General Part (Part A) of the Examination Regulations for all Regular Attendance Bachelor Courses at the University of Applied Sciences Emden/Leer

Based on Section 7 of the Lower Saxony Higher Education Act (NHG) of 26 February 2007 (Lower Saxony Gazette p. 69) last amended by Article 1 of the Act of 11 December 2013 (Lower Saxony Gazette, p. 287), the senate of the University of Applied Sciences Emden/Leer decreed the following regulations on 2 December 2014. This was approved by the committee on 17 December 2014 (Announcements no. 26, published on 6 January 2015), last amended by the senate decree of 27 June 2017 and approval of the committee on 30 August 2017 (Announcements no. 52, published on 4 September 2017).

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# Section 1 Scope

1. 1The general part of the examination regulations (Part A) applies to all regular attendance Bachelor courses at the University of Applied Sciences Emden/Leer. 2It regulates uniform examination standards across the university and forms the respective examination regulations with the corresponding specific part.
2. 1The subject-specific part of the examination regulations (Part B) regulates in particular the structure of the course of study, the standard period of study, the university degree awarded, the type, number, requirements and processing time for the achievements required to pass the final examination, the preliminary admission to the modules of the final examination. 2Furthermore, it regulates the overall amount of time for classes, the admission to the Bachelor thesis if not all modules have yet been passed.

# Section 2 Aim of the course

1The final examination constitutes the completion of the Bachelor course, qualifying the graduate to enter a profession. 2The purpose of the examination is to determine whether the students have acquired both the necessary methodological skills and the qualifications relating to the professional fields in order to be able to work in those fields on a scientific basis, drawing from subject-specific and interdisciplinary contexts.

# Section 3 Graduation

1The Bachelor degree is awarded after successful completion of the course. 2The university also issues a document with the date of the transcript. 3The degree which is awarded is regulated by the respective **Part B**.

# Section 4 Extent of course and standard period of study

1. 1The extent (standard period of study) of the Bachelor course is at least three years and a maximum of four years. 2The standard period of study can be extended for up to a year in exceptional cases. 3The standard period of study of the respective Bachelor course, including the Bachelor thesis as well as any practical phases, is regulated in **Part B**.
2. 160 credits are usually awarded per year of study in accordance with the requirements of the ECTS (European Credit Transfer and Accumulation System). 21,800 working hours per year of study is the set workload for a full-time course. 3One credit point thus corresponds to a workload of 30 hours for the student. 4Part B may regulate differently from this.
3. 1If the standard period of study of the respective Bachelor course is four years, the final examination will be preceded by a preliminary examination. 2This is to determine whether the candidates have acquired the content-related and methodological basics of their specialist field and a systematic orientation in order to successfully continue their studies. 3For more details see **Part B**. 4The above does not apply to courses according to Paragraph 1 Clause 2.
4. 1The course is structured and organised in such a way that it can be completed within the standard period of study.

# Section 5 Structure of the course

1. 1The course has a modular structure. 2Modules are study units which are thematically and temporally separate and independent, and lead to part of the qualification of the respective course aim.
2. 1Modules can be made up of various teaching and learnings forms (e.g. lectures, seminars, exercises, projects, internships, excursions, professional work experience, individual self-study). 2These normally have a duration of one semester, however can be no longer than two semesters. 3The workload linked with a module can also extend into lecture-free time.
3. 1The content, form and performance to be attained for a module is laid down in the respective module description in the module catalogue in **Part B** or outside of the examination regulations in the module handbook. 2The rules in the module handbook have been decreed by the examination committee and shall be announced to the university public in a suitable manner before the beginning of the semester. 3Decrees in accordance with Clause 2 must have transitional provisions if required as well as a date for coming into effect. 4We refer to Section 44 of the Lower Saxony Higher Education Act for important changes to the module handbook.
4. 1A course consists of subject-related parts (subject modules) and multidisciplinary parts. 2In the multidisciplinary parts, primarily key skills should be taught. 3The subject modules may be supplemented with interdisciplinary courses. 4**Part B** regulates this in more detail.

# Section 6 Course requirements, credits, organisation of course

1. 1The course is made up of mandatory modules, compulsory elective modules and optional elective modules. 2**Part B** governs which modules belong to a subject course and what status they have within this.
2. **Mandatory modules** Students must attend and pass these.
3. **Compulsory elective modules** Students must attend and pass these from a selection of modules.
4. 1**Optional elective modules** Students can also choose to attend these if they have the capacity. 2No credits are awarded for optional elective modules. 3They are not taken into account when the overall grade is determined. **4Part B** can rule that these elective modules are listed in a certificate.
5. 1Modules are normally completed when the module examination is passed, on the basis of which, grades and credit points are awarded. 2In exceptional cases, a module examination can also be layered in several partial examinations. 3In the module examinations and partial examinations, different forms of study-related examinations can be used. 4**Part B** can specify that several modules are compiled into a **meta-module**.
6. 1For the successful completion of a module in accordance with Paragraphs 1a) and b), the number of credits awarded is specified in the module description.
7. 1The sequence of modules is recommended in the corresponding attachment for the subject-specific provisions in **Part B.** 2Irrespective of this are constraints which arise from the definition of subject admission requirements for modules.
8. 1Mandatory attendance of lectures at the University of Applied Sciences Emden/Leer is justified if, in view of the type of lecture and the learning aim which is strived for, attendance is suitable for the promotion of achieving the learning aim, if attendance is required in order to achieve the learning aim and if the learning aim cannot be achieved through more lenient means, in particular by way of self-study alone or in private working groups. 2If it is the case that attendance of a module is mandatory and this is not adhered to, the student shall not be admitted to this examination. 3Lectures with mandatory attendance, the modalities of attendance, the permitted absences shall be stipulated in module handbooks. 4In principle, attendance is not mandatory.

# Section 7 Forms of examinations

1. 1Examinations can only be retaken a limited number of times. 2They are graded (Section 11). 3The results feed into the grade calculation.
2. 1Academic performance is usually attained in connection with a course. 2This must be passed. 3Academic performance can be repeated to any extent, it can be graded or also assessed with a simple “pass” or “fail”. 4The grade does not feed into further calculations.
3. 1Examination pre-performance is the admission requirement for examination performance; this means that the examination performance score can only be achieved if examination pre-performance has been shown. 2Examination pre-performance can be repeated to any extent, it can be graded or also assessed with a simple “pass” or “fail”.  
   3The result does not feed into further grade calculations.

# Section 8 Types of examinations

1. 1The following types of examinations can be taken according to the subject-specific part of the examination regulations (**Part B**):
2. 1A **written examination** involves performing a determined suitable task with the common methods of the subject within a limited time, with resources which are predefined and under supervision. 2The working time is specified in **Part B**. 3Written examinations can also be carried out in the form of a multiple choice tests. 4A written examination can also be taken electronically. 5The students are given sufficient opportunity before the examination to familiarise themselves with the electronic examination system. 6Data protection provisions must be complied with.
3. 1The **oral examination** takes place with two assessors (collegial examination) or one examiner and an observer as an individual examination or a group examination for up to five students at the same time. 2The essential objects of the examination and the considerations underpinning the assessment of the performance must be detailed in a record. 3The assessors or examiner and the observer must sign this. 4The oral examination usually lasts for 30 minutes for each student. 5Within the framework of the oral examination, tasks can also be set to be handled in writing to an appropriate extent, provided this does not eliminate the character of the oral examination.
4. 1An **assignment** is the independent written processing of a subject-specific or interdisciplinary task within a determined period of time. 2In suitable cases, the found solutions can be explained orally in a typical manner for the professional activity.
5. 1A **plan** covers the processing of a subject-specific or interdisciplinary task in a conceptional and constructive regard, particularly taking into account planning aspects.
6. 1A **presentation** is an oral talk with an accompanying discussion about an independent and advanced written tackling of a problem from the working context of the lecture, taking into account and evaluating the relevant literature.
7. 1The **creation and documentation of computer programs** usually covers
8. a description of the task and its delimitation;
9. the development of theoretical requirements for completing the task, in particular the selection of suitable methods, taking into account and evaluating the relevant literature;
10. the formulation of the applied algorithms in a suitable programming language;
11. testing the program with several exemplary datasets and checking the results for correctness;
12. the program documentation, in particular detailing the used methods, a description of the solution, the program protocols (source program) and the result protocol;
13. a demonstration of the program.
14. 1In a **computer test**, the student must complete tasks directly at the computer within a prescribed time.
15. 1An **experiment** covers the theoretical preparation, structure and execution of an experiment as well as the written or oral presentation of the working stages, the test procedure and the results of the experiment, as well as a critical appraisal.
16. 1A **project report** is the coherent textual or medial presentation of the problem, the analysis and the result of a project as well as the applied working methods. 2The project report should be explained in a way which is typical for the professional activity. 3Participation in the project can also be included in the assessment.
17. 1An **experience report** should show that the student can connect study and practice after didactic/methodical guidance and contribute to making the experiences and results useful for the purposes of teaching. 2It usually also includes:
18. an evaluation of the relevant preparatory literature;
19. a description of the position to be completed during the internship;
20. a description of the tasks completed during the internship and the attained results.
21. 1A **practice-oriented exercise** involves solving a practical task in a way which is typical for the profession and to explain and present the solution.
22. 1**Coursework** is work to accompany lectures at the choice of the examiner in accordance with Paragraphs 4 to 10.

(13 a) 1A portfolio covers a specific number of up to four pieces of work (e.g. report, thesis, review, learning journal, short presentation, exercise tasks, written short test). 2Examination performance in accordance with Paragraph 1 is not permitted within a portfolio.

3The portfolio is assessed as a whole. 4Section 8 Paragraph 18 applies accordingly.

1. 1For **multiple-choice tests**, the candidates must answer set questions in writing under supervision. 2They must state which of the answers to the question they find correct.
2. 1Other types of examination can be stipulated in **Part B** if these are appropriate and equal to the examination performance in accordance with Paragraphs 2 to 14 with regard to requirement and procedure.
3. 1Suitable types of examination can also be permitted in the form of **group work**. 2Upon the request of the examiner, the examination committee can decree that examinations can only be performed in the form of a group effort. 3The contribution of the individual to be assessed as examination performance must fulfil the requirements to be set for the examination as well as be clearly delimited and individually assessable as the individual examination performance by providing paragraphs, page numbers or other objective criteria.
4. 1If the student demonstrates that they are incapable of rendering the performance in whole or in part in the prescribed form due to a long-term illness, chronic illness, or disability, the examination committee must make it possible for the student to render the performance over an extended working time or in a different form, or by permitting the student to bring appropriate resources. 2To this end, the submission of a doctor’s note can be demanded. 3This applies accordingly to academic performance.
5. If several types of examination are intended for one module, the type of examination shall be made known within three weeks after the start of lectures.

# Section 8 a Internships, practical phases and practical semesters

1The duration of internships, practical phases and practical semesters is regulated in Part B of the examination regulations for the respective courses. 2In case a longer duration of the internship is necessary to achieve the training purpose, the duration can be extended to a maximum of six months in substantiated cases. 3A teacher from the university will decide on the extension.

# Section 9 Public access to oral examinations

1Students who wish to undergo the same examination in the future, as well as other members of the university who claim their own legitimate interest, may be permitted to listen in. 2This does not extend to discussing and notifying students of the examination results. 3Listeners can be ruled out if the candidate requests this. 4Upon the request of the candidate, occupational tutors can be allowed entry to the colloquium as listeners.

# Section 10 Registration deadlines, examination periods, course deadlines

1. 1For each examination performance, the students must apply for admission within a period of time determined by the examination committee (examination registration). 2The examination committee determines in which form, where and in what period the students must apply for admission.
2. 1The choice of course focus and course disciplines or specialisations is made by initial registration for the respective examination. 2Switching is only possible if approved by the examination committee; **Part B** can stipulate that switching is not permitted. 3Switching is not permitted in any case if registration for the second repeat is pending.
3. 1Compulsory elective modules are chosen by initial registration for the examination. 2Paragraph 2, Clauses 2 and 3 apply accordingly.
4. 1Students have the option to withdraw their examination registration before a date determined by the examination committee at the latest. 2The examination committee determines in which form and where the withdrawal should take place. 3Section 16 applies to withdrawals.
5. 1Provided nothing further else is stipulated in this part and **Part B**, students can be admitted to the examination if they are enrolled in the **appropriate** course of study, can prove proper study behaviour and have passed the modules, examination pre-performance and academic performance required.
6. 1Until the end of the **2nd study semester**, the student shall have successfully completed modules amounting to **40 credit points** in the modules listed in **Part B**. 2In addition to exceeding the deadline, a notification shall be issued stating that the student risks **exmatriculation** from the respective course due to **failure without the option to repeat** if they have not attained the required 40 credit points **until the end of the third semester**. 3If the 40 credit points are not attained until the end of the third semester for reasons within the control of the student, they will be deemed having **“failed without the option to repeat”** and will be **exmatriculated** from the course. 4Section 16 Paragraph 2 shall apply to the statement of reasons intended to justify exceeding the deadlines as per Clause 3. 5**Part B** can specify alternative regulations regarding the amount of credit points to be attained and the deadline within which to attain these credit points.

(6 a) 1The respective **Part B** can stipulate that a mandatory consultation with participation of the examination committee chairperson shall be held in the third study semester as an alternative to deeming the student having “failed without the option to repeat” if the amount of credit points stated above is not attained. 2Admission to further academic and examination performances requires documentation of participation in this session. 3Any unjustified absence within the meaning of Section 16 Paragraph 2 shall result in the student being deemed having “failed without the option to repeat”.

(6 b) 1If no more credits are attained in a period of two consecutive semesters, the examination committee can decree that the final examination has been failed without any further option to repeat. When making the decision, the examination committee takes into account circumstances beyond the candidate’s control or unreasonable situations of hardship. Paragraph 7 and Section 16 Paragraph 2 apply accordingly.

1. 1By making a request to the examination committee, the period of protection of Section 3 Paragraph 2 and Section 6 Paragraph 1 of the Maternity Protection Act (MuSchG) as well as the regulations on parental leave in Sections 15, 16 of the German legislation on parental allowance and parental leave (Bundeselterngeld und Elternzeitgesetz [BEEG]) shall be taken into account accordingly. 2An exemption in accordance with the legislation on care periods (PflegeZG) is equal to those of Clause 1. 3The corresponding documentation must be enclosed with the request. 4Upon request to the examination committee, the times of participation in boards prescribed by law and statutory bodies of the university as well as in statutory bodies of the self-administration of the students at the university are taken into account with up to two semesters.
2. 1The examination committee decides about admission to examinations. 2Admission is refused if the admission requirements are not fulfilled. 3A special decree only fares if admission is refused.
3. 1Admission including the examination periods are announced to the university public.

# Section 11 Assessment of examination performance and modules, formation of grades

1. 1The individual examination performances are assessed by the respective assessors (Section 15 Paragraph 2). 2Section 8 Paragraph 3 remains unaffected. 3The observer must be listened to before the grade is determined. 4Written examinations are usually marked at the latest four weeks after the respective examination.
2. 1The following grades are used to assess examination performance:

1.0; 1.3 = Very good = A particularly excellent performance

1.7; 2.0; 2.3 = Good = A performance which is significantly above the

average requirements

2.7; 3.0; 3.3 = Satisfactory = A performance which corresponds to the

average requirements in every regard

3.7; 4.0 = Pass = A performance which corresponds to the minimum

requirements, in spite of its deficiencies

5.0 = Fail = A performance which is insufficient to meet the

requirements due to significant deficiencies

2If the examination performance is assessed by two assessors, the grade of the examination performance is calculated from the average of the individual notes determined by the examiners.

1. 1The grade is:

For an average of up to 1.50 = very good

For an average of over 1.50 and under 2.50 = good

For an average of over 2.50 and under 3.50 = satisfactory

For an average of over 3.50 and under 4.00 = pass

For an average of over 4.00 = fail

2When calculating the averages, the first two decimal places behind the comma are taken into account, all other places are dropped without rounding.

1. 1If a module consists of several examinations, the module grade is calculated from the average of the average of the grades for the individual examinations in accordance with Paragraph 3 weighted according to the number of credits (decimal number with two decimal places), provided no specific weighting is intended in **Part B** of the examination regulations. 2In the transcript, the module note is listed in accordance with Paragraph 3. 3If a meta-module (Section 6 Paragraph 2) is formed, the meta-module grade is formed from the modules corresponding to Clause 1. 4In this case, the meta-module grade is listed in the transcript, unless **Part B** states that the modules which form the meta-module should also be listed in the transcript.
2. 1In the formation of the overall grade, Paragraphs 2 to 4 apply accordingly. 2To the extent that a module consisting of several examinations also comprises academic performances, the credit points of the academic performance will also be taken into account in the weighted calculation of the final grade. **3Part B** can regulate differently from this.
3. 1**Part B** can specify that the weighting factor can be reduced by up to half of the credit points for modules in the first three semesters. 2In addition, **Part B** can provide for a particular weighting of the Bachelor thesis according to Section 18 Paragraph 1 No. 2.3 For courses according to Section 4 Paragraph 1, the duration as per Clause 1 can be extended.
4. 1The considerations underpinning the assessment decision are documented in a suitable manner and included in the examination documents.
5. 1**Part B** can feature an assessment of simply “pass” or “fail” for a specific examination pre-performance or academic performance, differing from Paragraph 3.
6. 1The overall grade is supplemented by a relative classification in accordance with the ECTS Users’ Guide as amended.
7. 1Examinations in accordance with Section 8 Paragraph 14 are assessed while taking into account absolute and relative pass marks.

# Section 12 Passing, failing and repeating examinations

1. 1An **examination** has been passed when it has been assessed with at least the grade “pass”. 2If the examination is assessed by two assessors, this has only been passed if both assess the performance with at least the grade “pass”. 3Section 11 Paragraph 2 and 3 apply accordingly. 4A **module** has only been passed if all required examinations have been passed. 5If a module examination is also not passed in the last possible repeat attempts and thus the respective module not passed and there is no adjustment for this module intended in **Part B**, the final examination is deemed failed without the option to repeat in the concerned Bachelor course.
2. 1Failed examination performances may be repeated twice (repeat examination). 2Section 22 applies to the Bachelor's thesis with colloquium. 3A second repeat examination for written examination performance may only be assessed with “fail” (5.0) after the oral supplementary examination. 4The oral supplementary examination is offered by two assessors, otherwise Section 11 Paragraph 2 applies accordingly. 5If the oral supplementary examination is passed, the examination performance is assessed with “pass” (4.0). 6The oral supplementary examination is taken in a way which is directly linked to the last examination attempt, usually within 6 weeks after the candidate is informed that they have failed their last written repeat attempt. 7An oral supplementary test is ruled out if the assessment if the last written performance is covered by Section 16. 8Part B may regulate differently from this.
3. not applicable
4. 1Attempts made to complete an examination in the same or a related Bachelor course in the Federal Republic of Germany are taken into account for the repeat possibilities in accordance with Paragraph 2.
5. 1If the student has passed an examination, they can repeat the examination in the corresponding course of study at the University of Applied Sciences Emden/Leer once to improve the grade (improvement attempt) within the standard period of study; a second improvement attempt for the same examination is ruled out. 2During their studies at the University of Applied Sciences Emden/Leer, students can make a total of 3 improvement attempts during their Bachelor course. 3Provided the examination regulations do not intend otherwise, the possibility of the improvement attempt applies to all study-related examinations in written examination form and in oral examinations.

4For module examinations which consist of several examination elements, Part B can state that only the overall module examination can be repeated. 5An improvement attempt at the Bachelor thesis including the colloquium is ruled out. 6If the candidate attains a different result in the improvement attempt than in the first attempt, the better of both results are taken into account and included in the calculation of the overall grade for the degree examination.

# Section 13 Notification

1. 1The chairperson of the examination committee announces the decisions of the examination committee, in particular admission to examinations, periods and deadlines, also examination periods, registration deadlines and other deadlines in a suitable manner with a legally binding effect, without prejudice to Section 24. 2Here, data protection provisions must be taken into account.
2. 1The results of the examinations are notified three days after entry into the performance overview of the university portal; this does not apply for examination performance in accordance with Section 18. 2Notifications in accordance with Section 13 Paragraph 1 can also be made in the usual departmental manner via publications online or announcements on the department noticeboard. 3Here, data protection provisions must be taken into account.

# Section 14 Examination committee

1. 1The academic dean performs the tasks in accordance with Section 45 Paragraph 3 Clause 1 NHG. 2He or she or their appointed person maintains the examination files. 3In accordance with Section 9 Paragraph 2 of the basic rules of the University of Applied Sciences Emden/Leer, the faculty council can form an examination committee upon the suggestion of the academic dean for their support in carrying out examinations. 4Several examination committees may also be formed; in this case, the faculty should determine which range of courses fall into the responsibility of each of these. 5If no examination committee is formed, the academic dean is responsible for all the tasks assigned in these examination regulations of the examination committee or the chairperson of the examination committee.
2. 1The respective faculty council decides about the size and composition of examination committees. 2The examination committee usually consists of five members: three members who represent the university teaching staff, one member who represents the employees and who is trusted with teaching tasks, and one member who represents the students. 3If there is no group of employees, this position is taken by the university teaching staff group. **4Part B** can have a different regulation regarding number and composition. 5The members of the examination committee are elected by the members of the faculty council.

6The chairperson and the deputy chairperson must be members of the university teaching staff; they are elected by the faculty council. 7The student members only have an advisory vote with regard to decisions about the assessment and transfer of achievements and periods of study.

1. **1**The period of office of the non-student members of the examination committee is two years, the period of office of the student members is one year.
2. 1At the start of each semester, the examination committee establish the testing and oral examination periods. 2In addition, the examination committee also determines the issue and submission times for time-bound examinations. 3Particularly for homework assignments, experimental work and presentations, the examinations can transfer this task to the examiners. 4If, in accordance with Section 14 Paragraph 1 Clause 4, several examination committees have been formed in one faculty, the examination periods are determined by the faculty council in accordance with Clause 1.
3. 1The examination committee makes its decisions according to the majority of the valid votes cast. 2In case of a tied vote, the chairperson will cast the tie-breaking vote. 3The examination committee constitutes a quorum when the majority of its members, including the chairperson or deputy chairperson and one other member of the teaching staff group are present.
4. 1Minutes are taken for the examination committee meetings. 2The key topics of discussion and the decisions of the examination committee are recorded in the minutes. 3Otherwise, the general business order of the boards of the university applies.
5. 1The examination committee can revoke and transfer powers to the chairperson and deputy chairperson. 2Opposition decisions and decisions about the continuation of studies may not be delegated. 3Otherwise, tasks which affect the organisation and implementation of examinations and grade calculations in accordance with Section 17 can be transferred in the sense of Clause 1. 4The chairperson prepares the decisions of the examination committee and executes these. 5They report to the examination committee about their activity.
6. 1The examination committee meetings are not public. 2Members of the examination committee and their representatives are subject to an official duty of confidentiality. 3If they are not a public employee, they must be bound to confidentiality by the chairperson.
7. 1The members of the examination committee can take part in all examinations.

# Section 15 Examiners and observers

1. 1The examination committee appoints the examiners and the observers. 2Only such members and employees of the University of Applied Sciences Emden/Leer may be appointed as examiners that are employed to teach independently in the relevant subject for examination. 3If there is a need for this, this also then applies if the person has been allowed to teach only a partial area of the subject for examination independently. 4Teaching staff for specific tasks as well as persons experienced in professional practice and training may be appointed to conduct examinations in suitable examination areas. 5Persons appointed to become examiners or observers must possess at least the qualification determined by the examination, or a qualification of equal value.
2. 1Final degree examinations and final repeat examinations must be assessed by two examiners in the sense of Paragraph 1. 2Section 8 Paragraph 3 remains unaffected. 3Presentations in accordance with Section 8 Paragraph 6 do not constitute an examination within the meaning of Clause 2.
3. 1Students can suggest examiners to conduct oral examinations and for the Bachelor thesis with colloquium, without prejudice to the regulation in Paragraph 4. 2The suggestion does not justify any claim. 3The suggestion should be complied with provided there are no important reasons or an unreasonable strain of the suggested person to contradict this.
4. 1If examination performances are given during studies, the teacher is entitled to conduct the examination in accordance with Paragraph 1 Clauses 2 to 4 without the special appointment of an examiner. 2This also applies if examination performances are given in connection with lectures which are taught by several responsible teachers. 3If more persons entitled to conduct examinations are available than are necessary to conduct the examination, the assessors are appointed by the examination committee.
5. 1The examination committee ensure that the students are notified of the names of the examiners at least two weeks before the date of the respective examination.
6. 1Section 14 Paragraph 8 applies accordingly.

# Section 16 Exceeding the deadline, absence, withdrawal, non-compliance

1. 1Examination performance is deemed assessed with the grade “fail” if the student
2. does not attend an examination without a valid reason or
3. withdraws from the examination after it began or
4. does not repeat an examination within the set period.
5. 1The reasons given for withdrawal or absence must be communicated to the examination committee or their appointed body without delay, in writing and these must be credible, otherwise the relevant examination performance will be assessed with the grade “fail”.

2Exmatriculation is not a valid reason. 3In the event of illness, a doctor’s note must be submitted **without delay**. This must detail the duration of the student’s inability to sit the exam and must not have been issued later than the date of the examination. 4Upon the request of the examination committee, the student must submit a doctor’s note from a public health officer if the illness is not obvious. 5If the reasons are recognised, a new date shall be scheduled, usually the next regular examination date or, in the case of Section 10 Paragraph 6, the examination committee will decide on the duration of a deadline extension.

1. 1If the submission date is not complied with without a valid reason for an examination performance, this shall be assessed with the grade “fail”. 2Paragraph 2 applies accordingly. 3If the student has valid reasons, the examination committee will decide, taking into account the principles of equal opportunities, whether the submission date for the examination performance should be pushed back or if a new task should be set.
2. If the student tries to influence the result of their examination by means of deception or the use of prohibited resources, if they participate in a deception, or if they disrupt the proper process of the examination, or if the intellectual property of others is violated for the purposes of a conscious deception, or if the published material of third parties are used without detail of the sources/authorship and claimed as one’s own work (plagiarism), the relevant examination performance shall usually be assessed with “fail” (5.0). For particularly serious or repeated deception offences, the examination can be deemed “failed without option to repeat”. The student continues the examination, unless a preliminary disqualification is deemed necessary according to the decision of the invigilator. The determination in accordance with Clause 1 is made by the assessors and is placed on record. The decision about the assessment of the relevant examination performance with “fail” (5.0) or “fail without option to repeat” is made by the examination committee. The student is given the opportunity to present their case before this decision.
3. If misconduct is only discovered after the end of the examination and if the candidate has not yet ended their studies, the examination shall also be assessed with “fail” (5.0).
4. The student must be given the opportunity to express themselves before a decision is made.
5. An examination performance can be checked for text passages or other sources the origin of which has not been stated using suitable plagiarism recognition software.

**Section 17 Transfer of study periods, examination achievements and credit points**

1. 1Periods of study, academic performances including vocational activities and other examination performances in the same or a related Bachelor course in the Federal Republic of Germany may be calculated towards the corresponding achievements upon request without a determination of equivalence being carried out.
2. 1Periods of study, academic performances including vocational activities and other examination performances in a different course of study can be transferred upon request, provided they are not essentially different in content, scope and requirements from those of the course of study for which the calculation has been applied. 2Here, no schematic comparison is carried out; an overall examination and evaluation with regard to the meaning of the performance for the aim of the course in accordance with Section 2 is carried out.
3. 1For the determination of equivalence for courses of study from other countries, the equivalence agreements or other interstate agreements endorsed by the conference of ministers of education or conference of university rectors are decisive. 2If such agreements do not exist or a further transfer is applied for, the examination committee shall decide on the equivalence. 3The opinion of the Central Office for Foreign Education can be sought to clarify the circumstances and legal situation. 4Deviating transfer provisions based on agreements with overseas universities remain unaffected.
4. 1Performance at overseas universities while enrolled in the course is recognised if the student allows the eligibility of this performance to be confirmed by the examination committee in the form of a “learning agreement” before starting the semester abroad. 2The student must submit the necessary documents for recognition.
5. 1Competences obtained outside of university and in vocational positions regarding learning aims, content and the level of individual modules or parts of modules can also be taken into account provided equivalence can be determined in accordance with Paragraph 1 is established. 2Qualifications which were achieved in specialist training can generally also be taken into account, provided equivalence can be determined in accordance with Paragraphs 1 and 2. 3The examination committee decides on blanket recognition of academic and examination performances. 4Recognition of academic and examination performances according to Paragraph 5 is only possible for up to half of the credit points awarded in this course.
6. 1For periods of study, academic and examination performance in state-recognised distance learning or state-funded institutions for distance learning, Paragraphs 1 and 2 apply accordingly.
7. 1If academic and examination performance is considered, the grades are transferred over and included in the calculation of the overall grade, provided the grading systems are comparable. 2If the grading systems are not comparable, the comment “passed” is included and the considered performance is not taken into account in the calculation of the overall grade. 3If corresponding agreements have been made with overseas universities, it is possible to convert the grade. 4The credit transfer may be indicated on the degree transcript.
8. 1The examination committee decides on credit transfer matters. 2A transfer may not be carried out if it has not been applied for at the latest by the notification of the corresponding examination performance. 3The decision to recognise performance is made on the basis of appropriate information about the qualification the recognition was applied for. 4The applicant is usually responsible for providing this information. 5If the recognition is denied, this must be justified and, if possible, the applicant must be informed of measures to take to request the recognition at a later point in time. 6If the recognition is denied or no decision can be made, the application may lodge an appeal within an appropriate period.

# Section 18 Final examination

1. 1The final examination consists of:
2. modules which must be completed during studies;
3. the Bachelor thesis including the colloquium.
4. 1Part B regulates the type and scope of the examinations which complete the modules. 2It may also provide that the colloquium for the Bachelor’s thesis according to No. 2 is omitted.

# Section 19 Admission to the Bachelor thesis

1. 1Students are admitted to the Bachelor thesis if they

* have passed the required modules of the final examination in accordance with Part B,
* and were matriculated at the University of Applied Sciences Emden/Leer for at least the last semester before registering for the Bachelor thesis.

1. 1Part B may deviate from this in that it permits admission to the Bachelor thesis even if all modules of the final examination have not yet been passed. 2This requires that the missing performance is expected to be rectified within a semester without it affecting the Bachelor thesis.
2. 1The application for admission to the Bachelor thesis must be made in writing within the registration period set by the examination committee (Section 10).

# Section 20 Bachelor thesis

1. 1The Bachelor thesis should show that the student is capable of processing a problem from the subject of the respective course of study independently in academic terms, within a prescribed period of time. 2The type and task of the Bachelor thesis must correspond to the aim of the course (Section 2) and to the allocated time to process this. 3The Bachelor thesis can be prepared in the form of a group activity. 4Section 8 Paragraph 16 applies accordingly. 5Unless otherwise stated in Part B, the Bachelor thesis must be prepared in writing. 6Part B specifies the number of copies of the Bachelor thesis to hand in, as well as whether a separate abstract of the Bachelor thesis must be handed in and, if this is the case, the content of this abstract. 7Here, it should be taken into account that Bachelor theses are normally made accessible in the university library.
2. 1The topic of the Bachelor thesis can be determined by any member of the university teaching staff of the faculty who are assigned to the course. 2With the consent of the examination committee, the topic can also be determined by a professor who is not a member of this faculty. 3It can also be determined by other people who are authorised to examine candidates in accordance with Section 15 Paragraph 1; in this case, the second assessor must be a professor. 4Section 15 Paragraph 2 remains unaffected.
3. 1The examination committee issues the topic. 2Upon request, the examination committee ensures that the student receives a topic for the Bachelor thesis in good time. 3When the topic is issued, the examiner who chose the topic (first assessor/first examiner) and one other examiner (second assessor/second examiner) are appointed. 4While the thesis is being prepared, the student is supported by the first examiner.
4. 1The topic of the Bachelor thesis can only be returned once within the first three weeks of the working time. 2The working time for the Bachelor thesis is specified in Part B. 3There, the working time can be extended for a maximum duration of 6 months.
5. 1The submission date for the Bachelor thesis must be put on record. 2In the Bachelor thesis, the student must make an affirmation in writing that they completed the thesis independently (or a corresponding part of this for group work) and used nothing other than the listed sources and resources.
6. 1The Bachelor thesis is preliminarily assessed by the examiner before the colloquium within four weeks of its submission. 2Section 11 Paragraph 2, 3, 5 and 9 apply accordingly. 3Part B can stipulate an independent weighting and assessment of the Bachelor thesis and colloquium, in this case, the Bachelor thesis is not assessed preliminarily as in Clause 1, but finally assessed.

# Section 21 Colloquium

1. 1In the colloquium, the student must, on the basis of a discussion of the Bachelor thesis, prove and explain in a specialist conversation that they are capable of treating overarching and problem-related issues from the subject area on an academic basis and to go into depth about the thesis results in a specialist discussion.
2. 1Students are admitted to the colloquium once
3. they have passed the necessary modules of the final examination, and
4. the Bachelor thesis has been assessed at least with the grade “pass” by one examiner.
5. 1The colloquium is carried out together by the assessors of the Bachelor thesis as an individual examination or group examination. 2The first assessor presides. 3The duration of the colloquium is usually 30 minutes per student.
6. 1Each examiner forms a final grade for the Bachelor thesis with the colloquium from their preliminary grade for the Bachelor thesis and the result of the colloquium. 2The average grade from the grades determined by the assessors is the significant evaluation of the Bachelor thesis with the colloquium for the final examination. 3Section 11 Paragraph 2, 3, 5 and 9 and Section 12 Paragraph 1 apply accordingly.
7. 1If Part B stipulates a separate weighting and assessment of the Bachelor thesis and colloquium, the examination committee can also appoint separate examiners for the colloquium. 2In this case, the appointed examiners form a final grade for the Bachelor thesis and for the colloquium, differing from Paragraph 4. 3The weighting of the grades for the overall results of the Bachelor thesis with colloquium is determined as provided for in Part B in this case. 4Section 11 Paragraphs 2, 3, 5 and 9, Section 12 Paragraph 1 and Section 22 Paragraph 2 apply accordingly.
8. 1Otherwise, Section 8 Paragraph 3 applies accordingly.

# Section 22 Passing and failing the final examination, repeat attempts

1. 1The final examination is passed once all modules, academic performance and the Bachelor thesis with colloquium have been assessed with at least “pass”. 2The final examination is deemed not passed if one module of the Bachelor thesis with colloquium is assessed with “fail” and there is no longer a possibility of repeating the performance.
2. 1The overall grade for the final examination is calculated from the average of the notes weighted by the credits for the modules determined in Part B as well as the Bachelor thesis with colloquium. 2Part B can stipulate a particular weighting of the Bachelor thesis with colloquium. 3For the calculation of the overall grade, the module grades calculated in accordance with Section 11 Paragraph 4 Clause 1 (to two decimal places) are taken into account. 4In the transcript, overall grades determined in this way are listed with the grades “very good”, “good”, “satisfactory” or “pass” using Section 11 Paragraph 3; the calculated result is listed in brackets with two decimal places.
3. 1For an overall grade of 1.00 to 1.30, the student is awarded the distinction “with honours” for particularly excellent achievements. 2The award shall be noted in the transcript.
4. 1If the Bachelor thesis with colloquium has been assessed as “failed” or is considered assessed as “failed", it can be repeated once; repeating it a second time is not possible. 2Changing the topic for the repeat attempt is only permitted, however, if this option has not already been used up in the first attempt at the thesis. 3Section 12 Paragraph 4 applies accordingly.

# Section 23 Bachelor transcript and Bachelor certificate

1. 1The candidate shall receive a transcript of their results without delay.

2The transcript contains at least the following details:

* + the university, the faculty with location;
  + the course;
  + the topic of the Bachelor thesis;
  + the grade of the Bachelor thesis including the colloquium
  + the list of modules relevant for the final grade with their grading and credit points;
  + the overall grade;
  + the mandatory modules;
  + the mandatory elective modules.

1. 1The transcript features the date upon which the last examination performance was completed. 2It is signed by the chairperson of the examination committee. 3Part B can state that the student may receive an English translation, if desired. 4The transcript is accompanied by a diploma supplement in English. 5Part B can state that the student may receive a German diploma supplement, if desired.
2. 1The candidate also receives a certificate with the date of the transcript at the same time. 2This certifies the awarding of the academic degree in accordance with Part B. 3The certificate is signed by the head of faculty and by the chairperson of the examination committee, and bear the university seal. 4Part B can state that the student may receive an English translation, if desired.
3. 1If the Bachelor course is failed without the option of a repeat attempt, the candidate will receive a certification from the examination office upon request about the performance they have given, including all failed attempts or a certification of all passed performances. 2The same applies when students who have completed parts of the course leave the University of Applied Sciences Emden/Leer.

# Section 24 Access to the examination and academic files

1. 1The students are granted access to the written examination work, assessors’ notes and examination records once each examination is complete. 2The application must be submitted to the examination committee at the latest within one year after the examination transcript has been issued or after the decision about the failed examination. 3This determines the place and time of access.
2. 1Upon request, students are informed about partial results before the end of an examination.

# Section 25 Invalidity of the examination performance, disqualification from the Bachelor degree

1. 1If the student has cheated during an examination or academic performance and this fact only becomes known after the transcripts have been issued, the examination committee can correct this accordingly and declare the examination or academic performance grade as partially or fully “failed” after the fact for the examinations where the candidate has cheated.
2. 1If the requirements for access to an examination have not been fulfilled without the candidate intending to cheat, and if this fact only becomes known after the transcripts have been issued, this fault is rectified by the student passes the examination.

2If the candidate gains access wrongfully and deliberately, the examination committee shall decide, taking into account the legal provisions about cancelling illegal administrative acts.

1. 1The candidate must be given the opportunity to explain the situation to the examination committee before the decision is made.
2. 1The incorrect examination result shall be withdrawn and replaced by a correct transcript or certificate in accordance with Section 23 Paragraph 4. 2The Bachelor certificate and the diploma supplement shall likewise be withdrawn with the incorrect examination transcript if the examination is declared “failed” (5.0) due to cheating. 3In accordance with Paragraphs 1 and 2, a decision is ruled out after a period of five years from the date of the examination transcript.

# Section 26 Case-by-case decisions, appeal procedures

1. 1Rejection decisions and other incriminating administrative acts which are made in accordance with these examination regulations must be justified in writing, enclose instructions for legal remedies and made known in accordance with Section 41 of the Administrative Procedure Act [VwVfG]. 2Appeals against administrative acts based on an assessment within the framework of a vocational examination can be submitted to the examination committee within one month after the decision is made in accordance with Sections 68 ff. of the Administrative Procedure Code.
2. 1The examination committee decides on appeals. 2If the appeal is against an assessment by an assessor, the examination committee shall make their decision after investigation in accordance with Paragraph 3.
3. 1If the candidate includes concrete and substantiated objections in their appeal against examination-specific evaluations and the subject-based assessments of an assessor, the examination committee shall pass the appeal onto this assessor for investigation. 2If the assessor changes their assessment in conformity with the application, the examination committee shall remedy the appeal. 3Otherwise, the examination committee investigates the decision based on the opinion of the assessor in particular to establish whether:
4. the examination procedure has not been carried out properly;
5. an incorrect evaluation has been made in the assessment;
6. common assessment principles have not been followed;
7. a solution based on a plausible and weighted argument has been assessed as incorrect;
8. the assessor has taken irrelevant matters into consideration.

4The corresponding applies if the appeal is made against several assessors.

1. 1If, in case of an infraction according to Paragraph 3 Clause 3 Numbers 1 to 5,

* the examination committee has not already remedied the appeal at this stage of proceedings, or
* concrete and substantiated objections against examination-specific evaluations and subject-based assessments have been raised without the assessor changing their decision accordingly, examination performances are reassessed by other assessors who have not previously been involved with this examination, or the oral examination is repeated. 2The new assessment may not lead to a worse examination grade.

1. 1The appeal shall be decided upon within one month. 2If the appeal is not remedied, the head of the university shall notify the person making the appeal.

# Section 27 Transitional provisions

1The final examination regulations existing for the University of Applied Sciences Emden/Leer before these examination regulations come into effect must be adapted to this Part A over a period of two years.

# Section 28 Taking effect

1. 1These regulations take effect on the day they are published in the Announcements of the University of Applied Sciences Emden/Leer. 2The examination committee shall inform the students in an appropriate manner about the applicable examination provisions. 3At the same time, the previous general part of the examination regulations of 27 June 2011 as amended on 11 July 2013 shall no longer be valid.
2. 1Section 11 Paragraph 5 applies to students who have started their studies at the University of Applied Sciences Emden/Leer in winter semester 2011/2012 or later.