alternatively in German and English or in English only. In the case of studies and examinations in varying languages, tasks are offered in both languages and answers accepted in both. The Special Section covers further details.

Section II - General examination entities and competences

Art. 7a Faculty board

The faculty board consults and decides in all matters of the faculty that are of basic relevance (Art. 25 LHG).

Items that need the approval of the faculty board include but are not limited to:

- a) the first version of the Special Sections of the Study and Examinations Regulations of the programmes of the faculty; approval needs the agreement of the responsible study commission.
- b) Other amendments to the Special Sections of existing Study and Examination Regulations requiring the approval of the Senate. The Central Examination Office shall be consulted in an advisory capacity.
- c) Initial approval of the admission statutes of the faculty's courses. The Central Approval and Recognition Office shall be integrated in an advisory capacity.
- d) Other changes to the admission statutes of the faculty or of course-relevant sections of the university selection procedure at the Aalen University of Applied Sciences concerning the faculty. The Central Admission and Recognition Office shall be integrated in an advisory capacity.

Art. 7 b Examination board

- (1) An examination board is installed for every programme to manage Master examinations or tasks assigned by the Study and Examination Regulations; related programmes may be covered by a common examination board.
- (2) The examination board includes
 - the chairman,
 - the dean of studies,
 - and four professors,

The chairman and four other professors are assigned by the faculty board to which the programme is assigned, from among the professors of this faculty and from the professors of other faculties

who regularly give lectures in this course of studies. Other professors, teaching staff and teachers for special tasks can be consulted. The period of office of the members corresponds to that of the faculty board of directors, i. e. four years. The examination board appoints a deputy of the chairman from the assigned members.

The examination board makes sure that the provisions of the Study and Examination Regulations are observed. On inquiry of the faculty, the examination board shall report about the development of the examination and study periods as well as the distribution of the modules and total grades. The examination board makes proposals on the reform of the curriculum and the Study and Examination Regulations. The examination board may delegate certain tasks of which it is in charge to the Chairman.

The examination board has, among others, the following tasks:

1. Initial examinations and adoption of resolutions on the module descriptions for new Study and Examination Regulations jointly with the module PICs/teachers; in cases defined by Art. 22a para 4, resolutions may be adopted by the examination board only if they concern the management of active education and the establishment and observance of Study and Examination Regulations pursuant to Art. 3 state university law (LHG).
 2. Enforcement of amendments to the Study and Examination Regulations in the respective module descriptions adopted by the faculty board and the Senate of the Aalen University of Applied Sciences; the Chairman of the examination board is in charge of soon enforcement but may delegate this task to the module PIC or other PICs. The module descriptions are to be made available to the students soon and in a suitable manner.
 3. Consultation and decision on amendments to the module descriptions. The decision regarding amendments to existing Study and Examination Regulations as well as module descriptions shall comply with Art. 22a;
 4. Assignment of examiners and assessors;
 5. Decision on crediting study periods, exams and modules as well as any individual exams;
 6. Decision on prolonging the Master thesis compliant with Art. 25 para 5, on unexcused absence and withdrawal pursuant to Art. 19, on deception pursuant to Art. 20 or on the invalidity of the Master's report and certificate pursuant to Art. 32 of this order;
 7. Support in objection proceedings in study and examination matters (the Vice-Dean for Teaching is responsible for deciding on objection in matters of study and examination);
 8. Decision on the second repetition of module examinations or any individual exams compliant with Art. 18 and about lost entitlement to examination and admission to studies compliant with Art. 34 para 2 clause 4 LHG.
 9. Decision on the submission of a medical certificate,
 10. Decision on approving withdrawal from examinations.
- (3) The members of the examination board may be present during examinations.
- (4) The members of the examination board and their deputies are subject to secrecy. Provided that they do not work for the civil service, they are to be obliged to discretion by the Chairman.
- (5) In case of objection, the examination board shall issue an opinion to the Dean.

Art. 7 C Admission and recognition office of the programme

- (1) An admission and recognition office is installed for each programme that recognises exams upon admission and while studying; a common admission and recognition office can be installed for related programmes.
- (2) The admission and recognition office of the programme consists of a professor (head) and a deputy. They are allocated by the faculty board to which the programme is assigned from among the professors of the respective programme. The period of head of the admission and recognition office is equivalent to that of the faculty board of directors, i. e. four years.
- (3) The head of the admission and recognition office shall ensure that the provisions and regulations for admission and recognition of exams are observed. On inquiry of the faculty, the admission and recognition office shall report on the development of admission and recognition of exams. The admission and recognition office makes proposals on reforms of the admission and recognition practice and of any affected regulations.
Some of the tasks of the admission and recognition office are:
 - a) Decision on the number of admissions, the final target number and the number of candidates to be admitted in consultation with the dean of studies of the programme and the Dean.
 - b) Contact person in the admission and enrolment procedure at the Aalen University of Applied Sciences.
 - c) Check of and decision on the applications for admission to a higher semester and respective recognition of exams under these applications.
 - d) Check of and decision on the applications for recognition of exams during the course of studies.
 - e) Filing the recognised cases.
- (4) The head of the admission and recognition office and the deputy shall observe professional discretion.
- (5) In objection proceedings, the admission and recognition office of the course of study shall submit its position to the Dean.

Art. 8 Examiners and assessors

- (1) Examiners may be not only professors but also teachers and instructors for special tasks or any persons experienced in job and training who are qualified as least as highly as the examined. Generally, the examiner of a module examination is a person who has been responsible for the lectures on which this module examination is based. The examiners of the Master thesis shall be assigned pursuant to Art. 25 para 2, the examiners of the oral Master examination (colloquium) pursuant to Art. 26 para 3.
- (2) The person to be examined can suggest an examiner or a group of examiners for the Master thesis and the oral module examination and any individual exams. The proposal does not constitute entitlement.
- (3) The names of the examiners shall be announced on time.
- (4) An assessor shall be appointed only if at least the qualification to be ascertained by the examination or an equivalent qualification is available.
- (5) The examiners and the assessors shall observe professional discretion. Provided that they are not active in the civil service, they shall be obliged to discretion by the chairman of the examination board.

Art. 9 Central Examination Board

- (1) The Aalen University of Applied Sciences - Engineering and Business – has a Central Examination Board that consists of
 1. the Dean as chairman,
 2. the Vice-Dean for Learning,
 3. the chairmen of all boards of examiners,
 4. the head of the Central Examination Office (advisory capacity),
 5. the person responsible for the compilation and amendment of the Study and Examination Regulations of the Aalen University of Applied Sciences (advisory capacity).
- (2) The Central Examination Board has the following tasks:
 1. treating legal affairs concerning the Study and Examination Regulations,
 2. managing the uniform application of the Study and Examination Regulations at the university,
 3. treating general examination problems.

Art. 9a Central Admission and Recognition Commission

- (1) The Aalen University of Applied Sciences - Engineering and Business – has a Central Admission and Recognition Commission comprised of
 1. the Dean as chairman,
 2. the Vice-Dean for Learning,
 3. the heads of all admission and recognition offices of the programmes and their deputies,
 4. the head of the Central Admission and Recognition Office (advisory capacity),
 5. the person responsible for the compilation and amendment of the Study and Examination Regulations and admission statutes and the enrolment order of the Aalen University of Applied Sciences (advisory capacity).
- (2) The Central Admission and Recognition Commission has the following tasks:
 1. managing the uniform handling of the legal requirements in the area of admission and recognition.
 2. treating general matters and legal affairs in matters of admission and recognition.

Art. 10 Central Examination Office

- (1) The Aalen University of Applied Sciences - Engineering and Business – has a Central Examination Office that is subordinate to the Dean.
- (2) Some tasks of the Central Examination Office are:
 1. administrative handling and support for the registration for the exams,
 2. administrative support in managing the results of the module exams and any individual exams,
 3. administrative support in cases of hardship and exclusion,
 4. administrative handling of objection proceedings,
 5. consultation in studying and legal affairs concerning the Study and Examination Regulations.

Art. 10a Central Admission and Recognition Office

- (1) The Aalen University of Applied Sciences - Engineering and Business – has a Central Admission and Recognition Office that is subordinate to the Dean.
- (2) Some tasks of the Central Admission and Recognition Office are:
 1. handling of the admission in cooperation with the programmes,
 2. administrative support in the preparation of admission, recognition or rejection notices in matters of recognition.
 3. administrative handling of objection proceedings,
 4. consultation in legal affairs concerning admission and recognition.

Section III - Module and individual exams

Art. 11 Application for and admission to the module examinations

- (1) Exams are usually performed during the examination period fixed by the senate of the university, outside the lecture period of the respective semester.
- (2) Students register for individual module exams about the online procedure available at the Aalen University of Applied Sciences, or in writing, till the end of the 8th lecture week of the semester or in the notified period in any manner defined by the university. Any deviating regulations are contained in the Special Section.
- (3) A requirement for the admission to a module examination may be that other module or individual exams have been passed before. Any other regulations are defined in the Special Section.
- (4) Only such persons may be admitted to a module exam of the Master examination who
 1. are admitted and enrolled in the Master programme at the Aalen University of Applied Sciences - Engineering and Business,
 2. have not lost the entitlement to examinations in this programme,
 3. have passed any module or individual exam required by paragraph 3.
- (5) The admission to a module examination may be rejected only if
 1. the requirements of paragraph 3 are not fulfilled in whole or in parts,
 2. the student has ultimately failed a coursework exam required by the Study and Examination Regulations in the same programme or in a programme with comparable subjects, as defined by the statutes of the university pursuant to Art. 60 para 2 clause 2 LHG, or the bachelor's exam or the student is participating in an examination procedure or
 3. the entitlement to examinations has been forfeited pursuant to Art. 34 para 2 LHG.
- (6) Withdrawal from examinations is possible up to two weeks before the examination period stipulated by the Senate of the Aalen University of Applied Sciences via the online procedure available at the Aalen University of Applied Sciences or, as the case may be, in writing. Any deviating regulations are found in the Special Section.

- (7) Withdrawal from examinations scheduled before the examination period defined by the Senate of the Aalen University of Applied Sciences may be submitted in writing to the responsible study secretaries up to one week prior to the examination date.

Art. 12 Types of examinations

- (1) The type of examination required to pass a module is set out in the module descriptions corresponding to the respective courses. Module examinations can be carried out:

1. orally (PLM),
2. in writing (PLK) and by other written papers (PLS),
3. by seminar papers (PLR),
4. by laboratory work (PLL),
5. by draughts (PLE),
6. by internships (PLA) and
7. by project work (PLP)

Written multiple-choice module examinations are generally excluded.

- (2) A module may be based on several individual exams compliant with paragraph 1 no. 1 to 7.
- (3) The module examinations are usually completed during the examination period outside the lecture period of the semester.
- (4) If an applicant registering for an exam provides evidence that module exams cannot be completed as intended, in whole or in parts, due to prolonged or permanent physical disability, the chairman of the responsible examination board may allow performing the module exams within an extended deadline or an equivalent module examination of a different type. A medical certificate may be required.
- (5) The module descriptions shall be published or made accessible to the students in good time and suitable manner before the start of the semester.

Art. 13 Oral examinations

- (1) In oral examinations students should prove that they recognise the relationships of the subject examined and are able to classify specific questions into these contexts. It is also intended to determine whether they have broad basic knowledge.
- (2) Oral examinations shall be taken with at least two examiners (joint examinations) or with one examiner in the presence of an assessor, either in a group or in a personal examination. Exceptions are to be approved by the respective examination board.
- (3) The oral examination of each person to be examined and each subject shall take at least 15 and at most 30 minutes. Further details may be defined in the Special Section or the module descriptions.
- (4) The essential subject matters and results of the oral examinations shall be logged in minutes. The result shall be announced to the examined students after the oral examination.
- (5) Students who wish to undergo the same examination during a subsequent examination period shall be admitted as listeners, if available space permits, unless the examined student objects. However, this admission does not include the consultation and notification on the examination

Art. 14 Exam papers and other written works

- (1) In exam papers and other written works, students shall demonstrate that they can solve tasks and treat subjects in a limited timeframe and, if necessary, with predefined aid. The examination is also intended to determine whether they have acquired the necessary basic knowledge. Topics can be offered for choice.
- (2) Non-coursework module examinations produced as papers or other written work are usually rated by two examiners. The rating procedure should not take more than four weeks.
- (3) The time for the exam papers and other written works is defined in the module description.

Art. 14a Compulsory attendance

- (1) Attendance of the students and autonomous learning are expected for all lectures.
- (2) Compulsory attendance - regular attendance at lectures or specific parts of a lecture – may in specific reasonable cases be required in the Specific Section and the respective module description or even only in the module description. The relevant justification shall be listed in the Specific Section or module description.
- (4) The requirement to regularly attend is fulfilled when students attend at least during 75% of the required time of the lecture or a defined part of a lecture. Any deviating regulations can be defined in the associated module description. Students caring for children or destitute relatives or who are disabled or chronically ill can on request meet the requirement of compulsory attendance even if they are only able to attend less time. The respective examination board decides on the request.
- (5) Checking regular attendance in lectures or defined parts of a lecture is only allowed if data protection regulations are observed
 - a) as a requirement for assigning ECTS points
 - b) to demonstrate the active individual or collective participation of students in an examination,
 - c) in the case of preliminary courses or exams needed to verify required skills and to admit to examinations.The attendance list of students is sufficient to verify active and regular attendance in lectures or comparable events.

Art. 15 Dates and subjects of examinations

- (1) The module examinations performed in writing or orally will be scheduled during the examination period determined by the Senate of the Aalen University of Applied Sciences for a time after the lecture period of the respective semester. If it is justified that exams are scheduled outside the time specified in clause 1, the corresponding dates shall be announced at the beginning of the semester but no later than 2 weeks before the actual date of examination. Exceptions to this schedule are also permissible for block events. The respective examination period of block events is generally given at the beginning of the semester or at the latest 2 weeks before the date of examination of the respective block event. The exact dates of the individual module examinations will be announced to the students to be examined on time by suitable ways.
- (2) As agreed by the Senate of the Aalen University of Applied Sciences, the examinations period covers usually three weeks. The examinations period is due after each semester when lectures have ceased. Any deviating regulations shall be decided about by the Senate of the Aalen

- (3) The subject matter of the module examinations is the subject matter of the lectures assigned in the Special Section or education in an internship.

Art. 16 Rating of the module examinations

- (1) The grades of each rated module examination will be defined by the examiners.
- (2) Not used
- (3) Individual exams or seminars can be rated as 'passed' or 'failed'. A suitable definition shall be defined in the module description.
- (4) The following grades shall be used for rating the module:
- 1 = very good == an excellent performance
 - 2 = good = a performance much above standard requirements;
 - 3 = satisfactory = a performance meeting standard requirements;
 - 4 = sufficient = a performance meeting requirements despite its flaws;
 - 5 = fail = a performance not meeting the requirements because of considerable flaws.

To better differentiate the rating of the modules, grades can be increased or decreased to intermediate values in steps of 0.3 excluding the grades 0.7, 4.3, 4.7 and 5.3.

- (5) Modules shall consist of at least one rated module or individual exam (module grade). If a module consists of several exams and only one is rated, the grade of this exam is the final grade of the module. If a module consists of several rated individual exams, the module grade is calculated from the mean grade of all individual exams, weighting each grade according to the credit points defined in the Special Section. Any deviating regulations are defined in the Special Section.

The module grade is:

Grade from - to	Bezeichnung	Definition
1.0 – 1.5	sehr gut	very good
1.6 – 2.5	Gut	Good
2.6 – 3.5	Befriedigend	Satisfactory
3.6 – 4.0	Ausreichend	Sufficient
4.1 – 5.0	nicht bestanden	Fail

Art. 17 para 2 remains unaffected.

(6) The grades are shown, in addition, in an international format.

ECTS-Note/ ECTS Grade	% ^{*)}	Definition/Definition
A	10 %	HERVORRAGEND – ausgezeichnete Leistungen und nur wenige unbedeutende Fehler <i>EXCELLENT – outstanding performance with only minor errors</i>
B	folgende 25 %/ next 25 %	SEHR GUT – überdurchschnittliche Leistungen, aber einige Fehler <i>VERY GOOD – above the average standard but with some errors</i>
C	folgende 30 %/ next 30 %	GUT – insgesamt gute und solide Arbeit, jedoch mit einigen grundlegenden Fehlern <i>GOOD – generally sound work with a number of notable errors</i>
D	folgende 25 %/ next 25 %	BEFRIEDIGEND – mittelmäßig, jedoch deutliche Mängel vorhanden <i>SATISFACTORY – fair but with significant shortcomings</i>
E	folgende 10 %/ next 10 %	AUSREICHEND – die gezeigten Leistungen entsprechen den Mindestanforderungen <i>SUFFICIENT – performance meets the minimum criteria</i>
FX	-	NICHT BESTANDEN – es sind Verbesserungen erforderlich, bevor die Leistungen anerkannt werden können <i>FAIL – some more work required before the credit can be awarded</i>
F	-	NICHT BESTANDEN – es sind erhebliche Verbesserungen erforderlich <i>FAIL – considerable further work is required</i>

(ECTS grade scale acc. to HRK)

Rating is based on the cohorts of the last five semesters before each passed module or Master examination. Relative ECTS grades are only given if at least 30 graduates have passed the corresponding module or Master examinations in this period.

(7) Art. 16 also applies to computing the final grade.

(8) The mean value is computed using only the first decimal; all other decimals are eliminated without rounding.

¹ SPO 31 for master programmes
*) Prozentsatz der erfolgreichen Studenten, die diese Note in der Regel erhalten/% of successful students normally achieving the grade

Art. 17 Pass or failure of a module examination

- (1) A module examination is passed if it is rated at least 'sufficient' (4,0).
- (2) A module is passed if the associated module exam or all associated individual exams have been passed. If a weighting is defined in the corresponding module description with regard to the composition of the final grade of the module/individual exam, then the module is passed if the computed module grade/exam has at least achieved 'sufficient' (4,0).
- (3) If a module/Individual exam has failed, this fact shall be announced to the person examined including information on whether, and if, to what extent and till which deadline this module or individual exam can be repeated. The examination board may schedule a new examination when justified.

Art. 18 Repeating module examinations

- (1) Repeating a passed module /individual exam is not allowed.
- (2) Failed module/individual exams can be repeated, provided that the deadlines stipulated by Art. 4 para 3 are observed. Unsuccessful attempts at other universities in the Federal Republic of Germany can be credited, provided that they are mostly equivalent.
- (3) A module examination applies as rated 5.0 and failed if
 1. an examination date is missed without a written declaration of resignation,
 2. the examination is scheduled and the student to be examined resigns without convincing reason,
 3. a written or practical module or individual exam is failed within the given timeframe.
- (4) In the cases defined in Art. 22, the module/individual exam rated less than 'sufficient' (4.0) or 'failed' shall be repeated.
- (5) The repetition can be scheduled during the examination phase of the next semester.
- (6) At the request of the student, the examination board may schedule a new date for the repetition outside of the examination period of the Aalen University of Applied Sciences, if justified.
- (7) At the written request of the student, the examination board may allow a second repetition of a failed module examination - within the deadlines set out in Art. 4 para 3 - if previous exams suggest that the programme can be successfully completed. The supervisors in the course of studies should consult with the affected students. A third repetition of a module or individual exam is not possible.
- (8) Any failed and not rated individual exam (such as a seminar) shall be repeated observing the deadlines defined in Art. 4 para 3. The examination board may schedule a new examination date, if justified.

Art. 19 Resignation and unexcused absence

- (1) Attendance in scheduled module examinations for which students have enrolled pursuant to Art. 11 is compelling.
- (2) Resignation from scheduled module examinations is possible up to two weeks before the examination period stipulated by the Senate of the Aalen University of Applied Sciences without giving reasons. After this date, resignation may be requested only under confirmed exceptional circumstances. Approval shall be granted by the chairman of the responsible examination office. Resignation from a repetition is possible only in exceptional cases or in the case of illness (Art. 11).
- (3) The reason asserted for unexcused absence shall be notified in writing and made plausible without delay (within three days after the examination date).
- (4) Non-auditability due to illness shall be confirmed by a medical certificate based on a checkup occurred on the day of the missed examination. The certificate shall be submitted to the competent examination board, it has to confirm the non-auditability and its expected duration. If several exams are missed during an examination period, the reasons for every single absence shall be indicated after the respective examination without delay. If, however, it is known when the certificate is issued that several examinations will be missed within the period of non-auditability, the excuse for all affected exams shall be submitted jointly in advance. In cases of doubt, a certificate of a physician appointed by the university can be required. At short notice the examination board may issue a new examination date.
- (5) As far as deadlines for the initial registration for module examinations, their repetition or reasons for unexcused absence from module exams or resignations have to be observed, illness of the students is on a par with illness of a child the student takes care for. Paragraph 4 remains unaffected.

Art. 20 Deception and offence

- (1) If the student to be examined tries to tamper with the result of module exams by deception or use of not admitted aid, this examination shall be rated 'failed' (5.0). Whoever impairs the proper procedure of the examination can be excluded by the respective examiner or supervisor; in this case, the module examination is rated 'failed' (5.0).
- (2) The student affected by the decision can request within a period of four weeks that the decision is audited by the examination board compliant with paragraph 1 clauses 1 and 2.
- (3) Students are obliged to scientific sincerity. The generally approved principles of good scientific practice are to be observed. Offending against this rule means essentially that intentional or grossly negligent misinformation has been given in an academic context, the intellectual property of others has been infringed or ongoing research of third parties has been significantly impaired. In case of offence against clauses 1-3, the student may be dismissed from the university. (Art. 62 LHG in junction with Art. 3 para 5 LHG).

Art. 21 Crediting studies and examinations

- (1) External study periods, tests and exams are credited as internal study periods or module examinations without verifying equivalence if they have been passed in a comparable programme at a university in the Federal Republic of Germany. Restricted recognition is possible.

- (2) When moving from another university or an equivalent facility or when justified, tests and exams or study periods compliant with the Lisbon Convention but not covered by paragraph 1 shall be recognised unless there are significant differences between the acquired knowledge and such knowledge as is provided by the Aalen University of Applied Sciences. Non-recognition of tests and examinations acquired at other universities shall be justified by the Aalen University of Applied Sciences. Crediting may be requested only if the student is not enrolled to a test or exam at the Aalen University of Applied Sciences for which such crediting is requested.
- (3) Equivalent exams passed outside of the university system (knowledge and skills) needed to graduate from a programme at the Aalen University of Applied Sciences can be credited up to half of the tests and examinations of the respective programme.
- (4) Paragraphs 1 and 2 apply to study periods, tests and examinations in accredited correspondence courses and at binary universities (occupational academies); paragraph 2 also applies to study periods, tests and examinations passed at technological or engineering schools and at military universities of the former GDR.
- (5) If any tests and exams are credited on study periods or module examinations, the grades – if comparable – shall be adopted and included in the calculation of the final grade. If not comparable, a 'passed' remark shall be included instead. The crediting may be indicated in the report. Credited module examinations shall receive credit points compliant with Art. 5 and the Special Section.
- (6) If tests and exams (including external exams) are credited on study periods or module examinations, the grades – if comparable – shall be adopted and included in the calculation of the final grade. If not comparable or if a grade is not available, a 'passed' remark shall be included instead. If no crediting of abovementioned studies, examinations or external exams is requested but the student enrolls for the corresponding examination, any subsequent crediting is excluded. The crediting may be indicated in the report. Credited module examinations receive credit points compliant with Art. 25 para 2 and the Special Section.
- (7) Failed studies and examinations from a programme at the Aalen University of Applied Sciences may be officially credited on the permissible number of repetitions when moving to another main subject of the course of studies. In the case of termination and resumption of the studies in the same programme, any failed tests and examinations from the Aalen University of Applied Sciences shall be officially credited as unsuccessful attempts on the allowed number of repetitions. The examination board may request this also for associated main subjects.
- (8) The head of the admission and recognition office of the programme decides on crediting study periods, tests and examinations during the studies. The foreign exchange officer of the course or the relevant partnership commissioner may be consulted regarding the crediting of study periods, tests and examination from abroad.
- (9) Meeting the requirements of paragraphs 1-6 constitutes a legal entitlement to crediting. Crediting is due on application. The applicant is responsible for providing all necessary information on the study periods and exams to be credited.

Art. 21a Application procedures and deadlines

- (1) Study periods and examinations are credited only on request. The application shall be made within 6 weeks after the beginning of the semester in which admission at the Aalen University of Applied Sciences has occurred or after the studies at the Aalen University of Applied Sciences are resumed after a semester or studies abroad.
- (2) The applicant shall be referred to this during admission, a student when a semester or programme abroad is applied for.
- (3) The application shall be submitted to the admission and recognition office of the programme.
- (4) Deviating from paragraph 1, the admission and recognition office of the programme may decide otherwise when justified.

Art. 22 Individual exams

- (1) A module can consist of several individual exams.
- (2) Individual exams or seminars can be rated or unrated. A rated individual exam is passed if it was rated at least 'sufficient' (4.0), an unrated individual exam is passed if it was rated 'passed'. A suitable definition shall be given in the module description.
- (3) When a module is failed, the individual exam that was rated less than 'sufficient' (4.0) or 'failed' may be repeated.
- (4) Failed individual exams shall be repeated observing the deadlines in Art. 4 para 3. The examination board can schedule a new examination when justified.
- (5) Art. 11-46 also apply to individual exams.

Art. 22a Module descriptions

- (1) A full-time professor of the programme shall be assigned to every module as PIC. In case of doubt, the examination board shall assign the person responsible for the module.
- (2) All information and examination procedures required for the respective modules or individual exams are integrated in the module descriptions. They shall be released to the students on time and in suitable manner before the semester begins.
- (3) The module descriptions can be revised or amended by decision of the respectively assigned examination board in agreement with the respective module PIC/teacher; for exceptions see paragraph 4 and Art. 7 b para 3 No. 1. The Vice-Dean for Learning has a right to intervene, if necessary.
- (4) The following items of the module description may be updated by the module's PIC in agreement with the teacher(s) without a decision of the examination board but taking Art. 3 LHG into account:
 - a) Use in programmes
 - b) Way of transferring knowledge
 - c) Admitted aid
 - d) Subjects
 - e) Reference books
 - f) Notes/Miscellaneous

Section IV - Master examination

Art. 23 Purpose and realisation

- (1) The Master's examination is a final work of academic research that should be performed with a high degree of autonomy. The Master's examination is the job-qualifying graduation of the Master course of studies and intended to control whether the interrelationship of the subject has been understood, whether the student is able to apply knowledge and methodological skills to a scientific problem and whether professional knowledge needed for the transition into job life has been acquired.
- (2) The module or individual exams of the Master examinations are generally coursework relating to the lectures of the programme.

Art. 24 Technical requirements including kind and scope

- (1) The Special Section gives the kind and number of module or individual exams in the compulsory and optional compulsory sections that have to be passed as a requirement for admission to the Master examinations.
- (2) Evidence that the Studium Generale has been accomplished is required to enrol for the Master thesis. Any exceptions are defined in the Special Section of this statute.
- (3) The subject matter of the module or individual exams is constituted by the subject areas of the lectures assigned to the examination subjects in accordance with the Special Section.

Art. 25 Issue and deadline

- (1) The Master thesis is an examination paper by which the student is expected to show that a task from the subject can be autonomously treated using scientific methods within a given time. The subject of the Master thesis shall be given at the earliest one semester before the end of the regular semesters and at the latest three months after the successful completion of all modules.
- (2) The Master thesis is supervised by a professor of the Aalen University of Applied Sciences. The Master thesis may also be carried out at an external institution after arrangement with the respective supervisor.
- (3) The Master thesis is issued by the person named in paragraph 2 after consultation with the examination board. Subject and time shall be documented. Students may opt for specific subjects but there is no claim to that wish being respected.
- (3) The Master thesis may also be produced by groups if the contribution to be rated as an individual exam can be clearly delimited by sections, page numbers or other objective criteria that can be rated and meet the demands of paragraph 1.

- (4) The workload for the Master's thesis is generally 30 CP. It shall be completed within no more than six months. The deadline may be extended to eight months if equal chances shall be maintained or reasons for which the examined student does not have to answer require such an extension; the examination board shall decide based on a recommendation by the supervisor. Subject, task and scope of the Master thesis shall be limited by the supervisor in such a way that the deadline of the Master thesis can be kept.

Art. 26 Submission and rating

- (1) The Master thesis shall be submitted in time to the examination office/secretariat of the programme or to the respective supervisor documenting the date of submission. A written statement has to be included confirming that the thesis – or its relevant part indicated, in case of group work – has been produced autonomously and no sources or aid other than stated have been used.
- (2) The Master thesis shall be rated by two examiners. One examiner has to be the supervisor of the Master thesis. The rating procedure should not take more than four weeks.
- (3) The Master thesis shall be defended in a colloquium. Members of the colloquium are the consultants of the thesis and the other professors of the respective Master programme. Members of the university may attend as guests. The consultants shall decide about the grade for the oral final talk after the colloquium.
- (4) The final grade of the Master thesis comprises:
 - 80% of the grade of the written thesis (including associated internships),
 - 20% of the grade of the colloquium,
 - both individual exams shall be separately passed. A failed colloquium may be repeated once the written thesis has passed.
- (5) The Master thesis may be once repeated if it had been rated worse than 'sufficient' (4.0); a second repetition is impossible. A different subject to be issued shall be applied for with the chairman of the examination board within two months after failure has been announced. If this deadline is missed, the entitlement to examination expires unless the examined is not to blame for missing the deadline.

Art. 27 Additional subjects

- (1) Students may enrol to additional examinations not included in the modules or individual exams listed in the Special Section (additional courses). The results of examinations in these subjects will not be included in the calculation of the overall grade nor will any credit points be awarded. They may be listed in the report at the student's request, though.
- (2) During each semester, additional subjects with a total of 10 ECTS points outside the course of studies in which the student is enrolled are permitted. The examination board of the course of studies in which the student is enrolled may approve of additional subjects at the student's request, if justified.

Art. 28 Final result and report

- (1) The Master examination is passed if all its modules and any oral Master examinations have been passed and the Master thesis has been rated 'sufficient' (4.0) or higher.

- (2) The final grade is calculated compliant with Art. 11 from the module grades of the Master examination including the Master thesis. The weighting follows the credit points stated in the Special Section.
- (3) In the case of outstanding performance (a total score of at least 1.3), the final rating 'outstanding' shall be awarded.
- (4) A report on the passed Master examination shall be generally issued within four weeks after passing the Master thesis. The report shall include all module grades, the subject of the Master thesis and their grades as well as the final grade; the grades shall be provided with bracketed decimal values compliant with Art. 11. The general subject and the main subjects may be included in the report, as well as - on request - the result of exams in the additional courses (Art. 27) and the time required till the Master examination had been passed.
- (5) The report shall give the final date being the day on which the last examination (individual exam, module examination, Master thesis, oral Master thesis) has been passed. If the Master thesis was the last passed examination, the date of submission shall be stated.

Art. 29 Academic degree and Master document

- (1) The Aalen University of Applied Sciences - Engineering and Business – awards, once the Master examinations have been passed, stating the field:
 - the 'Master of Arts' degree, 'M.A.' for short, in the 'International Marketing and Sales' programme,
 - the 'Master of Science' degree, 'M.Sc' for short, in the 'Data Management in Product Development and Production' programme,
 - the 'Master of Science' degree, 'M.Sc' for short, in the 'Polymer Technology' programme,
 - the 'Master of Science' degree, 'M.Sc' for short, in the 'Lightweight Construction' programme,
 - the 'Master of Engineering' degree, 'M.Eng.' for short, in the 'Leadership in Industrial Sales and Technology' programme,
 - the 'Master of Science' degree, 'M.Sc' for short, in the 'Business Computer Science' programme.
- (2) After submitting a confirmation of release by the university, the Master certificate including the date of the report will be handed over together with the report to confirm the award of the Master degree. The Master certificate is signed by the Dean and sealed by the Aalen University of Applied Sciences - Engineering and Business.

Art. 30 Diploma Supplement, Transcript of Records

- (1) In addition, the graduate receives a Diploma Supplement in German and English compliant with the Diploma Supplement Model of the European Union/Council/Unesco and a Transcript of Records containing essential information about the subjects, programme and academic professional qualifications acquired in the course of studies, as well as the profile of the programme.
- (2) The Diploma Supplement and the Transcript of Records bear the date of the report and are signed by the Dean of the faculty or the chairman of the examination board of the programme.

Art. 31 Ultimate failure

- (1) The Master examination is ultimately failed if
 - a) a module examination of a compulsory or optional compulsory module is (considered) failed after its first repetition and a second repetition pursuant to Art. 18 has not been requested or admitted before the deadline,
 - b) a module examination of a compulsory or optional compulsory module is (considered) failed in a second repetition pursuant to Art. 18,
 - c) the Master thesis is (considered) failed on the second attempt,
 - d) any oral Master examination provided in the Special Section is (considered) failed on the second attempt.
- (2) If the Master examination has finally failed, a report may be issued on request that contains the passed examinations (individual exams, module examinations, Master thesis, oral Master examinations) and their grades as well as the not yet passed examinations yet discloses that the Master examination has finally failed, provided that corresponding evidence and the deregistration notice are submitted.

Art. 32 Invalidity

- (1) If the person to be examined has been deceptive about a module examination and this fact becomes known only after the report has been handed over, the grade of the module examinations can be corrected compliant with Art. 20. If necessary, the module examination may be rated 'failed' (5.0) and the Master examination declared failed. The same applies to the Master thesis and any oral Master examination.
- (2) If the requirements for passing a module examination are not fulfilled without the examined student being purposefully deceptive and this fact becomes known only after the report has been handed over, this defect shall be remedied by passing the module examination. If admission to the module examination has been deliberately and wrongfully obtained, this module examination shall be rated 'failed' (5.0) and the Master examination declared failed. The same applies to the Master thesis and any oral Master examination.
- (3) Before a decision is made, the student shall be granted permission to comment.
- (4) The incorrect report shall be collected and, if necessary, a new one issued. Also, the Master certificate, the Diploma Supplement (English and German version) and the Transcript of Records shall be collected if the Master examination has been declared failed because of a deception. A decision compliant with paragraph 1 and paragraph 2 clause 2 is excluded for ten years after the date of issue of the report.

Section V - Miscellaneous

Art. 33 Access to the examination files

- (1) Upon request, the examined student shall be given access to the written examination papers, the expert reports relating thereto and the test reports; Art. 29 of the State Administrative Procedure Act remains unaffected.
- (2) The examination board of the respective programme defines the period of examinations at the beginning of each semester. This period is generally scheduled within four weeks after the start of lectures of the following semester.
- (3) The adequate form of access to the examination files shall be arranged by the examiners and the examined student. If several applications for access to the examination files have been made, a common date may be arranged by the examiners and the examined student.
- (4) Examination papers, reports and protocols may not be copied without the consent of the examiner(s).
- (5) Access is possible only under supervision.
- (6) Paragraph 1 applies accordingly to oral examinations.

Art. 34 Retention periods

Written examination papers, final thesis and the minutes of the oral examination procedures shall be retained for 5 years.

Art. 35 Studium Generale

- (1) To account for civil commitment, students shall select subjects from the curriculum of the 'Studium Generale' of the Aalen University of Applied Sciences in the scope of 1 CP (30 hours of workload). Subjects or activities already accomplished can be recognised compliant with the 'Directives of the Studium Generale' adopted by the senate of the Aalen University of Applied Sciences.
- (2) The lectures of the Studium Generale are divided into several sections whose subjects vary each semester.
- (3) During every lecture chosen, the attendance of the students shall be controlled.
- (4) The students shall produce a complete report on all finished lectures, talks, seminars or activities. The respective trainee office decides on whether the report is to be rated 'passed'.
- (5) Evidence of the passed Studium Generale shall be provided when applying for the Master thesis.
- (6) Any exceptions are defined in the Special Section.

Art. 36 Leave of absence

- (1) On request, students can be given time off if they

1. want to study at a foreign university or a linguistic school,
2. cannot attend to lectures because of illness preventing them from passing the expected exams,
3. finish a voluntary military or civil service,
4. care for spouses or relatives by blood in direct lineage or first-degree relatives by marriage who are in need of care for the purposes of the Federal Social Assistance Act,
5. cannot attend to lectures because of forthcoming delivery and related childcare,
6. will be imprisoned,
7. will commence an internship serving the purposes of the course of studies,
8. assert other reasons for leave of absence.

The leave of absence should not take more than two semesters.

- (2) The application for the next semester shall be made before the lectures begin, otherwise the leave of absence shall be applied for without delay as soon as its reason has occurred.
- (3) Leave of absence in the first semester of a programme is not allowed unless the student is not to blame for the reason of leave.
- (4) Students on leave do not take part in the self-government of the university. They are not entitled to attend to lectures and to use university facilities except for the library.
- (5) Students on leave are not entitled to take part in module or individual exams.
- (6) Students may request protective periods pursuant to Art. 3 para 1 and Art. 6 para 1 of the Law on the Protection of the Employed Mother (MuSchG) in the version of the publication of 20 June 2002 (bGbl.IS. 2318) as amended. They may also request parental time pursuant to Art. 15 para 1 to 3 of the Federal Parental Money and Time law of 5 December 2006 (bGbl.IS. 2748) as amended; corresponding leave has to be granted on request. Students on leave pursuant to clause 1 are entitled to join lectures, to participate in tests and exams and to use university facilities. Periods pursuant to clause 1 are not credited on the leave of absence compliant with para 1 clause 2.

Art. 37 Application of the state Administrative Procedure Act (Landesverwaltungsverfahrensgesetz - LVwVfG)

The State Administrative Procedure Act (LVwVfG) shall be applied accordingly.

B. Special Section

Art. 38 Explanations and abbreviations

(1) For all programmes, the following data are to be listed in the Study and Examination Regulations:

- the allocation of the module/individual exams in the compulsory section of each semester,
- the allocation of the module/individual exams in the optional compulsory section of each semester,

(2) If (compulsory) optional subjects are stipulated in the regular curriculum, the student shall select as many from the listed courses to achieve the number of credit points requested in the provisions of the programmes.

(3) The tables of the Special Section use the following abbreviations:

Column	Content
No.	Number of modules/exams
Module/exams	Description of modules/exams
Kind	Kind of lecture: - E: Excursion - L: Lab - P: Project - S: Seminar - Ü: Exercise - V: Lecture
1,2,3	Hours per week (SWS) per semester
CP	Credit Points (ECTS)

b. FINAL REGULATION

Art. 45 Becoming effective, transitional regulation

- 1) These Study and Examination Regulations will become effective for the 'International Marketing and Sales' Master programme in the winter semester of 2016/17.
- 2) These Study and Examination Regulations will become effective for the 'Data Management in Product Development and Production', 'Polymer Technology', 'Lightweight Construction' and 'Leadership in Industrial Sales and Technology' Master programmes in the summer semester of 2017.
- 3) These Study and Examination Regulations will become effective for the 'Business Computer Science' Master programme in the winter semester of 2017/18.