

General Provisions for Bachelor's Degree examination regulations of the University of Applied Sciences Gießen-Friedberg of 15 December 2004 (Staatsanzeiger 24/2005 p. 2109), amendment of 31 January 2007, amendment of 21 January and 22 April 2009, amendment of 27 October 2010

The General Provisions were approved on 7 April 2005 by the Hessian Ministry for Science and Arts pursuant to § 94 paragraph 1 No. 1 of the Hessian Higher Education Act (HHG). The official version was published in the "Staatsanzeiger des Landes Hessen" No. 24 on 13 June 2005, p. 2109.

Preliminary remarks:

The Senate of the University of Applied Sciences Gießen-Friedberg adopted the following General Provisions for the examination regulations for Bachelor's Degree programs on 15 December 2004. They contain consistently applicable regulations for the examination procedures of all Bachelor's Degree programs of the University of Applied Sciences Gießen-Friedberg, they are part of the examination regulations and are supplemented by special provisions for particular Bachelor's Degree programs.

According to §§ 34 and 40 paragraph 2 No. 2 of the Hessian Higher Education Act (HHG) version 31 July 2000 (GVBl. I, p. 374), last amended by the act of 18 December 2006 (GVBl. I, p. 713), the Senate of the University of Applied Sciences Gießen-Friedberg adopted the amendments to the General Provisions on 31 January 2007.

The change comes into force from 1 September 2007. § 2 paragraph 4 shall not apply to students who were already enrolled on a Bachelor's Degree program before the coming into force according to sentence 1.

The official version of the changes to the General Provisions for Bachelor's Degree examination regulations of the University of Applied Sciences Giessen-Friedberg of 31 January 2007 was published in the "Staatsanzeiger des Landes Hessen" No. 20 of 14 May 2007, p. 967 and is included in this text.

*According to §§ 34 and 40 paragraph 2 No. 2 of the Hessian Higher Education Act (HHG) in the version from 5 November 2007 (GVBl. IS 710, 891), amended by the act of 5 March 2009 (GVBl. I, p. 95), the Senate of the University of Applied Sciences Gießen-Friedberg adopted the amendment to the above General Provisions on **21 January and 22 April 2009**. The change comes into force from 01 September 2009.*

The official version of the changes to the General Provisions for Bachelor's Degree examination regulations of the University of Applied Sciences Gießen-Friedberg of 21 January and 22 April 2009 was published in the "Staatsanzeiger des Landes Hessen" No. 26 of 22 June 2009, p. 1391, and are included in this text. They are marked in color.

According to § 37 paragraph 5 of the Hessian Higher Education Act (HHG) in the version of 14 December 2009 (GVBl. I, p. 666), the Senate of the University of Applied Sciences Gießen-Friedberg adopted the change to the General Provisions on 27 October 2010. The change comes into force from 01 March 2011.

The official version of the amendment to the General Provisions for Bachelor's Degree examination regulations of the University of Applied Sciences Gießen-Friedberg of 27 October 2010 was published in the Official Bulletin of the University of Applied Sciences Gießen-Friedberg AMB 26/2010 dated 12/17/2010.

The official publication can be viewed at:

http://www.fh-giessen-friedberg.de/amb/pruefungsordnungen/doc_download/31-amb-252010-17122010-allg-best-bachelor

The amendments are contained in this version and are marked in color.

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§ 1 Qualifying degree, Bachelor's Degree, Bachelor's Degree examination

- (1) Successful completion of the bachelor studies leads to a degree qualifying the students for a profession and depending on the specialization of the degree, a Bachelor of Science (B.Sc.), Bachelor of Engineering (B. Eng.) or "Bachelor of Arts (BA) is awarded. The Bachelor's Degree to be awarded in the respective program and the specialization are laid down in the *subject-specific provisions*.
- (2) Whether the candidates have gained an understanding of their discipline and acquired the necessary fundamental knowledge and skills for the transition to professional practice will be determined by the Bachelor's Degree examination.

§ 2 Duration and outline of the program, part-time studies, tutoring, practical phase

- (1) The study period in which the Bachelor's Degree can normally be completed (normal study period), is at least six and up to eight semesters (3, 3.5 or 4 years). The normal period of a course is laid down in the subject-specific provisions. For part-time courses, the normal study period and the number of semesters is determined in relation to the duration of a full-time degree program. The components of the program are a Bachelor Thesis and a practical or project phase. The course includes the teaching of key skills (soft skills, languages, interdisciplinary skills such as law or business in engineering courses) with a value of at least 27 credit points. The duration and order of the studies are set out in the subject-specific provisions. The subject-specific provisions may determine the structure of the course with regard to majors or specializations. It can also provide that in the case of a low number of participants, there is no entitlement to majors and elective modules offered.
- (2) In accordance with state law, the course is available, wholly or partly, as part-time study.
- (3) Under the provisions of § 14 HHG in conjunction with the statutes of the university, students are offered regular personal supervision by a mentor at least until the end of the first academic year.
- (4) The practical or project phase of the bachelor course is a training phase that has defined content and is supervised and accompanied by lectures. It is usually carried out in cooperation with a professional institution. The practical or project phase is a module in the sense of § 3. The regulations for modules apply accordingly. For details see the subject-specific provisions.
- (5) The subject-specific provisions may also provide for subject oriented work experience (basic training) amounting to a maximum of 13 weeks study requirement or up to the end of the 2nd academic year. The basic training is not a module of the course; it will not be awarded credits under § 10. For details see the subject-specific provisions.

§ 3 Examination and program structure, modules

- (1) The course is modular. A module is a thematically and chronologically rounded, self-contained unit of study that normally extends over one or two semesters. The course consists of compulsory and elective modules. A module usually has a value of 4-8 credits and may be composed of different teaching and learning forms. Modules provide specialized skills and key qualifications in accordance with § 2 paragraph 1 sentence 5.
- (2) The teaching of key skills according to the subject-specific provisions amounts to a minimum of
10 credit points from specially designated modules
12 credits of subject-specific modules in integrated teaching and
5 credit points for foreign languages in compulsory or elective areas.
- (3) Modules are usually concluded with an examination that, in accordance with the subject-specific provisions, can be taken in a number of parts. The provisions for grading and examinations apply accordingly for part-performance. Subject-specific provisions may provide for entry examinations as

a requirement for participation in the final examinations. For details, see rules, §§ 6 to 14 and the subject-specific provisions.

- (4) Admission to a module can be made subject to certain conditions, notably the satisfactory completion of one or more other modules. Details and description of the modules are contained in the subject-specific provisions.
- (5) The subject-specific provisions may provide that the successful completion of individual modules is not dependent on passing an examination according to § 9. The performance the student must provide for successful completion of the module is laid down in the relevant module description. The proportion of modules not requiring examination according to § 9 must not exceed 20 percent of the total specified for the program including the practical and project phase.
- (6) If the successful completion of a module in accordance with paragraph 3 and the subject-specific provisions is not dependent on the passing of an examination, the examiner's decision for a "pass" or "fail" determines whether the module has been successfully completed.

§ 4 Dates and deadlines

- (1) The Deans' Office and Examination Committee will ensure that the examinations for the modules of the Bachelor's Degree program can be achieved within the periods laid down in the *subject-specific provisions*. Students will be informed in a timely and appropriate manner, about the nature, number and timing of deliverables and the dates on which they are to be provided as well as the date of issue and submission of the thesis, as laid down in the subject-specific provisions.
- (2) The examination dates and enrollment deadlines are set so that the normal study period can be adhered to. *The needs of students with family responsibilities should be taken into account appropriately*. The credits will only be granted to those who enroll within the specified registration period before the examination date. Timely registration is a prerequisite for participation. Students will be informed in an appropriate way and in due time at the beginning of the lecture period of each semester about the exact registration periods and process.

§ 5 Admission requirements for module examinations

- (1) Admission to module examinations is open to those who
 1. Are duly enrolled at the University of Applied Sciences and
 2. Meet the requirements laid down in the *subject-specific provisions*.
- (2) The Bachelor Thesis and Bachelor's Degree will be granted to those who
 1. Are properly enrolled for the relevant Bachelor's Degree program at the University of Applied Sciences and
 2. Fulfil the requirements set out in the *subject-specific provisions*
- (3) Certification under paragraph 1 and 2 cannot be awarded to those who have ultimately not passed one of the examinations required for the continuation of the course, or are in an uncompleted examination process.

§ 6 Examinations, entry examinations

- (1) Students should demonstrate by examination that they have acquired the knowledge and skills specified in the module descriptions. The type of examination is to be established accordingly. Possibilities are:
 1. Oral examinations (§ 7)
 2. Written examinations in the form of tests and other written work (e.g. Bachelor Thesis, research papers, projects) (§ 8) and

3. Other measurable performance (e.g. reports, presentations, learning portfolios, practical exercises and tasks).
- (2) Examinations, apart from written tests, can also be held in the form of group work. With group work, students must be informed before the examination whether individual or group performance is going to be assessed.
 - (3) When submitting test papers, candidates can be required to give a written assurance that in the group work they have independently completed their respectively indicated portion of the work and used no sources or resources other than those specified.
 - (4) Examinations are to be taken during the course of study. The number, type, semester assignment, duration, and conditions are given in the course-specific requirements. Examinations are to be graded on the last attempt by two examiners. The grading is to be based on the average rating of the two examiners.
 - (5) Entry qualifications provided by students as a condition for participation in examinations can be internships, laboratory exercises, homework, reports or similar. If one or more entry qualifications are necessary for participation in an examination, this is to be laid down in the module description.
 - (6) If a candidate can demonstrate that, due to prolonged or permanent illness or disability, they are not in a position, wholly or partly, to take part in examinations or provide entry qualifications in the required form, candidates will be allowed to provide these within an extended time period or an equivalent performance in a different form. This may require the presentation of a medical certificate or report from a doctor, medical officer or specialist. If the candidate is allowed to demonstrate performance by way of an online examination, the procedural rules adopted for that purpose will apply.
 - (7) Paragraph 5 shall accordingly apply where a prolonged or permanent disability or illness of a close family member necessitates care by the candidate. The necessity must be demonstrated in an appropriate form.

§ 7 Oral examinations

- (1) Oral examinations are usually held as group tests with a maximum of five candidates or as individual tests in the presence of at least two examiners (peer review) or an examiner in the presence of a competent assessor. The final attempt at an oral examination should be held in the presence of at least two examiners.
- (2) Oral tests should last at least 15 minutes and not more 60 minutes per candidate and subject.
- (3) The main elements and results of oral examinations are to be minuted. The results are to be made known and justified to the candidate at the end of the oral examination.
- (4) Students from the same program are entitled to listen in to oral examinations provided the candidate agrees, and the room size allows. This does not apply to consultation and notification of test results, nor to candidates undergoing the test on the same date.

§ 8 Examinations and other written work

- (1) Group work is not permitted in written examinations.
- (2) It should be laid down in the module description when a written examination is to be held exceptionally in the form of a multiple-choice test.
- (3) The duration of an examination depends on the scope of the module. It should not exceed 120 minutes.
- (4) The marking of written examinations and other written work should not take longer than 5 weeks.

§ 9 Assessment of examination performance, assessment of modules

(1) Examinations and partial examinations are to be assessed by the respective examiners. Percentage points are to be used for the marking of individual tests. Decimal places are not allowed.

(2) For the conversion of the marking into grading, the following table applies:

Percentage points	Numerical Grade	Grade in Report	Definition
100 - 95,0	1,0	very good	excellent performance
< 95 - 93,5	1,1		
< 93,5 - 92,0	1,2		
< 92,0 - 90,5	1,3		
< 90,5 - 89,0	1,4		
< 89,0 - 87,5	1,5		
< 87,5 - 86,0	1,6	good	performance considerably above the average
< 86,0 - 84,5	1,7		
< 84,5 - 83,0	1,8		
< 83,0 - 81,5	1,9		
< 81,5 - 80,0	2,0		
< 80,0 - 78,5	2,1		
< 78,5 - 77,0	2,2		
< 77,0 - 75,5	2,3		
< 75,5 - 74,0	2,4		
< 74,0 - 72,5	2,5		
< 72,5 - 71,0	2,6		
< 71,0 - 69,5	2,7	satisfactory	performance according to the average
< 69,5 - 68,0	2,8		
< 68,0 - 66,5	2,9		
< 66,5 - 65,0	3,0		
< 65,0 - 63,5	3,1		
< 63,5 - 62,0	3,2		
< 62,0 - 60,5	3,3		
< 60,5 - 59,0	3,4		
< 59,0 - 57,5	3,5		
< 57,5 - 56,0	3,6		
< 56,0 - 54,5	3,7	sufficient	performance that despite shortcomings reaches requirements
< 54,5 - 53,0	3,8		
< 53,0 - 51,5	3,9		
< 51,5 - 50,0	4,0	insufficient	performance that no longer reaches requirements on account of considerable shortcomings
< 50,0	5,0		

(3) When a module is concluded with only one examination, it shall be assessed in accordance with paragraph 1. If a module consists of a number of parts, then the module mark is calculated as the average of the marks of the individual parts weighted according to the workload. The mark of an individual part is only considered if the conditions in § 12 paragraph 1 are met. The workload for the individual parts is given in the respective module description.

(4) For the conversion of German grades into foreign grading systems, and for the certification of relative ECTS grades, the current guidelines of the University Rectors and Ministry of Culture Standing Conference are valid.

§ 10 Proof of performance according to ECTS

(1) Credit points (CrP) according to the European Credit Transfer System (ECTS) are awarded as proof of successfully completed modules and their transfer to other courses. The credit points are granted independently of the pass grade in an examination and the candidate thereby certified.

(2) Credit Points are calculated according to the work required for the acquisition of skills in the module, including the work required of students for examinations. As a rule, 60 credits per academic year and 30 credits per semester are awarded. A credit point is based on an assumed student workload from 25 up to a maximum 30 hours for lectures and independent study. The underlying effort required to gain a credit point is to be determined realistically, regularly checked and corrected where necessary. The workload of student should not exceed a total of 900 hours per semester.

§ 11 De-registration, absence, withdrawal, cheating and disruption

- (1) *Candidate may de-register in writing up to a week before an examination date without giving reasons.*
- (2) *Later de-registration, absence, the failure to comply with the specified completion time or withdrawal from the examination is only possible in the case of a major impediment. The impediment must be notified immediately in writing and substantiated to the Dean's Office, the Examination Committee or the examiner. In the case of illness of the candidate, the presentation of a medical certificate or report from a doctor, medical officer or specialist may be required. This also applies to the illness of a child or close relative where the candidate is substantially the sole carer. A major impediment is also assumed if a candidate submits evidence of maternity leave.*
- (3) *An examination will be graded as "insufficient" if a candidate misses an examination date without good cause, or if they withdraw without cause. The same applies if written work is not completed within the specified time.*
- (4) *The Examination Committee shall decide, after hearing the candidate, whether the alleged reason or reasons should be accepted. They will also decide whether and for how long the completion time for a piece of written work can be interrupted or extended. The examination committee are to inform the candidate immediately of unfavorable decisions in writing with justification. The decision has to be accompanied by information on right of appeal.*
- (5) *If a candidate tries to influence the result of their examination, partial examination, or entry examination by cheating or use of unauthorized aids, the examination in question will be graded as "insufficient" and considered as "failed". A candidate, who disrupts the proper course of an examination can be excluded from the continuation of the examination by the respective examiner or assessor and the affected examination will be graded as "insufficient". The Examination Committee shall decide, on request and after consultation with the candidate and with the examiner or assessor, whether the conditions in sentence 1 or 2 for the decision "failed" apply or if the examiner has to evaluate the performance of the candidate in accordance with § 9 or how to proceed further. Paragraph 4 shall also apply accordingly.*
- (6) In serious cases of cheating, use of unauthorized aids or a breach of regulations (e.g. plagiarism, using another person as the author of a piece of work or renewed cheating), the Examination Committee in consultation with the Examination Office can exclude the candidate from taking further examinations or repeat examinations to the effect that the Bachelor's Degree examination is not passed and the candidate is ex-matriculated. Paragraph 4 shall apply accordingly.

§ 12 Passing and failing

- (1) Modules/module examinations are passed if they are, according to § 9, graded at least "sufficient" (50 percentage points, score 4.0) or they are passed in accordance with § 3 paragraph 6. If an examination consists of several parts, in order to pass, each part must have a minimum score of 30% and the overall score must be at least 50%.

- (2) The Bachelor's Degree examination is passed if all the modules including any practical phase and the Bachelor Thesis, with colloquium if applicable, are completed successfully.
- (3) If the candidate fails an examination, they will be informed appropriately. In the case of not passing a penultimate repeat examination or Bachelor Thesis, they will be notified in writing.
- (4) If the candidate ultimately fails an examination or Bachelor Thesis, they will receive a written notice with information on the right of appeal. The candidate will be issued with a report (leaving certificate) that details the completed modules and their gradings as well as the missing modules, and shows that the Bachelor's Degree examination has not been passed.

§ 13 Repetition of examinations

- (1) Passed examinations and entry examinations cannot be repeated.
- (2) For an examination consisting of multiple parts, individual parts with less than 50% may be repeated if the overall examination is not yet passed and the number of retakes specified in paragraph 3 has not been exceeded.
- (3) Failed examinations and parts thereof may be repeated three times. The Bachelor Thesis with colloquium can be repeated once.
- (4) *Subject-specific provisions may provide that at the request of the candidate, the last repeat of a written examination can be taken as an oral examination according to § 7. The number of examinations where this is possible can be limited. This rule does not apply to the practical or project phase, project work or the Bachelor Thesis.*

§ 14 Crediting of modules and examinations

- (1) Modules as well as examinations and course work completed in the same or a different course at a university, state or state-recognized vocational academy, will be credited on request to the extent that there is equivalence. Modules, examinations and course work are considered equivalent when they substantially comply, in content, scope and requirements to that of the Bachelor's Degree course, or when there are no significant differences with regard to the acquired skills. Rather than a schematic comparison, an overall consideration and assessment should be applied. Completed modules or examinations from foreign universities can also be counted if the acquired knowledge and skills are compatible with the content of the course and this is agreed between the Examination Committee and the International Program Coordinator.
- (2) For the purpose of crediting modules and examinations from foreign universities, in addition to the requirements referred to in paragraph 1, attention should also be paid to the relevant agreements in the context of Higher Education Partnerships. In this connection, the European Credit Transfer System (ECTS) will be taken into account. Agreements with partner universities in Germany and abroad can replace individual recognition.
- (3) Equivalent practical periods and phases, as well as work experience semesters can, according to the subject-specific provisions, be credited to the practical or project phase.
- (4) The credits provided for in paragraphs 1 through 3 can be linked with a requirement to make up individual requirements within a specified period.
- (5) If modules or individual examinations and coursework are taken into account, the ratings are to be adopted and converted as necessary to the evaluation system of the Bachelor program. For the conversion, the current provisions of the University Rectors and Ministry of Culture Standing Conference and the table in § 9 paragraph 2 should be followed. When using the table in § 9 paragraph 1 for the conversion of grades into percentage points, the average of the applicable percentage range is calculated. The adopted gradings are to be included in the calculation of overall grading. With ungraded performance, the remark "recognized," is added. The credited modules or

examination and course work are to be entered in the report indicating the institution where they were acquired.

- (6) On fulfillment of the requirements in paragraphs 1 to 3, there is an entitlement to credits. Decisions are taken by the Examination Committee in consultation with the respective lecturer. Students must submit the documents necessary for calculating the credits. Recognition is to be applied for before the first examination attempt in the module for which the equivalent module or examination is to be recognized.
- (7) Knowledge and skills acquired outside of a university, state or state-recognized vocational academy, can be credited on request if they are equivalent to the knowledge and skills in the modules or module examinations they are to replace, and the recognition criteria in the context of the accreditation have been reviewed. No more than 50 percent of the required module examinations for the course may be replaced by credits. Paragraphs 1 to 5 shall apply accordingly. § 23 shall remain unaffected.

§ 15 Examination Committee, Examination Office

- (1) An Examination Committee is to be formed for the Bachelor's Degree program. It is the body responsible for the organization and holding of the Examinations.
- (2) The Examination Committee is responsible for the following tasks in particular:
 1. Appointment of examiners and assessors (Examination Board)
 2. Determination and announcement of examination dates, including repeats (at least one examination date per semester,)
 3. Decisions on admittance to modules and examinations,
 4. Monitoring compliance with the examination regulations,
 5. Suggestions for revision of the examination regulations,
 6. Crediting of modules and examinations including the practical phase,
 7. Reporting on the development of study times, including the actual times taken for the Bachelor Thesis, as well as the distribution of module and overall ratings.
- (3) The Examination Committee consists of three professors and two students. The members of the Examination Committee and their personal deputies are elected by the faculty council, or councils where several faculties are participating in the Bachelor's Degree. The term of office of the professors is three years, of the student members, 1 year. Re-election is allowed. The chairperson and the deputy chair must be professors and members of the Examination Committee. They are elected by the Examination Committee.
- (4) For the removal of a member or deputy member, the approval is required of three quarters of the members of the faculty council, or councils where several faculties are participating. The decision takes effect when the majority of the members belonging to the faculty council or councils of the relevant group agree. In the case of removal, a successor is to be chosen without delay.
- (5) For programs that are run in association with one or more universities, the subject-specific provisions can apply alternative rules to those in paragraphs 3 and 4.
- (6) The Examination Committee meets in private. It has a quorum if at least half its members are present and the voting majority of the professors is ensured. In the event of a tie, the vote of the chairman shall be decisive. The decisions of the Board are to be minuted. In the case of examination matters relating personally to a member of the Examination Committee, their membership is suspended in relation to this matter. Examination committee members are required to treat the information they obtain during their work in the Examination Committee as confidential. They have the right to be present during examinations.
- (7) The central Examination Office of the University of Applied Sciences Gießen-Friedberg is responsible for coordinating the examinations, including the issue of reports and certificates. The responsibility of the Dean or the faculty according to § 45 paragraph 1 of HHG is not affected.

§ 16 Examiners and assessors, Examination Board

- (1) Authority to examine is according to § 18 paragraph 2 HHG. Following that, members of the professors group, academic staff charged with the independent performance of teaching duties as well as lecturers and teaching staff for special tasks are authorized to hold examinations. Examinations may only be assessed by persons who themselves hold at least the qualification being examined or an equivalent. Sentence 3 also applies to assessors.
- (2) If more than one examiner is involved in the holding of an examination, the Examination Committee shall form an Examination Board consisting of the individual contributions of the corresponding number of examiners (peer review). For oral examinations, the Examination Board shall consist of either two examiners, or an examiner and a at least one assessor.
- (3) The candidate may propose examiners for examinations, Bachelor Thesis and colloquium, however there is no legal right to this.
- (4) Names of examiners or the composition of the Examination Board will be announced in good time to the candidates, no later than 10 calendar days before examination dates.
- (5) Examiners and assessors are obliged to secrecy regarding information they obtain on account of their activity.

§ 17 Issue and study time of the Bachelor Thesis

- (1) The Bachelor Thesis should demonstrate that the candidate is capable of independently completing an assignment in their field of study within a specified period of time using academic methods.
- (2) The requirements for admission to the Bachelor's thesis that must be met are set out in the subject-specific provisions. Admission is granted by the Examination Committee. Candidates can make suggestions for the topic of the thesis, which will be incorporated where possible. At the request of the candidate, a topic will be assigned.
- (3) If admission is pursuant to paragraph 2, the Bachelor Thesis will be assigned by an authorized examiner according to § 16 paragraph 1 who is active in a relevant Bachelor's Degree course (supervisor). The Examination Committee may, in exceptional cases, assign a person to the supervision of the Bachelor Thesis, who meets the requirements for a lecturer in a field relevant to the Bachelor's Degree. § 16 paragraph 1 should be observed. The topic and time of issue are to be put on record. The topic can be given back only once and within four weeks of assignment.
- (4) The Bachelor Thesis can also be done in the form of group work when the contributions of each candidate can be assessed by means of sections, pages or other objective criteria, that allow a clear demarcation, are clearly identifiable and measurable and meet the requirements of paragraph 1 to 3.
- (5) The Bachelor Thesis is to be done during the course of study. Time for completion may not exceed three months. The scope should be between 6 and 12 credits according to ECTS. The time for completion and scope are laid down in the *subject-specific provisions*. *If the candidate cannot, for good reason, meet the deadline for completion of the Bachelor Thesis, the Examination Committee will decide according to § 11 paragraphs 2 to 4 on an interruption or extension of the time. § 6 paragraph 6 shall apply accordingly.*

§ 18 Delivery and assessment of thesis and colloquium

- (1) The Bachelor Thesis is to be delivered on time, in triplicate, to the chairperson of the Examination Committee, the supervisor according to § 17 paragraph 3, or to the university office designated by the Examination Committee. The time of submission is to be minuted. On submission, the candidate must affirm in writing that they have completed their work (in a group exercise their respectively identified portion of the work) independently and have used no sources or resources other than

those specified and have not submitted it to any other university or examination body in the same or similar form. Subject specific provisions may provide that the Bachelor Thesis, in addition to the written form, must also be submitted in another format (e.g. digital).

- (2) The Bachelor Thesis is to be assessed by two examiners. Both examiners must be authorized according to § 18 paragraph 2 of the HHG and § 16 paragraph 1 of the General Provisions, and one of the examiners must be a professor. The Examination Committee may, in exceptional cases, appoint a person as examiner for a bachelor thesis who meets the requirements for teaching any of the relevant areas of the Bachelor's Degree. The marking of the Bachelor Thesis is to be carried out according to § 9 and be calculated as the average of the ratings of the two examiners. If the ratings of the examiners differ by more than two full grades, or if one of the grades is "insufficient", the Bachelor Thesis is to be assessed by a further examiner. The marking of the thesis is then calculated as the average of the three ratings.
- (3) The subject-specific provisions may include a colloquium, either as an independent examination or as part of the thesis. The colloquium is subject to the passing of the thesis or the written part of the Bachelor Thesis and takes place in front of two examiners. The date of the colloquium is set by the examiners in consultation with the candidate. The date should normally be within four weeks of submission of the thesis. The sequence, content and results of the colloquium are to be minuted by an examiner. The colloquium is to be assessed by two examiners according to § 9. On conclusion of the colloquium, the candidate is to be informed of the grading of the thesis and the colloquium. For a passed colloquium, credit points are awarded according to ECTS as laid down in the subject-specific provisions. § 7 also applies accordingly.
- (4) The Bachelor Thesis including colloquium is failed if
 - The thesis has not been graded at least "sufficient" or as group work does not conform with the requirements of § 17 section 4
 - The candidate does not give in the thesis on time or withdraws for reasons they themselves are responsible for
 - The Examination Committee determines that the candidate has cheated or the affirmation according to paragraph 1 is untrue.
- (5) The Bachelor Thesis and colloquium if failed according to paragraph 4 may be repeated only once. In the case of repetition, giving back of the theme of thesis within the notice period mentioned in § 17 paragraph 3 clause 5 is only allowed if the candidate has not made use of this during the preparation of their first bachelor thesis. A failed colloquium may be repeated once.

§ 19 Additional modules

The candidate can complete other modules (additional modules) in addition to those required for the Bachelor course. On request, the additional modules are included in the report, but the results are not considered in determining the final grade.

§ 20 Calculation of overall grade, Bachelor's Degree examination report

- (1) The overall grade is calculated in accordance with § 9 from the credit point weighted arithmetic mean of the gradings of the Bachelor's Degree modules including the Bachelor Thesis and colloquium if applicable. Subject-specific provisions may provide that the modules from the first semester or the first year are accorded a 50% weighting in the overall grade pursuant to the examination regulations.
- (2) The current guidelines of the University Rectors and Ministry of Culture Standing Conference are valid for the conversion of German grades into foreign grading systems and for verification of the relative ECTS grade.
- (3) Candidates who pass the Bachelor examination receive a Bachelor report according to appendix 5. The report is signed by the Chairperson of the Examination Committee and the Head of the Examination Office. It details the

- Modules of the Bachelor's Degree examination, their respective gradings and credit points
 - Where applicable, the major, or specialization
 - The topic, grading and credit points of the thesis, with colloquium if applicable
 - The overall grading according to paragraph 1
 - As far as provided by the Ministry of Culture and University Rectors Standing Conference, the relative ECTS grading, pursuant to paragraph 2, based on the total grading
 - On request, additional modules according to § 19 and their respective gradings and credit points.
- (4) The Bachelor report bears the date on which the Bachelor's Degree examination was successfully completed.

§ 21 Diploma Supplement

The candidate receives, In addition to the Bachelor's report, a Diploma Supplement (Appendix 7) according to the current guidelines of the University Rectors and Ministry of Culture Standing Conference.

§ 22 Academic degree and certificate

- (1) On passing the Bachelor's Degree examination, the University of Applied Sciences Giessen-Friedberg awards the degree laid down in the *subject-specific provisions* in accordance with § 28 paragraph 1 of the HHG.
- (2) The award of the degree takes place with the handing over of a certificate to the candidate according to Appendix 6. The certificate may include not only the name of the course but also the specialization. The certificate is signed by the President of the university and the Dean of the faculty and bears the seal of the university. The certificate bears the date of the Bachelor certificate.

§ 23 Placement examination

- (1) Applicants for a course with a university entrance qualification according to § 54 HHG or students who have obtained the skills and knowledge necessary for the successful completion of the Bachelor's program other than through a university course can be excused from modules or module examinations on the basis of the result of a placement examination or be credited according to § 14 paragraph 6.
- (2) Application for the placement examination is to be made in writing to the chairperson of the Examination Committee. The application must include:
 1. A curriculum vitae with details of the educational background and the professional career to date,
 2. A certified copy of certificates and proof of university entrance qualification according to § 54 HHG and the skills and knowledge in accordance with paragraph 1 as well as
 3. A statement as to whether the applicant has already ultimately failed a Bachelor's Degree examination in the same subject and whether they are in an uncompleted examination process.
- (3) Based on the submitted documentation, the Examination Committee will decide on admission of the applicant for the placement examination. If the application is rejected, the Examination Office will issue a written notification with the reasons and rights of appeal.
- (4) If the applicant is accepted for the placement examination, the Examination Committee will state in writing in which modules and in what form the placement examination is to be taken.
- (5) The result of the placement examination will be communicated to the applicant in writing. It will state which modules or module examinations will be credited according to § 14 paragraph 6.

§ 24 Invalidity of Bachelor's Degree examination

- (1) If the candidate has cheated in an examination and this fact is only discovered in hindsight or after issuance of the certificate, the marks will be adjusted accordingly and the examination declared as failed.
- (2) If the conditions for participation in a module or examination are not met without the candidate intending to cheat and this fact becomes known only in hindsight or after issuance of the certificate, then this deficiency is made good by the completion of the module or the passing of the examination. If the candidate, with intent, has wrongly claimed that they are able to complete the module or the examination, then the module or examination can be declared wholly or partly as "insufficient" and the Bachelor examination overall as "failed".
- (3) The candidate will be given the opportunity to make a statement before the decision is made.
- (4) The invalid report is to be withdrawn and a new one given as appropriate. The certificate is also to be withdrawn with the invalid report if the underlying examination is declared as "failed" on account of cheating. A decision under paragraph 1 and paragraph 2 sentence 2 is precluded after a period of five years from the date of the report.
- (5) Furthermore, the provisions of the Hessian Administrative Procedures Act on annulment or revocation are valid.

§ 25 Access to examination documents

Within one year of notification of the examination results, candidates are allowed access to all relevant examination documents (including minutes and any reports).

§ 26 Objections to examination process and decisions

Objections against the examination process and decisions, insofar as an appeal has been issued, are to be lodged and justified in writing within one month, or otherwise within one year of notification by the President of the University of Applied Sciences Gießen-Friedberg (Examination Office). If the Examination Office does not remedy the objection, the President shall, without delay, issue a notification with the right of appeal stating the grounds for rejection.

§ 27 Coming into Force

The General Provisions for Bachelor's Degree examination regulations comes into force on the day following publication in the "Staatsanzeiger des Landes Hessen".

35390 Gießen, 30. March 2005

Prof. Dr. Dietrich Wendler
President