

General Provisions for Bachelor's degree examination regulations of the University of Applied Sciences Giessen-Friedberg as of 2 July 2014, last amended on 06 July 2016, Version 6

Authorisation:

According to § 37 paragraph 5 of the Hessian Higher Education Act (HHG) in the version of 14 December 2009 (GVBl. I, p. 666), I hereby authorize the general provisions for Bachelor's degree examination regulations that were authorized by the Senate of the University of Applied Sciences Giessen-Friedburg on 2 July 2013.

Giessen, 9 July 2014

Signed,

Prof. Dr. Günter Grabatin
President

Preliminary remarks:

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 Technische Hochschule Mittelhessen / University of Applied Sciences adopted the following General Provisions for the examination regulations for Bachelor's degree programs on 2 July 2014. They contain consistently applicable regulations for the examination procedures of all Bachelor's degree programs of the University of Applied Sciences, and are supplemented by special provisions for particular Bachelor's degree programs.

The terms that refer to academic departments contained in the following regulations apply to central Bachelor's degree examination regulations in the transferred meaning as follows:

"Department" is defined as "center," "faculty board" is defined as "center board," "the office of the dean" is defined as "the executive board," "dean" is defined as "executive director."

**Until 30 September 2019, § 12 sections. 1 and 5, as well as § 13 sections 2, 3 and 6 in the version of the reading version 2 from 2 July 2014 of the General Provisions for Bachelor's degree examination regulations, updated on 6 July 2016 (AMB 64/2016) will still apply.*

	Beschluss Senat	Genehmigung	Inkrafttreten / Veröffentlichung
Version 6	23.09.2020	25.09.2020	01.10.2020 / AMB 64/2020
Version 5	11.12.2019	12.12.2019	11.12.2019 / AMB 96/2019
Version 4	15.05.2019 und 03.07.2019	27.08.2019	01.10.2019 / AMB 56/2019
Version 3	25.04.2018	28.05.2018	01.10.2018 bzw. 01.10.2019* / AMB 38/2018
Version 2	06.07.2016	12.07.2016	03.08.2016 / AMB 64/2016
Version 1	02.07.2014	09.07.2014	01.09.2014 / AMB 39/2014

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§ 1 Qualifying degrees, Bachelor's degrees, Bachelor's degree examinations

- (1) Successful completion of Bachelor studies leads to a degree which qualifies students to work in 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 specialization are laid down in the subject-specific provisions.
- (2) Whether 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 programs, part-time studies, tutoring, practical phase

- (1) The study period in which a 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). It is, however, possible to make changes in the standard period of study for particular study models (e.g. a program of studies with an adjusted completion time). 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, and interdisciplinary skills such as in law or business in engineering courses), with a value of at least 27 credit points. The duration and order of 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 be stipulated that, in the case of a low number of participants, there is no entitlement for majors and elective modules to be offered.
- (2) In accordance with state law, the course is available, either 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 as described in § 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 a 13-week study requirement, or up to the end of the second academic year. The basic training is not a module of the course, and it will not be awarded credits under § 10. For details see the subject-specific provisions.

§ 3 Examination and program structures, modules, module descriptions, module handbook

- (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 from 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 demonstrate 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.
- (7) All relevant information for the respective module and module examinations for a program of study, particularly qualifications, educational objectives, competency profiles, requirements for the participation in a module and the acceptance of examination performance, curriculum and examination content, semester length and organization, workload, credit points (CrP), examination types, assessment and weighting of partial performance; are all laid down in the module descriptions in binding form, the entirety of which are components of the subject-specific guidelines (part II of the examination regulations).

§ 3a Master's module during the Bachelor's program of study

- (1) In anticipation of a Master's program of study subsequent to a Bachelor's program, students are generally, after the submission of their Bachelor's thesis, permitted to transfer a maximum of 30 credit points from Master's programs of study modules offered by the THM. The processes described in attachments 1 and 2a apply. A claim for authorization of a Master's program of studies is not given.
- (2) Any unsuccessful attempts will be brought into the Master's program of study. Passed examinations from Master's programs cannot be repeated.
- (3) § 19 remains unaffected.

§ 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 held within the periods laid down in the subject-specific provisions. For each module examination, there will be only one examination opportunity provided. Students will be informed in a timely and appropriate manner about the nature, number, and timing of assignments, and the dates on which they are to be submitted, 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. For each module examination there should be at least two options offered per year, generally at least one per semester. Exceptions are decided upon by the examination board. Compliance with assessment deadlines based on § 8 section 4 is generally guaranteed. Maternity regulations and the needs of students with family responsibilities, as well as those with compensation claims, should be taken into account appropriately based on § 20 section 3 HHG.
- (3) Registration before the posted deadline is required for participation. The registration period for examinations offered in the examination weeks begins one month after the beginning of the semester and ends three weeks before the beginning of the first examination week. Individual registration deadlines, such as with block seminars, remain unaffected and students will be informed in a timely fashion and using appropriate methods at the beginning of each semester about specific registration periods and registration procedures.

§ 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,
 2. Meet the requirements laid down in the subject-specific provisions, and
 3. Have registered for examinations within the registration period according to § 4 paragraph 3.

- (2) A Bachelor's degree will be awarded to those who:
1. Are properly enrolled in the relevant Bachelor's degree program at the University of Applied Sciences, and
 2. Fulfill the requirements set out in the subject-specific provisions
- (3) Certification under paragraph 1 and 2 cannot be awarded to those who, based on §§ 12 and 13, have ultimately not passed one of the examinations required for the continuation of the course, or who have not completed the examination process.
- (4) The acceptance of module examinations that have been taken outside the program of study or the academic department requires the agreement of the examining board of the given program of studies, as well as the agreement of the instructor responsible for the module examinations that have been taken outside the program of study that the student wishes to transfer. In this respect, the processes described in attachments 1 and 2 apply. Negative decisions (such as those based on capacity) shall be communicated to the candidate, along with reasons for the decision. All decisions have to be accompanied by information on rights of appeal.
- (5) Examining boards can transfer decisions based on paragraph 4 to the chairperson, or the staff currently responsible for examination administration. In the case of examinations taken in foreign colleges or universities, decision authority may be transferred to the foreign study representative.

§ 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 theses, research papers, projects) (§ 8) and
 3. Other measurable performance (e.g. reports, presentations, learning portfolios, practical exercises and tasks).
- All examinations may also be filed in digital form.
- (2) Examinations, apart from written tests, can also be given 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 written assurance that they independently completed their portion of any group 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.
- (5) Entry qualifications provided by students as a condition for participation in examinations can be internships, laboratory exercises, homework, reports, or similar activities. If 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, they will be allowed to provide these within an extended period of time, or 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) Section 6 shall accordingly apply where a prolonged or permanent disability or illness of a close family member necessitates care by the candidate and the necessity is appropriately demonstrated, or when a pregnant or nursing candidate would be exposed to hazards, based on previous risk-assessment results covered by maternity protection regulations, through the transfer of examination performances or preliminary performances.

§ 7 Oral examinations

- (1) Oral examinations are usually held as group tests with a maximum of five candidates, as individual tests in the presence of at least two examiners (peer review), or with the candidate acting as 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 and not more 60 minutes per candidate and subject.
- (3) The main elements and results of oral examinations are to be noted. 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 to oral examinations, provided the candidate agrees and facilities permit. This does not apply to consultations and notifications of test results, nor to candidates undergoing tests on the same date.

§ 8 Examinations and other written work, application deadline

- (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 in the form of a multiple-choice test, based on § 8a.
- (3) The duration of an examination is dependent on the scope of the module, but should not exceed 120 minutes.
- (4) The marking of written examinations and other written work should not take longer than 5 weeks to ensure that students will not suffer any disadvantages. Deadline overruns may be approved by the examination committee, in exceptional situations. The responsibility of the dean and the executive committee remains unaffected, according to the HHG regulations.

§ 8a Multiple choice procedures

- (1) Final examinations can, in special cases, be carried out in the form of answer-choice procedures, either completely or partially (e.g. single-choice, multiple-choice). In such cases, supervised students are given written questions along with a choice of options to be used to answer each question.
- (2) The selection of examination material, preparation of questions, and the determination of answer options are, in cases of answer-choice procedures, to be undertaken by at least two examiners.
- (3) Assessment of examination performance in answer-choice procedures based on § 9 is to be provided to students in writing at the beginning of the examination.

§ 9 Assessment of examination performance, assessment of modules

- (1) Examinations and partial examinations are to be assessed by the respective examiners. The registration deadline described in § 8 paragraph 4 applies. Percentage points are to be used for the marking of individual tests. Decimal places are not allowed, according to paragraph 2.
- (2) For the conversion of the marking into grading, the following table applies:

Percentage points	Numerical Grade	Grade in Report	Definition
100 – 95	1.0	<i>very good</i>	<i>excellent performance</i>
94	1.1		
93 – 92	1.2		
91	1.3		
90 – 89	1.4		
88	1.5		
87 – 86	1.6		

85	1.7	<i>good</i>	<i>performance considerably above average</i>
84 - 83	1.8		
82	1.9		
81 – 80	2.0		
79	2.1		
78 – 77	2.2		
76	2.3		
75 – 74	2.4		
73	2.5		
72 – 71	2.6		
70	2.7		
69 – 68	2.8		
67	2.9		
66 – 65	3.0		
64	3.1		
63 – 62	3.2		
61	3.3		
60 – 59	3.4		
58	3.5	<i>sufficient</i>	<i>performance that, despite deficiencies, meets requirements</i>
57 – 56	3.6		
55	3.7		
54 – 53	3.8		
52	3.9		
51 – 50	4.0	<i>insufficient</i>	<i>performance that no longer</i>
< 50	5.0		

			<i>meets requirements on account of considerable deficiencies</i>
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- (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. Should the calculation of partial performance on activities contained within a module produce a result containing a decimal place, the result recorded shall be rounded upward to the next whole number, according to paragraph 2.
- (4) The voluntary transfer of additional performances, as well as voluntarily assessed preliminary work is provided for in the module description. Bonus points can be awarded for these voluntarily transferred performances. They are not part of the module examination, but only serve to improve module grades, and may only be applied once for the assessment of the module examination. They expire at the end of the semester in which they were applied. For modules based on § 3 section 1 that extend over two semesters, the bonus points expire accordingly at the end of the semester in which the final examination part of the module was provided. Possibilities include:
1. Practice examinations,
 2. Additional exercises,
 3. Or presentations.
- The voluntarily transferred performances may only provide a grade improvement of a maximum of ten percentage points in the calculated module grade, but must not exceed the maximum number of percentage points available. Details regarding the awarding of bonus points will be provided to students in appropriate form at the beginning of the course.
- (5) As of the second repeat attempt, examination performances shall be assessed by two examiners. In such cases, assessments will be based on the average scores provided by both examiners.
- (6) 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 transferability to other courses. Credit points are granted independently of examination results.

- (2) Credit points are calculated according to the work required for the acquisition of skills in the module, including 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 of 25 to 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. A student's workload should not exceed a total of 900 hours per semester.

§ 11 De-registration, absence, withdrawal

- (1) Candidates may de-register in writing up to a week before an examination date without giving reasons. Individual shorter registration deadlines may be set by departments, and remain unaffected.
- (2) After this deadline, de-registration or absence from an examination, the failure to comply with specified completion times, or complete withdrawal from the examination is only possible in the case of a major impediment. In the case of student illness, the process in attachment 3 applies.
- (3) A major impediment is also assumed if a candidate submits evidence of maternity leave, or may not participate in an examination if by doing so would be exposed to hazards, based on previous risk-assessment results covered by maternity protection regulations.
- (4) In such cases, written notification, with appropriate supporting certification, must be submitted to the dean's office, the examination committee, or the examiner, within a maximum of three (3) working days. In the case of candidate illness, the presentation of a medical certificate or report from a doctor, medical officer or specialist must be made in accordance with sentence I in attachment 4. This also applies to the illness of a child or close relative where the candidate is substantially the sole caregiver.
- (5) The examination committee may require the submission of medical certificate from an appropriate specialist.
- (6) 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 specified times.
- (7) The members of the examination committee shall decide whether the reason or reasons submitted 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 should inform the candidate, after prior consultation, in writing of all decisions, immediately and with explanations. All decisions have to be accompanied by information on rights of appeal.

- (8) According to paragraphs 5 and 7, the examination committee can transfer assignments, either partially or completely, to the examination committee chairperson, or to the responsible members of the examination administration.

§ 11a Cheating, disruption, and breach of regulation

- (1) 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 "failed due to cheating". All such incidents will be recorded in the academic department. In such cases, a candidate may be invited to a discussion interview by the chair of the examination board, which will also be documented. This discussion will be conducted by at least two authorized examiners who will also be named in the invitation.
- (2) A candidate who disrupts the proper course of an examination can be excluded from the examination by the examiner or assessor, and the affected examination will be graded as "insufficient". This examination will be classified as "failed."
- (3) In serious cases of cheating, use of unauthorized aids, or breaches of regulations (e.g. plagiarism in a term paper, using another person as the author of a piece of work, or renewed cheating), or in serious cases of non-compliance (e.g. disturbance of the proper examination process through excessive noise), the examination committee, in consultation with the examination office, based on decisions according to paragraphs 1 and 2, can exclude the candidate from taking further examinations, or one or more repeating examinations to the effect that the Bachelor's degree examination is not passed, and the candidate is ex-matriculated.
- (4) Upon request, the examination committee, after consultation with the candidate, examiner or assessor, shall decide and 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. The examination committee should inform the candidate in writing of all decisions, immediately and with explanations. All decisions have to be accompanied by information on rights of appeal.

§ 12 Passing, failing, and definitive 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, each part must have a minimum score of 30%, and the overall score must be at least 50% in order to pass.
- (2) The Bachelor's degree examination is considered passed if all modules, including any practical phases, 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 failing the next to last repeat examination or the first Bachelor's thesis attempt, notification will be provided in written or electronic form.
- (4) An examination is definitively failed when, according to § 13, the last possible repeat examination is not passed, including a possible joker and based on calculations of failed attempts transferred from outside the program of study.
- (5) Before the determination of a definitive failure, a written consultation with the candidate will be carried out. In the course of this consultation, the candidate may declare, within one month of receiving notification, if they will employ an additional repeat examination (joker), based on § 13 section 3. If no declaration is received within the period set, the definitive failure will be confirmed, and notification issued based on section 6.
- (6) If a candidate ultimately fails an examination or Bachelor thesis, they will receive a written notice with information on the rights of appeal. The candidate will be also be issued a report that details the completed modules and their grades, lists the missing modules, and identifies that the Bachelor's degree examination has not been passed.

§ 13 Repetition of examinations, unsuccessful attempts, jokers

- (1) Passed examinations and entry examinations cannot be repeated.
- (2) Failed examination performances and partial performances can be repeated twice. Bachelor's theses with colloquium can be repeated once.
- (3) In addition to the repeat examinations described in section 2 sentence 1, a candidate at the University of Applied Sciences during the course of a Bachelor's program of studies receives up to two single-use additional repeat examinations (jokers) to be used for failed examinations or partial performances. Jokers may be used for the repetition of all examinations or partial performances, except Bachelor's theses and colloquia and practical or project phases. It is possible to use both jokers for the repetition of the same examination or partial performance.
- (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. Lastly accepted is an examination after the second repeat attempt. 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's thesis.
- (5) Unsuccessful attempts that occur during a course of study and result from identical or equal assignments; complete or partial examinations taken outside the course of study or academic department in which the student is registered; in an academic department or program of study within the University of Applied Science or another college or university are to be documented by the student to the examination board, and will be credited. For the determination of equivalence, the regulations in § 14 apply appropriately.

- (6) In the event of a change of programs of study, failed attempts will not be transferred into the new program of study. This does not apply when a University of Applied Sciences student exmatriculates and then, at a later date, re-enrolls in the same program. In the case of re-enrollment in the same program of studies, all previously transferred performances and failed attempts in the intervening period taken in identical or equivalent courses, examinations and partial performances are to be documented, and will be credited according to section 4. The re-enrollment can be rejected according to the Hesse Higher Education Act when, based on the calculation of all previously recorded failed attempts, it is determined that a continuation of the program of study would result the student not passing.

§ 14 Crediting of modules and examinations

- (1) Modules as well as examinations and course performances, which have been completed in the same or similar college or university degree programs, or state recognized trade schools, will be credited upon request, provided that the acquired competencies are not fundamentally different from the material to be replaced. Crediting can only be rejected when the examination board can provide evidence that there is a fundamental difference between the material acquired elsewhere and the requirements of the University of Applied Science Central Hesse with respect to knowledge and abilities. Rather than a schematic comparison, a general examination and assessment is to be made.
- (2) Modules or course performances that have been completed in foreign colleges or universities can also be credited when the acquired knowledge and abilities are comparable with the content of the degree program. For the purpose of crediting modules and examinations from other 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, as well as a completed study agreement with the student ("learning agreement"). 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 used in 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 should be calculated. The adopted grades are to be included in the calculation of overall grades. In the case of ungraded performance, the remark "recognized," should be added. The credited modules or examination and course work are to be entered in the report. Reasons for rejection of crediting by the examination board are to be provided to the student in writing, along with information on rights of legal

redress. Credited modules, examinations and academic achievements that have not been transferred to the THM should be noted in certificates.

- (6) Upon fulfillment of the requirements in paragraphs 1 to 3, there can be a claim for credits to be assigned; this is in principle possible at any time during the course of studies. Crediting is precluded when a University of Applied Sciences candidate takes an examination in the same or a similar module that they had already passed at the time of the examination. Such decisions are taken by the Examination Committee, or can be transferred to the chairperson, after consultation with the respective lecturer. Decisions regarding the acceptance of modules or examinations acquired in foreign colleges or universities can be transferred to the foreign study representative.
- (7) Students must submit the necessary documents for calculating credits. Reasons for rejection of crediting by the examination board is to be provided in writing, along with information on rights of legal redress.

§ 14a Crediting knowledge and abilities from external institutions

- (1) Knowledge and abilities from basic school education cannot, as a rule, be counted towards secondary education programs.
- (2) Knowledge and abilities from state-recognized occupational training programs, technical collage training programs technical training programs that build on basic school education, or other extra-university skills and abilities can, upon request, be recognized for secondary educational programs when there is level and content equivalency between the acquired qualifications and those to be replaced, and the criteria for the crediting has been checked through the accreditation process.
- (3) The determination of whether the extra-university qualifications performed by the student are equivalent to the qualifications to be replaced are to be dealt with individually by means of the documents provided by the student, such as work samples, certificates, subject descriptions, lesson plans, etc. The student is responsible for proof of equivalence.
- (4) An individual determination of equivalence of extra-university qualifications performed by the student will not occur when the evidence provided by the student is a completion certificate from an educational institution that is determined by the examination board to be a qualification that has been previously recognized.
- (5) In substantiated exceptional cases, the presentation of equivalent knowledge or abilities can be checked by the responsible examiner in a maximal 20-minute oral interview. The interview should be requested of the examination board by the student in writing. The interview will be conducted by the examiner in the presence of a competent observer. If evidence of knowledge and ability equivalency is produced, crediting will occur with the notation "passed." Otherwise the student will receive a written explanation for the rejection from the examination board, along with information on rights of legal redress.

- (6) For recognized extra-university qualifications, the credit points for the credited qualification will be awarded. The examination board makes crediting determinations. Credited qualifications will be recorded in certifications, but will not be used in calculating final grades.
- (7) No more than 50 percent of the required module examinations for the course may be replaced by transferred credits. Paragraphs 1 to 5 shall apply accordingly. § 23 shall remain unaffected.

§ 15 Examination committee

- (1) An Examination Committee is to be formed for every Bachelor's degree program, and is the body responsible for organizing and conducting examinations.
- (2) The Examination Committee should consist of three professors and two students. A professor may be replaced by another member of the academic staff (e.g. special duties teaching staff or research assistants). The members of the Examination Committee and their personal deputies are elected by the faculty council, or councils where several faculties are involved with a Bachelor's degree. The term of office of the professors is three years, the student members one year. Re-election is permitted. The examination committee may take on a research assistant or a technical-administrative assistant in an advisory capacity.
- (3) The committee chair and the deputy chair must be professors and members of the Examination Committee, and are elected by the Examination Committee.
- (4) 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 chairperson shall be decisive.
- (5) The decisions of the Board are to be recorded.
- (6) In the case of examination matters relating personally to a member of the Examination Committee, their membership should be 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.
- (7) For the removal of a member or deputy member, approval is first required of three-quarters of the members of the faculty council, or councils where several faculties are involved. The decision takes effect when the majority of the members belonging to the faculty council or councils of the relevant group to which the affected committee member belongs, agree. In the case of removal, a successor is to be chosen without delay.
- (8) For programs that are run in association with one or more universities, the subject-specific provisions can apply alternative rules to those in paragraphs 2 and 7.

§ 15a Tasks of the examination committee

- (1) The Examination Committee is responsible to ensure that the provisions of the examination regulations are adhered to. It makes decisions regarding matters concerning examination procedures, and has the right to be present during examinations. The Examination Committee is particularly responsible for the following tasks:
1. Appointment of examiners and assessors, as well as observers
 2. With the agreement of the dean, determination and announcement of examination dates and registration deadlines
 3. Decisions on admittance to modules and examinations
 4. Decisions regarding other examination types, according to § 6, paragraphs 6 and 7
 5. Decisions regarding failure or withdrawal, according to § 11
 6. Decisions regarding cheating, disruption, breach of regulation, according to § 11a
 7. Decisions regarding passing and not passing examinations, according to § 12
 8. Decisions regarding repeat examinations and consideration of failed attempts, according to §13
 9. Consideration of modules and examinations, as well as the practical-oriented phase, according to § 14
- (2) The examination committee can delegate assignments designated in section 1 from numbers 1 to 9 to the committee chairperson, particularly those related to examination administration, who can also make use of current responsible departmental personnel.
- (3) Decisions made by the examination committee are issued by the chairperson or their alternate.

§15b Office of the Dean, Examination Office

- (1) In accordance with the HHG, the dean is responsible for the respective program of study and examination organization, and adheres to the examination regulations and takes into consideration the jurisdiction of the examination committee. The dean is particularly responsible for the timely issue of grades, certificates, diploma supplements, and transcripts of records.
- (2) The responsibility of the examination committee and the dean notwithstanding, the central Examination Office of the University of Applied Sciences Giessen-Friedberg is responsible for the fundamental right to examine and coordinating examinations for the entire institution.

§ 16 Examiners and Assessors, Examination Board

- (1) Authority to examine is detailed in § 18 paragraph 2 HHG. As described, only members of the professors group (academic staff charged with the independent performance of

teaching duties as well as lecturers and teaching staff contracted for special tasks) are authorized to carry out examinations. Examinations may only be assessed by those who themselves hold at least the qualification having been examined or an equivalent. Sentence 3 also applies to assessors.

- (2) If more than one examiner is involved in carrying out an examination, the Examination Committee shall form an Examination Board consisting of individual contributions from the corresponding number of examiners (peer review). For oral examinations, the Examination Board shall consist of either two examiners, or an examiner and at least one assessor.
- (3) Candidates 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 reasonable time to candidates, no later than ten calendar days before examination dates.
- (5) Examiners and assessors must treat information they obtain as a result of their examination and assessing activities as highly confidential.

§ 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. Candidates can make suggestions for the topic of their thesis, which will be incorporated where possible. At the request of the candidate, a topic will be assigned.
- (2) The requirements for admission to the Bachelor's thesis that must be met are set out in the subject-specific provisions, and admission is granted by the examination committee that assigned the thesis in accordance with § 16. In exceptional cases, the examination committee may also assign a person responsible for monitoring the Bachelor's thesis, who fulfils the requirements for contract instruction at the level of Bachelor degree studies in the relevant academic department.
- (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. The topic and time of issue are to be recorded. A new topic can be requested only once, and this must be done within four weeks of the initial topic 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 paragraphs 1 to 3.
- (5) The Bachelor thesis is to be done during the course of study, and 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. In such cases, § 6 paragraph 6 shall apply accordingly.

§ 18 Delivery and assessment of thesis and colloquia

- (1) The Bachelor thesis is to be turned in by the assigned date, in duplicate, 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 should be recorded. Upon 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, have used no sources or resources other than those specified, and have not submitted the thesis to any other university or examination body in the same or similar form. Subject specific provisions may provide that the Bachelor thesis must also be submitted in an additional 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 at least 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 should 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 an additional examiner. If the marking of the assessors deviates by more than thirty percent or if one of the assessments is "insufficient" then the thesis is assessed by a third assessor. The marking of the thesis is then calculated as the average of the three assessments. If two of the three assessments are "insufficient" then the thesis is classified as not passing.
- (3) The subject-specific provisions may include a colloquium, either as an independent examination or as part of the thesis. Participation in the colloquium is subject to passing 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 recorded by an examiner. The colloquium is to be assessed by two examiners, according to § 9. Upon conclusion of the colloquium, the candidate is to be informed of the grading of the thesis and the colloquium. When a colloquium is successfully completed, credit points are awarded according to ECTS as laid down in the subject-specific provisions. In such cases, § 7 also applies.
- (4) A Bachelor thesis, including colloquium, is considered as "failed" if:
 - The thesis has not been graded at least "sufficient" or, if done as group work, does not conform to the requirements of § 17 section 4

- The candidate does not turn in a thesis on time or voluntarily withdraws
 - The Examination Committee determines that the candidate has cheated or the affirmation detailed in paragraph 1 is untrue.
- (5) A Bachelor thesis, if failed according to paragraph 4, may be resubmitted only once. In this case, giving back of the thesis theme 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

A candidate can complete other modules in addition to those required for the Bachelor course. The additional modules can be included in the candidate's grade report upon request, but the results will not be used in determining the final grade.

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

- (1) The cumulative grade is calculated in accordance with § 9, based on the credit point weighted arithmetic mean of the grades 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 cumulative grade, pursuant to the examination regulations. The subject-specific guidelines may also provide that the thesis (and colloquium) may be weighted up to 200% of the total grade.
- (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) Upon successful completion of a Bachelor's examination, the candidate receives a Bachelor's certificate. The certificate is signed by the chair of the examination board and the dean of the appropriate academic department.

The official stamp of the academic department is also affixed. The certificate includes:

- the module of the Bachelor's examination, its evaluation, and credit points.
 - if necessary, the area or field of study, or field of concentration
 - the topic, evaluation, and credit points of the Bachelor's thesis, with colloquium if applicable
 - the final grade, based on paragraph 1
 - on request, any additional modules, based on §19, their evaluations, and credit points
- (4) The Bachelor report bears the date upon which the Bachelor's degree examination was successfully completed.

§ 21 Diploma Supplement, relative ECTS grade

- (1) In addition to the Bachelor's certificate, the candidate receives a diploma supplement, based on the current and appropriate requirements from the university president and the culture ministry conference.
- (2) Also included in the diploma supplement is the ECTS ranking based on the following assessment scale (relative ECTS grades).

The top 10% receive the ECTS rank of A,
the next 25% receive the ECTS rank of B
the next 30% receive the ECTS rank of C
the next 25% receive the ECTS rank of D
the next 10% receive the ECTS rank of E
- (3) The foundation of the calculation of ECTS rankings are the graduates' final grades, provided in percent values from 100% - 50% based on the grade table in § 9, paragraph 2. This calculation comprises the graduates from the appropriate program of study who have successfully completed their program of studies during the four semesters before the exam semester.

A minimum of 30 graduates is required to calculate ECTS rankings.
If this number is not reached, then no relative ECTS grades will be reported.
- (4) In the case of new programs of study, ECTS rankings will be calculated for the first time only when a minimum of 30 graduates has been reached, even if the reference period is less than four semesters. In this case, the reference period will be expanded on a semester to semester basis, until the fourth semester is reached. In cases of equal percentage values, the appropriate better rank will be awarded.

§ 22 Academic degree and certificate

- (1) Upon 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 degree awarding process concludes with the presentation of a certificate to the candidate according to Appendix 6. The certificate may include not only the name of the course, but also the area or field of study, or field of concentration. The certificate is signed by the president of the University of Applied Science 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 based on the results of a placement examination, or can be credited according to § 14 paragraph 6.
- (2) Application for the placement examination is to be made in writing to the chair of the Examination Committee. The application *must include*:
 1. The applicant's curriculum vitae, with current education and employment details.
 2. Certified copies of relevant certificates, proof of university entrance qualification according to § 54 HHG, and documentation of skills and knowledge in accordance with paragraph 1.
 3. A statement as to whether the applicant had previously 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 of this, including reasons; and details of the appeal process.
- (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, and will state which modules or module examinations will be credited according to § 14 paragraph 6.

§ 24 Invalidation of Bachelor's degree examination

- (1) If a candidate has cheated in an examination and this fact is only discovered after issuance of a certificate, their marks will be adjusted accordingly, and the examination will be deemed "failed."
- (2) If the conditions for participation in a module or examination are not met, but without the candidate intending to cheat and this fact becomes known only after issuance of a certificate, then this deficiency can be corrected by the completion of the module or the passing of the examination. If the candidate, with intent, has wrongly claimed that they were able to complete the module or the examination, then the module or examination can be declared wholly or partly "insufficient," and the Bachelor examination overall as "failed".
- (3) In such cases, the candidate will be given the opportunity to make a statement before a decision is made.

- (4) The original, invalid report is to be withdrawn and a revised one issued as appropriate. The original certificate should also to be withdrawn along 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 and storage of examination documents

- (1) Candidates are allowed access to all relevant examination documents (including minutes and any reports) for a period of one year after the notification of the examination results.
- (2) The Hesse Enrollment Regulations and the Hesse Archiving Laws apply to the storage of examination documents.

§ 26 Objections to the examination process and decisions

Objections regarding the examination process and decisions, if 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 rejects the objection, the president shall, without delay, issue a notification, including the rights of appeal, stating the grounds for rejection.

§ 27 Effective date, Changes to Previous Regulations

The General Provisions for Bachelor's degree examination regulations described above become effective on 1 September 2014, and apply to all students of the University of Applied Science. The general provisions for Bachelor studies at the University of Applied Science from 15 December 2004, revised on 27 November 2013, will, as of 1 September 2014, no longer apply.

Appendix 1

INFORMATION SHEET “APPROVAL PROCEDURE“ FOR KNOWLEDGE AND ABILITIES BROUGHT IN FROM EXTERNAL INSTITUTIONS OUTSIDE OF DEGREE PROGRAMS



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Please note that the reciprocal recognition of knowledge and abilities according to the regulations of the Lisbon Convention within the THM supports mobility and flexibility of individual student program planning. The approval procedure is governed at the THM in § 14 of the General Provisions for Bachelor and Master’s Examination Regulations; approval is to be granted as long as there are no significant differences regarding the acquired competences (learning outcomes).

A. The Approval Procedure from the Student’s Perspective:

1.	Download the standard curriculum approval procedure form from the examination office (http://www.thm.de/pa).
2.	Fill out the appropriate request, and send it in within your department’s examination registration period to the department secretary.
3.	In the case of a medically-related withdrawal, “Standard Curriculum Procedure for Medically-Related Withdrawals” applies (go.thm.de/attest). Please note: The doctor’s certificate is to be submitted to both departments.
4.	A copy of the accepted approval may be obtained from your department’s secretary. The original will remain in the department.
5.	You must register with the other department with a copy of the accepted approval within the registration deadline. The responsibility for this is yours, which means that you should note the different department registration deadlines. You must notify your department, as well as the department where the examination performance was successfully completed.
6.	After successful participation, you must provide your department with your grade. Please provide your department with the completed declaration of assent passage from the other department. You are also responsible for this.
7.	It is necessary for your department to be notified about your previously attempted examinations. This means that possible failed attempts on your part in the other department must be registered and recorded.
8.	Examination performances submitted from the other department will be marked “not passed” (failed attempt) when <ul style="list-style-type: none"> • the examination in the other department was not passed • the dean of your department does not receive a grade from you • you do not withdraw from an examination in time based on §11 of the General Provisions for Bachelor and Master’s Examination Regulations • you do not withdraw from an examination in your department, when the other department justifiably (see under B. 6.) cannot allow you to take an examination

B. The Approval Procedure from the Department's Perspective:

1.	The department's secretary accepts the completed approval request, and forwards it to the appropriate auditing committee chairperson.
2.	No requests will be accepted after the end of the examination registration period.
3.	The auditing committee determines if the examination performance recognition conditions follow the module description, and confirms this by way of the auditing committee chairperson's signature on the approval form.
4.	The auditing committee can only reject the application based on § 14 of the General Provisions when it has evidence that a significant difference exists between the examination performance to be brought in and that of the student's degree program. This means that a schematic comparison must not be performed in such cases.
5.	Rejection of the student's request by the auditing committee must be substantiated in writing, and must be accompanied by procedures for legal appeal.
6.	The examiner responsible for the module examination performance which the student wishes to bring in must provide their approval as well, and a rejection at this point must also be substantiated in writing. A rejection from the other department can occur when, as an example, there are only a limited number of places in an examination, and these are taken by the department's own students. The department must ensure that the teaching and examination requirements for their own students are met; apart from such instances, available places in the other department must not be denied. In any case, the receipt dates for the respective registrations must be taken accordingly into account.
7.	The other department's secretary forwards the examination result to your department.

Appendix 2

STANDARDIZED UNIVERSITY CURRICULUM FORM: "APPROVAL PROCEDURE" FOR KNOWLEDGE AND ABILITIES BROUGHT IN FROM EXTERNAL INSTITUTIONS OUTSIDE OF DEGREE PROGRAMS

Form for the approval of external module performances that you wish to bring into the program of study in which you are enrolled, to be presented to the department's secretary/Servicepoint (StudiumPlus).

PLEASE ALSO NOTE THE INFORMATION SHEET FOR APPROVAL PROCEDURES, WHICH YOU CONFIRM BY YOUR SIGNATURE THAT YOU HAVE READ AND UNDERSTOOD!

To be Completed by the Student:

Surname, First Name _____
Student Identification Number

Department

Program of Study Bachelor Master

I hereby request the approval of the examination performance _____

elective module required module additional module

in Department _____
Examiner

Program of Study Bachelor Master

CrP _____
SWS _____
Module# Request valid for Semester _____

Based on the examination performance _____

in Department _____
Examiner

Program of Study Bachelor Master

CrP _____
SWS _____
Module# to replace to additionally add

Number of previous module examination attempts in your program of study _____

Date _____
Student Signature

Approval is Granted:

Date

Department Stamp/Signature of the Auditing Committee Chairperson in the Program of Study in which the Student is enrolled

and

Date

Signature of the External Module Examiner

Approval is not Granted:

Reason: _____

Date

Department Stamp/Signature of the Auditing Committee Chairperson in the Program of Study in which the Student is enrolled

and/ or

Date

Signature of the External Module Examiner

Procedures for Legal Appeal:

As the affected student, you may file a written objection to this decision within one month after receipt with the president of the University of Applied Science, Examination Office, Wiesenstraße 14, 35390 Gießen.

To be Completed by the Examiner:

Mr./Ms. _____ Student Identification Number _____ has in the examination

_____ Module Number _____

on _____ the result _____ (percent points) participated.

Date

Signature of the External Module Examiner

STANDARDIZED UNIVERSITY CURRICULUM FORM:
"Approval Procedure for Bringing in Master's Modules during a Bachelor's Program of Study"

To be completed by the Student:

Student's Surname, First Name

Student Identification Number

Department

Program of Study

I hereby request the approval of the Master's Module _____

in Department

Examiner

Program of Study

CrP

SWS

Module#

Request valid for Semester _____

to be brought in. Any failed attempts will be included in my Master's program.

My Bachelor's thesis was submitted _____ on

Date

Student's Signature

Approval is Granted:

Date _____

Department Stamp/Signature of the Auditing Committee Chairperson in the Bachelor Program of Study in which the Student is enrolled

and

Date _____

Department Stamp/Signature of the Auditing Committee Chairperson in the Master's Program of Study in which the module is to be taken

and

Date _____

Signature of the external module examiner

Approval is not Granted:Reason: _____

Date _____

Department Stamp/Signature of the Auditing Committee Chairperson in the Bachelor Program of Study in which the Student is enrolled

and/or

Date _____

Department Stamp/Signature of the Auditing Committee Chairperson in the Master's Program of Study in which the module is to be taken

and/or

Date _____

Signature of the external module examiner

Procedures for Legal Appeal:
.

As the affected student, you may file a written objection to this decision within one month after receipt with the president of the University of Applied Science, Examination Office, Wiesenstraße 14, 35390 Gießen.

To be Completed by the Examiner:

Mr./Ms. _____ Student Identification Number _____ has in the examination

_____ Module number _____

on _____ the result _____ (percent points) participated.

Date _____

Signature of the external module examiner

Appendix 3

INFORMATION SHEET REGARDING PROCEDURES INVOLVING THE INABILITY TO TAKE EXAMINATIONS DUE TO MEDICAL REASONS

General information



In case of illness, a full recovery is more important than the examination. Students should only take part in an examination if they are medically able to do so.

Please take into consideration that, according to the jurisdiction of the Federal Administrative Court (BVerwG decision of 6 July 1979 AZ VII C 26.76), permission to not participate in an examination due to illness is only given if the cause is not just a case of examination nervousness (psychological reaction to the nature of exams), or a chronic or irreversible illness.

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Should you feel unable to sit an exam due to health reasons (refer to §11 General Regulations for THM Bachelor and Masters examination regulations):

1. please download the standardized medical certificate form from your department's website,
2. and have it filled in by your GP or doctor.
3. The standardized form has to be handed in to the departmental office within three working days (certificates of incapacity for work, also called 'yellow notes', will not be accepted)
4. In exceptional or uncertain cases (long-term illnesses etc.), the department may ask you for an official medical certificate or a detailed medical report.
5.
 - Please hand in the medical certificate during office hours in the departmental office.
 - Outside of office hours, you can drop the certificate into the outside postbox at the THM:
 - Campus Gießen | Wiesenstraße 14 | 35390 Gießen
 - Campus Friedberg | Wilhelm Leuschnerstraße 13 | 61169 Friedberg
 - Campus Wetzlar | Charlotte-Bamberg-Straße 3 | 35578 Wetzlar
 - Should you be unable to hand in the certificate in person, it can also be mailed to the following addresses:
 - Technische Hochschule Mittelhessen | Fachbereich | Wiesenstraße 14 | 35390 Gießen
 - Technische Hochschule Mittelhessen | Fachbereich | Wilhelm Leuschnerstraße 13 | 61169 Friedberg
 - Technische Hochschule Mittelhessen | Fachbereich | Charlotte-Bamberg-Straße 3 | 35578 Wetzlar

Hersfeld	Benno-Schilde-Platz 3 36251 Bad
Biedenkopf	Auf der Kreuzwiese 12 35216
	Bahnhofstr. 8a 35066 Frankenberg Eichlerstr.25 34537 Bad Wildungen

6. If you take part in the exam despite being certified as being ill by a medical doctor, the medical certificate becomes void.
7. If the medical certificate is not produced within the period described, your exam will be marked as 'failed'.

In case you have to discontinue an exam due to health reasons:

1. Before the exam starts (=handing-out of the exam papers) the examination supervisor will ask you explicitly whether you feel able to take the exam.
2. By starting to work on your exam you automatically declare yourself healthy enough to sit the exam.
3. In case you have to discontinue the exam due to health reasons, please inform the examination supervisor.
4. This will be noted down on your exam papers by the examination supervisor.
5. Please consult a medical doctor immediately afterwards (see page 1).
6. Please hand in the standardized form medical certificate at the THM as detailed on page 1, items 1-7.

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Appendix 4

University common form "medical certificate"



HOCHSCHULEINHEITLICHER VORDRUCK "ÄRZTLICHES ATTEST"

Formular für die Bescheinigung* der Prüfungsunfähigkeit
 zur Vorlage beim Fachbereichssekretariat/ Servicepoint

- Das ärztliche Attest ist unverzüglich, spätestens am 3. Werktag nach dem Prüfungstermin, dem Fachbereichssekretariat/ Servicepoint vorzulegen. Zusätzliche telefonische Krankmeldungen sind nicht erforderlich.
- Wenn Sie eine Prüfungsleistung trotz Vorliegen eines Attests antreten, verliert Ihr Attest seine befreiende Wirkung.

Name, Vorname Matrikelnummer

Anschrift (Straße, Hausnummer, PLZ, Wohnort)

Bachelor-/Masterstudiengang

Von der Ärztin oder dem Arzt auszufüllen:

Meine heutige Untersuchung bei o. g. Patientin oder Patienten hat aus ärztlicher Sicht folgendes ergeben:

Dauer der gesundheitlichen Beeinträchtigung

von voraussichtlich bis
(bitte konkretes Datum) (bitte konkretes Datum)

Prüfungsunfähigkeit: ja nein

Datum Unterschrift und Praxisstempel der Ärztin oder des Arztes

Bitte beachten Sie: Schwankungen in der Tagesform, Prüfungsstress u.a. sind keine erheblichen Beeinträchtigungen!

Von der oder dem Studierenden auszufüllen:

Bitte geben Sie hier alle angemeldeten Prüfungen an, die innerhalb des oben bescheinigten Zeitraums liegen.

Nr.	Datum	Bezeichnung der Prüfungsleistung/ Modulnummer	Nr.	Datum	Bezeichnung der Prüfungsleistung/ Modulnummer
1			5		
2			6		
3			7		
4			8		

* Das ärztliche Attest kann auch in anderer Form ausgestellt werden, muss dann aber die Anforderungen des hochschuleinheitlichen Vordrucks enthalten.

Appendix 5: Standardized University Template Description for all University of Applied Science Mittelhessen Bachelor's and Master's Examination Regulations

Module Code	Module Designation (German / English)		
Module Coordinators			
Instructors			
Participation	Necessary Conditions for Module Participation		
Requirements	Recommended Conditions for Module Participation		
Bonus Points	<input type="checkbox"/> Yes <input type="checkbox"/> No Bonus points are awarded based on § 9 (4) of the General Provisions. Students will be informed about the types of and methods for receiving additional academic credits in a timely and appropriate fashion at the beginning of the course.		
Requirements for the Awarding of ECTS credit points (CrP)	Pre-examination achievements Examination achievements		
ECTS credit points (CrP)	Required Work	Hours of Attendance	Self-Study
Teaching and Learning Forms			
Short Description (German / English)			
Module Content and Qualification Goals			

Content						
Qualification Goals and Intended Learning Outcomes						
Specialist Skills						
Methodological Skills (General & Subject-Specific)						
Social Competencies						
Personal Skills						
Module Application		Based on § 5 of the General Provisions (part 1 of the Examination Regulations), application to all Bachelor programs of study at the THM is possible.				
Study Semesters						
Module Duration		Frequency of Module Offering			Language	
<input type="checkbox"/> 1 semester		<input type="checkbox"/> every semester <input type="checkbox"/> yearly			<input type="checkbox"/> German <input type="checkbox"/> English	
<input type="checkbox"/> 2 semesters		<input type="checkbox"/> as needed			<input type="checkbox"/> Other: _____	
ECTS credit points (CrP) and Grading		Evaluation in accordance with § 9 of the General Provisions (part 1 of the Examination Regulations)				
Type of Course based on Capacity Guidelines KapVO (SWS)		<input type="checkbox"/> Lecture 0 SWS	<input type="checkbox"/> Seminar 0 SWS	<input type="checkbox"/> Exercise 0 SWS	<input checked="" type="checkbox"/> Practical Course 0 SWS	<input type="checkbox"/> Thesis 0 SWS
					<input type="checkbox"/> BPP 0 SWS	

Litratione, Media