

**General Bachelor's Examination Regulations of  
Kaiserslautern University of Applied Sciences  
in the version of the announcement  
of August 31, 2016**

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This English translation serves solely for information purposes. Please note that only the German version is legally binding.

This unofficial reading version applies to all students studying according to subject-specific examination regulations that refer to the General Bachelor's Examination Regulations.

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### **Sec 1 Area of Applicability of the General Bachelor's Examination Regulations**

(1) The General Bachelor's Examination Regulations (GBER) comprise the general process regulations that apply for all Bachelor's examinations to be given at the Kaiserslautern University of Applied Sciences. In addition, the GBER apply to undergraduate modules and degree programmes from curricularly coordinated modules that can be offered for the attainment of certificates pursuant to Sec 20 Paragraph 1 of the German Higher Education Act (*HochSchG*).

(2) At Kaiserslautern University of Applied Sciences, a Joint Examination Commission has been established. The Joint Examination Commission coordinates the uniform application of the General Bachelor's and Master's Examination Regulations and is responsible for dealing with examination affairs spanning more than one degree programme. The members include the Chancellor of Kaiserslautern University of Applied Sciences, the respective chairpersons of the Examination Boards, the director of the Department of Study and Examination Affairs and the members of the Senate from the group of the students. The chair is the Chancellor.

(3) Subject-specific examination regulations regulate the subject-specific prerequisites for participation in exams as well as the prerequisites for exams. They regulate, in particular:

1. the title of the Bachelor's degree,
2. special admission conditions,
3. the number of subject-specific semesters in which the degree programme and the Bachelor's examination can generally be completed fully (regular duration of studies),
4. the scope of the courses needed for successful completion of the studies (compulsory and elective courses) and the resulting workload,
5. the number, type, and subjects of the module exams as well as the corresponding credits,
6. the duration of the exams, the determination of the exam results, the module grades and the overall grade, as well as
7. study stays abroad, provided these are mandatory.

(4) Examination regulations for certificates (Certificate Examination Regulations) contain, in particular, regulations about the designation of the certificate to be obtained, the examination required for this in accordance with Numbers 3 and 4, the award of a Certificate and, if applicable, of a certificate report including the overall grade. Apart from this, the Certificate Examination Regulations shall be deemed to be subject-specific examination regulations within the meaning of these GBER. The regulations pursuant to Sentence 1 may also be included in subject-specific examination regulations.

### **Sec 2 Purpose of the Bachelor's Examination**

The purpose of the Bachelor's examination is to determine whether the students comprehend the interdependencies of their study subject, have the ability to apply scientific methods and knowledge, and have acquired the solid professional skills needed for entering the job market.

### **Sec 3 Examination Board**

(1) The Department Councils appoint Examination Boards for dealing with issues relating to examinations; Sec 37 Paragraph 3 of the German Higher Education Act (*HochSchG*) shall apply. The Examination Boards are supported in the management of examination matters by the Examination Office.

(2) The Examination Boards are primarily composed of university lecturers. The students and the joint group of staff pursuant to Sec 37 Paragraph 2 Numbers 3 and 4 of the German Higher Education Act (*HochSchG*) shall appoint at least one member each.

(3) The members are appointed by the respective Department Council; the presiding member and their deputy are appointed by the Examination Board. The presiding member and their deputy must be tenured professors. The term of office of the student members is one year, that of the other members is three years. Members who leave prematurely are replaced through by-election for the remainder of the term of office.

(4) The Examination Board shall ensure that the stipulations of the General Bachelor's Examination Regulations and the respective subject-specific examination regulations are adhered to. When needed, the presiding member of the Examination Board shall report to the Department Council regarding the development of examination and study times, including the actual times needed to complete the Bachelor's thesis, as well as the distribution of the subject-specific grades and the overall grades. The Examination Board shall make suggestions on revising the subject-specific examination regulations.

(5) The Examination Board is responsible for the organisation of the examinations and for making decisions regarding examination matters. It is responsible, in particular, for decisions about appeals against decisions made in examination procedures and shall ensure that a decision can generally be made about an appeal within three months after it has been lodged. It schedules the examination dates and the times allowed for completion in consultation with the examiners and determines the deadlines for registration and, if applicable, the deadline when the application for admission to the exams has to be submitted the latest together with the required documents. The Examination Board shall ensure that exam dates, time allowed for completion and registration deadlines are generally published at the beginning of the lecture period, but no later than four weeks after the start of the lecture period of the respective semester.

(6) In urgent cases where a resolution of the Examination Board cannot be passed in time, the presiding member may make an expedited decision; this shall not apply to appeals and to the report to the department. The presiding member shall inform the Examination Board of the decision taken at its next meeting; the Examination Board may rescind the expedited decision if it was not legally required or if its implementation has already given rise to third-party rights. The Examination Board may delegate the execution of the following tasks to the presiding member by resolution, either in general or in individual cases:

1. Decision on the recognition and crediting of graded exams and academic achievements
2. Admission to exams
3. Organisation concerning the taking of exams
4. Appointment of the examiners and assessors as well as Bachelor's thesis supervisors
5. Decision on withdrawal from an exam
6. Authorisation to issue the topic of a Bachelor's thesis

By resolution of the Examination Board, the tasks pursuant to Sentence 3 may be delegated to a suitable member of the Examination Board or to another suitable person from the department or departments of the degree programme.

(7) The members of the Examination Board have the right to be present during all exams; student members may only be present if they have not registered themselves for the same exam during the same period.

(8) The meetings of the Examination Board are not open to the public. A representative of the Examination Office shall attend the meetings of the Examination Board in an advisory capacity. The members of the Examination Board are obliged to observe official secrecy. If they are not civil servants, the presiding member or their deputy shall swear them to secrecy. Guests may participate in the deliberations and votes of the Examination Board at the invitation of the presiding member and by resolution of the Examination Board; they shall also be obliged to observe secrecy or, if necessary, shall be sworn to secrecy. Guests are entitled to speak; they are not entitled to propose motions or to vote.

(9) The Examination Board makes its decisions by adopting resolutions. The Examination Board shall constitute a quorum if at least half of the members including the presiding member are present. In the event of a tied vote, the presiding member shall cast the deciding vote.

#### **Sec 4 Examiners and Assessors, Bachelor's Thesis Supervisors**

(1) The Examination Board appoints examiners and assessors as well as supervisors of Bachelor's theses.

(2) Examiners are professors, retired professors, interim professors, visiting professors, supernumerary professors, honorary professors as well as lecturers, lecturers for special tasks, persons with practical professional experience and academic staff pursuant to Sec 24 Paragraph 1 Sentence 2 of the German Higher Education Act (*HochSchG*). Lecturers from foreign higher education institutions who possess a qualification equivalent to that of the persons referred to in Sentence 1 may also be appointed as examiners by the Examination Board. Examiners must possess the qualification to be determined by the examination or an equivalent qualification and, unless compelling reasons demand otherwise, must have carried out their own independent teaching activities at a higher education institution in the subject area covered by the examination.

(3) Only persons who have obtained a Bachelor's degree in a comparable subject or at least the qualification to be determined by the examination or an equivalent qualification may be appointed as assessors.

(4) The topic of a Bachelor's thesis shall be issued by the supervisor of the Bachelor's thesis following approval by the Examination Board. Only persons who are authorised to administer examinations may be appointed as supervisors.

(5) The Examination Board shall ensure that the students are given the names of the examiners and the assessors on time.

(6) The students may suggest the supervisor for their Bachelor's thesis. Such a suggestion does not confer any legal entitlement.

(7) Examiners and assessors as well as supervisors of a Bachelor's thesis are obliged to observe official secrecy. If they are not civil servants, the presiding member or their deputy shall swear them to secrecy.

(8) The composition of the Examination Board shall be determined exclusively by the professional qualifications of the authorised examiners; in the case of equivalent professional qualifications, efforts shall be made, as far as possible, to ensure equal representation in accordance with Sec 37 Paragraph 3 of the German Higher Education Act (*HochSchG*).

### **Sec 5 General Admission Conditions and Admission Procedure**

(1) Only students enrolled at Kaiserslautern University of Applied Sciences in the degree programme of which an exam is part may be admitted to this exam. By way of derogation, students enrolled in the university's Master's degree programmes may be admitted to exams in Bachelor's degree programmes, provided participation in such an exam is required due to a condition for admission to the Master's degree programme. In addition, the Examination Board of the respective degree programme may also permit admission of students of other degree programmes of Kaiserslautern University of Applied Sciences.

(1a) Subject-specific examination regulations may stipulate that professionally qualified persons may only enrol in a degree programme if they have received counselling pursuant to Sec 23 of the German Higher Education Act (*HochSchG*).

(2) In the event of special reasons, previous academic achievements may be demanded for admission to an exam due to subject-specific requirements. Sufficient English language skills are required for understanding course content and taking exams in English. German and English are permitted as examination languages. As a rule, the examination language shall be the language in which the module is taught. Further details are regulated in the respective applicable subject-specific examination regulations.

(3) For participation in exams, written and binding registration submitted to the Examination Office within the registration period is required (exclusion period). The registration dates shall be announced to the students at the start of the lectures of the respective semester, but no later than four weeks prior to the registration deadline. The dates of the exams shall generally be announced no later than two weeks after the start of lectures.

(4) Withdrawal from an exam is possible without providing reasons up to one week prior to the date of the exam or the issue of the topic, respectively the start of the project. Contrary to the provisions of the German Civil Code (*Bürgerliches Gesetzbuch*), the next working day shall not replace a Sunday, legal holiday or Saturday (Sec 31 Paragraph 3 Sentence 2 of the German Administrative Law Act (*Verwaltungsverfahrensgesetz*)). In the subject-specific examination regulations, or by announcement of a resolution of the

Examination Board, the deadline for withdrawing from an exam may be shortened to up to one working day prior to the date of the exam.

(5) Registration by students in accordance with Paragraphs 3 and 4 may also be done via an online exam management system if the Examination Office provides this possibility. For written registrations, the date of receipt shall be decisive.

(6) In case of doubt, the Examination Board shall make the final decision about admission to an exam.

(7) Admission to an exam shall be refused if

1. the prerequisites pursuant to Paragraph 1 or the preliminary achievements and prerequisites specified in the subject-specific examination regulations are not met,
2. a leave of absence has been granted at the time of the exam,
3. registration for the exam in accordance with Paragraph 3 has not taken place,
4. the number of possible retakes of an exam has been exhausted,
5. an exam required by the examination regulations has already been failed without the possibility of appeal at another higher education institution in the Federal Republic of Germany in the chosen degree programme.

(8) Admission may be granted subject to reservation; the exam shall be deemed not to have been taken until the necessary requirements for admission have been fulfilled.

(9) The subject-specific examination regulations may stipulate the extent to which and the conditions under which students may perform additional academic work until the end of the semester in which the Bachelor's examination is passed. Additional graded exams and academic achievements do not need to be passed; apart from that, the regulations for examinations shall apply accordingly.

## **Sec 6 Types and Forms of Examinations, Module Examinations, Deadlines, Individual Regular Duration of Studies**

(1) Examinations take the form of graded exams and academic achievements. The grades of academic achievements shall not be part of the overall grade according to Sec 19 Paragraph 1. In accordance with the stipulations of subject-specific examination regulations, examinations can consist of several parts that can be distinguished from each other (partial exams) or can be assessed according to different subject-specific categories (partial assessments). Courses can include learning support measures in the form of active participation or proven attendance.

(2) Examinations are assigned to modules. The module examination comprises all the exams of a module. In general, the module examination consists of an examination encompassing the subject areas of all courses taught in this module. The module examination is considered passed if all exams pertaining to this module have been passed. If this is the case, the credit points (ECTS) of this module are awarded.

(3) Types of graded examinations are

1. oral examinations IAW Sec 7,
2. presentations IAW Sec 7a,
3. written examinations IAW Sec 8 Paragraph 1,
4. project theses IAW Sec 9,
5. combined examinations IAW Sec 9a
6. practical examinations IAW Sec 9b
7. the Bachelor's thesis IAW Sec 11,
8. the colloquium IAW Sec 12.

The subject-specific examination regulations may regulate additional, competence-oriented forms of exams.

(4) The form of the respective exam to be taken is determined in the applicable subject-specific examination regulations or, if such a stipulation is missing or not conclusive in the subject-specific examination regulations, it shall be announced no later than at the beginning of the course. In particularly justified cases (e.g., absence of examiners, special organisational obstacles, impending impossibility of offering exams), the Examination Board may resolve that an exam for the respective semester be held in a form other than that stipulated in the subject-specific examination regulations. As a rule, such a resolution shall be announced in a suitable manner four weeks before the exam is to be held or, at the latest, at the end of the

course, stating the exam modalities (e.g., procedure, date, registration deadline, aids); it must be ensured that the students can adequately adjust to the change. Sentences 2 and 3 shall apply correspondingly to exams which must be conducted in accordance with subject-specific examination regulations governing admission to the degree programme, for instance to determine aptitude.

(5) The academic achievements are defined in the respective applicable subject-specific examination regulations. The form of the academic achievement to be delivered shall be announced by the respective lecturer to the students no later than at the beginning of the course.

(6) The Practical Study Phase (Sec 10) may be defined by the applicable subject-specific examination regulations as either an academic achievement or a graded exam.

(7) Students with a disability or chronic illness must be granted appropriate compensation for any disadvantages in order to ensure equal opportunities for them. If a student can provide prima facie evidence that they are unable to take graded exams or complete academic achievements in part or in whole during the set period of time or in the prescribed form due to a prolonged or permanent disability or illness, the Examination Board shall, upon written application, grant compensation for disadvantages, for example in the form of an extension of the time given for completion or approval of suitable aids. Presentation of a medical certificate or other suitable supporting documents may be demanded.

(8) If meeting the deadline for registering for or taking or retaking an exam depends on times of study, extensions and interruptions shall not be taken into account as long as they were caused by

1. participation in legally or statutorily designated bodies of an institution of higher education, a student body or a student union,
2. illness, a disability or other reasons that the student is not responsible for,
3. pregnancy or the raising of a child,
4. care for a dependent relative,
5. company affairs in the context of a part-time, career-integrated, or cooperative degree programme; in the case of No. 3, the student must be enabled to at least make use of the statutory periods of time allowed by the Maternity Protection Act (*Mutterschutzgesetz*) and the periods of time stipulated by the German Federal Act on the Payment of Child Raising Benefit and Child Raising Leave (*Bundeseltern- und Elternzeitgesetz*). In addition, a proper, relevant period of study abroad for up to two semesters shall not be taken into account either; this shall not apply to periods of studying abroad that are prescribed as obligatory by the respective applicable subject-specific examination regulations.

(9) Exams may also be taken prior to the end of the prescribed periods of time, provided the prerequisites for admission to the exam are fulfilled.

(10) The subject-specific examination regulations may stipulate that an exam is considered a failed first attempt if the registration deadline is missed by at least two semesters. For students who study part-time for more than one semester, the grace period shall be extended accordingly; the subject-specific examination regulations may provide for corresponding stipulations.

(11) For students who enrolled in a degree programme at Kaiserslautern University of Applied Sciences in the period from the summer semester 2020 up to and including the winter semester 2021/2022 and who are not on a leave of absence, an individual duration of study extended by the respective semester(s) shall apply, by derogation from the regular duration of study.

(12) The subject-specific examination regulations may stipulate compulsory elective modules that the students must select from the courses offered. Unless stipulated otherwise in the subject-specific examination regulations, a compulsory elective module shall be selected with binding effect at the latest when the student registers for an exam assigned to this module. The associated exams must be passed in accordance with the stipulations of these regulations. The subject-specific examination regulations may prescribe that an elective may be changed and under which conditions this may be done, provided the exams of this module have not been failed without the possibility of appeal yet. Such a change shall be reported to the Examination Office in writing and must be made no later than at the last retake possibility within the period of time allowed for withdrawal from an exam without a legitimate reason in accordance with Sec 5 Paragraph 4; the change is irrevocable. For the calculation of the overall grade, the module grades of the compulsory elective modules shall be taken into account as selected by the students. If it is possible to sign up for more compulsory elective modules than necessary, the excess portion shall not be considered in the calculation of the overall grade. Additionally completed elective modules can be included in an appendix to the transcript of records.

## **Sec 6a Active Participation and Proven Attendance**

(1) Certain courses may include active participation in accordance with the subject-specific examination regulations. Active participation is understood to mean learning support measures as well as learning success checks that promote the acquisition of theoretical or practical skills and competences.

(2) The aim of active participation is to promote independent, critical and reflective learning. In courses with active participation, the lecturers are obligated to provide the students with content-related feedback and assessment on the evidence submitted in order to enable them to self-assess their learning level (feedback). There shall be no grading of the content.

(3) Active participation shall be used if it is absolutely necessary for achieving the module objective. It is a prerequisite for admission to the examination of the corresponding module, provided this is stipulated in the subject-specific examination regulations. When using these learning support measures, proof of regular participation shall be required. This can consist, for example, of the submission of practical tasks or completed exercises. Details shall be specified in the examination schedule and announced in this way.

(4) Regarding active participation, the students shall prove that they have engaged constructively with the course content. The result of this engagement must meet the criteria defined by the lecturer. These shall be announced by the lecturer at the beginning of the course. The courses that include active participation are listed in the appendix.

(5) The time allowed for completion and the scope of the evidence of active participation must be included in the overall workload of the module and must be in balanced proportion to each other.

(6) In courses in which attendance of the students is necessary to achieve the intended competence goals, proof of attendance can be required as a learning support measure. Depending on the content of the course, permissible absences are in the range of 10-30%. Absences also include excused absences covered by a medical certificate or other reasons. Attendance is the prerequisite for admission to the examination of the corresponding module, provided this is stipulated in the subject-specific examination regulations.

(7) Active participation and proven attendance are learning support measures and are required evidence for passing the Bachelor's examination pursuant to Sec 15 Paragraph 1.

## **Sec 6b Electronic Remote Examinations**

(1) Written exams, oral or practice-oriented exams may be offered as electronic remote examinations under the provisions of the legislative decree pursuant to Sec 17 Paragraph 3 Sentence 4 of the German Higher Education Act (*HochSchG*); in addition, the general and special stipulations of this decree shall apply to these exams. If subject-specific examination regulations do not contain any stipulation on the conduct of an exam as an electronic remote exam, the Examination Board shall make the decision for the respective semester and shall announce this decision to the students in accordance with the stipulations of the legislative decree. The Examination Board shall be responsible for conducting the exam in accordance with the stipulations of the legislative decree pursuant to Sentence 1 and in accordance with these regulations. The provisions of data protection law shall be complied with. The students shall be given the opportunity to try out the exam in good time before the withdrawal deadline for the exam expires.

(2) Registration for electronic remote exams and withdrawal without giving reasons shall be subject to the stipulations of these regulations and the respective subject-specific examination regulations. In case of withdrawal without giving reasons, registration for the on-site exam shall be possible up to one week before the date of the exam.

(3) Authentication shall take place with the help of a photo ID. During electronic remote exams, the students are under obligation to activate the camera and microphone function of the communication device used for the exam and to guarantee the required image section for video supervision.

(4) At the end of an electronic remote written exam, students must declare in writing that the work was written by them on their own and that no aids other than those permitted were used. The written declaration can be sent electronically together with the written exam.

(5) If technical malfunctions occur during an electronic remote exam which are not obvious, affected students are under obligation to report these immediately, if possible still during the exam, using the communication option provided. In the case of all technical malfunctions, the instructions of the examiners or the invigilators must be followed. If the exam is terminated due to a malfunction and is not assessed, the exam attempt shall be deemed not to have been made. This shall not apply if it can be proven that the student is responsible for the malfunction. In all other respects, the general principles on disruptions in an examination procedure shall apply.

(6) The Executive Board shall decide whether a natural disaster or other extraordinary emergency has occurred; automated video supervision shall only be permitted with the approval of the Executive Board. The Examination Board shall decide on any possible limitation of the number of participants in an on-site exam. If an on-site exam cannot be offered to all students who have opted for it, admission shall be granted in accordance with the study progress based on credit points, taking into account proven cases of hardship, and, in a subordinate mode, by lot. Students who have not been offered an on-site exam shall be given the opportunity to switch to the electronic remote exam.

(7) The examiners shall support the Examination Board in its task of scientifically monitoring electronic remote examinations and reviewing them with regard to their effect.

### **Sec 7 Oral Examinations**

(1) In oral examinations, the students shall demonstrate that they comprehend the interdependencies of their examination subject and are able to relate specific questions to these contexts. Oral examinations shall furthermore determine whether the students have broad basic knowledge. Oral examinations may also include practical tasks or a presentation.

(2) Oral exams shall be given by several examiners or by one examiner in the presence of an assessor (pursuant to Sec 4 Paragraph 3). Oral exams are either individual exams or group exams. No more than five students must participate in a group exam.

(3) Oral exams shall generally last 20 minutes per student; the minimum duration shall be 15 minutes; subject-specific examination regulations may provide for deviating regulations.

(4) The main topics and results of the oral exam shall be recorded in minutes. In the case of Paragraph 2 Sentence 1, 2nd half-sentence, the examiners shall consult the assessor prior to determining the grade in accordance with Sec 13 Paragraph 1.

(5) The result of the examination shall be announced to the students after the conclusion of the oral exam.

(6) Students who intend to take the same exam at a later date shall be admitted as observers provided there is enough space in the room and provided the student(s) to be examined do not voice any objection.

(7) At the request of a student, the central equal opportunities officer or the equal opportunities officer of the department and, at the request of students with a disability or chronic illness, the officer pursuant to Sec 72 Paragraph 4 of the German Higher Education Act (*HochSchG*) may attend the oral exam.

### **Sec 7a Presentations**

(1) A presentation is an oral talk for which presentation media are prepared to visualise the contents. With a presentation, the students shall prove that they can adequately work on a topic or problem within a limited amount of time using the common methods of the respective subject area and that they are able to convincingly present the acquired knowledge to an audience. The presentation medium created, and the form of the presentation shall also be assessed. A subject-specific discussion with the examiners or a discussion with a knowledgeable audience following the presentation may be included in the assessment if this is stipulated accordingly in the subject-specific examination regulations.

(2) The duration of the entire exam shall be announced in an appropriate manner at the latest at the beginning of the course and shall take into account the overall workload of the module.

(3) The stipulations on oral examinations pursuant to Sec 7 shall apply accordingly.



## **Sec 8 Written Examinations**

(1) Written examinations are written exams or term papers as well as assignments, research posters, take-home exams and learning portfolios. They are intended to demonstrate that students are able to identify problems within a limited period of time and develop solutions using subject-specific methods, and present them in writing.

(2) Written exams shall last for a minimum of 60 minutes in the case of exams for lectures that are assigned a maximum of 3 ECTS credit points, at least 90 minutes in all other cases, and a maximum of 180 minutes. In particularly justified cases, the subject-specific examination regulations may prescribe different stipulations for individual exams. The time allowed for completion of the individual written exams shall be determined by the Examination Board based upon the proposal of the respective examiner.

(3) Term papers involve scientific research on a topic. They are individual or group work. In the case of group work, the contribution of the individual students that is to be graded must be clearly distinguishable and assessable. The design and the time allowed for completion shall be stipulated by the respective applicable subject-specific examination regulations.

(4) Written exams shall generally be assessed within a period of four weeks. In justified cases, the Examination Board may decide on a longer period of assessment.

(5) Written exams shall take place throughout the course of the degree programme.

(6) The use of answer-choice questions in written exams, including e-exams and electronic remote exams, shall not be permitted.

(7) Written exams may be conducted as multimedia-based exams ("e-exams") provided they are suitable for providing evidence pursuant to Paragraph 1 or contributing to that; if necessary, they may be supplemented by other types of exams. Multimedia-based exam questions shall, in general, be drawn up by two examiners. The conduct of an e-exam shall be approved by the Examination Board; the students shall be informed about this at the beginning of the course. Prior to the performance of multimedia-based exams, it shall be ensured that the electronic data can be identified unambiguously and can be associated with the candidates distinctively and permanently. The exam shall take place in the presence of a competent person. In accordance with the stipulations of Sec 15 Paragraph 2, the candidates shall be given the opportunity to view the multimedia-based exam as well as the result they achieved.

(8) A record shall be taken regarding the course of written exams as well as multimedia-based exams. This record shall include at least the name of the minute taker and the names of the examination candidates, the start and end times of the exam, as well as possible incidents.

## **Sec 8a Assignments**

(1) An assignment consists of several written papers to be submitted consecutively throughout the course, in particular individual problems, tasks or case studies, generally comprising up to five pages in length. A total of no more than four written papers may be scheduled, unless the subject-specific examination regulations expressly stipulate otherwise.

(2) The time allowed for completion and the scope of the individual papers must be included in the overall workload of the module and correspond to the designated credit points (ECTS) of the module. The time allowed for completion and the scope must be in balanced proportion to each other. The times allowed for completion and the submission deadlines shall be determined by the examiner.

(3) The written papers shall be assessed with points, The grade of the assignment results from the total number of points of the written papers. If these are not submitted on time, no points can be awarded for the respective paper. The maximum number of points that can be achieved for each paper and for the assignment as well as the assessment criteria shall be announced to the students at the beginning of the course.

### **Sec 8b Research Posters**

Research posters shall take the form of a DIN A0 poster. A research poster shall combine textual and visual elements in order to present a subject-specific research question, the scientific solution and the result in a descriptive and self-explanatory manner. Posters shall be submitted in the form and within the time allowed for completion announced by the examiner at the beginning of the course. Research posters may be submitted as part of group work in accordance with Sec 8 Paragraph 3 Sentences 2 and 3.

### **Sec 8c Take-Home Exams**

(1) A take-home exam consists of the written investigation of one or more given research questions, which is carried out by the students with the help of aids and within a short time allowed for completion, irrespective of their location and without supervision. The time allowed for completion may span a period of up to 48 hours; it is determined by the announcement of the issue and submission time.

(2) Requirements for the scope of the written work as well as the need to cite sources and aids can also be specified. The tasks for take-home exams shall be issued electronically or in another suitable manner and shall be submitted accordingly in the form specified by the examiners.

(3) When submitting the work, the students shall declare that they wrote the work on their own without external help and, if specified, that they did not use any sources or aids other than those stated. Sec 14 Paragraph 4 on plagiarism checks shall apply.

### **Sec 8d Learning Portfolio**

(1) The learning portfolio is one of the competence-oriented forms of examination pursuant to Sec 6 Paragraph 3 and is used for personal examination of the individual learning progress in which aspired and achieved competence gains are documented and reflected on in relation to the respective module objectives.

(2) A learning portfolio is used to create or collect, document and self-reflect on documents or materials on a study-relevant topic that provide evidence of a student's learning progress and level of achievement.

(3) The creation of a learning portfolio shall take place under the continuous supervision of a lecturer throughout the course of the degree programme or semester.

(4) The framework for the design and content of a learning portfolio shall be determined by the lecturer.

(5) The reflection/assessment of the documents collected or created in the context of a learning portfolio can be done in terms of subject matter-content, individually-personally and/or formally.

(6) The assessment of a learning portfolio shall take place according to criteria previously defined by the lecturer. These criteria shall be announced to the students at the beginning of the course. A learning portfolio may contain measures corresponding to active participation (Sec 6a), insofar as this is absolutely necessary for achieving the module objective. The lecturer shall be entitled to set deadlines for the interim submission of documents and materials in order to ensure continuous support if this is necessary for the preparation of further teaching and learning steps. Failure to meet these deadlines shall not result in failing the learning portfolio.

### **Sec 9 Project Theses**

(1) Project theses are generally used to demonstrate the ability to work in a team and especially the ability to develop, enforce and present concepts. Here the students shall demonstrate their ability to define goals when working on a major task and to develop interdisciplinary solution approaches and concepts. In the context of project theses, various forms of oral presentations may be required in addition to the written thesis; the assessment shall be carried out by the examiner; apart from that, the stipulations for oral examinations shall apply accordingly.

(2) The design and the time allowed for completion shall be stipulated by the respective subject-specific examination regulations. In accordance with Sec 8 Paragraph 3 Sentences 2 and 3, project theses may be undertaken in the form of group work.

(3) The date and time of issue and the date and time of submission shall be recorded in writing. If the project thesis is not submitted on time, it shall be considered failed.

### Sec 9a Combined Examinations

(1) Combined examinations serve to gain theoretical and practical competences and integrate them in terms of content in order to learn subject-specific and context-bound skills and abilities in the respective module.

(2) Combined exams consist of one theoretical and one practical exam element. If one exam element is failed, it can be repeated individually. The retaking of exam elements is regulated pursuant to Sec 16, analogously to exams. The registration deadlines pursuant to Sec 6 Paragraph 10 shall be applied to the individual exam elements.

(3) For the theoretical exam element (theoretical part), written exams, term papers or oral exams shall be used. As forms of the practical exam element (practical part), lab reports, experiment logs, model creation or case studies as well as presentations in the field of communication and presentation skills can be used. The subject-specific examination regulations may stipulate further forms. The form for the semester in question shall be announced by the beginning of the course at the latest. The selection of a form of the exam element shall be made depending on the form of the respective course.

(4) Exam elements shall be assessed with “passed” (*bestanden*), “failed” (*nicht bestanden*) or grades pursuant to Paragraph 6 and the stipulations in the subject-specific examination regulations. The grade of the combined exam shall be the grade of the graded exam element. If grades are awarded for each exam element, the grade of the combined exam shall be calculated like a module grade (Sec 13 Paragraph 4) according to the information on the weighting specified in the subject-specific examination regulations.

(5) The time allowed for completion and the scope of the individual exam elements must be included in the total workload of the module and must correspond to the designated credit points (ECTS) of the module. The time allowed for completion and the scope must be in balanced proportion to each other.

(6) The possible configurations of combined examinations are:

Abbreviation	Practical Part	Theoretical Part
KP1	Passed or failed (ungraded)	Graded
KP2	Graded	Passed or failed (ungraded)
KP3	Graded	Graded
	Both exam elements must be passed independently of each other. The weighting of the parts is 50/50.	

Further variations can be stipulated in the subject-specific examination regulations.

### Sec 9b Practical Examinations

In practical examinations, the performance of a practical activity within the context of the competence objective of the respective module shall be assessed. This can be, for example, practical laboratory work, design activities or planning activities. The regulations for oral examinations shall apply accordingly. The assessment of the result of a practical activity, in particular in the form of a protocol or model, can be part of the assessment of a practical exam. Practical exams shall be regulated accordingly in the respective subject-specific examination regulations.

### Sec 10 Practical Study Phase

(1) In the practical study phase, the students shall demonstrate that they are able to work on a subject-specific problem of limited content and duration under guidance.

(2) The design, the time allowed for completion and any special admission prerequisites shall be stipulated by the respective subject-specific examination regulations.

(3) The task assignment shall, as a minimum, encompass the preparation of a written report.

### **Sec 11 Bachelor's Thesis**

(1) The Bachelor's thesis is a graded exam. It represents a unique academic thesis that concludes the degree programme and is intended to show that the students are capable of working independently and comprehensively on a subject-specific problem within a given period of time using general and subject-specific academic methods.

(2) The topic of the Bachelor's thesis can be issued by any of the people authorised to administer examinations pursuant to Sec 4 Paragraph 2 (Bachelor's thesis supervisors) following approval by the Examination Board. The students shall ensure that they receive the topic of their Bachelor's thesis no later than at the beginning of the semester after which they have taken all exams in accordance with the respective applicable subject-specific examination regulations. If this deadline is missed by two semesters, the Bachelor's thesis is considered a first failed attempt. At the request of the students, the Examination Board shall ensure that they receive a topic for their Bachelor's thesis on time. The date of issue, the name of the supervisor and the topic shall be documented in writing at the Examination Office.

(3) The time allowed for completion of the Bachelor's thesis shall be a maximum of twelve weeks and shall be determined in the respective subject-specific examination regulations. It starts with the issue. In justified cases, the Examination Board may, upon justified request, make an exception and extend the time allowed for completion by up to six weeks. In the case of cooperative or career-compatible degree programmes or other part-time degree programmes, the time for completion may be increased in the subject-specific examination regulations or upon request to a maximum of 26 weeks.

(4) The topic, the research questions and the volume of the Bachelor's thesis must be such that completion is possible within the period allowed for completion. The topic may only be returned once and only during the first third of the time allowed for completion. The students shall be given the opportunity to make suggestions regarding the topic of their Bachelor's thesis.

(5) The Bachelor's thesis may be written in German or, with the approval of the supervisor, in English. The subject-specific examination regulations may stipulate that the Bachelor's thesis may also be written in another language. The choice of language shall be indicated when registering for the Bachelor's thesis.

(6) If stipulated in the respective subject-specific examination regulations, Bachelor's theses written as group work may also be permitted, provided the contribution of the individual students that is to be graded can be clearly distinguished and assessed and provided the stipulations pursuant to Paragraph 1 are fulfilled.

(7) The Bachelor's thesis shall be submitted on time. When submitting the thesis, the student shall affirm in writing that they are the sole author of the thesis – in case of a group thesis, the sole author of the respectively marked portion of the thesis - and did not use any sources and auxiliary materials other than those stated. The date and time of submission shall be documented in writing at the Examination Office. If the Bachelor's thesis is not submitted on time, it shall be considered failed.

(8) The Bachelor's thesis shall be assessed by two persons who are authorised as examiners pursuant to Sec 4. One of these two persons shall have been the supervisor of the thesis. One examiner must be a professor. The Bachelor's thesis shall generally be assessed within a period of six weeks, and justification shall be given for the assessment. The assessment shall be made in writing.

### **Sec 12 Colloquium about the Bachelor's Thesis**

(1) The students shall present their Bachelor's thesis in a colloquium (oral exam). The earliest date for the colloquium is after two thirds of the time allowed for completion have elapsed. The duration of the exam shall be stipulated by the respective subject-specific examination regulations. The colloquium shall take place in front of an Examination Board consisting of at least

1. the supervisor of the Bachelor's thesis and one additional examiner pursuant to Sec 4 Paragraph 2
- or

2. the supervisor of the Bachelor's thesis and another expert assessor.

Sec 7 Paragraphs 4 to 7 shall apply accordingly.

(2) The Examination Board may approve the presence of guests at the colloquium upon application by the student. The subject-specific examination regulations may stipulate that colloquia on Bachelor's theses shall be open to anyone from the degree programme, the department or the university.

### Sec 13 Assessment of Exams and Module Examinations

(1) Exams shall be assessed by the respective examiners. For the assessment, the following grades shall be given:

- |               |   |   |   |   |
|---------------|---|---|---|---|
| 1.0; 1.3      | = | very good ( <i>sehr gut</i> )             | = | an outstanding result   |
| 1.7; 2.0; 2.3 | = | good ( <i>gut</i> )                       | = | a result considerably above the average requirements                            |
| 2.7; 3.0; 3.3 | = | satisfactory ( <i>befriedigend</i> )      | = | a result that corresponds to average requirements                               |
| 3.7; 4.0      | = | sufficient ( <i>ausreichend</i> )         | = | a result that still meets the requirements despite its shortcomings             |
| 5.0           | = | insufficient ( <i>nicht ausreichend</i> ) | = | a result that does not meet the requirements anymore due to major shortcomings. |

Academic achievements may also be assessed as "passed (*bestanden*)", respectively "failed (*nicht bestanden*)". The assessment shall be published in the online exam management system pursuant to Sec 5 Paragraph 5 Sentence 1 or in another manner, unless expressly stipulated otherwise in these examination regulations. An exam is passed if it, respectively its components or partial assessments, have been assessed with at least "sufficient (*ausreichend*)" or "passed (*bestanden*)".

(2) If the assessment is made by several examiners and their assessments of the exam results do not match, the grade shall be calculated from the arithmetic mean by rounding to the nearest permissible grade pursuant to Paragraph 1. If the arithmetic mean is exactly in the middle between two permissible grades, it shall be rounded off to the next-lower grade. If the number of "insufficient (*nicht ausreichend*)" assessments equals the number of "sufficient (*ausreichend*)" and better assessments, another examiner shall be appointed pursuant to Sec 4. If the majority of the assessments are "sufficient (*ausreichend*)" and better, the grade shall be calculated from these assessments pursuant to Sentences 1 and 2. If the majority of the assessments are "insufficient (*nicht ausreichend*)", the exam shall be considered failed.

(3) If an exam consists of several components or contains partial assessments, the grade shall be calculated from the weighted average of the assessments if ECTS credit points are assigned to the components or to the partial assessments or if another weighting is defined in the subject-specific examination regulations; otherwise, it shall be calculated from the arithmetic mean of the assessments through rounding to the nearest permissible grade pursuant to Paragraph 1. If the weighted average or the arithmetic mean is exactly in the middle between two permissible grades, it shall be rounded off to the next-lower grade. If a component or a partial assessment is assessed with "insufficient (*nicht ausreichend*)", the grade of the exam shall be "insufficient (*nicht ausreichend*)".

(4) The assessment of the passed module examination (module grade) shall be calculated from the grades of all exam results of this module weighted in accordance with the subject-specific examination regulations. For the result of this assessment, only the first decimal after the decimal point shall be considered; all further decimals shall be deleted without rounding. If a passed module examination consists only of non-graded academic achievements, the assessment "passed" (*bestanden*) shall count as the module grade.

### Sec 14 Failure to Appear, Withdrawal, Interruption, Deception, Breach of Regulation

(1) An exam shall be considered "insufficient/failed (*nicht ausreichend*)" if a student who is registered for an exam fails to appear at this exam without justified cause, or withdraws from the exam without justified cause after expiration of the withdrawal period, or interrupts the Bachelor's thesis without justified cause. The same applies if a written exam is not completed within the prescribed time allowed for completion.

(2) The reasons claimed for failure to appear for an exam or for withdrawal after expiration of the withdrawal period or for interruption of the Bachelor's thesis must be provided to the Examination Board without delay and in writing, and probable cause must be shown. If illness was the cause, a medical certificate must be presented that confirms the inability to take the exam on the date of the exam. The medical certificate must be submitted to the Examination Office no later than at the end of the third working day following the date

of the exam, respectively the start of the interruption. Saturdays are not considered working days. In the event of a second withdrawal for medical reasons in the same subject area, a medical certificate issued by a public health official is required. Illness of a student's child of whom they are the sole carer shall be deemed equivalent to an illness of the student themselves. If the Examination Board accepts the reasons, a new examination date shall be scheduled, taking into account Sec 16 Paragraph 3 Sentence 1 first half-sentence. If the reasons are not accepted, this exam shall be considered "insufficient/failed (*nicht ausreichend*)".

(3) If a student attempts to influence the result of their exam through deception or through the use of unauthorised auxiliary materials, their exam shall be graded as "insufficient/failed (*nicht ausreichend*)". This shall also apply accordingly if students assist others in an attempt to deceive or influence them in any other way. The decision about whether the exam result has been influenced as stated in Sentence 1 or 2 shall be made by the Examination Board. In serious cases, the Examination Board may bar students from taking further exams. Items suspected of being non-permissible auxiliary means shall be handed over to the invigilators upon request. Students who do not comply with such a request may be barred from continuing the exam. Such items shall be returned by the chairperson of the Examination Board at the very latest once the decision about whether or not the exam result was influenced has become non-appealable.

(4) In addition to the submission of written copies, the final report of the practical semester as well as the Bachelor's thesis shall also be submitted as a copyable, text-based PDF file to enable computer-based detection of possible deception attempts. This also applies to other suitable academic achievements and graded exams, provided it was announced by the examiner when issuing the topic and the research questions. When submitting the thesis, the student shall affirm in writing that they are the sole author of the thesis – in case of a group thesis, the sole author of the respectively marked portion of the thesis -, did not use any sources and auxiliary materials other than those stated, and was informed of the possibility of an automated plagiarism check of their work. For data protection reasons, personal data shall not be used when the work is entered into the respective database and is checked. If deception is suspected in practical semester papers and Bachelor's theses, the supervisor shall be required to make a written statement.

(5) Students who disrupt the orderly conduct of an exam may be barred by the respective examiner or invigilator from continuing the examination. In such a case, the Examination Board shall make a decision about how to assess the respective exam.

(6) Decisions pursuant to Paragraph 2 to 5 shall be communicated by the Examination Office to the students without delay and in writing, reasons shall be given, and information on legal remedies shall be included.

### **Sec 15 Passing, Failing and Certification of Graded Exams**

(1) The Bachelor's examination shall be considered passed when all exams have been passed and all other evidence in accordance with the respective subject-specific examination regulations has been obtained. The Bachelor's examination shall be considered failed without the possibility of appeal if an exam required for passing the Bachelor's examination is considered failed without the possibility of appeal or if some other evidence in accordance with the subject-specific examination regulations can no longer be provided.

(2) The results of graded exams shall be published. Within a period of four weeks following publication of the results, respectively following the start of lectures in the event that publication of the results takes place during the out-of-session period, the students shall be given the opportunity to access their own written exams under supervision. Access to other examination results shall be granted within a reasonable period of time upon request, which shall be made within one year of the assessment. Upon request, which is generally to be addressed to the examiner, the making of a copy shall be enabled, or such a copy shall be made available. Objections to the assessment of exams should be submitted promptly and in writing to the examiners for the purpose of reconsideration; the possibility to appeal against the assessment shall remain unaffected. In the event of a failed retake exam or if the Bachelor's thesis is failed, the students shall be notified in writing, including information on whether and, if so, during which time, the exam can be retaken again.

(3) If a student did not pass the Bachelor's examination, they shall, upon request and upon provision of the necessary documentation, receive a certification summarising the academic achievements and graded exam results obtained. A certification exclusively in electronic form shall be precluded.

## Sec 16 Retaking of Exams

(1) With the exception of the Bachelor's thesis and the colloquium, exams that were not assessed as either "sufficient (*ausreichend*)" or "passed (*bestanden*)" can be retaken twice. The subject-specific examination regulations may stipulate that academic achievements may be repeated more often. If single components of an exam are failed, only those parts need to be retaken. If exams consist of components that are linked in terms of content or build on top of each other, all components must be retaken if at least one component was failed. This shall be indicated in the subject-specific examination regulations. Retaking of a passed exam shall not be permitted, with the exception of the colloquium, which must be retaken in case the Bachelor's thesis is failed. If the retake options for an exam have been exhausted, the exam is considered failed without the possibility of appeal.

(2) The Bachelor's thesis and the colloquium can each only be repeated once. A failed Bachelor's thesis must be re-registered within three months of the date of the notification about the failure. If the colloquium is assessed as "not sufficient (*nicht ausreichend*)", the colloquium must also be retaken within three months. If these deadlines for repetition are missed, the missed examination shall be considered failed without the possibility of appeal.

(3) Retake exams shall be taken during the exam dates of the subsequent semester, with the exception of the first retake exams, which must be taken at the latest during the exam dates of the respective second following semester. The students shall be registered by the Examination Office for those retake exams that are already considered failed if registration is missed. Paragraph (2) Sentences 2 and 3 shall remain unaffected by this stipulation. If, due to its unique characteristics (e.g. project or lab work), a module exam cannot be offered in the semester in which it is to be retaken by the student in accordance with this regulation, the exam shall be retaken in the following semester. The Examination Board shall, upon justified request, make the decision about which exams are offered. For a degree programme, the applicable subject-specific examination regulations may stipulate that the deadlines pursuant to Sentence 1 shall not apply.

(4) In the event a final retake exam is failed, it must be assessed by two examiners.

(5) If a student transfers from a full-time degree programme to the corresponding part-time degree programme, failed exams shall be counted as failed attempts towards the permitted number of retakes of the exam in question.

(6) In examination procedures in which a final retake opportunity was not passed or is deemed to have been failed in the summer semester 2021, the winter semester 2021/2022, summer semester 2022 or associated with these semesters, this failure shall only lead to final failure of the respective exam and the Bachelor's examination without the possibility of appeal according to Sec 15 Paragraph 1 Sentence 2 if a supplementary exam is also failed. The supplementary exam shall take place as part of the last opportunity to retake the exam and shall be taken during the exam dates of the respective following semester at the earliest from the winter semester 2022/2023, if lecture attendance at Kaiserslautern University of Applied Sciences was declared to be possible without restrictions again and if the opportunity to attend the course existed, provided a course is generally scheduled in the course programme; Paragraph 3 Sentence 2 shall apply accordingly. The assessment of the supplementary exam pursuant to Sec 13 shall be deemed to be the final result of the examination procedure concerned. Sentence 1 shall not apply to the Bachelor's thesis, the colloquium about the Bachelor's thesis and project theses as well as cases of failure due to Sec 14 Paragraph 3 or 5.

## Sec 17 Credit for Graded Exams and Academic Achievements, Credit for Times of Study as well as for Knowledge and Qualifications

(1) Graded exams and academic achievements completed at a higher education institution shall be recognised for examinations required in the degree programme at Kaiserslautern University of Applied Sciences, provided the competences and study results obtained therein do not differ significantly in terms of content, qualification level and profile from those of the programme for which the credit is to be given. A comprehensive assessment shall be made in such cases regarding the importance of the results for the achievement of the goals of the degree programme and for the purpose of the examinations. In this sense, a major difference exists if the applicants are likely to be impeded from successfully completing their studies. The burden of proof regarding the assertion of major differences lies with the university. If credit shall be given

for graded exams and academic achievements completed outside of Germany, the equivalency agreements approved by the Standing Conference of the Ministers of Education and Cultural Affairs (*Kultusministerkonferenz*, KMK) and the German Rectors' Conference (*Hochschulrektorenkonferenz*, HRK) as well as arrangements made in the context of university cooperation agreements shall be taken into account.

(2) Paragraph 1 shall also apply correspondingly to multimedia-supported graded exams and academic achievements as well as to graded exams and academic achievements completed in state-recognised distance study programmes, by early entrance students and at other educational institutions, particularly at state or state-recognised universities of cooperative education as well as at technical and engineering colleges and officers' universities of the former German Democratic Republic.

(3) Equivalent skills and qualifications acquired outside higher education institutions shall be credited for up to a maximum of half of the ECTS credit points to be awarded for the Bachelor's degree programme.

(4) If graded exams and academic achievements are recognised or credited, the grades – insofar as the grading systems are comparable – shall be transferred and included in the calculation of the overall grade in accordance with the respective subject-specific examination regulations. If suitable ECTS grading tables are available for foreign higher education institutions, the grades shall be converted on the basis of these tables, unless otherwise stipulated in the respective examination regulations. If no suitable ECTS grading tables or other suitable grade conversion tables specified in the statutes are available, the grades shall be converted using the modified Bavarian formula. If this is not possible or if no grade is shown, the remark "passed" (*bestanden*) shall be used. A new assessment of the recognised graded exam or academic achievement is not permitted. In the transcript of records, the recognition shall be marked as such. The credit points (ECTS) specified in the respective subject-specific examination regulations shall be awarded for the recognised or credited graded exams and academic achievements.

(5) Recognition of and credit for graded exams and academic achievements shall be given upon application, which must generally be submitted within the first semester of study or, if obtained later, within one semester. The students shall submit the necessary documents along with appropriate information and proof of the graded exams passed or the academic achievements obtained in good time. Applications for recognition are generally processed within a maximum of four months. The prerequisite for recognition is that, after enrolment, at least one exam must still be taken in the relevant degree programme at Kaiserslautern University of Applied Sciences. The first-time application for an exam at Kaiserslautern University of Applied Sciences precludes recognition or credit for it if the withdrawal deadline pursuant to Sec 5 Paragraph 4 has passed.

(6) On the basis of the recognition of and credit for graded exams and academic achievements, credit is given for periods of study (classification into a subject-specific semester). As a rule, this is determined by the number of credit points (ECTS) earned through recognition and credit compared to the total number of credit points (ECTS) to be earned in the selected degree programme. Periods of study in the selected degree programme completed at another higher education institution in the Federal Republic of Germany shall be credited ex officio; periods of study completed on a part-time basis shall be taken into account appropriately in relation to the study workload of one semester of the chosen degree programme.

(7) The Examination Board or a person appointed by it shall decide on the recognition and award of credit for graded exams and academic achievements as well as on the award of credit for periods of study.

### **Sec 18 Scope of the Bachelor's Examination**

(1) The Bachelor's examination consists of

1. the Bachelor's thesis,
2. the colloquium about the Bachelor's thesis,
3. the other module examinations listed in the subject-specific examination regulations.

(2) The subject-specific examination regulations shall indicate the modules and the exams assigned to them that make up the module examinations pursuant to Paragraph 1 No. 3. The modules have ECTS credit points assigned to them that assess the amount of study workload required to complete them. The basis for the calculation of one credit point are 30 hours of work in the case of regular attendance programmes, with the exception of the career-compatible degree programmes.



## Sec 19 Calculation of the Overall Grade, Transcript of Records

(1) The overall grade shall be obtained from the weighted average of the grades of the module examinations, provided these comprise at least one exam result. The weighting shall be done in accordance with the respective applicable subject-specific examination results. For the calculation of the overall grade, only the first decimal after the decimal point shall be taken into account; all other decimal places shall be deleted without rounding. The subject-specific examination regulations shall stipulate whether the overall grade “passed with distinction” (*mit Auszeichnung bestanden*) shall be awarded and starting from which grade point average this overall grade shall be awarded. The grades are:

If the average is up to 1.5	= very good ( <i>sehr gut</i> )
If the average is above 1.5 and up to 2.5	= good ( <i>gut</i> )
If the average is above 2.5 and up to 3.5	= satisfactory ( <i>befriedigend</i> )
If the average is above 3.5 and up to 4.0	= sufficient ( <i>ausreichend</i> )
If the average is above 4.0	= insufficient/failed ( <i>nicht ausreichend</i> ).

(2) A transcript of records shall be issued for the successfully completed Bachelor’s examination. This transcript shall include:

1. Degree programme, including any addition if existent (e.g. study focus, study track)
2. Topic of the Bachelor’s thesis
3. Names of the modules taken to pass the Bachelor’s examination, including the module grade obtained and the ECTS credit points awarded
4. Overall grade and overall number of ECTS credit points of the degree programme
5. Upon request by the student: duration of the studies in that subject until the successful completion of the Bachelor’s examination

(3) Upon request by a student, the grades of exams taken in addition shall be included in an appendix to the transcript of records.

(4) The students shall receive a ranking of their overall grade via a ranking table in accordance with the current ECTS Users’ Guide. For the ranking, all grades of the four semesters preceding graduation from the respective degree programme shall be taken into account. The subject-specific examination regulations can stipulate the inclusion of additional semesters preceding this referral period in the calculation. The ranking shall be done if the referral group comprises a minimum of 30 grades. The ranking shall be recorded in the appendix to the transcript of records.

(5) The university shall issue a Diploma Supplement (DS) in accordance with the “Diploma Supplement Model” of the European Union/European Council/UNESCO in both German and English. For the representation of the national education system (DS paragraph 8), the text coordinated between the Standing Conference of the Ministers of Education and Cultural Affairs (*Kultusministerkonferenz*) and the German Rectors’ Conference (*Hochschulrektorenkonferenz*) in its respective applicable version shall be used. In particular, it shall contain information about the university, the type of degree, the degree programme, the admission requirements, the study requirements and the course of the studies as well as about the German university system. In addition to being issued the Diploma Supplement, the students shall be given an English translation of the transcript of records.

(6) The transcript of records shall be signed by the President of the University of Applied Sciences and by the chairperson of the Examination Board and shall bear the date at which the student passed the final graded exam or obtained the final academic achievement.

(7) Issuance of an electronic version of the transcript of records and of the Diploma Supplement shall be precluded.

## Sec 20 Bachelor’s Certificate

(1) At the same time as the transcript of records, a certificate shall be issued bearing the date of the transcript of records. This certificate shall serve to certify the award of the academic degree.

(2) The Bachelor’s Certificate shall be signed by the President of the University of Applied Sciences and the seal of the university shall be affixed to it.

### **Sec 21 Invalidity of the Bachelor's Examination**

(1) If the candidate cheated during an exam and if this act is only revealed after the transcript of records has been issued, the Examination Board can retroactively correct the grades accordingly for those exams in which the candidate cheated and can declare the exam as a whole or parts thereof as failed.

(2) If the prerequisites for admission to an exam were not fulfilled without any intention to cheat on the part of the student, and if this fact is only revealed after the transcript of records has been issued, then this defect is rectified by the passing of the exam. If a student wilfully gained wrongful admission, the Examination Board shall make a decision.

(3) Prior to such a decision, the student shall be provided an opportunity to make a statement.

(4) The incorrect transcript of records shall be seized and, if necessary, a new one shall be issued. Together with the incorrect transcript of records, the Bachelor's Certificate shall also be seized if the examination was declared to be "failed" (*nicht bestanden*) due to deception.

### **Sec 22 Access to Exam Files and Retention Periods**

(1) Upon request, the students shall be granted access, within an appropriate period of time, to their written exam work, including the assessments and exam minutes, within one year after the conclusion of the examination procedure. Sec 15 Paragraph 2 shall remain unaffected by this.

(2) Documents regarding academic achievements and graded exams (such as written exams, seminar and term papers, minutes about oral exams) shall be kept for two years after the conclusion of the last exam in compliance with the relevant data protection regulations and can then be released to the students, respectively the graduates, provided they submit a corresponding application one month before the end of the two-year period. In derogation of this, Bachelor's theses and related assessments shall be retained for five years after their submission for review regarding an existing suspicion of deception; requests for release of these documents must be submitted no later than one month before the end of this five-year period.

(3) Where legal procedures are pending, the exam documents shall be kept until such date as these procedures have been completed conclusively.

### **(Sec 23 Effective Date)**