

<b>UNIVERSITY OF KONSTANZ</b> <b>Study and examination regulations for the Master's Programme in</b> <b>COMPUTER AND INFORMATION SCIENCE</b>	<b>B 4.0</b>
--	--------------

(as of 31 March 2020)

The German version of this document is the only *legally binding version*. This English translation is for your convenience only.

## Table of contents

### A. General Provisions

- § 1 Applicability
- § 2 Academic degree
- § 3 Programme structure, standard period of study, workload, ECTS credits
- § 4 Structure of examinations, deadlines
- § 5 Exam administration
- § 6 Examination Board (*StPA*)
- § 7 Examiners, observers
- § 8 Recognition of coursework and performance assessments
- § 9 Recognition of non-higher education achievements
- § 10 Non-attendance, withdrawal, fraud, breach of regulations
- § 11 Academic adjustments and extension of exam deadlines
- § 12 Course and examination languages

### II. Coursework and course-related performance assessments

- § 13 Registration and admission
- § 14 Type and procedure
- § 15 Written course-related performance assessments
- § 16 Oral and practical course-related performance assessments
- § 17 Coursework
- § 18 Regular attendance as a special form of coursework
- § 19 Assessment
- § 20 Module grades
- § 21 Retaking course-related performance assessments
- § 22 Coursework in courses from other departments
- § 23 Student advisory services

### III. Master's examination

- § 24 Aim and scope of the master's examination
- § 25 Registration for and admission to the master's examination
- § 26 Master's thesis
- § 27 Colloquium on the master's thesis (thesis defence)

<b>UNIVERSITY OF KONSTANZ</b> Study and examination regulations for the Master's Programme in <b>COMPUTER AND INFORMATION SCIENCE</b>	<b>B 4.0</b>
--	--------------

- 2 -

**IV. Final provisions**

- § 28 Results of the master's examination, overall grade**
- § 29 Examination certificate and degree certificate**
- § 30 Final failure**
- § 31 Invalidation of the bachelor's / master's examination**
- § 32 Inspection of examination records**
- § 33 Legal recourse**
- § 34 Effective date and transitional provisions**

**Attachment: Structure of the master's programme**

<b>UNIVERSITY OF KONSTANZ</b> <b>Study and examination regulations for the Master's Programme</b> <b>in</b> <b>COMPUTER AND INFORMATION SCIENCE</b>	<b>B 4.0</b>
--	--------------

- 3 -

## I. General provisions

### § 1 Applicability

These examination regulations govern studies and examinations in the master's programme in Computer and Information Science at the University of Konstanz.

### § 2 Academic degree

Once candidates have passed the master's examination, the academic degree "Master of Science" (abbreviated: "MSc") will be awarded.

### § 3 Programme structure, standard period of study, workload, ECTS credits

- (1) The standard period of study for the master's programme is four semesters.
- (2) The study programme is divided into an area of basic modules, an area of advanced modules, an area of supplementary courses as well as a final part of studies.
- (3) The modules are listed in the attachment, which is an integral part of these examination regulations.
- (4) The basic and advanced modules are required elective modules in which students acquire the core competencies of the subject and can choose between several modules. Retaking performance assessments in these areas is governed by § 21.

*In the area of basic modules*, students complete a minimum of four and a maximum of nine modules à 6 ECTS credits from the Department of Computer and Information Science. Basic modules are, as a rule, lectures with practice tutorials.

*In the area of advanced modules*, students complete modules from the curriculum of the master's programme in Computer and Information Science amounting to 36 to 66 ECTS-credits. This area comprises a seminar (3 ECTS credits), a master's project (9 ECTS credits) as well as 24 to 54 ECTS credits from modules from the curriculum of the Department of Computer and Information Science worth 6 or 9 ECTS credits each. These modules usually are lectures with tutorials or directed studies.

- (5) The area of supplementary courses comprises cross-disciplinary courses or courses from other departments amounting to a maximum of 18 ECTS credits. The Department of Computer and Information Science suggests courses from the curricula of all departments that are especially recommended. Courses related to computer science can only be recognized if the Examination Board (*StPA*) (§ 6) has given its approval.

In the supplementary area of studies, a maximum of 6 ECTS credits from the courses of the Centre for Transferable Skills (SQ), the Language Institute, the International Office or transferable skills courses offered by the department can be recognized. A subject-related transferable skills course in academic writing is

<b>UNIVERSITY OF KONSTANZ</b> <b>Study and examination regulations for the Master's Programme</b> <b>in</b> <b>COMPUTER AND INFORMATION SCIENCE</b>	<b>B 4.0</b>
--	--------------

- 4 -

mandatory if a course in which the same or comparable skills can be acquired was not already completed during the bachelor's programme.

Modules or courses in the supplementary area that were not successfully completed may be replaced by other successfully completed modules or courses from the supplementary area, with the exception of the course in academic writing.

- (6) The final part of studies comprises the master's thesis and corresponding colloquium (thesis defence) amounting to 30 ECTS credits.
- (7) Students can specialize within the master's programme. On request to the Examination Board (*StPA*), the area of specialization will be stated in the examination certificate and degree certificate if the following requirements are met: The master's seminar, the master's project and the master's thesis are thematically related to the area of specialization and at least three advanced modules from that area of specialization were successfully completed.
- (8) The workload required for completing the modules is reflected in the European Credit Transfer System (ECTS). One ECTS credit corresponds to a workload of approximately 30 hours. The study programme amounts to a total of 120 ECTS credits.
- (9) ECTS credits can be granted only if the course-related performance assessments required for the corresponding course or module were successfully completed. The same performance assessment cannot be counted several times for several modules in the same study programme.
- (10) The ECTS credits listed for modules and areas are the minimum to be achieved.

#### **§ 4 Structure of examinations, deadlines**

- (1) The master's examination consists of the course-related performance assessments in the areas of basic modules and advanced modules, in the supplementary area as defined in the attachment, as well as the final part of studies comprising the master's thesis as per § 26 and a colloquium on the master's thesis (thesis defence) as per § 27.
- (2) The master's examination should be completed by the end of the fourth semester. If the master's examination is not completed by the end of the seventh semester, the right to take examinations expires unless the reasons for not completing the master's examination in time are beyond the candidate's control.
- (3) In the master's programme in Computer and Information Science, course-related performance assessment worth a minimum of 24 ECTS credits in the areas of basic modules and advanced modules must have been successfully completed by the end of the second semester. Otherwise the right to take examinations expires unless the reasons for not completing the performance assessments in time are beyond the candidate's control. If enrolment was granted under certain conditions (see § 3 para. 3 of the admission regulations for the master's programme in Computer and Information Science), this deadline will be extended by one semester.

<b>UNIVERSITY OF KONSTANZ</b> <b>Study and examination regulations for the Master's Programme</b> <b>in</b> <b>COMPUTER AND INFORMATION SCIENCE</b>	<b>B 4.0</b>
--	--------------

- 5 -

- (4) If students do not complete an examination in due time and the reasons for exceeding the deadline are beyond the students' control, the Examination Board (*StPA*) will grant an extension of the deadline upon written request and accompanied by the corresponding documentation. Special regulations apply for the extension of deadlines for completing final theses (see § 26).

### § 5 Exam administration

Data base systems and web applications are used for exam administration. Students are required to inform themselves about dates and information on examinations as well as data and notifications related to their student status, at regular intervals and on specific occasions as needed. If they fail to do so they will have to bear the consequences.

### § 6 Examination Board (*StPA*)

- (1) The Examination Board (*StPA*) is responsible for establishing proper examination procedures. The *StPA* ensures that the provisions stipulated in these examination regulations are observed. In examination procedures, the *StPA* decides about requests and deals with objections. It may assign certain tasks to the chairperson and take its decisions in a circular procedure.
- (2) The members of the Examination Board (*StPA*) are:
- 3 university teachers
  - 2 academic staff members
  - 1 student in an advisory capacity
  - the secretary of the *StPA* in an advisory capacity
- all from the Department of Computer and Information Science.
- (3) The Study Commission responsible for the corresponding study programme appoints the Examination Board (*StPA*) members for two years and the student member for one year. The *StPA* elects one of its university teachers as chairperson and at least one as vice chairperson.
- (4) For every member eligible to vote, a representative should be elected who can act in case the member is prevented or biased.
- (5) The Examination Board (*StPA*) is quorate if at least half of all its members eligible to vote are present.
- (6) Decisions about exam parts governed by these examination regulations that are completed in other subjects are taken in agreement between the Examination Board (*StPA*) of the relevant study programme and the Examination Board of the other subject as far as subject-related contents are concerned.
- (7) The members of the Examination Board (*StPA*) have the right to sit in on examinations.
- (8) The members of the Examination Board (*StPA*) and the examiners are legally bound to maintain confidentiality. Those who are not in civil service shall be instructed by the chairperson to maintain confidentiality.

<b>UNIVERSITY OF KONSTANZ</b> <b>Study and examination regulations for the Master's Programme</b> <b>in</b> <b>COMPUTER AND INFORMATION SCIENCE</b>	<b>B 4.0</b>
--	--------------

- 6 -

### § 7 Examiners, observers

- (1) The Examination Board (*StPA*) appoints the examiners for the master's thesis as well as the examiners and observers for the final colloquium. The *StPA* can task the chairperson with these appointments.
- (2) Only university teachers, *Privatdozenten* (lecturers) and academic staff members of the University of Konstanz who have been authorized to conduct examinations as per § 52 para. 1 Sentence 6 *Landeshochschulgesetz LHG* (state law on higher education) may assign topics for master's theses and supervise and assess the theses.  
At least one of the examiners has to be a university teacher as per § 10 para. 1 no. 1 *LHG* at the Department of Computer and Information Science at the University of Konstanz.
- (3) Course-related performance assessments are usually conducted by the course instructors.
- (4) Oral examinations are conducted by either one examiner and one observer or by two examiners. Observers may only be appointed to sit in on an examination if they have passed a master's or *Diplom* examination or equivalent in the relevant field of the examination.

### § 8 Recognition of coursework and performance assessments

- (1) On request, coursework and performance assessments completed as part of a study programme offered by another state or state-approved institution of higher education in the Federal Republic of Germany or abroad, or a German *Berufsakademie* are recognized, provided the competencies thus acquired do not differ significantly from the achievements they replace. In this process, ECTS credits in line with those granted at the University of Konstanz for the corresponding achievements in accordance with these examination regulations are taken into account. There is no significant difference if contents, learning objectives and examinations largely correspond to the requirements of the relevant master's programme at the University of Konstanz. When recognizing credits, the examination periods defined in these examination regulations are to be taken into account.
- (2) When recognizing coursework and performance assessments completed outside of Germany, the following have to be considered:
  - Recommendations of the *Kultusministerkonferenz, Zentralstelle für ausländisches Bildungswesen* (Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany, Central Office for Foreign Education)
  - Agreements on Equivalence of the Federal Republic of Germany
  - Agreements with partner universities.

<b>UNIVERSITY OF KONSTANZ</b> <b>Study and examination regulations for the Master's Programme</b> <b>in</b> <b>COMPUTER AND INFORMATION SCIENCE</b>	<b>B 4.0</b>
--	--------------

- 7 -

- (3) Coursework or performance assessments completed at another university or in another study programme cannot be recognized as master's thesis or final colloquium (thesis defence).
- (4) If coursework and performance assessments are recognized, the grades earned - insofar as the grading systems are comparable - shall be transferred and shall be included in the calculations of the grades for the modules and the overall grade. Ungraded achievements completed at another university that are recognized as graded achievements as per paragraph 1 will be included in the calculation of the overall grade with the grade 4.0 ("sufficient"). If the grading systems are not comparable, the grade "passed" will be applied and the achievement may be included with the grade 4.0 ("sufficient") in the calculation of the overall grade. Recognitions may be marked as such in the certificate.
- (5) Students must submit the required documents when applying for recognition of credit. If the pre-requisites (see para. 1 and 2) are met, students are legally entitled to recognition of credits. If the corresponding achievements were completed before starting the current study programme at the University of Konstanz, the application for recognition usually must be submitted by the end of the semester the student started the study programme at the University of Konstanz. Applications for the recognition of achievements completed during a study abroad stay must be submitted within six months after completing the stay abroad.
- (6) The corresponding Examination Board (see § 6), or a person appointed by it, makes decisions as per paragraphs 1 - 5 in cooperation with the representatives of the subject.
- (7) Coursework and performance assessments that were part of a bachelor's examination that was an admission requirement for this master's programme cannot be recognized as achievements in the master's programme; however, they will not necessarily have to be repeated in the master's programme but may be replaced by an equivalent alternative achievement in agreement with the Examination Board (*StPA*) or a person appointed by it.

### **§ 9 Recognition of non-higher education achievements**

- (1) Non-higher education achievements will be assessed as coursework and performance assessments if the following apply:
  - The knowledge and skills thus acquired are equivalent to the coursework and performance assessments they stand to replace
  - The pre-requisites for acceptance at an institution of higher education are met at the time credit is granted for such achievements
  - The institution at which the knowledge or skills were acquired has implemented a quality assurance system.
- (2) An overall view must be taken and an overall assessment made when determining whether knowledge and skills are equivalent. They are considered equivalent if there is no significant difference between the knowledge and skills acquired. There is no significant difference if the knowledge and skills achieved

<b>UNIVERSITY OF KONSTANZ</b> <b>Study and examination regulations for the Master's Programme</b> <b>in</b> <b>COMPUTER AND INFORMATION SCIENCE</b>	<b>B 4.0</b>
--	--------------

- 8 -

outside of any institution of higher education largely correspond to the contents, learning objectives and requirements of the corresponding achievement in the study programme at the University of Konstanz.

- (3) If equivalence cannot be determined, a placement test may be administered.
- (4) A maximum of 30 ECTS credits can be granted for achievements obtained outside the university system.
- (5) Decisions on whether to recognize the achievements and on the necessity and form of placement tests shall be made by the Examination Board (*StPA*) or a representative appointed by it.

### **§ 10 Non-attendance, withdrawal, fraud, breach of regulations**

- (1) A performance assessment is assessed as "fail" (5.0) if the student fails to attend or withdraws from an examination after it has already started without giving compelling reasons. The same applies if a written performance assessment is not completed within the allotted time, unless the reasons for not completing it in time were beyond the student's control.
- (2) Students must provide the Examination Board (*StPA*) with credible reason for missing or withdrawing from an examination without delay. In the case of illness, the student has to submit a medical certificate including the medical findings (symptoms) for his/her inability to take the exam. The required form provided by the Central Examination Office must be used for the medical certificate. In case of doubt, a medical certificate from a doctor specified by the university may be requested. If the reason is accepted, the student usually has to take the exam at the next exam date available.
- (3) If students attempt to influence the result of coursework or performance assessments through fraud (e.g. plagiarism) or the use of aids that are not permitted, the corresponding coursework or performance assessment is deemed to have failed (5.0). The examiner or supervisor can exclude a student who has disturbed the proper proceedings of a performance assessment from continuing the performance assessment. In this case the corresponding performance assessment is deemed to have failed. For repeated or otherwise serious fraud or plagiarism cases, the Examination Board (*StPA*) may decide to exclude the candidate from the exam retake, resulting in a complete loss of right to take examinations. If the fraud is detected only after the assessment of the achievement was announced, sentences 1 and 4 apply accordingly.
- (4) The student must be notified of an incriminating decision by the Examination Board (*StPA*) without delay; the decision must be substantiated in writing, and information on available options for legal recourse must be included. Before the *StPA* takes a decision, the student has to be given the opportunity to comment the case.

<b>UNIVERSITY OF KONSTANZ</b> <b>Study and examination regulations for the Master's Programme</b> <b>in</b> <b>COMPUTER AND INFORMATION SCIENCE</b>	<b>B 4.0</b>
--	--------------

- 9 -

### § 11 Academic adjustments and extension of exam deadlines

- (1) In case of disabilities, chronic illnesses or longer-term health impairments that make it difficult for the student to complete coursework and performance assessments, the Examination Board (*StPA*) may, upon written request, determine suitable measures to counterbalance the health impairments (academic adjustments). The option of academic adjustments may be used only if the illness, impairment or disability allows that the student can prove the competencies required in the corresponding examination in another form or within another period of time. In case of written examinations, such adjustments may, in particular, include a reasonable extension of the time limit, rest periods which do not count towards the time limit, or the admission of personal or material aids. Requests for academic adjustments should be submitted to the Examination Board (*StPA*) as early as possible and, as a rule, one month before the corresponding examination at the latest. The student must describe the impairment and document it with a medical certificate that must include the medical findings required for assessing the situation. The medical certificate should, if possible, contain suggestions for suitable academic adjustments.
- (2) The option of taking a leave of absence from studying should also be considered. Possible reasons for a leave of absence, the procedure as well as the legal consequences are governed by § 12 of the Admission and Enrolment Regulations (*ZImmO*).
- (3) In case of a pregnancy, the student will be asked to declare whether she will take or continue the coursework or performance assessment. The maternity protection periods (*Mutterschutzfrist*) as defined by the applicable federal law in Germany on the protection of mothers who work, study or are in vocational training (*MuSchG*) have to be taken into consideration. If students take a mother protection period, this period interrupts any deadline stated in these examination regulations; the mother protection period is not counted as time passed for the deadline.
- (4) Similarly, Elternzeit (parental leave) as defined in the Bundeselterngeld- und Elternzeitgesetz *BEEG* (law on parental leave allowance and parental leave) will be taken into consideration on request. The student must inform the Examination Board (*StPA*) of the period(s) of *Elternzeit* to be taken no later than four weeks before the first day of planned *Elternzeit*. This must be done in writing and include the necessary documentation. The Examination Board (*StPA*) will assess whether the legal prerequisites are met under which employees have the right to *Elternzeit* in accordance with the *BEEG*, and shall inform the student of their decision and, if applicable, of the new schedule for examination dates, without delay. The time period allowed for completing the master's thesis (part of the final examination) cannot be interrupted by *Elternzeit*. In this case the topic is considered not to have been assigned. After the *Elternzeit* period has ended, the candidate will be assigned a new topic.
- (5) Students with family commitments that go beyond those set out in paragraph 4 (taking care of children or relatives as per the *Pflegezeitgesetz* (German act on

<b>UNIVERSITY OF KONSTANZ</b> <b>Study and examination regulations for the Master's Programme</b> <b>in</b> <b>COMPUTER AND INFORMATION SCIENCE</b>	<b>B 4.0</b>
--	--------------

- 10 -

care leave), can also apply to the Examination Board (*StPA*) for a deadline extension. The required documentation must be submitted with the request. Paragraph 4, sentences 4 to 6 apply accordingly.

- (6) Para. 5 applies accordingly to extension requests of exam deadlines by maximal one year of students who are elected members in statutory committees or statutory university bodies, the Students' Union or student services for at least one year.
- (7) Additional extensions of exam deadlines may be requested as per §§ 4, 21, 26 para. 7, 27 para. 6 and be granted in justified cases in line with the corresponding provisions.
- (8) If the Examination Board (*StPA*) declines the entire or part of a request for academic adjustments or the extension of exam deadlines, the decision must be substantiated in writing, and information on available options for legal recourse must be included.

### **§ 12 Course and examination languages**

- (1) As a rule, courses are taught in English.
- (2) As a rule, coursework and performance assessments have to be completed in English. In agreement with the examiners, the corresponding examination may also be completed in another language.

## **II. Coursework and course-related performance assessments**

### **§ 13 Registration and admission**

- (1) Students have to register for course-related performance assessments in the announced form using data base systems and web applications for registration. The exam dates and registration deadlines (cut-off-date) will be announced.
- (2) When registering for a course-related performance assessment, students automatically apply for admission to the corresponding course-related performance assessment.
- (3) Persons appointed by the responsible Examination Board will grant admission to course-related performance assessments if there is no reason for non-admission as per para. 4 and, if applicable, additional requirements as per para. 5 are fulfilled. If admission requirements have not been fulfilled by the time of registration, conditional admission may be granted.
- (4) The responsible Examination Board or persons appointed by it may revoke admission to a course-related performance assessment if the student is no longer enrolled in the corresponding study programme at the time of the performance assessment, the right to take examinations in that study programme has expired, subject-specific or course-specific admission requirements are not fulfilled or the student is not entitled to participate in the examination because of a leave

<b>UNIVERSITY OF KONSTANZ</b> <b>Study and examination regulations for the Master's Programme</b> <b>in</b> <b>COMPUTER AND INFORMATION SCIENCE</b>	<b>B 4.0</b>
--	--------------

- 11 -

of absence as per § 12 of the Admission and Enrolment Regulations (*ZImmO*) of the University of Konstanz.

- (5) Additional requirements for completing a course-related performance assessment or acquiring ECTS credits in a module or part of a module will be announced in writing or electronically at the beginning of the course. Such requirements may be, for example, successful participation in practice tutorials or regular attendance in the course.
- (6) If a performance assessment is completed without prior registration, it will be deemed invalid regardless of the result and will not be counted as exam attempt.
- (7) Registration is also required for coursework. In courses where coursework is combined with a performance assessment, students register for coursework in the context of the registration for the corresponding performance assessment.

#### **§ 14 Type and procedure**

- (1) Course-related performance assessments in the sense of these examination regulations are:
  - Module exams if the module consists of only one component, or only one of several module components is completed with an examination;
  - Partial module exams in several components of a module.
- (2) The type of the course-related performance assessments is determined by these examination regulations. Performance assessments in seminars include at least a presentation as well as a written report. The course instructor will announce the type of performance assessment at the beginning of the course.
- (3) Usually, oral and written examinations in modules each take place on two dates subsequent to the course. The first date usually is in the last week of the semester or the first week of the semester break. The second date usually is in the last two weeks before the next semester starts. Examination dates are announced at the beginning of every semester.
- (4) After consultation with the Examination Board (*StPA*), the examiners or teachers may also conduct performance assessments in suitable electronic form, provided the required technical tools are available at the university and the procedure has been legally verified.
- (5) Group work is only permissible if the individual contribution can be clearly distinguished, assessed and graded.
- (6) A course-related performance assessment may also consist of several separate components. In addition to the written exam or term paper, it might be comprised of other types of assessments such as mini-tests, class presentations etc. At the beginning of the course, the course instructor announces the number and type of (partial) performance assessments, the method for calculating the overall grade and determines when a performance assessment is passed as well as the options for a retake. If a module consists of several parts with separate course-

<b>UNIVERSITY OF KONSTANZ</b> <b>Study and examination regulations for the Master's Programme</b> <b>in</b> <b>COMPUTER AND INFORMATION SCIENCE</b>	<b>B 4.0</b>
--	--------------

- 12 -

work and performance assessments and the student does not pass one of the module parts, he/she only has to repeat that part.

- (7) If all required performance assessments are completed in a module, no further examinations may be taken in that module, unless this is expressly permitted for the corresponding module.

### **§ 15 Written course-related performance assessments**

- (1) Written performance assessments may be written exams, papers, seminar papers, essays and other written exam types. Usually, written examinations should take at least 60 minutes but not more than 180 minutes. The course instructor will announce the details at the beginning of the course. An online examination may replace the written examination.
- (2) When submitting a term paper, seminar paper or comparable work, students must provide written confirmation of being the sole author of the performance assessment and of not having used any sources or aids other than the ones stated.
- (3) The time taken for the assessment of written performance assessments should not exceed six weeks.

### **§ 16 Oral and practical course-related performance assessments**

- (1) Oral performance assessments may be oral examinations, class presentations and other oral forms of examinations. Oral and practical performance assessments may be group or individual examinations. The course instructor will announce the details at the beginning of the course.
- (2) Oral examinations should take at least 15 minutes but not more than 30 minutes per candidate. They are either conducted by one examiner and one observer or by several examiners. The date, participants and essential topics as well as results of the oral examination must be written down in examination minutes, which have to be signed by the observers and examiners involved. Subsequently to the oral examination, the candidate will be informed about the result.
- (3) In justified cases, oral examinations may be conducted with the aid of electronic media.

### **§ 17 Coursework**

- (1) Coursework are individual written, oral or practical achievements that students usually complete in connection with courses; they may also consist of regular attendance at a course for which in itself no ECTS credits are granted. Which coursework has to be completed in the individual modules and which coursework is a pre-requisite for the admission to a module examination will be announced at the beginning of the corresponding course at the latest.

<b>UNIVERSITY OF KONSTANZ</b> <b>Study and examination regulations for the Master's Programme</b> <b>in</b> <b>COMPUTER AND INFORMATION SCIENCE</b>	<b>B 4.0</b>
--	--------------

- 13 -

- (2) Coursework that is a pre-requisite for the admission to course-related performance assessments may be retaken as often as required, provided the deadlines determined for completing that performance assessment are met. The same applies to other coursework as well as coursework in the area of supplementary courses. The form of a retake is determined by the course instructor.
- (3) Coursework does not necessarily have to be graded, but has to be assessed as "pass" or "fail".

### **§ 18 Regular attendance as a special form of coursework**

- (1) Regular attendance may be requested by instructors of seminars, tutorial groups and other dialogue-oriented courses as well as in practical courses or – to ensure a consistent procedure in the study programme – by the corresponding Study Commission of a certain course type as a pre-requisite for completing coursework and performance assessments and/or acquiring credits. In these cases it must be announced, in writing or electronically and at the beginning of the course, that regular attendance is an admission requirement for course-related achievements and/or a pre-requisite for acquiring credits.
- (2) Regular attendance means that not more than one fifth of course time or course dates was missed. Otherwise admission to coursework and performance assessments in that course will be denied, irrespective of whether or not the student is responsible for the absences. In this case, no ECTS credits can be acquired. In justified cases\* it is possible to deviate from these regulations in favour of the students; corresponding requests have to be submitted to the Examination Board (*StPA*) via its secretary.

### **§ 19 Assessment**

- (1) Grades for the individual examinations are determined by the examiner. The following grades are used:
  - 1 = very good = excellent performance;
  - 2 = good = performance well above average;
  - 3 = satisfactory = average performance;
  - 4 = sufficient = performance that meets the requirements despite shortcomings
  - 5 = fail = performance that does not meet the requirements due to considerable shortcomings

---

\* Cases, for which exceptions may be granted are, in particular: 1. Students with a medically certified chronic or longer-term illness who may request academic adjustments in line with these examination regulations and who cannot participate in all dates of the course for health reasons; 2. Student-parents whose child is ill as well as students with relatives in need of care if they submit corresponding documentation that the care is necessary; 3. Students who are members of a university body or the Students' Union in the current semester and consequently miss individual course dates if they submit documentation of their participation in the committee meeting; 4. Top athletes in the sense of the university's cooperation agreement for supporting top-class sports if they can document that they were required to participate in competitions or training camps; 5. Study abroad stays during the ongoing semester with corresponding documentation; 6. Startup founders with corresponding documentation.

<b>UNIVERSITY OF KONSTANZ</b> <b>Study and examination regulations for the Master's Programme</b> <b>in</b> <b>COMPUTER AND INFORMATION SCIENCE</b>	<b>B 4.0</b>
--	--------------

- 14 -

For a more detailed evaluation of the student's performance, grades can be raised or lowered by a value of 0.3. Values of 0.7, 4.3, 4.7 or 5.3, however, are not permitted.

- (2) If an examination is evaluated by more than one examiner, the grade shall be calculated by the arithmetic mean of the grades given by each of the examiners according to para. 1. Grades for individual performance assessments are calculated to only one decimal place. Additional decimal places are discarded without rounding. The same applies for the calculation of a grade from partial grades, for the calculation of module grades from partial module grades as well as the calculation of the overall grade of the master's examination; a potential deviating weighting of individual grade components remains unaffected by this.
- (3) The grades are as follows:
  - an average up to 1.5 = very good
  - an average above 1.5 up to 2.5 = good
  - an average above 2.5 up to 3.5 = satisfactory
  - an average above 3.5 up to 4.0 = sufficient
  - an average above 4.0 = fail
- (4) A performance assessment is passed if the grade is "sufficient" (4.0) or better.
- (5) The course instructor has to assess coursework as "pass" or "fail", or can also grade the coursework.

### § 20 Module grades

- (1) If a module has to be completed with a final module examination or a module examination, the grade for this examination will be the grade for that module. If the final module exam only completes the module in terms of time, but was preceded by other partial module exams, para. 2 Sentence 1 applies.
- (2) If several partial module exams have to be completed in a module, the average grade **of all** grades for the partial module exams will be the grade for that module.  
 In this calculation, the results of the individual partial module exams are weighted according to the number of ECTS credits actually acquired.
- (3) The module grade is:
  - an average up to 1.5 = very good
  - an average above 1.5 up to 2.5 = good
  - an average above 2.5 up to 3.5 = satisfactory
  - an average above 3.5 up to 4.0 = sufficient
  - an average above 4.0 = fail
- (4) In case of a credit-based weighting of course-related module results, the calculation of the overall grade for the study programme will be calculated from the number of credits determined for the corresponding module in the attachment.

<b>UNIVERSITY OF KONSTANZ</b> <b>Study and examination regulations for the Master's Programme</b> <b>in</b> <b>COMPUTER AND INFORMATION SCIENCE</b>	<b>B 4.0</b>
--	--------------

- 15 -

- (5) For the calculation of the **preliminary** average grade of the study programme, the arithmetic mean of the module grades is calculated in accordance with the weighting of the modules determined in § 28. That grade will also include modules for which not all required achievements have been completed yet.

### **§ 21 Retaking course-related performance assessments**

- (1) Retaking performance assessments that were passed is not permitted.
- (2) Students can retake course-related performance assessments that were graded "fail" (5.0) or were assessed as "not passed" once or compensate that failure by successfully completing performance assessments in other modules from the same area instead. If they fail the exam retake, they still can compensate this by successfully completing performance assessments in other modules from the same area. Retaking the same performance assessment twice is not permitted.
- (3) Students should retake the examination at the next available exam date, however, no later than in the two semesters following the failed examination. As a rule, the exam retake should take place no sooner than three weeks after the result of the first examination was announced.
- (4) The course instructor determines the form of the exam retake. Contents and requirements must be largely comparable to the first examination.
- (5) Performance assessment are finally failed if the permitted retakes were also failed, no (further) retakes are possible and the examination regulations do not permit students to compensate for the failed performance assessment by completing another equivalent performance assessment.

### **§ 22 Coursework in courses from other departments**

Details on coursework in courses from other departments (registration for and admission to examinations, as well as the procedure, form, content and evaluation of examinations) are governed by the examination regulations which apply to the curriculum for the bachelor's or master's programme to which the course belongs. Retaking coursework in courses from other departments, however, is governed by § 17 para. 2 of these examination regulations.

### **§ 23 Student advisory services**

- (1) Every student in the master's programme has a university teacher from the Department of Computer and Information Science as mentor. They will meet at least once in the course of studies to discuss how to structure the contents of the study programme.
- (2) At the beginning of the first semester, graduates with a bachelor's degree from the Department of Computer and Information Science at the University of Konstanz will have an orientation meeting with their mentor or the departmental student advisory service to discuss their study plan and whether the planned structure is compatible with these examination regulations. Students without a bache-

<b>UNIVERSITY OF KONSTANZ</b> <b>Study and examination regulations for the Master's Programme</b> <b>in</b> <b>COMPUTER AND INFORMATION SCIENCE</b>	<b>B 4.0</b>
--	--------------

- 16 -

lor's degree from the Department of Computer and Information Science at the University of Konstanz will have two orientation meetings: initially a meeting with the departmental student advisory service, and then a meeting with their mentor.

- (3) The orientation meeting is a pre-requisite for examination registration in the first semester.
- (4) Usually at the end of the second semester, but no later than before registering for the master's project, students have to meet with their mentor one more time to discuss, in particular, the choice of a master's project, a potential area of specialization and the intended orientation of the master's thesis. The mentor meeting is a pre-requisite for registering for the master's thesis.

### III. Master's examination

#### § 24 Aim and scope of the master's examination

- (1) The master's examination provides students with an advanced degree in Computer and Information Science that qualifies them to enter a profession. In the master's examination, students must show that they have extensive knowledge in the chosen field, are able to work independently according to scientific principles and can apply scientific methods and insights.
- (2) The master's examination consists of the coursework and performance assessments in course-related modules listed in the attachment, the master's thesis as well as a colloquium on the master's thesis (thesis defence) in the final module.

#### § 25 Registration for and admission to the master's examination

- (1) Students can only be admitted to the master's thesis if they can document the orientation meeting and the mentor meeting (§ 23), have successfully completed the performance assessments of the master's project and corresponding seminar, or, in case they transferred to Konstanz from another university, can document equivalent performance assessments as per § 8. In the case of a transfer, the student must have been enrolled at the University of Konstanz for at least one semester at the time he/she is admitted to the master's thesis.
- (2) Students have to submit their application for admission to the master's thesis to the Examination Board (*StPA*) in writing before the allotted time begins. They must attach the required documentation as per para. 1. As a rule, students shall apply for admission to the master's thesis at the end of the third semester of the master's programme. If students do not apply for admission to the master's thesis within three months after completing all coursework and course-related performance assessments, the *StPA* usually will assign a topic, a supervisor and reviewers.

<b>UNIVERSITY OF KONSTANZ</b> <b>Study and examination regulations for the Master's Programme</b> <b>in</b> <b>COMPUTER AND INFORMATION SCIENCE</b>	<b>B 4.0</b>
--	--------------

- 17 -

- (3) The application for admission may include a suggestion of a topic for the master's thesis, a supervisor and the reviewers. There is no right guaranteeing that this suggestion has to be considered. The Examination Board (*StPA*) or a person appointed by it decides about the admission based on the submitted documents and the data in the student and exam administration systems as per para. 1. The *StPA* appoints the examiners including the supervisor, and determines the topic. Admission is granted with the provision that the student remains enrolled until submission of the master's thesis, including a retake, if applicable.
- (4) Admission must be denied if the requirements as per para. 1 are not fulfilled, the application is not complete or, even upon request, has not been submitted completely within the deadline, the master's examination in the corresponding study programme was finally failed or the student has lost the right to take examinations in that study programme.
- (5) Students can only be admitted to the colloquium on the master's thesis (thesis defence) if they have submitted the master's thesis, have successfully completed all required coursework and performance assessments as per § 3 (see attachment) and these have been recorded in the exam administration system.
- (6) The application for admission to the colloquium on the master's thesis (thesis defence) has to be submitted to the Examination Board (*StPA*) by the announced registration dates and must include the required documentation as per para. 5. The applications for admission to the master's thesis and the corresponding colloquium can be combined, if all required course-related performance assessments can be accounted for.
- (7) If the student does not apply for admission to the master's colloquium within three months after passing the last of the course-related performance assessments required for the master's examination and after successfully passing the master's thesis, the Examination Board (*StPA*) will assign a date and the examiners for the colloquium.

### § 26 Master's thesis

- (1) The master's thesis is a written exam paper in which students have to demonstrate that they are able to work independently and according to scientific principles on a more extensive task from the field of Computer and Information Science within a set deadline. Usually, the thesis follows the master's project and will be supervised by the same person. The specific topic and goals will usually be determined at the beginning of the semester following the master's project.
- (2) The successfully completed master's thesis is worth 30 ECTS credits.
- (3) Group work is not permitted.
- (4) Two reviewers will assess the master's thesis. The Examination Board (*StPA*) decides about the suggested topic, supervisor and reviewers. Primary reviewer and supervisor will usually be the person who assigned the topic. The *StPA* determines the second reviewer after consultation with the primary reviewer. The *StPA* informs the student about the time of the assignment, the topic and the appointed reviewers. This information has to be kept on file. The period for com-

<b>UNIVERSITY OF KONSTANZ</b> <b>Study and examination regulations for the Master's Programme</b> <b>in</b> <b>COMPUTER AND INFORMATION SCIENCE</b>	<b>B 4.0</b>
--	--------------

- 18 -

pleting the master's thesis begins with the assignment of the topic; at the same time, the supervisor starts his/her supervision duties.

- (5) The time allotted for the master's thesis is six months. Topic and supervision must match that time period.
- (6) Students may return a topic only once and only within one month after it was assigned. In this case, they must immediately request a new topic; otherwise a new topic will be assigned. This does not apply in case of incapability because of illness, documented by a medical certificate.
- (7) In individual cases and upon justified request, the Examination Board (*StPA*) may grant an extension of the deadline for the time period the incapability lasted – but no more than half of the regularly allotted time. The request must have been received by the *StPA* no later than two weeks before the allotted time period ends, except in justified cases, and must be approved by the supervisor of the master's thesis. The provisions of §10 shall apply accordingly. If the incapability prevails after that time period, the topic is considered as not assigned. If students do not request a new topic within one month after the incapability ended, the *StPA* will assign a new topic.
- (8) Two bound, typewritten copies in DIN A4 format (if applicable, combined with attachments on a storage device), as well as additionally one complete digital copy of the master's thesis must be submitted to the Central Examination Office in the specified form within the prescribed time limit. One digital copy will remain with the Central Examination Office until the conclusion of the examination procedure. The date of submission must be recorded. If the thesis is not submitted by the due date, it will be graded "fail" (5.0), unless the deadline was missed due to circumstances beyond the student's control.
- (9) When submitting the master's thesis, students must provide written confirmation of being the sole author of the thesis and of not having used any sources or aids other than the ones stated, and that this thesis was not submitted before in the context of another master's examination. Students must retain any materials that can prove their sole authorship until the examination procedure has been concluded.
- (10) As a rule, two reviewers as per § 19 para. 1 have to assess the thesis within eight weeks. The grade will be calculated as the arithmetic mean from both reviews as per § 19 paras. 2 and 3.
- (11) If one reviewer grades the master's thesis "sufficient" (4.0) or better, and the other reviewer grades it "fail" (5.0), the Examination Board (*StPA*) will appoint a third reviewer. If the third reviewer grades the thesis "sufficient" or better, the master's thesis is passed. In this case, the grade will be "4.0", or will be calculated as the arithmetic mean from all three reviews as per § 19 paras. 2 and 3 if that grade is better. If the third reviewer grades the thesis "fail" (5.0), the master's thesis has failed.
- (12) If the master's thesis is graded "fail", it can be repeated once. If students do not request a new topic within three months after the result was announced, the Examination Board (*StPA*) will assign a new topic ex officio, unless the student claims and documents an obstacle which is recognized by the *StPA*; in this case

<b>UNIVERSITY OF KONSTANZ</b> <b>Study and examination regulations for the Master's Programme</b> <b>in</b> <b>COMPUTER AND INFORMATION SCIENCE</b>	<b>B 4.0</b>
--	--------------

- 19 -

a new topic, if applicable on request of the student, may be assigned after the obstacle has ceased to prevail. A third attempt of the master's thesis is not permitted. The second topic can only be given back within the time limit mentioned in para. 6 if students did not use this option during their first attempt.

### **§ 27 Colloquium on the master's thesis (thesis defence)**

- (1) The colloquium on the master's thesis (thesis defence) is an oral examination on the contents of the master's thesis and questions from the subject area connected to the thesis. It is conducted by two examiners, usually the reviewers of the master's thesis. The assessment is based on § 19.
- (2) The Examination Board (*StPA*) sets the date for the colloquium and the Central Examination Office will inform the candidate as well as the examiners about that date.
- (3) The colloquium on the master's thesis (thesis defence) lasts approximately 90 minutes. It starts with a presentation by the candidate about the essential findings of the master's thesis (duration maximal 45 minutes). In justified cases, the colloquium may be conducted via electronic media.
- (4) During the colloquium, students in the same study programme who have not yet registered for the same examination may be present as audience in proportion to the space available, however, not during the consultation or the announcement of the examination result. If sufficient reason is given or on request of the candidate, the public may be excluded from the proceedings.
- (5) The date, participants and essential topics as well as results of the oral examination must be written down in examination minutes, which have to be signed by the examiners and, if applicable, the observers involved. Subsequently to the oral examination, the candidate will be informed about the result.
- (6) If the colloquium on the master's thesis is not passed, it may be retaken once. The retake must take place within four months after failing the first oral examination. If the exam retake is not completed within this time limit, the candidate's right to take this examination will expire, unless the reasons for not completing the examination are beyond his/her control.

## **IV. Final provisions**

### **§ 28 Results of the master's examination, overall grade**

- (1) The master's examination will be passed if all required modules as per the attachment were completed and assessed as "pass".
- (2) If more modules than required were successfully completed in the area of required electives or supplementary courses, the overall grade will be calculated from the modules with the better grades; in case the same grade was achieved for modules, the ones completed first will be included in the overall grade, unless

<b>UNIVERSITY OF KONSTANZ</b> <b>Study and examination regulations for the Master's Programme</b> <b>in</b> <b>COMPUTER AND INFORMATION SCIENCE</b>	<b>B 4.0</b>
--	--------------

- 20 -

the student requested the department to have the other modules included before the certificate was requested.

(3) The overall grade is calculated as follows:

- 60 %: the arithmetic mean of the grades from the areas of basic and advanced modules (i.e. without the grades from the area of supplementary courses) based on the amount of the corresponding ECTS-credits
- 30%: the grade for the master's thesis.
- 10%: the grade for the colloquium on the master's thesis (thesis defence).

In addition to that, the overall grade is calculated as per § 19.

(4) If all required achievements as per para. 1 are completed, the overall grade will be calculated based on the coursework and performance assessments available and allocated to the corresponding modules/areas at the time the certificate is requested; a reallocation later on is not possible.

### **§ 29 Examination certificate and degree certificate**

- (1) Once students have passed the master's examination and all achievements relevant for passing the examination have been recorded, they will receive a certificate with the overall grade of their study programme. The certificate also includes the grade and topic of the master's thesis.
- (2) The certificate will be awarded "with distinction" if students achieve an overall grade of 1.2 or better.
- (3) With the examination certificate, students also receive a degree certificate confirming that they have earned an academic master's degree and indicating the subject studied.
- (4) The examination and degree certificate will be signed by the chairperson of the Examination Board (*StPA*) and stamped with the seal of the University of Konstanz. The date to be entered is the date on which, according to the request for issuing a certificate, the last coursework or performance assessment was completed.
- (5) A diploma supplement in line with the European Diploma Supplement Model and a transcript of records will be issued as further components of the certificate. The transcript of records contains the completed modules and their components, the module grades, as well as the overall number of ECTS credits acquired and the grades for the completed coursework and performance assessments; ungraded modules and achievements will be included with a remark about successful participation. Coursework and performance assessments that are not included in the master's examination will be included in the transcript of records as "*Sonstige Leistungen*" / "Additional voluntary course work".
- (6) In addition to that, a transcript of records as per para. 5 will be issued without the grades for the individual coursework and performance assessments.
- (7) On request of the students, the duration of studies until completion of the study programme can be included in the transcript of records.

<b>UNIVERSITY OF KONSTANZ</b> <b>Study and examination regulations for the Master's Programme</b> <b>in</b> <b>COMPUTER AND INFORMATION SCIENCE</b>	<b>B 4.0</b>
--	--------------

- 21 -

- (8) All documents mentioned in paragraphs 1, 3, 5 and 6 will be issued in German and –as far as possible – in English.
- (9) An area of specialization will be included in the examination and degree certificates if the pre-requisites as per § 3 para. 7 have been fulfilled and students requested the entry of the area of specialization when applying for admission to the colloquium on the master's thesis (thesis defence).

### **§ 30 Final failure**

- (1) The entire master's examination will have finally not been passed and the right to take examinations in this study programme will expire if a performance assessment required as per the examination regulations is assessed as "fail" and was not retaken within the deadline or – in case this is permissible – was not compensated for, and the corresponding student is responsible for this fact; if the permitted retakes were not passed or a retake is excluded.
- (2) Students who have finally failed the master's examination will receive a written notification along with information on the options available for legal recourse from the Examination Board (*StPA*) in coordination with the Central Examination Office.
- (3) If students have finally failed the master's examination, they will be issued, on request, a written confirmation listing all performance assessments that were passed and, if applicable, coursework that was completed. It will also state that the examination was finally failed.

### **§ 31 Invalidation of the master's examination**

- (1) If a student has cheated on an examination and this fact is discovered after the examination has been completed or the certificate has been issued, the Examination Board (*StPA*) may subsequently correct the corresponding grades and may declare all or part of the examination failed.
- (2) If the prerequisites for admission to an examination were not met, and this fact is discovered after the examination has been completed or the certificate was issued, the deficit will be deemed to have been rectified by the passing of the examination, provided the student had no intent to deceive. If the student intentionally practised deceit to obtain admission to the examination, the Examination Board (*StPA*) will decide.
- (3) Before a decision goes into effect, the student will be given opportunity to make a statement.
- (4) The incorrect examination certificate will be revoked and, if appropriate, a new certificate issued. If the master's examination is declared "fail" due to deceitful practices, the degree certificate will be revoked along with the examination certificate.
- (5) Revocation of the academic degree will be handled in accordance with statutory provisions.

<b>UNIVERSITY OF KONSTANZ</b> <b>Study and examination regulations for the Master's Programme</b> <b>in</b> <b>COMPUTER AND INFORMATION SCIENCE</b>	<b>B 4.0</b>
--	--------------

- 22 -

### § 32 Inspection of examination records

- (1) Within one year after the certificate was received and on written request, students are permitted to inspect, within a reasonable period, their written examination records, the examiners' reviews as well as the examination minutes.
- (2) In agreement with the examiner, students can also inspect their coursework and course-related performance assessments along with the corresponding assessments as well as the examination minutes of course-related oral examinations.

### § 33 Legal recourse

Students can object to decisions in the examination procedure that constitute an administrative act (§§ 68 et. seq. VwGO). The Vice Rector for Teaching and Curricular Affairs will issue a ruling on the matter following a recommendation of the Central Examination Board, which will hear the Examination Board (*StPA*) on that matter.

### § 34 Effective date and transitional provisions

- (1) These examination regulations come into effect on 01 April 2020.
- (2) At the same time the previously valid version of the examination regulations dated 23 March 2015 (*Amtliche Bekanntmachungen* (official announcements) 18/2015), last amendment as of 10 September 2019 (*Amtliche Bekanntmachungen* 44/2019), subject to paragraphs 3 and 4, becomes invalid.
- (3) Students who began their master's programme in Computer and Information Science before the new version became effective continue their studies according to the examination regulations that previously applied to them. Completing the study programme in line with the previously applicable examination regulations is only possible until 31 March 2026. After that the programme may only be completed according to the examination regulations valid at that time. In justified cases the Examination Board (*StPA*) may extend this deadline.
- (4) Students who began the four-year option of the bachelor's programme in Computer Science by the summer semester 2018 at the latest and successfully complete it by 30 September 2023, can take up the master's programme in Computer and Information Science according to the examination regulations valid so far in the version of 23 March (*Amtliche Bekanntmachungen* 18/2015), last amendment as of 10 September 2019 (*Amtliche Bekanntmachungen* 44/2019). Completing the study programme according to the examination regulations valid so far is only possible until 31 March 2026. After that date the programme may only be completed according to the examination regulations valid at that time. In justified cases the Examination Board (*StPA*) may extend this deadline.

### **Attachment: Structure of the master's programme**

#### **Note:**

These examination regulations as of 31 March 2020 were published in the *Amtlichen Bekanntmachungen* (official announcements) of the University of Konstanz no. 9/2020.

<b>UNIVERSITY OF KONSTANZ</b> <b>Study and examination regulations for the Master's Programme</b> <b>in</b> <b>COMPUTER AND INFORMATION SCIENCE</b>	<b>B 4.0</b>
--	--------------

- 23 -

### Attachment: Structure of the master's programme

The stated number of weekly teaching hours (SWS) is not binding. It merely indicates the extent of on-campus studies to be expected.

Semester	Areas	SWS (weekly teaching hours)	ECTS credits
<i>Area of basic modules</i>			
1-3	A minimum of four and maximum of nine modules à 6 ECTS credits from the Department of Computer and Information Science* e.g. Data Visualization: Basic Concepts, Data Mining: Basic Concepts, Computer Graphics, Interactive Systems	16-36	24-54
<i>Area of advanced modules</i>			
1-3	Master modules from the Department of Computer and Information Science (lectures with practice tutorials and directed studies worth 6-9 ECTS credits each)	16-36	24-54
2 or 3	Seminar	2	3
2 or 3	Master's project	-	9
<i>Area of supplementary courses (maximum of 18 ECTS credits)</i>			
1-3	Non-specialist courses from all departments*; courses related to computer science can only be recognized after the Examination Board (StPA) (§ 5) has given its approval.	0-12	0-18
1-3	Transferable skills courses offered by the Department of Computer and Information Science, the Centre for Transferable Skills (SQ), the Language Institute and the International Office*; A subject-related transferable skills course in academic writing is mandatory if the student did not complete such a course during the bachelor's programme	0-4	0-6
<i>Final part of studies</i>			
4.	Master's thesis and colloquium (thesis defence)	-	30
<b>Total</b>		<b>54</b>	<b>120</b>

\*It must be made sure that this course was not already credited in the previous bachelor's programme.