

General Part of the Examination Regulations (Part A) for all Bachelor Programs of Emden/Leer University of Applied Sciences

This is an unofficial translation, legal rights fall to the German version of the examination regulations
(Part A)

General Part (Part A) of the Examination Regulations for Bachelor Programs (BPO) of Emden/Leer University of Applied Sciences

Based upon sec. 7 of the Lower Saxony Higher Education Act (NHG) of 26 February 2007 (Lower Saxony Law Gazette p. 69), last amended by article 1 of the act of 27 January 2022 (Lower Saxony Law Gazette p. 287), the Senate of Emden/Leer University of Applied Sciences decided the following regulations on 28 June 2022. These regulations were approved by the Executive Committee on 29 June 2022 (gazette no. 113, published on 1 July 2022), last amended by the decision of the Senate of 28 January 2025 and the approval of the Executive Committee on 5 February 2025 (gazette no. 151/2025, published on 12 March 2025).

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Art. 1 Scope

(1) ¹The General Part of the Examination Regulations (Teil A) applies to all Bachelor programs of Emden/Leer University of Applied Sciences. ²This part governs university-wide examination standards and forms the examination regulations as applicable with the relevant Special Part.

(2) ¹The Special Part of the Examination Regulations (Part B) governs in particular the structure of studies, the standard period of study, the university degree to be awarded, the type, the number, the requirements and the work time of the credits required for passing the Bachelor examination, the preliminary admission to the modules of the Bachelor examination. ²This part moreover governs the total time of lectures, the admission to the Bachelor thesis as long as not all modules have been passed.

Art. 2 Study Goal

¹The Bachelor examination forms the degree qualifying graduates to enter a profession. ²This examination is designed to determine whether students have acquired both the necessary methodological skills and the qualifications related to the professional field to work in the professional fields of activity on the disciplinary and interdisciplinary contexts in an autonomous manner on a scientific basis.

Art. 3 Graduation

¹Following successful completion of studies, the Bachelor degree is awarded. ²The university issues a Certificate (Annex 1a) stating the date of the Diploma (Annex 2a) for this degree. ³Upon request, the student may be issued a translation of the certificate and the diploma (Annex 1b or Annex 2b) in English. ⁴The relevant **Part B** governs the degree that is awarded.

Art. 4 Scope of Studies and Standard Period of Study

(1) ¹The scope (standard period of study) of the Bachelor studies is no less than three and no more than four years. ²The standard period of studies may be extended by up to one year in exceptional cases. ³The standard period of study of each Bachelor program including the Bachelor thesis and the colloquium as well as potential practical phases is governed by **Part B**.

(2) ¹In According to the provisions of the ECTS (European Credit Transfer and Accumulation System), 60 credit points per year of study are generally awarded. ²As workload for full-time studies, 1,800 work hours per year of study are set. ³One credit point thus corresponds to a workload of 30 hours for students. ⁴Part B may govern different stipulations.

(3) ¹If the standard period of study of the relevant Bachelor program is four years, the Bachelor examination is preceded by a preliminary examination. ²Such preliminary examination is designed to determine whether the person to be examined has acquired the foundations of their discipline with regard to contents and methodology, and a systematic orientation in order

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to continue studies with success. ³This is set out in more detail in **Part B**. ⁴Programs pursuant to art. 1 subsec. 2 are excepted.

(4) Studies are structured and organized so that they may basically be completed within the regular period of study.

Art. 5 Structurization of Studies

(1) ¹Studies are structured in modules. ²Modules are self-contained study units well rounded with regard to subjects and time and lead to a partial qualification related to the relevant study goal.

(2) ¹Modules may consist of various forms of teaching and learning (e. g. lectures, seminars, exercises, projects, internships, field trips, company internships, individual self-study). ²Their duration is generally one semester, however no longer than two semesters. ³The workload related to the module may also extend to semester breaks.

(3) ¹The contents, structuring, duration and result required of a module laid down in the module catalogue in **Part B** or, apart from the Examination Regulations, in the relevant module description in the module manual. ²The provisions in the module manual are decided by the Examination Board and shall be properly published within the university before the beginning of the semester. ³Where necessary, decisions pursuant to subsec. 2 are to be announced with transitional regulations as well as with a date for taking effect. ⁴For material amendments to the module manual, reference is made to art. 44 of the Lower Saxony Higher Education Act.

(4) ¹Studies consist of disciplinary parts (subject modules) and interdisciplinary parts. ²The transdisciplinary parts are designed to predominantly convey key qualifications such as soft skills. ³Subject modules may be supplemented by interdisciplinary studies. ⁴This is set out in more detail in **Part B**.

Art. 6 Study Requirements, Credit Points, Study Organization

(1) ¹Studies consist of compulsory, compulsory elective and elective modules. ²Which modules are included in which specialized studies and what status they have in such studies is set out in **Part B**.

- a) **Compulsory Modules** must be taken and passed by students.
- b) **Compulsory Elective Modules** must be chosen from a range of modules, taken and passed by students. If more credit points were accomplished in compulsory elective modules than required pursuant to Part B of the Examination Regulations as applicable, the examinations are included in the overall mark with the best marks to the required extent of credit points.
- c) **Elective Modules** may be additionally taken by students at their option if they have free capacities. They will not be taken into account when determining the overall mark. Elective modules are indicated in the transcript of records.
- d) Modules are generally completed by passing the module examination based upon which marks and credit points are awarded. A module examination may by way of

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exception structured in several components assessed. In module examinations and partial examinations, various forms of examinations during module studies may be applied. It may be determined in **Part B** that several modules are combined in a **Meta Module**.

(3) For the successful completion of a module pursuant to paragraphs 1a) and b), credit points are awarded in the number stipulated in the module description.

(4) ¹The sequence of modules is recommended in the relevant annex to the subject-specific provisions in **Part B**. ²This does not affect constraints resulting from the definition of the subject admission requirements for modules.

(5) ¹Mandatory attendance of the lectures at Emden/Leer University of Applied Sciences is justified if considering the type of lecture and the learning goal pursued by it, attendance is suited for promoting the achievement of the learning goal, if attendance is required for achieving the learning goal and if the learning goal cannot be achieved by more lenient means, in particular by way of self-study on one's own or in private working groups. ²If any such obligation to attend a lecture exists and is not complied with, the student will not be admitted to this examination. ³Lectures requiring attendance, the modalities for attendance, permissible days of absence shall be stipulated in module manuals. ⁴There is generally no obligation to attend lectures.

Art. 7 Forms of Examinations

(1) ¹It is only possible to a limited extent to retake an examination component. ²An examination component is graded (art. 11). ³The result is included in the mark calculation.

(2) ¹Study credits are usually provided related to a lecture. ²They have to be passed. ³Study credits may be repeated without any limitation and are evaluated with "pass" or "fail". ⁴Part B may provide for study credits to be also graded. ⁵The grade will not be included in any further calculation.

(3) ¹Preliminary work is the admission requirement for an examination component; this means that the examination component may only be taken if preliminary work is proven. ²Preliminary work may be repeated without any limitation, it may be graded or even be evaluated with "pass" or "fail". ³The result will not be included in further grading.

Art. 8 Types of Examinations

(1) The following types of examinations may be taken pursuant to the Special Part of the Examination Regulations (**Part B**):

(2) ¹A **Written Exam** requires the work on a defined appropriate assignment by the common methods of the subjects within a limited period of time by means of previously determined tools and under supervision. ²The period for the work is stipulated in **Part B**. ³Written exams may also be performed in the form of multiple choice. ⁴A written examination may also be held in electronic form. ⁵Students will be given ample opportunity before the examination to become

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familiar with the electronic examination system. ⁶Data protection regulations shall be complied with.

(3) ¹The **Oral Examination** will take place before two examiners (Panel Examination) or before one examiner and a competent assessor in the form of an individual examination or as a group examination for up to five students simultaneously. ²The essential subjects of the examination and the relevant considerations of the evaluation of the performance shall be laid down in minutes. ³It must be signed by the examiners or the examiner and the assessor. ⁴The oral examination usually takes thirty minutes per student. ⁵The oral examination may also involve assignments to a reasonable extent for written elaboration unless the nature of the oral examination is reversed.

(4) ¹A **Seminar Paper** or a **Student Research Project** is the autonomous written work on a subject-specific or interdisciplinary task. ²In suitable cases, the solutions developed may also be orally elaborated on in a manner typical for the professional activity.

(5) A **Draft** comprises the work on a subject-specific or interdisciplinary task in conceptual and constructive respects in special consideration of planning aspects.

(6) A **Presentation** is an oral report with subsequent discussion on an independent and advanced written elaboration on an issue from the work context of the lecture, taking into account and evaluating relevant literature.

(7) The **Establishment and Documentation of Computer Programs** generally includes

1. The description of the task and its demarcation
2. The creation of theoretical requirements for working on the task including, but not limited to the selection of appropriate methods, taking into account and evaluating relevant literature
3. The formulation of the algorithms used in an appropriate programming language
4. Testing the program with several exemplary datasets and verifying the results for accuracy
5. The program documentation, in particular stating the methods used, describing the approach, the application log (source program) and result log
6. The presentation of the program.

(8) In a **Computer Test**, the work on tasks must be performed directly on the computer within a specified time.

(9) **Experimental Work** comprises the theoretical preparation, setup and execution of an experiment as well as a written or oral presentation of the work stages, the test procedure and results of the experiment as well as their critical appraisal.

(10) ¹A **Project Report** is the coherent textual or medial presentation of problems, problem analysis and the results of a project as well as work methods applied. ²The project report must be elaborated on in a manner typical for the professional activity. ³The participation in a project may be included in the evaluation.

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(11) ¹A **Practical Experience Report** is designed to demonstrate that students are able to connect studies and practice following didactical and methodological instruction and contribute to the usability of the experience and results for teaching. ²The report moreover generally includes the following:

1. An evaluation of the relevant preparatory literature
2. A description of the place where the internship was completed
3. A description of the tasks assumed during the internship and the results obtained.

(12) A **Professional Exercise** includes the solution of practical assignment in a manner typical to the profession and the explanation and presentation of the approach.

(13) The **Course Work** is an achievement in parallel to a lecture at the option of the examiner pursuant to paragraphs 4 to 10.

(13 a) ¹A Portfolio comprises a certain number of up to five credits (e. g. minutes, essay, review, learning diary, short presentation, exercises, a brief written test). ²Examination components acc. to paragraphs 2 to 13 are not permissible within a portfolio. ³The portfolio will be evaluated in its entirety. ⁴Art. 8 para. 18 shall apply accordingly.

(14) ¹During **Multiple Choice** Examinations, the person to be examined must answer questions posed in writing under supervision. ²The examinee must state the answers submitted along with the questions they consider to be correct.

(15) Examinations of another type may be stipulated in **Part B** if they are appropriate and equal to the examination components according to paragraphs 2 to 14 with regard to requirement and procedure.

(16) ¹Suitable types of examinations may be permitted in the form of **Group Work**. ²The examination board may decide upon the request of the examiner that examinations be only included in the form of a group achievement. ³Individual students' contributions to be evaluated as a credit must meet the requirements of the examination, and they must be clearly demarcated and separately assessable as an individual examination credit based upon the indication of paragraphs, page numbers or other objective criteria.

(17) ¹Special needs of students with disabilities or with chronic diseases or pregnant students based upon the protection provisions of the German Maternity Protection Act will be considered by an appropriate compensation of disadvantages regarding module examinations if the limitations are set out credibly in an application that a module examination may not be taken in whole or in part in the prescribed form. ²Unless the limitation is obvious, the application must be accompanied by a medical certificate stating the limitation regarding the examination. ³Upon request, a certificate by a medical officer must be submitted. ⁴The application pursuant to subsection 1 must be filed no later than until the registration for the examination. ⁵Measure compensating for disadvantages must not affect the evaluation of module examinations and not be included in academic records. ⁶Subsections 1 to 5 shall accordingly also apply to students with children or relatives in need of care, relevant proof must be enclosed to the application for justification.

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(18) If several types of examination are provided for one module, the type of the examination will be announced within three weeks after the start of lectures.

(19) ¹Examiners may also choose a type of examination other than those stipulated in the module catalogue in agreement with students as well as with the consent of the examination board. ²The examination board will refuse its consent if equivalence cannot be ensured. ³The type of examination will be published within the university. ⁴Paragraph 18 shall accordingly apply. ⁵The deadline may be extended in the event of existing limitations and obstacles due to a pandemic, epidemic or another significant event. ⁶In any such case, the amendment shall be announced within the university no later than fourteen days before the date of the examination.

(20) ¹Examinations suited by their nature to be held in electronic form without the obligation to be personally present in a specified examination room, may be held in the form of electronic distance examinations. ²Electronic distance examinations will be held based upon the "Framework Regulations for Electronic Distance Examinations of Emden/Leer University of Applied Sciences".

Art. 8 a Internships, Training Modules and Practical Semesters

¹The duration of internships, training modules and practical semesters is governed in Part B of the Examination Regulations of the relevant programs. ²Where a longer period of time is necessary for the internship in order to achieve the training purpose, the period may be determined to be no longer than six months in justified cases. ³The extension will be decided by a university supervisor.

Art. 9 Public Oral Examinations

¹Students who wish to take the same examination in the future as well as other members of the university who claim their own justified interest shall be admitted as audience. ²This rule does not extend to the communication and disclosure of examination results to students. ³Audience members shall be excluded upon the request of the person to be examined. ⁴For the colloquium, company supervisors may be admitted as audience upon the request of the person to be examined.

Art. 10 Registration Periods, Examination Periods, Program Deadlines

(1) ¹For each examination credit, students are required to apply for admission within the period stipulated by the examination board (Examination Registration). ²The examination board will determine the form, body and period for the application for registration.

(2) ¹The choice of study focuses and fields of study or specializations shall be made when initially registering for a relevant examination. ²For study programs offered in a university network, other provisions may be set out in **Part B**. ³**Part B** may provide that a change is only possible upon the consent of the examination board or that it is excluded.

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(3) Not applicable

(4) ¹Students shall have the opportunity to withdraw their examination registration for a written exam no later than by expiry of the calendar day before the examination on the online portal. ²For all other types of examination, students shall have the opportunity to withdraw their examination registration no later than by a date set by the examination board. ³The examination board will determine the form and body for filing the withdrawal. ⁴Art. 16 shall apply to withdrawals.

(5) Unless otherwise provided in this part and in **Part B**, those students will be admitted who are enrolled in the **relevant program**, bring proof on proper studies and have passed the modules, preliminary credits and course credits required.

(6) ¹By the end of the **Second Semester**, the student is required to have provided modules to the extent of **40 credit points** in the modules under **Part B**. ²If the deadline is exceeded, a certification shall be issued to the effect that the student is at risk to be disenrolled due to **ultimately failing** the study program unless he provides the 40 credit points required **by the end of the third semester**. ³Unless these 40 credit points are obtained by the end of the third semester for reasons within the student's responsibility, the student "**ultimately failed**" such program and will be **disenrolled**. ⁴Art. 16 para. 2 shall apply to justifications for exceeding the deadlines pursuant to subsection 3. ⁵**Part B** may provide differing regulations with regard to the number of credit points to be obtained and the period within which to provide the credit points.

(6 a) ¹The relevant **Part B** may stipulate that a mandatory consultation in attendance of the chair of the examination board shall be held during the third semester if the student failed to provide the credit points mentioned above as an alternative to the determination of "ultimately failed". ²An admission to further course and examination credits requires a proof of the participation. ³Any unauthorized absence to the purposes of art. 16 para. 2 shall be deemed "ultimately failed".

(6 b) ¹If the student fails to provide any further credit points over a period of four consecutive semesters, the examination board may decide that the Bachelor examination shall be deemed ultimately failed. ²When taking the decision, the examination board shall take into consideration reasons not to be attributed to the person to be examined or situations of unreasonable hardship. ³Paragraph 7 and art. 16 para. 2 shall apply accordingly.

(7) ¹Upon a request filed with the examination board, periods of protection used analogous to sec. 3 para. 2, sec. 5 para. 2 and sec. 6 para. 2 of the German Maternity Protection Act (MuSchG) as well as the provisions on parental leave in sections 15, 16 of the German Act on parental benefits and parental leave (German Federal Parental Benefits and Parental Leave Act (BEEG) shall accordingly be taken into consideration. ²Exemptions pursuant to the German Home Care Leave Act (PflegeZG) shall be equal to subsection 1. ³The request must be accompanied by relevant documents. ⁴Upon the request filed with the examination board, periods of cooperation in the university's panels and boards provided by law as well as in statutory bodies of student organizations at the university shall also be taken into account with up to two semesters.

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(8) ¹The examination board shall decide upon the admission to examination components. ²The admission will be denied unless the admission requirements are met. ³A special certification will only be issued if the admission is denied.

(9) The admission including the examination dates will be published within the university.

Art. 11 Evaluation of Examination Components and Modules, Grading

(1) ¹The individual examination components will be evaluated by the relevant examiners. ²Art. 8 para. 3 shall remain unaffected. ³Assessors shall be heard before determining the grades. ⁴Written examination components shall generally be evaluated no later than four weeks following the relevant examination component.

(2) ¹The following grades apply to the evaluation of examination components:

1.0; 1.3	=	very good	=	an especially outstanding result
1.7; 2.0; 2.3	=	good	=	a result significantly above the average requirements
2.7; 3.0; 3.3	=	satisfactory	=	a result meeting the average requirements in every respect
3.7; 4.0	=	sufficient	=	a result meeting the minimum requirements in spite of deficiencies
5.0	=	insufficient	=	a result no longer meeting the requirements due to material deficiencies

²If the examination component is evaluated by two examiners, the grade of the examination component is calculated from the arithmetic mean of the individual grades determined by the examiners.

(3) ¹The grade is as follows:

For a mean up to 1.50 = very good

For a mean above 1.50 to 2.50 = good

For a mean above 2.50 to 3.50 = satisfactory

For a mean above 3.50 to 4.00 = sufficient

For a mean above 4.00 = insufficient

²When calculating the means, the first two decimals after the point are taken into account, all other digits are dropped without rounding.

(4) ¹If a module consists of several examination components, the module grade is calculated from the mean value, which is weighted according to credit points, of the grades formed for the individual examination components formed according to para. 3 (decimal with two digits after

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the point) unless a special weighting is provided in **Part B** of the Examination Regulations. ²The module grade is shown according to para. 3 in the diploma. ³If a meta module (art. 6 para. 2) is formed, the meta module grade is calculated from the modules according to subsec. 1. ⁴In this case, the meta module grade is shown in the diploma unless **Part B** provides for the modules assigned to the meta module to be shown in the diploma.

(5) ¹When forming the overall grade, paragraphs 2 to 4 shall apply accordingly. ²Where a module consisting of several examinations also includes study credits, the credit points for the study credit are also taken into account for the weighted calculation of the final grade. ³Differing provisions may be stipulated in **Part B**.

(6) ¹It may be provided in **Part B** that the weighting factor may be reduced by up to half of the credit points for modules of the first three semesters. ²In A special weighting of the Bachelor thesis with colloquium may otherwise be provided in **Part B** pursuant to sec. 18 para. 1 subsec. 2. ³For programs acc. to art. 4 para. 1, the duration may be extended pursuant to subsec. 1.

(7) The relevant considerations of the evaluation decision will be appropriately documented and filed with the examination records.

(8) For certain preliminary examination components or credits, an evaluation with “pass” or “fail” only may be provided in **Part B** in deviating from para. 3.

(9) The overall grade will be supplemented by a relative classification according to the ECTS Users’ Guide as applicable.

(10) For examinations acc. to art. 8 para. 14, the evaluation will be made in consideration of absolute and relative pass marks.

Art. 12 Pass, Fail, Retaking Exams

(1) ¹An **Examination Component** is passed if it was evaluated with at least “sufficient”. ²If an examination component is evaluated by two examiners, it shall only be deemed passed if both examiners evaluate the component with at least “sufficient”. ³Art. 11 paragraphs 2 and 3 shall apply accordingly. ⁴A **Module** is only passed if all examinations required were passed. ⁵If an examination component of a module is not even passed in the last possible resit and thus the relevant module is not passed, the Bachelor examination in the relevant program is ultimately failed unless a compensation for such module is provided in **Part B**.

(2) ¹Examination components failed may be retaken twice (resit). ²Art. 22 shall apply to the Bachelor thesis with colloquium. ³A second resit in the form of a written examination component may only be evaluated with “insufficient” (5.0) following a supplementary oral examination. ⁴The supplementary oral examination will be held by two examiners, art. 11 para. 2 shall otherwise apply accordingly. ⁵For a supplementary oral examination, the examination component is evaluated with “sufficient” (4.0). ⁶The supplementary oral examination shall be taken immediately after the most recent examination attempt, generally within six semester weeks following announcement that the most recent written attempt to retake the exam was failed. ⁷The entitlement to take a supplementary oral examination will lapse after that unless

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the failure is attributable to the examiners or the examinee proves to be prevented on the grounds of illness by a medical certificate or has other similar serious reasons. ⁸In cases of withdrawal, the examination board shall decide according to art. 16 para. 2 and arranges, where necessary, for a new examination date to be determined by the examiner. ⁹In cases of doubt including, but not limited to a repeated notification of illness, the examination board may request the certificate of a medical officer to be submitted. ¹⁰A supplementary oral examination is excluded if the evaluation of the most recent written component is based upon art. 16. ¹¹Differing stipulations may be provided in **Part B**.

(3) Not applicable

(4) Attempts made in the same or an affiliated Bachelor program within the Federal Republic of Germany to take an examination component will be taken into consideration when considering the possibility to retake an examination pursuant to para. 2.

(5) ¹Students who have passed an examination, may retake the examination in the relevant program at Emden/Leer University of Applied Sciences once to improve the grade (improvement attempt) within the standard period of study; a second improvement attempt in the same examination shall be excluded. ²Students may make altogether three improvement attempts in Bachelor studies during their studies at Emden/Leer University of Applied Sciences. ³Unless otherwise provided by the Examination Regulations, there is the possibility to make an improvement attempt for all examinations over the course of studies in the form of written exams and in oral examinations. ⁴For module examinations consisting of several examination parts, it may be provided in **Part B** that only the entire module examination may be retaken. ⁵An improvement attempt with regard to the Bachelor thesis including Colloquiums is excluded. ⁶If the person to be examined obtains another result than the one obtained during the first attempt, the better one of both results is taken into account and included in the calculation of the overall grade of the final examination.

Art. 13 Announcement

(1) ¹Notwithstanding art. 24, the chair of the examination board shall announce decisions taken by the examination board, including, but not limited to admissions to examinations, periods and deadlines, even examination dates, registration deadlines and other deadlines, with legally binding effect in an appropriate way. ²In doing so, data protection provisions shall be observed.

(2) ¹The announcement of the results of examination components shall be deemed made three days upon entry into the credit ranking of the university portal; this shall not apply to examination components pursuant to art. 18. ²Announcements pursuant to art. 13 para. 1 may be made as usual in the relevant faculty by publications on the Internet or by a post on the notice board. ³In doing so, data protection provisions shall be observed.

Art. 14 Examination Board

(1) ¹The Dean of Studies shall assume duties pursuant to art. 45 para. 3 subsec. 1 of the Lower Saxony Higher Education Act, NHG. ²The Dean of Studies or the body delegated by them maintains the examination records. ³Pursuant to art. 9 para. 2 of the Basic Regulations of

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Emden/Leer University of Applied Sciences, the Faculty Council may form an examination board upon the recommendation of the Dean of Studies for support with the execution of examinations. ⁴It is also possible to form several examination boards; in any such case, the faculty shall stipulate for what degree courses it is competent. ⁵If no examination board is formed, the Dean of Studies shall be competent for all duties assigned to the examination board or the chair of the examination board hereunder.

(2) ¹The relevant Faculty Council shall decide on the size and composition of examination boards. ²The examination board shall generally consist of five members, that is three members representing the group of university lecturers, one member representing the staff group entrusted with teaching duties as well as one member of the group of students. ³If there is no staff group, the group of university lecturers is entrusted with this office. ⁴An arrangement differing in number and composition may be stipulated in **Part B**. ⁵The members of the examination board will be elected by the group of members of the Faculty Council. ⁶The chair and the deputy chair must be members of the group of university lecturers; they shall be elected by the Faculty Council. ⁷The members who are students shall only have consulting votes when taking decisions on the assessment and transfer of credits and study periods.

(3) The term of the non-student members of the examination board shall be two years, the term of student members shall be one year.

(4) ¹The examination board shall stipulate the periods for holding written exams and oral exams at the beginning of each semester. ²The examination board shall moreover also determine the date of issuance and due dates of scheduled examinations. ³For seminar papers, experimental work and presentations in particular, the examination board may assign such duty to the examiners. ⁴If several examination boards were set up at one faculty according to art. 14 para. 1 subsec. 4, the stipulation of the periods pursuant to subsec. 1 shall be made by the Faculty Council.

(5) ¹The examination board shall take its decisions with the majority of valid votes cast. ²In the case of a tie vote, the vote of the chair shall be decisive. ³The examination board shall have a quorum if the majority of its members including the chair or the deputy chair and another member of the group of lecturers is present.

(6) ¹Minutes are kept on the meetings of the examination board. ²The material subjects to be discussed and the decisions taken by the examination board shall be laid down in the minutes. ³The general rules of procedure of the university's panels shall otherwise apply.

(7) ¹The examination board may revocably grant powers to the chair and the deputy chair. ²Decisions on appeals and decisions on the continuation of studies may not be delegated. ³Duties related to the organization and execution of examinations and transfers pursuant to art. 17 shall otherwise be transferrable to the purposes of subsec. 1. ⁴The chair shall prepare and implement the decisions of the examination board. ⁵The chair shall report to the examination board on their activity.

(8) ¹The meetings of the examination board are non-public. ²The members of the examination board and their deputies shall be subject to official secrecy. ³Unless they are in public service, they shall be obliged to secrecy by the chair.

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(9) Members of the examination board may attend all examinations.

Art. 15 Examiners, Assessors

(1) ¹The examination board appoints examiners as well as assessors. ²Only those members and affiliates of Emden/Leer University of Applied Sciences or other universities may be designated examiners who are appointed to autonomous teaching in the relevant examination subject. ³Where required, this shall also apply if the power of autonomous teaching was only granted for a subspecialty of the examination subject. ⁴Teachers on special assignment as well as persons experienced in professional practice and training may be appointed to hold examinations in appropriate fields of examination. ⁵Persons appointed examiners or assessors must have at least the qualification to be determined by the examination or an equivalent qualification.

(2) ¹Examinations by which study programs are completed and last resits shall be evaluated by at least two examiners to the purposes of para. 1. ²Art. 8 para. 3 shall remain unaffected. ³Presentations pursuant to art. 8 para. 6 do not constitute an examination to the purposes of subsec. 2.

(3) ¹Students may suggest examiners for oral examinations and for the Bachelor thesis with colloquium notwithstanding the provision in para. 4. ²The suggestion does not justify any entitlement. ³The suggestion shall be complied with unless there are important reasons or an unreasonable burden of the examiner suggested.

(4) ¹In the event that examination components are provided over the course of studies, the teacher having the power to hold examinations pursuant to para. 1 subsections 2 to 4 shall be the examiner without being specifically designated. ²The same shall apply if examination components are provided in relation to lectures responsibly supervised by several teachers. ³If more persons having the power to hold examinations are available than required for holding the examination, the examiners will be appointed by the examination board.

(5) The examination board shall ensure that the names of the examiners will be disclosed to the students on time, no later than two weeks before the date of the relevant examination.

(6) Art. 14 para. 8 shall apply accordingly.

Art. 16 Exceeded Deadlines, Defaults, Withdrawals, Breaches of Regulations

(1) A component shall be deemed evaluated with “insufficient” if the student

- a) Fails to appear for an examination date without good reason, or
- b) Withdraws from the examination following the beginning of the examination without good reason, or
- c) Fails to retake an examination component within the set deadline.

(2) ¹The examination board or the body designated by the board must be immediately notified in writing of the reasons credibly proven for the withdrawal or the default, the relevant

General Part of the Examination Regulations (Part A) for all Bachelor Programs of Emden/Leer University of Applied Sciences

examination component shall otherwise be deemed evaluated with “insufficient”.
2Disenrolment shall not constitute good reason. 3In the case of illness, a medical certificate stating the duration of the inability to take the examination must be **immediately** submitted, which must be issued no later than on the date of the examination. 4If the deadline falls upon a Saturday, Sunday or a public holiday, the period will be extended to the next working day. 5Upon the request of the examination board, a certificate of a medical officer must be submitted unless the illness is obvious. 6If the reasons are accepted, a new date, generally the next regular examination date, will be scheduled or the examination board will decide on the duration of the extension of the deadline in the event of art. 10 para. 6.

(3) 1In the event that the due date of an examination component is not met without good reason, the examination component shall be deemed evaluated with “insufficient”. 2Para. 2 shall apply accordingly. 3If good reason is stated, the examination board shall decide in consideration of the principles of equal opportunities whether the due date for the examination component is postponed accordingly or a new assignment is given.

(4) 1If students attempt to influence the result of their examination by deception or the use of tools not permissible, if they cooperate in a deception, or if they disrupt the due course of the examination, or if intellectual property of third parties is violated with the intent of deliberate deception or material published by third parties without stating the source/authorship and submitted as their own work (plagiarism), the relevant examination component is generally evaluated with “insufficient” (5.0). 2In the event of particularly severe or repeated deception, the examination may be evaluated with “ultimately failed”. 3The relevant student shall continue the examination unless a preliminary exclusion is indispensable according to the decision of the supervisor. 4The determination pursuant to subsec. 1 will be made and put on record by the examiners. 5The decision on the evaluation of the relevant examination component with “insufficient” (5.0) or “ultimately failed” will be taken by the examination board. 6Before taking any such decision, the student will be given the opportunity to be heard.

(5) If misconduct only becomes known following the completion of the examination and if the candidate has not yet terminated studies, the examination will also be evaluated with “insufficient” (5.0).

(6) Before a decision is taken, the student shall be given the opportunity to make a statement.

(7) An examination component may be verified with regard to copied text passages potentially not marked or other sources by means of a suited plagiarism detection software.

Art. 17 Recognition of Study Periods, Examination Components and Credit Points

(1) 1Credit points acquired in a Bachelor program, which were provided at a university of a member state of the Convention on the Recognition of Qualifications in the Area of Higher Education in the European region, shall be recognized upon request without any determination of equivalence to corresponding modules unless significant differences in the competences conveyed can be determined. 2The proof of burden lies with Emden/Leer University of Applied Sciences.

General Part of the Examination Regulations (Part A) for all Bachelor Programs of Emden/Leer University of Applied Sciences

- (2) If students continue studies already begun at Emden/Leer University of Applied Sciences following disenrollment in the same study program, the credits already provided as well as failed attempts will be transferred.
- (3) Credits provided at a foreign university outside of the signatory states of the Lisbon Convention shall be recognized if the university or the study program is duly recognized or accredited according to the legal provisions of the country concerned and the applicant proves that the credits essentially correspond to the requirements and competences conveyed of the chosen study program in contents and scope.
- (4) ¹Credits provided during studies at foreign universities shall be recognized if the student has the eligibility for recognition confirmed in the form of a “Learning Agreement” before starting the semester abroad by the examination board. ²The student shall be required to submit the documents required for recognition.
- (5) ¹Competences acquired outside of university and at the workplace with regard to learning goals, contents and the level of individual modules or part modules shall be credited upon request if equivalence according to para. 1 is determined. ²There may be a blanket recognition of qualifications acquired in specialist further training if equivalence according to paragraphs 1 and 2 is determined. ³The blanket recognition of credits and examination components will be decided by the examination board. ⁴The transfer of credits and examination components according to para. 5 shall only be possible up to no more than half of the credit points to be awarded in this study program.
- (6) Paragraphs 1 and 2 shall apply accordingly to periods of study, credits and examination components in state-approved distance learning or state-funded distance-learning institutions.
- (7) ¹If credits and examination components are recognized or transferred, grades are transferred – if the grading systems are comparable – and taken into account when calculating the overall grade. ²In the case of incomparable grading systems, the remark “pass” shall be included and the credits thus recognized or transferred shall not be taken into account when calculating the overall grade. ³If relevant agreements with foreign universities exist, a conversion shall only be permissible. ⁴The recognition of transfer will be documented in the academic record. ⁵It shall be permissible to mark the recognition or transfer in the diploma.
- (8) ¹The examination board shall decide on the recognition or transfer. ²A recognition or transfer shall be excluded after the relevant examination component is initially taken. ³The decision on the recognition or transfer shall be taken based upon appropriate information on that qualification whose recognition or transfer was requested. ⁴The applicant generally has the responsibility for the providing such information. ⁵If the recognition or transfer is refused, this must be justified, and the applicant shall be notified where possible on measures in order to obtain the recognition or transfer at a later point in time. ⁶If the recognition or transfer is refused or no decision is passed, the applicant may file an appeal within a reasonable period.

Art. 18 Bachelor Examination

- (1) The Bachelor examination consists of the following:

General Part of the Examination Regulations (Part A) for all Bachelor Programs of Emden/Leer University of Applied Sciences

1. Modules completed over the course of studies
2. The Bachelor thesis including the colloquium.
- (2) ¹Part B governs the type and scope of the examinations with which the modules are completed. ²It may also be provided in Part B that a colloquium to the Bachelor thesis pursuant to subsec. 2 does not apply.

Art. 19 Admission to the Bachelor Thesis

(1) Students are admitted to the Bachelor thesis who

- Passed the modules of the Bachelor examination required pursuant to Part B,
- And have been enrolled with Emden/Leer University of Applied Sciences for the relevant study program at least the last semester before registering for the Bachelor thesis.

(2) ¹In differing from this, Part B may also provide for an admission to the Bachelor thesis if not all modules of the Bachelor examination have yet been passed. ²This requires that the yet missing credits can be expected to be made up for within a semester without affecting the Bachelor thesis.

(3) The application for admission of the Bachelor thesis shall be filed in writing within the registration period stipulated by the examination board (art. 10).

Art. 20 Bachelor Thesis

(1) ¹The Bachelor thesis is designed to show that the student is able to autonomously elaborate on an issue of the discipline of the relevant study program on a scientific basis. ²The type and task of the Bachelor thesis must correspond to the study goal (art. 2) and the period stipulated for completing the work. ³The Bachelor thesis may be prepared in the form of group work. ⁴Art. 8 para. 16 shall apply accordingly. ⁵The Bachelor thesis shall be submitted in electronic form. ⁶The file format will be published within the university.

(2) ¹The topic of the Bachelor thesis may be determined by each and every member of the group of professors of the faculty to which the study program is assigned. ²With the consent of the examination board, the topic may also be determined by a professor who is no member of such faculty. ³It may also be determined by other persons having the power to hold examinations pursuant to art. 15 para. 1; in any such case, one of the examining persons must at least be a professor or in specific justified exceptional cases, a graduated person authorized to hold examinations according to art. 15 para. 1. ⁴Art. 15 para. 2 shall remain unaffected. ⁵At least one examiner must be a member of Emden/Leer University of Applied Sciences or a cooperation university.

(3) ¹The topic will be disclosed by the examination board. ²The examination board will take care upon request that the student is given a topic for the Bachelor examination on time. ³With the disclosure of the topic, the examiner who designated the topic (first examiner) and another

General Part of the Examination Regulations (Part A) for all Bachelor Programs of Emden/Leer University of Applied Sciences

examiner (second examiner) will be appointed. ⁴During the preparation of the thesis, the student will be supervised by the first examiner.

(4) ¹The topic of the Bachelor thesis may only be returned once within the first three weeks of the work period. ²The work period for the Bachelor thesis is stipulated in Part B. ³An extension of the work period up to an overall duration of a maximum of six months may be provided there.

(5) ¹The due date of the Bachelor thesis must be put on the record. ²Students must affirm in the Bachelor thesis that they autonomously authored the thesis – in the event of group work, the share of the thesis which is marked accordingly – and used no sources and tools other than the ones stated.

(6) ¹The Bachelor thesis will be preliminarily evaluated by the examiners before the colloquium within four weeks following submission. ²Art. 11 paragraphs 2, 3, 5 and 9 shall apply accordingly. ³An autonomous weighting and evaluation of the Bachelor thesis and the colloquium respectively may be provided in Part B, the Bachelor thesis not being evaluated preliminarily, but finally in this case in deviating from subsec. 1.

Art. 21 Colloquium

(1) In the colloquium, students shall be required to prove and explain in an expert conversation based upon an elaboration on the Bachelor thesis that they are able to autonomously deal with issues from the disciplinary field interdisciplinarily and related to the issue on a scientific basis.

(2) Students are admitted to the colloquium if

1. The modules required of the Bachelor examination are passed, and
2. The Bachelor thesis is preliminarily evaluated by one examiner with at least “sufficient”.

(3) ¹The colloquium will be held jointly by the examiners of the Bachelor thesis as an individual examination or group examination. ²The first examiner shall have the chair. ³The duration of the colloquiums generally is 30 minutes per student.

(4) ¹Each examiner forms from their preliminary grade for the Bachelor thesis and the result from the colloquium a final grade for the Bachelor thesis with the colloquium. ²The mean value from the grades thus determined by the examiners results in the evaluation of the Bachelor examination with colloquium which is relevant to the Bachelor examination. ³Art. 11 paragraphs 2, 3, 5 and 9 and art. 12 para. 1 shall apply accordingly.

(5) ¹If Part B stipulates a separate weighting and evaluation of the Bachelor thesis and the colloquium, the examination board may also appoint its own examiners for the colloquium. ²In this case, the examiners appointed form a final grade for the Bachelor thesis and for the colloquium respectively in deviating from para. 4. ³In this case, the weighting of grades for the overall result of the Bachelor thesis with colloquium is determined pursuant to the provisions of Part B. ⁴Art. 11 paragraphs 2, 3, 5 and 9, art. 12 para. 1 and art. 22 para. 2 shall apply accordingly.

(6) Art. 8 para. 3 shall otherwise apply accordingly.

General Part of the Examination Regulations (Part A) for all Bachelor Programs of Emden/Leer University of Applied Sciences

Art. 22 Passing, Failing the Bachelor Examination, Retaking the Examination

(1) ¹The Bachelor examination is passed if all modules, credits and the Bachelor thesis with the colloquium were evaluated with at least “sufficient”. ²The Bachelor examination is finally failed if a module or the Bachelor thesis with the colloquium is evaluated with “insufficient” or is deemed evaluated with “insufficient” and there is no longer a possibility to retake the examination.

(2) ¹The overall grade for the Bachelor examination is calculated from the mean value of the grades for the modules stipulated in Part B, which is weighted with credit points, as well as the Bachelor thesis with the colloquium. ²A special weighting of the Bachelor thesis with colloquium may be provided in Part B. ³For calculating the overall grade, the module grades calculated pursuant to art. 11 para. 4 subsec. 1 (decimal with two digits after the point) shall be taken into account. ⁴In the diploma, the overall grade thus determined will be shown with the grades “very good”, “good”, “satisfactory” or “sufficient” pursuant to art. 11 para. 3, the two-decimal result calculated being shown in parentheses.

(3) ¹For an overall grade from 1.00 to 1.30, the student is awarded the rating “with distinction” for especially outstanding achievements. ²The rating shall be mentioned in the diploma.

(4) ¹The Bachelor thesis with colloquium may be repeated once unless it was evaluated with “insufficient” or is deemed evaluated with “insufficient”; a second resit shall be excluded. ²It shall, however, only be permissible to return the topic during the resit if this possibility has not been used for the first thesis already. ³Art. 12 para. 4 shall apply accordingly.

Art. 23 Bachelor Diploma and Bachelor Certificate

(1) ¹The candidate is immediately issued a diploma and a supplement to the diploma. ²The diploma and the diploma supplement include no less than the following information:

- The university, the faculty with location
- The study program
- The topic of the Bachelor thesis
- The grade of the Bachelor thesis including the colloquium
- The list of modules relevant to the final grade with grading and credit points
- The overall grade
- The compulsory modules
- The compulsory elective modules

(2) ¹The diploma includes the date on which the last examination component was taken. ²It must be signed by the chair of the examination board. ³It may be provided in Part B that the student is issued a translation in English upon request. ⁴A Diploma Supplement in English is enclosed to the diploma. ⁵It may be provided in Part B that the student is issued a German Diploma Supplement upon request.

General Part of the Examination Regulations (Part A) for all Bachelor Programs of Emden/Leer University of Applied Sciences

(3) ¹Simultaneously with the diploma, the candidate is awarded a degree certificate bearing the date of the diploma. ²This certificate is a certification of the academic degree according to Part B. ³The certificate is signed by the head of the faculty and affixed with the seal of the university. ⁴It may be provided in Part B that the student is issued a translation in English upon request.

(4) ¹In the event that the Bachelor program is ultimately failed, candidates will obtain upon request a certification issued by the examination office on the credits provided by them including all failed attempts, or a certification on all credits passed. ²The same shall apply if students who completed parts of the study program leave Emden/Leer University of Applied Sciences.

Art. 24 Review of Examination Files and Study Records

(1) ¹Upon request, students shall be granted review of the written examination papers, the remarks of the examiners and the examination minutes following completion of each examination component. ²The application shall be filed no later than within one year following issuance of the final examination certificate or the certification on the ultimate failing of the examination with the examination board. ³The board shall determine the place and time of the review.

(2) Upon request, students will be notified of partial results before completion of an examination.

Art. 25 Invalidity of Examination Components, Withdrawal of the Bachelor Degree

(1) If a deception was committed during an examination or credit and if this fact only becomes known following issuance of the diploma, the examination board may subsequently correct the grades accordingly for those examinations during which the candidate deceived and declare the examination component or credit in whole or in part “failed”.

(2) ¹If the requirements for the admission to an examination component were not met without the candidate’s intention to deceive, and if this fact only becomes known following issuance of the certificate, such deficiency shall be remedied by passing the examination component. ²If the candidate unlawfully effected the admission wilfully, the examination board shall decide in compliance with the statutory provisions on the withdrawal of illegitimate administrative acts.

(3) The person to be examined shall be given the opportunity to discuss the matter with the examination board before a decision is taken.

(4) ¹The incorrect final examination certificate shall be withdrawn and substituted by a correct certificate or correct certification pursuant to art. 23 para. 4. ²The Bachelor certificate and the Diploma Supplement shall also be withdrawn along with the incorrect final examination certificate if the examination is declared “failed” (5.0) due to a deception. ³A decision pursuant to paragraphs 1 and 2 shall be excluded following a period of five years from the date of the final examination certificate.

General Part of the Examination Regulations (Part A) for all Bachelor Programs of Emden/Leer University of Applied Sciences

Art. 26 Case-by-Case Decisions, Appeal Procedures

(1) ¹Decisions of refusal and other burdensome administrative acts taken hereunder shall be justified in writing, supplemented by a note on legal remedy and disclosed pursuant to sec. 41 of the German Administrative Procedure Act. ²Administrative acts based upon an evaluation affiliated to a professional examination may be appealed against with the examination board within one month following receipt of the notification pursuant to sections 68 et seq. of the German Administrative Court Regulations.

(2) ¹The examination board shall decide on the appeal. ²Where the appeal is filed against the evaluation of one examiner, the examination board shall decide following revision according to para. 3.

(3) ¹If the candidate files concrete and substantiated objections to evaluations specific to the examination and professional evaluations of one examiner, the examination board shall submit such examiner with the appeal for revision. ²If the examiner changes the evaluation as requested, the examination board shall remedy the appeal. ³The examination board shall otherwise revise the decision based upon the statement of the examiner in particular to the effect whether:

1. The examination procedure was not properly conducted
2. The wrong facts were assumed for the evaluation
3. Generally accepted principles of evaluation were not complied with
4. A justifiable solution coherently justified by strong arguments was evaluated as false
5. The examiner went by irrelevant considerations.

⁴The same shall apply if the appeal is filed against the evaluation by several examiners.

(4) ¹Unless the examination board

- Remedies the appeal in this stage of the procedure already, or
- Tangible and substantiated objections to evaluations specific to the examination and professional evaluations exist without the examiner changing their decision accordingly, in the event of a breach pursuant to para. 3 subsec. 3 numbers 1 to 5, the examination components shall be reevaluated by other examiners not previously involved in holding such examination, or the oral examination is retaken. ²The reevaluation must not result in a lower examination grade.

(5) ¹The appeal shall be decided within one month. ²If the appeal is not remedied, the university administration shall notify the appellant.

Art. 27 Entry into Force

(1) ¹These Regulations shall enter into force on the date following their publication in the Gazette of Emden/Leer University of Applied Sciences. ²The examination board shall inform students in a reasonable manner on the applicable examination provisions. ³The previously

General Part of the Examination Regulations (Part A) for all Bachelor Programs of Emden/Leer University of Applied Sciences

applicable General Part of the Examination Regulations of 6 February 2015 as last amended on 4 September 2017 shall simultaneously cease to be in force.

General Part of the Examination Regulations (Part A) for all Bachelor Programs of Emden/Leer University of Applied Sciences

Anlage 1

Anlage 1 a: Urkunde (deutsch)

Urkunde

Die Hochschule Emden/Leer, Fachbereich <Name des Fachbereichs>, verleiht mit dieser Urkunde

<Anrede> <Vorname> <Name >
geboren am <Tag/Monat/Jahr> in <Geburtsort>

den Hochschulgrad
Bachelor of <Hochschulgrad>
(abgekürzt: <Abkürzung Hochschulgrad>)

nachdem er/sie* die Bachelorprüfung im Studiengang <Name des Studiengangs>

am <Datum der letzten Prüfungsleistung> bestanden und insgesamt <Anzahl Kreditpunkte> Kreditpunkte (ECTS) erworben hat.

Ort, <Datum der letzten Prüfungsleistung>

Dekan/Dekanin

(Siegel der
Hochschule)

Vorsitz der Prüfungskommission

*) Zutreffendes einsetzen

General Part of the Examination Regulations (Part A) for all Bachelor Programs of Emden/Leer University of Applied Sciences

Anlage 1 b: Urkunde (englisch)

Certificate

With this certificate the Hochschule Emden/Leer, University of Applied Sciences, Faculty of <Name of the Faculty>, confers upon

<Salutation> <First Name> < Family Name >
born on <date of birth> in <place of birth>

the academic degree of
Bachelor of <degree>
(abbreviated: <abbreviated degree>)

as she/he* passed the final examination in the course of studies of <name of study programme>,

on <date of the last examination> and acquired a total of <number of credits> credits (ECTS).

(Official seal of the university)

Place, <date of the last examination>

.....
(Signature of Administration)

*) Insert as appropriate

General Part of the Examination Regulations (Part A) for all Bachelor Programs of Emden/Leer University of Applied Sciences

Anlage 2

Anlage 2 a: Zeugnis (deutsch)

Zeugnis

<Anrede> <Vorname> <Nachname>

geboren am <Geburtsdatum> in <Geburtsort>

hat <Anzahl Kreditpunkte> Kreditpunkte (ECTS) erworben und damit die Bachelorprüfung im Studiengang <Name des Studiengangs>, [Vertiefung/Schwerpunkt¹: <Titel der Vertiefung/des Schwerpunktes>]

mit der Gesamtnote <Note>* (X,XX) [mit Auszeichnung] bestanden.

Die Bachelorarbeit mit Kolloquium über das Thema: <Name des Themas> wurde mit der Note <Note>* bewertet.

Die Beurteilungen in den einzelnen Modulen sind in der Anlage zum Zeugnis aufgeführt.

(Siegel der Hochschule)

Ort, <Datum der letzten Prüfungsleistung>

Vorsitz der Prüfungskommission

Anlage zum Bachelorzeugnis (Transcript of Records)

<Anrede> <Vorname Name>, <Geburtsdatum> in <Geburtsort> hat im Bachelorstudiengang <Name des Studiengangs> die erforderlichen Prüfungen in den folgenden Modulen erfolgreich abgelegt:

<Titel>	Beurteilungen*: <Note> <X,XX>	Kreditpunkte: <Credits>
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(Siegel der Hochschule)

Ort, <Datum der letzten Prüfungsleistung>

Vorsitz der Prüfungskommission

* Notenstufen: sehr gut, gut, befriedigend, ausreichend und zusätzlich als Zahl mit zwei Nachkommastellen

¹) genaue Bezeichnung einsetzen

General Part of the Examination Regulations (Part A) for all Bachelor Programs of Emden/Leer University of Applied Sciences

Anlage 2 b: Zeugnis (englisch)

Final Examination Certificate

<Salutation> <First Name> < Family Name >

born on <date of birth> in <place of birth>

has acquired a total of <number of credits> credits (ECTS) and passed the final examination in the course of studies of <name of study programme>, [specialisation¹⁾ <title specialisation>],

with the aggregate grade
<grade>* (X,XX) [with honours].

The Bachelor Thesis with Colloquium on the Topic <name of the topic> was assessed with the grade <grade>*.

The assessments in the individual modules are listed in the annex to the certificate.

(Seal of University)

Place, <date of the last examination>

Signature of Administration

Annex to the Final Examination Certificate (Transcript of Records)

<Salutation> <First Name> < Family Name >, <date of birth> in <place of birth> has successfully completed the required examinations in the following modules of the Bachelor's degree programme <name of study programme>:

	Grades*:	Credits:
<Title>	<Note> <X,XX>	<Credits>

(Official seal of University)

Place, <date of the last examination>

Signature of Administration

* Grades: very good, good, satisfactory, sufficient and additionally as a number with two decimal places

¹⁾ Insert exact name