The following translation of the Examination Regulations for the Continuing Education Certificate Programme Nanobiotechnology is provided here only to give students a better understanding of the contents of the original German document. Only the German version is legally binding.

Examination Regulations for the
Continuing Education Certificate Programme Nanobiotechnology
at the University of Kaiserslautern

dated 19 July 2016
(Announcements of the University of Kaiserslautern No. 5 dated 03 August 2016, p. 39)

Amended by:
Regulation dated 15 June 2018 (Gazette dated 9 July 2018, no. 6, p. 143)

In accordance with section 7 para. 2 no. 2, and section 86 para. 2 item 1 no. 3 in conjunction with section 76 para. 2 no. 6 of the Federal Higher Education Act dated November 19, 2010 (GVBl. p. 463), last amended by article 3 of the law (GVBl. p. 505) BS 223-41 dated December 22, 2015, the Faculty Council of the Department of Physics at the University of Kaiserslautern enacts the following examination regulations for the Continuing Education Certificate Programme "Nanobiotechnology" effective on July 1, 2016. These regulations were approved by the President of the University of Kaiserslautern in a letter dated July 14, 2016, file no. 4/MF-Och-2016-32-02, and are hereby announced with this publication.
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Part I: General Information about the Study Programme

Sec. 1 Applicability, type of study programme, purpose of examination

(1) These regulations govern the provisions and requirements as well as admission to and completion of the examination for the Certificate programme Nanobiotechnology (in the following called study programme) at the University of Kaiserslautern.

(2) This study programme is a continuing education study programme leading to a Certificate degree.

(3) The Certificate examination shall determine whether the student has acquired the necessary professional, methodological and cross-disciplinary competences needed to solve new complex tasks and problems and to work independently in research or in a strategy-oriented professional field, and whether he or she is able to use these skills to fulfil practical professional tasks.

(4) Following successful completion of the study programme, the University of Kaiserslautern awards the University Certificate.

(5) This study programme is an English-language study programme.

(6) In addition to these regulations, the curriculum and the module textbook are available for orientation and planning purposes. Knowledge of these is vital for the studies. The curriculum provides information about the contents, the focal areas and the requirements, in particular the planned courses, and serves as a recommendation for the students regarding adequate structuring of their studies within the standard period of studies. The module textbook contains detailed descriptions of the study contents, the competences to be acquired, the prescribed examinations, the modes of teaching, the time required for study (in credit points [CP] as well as in weekly hours per semester [SWS]) as well as an overview of the compulsory parts. The curriculum and the module textbook do not form part of these regulations.

Sec. 2 Admission requirements

(1) Admission to this study programme is granted to applicants who

1. Fulfil the general prerequisites according to the Enrolment Regulations of the University of Kaiserslautern;

2. Have completed a first job-qualifying university degree at a national or foreign, state or state-approved higher education institution in an engineering, natural sciences, pharmaceutical or medical study programme;

3. Not applicable;

4. Provide proof of fulfilment of the special language requirements (para. 4);

(2) Not applicable.

(3) In exceptional cases, study applicants who do not fulfil the prerequisites pursuant to para. 1 no. 2 may also be admitted to this study programme with the approval of the Examination Board.

(4) Classes and examinations are conducted in English. Students for whom English is not a native language must present proof of English language proficiency based on:


2. Cambridge Certificate of Proficiency (CPE): grade B;
3. IELTS (International English Language Testing System): 6.5;
4. TOEFL internet-based: 72 points or
5. TOEFL paper-based: 543 points, or
6. equivalent qualifications.

(5) Whether an applicant shall be admitted to the study programme is determined by the Examination Board.

(6) Another prerequisite for admission to this study programme is that the entitlement to take an examination has not been lost yet for this study programme. To allow this to be checked, a corresponding declaration and possibly appropriate evidence must be presented during the course of matriculation, but no later than the initial registration for an examination. Details are regulated in sections 6 and 11.

Sec. 3 Commencement of studies and standard period of studies

(1) Studies in this programme can only commence in the winter semester.
(2) The standard period of studies is two semesters.
(3) In the interest of allowing completion of the study programme within the standard period of studies, this programme is designed such that all non-assessed and assessed coursework can be completed by the end of the second subject-specific semester.

Sec. 4 Certificate examination

The Certificate examination comprises all non-assessed and assessed coursework required to obtain the Certificate. Non-assessed and assessed coursework is assigned to modules (section 5). The application for admission to the Certificate examination must be submitted no later than at the time of registration for the first module examination. The prerequisite for participation in the Certificate examination is that the student is properly matriculated and not on academic leave.

Sec. 5 Modularised programme structure, credit point system, non-assessed coursework

(1) The study programme is structured into modules (para. 3).
(2) During the course of the programme, a minimum of 43 credit points (CP) must be acquired. The Certificate examination consists of:

Compulsory modules amounting to 43 credit points.

The details are regulated in the Appendix.
(3) Modules consist of one or several thematically and chronologically coordinated, self-contained courses (e.g., written tests, on-campus events, mail-in exercises, etc.) and include periods of self-study. The contents of a module shall be designed in such a way that they can generally be taught during one or two semesters. The Department as well as collaborating institutions shall ensure the necessary courses for each module. There is one form of modules:

1. Compulsory modules: These have to be attended by all students of a study programme without any option to select the courses within the module. The associated non-assessed and assessed coursework must be passed successfully.
2. Not applicable.
3. Not applicable.

(4) For each successfully passed module, credit points (CP) are awarded which correspond to the approximate effort in terms of time that students generally have to review the study materials, attend the on-campus events of the module, prepare and revise the subject matter, pass the requisite non-assessed coursework in accordance with para. 6, prepare for the exams, take the module examination, as well as for all further achievements. The standards for the assignment of credit points correspond to the European Credit Transfer and Accumulation System (ECTS). One credit point (CP) corresponds to an achievement that is equivalent to a workload of approx. 25 hours. For each semester, an average workload of 540 hours is considered.

(5) The principal prerequisite for the award of credit points for modules is the successful completion of the module.

(6) To the extent defined in the Appendix, the successful completion of a module may be predicated not only on successful passing of the module examination, but also on the completion of non-assessed coursework. Non-assessed coursework primarily serves to monitor individual performance; the marking is not included in the module mark. A piece of non-assessed coursework is considered passed if the result of the performance review is at least “pass” or “sufficient” (mark 4.0) in accordance with section 17 para. 1. Such performance reviews may comprise several parts and primarily consist of lab reports, mail-in exercises and short oral tests. The particulars are regulated in the Appendix; the details are found in the module textbook. Failed non-assessed coursework should be made up at the next possible date.

(7) Credit points for modules that have not been completed yet are only awarded in justified individual cases. A justified individual case is, for example, proof of credit required for the purpose of transfer or for claiming educational benefits. In such cases, the transcript of records shall contain at least the name of the student, the exact name of the course and of the module, the semester in which the course was conducted, the number of credit points and the result of the performance review.

Sec. 6 Credit for periods of study, non-assessed and assessed coursework

(1) Credits for periods of study and for non-assessed and assessed coursework in degree programmes at the University of Kaiserslautern or at other national or foreign, state or state-approved higher education institutions shall be recognised, provided the competences acquired and the study results obtained do not significantly differ in terms of content, qualification level and profile from the study programme to which they are to be credited. This assessment shall be done from an overall perspective considering the importance of these academic achievements for the accomplishment of the goals of the study programme and for the purpose of the Certificate examination. The burden of proof regarding crucial differences is on the University of Kaiserslautern. In recognising periods of study as well as non-assessed and assessed coursework performed outside of Germany, the agreements concerning equivalence as approved by the Standing Conference of the Ministers of Education and Cultural Affairs (KMK) and the German Rectors’ Conference as well as partnership agreements made between higher education institutions shall be taken into consideration.

(2) Paragraph 1 applies correspondingly for periods of study as well as assessed and non-assessed coursework performed in state-approved distance study programmes and for multimedia-supported assessed and non-assessed coursework. Paragraph 1 also applies for periods of study, assessed and non-assessed coursework performed at other educational institutions, especially at state or state-approved universities of cooperative education as well as at technical and engineering colleges and officers’ universities of the former German Democratic Republic.
(3) Equivalent knowledge and qualifications acquired outside the realm of higher education institutions will be recognised upon request for a maximum of up to half of the higher education programme.

(4) Not applicable.

(5) Credit shall be awarded, to the extent possible, for coursework that is only partially equivalent to the coursework to be completed. In such cases, criteria shall be established to determine which complementary coursework shall be completed in which form, within which period and with which retake options (conditional credit).

(6) Exam failures or unsatisfactory completion of non-assessed coursework in the "Nanobiotechnology" degree programme at another university count against the authorised number of make-up exams. Equivalent examinations in a study programme that were failed at another higher education institution in Germany count as failed attempts against the authorised number of retake examinations.

(7) If credit is awarded for non-assessed and assessed coursework, the marks shall be accepted – provided the marking systems are comparable – and included in the calculation of intermediate marks and the final mark. If the marking systems are not comparable, the remark "pass" is recorded. The credit is noted in the Certificate.

(8) The students shall submit the necessary documents for the award of credit without delay. Prior to the start of the studies, these documents shall be submitted to the Department of Study Affairs together with the matriculation or admission application or the application for a change of study programme. After the start of the studies, these documents shall be submitted to the Distance and Independent Studies Center (called DISC in the following).

(9) Credit for coursework in subject-related study programmes is awarded ex officio; in other study programmes upon request.

(10) The Examination Board is responsible for the award of credit for non-assessed and assessed coursework. It may delegate this responsibility to persons it appoints (credit representatives).

Sec. 7 Provisions for applicants in special situations, disadvantage compensation

(1) The accommodation of the special needs of students with disabilities to ensure equal opportunities shall be considered equally for the completion of non-assessed and assessed coursework.

(2) Students with disabilities are allowed accommodation for their impairment in the form of additional aid and assistance, to the extent required to ensure fairness. This applies to impediments that exist unrelated to the qualifications being tested that could negatively influence the examination results. Any prolonged or physical disability, as well as any dispositions and peculiarities rooted in the character of the applicant, to the extent that these affect the proficiencies being tested, must be precluded. Measures taken to promote equal opportunity may include, for example, an appropriate extension to the period of testing or the administration of the exam in some other format. The disability must be credible and substantiated. Substantiation shall be made by presenting a medical certificate. The request for special accommodation must be submitted in writing to the Department of Study Affairs. The application is forwarded to the Examination Board, which makes a decision about the application. The application should be submitted the latest when registering to take the examination.

Sec. 8 Examination Board
(1) For the organisation of the examinations, the Faculty Council of the Department of Physics shall establish an Examination Board and appoint its members. The Examination Board shall carry out the tasks and assume the responsibilities assigned to it by these Examination Regulations. The Examination Board ensures adherence to the stipulations of these Examination Regulations and ensures proper execution of the examination process. It states its opinion on objections to decisions made in examination procedures. It regularly reports to the Faculty Council about the development of the periods of study and the study and examination times as well as about the distribution of the module marks and the overall marks. In addition, the Examination Board provides the responsible subject-specific standing committee for studies and teaching with suggestions and information regarding changes of the study programme and related changes to the curriculum, the module textbook and the Examination Regulations.

(2) The Examination Board is composed of seven members. These are the chairperson, the deputy chairperson, who are both members of the group of university professors; two additional members of the group of university professors; as well as one member each from the group of students, from the group of academic staff and from the group of non-scientific staff. The term of office of the student member is one year, that of the other members is three years. Re-appointment of a member is possible. If a member leaves office prematurely, a successor shall be appointed for the remaining period of office.

(3) The members of the Examination Board have a duty to observe official confidentiality. If not employed as public servants, they shall be bound by the chairperson to observe the confidentiality requirement.

(4) The meetings of the Examination Board should take place at least once a year and are not open to the public. The Examination Board shall only be deemed to have a quorum if more than half of its members are present. Unless stipulated otherwise in the Examination Regulations, the Examination Board makes its decisions with simple majority. In the case of equal numbers of votes, the vote of the chairperson shall be the decisive one.

(5) Subject to the approval of the chairperson of the Examination Board, the members of the Examination Board have the right to attend examinations. This right also extends to the consultation about and the announcement of the examination result.

(6) The examination process is organised by DISC in cooperation with the Department of Study Affairs. The Examination Board appoints the examiners, provided these require appointment pursuant to section 9 para. 1. The DISC determines the respective examination dates in coordination with the examiners.

(7) Unfavourable decisions of the Examination Board regarding non-admission to examinations, credit awarded for non-assessed and assessed coursework, or determination of final failure to successfully pass an examination shall be communicated to the affected student in writing and without delay, and shall be accompanied by information about legal remedies.

(8) The Examination Board may delegate the performance of individual tasks to the chairperson (with his or her approval) or to other members or to the Department of Study Affairs, or circulate them. Regarding issues related to the award of credit for non-assessed and assessed coursework, it can appoint credit representatives who do not need to be members of the Examination Board. The Examination Board is supported in the fulfilment of its tasks by the Department of Study Affairs, unless the issue is related to the evaluation of examinations. Staff from the Department of Study Affairs may participate in the meetings of the Examination Board in an advisory capacity.

Sec. 9 Examiners

(1) Examinations are administered by university professors. In addition, examiners may be appointed from the following group of persons: retired professors, qualified university lecturers (Habilitierte), adjunct professors, junior professors in accordance with section 61 para 2a Higher Education Act, academic and artis-
tic staff employed with tasks in accordance with section 56, para 1, item 2, Higher Education Act, contract teachers according to section 63, Higher Education Act, as well as teaching staff for special subjects according to section 58, Higher Education Act and private lecturers and university lecturers. Honorary professors and professionals with practical experience can also be appointed as examiners. Lecturers from foreign higher education institutions can be appointed as examiners as well provided they have a qualification that is equivalent to that of the group of persons pursuant to items 1 to 3.

(2) The examiners must have at least the qualification to be established by the examination or an equivalent qualification.

(3) The examiners have a duty to observe official confidentiality. If not employed as public servants, they shall be bound by the chairperson of the examination Board to observe the confidentiality requirement.

(4) Not applicable.

Sec. 10 Assessors, Invigilators

(1) The chairperson of the Examination Board appoints the assessors, with the support of the examiners. The assessors must have at least the qualification to be established by the examination or an equivalent qualification. They take the minutes at oral exams. In consultation with the examiners, they are authorised to exclude students from continuing an examination in the event of a disturbance during the exam. The principle of proportionality shall be respected. Section 9 para. 3 and 4 apply correspondingly.

(2) The chairperson of the Examination Board appoints the invigilators. They are in charge of monitoring during written tests. In consultation with the examiners, they are authorised to exclude students from continuing an examination in the event of a disturbance during the exam. The principle of proportionality shall be respected. Section 9 para. 3 and 4 apply correspondingly.

Part II: Conduct of Certificate Examination

Sec. 11 Registration for, withdrawal from and admission to Certificate examination

(1) The application for admission to the Certificate examination shall be made no later than at the time of registration for the first module examination. Admission to the Certificate examination constitutes establishment of the legal relationship regarding the examination.

(2) Registration is compulsory for module examinations as well as make-up examinations (section 18) which are assessed coursework. Registration for the module examinations shall be addressed in an appropriate form to the Examination Office and shall be submitted to the DISC. If the university offers this possibility, registration should be made via the Campus Management System. Registration must be done for each semester in the form and within the deadline announced by the DISC. In particularly justified exceptional cases, an exception from this deadline may be granted upon request submitted to the Examination Board; an exception is only possible if the student invokes reasons vis-à-vis the Examination Board that are outside of his or her control, that are not caused by him or her and no fault of his or her own, and which made it impossible for him or her to comply with the deadline.

(3) The application for admission to the Certificate examination shall be accompanied by the following documents, unless these were already submitted together with the application for admission to the study programme:
1. A statement explaining whether the candidate has failed the final attempt to successfully pass the Certificate examination in the selected study programme at a higher education institution in Germany or whether the candidate is currently involved in ongoing exam proceedings at a higher education institution in Germany or abroad;

2. Complete evidence of whether and if so, how often, the student has already passed or failed examinations in a subject-related study programme at a higher education institution in Germany.

In the statement in accordance with no. 2, the student shall affirm that, if he or she is concurrently enrolled in another study programme, he or she will immediately notify the Department of Study Affairs in writing of the start and completion of the examination procedures as well as about failed examinations in the other study programme.

(4) The student may only be admitted to examinations if he or she is matriculated in the selected study programme at the University of Kaiserslautern in the semester in which the examination is to be taken and if he or she

1. is not on academic leave;
2. has properly registered;
3. has not lost the entitlement to take an examination in the selected study programme or in a total of two study programmes at a higher education institution in Germany and
4. fulfils the subject-specific prerequisites set out in these Examination Regulations for admission to the examination.

If the admission requirements are fulfilled, the student is admitted to the examination once he or she has completed registration.

(5) All proofs of fulfilment of the admission requirements must be submitted by the student to the Department of Study Affairs no later than ten days prior to the examination. If the student can provide credible evidence that the admission requirements have been fulfilled but that the requisite proof is beyond the student's control, admission shall be granted conditionally.

(6) Admission to the examination shall be denied if

1. the requirements in accordance with para. 4 are not fulfilled or
2. registration for the examination was not done on time or
3. the documents in accordance with para. 3 and 5 are incomplete or
4. retaking of the examination is no longer permitted.

If the student participates in an examination knowing that the requirements for admission to the examination are not met, the examination shall count as not having been taken.

(7) If a student is not admitted to an examination despite having properly registered, he or she shall be notified of this decision in an appropriate form, with the grounds for the decision being indicated, at least one week prior to the examination.

(8) Students are obligated to find out on their own about the dates of examinations. The dates of the individual examinations shall be announced on time and in an appropriate form by the DISC.

(9) Notwithstanding the provisions of section 19 para. 1 and 2, a student may withdraw from any examination once without specifying a reason, provided he or she informs the Department of Study Affairs, either personally, in writing or via the Campus Management System, no later than one week (withdrawal deadline) prior to the scheduled date of the examination. In case of written notification, the postmarked date is decisive.
(10) Once the withdrawal deadline has passed, withdrawal from an examination is only possible in specially justified individual cases, as regulated in detail in section 19 para. 1 and 2.

(11) The provisions of para. 1 to 10 apply correspondingly to all module examinations.

(12) Completion of specific minimum academic achievements within adequate deadlines forms the basis for proper continuation of the studies in accordance with the curriculum. An examination counts as failed for the first time if the registration deadline stipulated in these regulations is missed by at least two semesters. For retaking this examination, which shall be marked either as "fail" or as "not sufficient (nicht ausreichend)" (grade 5.0), section 18 applies.

(13) Not applicable.

(14) For all module examinations, first-time registration needs to be done prior to the end of the fourth subject-specific semester; if this is not done, para. 12 item 2 applies correspondingly.

**Sec. 12 Module examinations**

(1) The module examinations are taken during the course of the studies; they generally conclude the respective module. The aim of the module examination is to determine whether the student has achieved the intended study results. As a general principle, the subject matter of the module examinations consists of the learning objectives and the learning content of the respective module.

(2) The module examinations consist of written exams in accordance with section 14. Examination modes other than those stated in section 14 are permitted in accordance with the provisions of the Appendix; the provisions of section 14 shall be applied accordingly.

(3) A module examination generally consists of an exam. In justified exceptional cases, a module examination may consist of partial exams. The number, type, form and subjects of the module examinations as well as the prerequisites for participating in them are defined in detail in the Appendix. The assessment of the exams and the calculation of the module mark are done in accordance with section 17.

(4) If non-assessed coursework must be completed in a module, passing it may be a prerequisite for admission to the module examination provided a corresponding stipulation is defined in the Appendix. Conditional admission in accordance with section 11 para. 4 remains unaffected by this. The module is only passed when all non-assessed coursework to be completed in the module as well as the module examination have been passed successfully.

(5) The exam period for the winter semester generally runs from the 1st of October of one year to the 31st of March of the next year; for the summer semester, the period generally runs from the 1st of April to the 30th of September of the same year.

(6) Immediately following the conclusion of the assessment of the exams, the examiner shall inform the DISC of the results of the exams for all properly registered students.

**Sec. 13 Oral exams**

Not applicable.

**Sec. 14 Written assessed coursework**
(1) Written assessed coursework consists of the written completion of one or several tasks assigned by the examiners. Written assessed coursework is fulfilled in the form of written tests (para. 4) or in another form of written assessed coursework. The use of auxiliary materials may be permitted.

(2) The list of auxiliary materials is determined by the examiners and is announced in an appropriate form no later than fourteen days prior to the date of the examination.

(3) Written assessed coursework is generally assessed by an examiner. If the student would not be permitted to retake the exam in case of failure, the assessed coursework shall be assessed by a second examiner (two-examiner principle). The examiners shall agree on a mark in accordance with section 17 para. 1. As a rule, the duration of the assessment process, including announcement of the results, shall not exceed six weeks.

(4) If the assessed coursework consists of a written test, one or several tasks assigned by the examiners shall be completed under the supervision of an invigilator. The time allowed for completing the tasks is at least one hour and not more than four hours. Upon justified request made to the Examination Board, students residing abroad may be allowed to take the written test externally. The request must have been received by the Department of Study Affairs no later than four weeks prior to the date of the first examination. Details may be defined in the Appendix.

Sec. 14 a On-campus sessions

(1) During the course of this distance studies programme, attendance at a total of two on-campus sessions is mandatory. Participation in the on-campus sessions conveys in-depth knowledge to the students, which enables them to recognise and solve practical problems. The students will be informed electronically of the schedule and the content at the start of each semester.

(2) If assessed coursework (a written test) is prescribed in the context of an on-campus session, registration shall be made in accordance with Sec 11 para. 2.

Sec. 15 Practical examinations

Not applicable.

Sec. 16 Final examination

Not applicable.

Sec. 17 Marking scheme, passing and failing of exams and non-assessed and assessed coursework

(1) For the evaluation of non-assessed coursework, the results “pass” and “fail” shall be used. For the evaluation of individual, assessed coursework and exams, including exams requiring the two-examiner principle, the following marks shall be used:

\[
\begin{align*}
1.0; 1.3 & = \text{very good (sehr gut) = an outstanding result,} \\
1.7; 2.0; 2.3 & = \text{good (gut) = a result that is well above average requirements,} \\
2.7; 3.0; 3.3 & = \text{satisfactory (befriedigend) = a result that meets average requirements,}
\end{align*}
\]
3.7; 4.0 = sufficient (*ausreichend*) = a result that meets requirements despite some shortcomings,

5.0 = insufficient (*nicht ausreichend*) = a result that does not meet the minimum requirements due to major shortcomings.

(2) A module is considered passed if the non-assessed coursework associated with this module (according to the Appendix) has been passed and if the assessed coursework associated with this module (module examinations) has been passed or marked as at least "sufficient (*ausreichend*)" (4.0). If a module examination consists of assessed coursework, then its mark is also the result achieved in the module examination. If a module examination consists of several pieces of assessed coursework (partial module exams), then each individual piece of compulsory assessed coursework must be passed and must have been assessed in accordance with para. 1. In these cases, the mark of the module examination is calculated as the arithmetic mean of the marks for the individual pieces of assessed coursework; different regulations may be defined in the Appendix. The means and the corresponding module marks are:

- Up to 1.5 (inclusive) = very good (*sehr gut*),
- between 1.5 and 2.5 (inclusive) = good (*gut*),
- between 2.5 and 3.5 (inclusive) = satisfactory (*befriedigend*),
- between 3.5 and 4.0 (inclusive) = sufficient (*ausreichend*),
- above 4.0 = insufficient (*nicht ausreichend*).

When calculating the module mark, only the first decimal after the decimal point is used for marking; all other places are omitted without rounding.

(3) The mark of the Certificate examination is the weighted mean of the marks for the modules with weights according to credit points. Non-assessed modules or those assessed with "pass" are not taken into account for the calculation. When calculating the mark of the Certificate examination, only the first decimal after the decimal point is used for marking. All other places are omitted without rounding. The means and the corresponding marks of the Certificate examination are:

- Up to 1.1 (inclusive) = excellent – with exceptional merit (*mit Auszeichnung*),
- Up to 1.5 (inclusive) = very good (*sehr gut*),
- between 1.5 and 2.5 (inclusive) = good (*gut*),
- between 2.5 and 3.5 (inclusive) = satisfactory (*befriedigend*),
- between 3.5 and 4.0 (inclusive) = sufficient (*ausreichend*),
- above 4.0 = insufficient (*nicht ausreichend*).

(4) To allow comparability of the different marking schemes, the University shall, in accordance with the applicable regulations of the ECTS Guidelines, publish the statistical distribution of the marks of a study programme in a suitable format.

Sec. 18 Retaking of module examinations and non-assessed coursework

(1) Module examinations for which a passing mark was achieved and non-assessed coursework that was passed successfully may not be retaken.
Any written module examination that was failed may be retaken twice. The initial make-up exam must be taken within the two exam periods and the second make-up exam within the four exam periods (section 12 para. 5) following the period in which the first exam was attempted; this also applies to written module examinations that are only offered annually and only once or twice within the respective exam period. If the period for retaking an exam is missed, the missed exam counts as having been failed.

(3) Not applicable.

(4) Not applicable.

(5) Not applicable.

(6) Not applicable.

(7) If the result of an examination would lead to failure of the final attempt to successfully pass this examination (section 21 para. 2), the student may be re-admitted to the examination in particularly justified exceptional cases (e.g., death in the family, serious illness of close relative). In such a case, he or she must submit a justified hardship application to the Department of Study Affairs together with suitable evidence. The Examination Board decides about the hardship application. A successfully submitted hardship application enables the student to pass the examination that was failed in the last regular retake attempt in a new final attempt. The regular second make-up exam shall count as not having been taken in such cases.

**Sec. 19 Failure to appear, withdrawal, cheating, waiving**

(1) An exam is graded with “insufficient (nicht ausreichend)” (grade 5.0) or “fail” if the student, without good cause,

1. misses an exam considered compulsory due to registration;
2. withdraws from an exam after it has commenced;
3. missed the regular and binding deadline to register for an initial examination attempt by at least two semesters;
4. fails to meet the deadline for taking the exam.

(2) The good cause claimed for the failure to appear or the withdrawal in accordance with para. 1 must be provided in writing to the Department of Study Affairs without delay and supported by credible evidence. If the Department of Study Affairs approves the reasons in consultation with the chairperson of the Examination Board, the failure to appear or the withdrawal shall be considered equivalent to withdrawal in due time in accordance with section 11 para. 9. If the failure to appear or the withdrawal is due to a student being ill, a medical certificate must be submitted as evidence. The student must present the medical certificate immediately, i.e., without undue delay, to the Department of Study Affairs. To comply with the deadline, the medical certificate may also be scanned and sent by email or by fax. In such cases, the original shall be submitted as soon as possible. When incapacity to take an examination is claimed for the first time, a regular medical certificate stating the incapacity to take an exam is normally sufficient. In case of recurrence (i.e., if the student claims to be ill again for the same exam), the presentation of a qualified medical certificate stating the time of the medical treatment, the type, extent and duration of the illness as well its impact on the ability to take an exam, or the presentation of an official medical certificate without this information, may be requested. The illness of a child or a family member in need of care for whom the student is predominantly the sole provider is deemed equivalent to the illness of the candidate himself/herself.
(3) If a student attempts to influence the result of an examination through deception or through the use of unauthorised materials, the respective coursework or exam result will be marked “insufficient (nicht ausreichend)” (grade 5.0) or “fail”. A student who disrupts the orderly conduct of the exam can be barred by the respective examiner or assessor as well as by the invigilators from continuing the exam following an admonition; in this case, the respective examination result will be marked “insufficient (nicht ausreichend)” (grade 5.0) or “fail”. In serious cases, the Examination Board may bar the student from taking future examinations in the respective study programme.

(4) A student must be informed of the reason for any unfavourable decision in writing and without delay. The notice shall include information about legal remedies. Prior to the decision, the candidate shall have an opportunity to make a statement.

(5) Not applicable.

(6) Not applicable.

(7) The provisions of paragraphs 1 to 6 apply correspondingly for non-assessed coursework.

Sec. 20 Extension and interruption of study periods

Extensions and interruptions of study periods shall not be considered when determining compliance with deadlines, to the extent they are related to one or more of the following:

1. Participation in an officially recognised or statutory university board or committee, a student body or a student services organisation;
2. Illness, disability, or another reason for which the student is not responsible;
3. Pregnancy and child rearing; in these cases, the student must be enabled at least to make use of the statutory periods of time allowed by the Maternity Protection Act (Mutterschutzgesetz) as well as the periods of time stipulated by the German Federal Act on the Payment of Child Raising Benefit and Child Raising Leave (Bundeserziehungsgeld-und Elternzeitgesetz) regarding child raising leave;
4. Care for a family member in need of care;
5. An official, subject-related study abroad programme for up to two semesters or
6. Operational requirements of the student’s employer in the context of a career-compatible, career-integrated or cooperative degree programme.

It is incumbent on the student to provide appropriate evidence and present it to the Department of Study Affairs.

Sec. 21 Passing of the Certificate examination, certificate

(1) The Certificate examination is considered successfully passed if all non-assessed coursework has been completed and the module examinations have been passed successfully. An overall mark is calculated for the successfully passed Certificate examination in accordance with section 17 para. 3.

(2) If the student is no longer entitled to take or retake a piece of compulsory assessed coursework, the Certificate examination is considered failed in the final attempt. The chairperson of the Examination Board shall inform the student about this in a written decision, which shall be accompanied by information about legal remedies.
(3) If the Certificate examination has been passed successfully, the student is issued a certificate in English, usually within eight weeks. Upon request, the certificate may be issued in German. The Certificate contains the name of the study programme, the overall mark, the compulsory modules with the module marks and with the credit points. If credit was awarded for a module examination that was taken in its entirety at another higher education institution, this is noted in the Certificate by adding this higher education institution.

(4) The Certificate bears the date of the day on which the last compulsory non-assessed or assessed coursework was completed. It shall be signed by the chairperson of the Examination Board and the state seal shall be affixed to it.

(5) Not applicable.

(6) Students who have failed the final attempt of the Certificate examination, who change their study programme or who leave the university prior to completion of the Certificate examination shall, upon informal request, receive a statement summarising the results of their non-assessed and assessed coursework.

Sec. 22 Invalidity of the Certificate examination

(1) If a student cheated during an exam and if this act is only revealed after the Certificate has been issued, the Examination Board can retroactively adjust the mark accordingly for the non-assessed and assessed coursework where the student cheated, or can declare the assessed or non-assessed coursework, in whole or in part, as failed. The incorrect final certificate and possibly the corresponding transcript of records shall be seized and, if necessary, shall be re-issued.

(2) If the prerequisites for admission to an examination were not fulfilled without any intention by the student to cheat and if this fact is only revealed after the Certificate has been issued, then this fault will be rectified by the passing of the examination. If the student wilfully gained wrongful admission, the Examination Board shall make a decision. Prior to the final decision, the student shall have an opportunity to make a statement.

Sec. 23 Additional services

Not applicable.

Part III: Final Provisions

Sec. 24 Right to information

(1) Prior to the completion of the Certificate examination, the student may receive information about partial results. After the completion of the Certificate examination, he or she may be granted access to his or her examination file.

(2) Upon written request, following the announcement of the result of assessed or non-assessed coursework, the student shall be granted access within one year to his or her examination work, with the exception of written tests (para. 3), and to the associated assessment reports of the examiners as well as to the minutes of oral exams. The request for access shall be submitted to the Department of Study Affairs. The DISC shall determine the place and time of access in consultation with the examiners.
(3) In the case of written examinations in the form of written tests, the students shall be granted access to their marked tests within one year after the announcement of the test results. The DISC shall determine the place and time of access and announces these in an appropriate and timely manner.

(4) Within one year following the completion of the Certificate examination, the student shall, upon written request, be granted access to his or her examination documents. The request shall be submitted to the DISC. The DISC shall determine the place and time of access.

**Sec. 25 Area of applicability, effective date, transitional regulations**

These regulations shall become effective on the date following their publication in the Announcements of the University of Kaiserslautern.

Kaiserslautern, 19 July 2016

Dean of the Department of Physics
Prof. Dr. Sebastian Eggert
Appendix 1 Compulsory modules of the non-assessed and assessed coursework required for the Certificate examination in Nanobiotechnology

The Certificate examination comprises the prescribed assessed and non-assessed coursework. The module examination type is defined in Appendix 1. If a module includes on-campus events (lectures, tutorials, internships, etc.), participation in these events is compulsory. No marks are awarded for non-assessed coursework. The conditions for passing this non-assessed coursework are determined by the examiners or – with priority – by the Examination Board. Non-assessed coursework may consist of: non-assessed mail-in exercises, non-assessed lab work, etc.

<table>
<thead>
<tr>
<th>Module no.</th>
<th>Module name/parts</th>
<th>LP</th>
<th>Non-assessed coursework(^1) IAW section 5 para. 4 and 6</th>
<th>Examination mode (oral, written)</th>
<th>Examination type</th>
<th>Remarks</th>
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<td>- Part 1: Molecular Nanosystems: Sensors and Molecular Motors</td>
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<td>NT0007</td>
<td>Analytical Techniques in Nanotechnology</td>
<td>8</td>
<td>Participation in on-</td>
<td>Written</td>
<td>Written test</td>
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\(^1\) The required non-graded coursework is listed in the module textbook.
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<td>Analytical Techniques in Nanotechnology – on-campus weekend</td>
<td>2</td>
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<td>Screening Methods in Biology, Chip Technologies</td>
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