

Study Regulations and Examination Regulations of Fachhochschule Rottenburg – University of Applied Sciences

Of 12 January 2000

On the basis of § 7 Par. 2 in conjunction with § 32 Par. 1 and § 38 Par. 1 of the Law on Fachhochschulen (FH) in the Land of Baden-Württemberg (Higher Education Act for Fachhochschulen - HEAF) in the official version of 10 January 1995 (GBl. S. 73), the Senate of Rottenburg Fachhochschule – University of Applied Sciences has decreed on 3 January 1999 the following *study regulations and examination regulations*.

The Ministry for Science, Research and the Arts has approved this decree in its writ of 30 December 1999, File-No.: 43-862.71/23.

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PART ONE

§ 1 Area of Application, Organization and Goal of Studies

(1) These study regulations and examination regulations govern studies in the Degree Programme of Forestry.

(2) Designations of offices and functions in these regulations apply in identical fashion to women and men; § 3 c of the Higher Education Act for Fachhochschulen also applies in the same sense.

§ 2 The Preliminary Practical Training Course

(1) The prerequisite for matriculation is confirmation of a 6-week-long practical training activity (preliminary practical training course).

(2) The intention of the preliminary practical training course is the acquisition of orientation through direct experience of practical, economic, ecological, legal and social workplace routine by working with others and through tutorials which promote understanding and call attention to important interrelationships. Particular Goals:-

- The acquisition of uncomplicated practical basic knowledge and

skills in the different areas of forest management work.

- Gaining insight into natural processes and ecological interrelationships.
- Gaining an impression of the basic function and the special aspects of forest management, its variety and long-term character.
- Gaining insight into the structures of social and legal interrelationships of forest management (organization, division of work, cooperation, labour law, contractual relationships).

(3) Previously completed professional training as an apprentice in an area of the corresponding field of professional work or an activity which is equivalent to the preliminary practical training course will be recognized as a preliminary practical training course. This decision is made by the Board of Examiners.

(4) The Rector of the school is empowered to matriculate a prospective student in exceptional cases, even when practical training activity is absent or incomplete, if compelling reasons prevented the preliminary practical training course from being carried out or completed. In this case, the preliminary practical training course is

to be made up at the latest by the end of the 1st Stage of study (Stage I studies).

(5) In the rule, a confirmation on the part of the business establishment where the preliminary practical training course was absolved is to be presented to the Trainees' Office at the time of the application deadline. This must show:-

- The kind and content of the activity,
- The beginning and end of the period of training,
- Absenteeism or certification that there was no absenteeism.

If the preliminary practical training course remains to be absolved after this time, a contract is to be submitted at the appointed times or a reference to such is to be made in the application. A matriculation can only take place if confirmation by the place of work is presented.

§ 3 Standard Period of Study, Organization and Extent of Studies

(1) The standard period of study is 8 semesters. It includes the theoretical academic semester, the integrated external practical semesters, and the examinations, including the Diplom thesis.

(2) The course of studies is divided into Stage I studies, which conclude

with the Pre-Diplom examination after 3 semesters, and Stage II studies, which conclude with the Diplom examination. The Stage I studies consist of 2 theoretical academic semesters and 1 integrated external practical semester. In particular, the basic subjects are taught in the latter.

(3) The Stage II studies consist of four theoretical academic semesters and the 2nd integrated external practical semester. The practice-related course subjects dominate in the latter. The Stage II studies consist of compulsory subjects and optional required subjects as well as the following areas of specialization, from which one area of specialization must be selected:

1. General Forestry
2. Applied Business Management (Timber Trade and Industry)
3. Geographic Information Systems & Landscape Management
4. Tropical Forestry (with International Cooperation).

The total number of courses and credit hours which are required for the successful completion of academic studies in the compulsory subject area and the optional required subject area is given in Part II (Special Directives).

(4) By resolution of the Senate, the order of succession and the kind of courses given in Part II can be changed for an academic semester in individual cases for compelling reasons.

§ 4 Integrated External Practical Semesters

(1) The integrated external practical semesters are distributed over the third and sixth semesters.

(2) The student is counselled during the integrated practical academic semester by professors of the Fachhochschule - in the form of individual supervision for a total of 4 hours. Students who absolve their external practical semester abroad or at an unduly burdensome distance from the Fachhochschule do not receive counselling on location. The students are academic personnel during this time.

(3) The integrated practical academic semesters consist of work-based professional training and block courses.

(4) The duration of the work-based professional training includes at least 20 weeks, but at least 95 days of attendance.

(5) The procurement of a place for the work-based professional training in the integrated external practical semesters is the responsibility of the student. Written reports concerning practical professional training in the integrated external practical semesters are to be prepared and must be confirmed by a representative of the training place.

(6) The following documents are to be presented to the Trainees' Office by the date due for recognition of an integrated external practical semester:

1. Confirmation (proof of activities and proof of time passed) by the training place with:
 - the type and content of the activity
 - the beginning and end of the period of training,
 - absenteeism, if any.
2. The Written reports. Confirmation of successful attendance (academic work) at the block courses according to the standard curriculum plan is given by the Examinations Office.

(7) The reports will be evaluated by the appointed professor at the Fachhochschule. The Board of Examiners decides whether the integrated practical academic semester will be recognized.

(8) If the external practical semester is not recognised, it may be repeated once; it must be concluded at the latest 2 semesters after the end of the external practical semester which was not recognized.

(9) An applicable professional training in the corresponding recognised area of professional training which has been completed prior to the commencement of academic studies can be credited in part or in whole to the work-based professional training of the 1st integrated external practical semester. In case of accreditation, the related block courses must in the rule shall be completed by the end of the Stage I studies.

(10) An integrated external practical semester should only be begun if the examinations of the preceding academic semester have been concluded successfully. Part II (Special Directives) determines the minimum amount of academic work and the examinations which must be completed for correct completion of the external practical semester.

(11) A Trainees' Office is located at the Fachhochschule. Its director is a professor appointed by the Rector. The Trainees' Office bears responsibility for the organizational

processing of the external practical semester, the co-ordination of the training contents and the maintenance of contacts with the practical training workplaces.

Examinations

§ 5 Organization of Examinations

(1) The Pre-Diplom examination consists of subject examinations whereas the Diplom examination consists of subject examinations and the Diplom thesis. Subject examinations consist of one or more examinations in an examination subject or in a cross-disciplinary examination area. Subject examinations are held in the rule continuously during studies in connection with and in substantive relationship to courses (continuous study examinations).

(2) Part II (Special Directives) names the academic work which is allocated to the individual courses of the academic semesters in each compulsory and optional required subject area and which must be completed for admission to the Pre-Diplom examination and the Diplom examination (advance work). It may be proposed that certain advance work must be completed at the latest by the time of registration for the final examination of a subject examination or at the latest when the examination certificate is given out.

§ 6 Loss of Admission to the Degree Programme and Admis-

sion to Examinations; Dates for Completion

(1) The examinations for the Pre-Diplom examination should be absolved by the end of the 3rd academic semester, and the examinations for the Diplom examination by the end of the 8th academic semester. The examinations can also be absolved before the appointed dates of completion provided that the required advance work has been confirmed.

(2) The students will be informed promptly both of the kind and number of the advance work which is to be completed and the subject examination which is to be absolved as well as the times at which they must be finished and also of the time of assignment and submission of the Diplom thesis. The respective times for repetition of each subject area examination will also be made known to the students for each subject examination.

(3) The right of admission to examinations and to the degree programme expires if the examinations for the Pre-Diplom examination have not been completed at the latest two semesters or the examinations for the Diplom examination at the latest three semesters after the time given in

Paragraph 1, unless the failure to meet the deadline requires no justification. The same holds if the failure to meet the deadline for the Pre-Diplom examination and the Diplom examination exceeds a total of three academic semesters (§ 39 Par. 2 Higher Education Act for Fachhochschulen).

(4) Entitlement to admission to the individual parts of the Diplom examination, to the extent that these are not continuously held during studies, remains in force for up to one year after the expiration of the admission, provided that the other advance work and continuously held examinations during studies as required by the study regulations and examination regulations have been completed by the time of expiration of admission.

§ 7 General Conditions for Admission

(1) The Pre-Diplom examination and the Diplom examination can only be absolved by one who

1. is matriculated on the basis of the certification of general higher education entrance qualification, certification of subject-restricted higher education entrance qualification, certification of entrance qualification for Fachhochschulen, or

on the basis of a recognized, equivalent eligibility for admission for the course of study leading to a Diplom of the Fachhochschule,

2. has completed the required preliminary practical training course,
3. has successfully completed the advance work for the respective subject examinations (§§ 20 and 24) and if necessary the study work and examinations required for a preceding semester for the correct completion of the student's academic studies, and
4. who presents a statement showing whether a Pre-Diplom examination or a Diplom examination was definitively failed in the same degree programme or in a degree programme which is specified according to § 54 Par. 1 No. 2 of the Higher Education Act for Fachhochschulen at a Fachhochschule in the Area of Application of the German Constitution.

(2) The students must complete the academic work and the examinations which are part of a subject examination within the semester in which the corresponding courses are specified in Part II (Special Directives). The matriculation in a subject-related semester is

equivalent to registration for the study work and examinations which are allocated to that semester. If the allocation of the courses to a specific semester is not binding, the attendance at the examinations is counted as registration for the examinations. The Fachhochschule can demand a pre-registration in enrolment lists in order to ensure a correct examination procedure.

(3) Admission to a subject examination may only be denied if

1. The prerequisites named in Paragraph 1 and 2 are not fulfilled in whole or in part or
2. the documents are incomplete or
3. continuously held examinations during studies or the Pre-Diplom examination or the Diplom examination which are required, respectively, by the study regulations and examination regulations were definitively failed in the same degree programme or in a degree programme which is specified according to § 54 Par. 1 No. 2 of the Higher Education Act for Fachhochschulen by the rules of the Fachhochschule, or the person is in an examination procedure or
4. the right of admission to examinations according to § 39 Par. 2 of the Higher Education

Act for Fachhochschulen has expired.

§ 8 Examinations

(1) Examinations can be taken

1. orally (§ 9) and
2. in writing through written examinations and other written papers (§ 10),
3. through lectures,
4. through practical work.

In the rule, written examinations according to the multiple-choice procedure are not permitted.

(2) The examinations are to be completed in the rule during the week of examinations outside the period of lecture courses of the academic semester.

(3) If a person satisfactorily shows that a physical handicap of longer or permanent duration makes it impossible to absolve examinations in whole or in part in their planned form, it is permitted to complete the examinations within a prolonged period of preparation or to complete equivalent examinations in another form. To this end the presentation of an attest from a physician may be demanded.

§ 9 Oral Examinations

(1) The students must demonstrate through oral examinations that they recognise the interrelationships of the examination subject area and are able to properly order special issues in the context of these interrelationships. It must also be determined whether they have a broad basic knowledge.

(2) Oral examinations are to be absolved in the rule before at least two examiners (collegial examination) or before one examiner in the presence of an associate examiner (§17) as a group examination or as an individual examination.

(3) The examination duration for each course subject is given in Part II; if this is not the case, the examination duration is 20 minutes.

(4) The major subjects and results of the oral examinations are to be recorded in a protocol. The result is to be made known to the persons examined in each case at the end of the oral examinations.

(5) Students who wish to undergo the same subject examination at a later examination date must be admitted as auditors provided there is room for them and after the Examinations Office has been notified, unless the person who is to be examined objects. However, the admission does not extend to

examiners' consultation or to the disclosure of the examination results.

§ 10 Proctored Written Examinations and Other Written Papers

(1) In the proctored written examinations and in other written papers the students must show that they can carry out assignments and can process topics in a limited time and with permissible working materials using the customary methods of their course subject. Moreover, in the proctored written examination it must be determined whether they possess the necessary basic knowledge. Topics may be given for selection.

(2) Examinations which must not be completed continuously during studies as written examinations or other written papers will be evaluated in the rule by two examiners. The assessment procedure should not exceed four weeks.

(3) The duration of proctored written examinations for study work and examinations is given in Part II. In the absence of a specification, it lasts for 120 minutes.

§ 11 Assessment of Examinations

(1) The grades for the individual examinations will be given by the

examiners. The following grades are to be used for the evaluation of the examinations:

1 = Very Good	= an outstanding performance;
2 = Good	= a considerably above-average performance
3 = Satisfactory	= a performance which satisfies average requirements;
4 = Adequate	= a performance which in spite of its deficiencies still satisfies the requirements;
5 = Inadequate	= a performance which no longer satisfies the requirements due to considerable deficiencies.

For purposes of differentiation in evaluating the examinations, the individual grades will be raised or lowered by 0.3 to intermediate values; here, however, the grades 0.7, 4.3 and 5.3 are not allowed.

(2) If an examination is evaluated by several examiners, the grade is derived from the average of the grades given. If a subject examination consists of more than one examination, the subject grade is calculated from the average of the grades of the individual examinations. In this case extra circumstances can be assigned to the grades of the individual examinations named in Part II (Special Directives).

The following averages yield the following grades:

Up to and including 1.5	= Very Good;
From 1.6 up to and including 2.5	= Good;
From 2.6 up to and including 3.5	= Satisfactory;
From 3.6 up to and including 4.0	= Adequate;
From 4.1 on	= Inadequate

§ 13 Paragraph 1 Sentence 2 is not affected.

(3) Paragraph 2 applies correspondingly for the composition of the cumulative grade (§§ 22 and 29).

(4) In deriving the average, only the first decimal number after the comma will be counted; all subsequent numbers will be dropped without being rounded off.

§ 12 Omission, Withdrawal, Fraud, Violation of the Rules

(1) An examination is considered as having received the grade "Inadequate" (5.0) if an examination date is missed without a valid reason or if someone withdraws after registration for the examination without a valid reason. This also applies if a written examination is not completed within the prescribed period of preparation.

(2) The reason which is given for the withdrawal or the neglect must be shown immediately in writing and must be satisfactorily substantiated. In case of illness the submission of a medical authorization and in cases of doubt, an attestation of a physician named by the Fachhochschule can be demanded. If the reason is recognized as valid, a new time will be appointed. Present existing examination results are to be credited in this case.

(3) To the extent that compliance with deadlines for the initial registration for examinations, repetition of examinations, the reasons for missing examinations, and examinations themselves are affected, the illness of the students is equivalent to that of a child for whom they must care.

(4) If someone attempts to influence the result of an examination through fraud or the use of inadmissible aids, that examination will be graded "Inadequate" (5.0). Whoever interferes with the correct process of the examination can be excluded by the respective examiner or proctors from continuing the examinations; in this case the examinations will be graded "Inadequate" (5.0). In serious cases, the Board of Examiners can exclude the person to be examined from

the completion of further examinations.

(5) The person who is affected by the decision can demand within a period of one month that the decision be reviewed according to Paragraph 4, Sentences 1 and 2 by the Board of Examiners. Decisions against this person are to be made known to him/her immediately in writing, with the reasons, and are to be accompanied by a legal advisement.

§ 13 Pass and Failure to Pass

(1) A subject examination is passed, if the subject grade for individual subjects is at least "Adequate" (4.0). In the situations named in Part II (Special Directives), a subject examination with several examinations is passed only if specific examinations were graded at least with "Adequate" (4.0).

(2) The Pre-Diplom examination is passed if the first integrated external practical semester has been successfully absolved and all subject examinations of the Pre-Diplom examination are passed. The Diplom examination is passed if the integrated external practical semesters have been successfully concluded, all subject examinations or Diplom examinations have been passed, and the Diplom thesis was

graded at least with "Adequate" (4.0).

(3) If a subject examination was not passed or if the Diplom thesis was graded lower than "Adequate" (4.0), this will be made known to the person being examined. He/she must also be informed whether and if necessary to what extent and by what deadlines the subject examination and the Diplom thesis can be repeated.

(4) If the Pre-Diplom examination or the Diplom examination were not passed, a certification which shows the completed examinations and their grades as well as the still missing examinations and lets it be seen that the Pre-Diplom examination or the Diplom examination has not been passed will be issued upon application and after submission of the corresponding confirmation and the certificate of ex-matriculation.

§ 14 Repetition of the Subject Examinations

(1) Failed subject examinations can be repeated once. Repetition of a passed subject examination is not permitted. Failing grades at other Fachhochschulen in the Federal Republic of Germany are taken into account.

(2) In the cases named in § 13 Paragraph 1 Sentence 2, only individual examinations which have been graded at least with "Adequate" (4.0) are to be repeated.

(3) The repetition of an examination must be absolved in each case at the latest by the examination dates of the semester following that in which the courses are offered. Above all only two failed examinations can be repeated during the practical academic semester. If the appointed date for repetition of examination is missed, the right of admission to examinations expires unless the neglect requires no justification by the person who is to be examined.

(4) The Board of Examiners can permit a second repetition of a failed subject examination if on the whole the previous academic work gives reason to expect that the academic studies can be successfully concluded and it is confirmed that a special case of hardship exists as a result of an unusual handicap hindering the repetition of examination. Paragraph 3 applies correspondingly.

(5) Approval as a case of hardship must be applied for immediately after it has been acknowledged that the repetition of examination was failed.

§ 15 Accreditation of Time Spent in Studies, Academic Work and Examinations

(1) Time spent in studies, academic work, and examinations will be taken into account without an equivalence review if they were completed at a Fachhochschule in the Federal Republic of Germany in a degree programme which is subject to the general regulations. In this degree programme, the Pre-Diplom examination will be recognized without a review of equivalence provided the number of theoretical academic semesters in the Stage I studies is the same. A conditional recognition is possible in cases where the Pre-Diplom examination does not contain course subjects which constitute subjects for the Pre-Diplom examination but not the Diplom examination at Rottenburg Fachhochschule – University of Applied Sciences.

(2) Time spent in studies, academic work and examinations in degree programmes which do not fall under Paragraph 1 will be taken into account to the extent that equivalence exists. Time spent in studies, academic work and examinations is equivalent if it essentially corresponds in content, extent and in requirements to that of the corre-

sponding academic studies at Rottenburg Fachhochschule – University of Applied Sciences. In this case, the comparison will not be on a one-to-one basis but will rather be a comprehensive overview and comprehensive assessment. In the accreditation of time spent in completing studies, academic work, and examinations outside the Federal Republic of Germany, the equivalence agreements which have been approved by the Conference of the Ministers of Culture, Education, and the Conference of Rectors at Institutions of Higher Education as well as partnership agreements made between institutions of higher education are to be taken into account.

(3) Paragraphs 1 and 2 apply correspondingly for time spent in studies, academic work and examinations in publicly recognized correspondence studies and at vocational training colleges; in addition, Paragraph 2 also applies for time spent in studies, academic work and examinations at technical colleges and schools of engineering and military academies of the former GDR.

(4) Applicable external practical semesters (§ 4 Paragraph 1 and Paragraph 4) and practical training activities will be taken into account.

(5) If study work and examinations are taken into account, the grades - to the extent that the grading systems are equivalent - will be adopted and incorporated into the calculation of the cumulative grade. In case of grading systems which are not equivalent, the designation "passed" will be included. A designation of the accreditation in the Final Certificate is permitted.

(6) A legal claim to recognition exists if the prerequisites of Paragraphs 1-4 have been satisfied. The accreditation of time spent in studies, academic work and examinations which were completed in the Federal Republic of Germany is issued by virtue of office. The documents required for the accreditation must be presented by the students.

(7) The Board of Examiners makes a decision about the accreditation immediately following the admission to academic studies.

§ 16 The Board of Examiners

(1) A Board of Examiners exists at Rottenburg Fachhochschule – University of Applied Sciences. It is responsible for the organization of Pre-Diplom examinations and Diplom examinations as well as for the assignments which are imposed by the study regulations and ex-

amination regulations. It has seven members. The term of office of the members is three years.

(2) The Chairman, his deputy, the additional members of the Board of Examiners, and the deputies are appointed by the Senate from among the professors of Rottenburg Fachhochschule. The Director of the Trainees' Office is a member of the Board of Examiners by virtue of office. Other professors, assistant professors as well as instructors for special assignments can be called upon for advice.

(3) The Board of Examiners is to ensure that the directives of the study regulations and examination regulations are adhered to. He reports regularly to the Senate about the development of the examinations and the time spent in studies and regards the actual period of preparation for the Diplom thesis and the distribution of the subject and cumulative grades. The report is to be disclosed in a suitable manner by the Fachhochschule. The Board of Examiners makes suggestions concerning the reform of the curriculum and the study regulations and examination regulations. The Board of Examiners can transfer certain assignments in its area of responsibility to the Chairman.

(4) The members of the Board of Examiners have the right to be present at the examinations.

(5) The members of the Board of Examiners and their deputies are bound to confidentiality. To the extent that they are not in Civil Service, they will be bound by the Chairman to confidentiality.

(6) An Examinations Office will be set up to provide support to the Board of Examiners.

§ 17 Examiners and Associate Examiners

(1) In the rule, only professors are authorized to hear examinations which are carried out non-continuously in connection with the courses. Assistant professors and instructors for special assignments can be appointed as examiners if professors are not available as examiners. Persons who are experienced in professional practice and training and who themselves possess the qualifications determined by examinations or the equivalent of such qualifications can also be appointed as examiners.

(2) The person who is to be examined can suggest an examiner or a group of examiners for the Diplom thesis and the oral examinations.

This suggestion does not constitute an entitlement.

(3) The names of the examiners should be acknowledged promptly.

(4) Only persons who have at least the qualifications determined by examinations or their equivalent can be appointed as associate examiners.

(5) § 16 Paragraph 5 applies correspondingly for the examiners and the associate examiners.

§ 18 Areas of Responsibility

(1) The responsibility for making a decision

1. about the consequences of violations against the examination regulations (§ 12)
2. about passing / failure to pass (§ 13)
3. about the appointment of the examiners and the associate examiners (§ 17)

Lies with the Board of Examiners. The Final Certificate of the Pre-Diplom examination and the Diplom certificate will be issued by the Rector.

The Pre-Diplom Examination

§ 19 Purpose and Procedure of the Pre-Diplom Examination

(1) The Pre-Diplom examination shall confirm that the academic studies can be continued with a good prospect of success and that the substantive fundamentals of the course subject, a methodic set of instruments, and a systematic orientation have been acquired.

(2) In the rule, the examinations of the Pre-Diplom examination are supported continuously during studies (§ 5 Paragraph 1) immediately following the respective courses of the Stage I studies.

§ 20 Subject Requirements for Admission to Examinations

(1) The advance work which is to be completed as a prerequisite for the admission to the subject examinations for the Pre-Diplom examination is specified in type and number in Part II (Special Directives). This applies correspondingly to the preliminary practical training course which is prescribed according to § 2 Paragraph 1.

§ 21 Type and Extent of the Pre-Diplom Examination

(1) The subject examinations which are to be completed in the compulsory subject areas and optional

required subject areas are set forth according to category and number in Part II (Special Directives).

(2) The subject matter of the subject examinations is the instruction matter of the courses allocated to the examination subjects in Part II.

§ 22 Composition of the Cumulative Grade and the Final Certificate

(1) A cumulative grade will be formed for the Pre-Diplom examination.

(2) A Final Certificate concerning the passed Pre-Diplom examination will be issued immediately, if possible within four weeks, and will contain the subject grades and the cumulative grade; the grades are to be accompanied by the decimal value determined according to § 11 Paragraph 4 in the form of a parenthetical remark.

The Diplom Examination

§ 23 Purpose and Procedure of the Diplom Examination

(1) The Diplom examination constitutes the approbation to practice a profession and conclusion of the course of study leading to a Diplom. The Diplom examination is used to determine whether the interrelationships of the course subject are comprehended in context, whether the ability to use scientific methods and insights is present, and whether the professional expertise which is required for the transition to professional practice have been acquired.

(2) In the rule, the subject examinations of the Diplom examination are carried out continuously during studies (§ 5 Paragraph 1) immediately following the respective courses of the Stage II studies.

§ 24 Subject Requirements

(1) Only those persons may absolve the subject examinations of the Diplom examination who have passed the Pre-Diplom examination in the degree programme in which the Diplom examination is to be absolved at a Fachhochschule in the Federal Republic or have completed an equivalent examination

as defined in § 15 Paragraphs 2 and 3. In exceptional situations, subject examinations or the Diplom examination can also be absolved with the approval of the Board of Examiners when no more than two previous examinations are missing for completion of the Pre-Diplom examination.

(2) The classification and capacity of work required as a prerequisite for the admission to the Diplom examination is specified in Part II (Special Directives).

(3) Successful participation in the integrated external practical semesters must be proved at the latest at the time of issuing of the Diplom thesis.

§ 25 Type and Extent of the Diplom examination

(1) The subject examinations which are to be absolved in the compulsory subject areas and optional required subject areas are established in Part II (Special Directives) for the Diplom examination.

(2) The subject material of the subject examinations is the instruction material of the courses allocated to the examination subjects according to the provisions of Part II.

§ 26 Topic Assignment and Period of Preparation of the Diplom Thesis

(1) The Diplom thesis is an examination paper. Its principle is to show that within a prescribed deadline a dilemma from the course subject can be independently processed according to scientific methods. The topic of the Diplom thesis is to be assigned at the earliest after the conclusion of the 6th semester and at the latest three months after the conclusion of all subject examinations.

(2) The Diplom thesis topic will be assigned and supervised by a professor or, should professors not be available as examiners, by assistant professors and instructors for special assignments provided that these are active at the Fachhochschule in an area which pertains to the degree programme. The Diplom thesis can also be assigned and supervised by persons who are experienced in professional practice and training and who themselves possess at least the qualifications determined by examinations or equivalent qualifications. Should the Diplom thesis be carried out at an institution outside the Fachhochschule, this requires the approval of the Board of Examiners.

(3) The topic of the Diplom thesis is issued by the Chairman of the Board of Examiners. The topic and time are to be placed on record. The students can voice topic preferences. When applied for, the Diplom thesis topic will be promptly assigned by the Board of Examiners.

(4) The Diplom thesis can also be completed in the form of group work if the contribution of the individual which is to be graded as an examination is clearly delineable and evaluable because sections, page numbers or other objective criteria are given which permit an evident demarcation and also fulfils the requirements in Paragraph 1.

(5) The period of preparation of the Diplom thesis is four months. If required to ensure the sameness of examination requirements or for reasons which do not require justification on the part of the person to be examined, the period of preparation can be extended to a maximum of six months; this decision is to be made by the Board of Examiners on the basis of an opinion of the counsellor. The topic, task definition and extent of the Diplom thesis are to be defined by the counsellor in such a way that the deadlines for preparing the Diplom thesis can be met.

§ 27 Submission and Assessment of the Diplom Thesis

(1) The Diplom thesis must be submitted to the Examinations Office within the period prescribed; The time of submission must be placed on record. Upon submission it must be declared in writing that the work - or in case of a group work the corresponding and designated part of the work - was independently written and no other sources and aids than those named were used.

(2) The Diplom thesis is to be graded in the rule by two examiners. One of the examiners should be the counsellor of the Diplom thesis. The assessment procedure should not exceed four weeks.

(3) The Diplom thesis can be repeated again once in case of a grade below "Adequate" (4.0); a second repetition is not permitted. The issuing of a new topic is to be applied for in written form to the Chairman of the Board of Examiners within a period of two months after the failure to pass has been made known. If the period for filing an application is not met, the right of admission to examinations expires unless the neglect is for reasons which need not be justified by the person who is to be examined.

§ 28 Subsidiary Subjects

(1) Students can undergo a subject examination in other course subjects than those stipulated (subsidiary subjects). The result of the subject examination in these course subjects will not be included in the determination of the cumulative grade.

§ 29 Composition of the Cumulative Grade and the Final Certificate

(1) The cumulative grade is calculated according to § 11, Paragraphs 2 to 4, from the grades for individual subjects and the grade of the Diplom thesis. In Part II (Special directives) special weight can be given to individual subject grades and the grade of the Diplom thesis.

(2) A final grade "Passed With Distinction" will be given in case of superior work (cumulative grade of at least 1.3).

(3) A Final Certificate will be made out for the passed Diplom examination immediately, if at all possible within four weeks. The grades for individual subjects, the topic of the Diplom thesis and its grade as well as the cumulative grade are to be included on the Final Certificate; the grades are to be accompanied by the decimal values determined in accordance with § 11, Paragraph

4, in the form of a parenthetical declaration. Moreover, the branch of study and the areas of specialization and - if so requested - the result of the subject examinations in the subsidiary subjects (§ 28) and the duration of studies required for the completion of the Diplom examination may be included on the Final Certificate.

(4) The Final Certificate bears the date of the day on which the final examination has been completed.

§ 30 Diplom Degree and Diplom Certificate

(1) Upon successful completion of the Diplom examination in the Degree Programme of Forestry, Rottenburg Fachhochschule – University of Applied Sciences confers the Diplom degree of “Diploma'd Engineer (Fachhochschule (FH))”, and to female graduates if so requested the Diplom degree “Female Diploma'd Engineer (Fachhochschule)”, abbreviated as “Dipl.-Ing. (FH)”.

(2) Simultaneously with the Final Certificate, the Diplom Certificate will be given out with the date of the Final Certificate. The conferment of the Diplom degree will be attested in it. The Diplom Certificate will be signed by the Rector and provided with the seal of Rot-

tenburg Fachhochschule – University of Applied Sciences.

§ 31 Invalidity of the Pre-Diplom Examination and the Diplom Examination

(1) If the person to be examined has cheated in an examination or if this fact becomes known only after the Final Certificate is given out, the grade of the examination can be corrected in accordance with § 11, Paragraph 4. If appropriate, the subject examination can be declared “Inadequate” (5.0) and the Pre-Diplom examination or the Diplom examination as failed. The same applies to the Diplom thesis.

(2) If the requirements for holding a subject examination have not been fulfilled but the person to be examined intended no deceit in this regard, and if this fact becomes known only after the Final Certificate has been handed out, this deficiency will be made good by giving a “Pass” for the subject examination. If it was deliberately and wrongfully brought about that it was possible to absolve the subject examination, the subject examination can be declared “Inadequate” (5.0) and the Pre-Diplom examination and the Diplom examination as failed.

(3) An opportunity of voicing one-self is to be given before a decision is made.

(4) The wrongful Final Certificate is to be recalled and, if appropriate, a new one is to be issued. Together with the wrongful Final Certificate the Diplom Certificate is also to be recalled if the Diplom examination was declared as failed on the basis of fraud. A decision according to Paragraph 1 and Paragraph 2, Sentence 2 is not permitted after a period of five years from the date of the Final Certificate.

§ 32 Inspection of the Examination Records, Rights of Use

(1) Within one year after completion of the examination procedure, the person examined will be permitted to inspect his/her written examination papers, the expert opinions which refer to it, and the official test reports following application in appropriate form; § 29 of the Land Administration Procedures Law remains unaffected by this.

PART TWO

Special Directives

§ 33 Explanations Concerning the Curriculum of the Degree Programme in Forestry

(1) At the end of the 4th academic semester, the students are to select a area of specialization from the specialization areas named in the curriculum according to § 3, Paragraph 3.

(2) Different areas of specialization can be instructed only if there is adequate attendance; at least 1 area of specialization is to be covered. The decision concerning this is made by the Senate. If an area of specialization which is selected by the student according to Par. 1 is not offered, he must select another area of specialization.

(3) A prerequisite for admission to the Diplom examination is also the proof of attendance at field trips lasting at least two days (optionally required field trips). The Board of Examiners can designate at least four weeks of academic work abroad as equivalent to a professional field trip lasting several days. This also includes integrated

external practical semesters abroad.

(5) Optional required subjects and subsidiary subjects as well as optional required field trips may also be offered at irregular intervals for organisational reasons; in this case it must be ascertained that the academic studies can be absolved in the standard period of study according to § 3 Par. 1.

(6) Block courses serve the purpose of an introduction to the assignments of the integrated external practical semesters, the character formation of the students, and enclosure of the experiences gained during the integrated external practical semester. In each case, two block courses are to be attended in the 1st integrated external practical semester and in the 2nd integrated external practical semester

§ 34 Definitions, Abbreviations and Assessment Key for Examinations

K = Proctored written examination, duration 60 to 300 minutes according to the provisions of § 36

PL = Practical examinations

Pw = Forest examination

Pm = Oral examinations, duration ca. 20 minutes.

PVL = Advance work, corresponding to § 5, Paragraph 2

Re = Written paper

SA = Other written papers

StA = Study paper

§ 35 Hunting Examination, Fishery Examination

(6) Those who complete not only the Pre-Diplom examination but also the required examinations in the subjects according to § 36 "Zoology, Including Game Biology", "Game Ecology", "Hunting Economics" as well as the course in "Weapons Theory and Handling" and achieve the minimum requirements in game shooting in accordance with the currently valid regulations of Ministry of Rural Areas governing the hunting examination regulations receive a certificate for this (cf. § 18 Hunting Examination Ordinance, equivalence). This applies correspondingly to the attainment of the 1st Fishing License (courses "Fishery Management", cf. § 11 Land Fishery Ordinance proof of expertise).

**§ 36 Table of compulsory and elective compulsory subjects per semester
– curriculum of the course of study in forestry**

Semester		1.	2.	3.	4.	5.	6.	7.	8.	REx	Exams		Study area and weighting of course results
Basic level of studies general compulsory curriculum	Cours e num- ber										Course orien- ted	inter- dis- cipli- nary	
Botany	G.1 1	3	1							2 PEx	FEx30		1. Botany, phyto- so- ciology and silvi- cul-tural basics 23 %
Dendrology, plant sociology and silvicultural introduction studies	G.1 2	4	3										
Applied climatology	G.1 3	2								WP			
Petrology	G.1 4	2											
Landscape ecology	G.1 5	2								ORe			
Introduction to entomolgy	G.2 1		2							PEx	WT120		2. Zoology, in- cluding wildlife biology 14 %
Zoology, including wildlife biology	G.2 2	4											
Wildlife ecology	G.2 3		3										
Data processing	G.3 1	2	1								PEx90		3. Data processing and statistics 10%
statistics and biometry	G.3 2		2										
Cartography and science of mensuration	G.4 1		3								FEx20		4. Mensuration, cartography and dendrometry 14 %
Scaling and mensuration	G.4 2	2	2										
Ergonomics and work sa- fety	G.5 1	2									OEx20 80%		5. Forest work and forest operations 21 %
Forestry technology 1	G.5 2	2											
Forestry technology 2	G.5 3		2										
Forest operations 1	G.5 4		2										

Forest operations 2	G.5 5		2								WT60 20 %		
Civil and public law	G.6 1	3									OEx20		6. law 6 %
Introduction in develop- ment policy	G.7 1		2								ORe*		7. economics
Economics	G.7 2	2									OEx15		4 %
Foreign language	G.8 1		4								WT90		8. Foreign language 8 %
Block seminar	G.9 0			4							PEX		
Contact hours = basic level of studies		30	29	4									

*Exam has to be passed before the end of the 5th semester

WT= Written Test

PEX= Practical Examination

FEX= Forest Examination (Practical + theoretical examination in a given forest)

OEx=Oral Examination

REx=Required Pre-Examination (precondition to regular examinations)

ORe=Oral Report

WP=Written Paper

Semester		1.	2.	3.	4.	5.	6.	7.	8.	REx	Exams		Study area and weighting of course results
Advanced level of studies, general compulsory curriculum											Course oriented	inter-disciplinary	
Soil ecology	H.1 1				2	2				WP	OEx15 30 %		1. Biological production 16 %
Silviculture 1	H.1 2				4	4					WT120 40 %	FEx30 30 %	
Silviculture 2	H.1 3							1	3				
Forest protection	H.2 1				2						OEx20		2. Forest protection, Pest Management 4%
Forest pest management	H.2 2					2							
Wildlife management	H.3 1				4						OEx20		3. Wildlife management 4 %
Nature protection	H.4 1				2								4. Land use planning, nature and environmental protection 6%
Land use planning	H.4 2				2							WT120	
Environmental protection	H.4 3					2							
Harvesting methods	H.5 1				3								5. Forest work and forest operations 7 %
Forest operations 3	H.5 2					4				REx.		WT180	
Management of staff and administration	H.5 3					2				WT*1			
Database management systems	H.6 1					2					PEX90		6. Database management systems 2 %
Economics: Calculation of costs and investments	H.7 1				3						OEx15 30%		7. Economics 10 %
Labour law, law relating to tariffs and social legislation	H.7 2				3							OEx15 70 %	
Public finance	H.7 3					4							
Enterprising and tax law	H.8 1							2			WT120		8. Civil, enterprising and tax law 4 %
Civil law	H.8								2				

¹ Written test and teaching sample = BAP

	2												
Timber technology	H.9 1				2					OEx			
Quality and grading of timber	H.9 2				2	2						FEx20 60 %	9. Forest utilization 8 %
Use of timber 1	H.9 3					2					WT60 40 %		
Block seminar	H.9 9						2			Ex			
Contact hours, basic and advanced studies, mandatory		30	29	4	29	26	2	3	5				

* Exams have to be passed before admission to graduation

Semester		1.	2.	3.	4.	5.	6.	7.	8.	REx	Exams		Study area and
Advanced level of studies Specialization 1: Geographic information systems & landscape management	Course number										Course oriented	Inter-disciplinary	weighting of course results
Regional economics and agricultural ecology	V.111								2			WT120	V.11 Protection of nature and environment 12 %
Landscape conservation and the practiced protection of nature	V.112							2	2				
Environmental law and the practice of planning	V.113							2		REx			
Limnology	V.121							2					
Protection of soils and climate	V.122								2				
Database management systems	V.131							2		WP		PEX120	V.12 Application of geo-information-systems 12%
Applied remote sensing	V.132								2				
Geographic information systems	V.133							4	2				
Techniques of presentation and visualization	V.134								2				
Block seminar	V.140						2			Ex			
Contact hours = Specialization GIS & landscape management							2	12	12				

Semester		1.	2.	3.	4.	5.	6.	7.	8.	PVL'n	Exams		Study area and
Advanced level of studies Specialization 2: General Forestry	Course number										Course oriented	inter-disciplinary	weighting of course results
Nursery Methods	V.211							2			OEx15 20 %		V.21 Silviculture, pest management and road construction 11 %
Rare tree species	V.212							1		ORe			
Forest protection, continued	V.213								3		FEx20 30 %		
Road construction and biological engineering	V.214							2	3		OEx20 50 %		
Forest law, administration and forest accountancy	V.221								3			Pm15	V.22 Forestry law, forest administration

Forest politics	V.222								2					and forest politics 5%
Forest evaluation	V.231							2			WP 40 %			V.23 Optimization of the forest en- ter-prise, inclu- ding forest-evaluation 8 %
Specific questions of forest utilization	V.232							3			OEx15 60 %			
Precesses optimizatiuon	V.233							2	WP					
Economical analyses (semi- nar)	V.234							1	WP					
Block seminar: forest ma- nagement planning	V.240						2		WP					
Contact hours = Specialization General Forestry								2	11	13				

Semester		1.	2.	3.	4.	5.	6.	7.	8.	REx	Exams		Study area and weighting of course results	
Advanced level of studies Specialization 3: Applied economics (wood industry)	Course number										Course oriented	inter-disciplinary		
Planning of investments and controlling	V.311							2					WT120 70 %	V.31 Applied economics 7 %
Accounting	V.312							3						
Labour und personnel law	V.313								2		WT60 30 %			
Economics of the timber industry	V.321								2				OEx30 50 %	V.32 Timber trading and use 12 %
Timber use 2	V.322								2					
Processes optimizationses	V.323								2					
Timber protection	V.324							1						
Marketing	V.325								3		OEx15 50 %			
Timber market and trade	V.326								2					
Specified data processing	V.331							3			WP		V.33 Optimization of management 5 %	
Management techniques	V.332							2			OEx20			
Block seminar	V.340						2				Ex			
Contact hours = Specialization Applied Economics							2	11	13					

General survey over compulsory contact hours per week(swh*); without optional subjects										
	1. Sem.	2. Sem.	3. Sem.	4. Sem.	5. Sem.	6. Sem.	7. Sem.	8. Sem.		
hpw, Specialization, compulsory curriculum,							2	12	12	
hpw, in general compulsory and specialization curriculum	30	29	4	29	26	4	15	17		
hpw, specialization 2, compulsory curriculum,							2	11	13	
hpw, in general compulsory and specialization curriculum	30	29	4	29	26	4	14	18		
hpw, Specialization 3, compulsory curriculum							2	11	13	
hpw, general compulsory and specialization curriculum	30	29	4	29	26	4	14	18		

Compulsory contact hours (swh), total	154
Elective compulsory contact hours (swh)	10
Curriculum, total	164

- swh = semester week hour
1 swh = 1 contact hour per week x 15 weeks/semester = 15 contact hours total

Overview on Exams

	REx	Exams		Total (without REx)
		course oriented	interdisciplinary	
1. Semester	2	2	-	2
2. Semester	4	5	2	7
3. Semester (Practical sem.)	2			
4. Semester	1	2		2
5. Semester	3	5	4	9
6. Semester (Practical sem.)	1			
Spec. 1 (GIS/Landscape Management)	1			
Spec. 2 (General Forestry)	1			
Spec. 3 (Applied Economics (wood industry))	1			
7. Semester				
Spec. 1 (GIS/Landscape Management)	2	-		
Spec. 2 (General Forestry)	2	3	1	4
Spec. 3 (Applied Economics (wood industry))	-	2	1	3
8. Semester		1	1	2
Spec. 1 (GIS/Landscape Management)	-	-	2	2
Spec. 2 (General Forestry)	1	2	-	2
Spec. 3 (Applied Economics (wood industry))	-	2	1	3

Summe				
Spec. 1 (GIS/Landscape Management)	16	15	9	24
Spec. 2 (General Forestry)	17	20	8	28
Spec. 3 (Applied Economics (wood industry))	14	19	9	28

dustry)				
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§ 37 Date of Effectiveness, Temporary Arrangement

Rottenburg, 12 January 2000

(1) These study regulations and examination regulations take effect on 1 September 1999, at which time the study regulations and examination regulations of Rottenburg Fachhochschule – University of Applied Sciences of 22 February 1996 (W.u.F. p. 124, 1996) cease to be effective.

Prof. Dr. W. Tzschupke
Rector

(2) Students who are in the fourth or a higher semester on the date of effectiveness of these study regulations and examination regulations shall absolve the still missing examinations of the Stage I and Stage II Studies according to the previous study regulations and examination regulations.

Students who are in the second or third semester at this time shall complete the Stage I Studies according to the previous study regulations and examination regulations and the Stage II Studies according to the existing study regulations and examination regulations.