On the basis of Article 13 (1) Sentence 2, (Article 43 (4)), 58 (1) Sentence 1, 61 (2) Sentence 1 and (8) Sentence 2, and Article 66 (1) Sentence 8 of the Bavarian University and College Act (BayHSchG), the University of Applied Sciences Würzburg-Schweinfurt (FHWS) is issuing the following regulations:

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Section I
General issues

§ 1
Purpose of the study and examination regulations

1 These Study and Examination Regulations govern the course of the degree programme Bachelor of Mechatronics. 2 They serve to complete and supplement the General Examination Regulations for Universities of Applied Sciences (Rahmenprüfungsordnung, RaPO) of 17 October 2001 (Law and Ordinance Gazette; Gesetz- und Verordnungsblatt; GVBl p. 686), as amended by the amending regulation of 6 August 2010 (GVBl S. 688), and the General Examination Regulations of the University of Applied Sciences Würzburg-Schweinfurt (Allgemeine Prüfungsordnung FHWS, APO-FHWS) of 26 October 2010 in their current version.

§ 2
Programme objective

(1) 1 Through practice-oriented teaching, the objective of the English-language degree programme is to develop the students' ability to independently apply scientific findings and to teach techniques of mechatronics. 2 Graduates are to work independently and with scientific methods as engineers in mechatronics. 3 Due to the range and diversity of mechatronics making a comprehensive fundamental training necessary, the programme wants to develop professional, methodological and social competences so graduates will be able to familiarise themselves quickly with one of the many areas of application and work as engineers.

(2) By offering optional modules, students can choose courses according to their preferences and career expectations; this, however, does not lead to specialisation.

(3) 1 To support personality formation, students not only acquire professional expertise, but also social skills and foreign language proficiency. 2 This ensures their practical problem-solving skills also in an international context and students are being prepared to take over management tasks themselves.

§ 3
Conditions for admission to the programme

(1) 1 Admission to the degree programme Bachelor of Mechatronics is conditional upon evidence of

a) a university entrance qualification,

b) an entrance qualification for a university of applied sciences (Fachhochschulreife) or

c) a higher education entrance qualification in terms of Article 45 of the Bavarian University and College Act of 23 May 2006 (Law and Ordinance Gazette, GVBl, p. 245, Bavarian Collection of Laws, BayRS, 2210-1-1-WFK) in its current version.

2 Evidence of the existence of the condition under Sentence 1 a) to c) is provided in accordance with the Regulation Concerning Eligibility for Studying at the Universities of the Free State of Bavaria and the State-recognised Private Universities of 2 November 2007 (GVBl p. 767) in its current version. 3 Other conditions for admission to the degree programme (in particular with regard to the student’s linguistic eligibility for the programme) and for matriculation can be found in the Regulations for the Procedure of Enrolment, Leave of Absence, and Termination of Enrolment at the University of Applied Sciences Würzburg-Schweinfurt (Enrolment Regulations FHWS) in its current version.

(2) 1 In addition to the conditions under (1), evidence must be provided of practical experience of at least six
weeks that is appropriate for the degree Bachelor Mechatronics (pre-study internship). The pre-study internship must fulfil the following subject-specific requirements:

- The pre-study internship will provide insights into technical and organisational connections of the production process as well as to offer experience in the operational working environment and with the social structures of the company.
- The pre-study internship will provide basic knowledge and skills, for example, in the areas of manufacturing, assembling or maintaining technical systems.

The pre-study internship is preferably to be completed continuously and before the start of studies. If admission to the degree programme Bachelor of Mechatronics is unrestricted, there is the possibility to make up for the pre-study internship until the end of the second programme semester. The pre-study internship should be completed in a company or another appropriate institution.

§ 4
Re-enrolment, leaves of absence

(4) Students must enrol for each semester in due form and on time to continue studying (re-enrolment). Details of the procedure are laid down in the Regulations for the Procedure of Enrolment, Leave of Absence, and Termination of Enrolment at the University of Applied Sciences Würzburg-Schweinfurt (Enrolment Regulations FHWS).

(5) The University of Applied Sciences Würzburg-Schweinfurt may release students from the obligation to study for the degree programme Bachelor of Mechatronics on request and for good cause (leave of absence). The duration of leaves of absence should generally not exceed two semesters in the whole degree. Deadlines and time limits to be observed are regulated in § 18 (4) and § 22 (6), participation in examinations in § 27.

(6) Time in which statutory maternity leave is claimed, in accordance with the Act for the Protection of Working Mothers (Mutterschutzgesetz, MuSchG) as published on 20 June 2002 (Federal Law Gazette, BGBl, I p. 2318) in its current version, parental leave, and in accordance with § 7 (3) of the Law on Care-Giving (Pflegezeitgesetz, PflegeZG) as published on 28 May 2008 (BGBl I p. 874,896) in its current version, leaves of absence for the care of close relatives being in the need of care in the meaning of §§ 14, 15 of the Eleventh Volume of the Social Security Code (Sozialgesetzbuch, SGB XI) as published on 26 May 1994 (BGBl I p. 1014, 1015) in its current version, must not be credited against the amount of time specified in (2) Sentence 2.

Section II
Programme structure

§ 5
Standard time to degree, programme structure and begin

(1) The standard time to degree is seven semesters with a total of 210 Credit Points (CP). One CP corresponds to a student workload of 30 hours, including contact time and independent study.

(2) The programme structure is laid down in the appendix to these study and examination regulations. The programme has a modular structure. A module consists of one class or a number of classes that are thematically related and coordinated with one another as regards timing.

(3) The programme begins in the winter semester.
§ 6

Modules

(1) All the modules are core modules, elective modules or optional modules:

a) Core modules are compulsory for all students of the degree programme.

b) Elective modules are either Core Elective Modules (FWPM) or General Elective Modules (AWPM) that are offered individually or in groups and can be chosen by students from a catalogue. All chosen modules except the General Electives (AWPM) are treated like core modules.

c) Optional modules are not mandatory for the achievement of the study aim. They can be selected from the university’s study options as additional modules and can also be listed in the examination certificate at the student’s request. Optional modules are not included in the final grade and cannot be credited against the total referred to in § 5 (1).

(2) Students have to select Core Electives of 20 CP and one General Elective Module of 5 CP that can be credited against the total; the General Elective Module may consist of several General Elective Courses.

(3) The catalogue of General Elective Courses is determined by the Faculty of Applied Natural Sciences and Humanities with the agreement of the Faculties of Mechanical Engineering and Electrical Engineering. General Electives serve the development of interdisciplinary skills (studium generale); therefore, they have no immediate thematic relation to other modules of the degree programme Bachelor of Mechatronics. The offer may include the following subject areas: languages, cultural studies, science and technology, politics, law and business/economic studies, pedagogy, psychology and social sciences, soft skills, creativity and art. General Electives Courses with the best grade up to the total possible for General Electives specified in (2) can be included into the final grade of the General Elective Module unless the student decides against it.

(4) The catalogue of Core Electives is determined by the Faculties of Mechanical Engineering and Electrical Engineering. Core Electives serve the development of advanced competencies; therefore, they have an immediate thematic relation to other modules of the degree programme Bachelor of Mechatronics. Offered modules include classes from the area of automotive engineering, power engineering, electric mobility, communication technology and network engineering, automation and robotics, measurement and test technology, heat and fluid engineering, material science and engineering, and other disciplines of electrical engineering, mechanical engineering, and computer science. Every student has to select Core Electives with 10 CP each. By taking the respective exam for the first time, the choice of a Core Electives is made.

(5) In the appendix to these study and examination regulations, the modules, in the case of Core Modules the classes assigned to them, the semester in which they are taken, the CP and credit hours (Semesterwochenstunden, SWS), the format, length and language of the examination and the particular conditions for admittance to the examination are specified. Modules that do not lead to a final grade, i.e. are ungraded, are identified accordingly. The regulations are supplemented by the Curriculum (§ 7).

(6) The foundation modules (within the meaning of § 4 (2) of the General Examination Regulations for Universities of Applied Sciences, RaPO) are the modules of the first year of studies. Foundation modules (within the meaning of § 8 (2) Sentence 1 RaPO) are the modules “Engineering Mathematics 1” and “Physics.”

(7) There is no guarantee that all elective modules provided for in these study and examination regulations are offered every semester. There is also no guarantee that the associated classes will take place if there is not a sufficient number of participants.

§ 7

Curriculum
To safeguard the range of courses offered, to provide information for the students, and to further specify these study and examination regulations, the faculty councils of the Faculties of Mechanical Engineering and Electrical Engineering decide upon a curriculum that is not part of these study and examination regulations. This describes the course of study for the next semester. The curriculum must be published for the whole University. The publication of new regulations must take place at the start of the lecture period of the semester in which the regulations are to be applied for the first time. The curriculum includes, in particular, regulations and information about

- the catalogue of offered modules, their time allocation and the distribution of CP,
- the types of all courses, insofar as they have not been definitively specified in the appendix to these study and examination regulations,
- the programme objectives and contents of all courses,
- more detailed provisions regarding the examinations and certificates of participation, and the particular conditions for admittance to the examinations insofar as no final regulations have been laid down yet in these study and examination regulations,
- the specification of the language of instructions for all courses, if it is not delivered in English, and
- the specification of the language of examinations for all courses, if it is not held in English.

§ 8  Internship Module

(1) The Internship Module consists of a continuous, supervised internship lasting at least 20, but no more than 26 weeks. In accordance with § 2 (2) Sentence 2 of the General Examination Regulations for Universities of Applied Sciences (RaPO), the Internship Module is prepared by or accompanied by the module “Practice-Related Courses.”

(2) Only students who have gained 90 CP at the start of the Internship Module are entitled to enter this part of studies.

(3) The coordinator responsible for the Internship Module is, as a rule, a professor or another member of the full-time teaching staff and will be appointed by the faculty councils of the Faculties of Mechanical Engineering and Electrical Engineering.

(4) The Internship Module shall be completed in a company or another institution/organisation. The student is employed on a full-time basis.

(5) During the Internship Module, the student is supervised by an appropriate member of the Faculty of Mechanical Engineering or of the Faculty of Electrical Engineering as well as by qualified members of staff of the respective company/institution/organisation.

(6) The training objectives and training contents of the Internship Module can be found in the training plan which is adopted and published by the faculty council of the Faculties of Mechanical Engineering and Electrical Engineering.

(7) Before the start of the Internship Module, a written training contract must be concluded between the student and the training institution. In addition to general concerns under employment law, this contract also regulates, in particular,

- the obligation of the training institution
  - to train the student for the agreed period in accordance with the training plan and to have them supervised for this period by a qualified person;
  - to allow the student to attend the accompanying seminar Preparation and Reflection of Internship and to take an examination when required;
iii. to review and initial the report that is to be produced by the student;
iv. to issue a training reference in good time for the end of the Internship Module.

b) the obligation of the students
i. to take advantage of the training opportunities and to carefully perform the tasks assigned within
   the framework of the training plan;
ii. to produce a report on the tasks and contents of the training during the Internship Module in due
time.

c) insurance issues for the students.

d) the possibility of premature termination of the contract.
³Before the conclusion of this contract, the agreement of the coordinator responsible for the Internship
Module of the degree programme Bachelor of Mechatronics must be obtained.

(8) The Internship Module is deemed to be successfully completed if
a) evidence of the internship and its duration of at least 20 weeks, full-time, is provided through a
   reference from the training institution;
b) a report on the student's activities during the Internship Module signed by the training institution is
   available and the contents of this have been approved by the supervising person of the Faculty of
   Mechanical Engineering or Electrical Engineering.

(9) The Internship Module is assessed at 24 CP and the grade “passed successfully” or “failed.”

§ 9
Engineering Project

(1) A engineering project is an assignment during the semester with complex contents and an open-ended
approach and serves to provide evidence of theoretical/academic, specialist and creative skills, as well as
communication skills. Due to the complexity of the task and the manner of execution, the work is generally
done over an extended period without constant supervision; the progress shall be recorded by the
supervisor’s signature and proven upon the Engineering Project’s submission (attestations, Testate). ³The
topic set should be such that the essential content of the assignment can be described in a documentation
report of 20 to 80 pages. ⁴When the topic is set, it may be specified that a project that has not yet been
submitted may not be removed from fixed areas of the university.

(2) The project’s style must satisfy the formal criteria handed out to the students together with their topic. ¹The
task should have practical relevance and be performed at the University, in a company or an external
institution/organisation. ³The project may be assigned to a number of students to work on together. ⁴At the
same time, it must be possible to identify and assess individual performance. ³The allocation of the topic,
the students working on it and the period for the work must be recorded. ⁴Only students who have earned
at least 90 CP may start working on their Engineering Project.

(3) The Engineering Project must be accompanied by a declaration by the student(s) that they have written the
paper independently, not submitted it elsewhere for examination purposes, used no sources or resources
other than those indicated, and marked any verbatim quotes and paraphrases as such. ²The paper must
also satisfy the formal criteria that are defined and published by the faculty councils of the Faculties of
Mechanical Engineering and Electrical Engineering, and handed out to the students together with their
topic.

(4) After the Engineering Project is submitted, the paper is presented by the students in person with oral
explanations. ²The presentation takes place in the presence of the relevant examiners who may ask
supplementary questions.
(5) ¹The period for marking the Engineering Project should not exceed four weeks. ²An Engineering Project is awarded the grade “non-sufficient” if it is not submitted on time.

§ 10
Semester abroad

(1) ¹The student has completed a semester abroad if they have earned credit points abroad for a continuous period of at least three months and the examination committee has acknowledged these (credit transfer). ²The credits are generally earned at a partner university (studies abroad) or in a company or an external institution (internship abroad).

(2) ¹The link for the decision to award credit transfer is exclusively the competences acquired or to be proven by the student in the specific module (learning results). ²Credits are to be transferred if there are no substantial differences between the acquired competences and those which are to be proven.

(3) ¹If grades are not determined on the basis of an additional examination, the conversion is done using the formula

\[
\text{Grade} = 1 + 3 \times \frac{E-\text{Grade}_{\text{Abroad}} - A-\text{Grade}_{\text{Abroad}}}{Z-\text{Grade}_{\text{Abroad}} - A-\text{Grade}_{\text{Abroad}}}
\]

rounded to the nearest FHWS grade, where:
- A-\text{Grade}_{\text{Abroad}}: the highest attainable grade,
- Z-\text{Grade}_{\text{Abroad}}: the lowest attainable grade that constitutes a pass in the examination, and
- E-\text{Grade}_{\text{Abroad}}: the attained grade (= to be accredited) in the grading system of the foreign university.

²If the result is precisely between two FHWS grades, it is rounded to the higher grade.

(4) The acknowledgement of an internship abroad is effected by the internship coordinator of the degree programme Bachelor of Mechatronics.

§ 11
Bachelor’s thesis

(1) The Bachelor’s thesis should show that the student is capable of working independently and on an academic basis on a problem from the field of the degree programme Bachelor of Mechatronics.

(2) ¹The student may start work on the bachelor’s thesis not before
   a) the Internship Module and the module Control Systems 1 is successfully completed and
   b) at least 150 CP have been earned.
   ²Exceptions may be approved by the examination committee.

(3) ¹As a rule, two examiners are appointed by the examination committee for the Bachelor’s thesis. ²At least one examiner must be a professor in either the Faculty of Mechanical Engineering or the Faculty of Electrical Engineering. ³The examiners assign the topic and supervise the work. ⁴If the student is to work on the thesis at the university, the topic must be such that it can be dealt with using the university’s facilities. ⁵With the agreement of the examination committee, the Bachelor’s thesis may be completed in an institution outside the university if supervision by the university’s examiners is guaranteed. ⁶The student may express
requests for topics within the framework of the core modules and core elective modules of the degree programme Bachelor of Mechatronics. The assignment of a topic to a number of students to work on it together is permissible, provided that the individual performance of the individual student can be assessed.

(4) The topic set should be such that the work in related exclusive processing is usually completed within a period of ten weeks. The period from the topic being set to the submission of the Bachelor’s thesis may not exceed five months if the Bachelor’s thesis is assigned no later than one month after the start of the seventh programme semester. Otherwise, the period may not exceed three months. The duration of the thesis is to be stipulated by the Examination Committee of the degree programme Bachelor of Mechatronics and recorded along with the topic.

(5) The topic may only be given back once, for a good reason and with the consent of the chair of the examination committee. The topic may not be given back if the student is repeating the Bachelor’s thesis and has already given back the topic when writing their first Bachelor’s thesis.

(6) The Bachelor’s thesis must be accompanied by a declaration by the student that they have written the paper independently, not submitted it elsewhere for examination purposes, used no sources or resources other than those indicated, and marked any verbatim quotes and paraphrases as such. The Bachelor’s thesis must be submitted on-time in at least one printed copy and additionally twice in a digital format (once anonymised, i.e., without the student’s name and matriculation number); it must also satisfy the other formal criteria that are defined and published by the faculty councils of the Faculties of Mechanical Engineering and Electrical Engineering and which were handed out to the students together with their topic.

(7) The period for marking the Bachelor’s thesis should not exceed four weeks. A Bachelor’s thesis is awarded the grade “non-sufficient” if it is not submitted on time.

§ 12
Programme advice

(1) The primary task of the programme advisor is to support the students with all questions related to planning the course of their degree and the organisations of their studies.

(2) The programme advisor provides advice with respect to § 18 (3) and the legal consequences mentioned there. Students who have not earned at least 45 CP until the end of the third programme semester shall be invited to get some programme advice.

(3) The programme advisor is, as a rule, a professor or another member of the teaching staff and will be appointed by the faculty councils of the Faculty of Mechanical Engineering and Electrical Engineering.

Section III
Organisation of examinations

§ 13
Examinations

(1) Every core module and elective module generally culminates in an examination or an examined assignment.

(2) Examinations take the form of a written or oral examination or another examined assignment. Examinations are generally taken in the scheduled examination period. Examination dates may be set...
during the lecture period

a) for additional resits

b) for examined assignments, especially Engineering Projects, that must be done during the lecture period according to their purpose.

The lecture period within an academic year must not be reduced as a result of this. The faculty councils of the Faculties of Mechanical Engineering and of Electrical Engineering decide on examination dates during the lecture period. In a module that is only tested by a written examination in accordance with these study and examination regulations an oral examination for grade improvement (oral supplementary examination) is not permitted.

(3) If examined assignments that lead to final grades are accomplished in the form of group work, it must be possible to clearly identify and assess the performance of the individual student.

(4) If proof of participation in classes must be provided for admittance to examinations, the certificate of participation is to be refused if the class was not attended during at least 75 % of the offered class dates. In this regard it does not matter whether non-attendance was due to reasons the student is responsible for or not. Participation is to be recorded on attendance lists by signing. The person responsible for the module is also responsible for the attendance lists. Issuance of the certificate of participation may also be made dependent on the completion of certain tasks (e.g. the performance of certain experiments). Such a condition is indicated in the appendix to these study and examination regulations and in the Curriculum.

(5) If admittance to an examination is dependent on a particular condition (see § 6 (5) Sentence 1), the student affected must be notified, no later than two weeks before the relevant examination, whether the condition has been fulfilled. If this deadline is not observed, the condition for admittance to the examination in this examination period is deemed to be fulfilled. Sentence 1 and Sentence 2 do not apply for certificates of participation in the meaning of (4).

(6) Any examination or examined assignment awarded the grade "non-sufficient" must be assessed by two examiners.

§ 14

Written examinations

(1) Written examinations are invigilated.

(2) The tasks set in an examination module should be uniform for an examination date at a university. It may be possible to choose between a number of tasks.

(3) If students arrive late for a written examination, they are not entitled to a corresponding extension of the examination time. Students are only permitted to leave the examination room with the permission of an invigilator. A record (examination record) must be made of each written examination. The incidents that are relevant for the assessment of performance, in particular incidents in accordance with § 26 (Infringements of the examination regulations), must be entered in the record.

(4) The assessment process should not take longer than four weeks. The markings of the first and second marker must be noted on the examination paper.

(5) The time allotted for a written examination should not be less than 90 minutes or more than 240 minutes.

(6) Students may be given access to their written examination papers after the assessment process (marking and grading) is finished. The examiner must be present when access is given. The university examination
board regulates the formalities for this; it may set a reasonable deadline, after which access to the examination paper will no longer be granted. ¹The production of (photo-)copies may be permitted. ²If aspects are revealed when the students are given access to their paper that result in a change of the grade, the examiner, in agreement with the second marker, may make an application to the examination committee to change the grade. ³If the student has the impression that their own point of view is not given sufficient consideration, they may make an application for a re-mark. ⁴This application must be made in writing to the Department of Student Affairs (HSST) within a period of eight days after the deadline given in Sentence 3.

§ 15

Oral examinations

(1) An oral examination is conducted by two examiners.

(2) ¹An oral examination may not last less than 15 minutes or more than 45 minutes per student. ²The oral examination can be held as an individual examination or a group examination.

(3) ¹The key contents and results of the oral examination and incidents which are relevant for the assessment of performance must be put on record. ²This record must be signed by both examiners.

(4) ¹Students from the same degree programme may be allowed into oral examinations as listeners, unless a student objects. ²The admission of listeners does not extend to the consultation and the announcement of the result of the examination.

§ 15 a

Other examined assignments

(1) The following are scheduled as other examined assignments:

- Engineering Project, see § 9,
- Presentation,
- Multimedia presentation,
- Documentation report,
- Colloquium,
- Written assignment,
- Portfolio assignment,
- Practical assignment.

(2) ¹A presentation is a specialist lecture on a topic assigned in advance, lasting 20 – 45 minutes. ²The presentation of a specialist topic assigned in advance using various media is referred to as a multimedia presentation; it should last between 20 and 45 minutes. A documentation report is a written summary of all the information related to the topic set in 10 to 15 pages. ⁴A colloquium is an interview with the student about a very narrow topic (e.g. a practical assignment or exercise), lasting 15 to 45 minutes. ⁵A written assignment is a written piece of work about a topic assigned in advance, with a length of 10 to 30 pages. ⁶A portfolio assignment represents a written or oral summary of several narrowly defined topics (e.g. individual specialist lectures) in the volume of 10 to 15 pages or 10 to 20 minutes, respectively.

(3) ¹Practical programme achievements include conceptual, practical, and theoretic/academic work leading to a result. ²Practical achievements are earned in a specialised class or project during one semester; if worked on continuously performed work would take 2 to 8 weeks. ³The result is presented, submitted and assessed during the examination period. ⁴Students from the same degree programme may be admitted to the presentation as listeners, unless a student objects. ⁵The admission of listeners does not extend to the consultation and the announcement of the result of the examination.
§ 16
Registration for examinations

(1) ¹For each module in each semester, the student must register for the examinations through the Department of Student Affairs (HSST) within the period fixed by the university examination board. ²The details of the procedure are determined by the Department of Student Affairs (HSST), in agreement with the university examination board, and published throughout the University no later than two weeks after the start of the lecture period.

(2) ¹If the student does not register on time and in due form, an examination to which they have not been expressly admitted is regarded as not having been taken. ²The Examination Committee for the degree programme Bachelor of Mechatronics makes the decisions about exemptions from the obligation to register on time and in due form. ³Insofar as not otherwise stipulated in these regulations, an admittance is to be refused irrespective of a registration if a (particular) condition for admittance to the examinations is not fulfilled.

§ 17
Compensation for disadvantages

(1) ¹Students who are not able to take an examination in its intended form, in whole or in part, as a result of a disability, are granted compensation for disadvantages suffered, insofar as this is possible and necessary for the establishment of equal opportunities. ²The compensation for disadvantages may be granted, in particular, in the form of an appropriate extension of the examination time or through allowing the student to take the examination in another form.

(2) ¹Compensation for disadvantages must be applied for in writing. ²The application must be made to the Department of Student Affairs (HSST) no later than the registration for the examination or, in the event of a disability that emerges later than this, immediately after the disability is discovered.

(3) ¹The disability must be substantiated through the presentation of a medical certificate. ²The university examination board determines what information the medical certificate must contain; the requirements for the medical certificate must be published for the whole university. ³The university examination board may demand a certificate from the public health department or a specific doctor (independent medical examiner).

(4) ¹The university examination board makes the decision regarding an application for compensation for disadvantages and notifies the Department of Student Affairs (HSST) of its decision. ²The affected student and the examiners of the modules/classes for whose examinations the student has registered are informed immediately by the Department of Student Affairs (HSST) about the compensation for disadvantages that has been granted.

§ 18
Standard deadlines and time limits

(1) ¹Each examination for a foundation module (see § 6 (6) Sentence 2) must be taken for the first time no later than the end of the second programme semester. ²If students pass this deadline for reasons for which they are responsible, any foundation module’s examination that has not been taken on-time is regarded as having been taken and is awarded the grade “non-sufficient” (Fristfünf).

(2) ¹Any examination for modules studied in the first two semesters (according to the appendix of this Study and Examination Regulations) with the exception of the foundation modules’ examinations as per (1) must
be taken for the first time within the first three programme semesters. ²Any examination for modules studied in the third and fourth semester must be taken within the first six programme semesters. ³Any examination for modules studied in the fifth to seventh semester must be taken within the first six programme semesters. ¹If the student has passed one of these deadlines and is responsible for the reasons for this, every examination affected by the deadline being passed is regarded as having been taken for the first time and awarded the grade "non-sufficient" (Fristzünf). ²By the end of the standard time to degree

a) a minimum grade of "sufficient" should be achieved as the final grade in the Bachelor's thesis and all examinations which affect whether the Bachelor's examination is passed, in accordance with these study and examination regulations,

b) the Internship Module should be completed successfully

and thus the CP that are necessary for passing the Bachelor's examination, in accordance with these study and examination regulations, should be earned. ²Students who do not satisfy the requirement in Sentence 1 at the end of the standard time to degree should be given advice and must be informed about the legal consequences according to Sentence 3. ³If students exceed the standard time to degree by more than two semesters, without satisfying the requirements under Sentence 1, the Bachelor's examination is regarded as having been failed for the first time.

Periods of leave of absence in accordance with § 4 will not be counted when calculating deadlines. ²For re-sits of examinations § 22 (6) applies.
(2) Module grades are developed on the basis of this assessment. The following grades and verbal designations are used:

1 very good  an outstanding achievement
2 good  an achievement that is considerably above the average requirements
3 satisfactory  an achievement that meets the average requirements
4 sufficient  an achievement that satisfies the requirements in spite of its deficiencies
5 non-sufficient  an achievement that does not satisfy the requirements because of considerable deficiencies

The grades may be reduced or raised by 0.3; the grades 0.7, 4.3, 4.7 and 5.3 are not possible.
Examinations/Examined assignments that do not result into final grades are assessed as "passed successfully" or "failed".

(3) Examinations/Examined assignments that are to be awarded the grade "non-sufficient" must be assessed by two examiners (see § 13 (6)). If the examiners assess the performance differently, the examiners have to find and agreement on the assessment. If no agreement can be found, the grade awarded is determined by rounding down the arithmetic mean of the different grades to one decimal place, in accordance with (2). If the mean value is precisely between two FHWS grades, it is rounded to the higher grade.

(4) If the grades of a number of examinations/examined assignments are to be combined into one module grade, this module grade is determined by rounding down the arithmetic mean of the different grades to one decimal place. If the grades of individual examinations/examined assignments are to be weighted differently, the respective weighting is set out in the appendix to these study and examination regulations. If one examination/examined assignment is awarded the grade "non-sufficient", the module grade "non-sufficient" must be awarded.

(5) The grading system for module grades and for the grades awarded for the Bachelor’s thesis is scaled as follows:

from 1 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 non-sufficient

§ 21
Passing the Bachelor’s examination, final grade

(1) The Bachelor's examination is passed if a minimum grade of "sufficient" or "passed successfully" is achieved in all the modules, including the Bachelor's thesis, in accordance with these study and examination regulations, whether the Bachelor's examination is passed and thus the CP that are necessary for passing the Bachelor's examination, in accordance with these study and examination regulations, have been earned.

The English text in this document only serves the purpose of providing information on the contents of the corresponding German text. Please note, that only the German text is legally binding.
(2) ¹The final grade is determined by a weighted arithmetic mean of the results of all examination achievements which form module grades on the basis of the appendix to these study and examination regulations. ²The respective grade weight is defined in the appendix to these study and examination regulations. ³It is produced as a product from the CP number of the module and the weighting factor.

(3) Based on the degree grade, the following assessments are awarded:

- with a final grade from 1.0 to 1.2, passed with outstanding performance
- with a final grade from 1.3 to 1.5, passed with excellent performance
- with a final grade from 1.6 to 2.5, passed with good performance
- with a final grade from 2.6 to 3.5, passed with satisfactory performance
- with a final grade from 3.6 to 4.0, passed.

§ 22
Re-sitting examinations/examined assignments

(1) ¹If an examination for a module is awarded the grade "non-sufficient", it is possible to re-sit it. ²If the second attempt at re-sitting an examination was also assessed with the grade "non-sufficient" the examination can be re-sat for a second time.

(2) ¹After a first failed attempt, the student has to re-sit the examination usually within a 6-month-period starting on the day the examination results are published. ²After a second failed attempt, the student has to re-sit the examination within a 12-month-period starting on the day the results of the examination they re-sat are published.

(3) Examinations not contributing to module grades can be re-sat as often as required, but only within the allowed maximum length of study according to § 18 (3).

(4) ¹If a student’s Bachelor’s thesis is graded as “non-sufficient”, the student can re-write the thesis once with a new topic. ²The period for re-writing the Bachelor’s thesis starts not later than six months after the publication of the grade awarded for the first attempt.

(5) ²For the extension of deadlines/time limits § 19 (1) applies.

(6) The deadlines for re-sitting examinations are not extended if the student is granted leave or de-registers from the student registry, unless the granted leave or de-registration is based on reasons according to § 19 (1) Sentence 1.

§ 23
Withdrawal from an examination

(1) ¹In the event of the withdrawal from an examination that has already been started, the grade "non-sufficient" is awarded, unless the withdrawal was for reasons for which the student is not responsible. ²The examination is started when the examination task is set; for a seminar paper, this is when the topic is
allocated.

(2)¹The reasons for the withdrawal in accordance with (1) must be reported to the university immediately in writing and be substantiated. ²An inability to take the examination that occurs during an examination must be asserted to the invigilator immediately and noted in the examination record; the obligation to report and substantiate the reasons for this remains unaffected. ³In the event of the inability to take the examination because of illness, the student must produce a medical certificate that must be based on a medical examination that took place on the day of the respective examination; the medical certificate must comply with the guidelines of the university examination board.

(3) If a student does not take part in an examination for which they have registered, this is regarded as an effective withdrawal and the examination is regarded as not having been taken.

§ 24

Grade improvement

(1)¹By submitting an Application for Grade Improvement, an examination during the Bachelor’s programme (BA thesis excluded), can be repeated once if this examination was passed successfully at the earliest possible attempt. ²Re-examination takes place at the next possible and regular examination date. ³The Application for Grade Improvement must be submitted to the Department of Student Affairs (HSST) within the time period specified by the university examination board.

(2)¹In the course of the degree, it is possible to improve the grades of a maximum of four examinations/examined assignments, in accordance with (1) Sentence 1. ²During the first two programme semesters, a maximum of two Applications for Grade Improvement are possible which will be credited against the maximum of Applications mentioned before. ³If a submitted Application for Grade Improvement exceeds one of these limits, the student must be informed of the inadmissibility of the application immediately by the Department of Student Affairs (HSST). ⁴The order in which the applications are received is decisive.

(3) The best result from the first attempt and the re-examination will be the final result.

§ 25

Transfer of programme and examination achievements

(1)¹Programme and examination achievements which have been recorded at another public or state-approved university in the Federal Republic of Germany or at a university abroad are to be recognized if the following requirements are fulfilled: the student must apply for recognition and transfer; the programme and examination achievements must be required in order to continue the pursuit of the programme, in order to register for examinations; the qualifications earned in the previous programme and the qualifications required in the current programme must not differ significantly. ²Credit transfer includes

a) the recognition of CP,

b) the recognition of module achievements,

c) the determination of grades and

d) the crediting of study periods.

(2)¹For the recognition of module achievements, no schematic comparison with modules of the degree programme Bachelor of Mechatronics is to be made. ²The link for the decision to award credit transfer is exclusively the competences acquired or to be proven by the student in the specific module (learning outcomes). ³Credits are to be transferred if there are no substantial differences between the qualifications
earned and the qualifications required. ¹For the recognition of modules that have been completed outside the Federal Republic of Germany, the valid equivalence agreements and agreements within the framework of university partnerships must be observed. ²Skills acquired outside the field of higher education can be credited against skills to be acquired in the degree programme Bachelor of Mechatronics up to a maximum of 50 %.

(3) ¹Programme and examination achievements corresponding to 60 CP that have been earned in foundation modules (s. §6 (6) of a Bachelor's programme of the same name or a related programme at a public or state-approved university of applied sciences in Bavaria, are to be credited, without additional examination, against the foundation modules of the degree programme Bachelor of Mechatronics at FHWS. ²(1) and (2) apply to the transfer of additional CP.

(4) ¹Periods of study are to be credited in the ratio of the total credited CP. ²The periods will be rounded up to full semesters if at least 75% of the regular semester performance (30 CPs) are to be credited.

(5) ¹If programme or examination achievements are credited, the grades – insofar as the grading systems are comparable – are to recorded and to be included in the calculation of final grade. ²If the grade that is to be recorded does not correspond with the FHWS grading system, the grade is to be depicted on the nearest FHWS grade; if the grade that is to be recorded precisely between two FHWS grades, it will be rounded to the better grade. ³In case of incomparable grading systems a conversion will be carried out according to § 10 (3).

(6) ¹The application for the transfer of programme and examination achievements is to be filed, as a rule, no later than one month after matriculation or change into the degree programme in writing to the Department of Student Affairs (HSST) along with all the documents necessary for the assessment. ²If the transfer according to (1) to (4) is refused the applicant is to be informed of the reason for the refusal of the accreditation in a written notification. ³The applicant may apply for the decision to be reviewed by the University Management; the University Management gives the examination committee concerned a recommendation for the further processing of the application. ⁴As soon as a decision has been made, the application for the transfer of programme and examination achievements can no longer be withdrawn.

§ 26
Infringements of the examination regulations

¹Examinations are awarded the grade "non- sufficient" if the student cheated or attempted to cheat when taking the examination or rendered it impossible for the examination to proceed properly through their culpable conduct. ²The same applies if a student wrongfully achieved admittance to an examination through their culpable conduct.

§ 27
Examinations during a leave of absence

(1) ¹During a leave of absence as per § 4 (2), no programme and examination achievements can be earned in a first attempt in the degree Bachelor of Mechatronics. ²Repeating a failed examination/examined assignment is permissible.

(2) Programme and examination achievements can be earned in a first attempt in the degree Bachelor of Mechatronics whilst the student is taking parental leave or statutory maternity leave in accordance with the Maternity Protection Act or leave for the care of close relatives in accordance with § 4 (3).

Section IV

The English text in this document only serves the purpose of providing information on the contents of the corresponding German text. Please note, that only the German text is legally binding.
 Administrative issues

§ 28

Examination committee

(1) ¹The Faculty of Mechanical Engineering and the Faculty of Electrical Engineering appoint a joint examination committee for the degree programme Bachelor of Mechatronics. ²The examination committee consists of a chair, a deputy chair and four other members. ³All members are elected by the respective faculty council from amongst the professors for a term of three years; re-election is permitted.

(2) ¹The examination committee makes decisions by majority vote. ²A transfer of voting rights is not permissible. ³In the event of the number of votes being equal, the chair, or in their absence the deputy chair, has the casting vote. ⁴Minutes must be kept of the decisions and forwarded immediately to the University Management, the dean, the dean of studies, the chair of the University Examination Board, the members of the examination committee, the Legal Unit and the Department of Student Affairs (HSST).

(3) In accordance with § 3 (5) Sentence 2 of the framework for examination regulations (Rahmenprüfungsordnung, RaPO), the examination committee can assign decisions to one or more of its members.

(4) ¹The chair makes decisions in matters that cannot be postponed. ²The chair must inform the members of the examination committee of this immediately. ³The examination committee may repeal decisions made by its chair; rights of third parties that have already arisen remain unaffected.

(5) ¹The chair, in the chair’s absence the deputy chair, must convene a meeting of the examination committee with at least one week’s notice, specifying the agenda. ²The meetings must be scheduled such that decisions can be made in good time and promptly; scheduled meetings must be published throughout the faculty. ³The meetings are not public.

§ 29

Dealing with student requests and appeals

(1) ¹Student requests and applications in examination matters, with the exception of applications for compensation for disadvantages, are generally handled by the examination committee for the degree programme Bachelor of Mechatronics. ²As a rule, the student is informed of the decision of the Examination Committee in writing, within one week of the examination committee's decision being made, by the Department of Student Affairs (HSST).

(2) ¹If an appeal can be made against an examination committee's decision, this must be addressed to the Legal Unit of the University of Applied Sciences Würzburg-Schweinfurt. ²In the first instance, the appeal is handled by the examination committee again. ³If it allows the appeal, the student is generally informed of the remedy within one week by the Department of Student Affairs (HSST). ⁴If the Examination Committee does not allow the appeal, an interim response is prepared by the Department of Student Affairs (HSST) generally within a week. ⁵The appeal must then be handled by the University Examination Board. ⁶The Legal Unit of the University of Applied Sciences Würzburg-Schweinfurt generally prepares the final response about the appeal within two weeks of the meeting of the University Examination Board.

§ 30

Academic title, certificates

The English text in this document only serves the purpose of providing information on the contents of the corresponding German text. Please note, that only the German text is legally binding.
(1) 
Graduates who have successfully completed the Bachelor's degree are awarded the academic title "Bachelor of Engineering" (abbrev. "B. Eng.") in a degree diploma based on the model in the appendix to the General Examination Regulations of the University of Applied Sciences Würzburg-Schweinfurt (APO-FHWS). A certificate is also issued in English.

(2) 
A certificate is issued for the passed Bachelor's examination, based on the model in the appendix to the General Examination Regulations of the University of Applied Sciences Würzburg-Schweinfurt. In addition, a Diploma Supplement and a Transcript of Records are issued, based on the models laid down in the appendix to the General Examination Regulations of the University of Applied Sciences Würzburg-Schweinfurt.

Section V
Coming into effect

§ 31
Coming into effect

These study and examination regulations shall come into effect on 1 October 2017.

§ 32
Transitional provisions

(not existent)

Drawn up on the basis of the resolution of the Senate of the University of Applied Sciences Würzburg-Schweinfurt of 12 June 2017 and the approval under legal supervisory law of the President of the University of Applied Sciences Würzburg-Schweinfurt, in accordance with Article 13 (2) Sentence 2, Article 61 (2) Sentence 1 of the Bavarian University and College Act (BayHSchG) as of 21 June 2017.

Würzburg, 21 June 2017

Professor Dr. Robert Grebner
President

These study and examination regulations for the degree programme Bachelor of Mechatronics were set down on 21 June 2017 at the University of Applied Sciences Würzburg-Schweinfurt. This was announced on 21 June 2017 in a poster. The date of publication is 21 June 2017.
## Module overview for the degree programme Bachelor of Mechatronics (English-language programme) at the University of Applied Sciences Würzburg-Schweinfurt

Effective from 1 October 2017

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