

**Regulations
on the awarding of the additional qualification
“Courses in English”
at Munich University of Applied Sciences,
dated 10.09.2004**

(in the version amended on 10.11.2015)

Based on Art. 13(1) Sentence 2, Art. 58(1) and Art. 61(2)(3) of the Bavarian Higher Education Act (BayHSchG), Munich University of Applied Sciences has adopted the following regulations:

**Section 1
Objective of the qualification**

¹The objective of the additional qualification is to familiarise students studying any degree programme at Munich University of Applied Sciences with the use of the English language as a means of communication in the world of work. ²By taking part in specialist courses taught exclusively in English, graduates should develop the English language skills needed to understand complex problems, find solutions and express themselves convincingly in difficult work situations in English. ³Although English language courses are not specifically offered as part of the Courses in English programme, they are offered as part of the courses made available by the Department of General and Interdisciplinary Studies, and may thus be chosen by students as additional courses.

**Section 2
Course details**

(1) ¹The courses which students must take in order to be awarded the additional qualification form part of the regular modules offered as part of the individual degree programmes and by the Department for General and Interdisciplinary Studies at Munich University of Applied Sciences. ²They are offered as lectures, seminars and, in some cases, block courses, and differ from other courses in that the participants communicate exclusively in English. ³Each department shall decide by means of a resolution by the Departmental Council which modules to include in the programme.

(2) ¹The assessment methods of the modules offered differ depending on the subject being taught, and the students shall be assessed in English. ²In order to successfully complete the assessments, students must therefore have both sufficient English skills and adequate subject knowledge.

(3) ¹The module catalogue shall be made available to members of the university at the start of each semester. ²The university is under no obligation to actually run all the envisaged courses. ³It is also not obliged to run courses in the event of an insufficient number of participants.

(4) The programme shall be coordinated by a professor appointed by the governing body in cooperation with the departments of Munich University of Applied Sciences.

Section 3 Prerequisites, application and replacement of modules

(1) ¹The additional qualification may be obtained free of charge by students belonging to any department at Munich University of Applied Sciences. ²Students who i) are enrolled at Munich University of Applied Sciences, ii) fulfil the prerequisites for each individual module as specified by the competent department and iii) have registered correctly and on time in accordance with Paragraph 2 (if registration is necessary in accordance with Paragraph 3) may participate in the courses needed to attain the additional qualification. ³The courses offered by the Department of General and Interdisciplinary Studies included in the programme may be replaced with general elective modules or other elective modules.

(2) Students who would like to choose a module offered by the Department of General and Interdisciplinary Studies for the purposes of the Courses in English programme must register for the course they wish to take during the enrolment period for general elective modules at the start of each semester.

(3) ¹Students wishing to take a module from a degree programme for which they have not enrolled must register for their chosen module with the responsible lecturer before the start of teaching. ²This does not exempt students from the requirement to register for the examination correctly and on time.

(4) ¹Students wishing to take a module from the degree programme for which they have enrolled are not required to register with the responsible lecturer. ²Instead, the module in question must be completed exclusively in accordance with the study and examination regulations of the relevant degree programme. ³Requests to replace modules must be made separately. ⁴Replaced modules must be labelled as such on the certificate.

Section 2 Assessments

(1) Each module concludes with an assessment in accordance with the study and examination regulations for the applicable degree programme.

(2) Unless specified otherwise in these regulations, the examination procedure shall be in line with the provisions of the Examination Regulations Framework for Universities of Applied Sciences, the provisions of the General Examination Regulations of Munich University of Applied Sciences, and the study and examination regulations for the applicable degree programmes.

Section 5

Criteria for the award of the additional qualification

¹In order to be awarded the additional qualification “Courses in English”, students must complete assessments in modules with a total of at least 15 ECTS points. ²When choosing which modules to take, at least one general studies subject from the Department of General and Interdisciplinary Studies must be selected from the Courses in English catalogue. ³Each module must be completed with at least the final grade “sufficient” or with the outcome “passed”.

Section 6

Certificate

¹A certificate showing attainment of the additional qualification “Courses in English” shall be issued by Munich University of Applied Sciences in accordance with the example shown in the Appendix to these regulations. ²The certificate shall be signed by the President of the Munich University of Applied Sciences and by the Chairperson of the Examination Board of the degree programme for which the student is enrolled.

Section 7

Effective date

These regulations are effective as of 1 October 2003.