

General Provisions of Master's Examination Regulations for the University of Applied Science Central Hesse, from 14 January 2015, last amended on 11. December 2019, Version 6

Preliminary remarks:

The Senate of the University of Applied Sciences Central Hesse adopted the following General Provisions for the examination regulations for Master's degree programs on 15 December 2004. They contain consistently applicable regulations for the examination procedures of all Master's degree programs of the University of Applied Sciences Central Hesse. They are part of the examination regulations, and are supplemented by special provisions for the individual Master's degree programs.

The department-related terms and expressions that appear in the following provisions apply to examination regulations for Master's degree programs as follows:

"Department" means "center", "department adviser" means "center adviser", "office of the Dean" means "managing board of directors", "Dean" means "managing director"

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§ 1 Requirements, Master's degree, Master's degree examination

- (1) Admission to the Master's degree program assumes a university entrance qualification according to § 54 HHG, and a first professional degree in a course described in the subject-specific provisions with a length of at least six semesters (three academic years). According to the subject-specific provisions, for continuing education Master's degree programs, evidence of appropriate professional experience is also to be provided. Additional admission requirements are contained in the subject-specific provisions.
- (2) For continuing education Master degree programs, the subject-related regulations provide that, according to § 16 paragraph 2 HHG, candidates with a university entrance qualification according to § 54 HHG who have completed professional training, have several years of professional experience, and have demonstrated in an aptitude test a level of knowledge corresponding a first degree relevant to the intended degree will also be admitted. Professional training and experience must have special relevance to the intended course of study. Further details - particularly the design and implementation of the aptitude test - are regulated by the subject-specific provisions.
- (3) The subject-specific provisions define whether it is a consecutive or continuing education Master's degree program, and whether the profile of the Master's program is "more application oriented" or "more research oriented".
- (4) The Master's examination will determine whether candidates have the ability to independently apply academic methods, and are in a position to apply consolidated and / or specialized knowledge of their specialist subjects to problem solving in new and unfamiliar environments.

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

- (1) The study period in which the Master's degree can normally be completed (normal study period) is between two and four semesters (1, 1.5 or 2 years). It is, however, possible to make changes in the standard period of study for particular study models. The normal period of a course is laid down in the subject-specific provisions.
- (2) The duration and sequence of the course are set out in the subject-specific provisions. The Master's program can also be offered in an in-service and/or part-time form. 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. For details, see the subject-specific provisions.
- (3) The subject-specific provisions may determine the structure of the course with regard to major or department specializations. It can also be stipulated that in the case of a low number of participants, there is no entitlement to department, major and elective modules offered.
- (4) A Master thesis is part of the course. The course includes the teaching of key skills (soft skills, languages, interdisciplinary skills) to the extent of 10% of the course work required for the course. A practical or project phase with defined content that is supervised and accompanied by lectures may be stipulated. The Master thesis and practical or project phase are modules in the sense of § 3. The regulations for modules apply accordingly. For details see the subject-specific provisions.

§ 3 Examination and program structure, 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 4, sentence 2.
- (2) 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.

- (3) Admission to modules 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.
- (4) The subject-specific provisions may provide that the successful completion of individual modules is not dependent on passing an exam according to § 9. The performance students must achieve for successful completion of the module are laid down in the relevant module description. The proportion of modules not requiring examination according to § 9 must not exceed 30 percent of the total specified for the program including the practical and project phase.
- (5) If the successful completion of a module in accordance with paragraph 4 and the subject-specific provisions is not dependent the passing of an examination, the examiner's decision for a "pass" or "fail" determines whether the module has been successfully completed.
- (6) All information relevant to modules and module examinations for a program of study are specified in the module description in binding form, which, as a whole, are an integral part of the subject-specific guidelines in the module handbook (part II of the examination regulations). For module descriptions, §7 of the Hesse Student Accreditation Regulations (StakV) is to be applied.

§ 4 Dates and deadlines

- (1) The Deans' Office and Examination Committees will ensure that the required performance for the modules of the Master's degree program can be achieved within the periods laid down in the subject-specific provisions. For each module examination, there is at least one examination possibility scheduled. Students will be informed in a timely and appropriate manner, according to the subject-specific provisions, 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 examination possibilities each year, and, generally, one examination possibility should be offered each semester. The examination board will decide on any exceptions. Compliance with evaluation deadlines based on § 8 Abs. 4 is generally ensured. Maternity leave guidelines and the needs of students with family responsibilities, as well as students with claims for compensation.
- (3) Timely registration is required for participation. The registration period for examinations that are offered in the examination weeks begins one month after then start of the semester, and ends three weeks before the beginning of the first examination week. Individual registration deadlines, such as for block seminars, remain unaffected, and will be provided to students in appropriate form by the departments, generally at the beginning of the semester.

§ 5 Admission requirements for module examinations

- (1) Admission to the module examinations is open to those who:
 1. are duly enrolled at the University of Applied Sciences or are enrolled in the relevant module for the purpose of continuing education according to the subject-specific provisions,
 2. meet the requirements laid down in the subject-specific provisions, and
 3. have registered for the examination or examinations by the due date as set out in § 4, paragraph 3,

- (2) The Master thesis and Master's degree will be granted to those who:
1. Are properly enrolled for the relevant Master 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 have, according to §§ 12 and 13 ultimately not passed one of the examinations required for the continuation of the course, or are in an uncompleted examination process.
- (4) The authorization of module examination results a student wishes to provide which were taken outside a program of study or department requires the agreement of the examination committee of the affected program of study, as well as the examiner responsible for module results from outside a degree program that a student wishes to provide. In such cases, the procedures to be followed are described in appendixes 1 and 2. Negative decisions (i.e. those based on capacity) and explanations shall be provided to the candidate in written form. This notification is to be provided along with the procedure for redress.
- (5) Examination committees may transfer decisions based on paragraph 4 to the current chairperson, or to the staff responsible for examination administration. The decision to accept examination results provided from foreign universities can be transferred to the foreign student adviser.

§ 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. Master 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 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.
- All examinations may also be submitted in digital format.
- (3) When submitting test papers, candidates can be required to give a written assurance that in the group work they independently completed their 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 subject-specific provisions. 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.
- (5) 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.

- (6) Paragraph 5 shall apply accordingly where a prolonged or permanent disability or illness of a close family member necessitates care by the candidate. The necessity must be demonstrated appropriately.
- (7) Section 6 applies accordingly when a long-term or permanent illness or disability of a close family member requires the candidate's care and this need can be demonstrated in appropriate form, or when the delivery of examination performance and preliminary work would expose a pregnant or nursing candidate to dangers according to maternity protection regulations based on the results of a previous risk assessment.

§ 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 minutes and not more 60 minutes per candidate and subject.
- (3) The main elements and results of oral examinations are to be recorded. 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 based on § 8 a.
- (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 must not take longer than five weeks to ensure that students are not disadvantaged. Exceptions to this deadline must be agreed upon in early stages by the examination committee. The jurisdiction of the Dean's office and the Presidium based on the HHG remains unaffected.

§ 8a Multiple-Choice Processes

- (1) Final examination can, in exceptional cases, either completely or partially carried out in multiple-choice format (e.g. single-choice or multiple-choice). In such cases, students have, under supervision, the task of selecting answers from a catalog of answers that have been provided.
- (2) The selection of examination materials, the development of questions, and the specification of answer options are, in the case of multiple-choice processes, to be carried out by a minimum of two examiners.
- (3) The evaluation method of multiple-choice examination results is, based on § 9, to be provided to students at the beginning of the examination in writing on the examination information sheet.

§ 9 Assessment of examination performance, assessment of modules

- (1) Examinations and partial examinations are to be assessed by the respective examiners. The evaluation deadline, based on § 8, paragraph 4, must be observed. Results are to be reported using percentage points without decimal places based on paragraph 2.
- (2) For the conversion of the marking into grading, the following table applies:

Percentage points	Numerical Grade	Grade in Report	Definition
100 – 95.0	1.0	very good	excellent performance
94	1.1		
93, 92	1.2		
91	1.3		
90, 89	1.4		
88	1.5		
87, 86	1.6	good	performance considerably above average
85	1.7		
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	satisfactory	average performance
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		

57, 56	3.6	sufficient	performance that despite shortcomings meets requirements
55	3.7		
54, 53	3.8		
52	3.9		
51, 50	4.0		
under 50	5.0	insufficient	performance that no longer meets requirements on account of considerable shortcomings

(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. If a percentage value with a decimal place results from the calculation of successfully completed partial performances within a module, then the next highest full point value will be awarded.

(4) In module descriptions, the voluntary providing of additional achievements, as well as the voluntary providing of evaluated preliminary work can be described. For these voluntarily provided achievements, bonus points can be awarded. These are not part of the module examination, but serve to improve module grades, and may only be used once for the evaluation of module examination. These expire at the end of the semester in which they were awarded. In modules, that, based on § 3 section 1, extend over two semesters, bonus points expire at the end of the semester in which the final module examination took place. Possibilities include:

1. Practice examinations
2. Additional exercises
3. Presentations.

The voluntarily provided achievements may only provide a maximum of ten (10) percentage points in the calculation of module grades, but must not exceed the maximum number of points possible without bonus points. Details about the allocation bonus points will be provided to students before the beginning of a course in a timely and appropriate method.

(5) Examination results from the final attempt should be assessed by two examiners. In this case, the result will be the average of the assessments of the two 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 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 realistically determined, 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

- (1) A candidate may de-register in writing up to a week before an examination date without giving reasons. Shorter individual registration deadlines can be set by departments, and will remain unaffected.
- (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. In the case of medical illness, the procedures in appendix 3 shall be followed.
- (3) A major impediment is also assumed if a candidate submits evidence of maternity leave, or cannot participate in an examination due to dangers according to maternity protection regulations based on the results of a previous risk assessment.
- (4) The University must be notified within three days after the examination date of the impediment in writing, properly certified. In the case of illness of the candidate, the university standardized medical certificate must be submitted within the deadline in sentence 1 of Appendix 1. This also applies to the illness of a child or close relative where the candidate is substantially the sole caregiver.
- (5) In exceptional cases, the examination committee may require a medical certificate from a 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 the specified time.
- (7) The members of the examination committee shall decide 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, after hearing from the candidate, should inform the candidate immediately of unfavorable decisions in writing with justification. The decision has to be accompanied by information on rights of appeal.
- (8) The examination committee may transfer tasks based on paragraphs 5 or 7 completely or partially to the chairperson of the examination committee, or to staff of the current examination administration.

§ 11 a) Cheating, disruption, rule violation

- (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". Attempted cheating will be documented in the department. In addition, the candidate may be required to participate in an explanation discussion with the chair of the examination board, which will be documented. This discussion will be conducted by a minimum of two authorized examiners, who will be named in the discussion documentation.
- (2) 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", and the candidate will be considered to have failed.
- (3) In serious cases of cheating, use of unauthorized aids or a breach of regulations (e.g. plagiarism in a final paper, using another person as the author of a piece of work, or renewed cheating), or, in extreme cases of regulation non-compliance (e.g. disturbance of the orderly carrying out of an examination as a result of excessive noise) the examination committee, in consultation with the examination office regarding a decision based on paragraphs 1 or 2, can exclude the candidate from taking further examinations or repeat examinations to the effect that the Master's degree examination within the program of studies is not passed, and the candidate is ex-matriculated. Paragraph 4 shall apply accordingly.
- (4) The examination committee shall decide, on request and after consultation with the candidate and with the examiner or assessor, whether the conditions from paragraphs 1, 2 or 3 and the following consequences apply, or if the examiner has to evaluate the performance of the candidate in accordance with § 9, or how to proceed further. Decisions of the examination committee shall be provided to the candidate along with explanations. The decision has to be accompanied by information on rights of appeal.

§ 12 Passing and failing, and final failure

- (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 5. If an examination consists of several parts, in order to pass, each part must have a minimum score of 50 percentage points.
- (2) The Masters degree examination is passed if all the modules including any practical phase and the Master 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 first attempts at a Master thesis, they will be notified in written or electronic form.
- (4) An examination is considered to be finally failed if, based on § 13, the last possible module repeat examination is failed, including failed attempts, if applicable, brought in from outside the program of study.
- (5) If the candidate ultimately fails an examination or Master thesis, then the entire examination is considered failed, and they will receive a written notice with information on rights of appeal. In addition, the candidate will be issued with a report that details the completed modules and their grades as well as the missing modules, and shows that the Masters degree examination has not been passed.

§ 13 Repetition of examinations, failed attempts

- (1) Passed examinations and entry examinations cannot be repeated.
- (2) Failed examinations and parts thereof may be repeated two times. The Master thesis with colloquium can be repeated once.
- (3) 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 Master thesis.
- (4) If, during a course of studies in which a student is registered, examinations, as well as complete or partial academic projects which are identical to, or have the same value of those in the departments at the THM, are attempted outside their program of studies and are failed, students should provide evidence of this to the examination board, and these will be credited. The determination of equivalency, will be carried out in accordance with § 14.
- (5) In the case of a change of programs of study, failed attempts will not be transferred to the new program of study. This is not the case when a student in a University of Applied Science program has exmtraculated, and then, at a later date, matriculated. In the case of a new matriculation, in the same program of studies, all previously accepted examination results and failed attempts, including failed attempts in identical or equally valued preliminary work, examinations and partial examinations carried out in the time between the two degree programs must be proved, and will be credited based on section 4. The new matriculation may be refused based on stipulations in the Hesse Higher Education Act when taking into account all previously occurring failed attempts, it is determined that courses or examinations necessary for the continuation of the program of studies would definitely not be passed.

§ 14 Crediting of modules and examinations

- (1) Modules as well as examinations and course performances, which have been completed on a 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 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 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, as well as learning agreements completed by the student. Agreements with partner universities in Germany and abroad can replace individual recognition and general recognitions are met.
- (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 2 and 3 can be linked with a requirement to make up individual requirements within a specified period.
- (5) Crediting takes place in the name of a module of the University of Applied Science Central Hesse, whereby credit points will be taken into account to the extent that the University of Applied Science Central Hesse has the module. The ratings as well as credit points are to be adopted and converted as necessary to the evaluation system of the Master 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 2 for the conversion of grades into percentage points, the average of the applicable percentage range is calculated. The adopted grades are to be included in the calculation of overall grading. With ungraded performance, the remark "recognized," is added, but will not be taken into account for calculations of final grades. Credited module, examination and academic achievements that are not provided to the THM, are to be entered in the report.
- (6) On fulfillment of the requirements in paragraphs 1 to 3, there is an entitlement to credits; which is possible at any time during the course of studies. Crediting can be denied when a University of Applied Science Central Hesse candidate takes an examination at the same or similarly-valued level that had already been taken and passed. Decisions are taken by the examination committee in consultation with the respective lecturer. This may also be done by the chairperson.
- (7) Students must submit the documents necessary for calculating credits. A denial of credits by the examining board is to be accompanied by a written explanation to the student, along with instructions for legal redress.

§ 14a Crediting Knowledge and Abilities brought in from External Institutions

- (1) *Knowledge and abilities from initial school training cannot generally be credited to university study programs.*
- (2) *Knowledge and abilities from state-approved apprenticeships, from technical college continuing education programs, and from technical continuing education programs that build on initial school training, or knowledge and abilities from other external institutions, can, upon request, be credited to a university program of studies when there is equivalency regarding level and content of the acquired qualification, and the examination performance to be replaced, and the crediting criteria are determined to be within the accrediting framework.*
- (3) *Verification of the equivalency of whether the external performances to be brought in by the student to replace examination performances will be individually determined based on documents provided by the student, such as work samples, certificates, subject descriptions, teaching plans, etc. The student is responsible to provide evidence of equivalency.*
- (4) *An individual verification of the equivalency of the external performances to be brought in by the student will stop in the event that the student presents evidence from an education provider regarding a conclusion made by an auditing committee that the comparability of their examination performance had been previously recognized.*
- (5) *In justified exceptional cases, knowledge and abilities presented for acceptance can be assessed in a no longer than twenty-minute verbal interview by a responsible examiner. This interview must be requested*

of the examination board by the student in writing. The interview will be conducted in the presence of an expert observer. If evidence of knowledge and ability equivalency is produced, the credit will be noted with the annotation "passed." Otherwise the student will receive written justification for the rejection from the examination board, accompanied by procedures for legal redress.

- (6) *In cases of competencies from accredited external institutions, credit points will be awarded to the creditable examination performance. The examination board is responsible for crediting decisions. Credited performances will be recorded in certificates. These will not be taken into consideration in the calculation of total points.*
- (7) *No more than fifty percent of the required module performances may be replaced by knowledge and ability credits from external institutions. § 14 sections 1 bis 5 apply correspondingly. § 23 remains unaffected.*

§ 15 Examination Committee

- (1) An Examination Committee is to be formed for every Master's Degree program.
- (2) The Examination Committee consists of three professors and two students. A professor may be substituted by another member of the teaching staff (e.g. special duties teaching staff, 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 Master's degree. The term of office of the professors is three years, of the student members, one year. Re-election is allowed. The examination committee may include a research or technical-administrative staff person in an advisory position.
- (3) The chair and the deputy chair must be professors and members of the Examination Committee. They 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 chairman 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 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.
- (7) For the removal of a member or deputy member, the following is required:
 1. approval of three quarters of the members of the faculty council, or where several faculties are involved, the department adviser
 2. approval of the majority of the members of the faculty council of the respective group to which the member of the Examination Committee to be removed belong.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.

§ 15 a) Responsibilities of Examination Committee

- (1) The Examination Committee is responsible for ensuring that the provisions of the examination regulations are carried out. It decides on matters related to examination procedures, and has the right to be present during examinations. The committee has the following tasks:
 1. Appointment of examiners and assessors, as well as other observers
 2. Determination examination dates and deadlines, with the agreement of the Dean

3. Authorizations regarding admittance to modules and examinations
 4. Decisions regarding alternate examination forms, based on § 6, paragraphs 6 and 7
 5. Decisions regarding absences and withdrawals, based on § 11
 6. Decision regarding cheating, disturbances, rule violations, based on § 11 a
 7. Decisions regarding passing or not passing examinations, based on § 12
 8. Decisions regarding repetitions of examinations and recognition of unsuccessful attempts
 9. Recognition of modules and academic work, as well as practical phases, based on § 14
- (2) The examination committee may take over tasks stipulated in section 1 numbers. 1 to 9 from the chairperson, and by carrying out these tasks, in particular those for the current examination administration, assist the responsible members of the department.
- (3) Decisions made by the examination committee are to be issued by the chairperson, or designated alternate.

§ 15 b) Dean's office, examination office

- (1) In accordance with the HHG, the Dean's office is responsible for the respective program of study and examination organization, as well as examination administration. It also complies with examination regulations, and takes into account the jurisdiction of the examination committee. The Dean's office is particularly concerned with the timely distribution of certificates, diploma supplements, and transcripts of records.
- (2) The central examination office of the University of Applied Science is responsible for principle policy matters regarding examination regulation and coordination of the examination system of the entire university, irrespective of the responsibilities of the examination committee and the Dean's office.

§ 16 Examiners and assessors, Examination Board

- (1) Authority to examine is according to § 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 for special tasks are authorized to carry out 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. As examiners, only professors and other persons authorized in accordance with § 23 paragraph 3 HHG may be called upon who have held an independent teaching position in the relevant subject. Assessors will only be appointed if they are competent in the relevant examination subject, and have passed at least a Master's degree or equivalent examination.
- (2) If more than one examiner is involved in carrying out 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 at least one assessor.
- (3) The candidate may propose examiners for examinations, Master 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 ten calendar days before examination dates.
- (5) Examiners and assessors are obliged to treat the information they obtain as a result of their examination activities as confidential.

§ 17 Issue and study time of the Master thesis

- (1) The Master 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 Master thesis that must be met are set out in the subject-specific provisions. Admission is granted by the Examination Committee, which the examiner appoints in accordance with § 16. In exceptional cases, the examination committee can assign a person who fulfills the prerequisites for teaching in a department relevant to the Master's program of studies the responsibility for supervision of the Master's thesis.
- (3) If admission is pursuant to paragraph 2, the Master thesis can be assigned by an examiner authorized according to § 16 paragraph 1 who is active in a relevant Master's degree course. The Examination Committee can, in exceptional cases, assign a person to the supervision of the Master thesis who meets the requirements for a lecturer in a field relevant to the Master's degree. 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. § 16 paragraph 1 should be observed.
- (4) The Master 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 Master thesis is to be done during the course of study. Time for completion may not exceed six months. The scope should be a maximum of 30 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 Master thesis, the Examination Committee will decide according to § 11 on an interruption or extension of the time. In such cases, § 6 paragraph 6 shall apply accordingly.

§ 18 Delivery and assessment of thesis and colloquium

- (1) The Master 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 is to 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 and 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 Master thesis must also be submitted in an additional format (e.g. digital).
- (2) The Master 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 Master thesis who meets the requirements for teaching any of the relevant areas of the Master's degree. The marking of the Master 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 thirty percentage points, or if one of the grades is "insufficient", the Master thesis is to be assessed by an additional examiner. The marking of the thesis is then calculated as the average of the three ratings. If two of the three ratings are "insufficient," the thesis will be considered as failed.
- (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 Master 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. 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. In such cases, § 7 also applies accordingly.

(4) The Master thesis including colloquium is failed if

- The thesis has not been graded at least "sufficient", or if done as group work, does not conform with the requirements of § 17 paragraph 4
- The candidate does not turn in the thesis on time, or voluntarily withdraws
- The Examination Committee determines that the candidate has cheated or the affirmation according to paragraph 1 is untrue.

(5) The Master thesis and colloquium, if failed according to paragraph 4, may be resubmitted only once. In this case, giving back of the theme of thesis within the notice period mentioned in § 17 paragraph 3 clause 3 is only allowed if the candidate has not made use of this during the preparation of their first Master 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 Master 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, Master's Degree examination report

- (1) The overall grade is calculated in accordance with § 9 from the credit point weighted arithmetic mean of the grades of the Master's degree modules, including the Master thesis and colloquium if applicable.
- (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 Master's examination, the candidate receives a Master'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 Master's examination, its evaluation, and credit points.
- if applicable, the branch or field of study, or area of concentration
- the topic, evaluation, and credit points of the Master'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 Master report bears the date on which the Master's degree examination was successfully completed.

§ 21 Diploma Supplement, relative ECTS grade

- (1) In addition to the Master'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

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, including one decimal place. 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.

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) On passing the Master's Degree examination, the University of Applied Sciences awards the degree laid down in the subject-specific provisions in accordance with § 21 paragraph 1 of the HHG.
- (2) The award of the degree takes place with the handing over of a certificate to the candidate. The certificate may include not only the name of the course, but also the specialization, field or area 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 of Applied Science. The certificate bears the date of the Master certificate.

§ 23 Placement examination

- (1) Applicants for a course with a university entrance qualification according to § 54 HHG who fulfill the conditions according to § 1 paragraphs 1 and 2 in connection with the subject-specific regulations, and who have obtained the skills and knowledge necessary for the successful completion of the Master'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 can be credited according to § 14 paragraph 8.
- (2) Application for the placement examination is to be made in writing to the chair 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 entry requirements for the Master's degree according to § 1 paragraph 1 in connection with the subject-specific provisions
 3. A statement as to whether the applicant had previously failed a Master'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, 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 exam will be communicated to the applicant in writing. It will be stated which modules or module examinations are to be credited according to § 14 paragraph 8.

§ 24 Invalidation of Master's degree examination

- (1) If a candidate has cheated in an examination and this fact is only discovered after issuance of the certificate, their 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 after issuance of the 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 are able to complete the module or the examination, then the module or examination can be declared wholly or partly as "insufficient" and the Masters examination overall as "failed".
- (3) In such cases, the candidate will be given the opportunity to make a statement before the decision is made.
- (4) The original, invalid report is to be withdrawn and a revised one issued as appropriate. The original certificate is 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 notification of the examination results.
- (2) The Hesse enrollment regulations and the Hesse archiving rules apply to the storage of examination materials.

§ 26 Objections to 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(s), Changes to Previous Regulations

The General Provisions for Master's degree examination regulations described above become effective on 1 October 2018, and apply to all students of the University of Applied Science.

The general provisions for Master's degree examination regulations at the University of Applied Science from 14 January 2015 (AMB 01/2015), revised on 06.07.2016, will as of 1 October 2018, 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

- | | |
|----|--|
| 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. |

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.

<input type="text"/>		<input type="text"/>	
Name, Vorname		Matrikelnummer	
<input type="text"/>			
Anschrift (Straße, Hausnummer, PLZ, Wohnort)			
<input type="text"/>		<input type="text"/>	
Bachelor-/Masterstudiengang		Fachbereich	

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.ä. 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 Requirements	Necessary Conditions for Module Participation 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 <input type="checkbox"/> 1 semester <input type="checkbox"/> 2 semesters	Frequency of Module Offering <input type="checkbox"/> every semester <input type="checkbox"/> yearly <input type="checkbox"/> as needed	Language <input type="checkbox"/> German <input type="checkbox"/> English <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
Litrature, Media						