

**General Bachelor's Examination Regulations of the  
Kaiserslautern University of Applied Sciences  
in the version of the announcement  
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This English translation serves solely for information purposes. Please note that only the German version is legally binding.

This unofficial reading version applies to all students studying according to subject-specific examination regulations that refer to the General Bachelor's Examination Regulations.

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## **§ 1 Area of Applicability of the General Bachelor's Examination Regulations**

(1) The General Bachelor's Examination Regulations (GBER) comprise the general process regulations that apply for all Bachelor's examinations to be given at the Kaiserslautern University of Applied Sciences. In addition, the GBER apply to undergraduate modules and degree programmes from curricularly coordinated modules that can be offered for the attainment of certificates pursuant to Sec 20 Paragraph 1 of the German Higher Education Act (*HochSchG*).

(2) At the Kaiserslautern University of Applied Sciences, a Joint Examination Commission has been established. The Joint Examination Commission coordinates the uniform application of the General Bachelor's and Master's Examination Regulations and is responsible for dealing with examination affairs spanning more than one degree programme. The members include the Chancellor of the Kaiserslautern University of Applied Sciences, the respective chairpersons of the Examination Boards, the director of the Department of Study and Examination Affairs and the members of the Senate from the group of the students. The chair is the Chancellor.

(3) Subject-specific examination regulations regulate the subject-specific prerequisites for participation in examinations as well as the prerequisites for examinations. They regulate, in particular:

1. the title of the Bachelor's degree,
2. special admission conditions,
3. the number of subject-specific semesters in which the degree programme and the Bachelor's examination can generally be completed fully (regular duration of studies),
4. the scope of the courses needed for successful completion of the studies (compulsory and elective courses) and the resulting workload,
5. the number, the type, and the subjects of the module examinations as well as the corresponding credits,
6. the duration of the examinations, the determination of the examination results, the module grades and the overall grade, as well as
7. study stays abroad, provided these are mandatory.

(4) Examination regulations for certificates (Certificate Examination Regulations) contain, in particular, regulations about the designation of the certificate to be obtained, the examination required for this in accordance with Numbers 3 and 4, the award of a Certificate and, if applicable, of a certificate report including the overall grade. Apart from this, the Certificate Examination Regulations shall be deemed to be subject-specific examination regulations within the meaning of these GBER. The regulations pursuant to Sentence 1 may also be included in subject-specific examination regulations.

## **§ 2 Purpose of the Bachelor's Examination**

The purpose of the Bachelor's examination is to determine whether the students comprehend the interdependencies of their study subject, have the ability to apply scientific methods and knowledge, and have acquired the solid professional skills needed for entering the job market.

## **§ 3 Examination Board**

(1) The Department Councils appoint Examination Boards for dealing with issues relating to examinations; Sec 37 Paragraph 3 of the German Higher Education Act (*HochSchG*) shall apply. The Examination Boards are supported in the management of examination matters by the Examination Office.

(2) The Examination Boards are primarily composed of university lecturers. The students and the joint group of staff pursuant to Sec 37 Paragraph 2 Numbers 3 and 4 of the German Higher Education Act (*HochSchG*) shall appoint at least one member each.

(3) The members are appointed by the respective Department Council; the presiding member and their deputy are appointed by the Examination Board. The presiding member and their deputy must be tenured professors. The term of office of the student members is one year, that of the other members is three years. Members who leave prematurely are replaced through by-election for the remainder of the term of office.

(4) The Examination Board shall ensure that the stipulations of the General Bachelor's Examination Regulations and the respective subject-specific examination regulations are adhered to. When needed, the presiding member of the Examination Board shall report to the Department Council regarding the development of examination and study times, including the actual times needed to complete the Bachelor's

thesis, as well as the distribution of the subject-specific grades and the overall grades. The Examination Board shall make suggestions on revising the subject-specific examination regulations.

(5) The Examination Board is responsible for the organisation of the examinations and for making decisions regarding examination matters. It is responsible, in particular, for decisions about appeals against decisions made in examination processes and shall ensure that a decision can generally be made about an appeal within three months after it has been lodged. It schedules the examination dates and the times allowed for completion in consultation with the examiners and determines the deadlines for registration and, if applicable, the deadline when the application for admission to the examinations has to be submitted the latest together with the required documents. The Examination Board shall ensure that examination dates, the time allowed for completion and registration deadlines are generally published at the beginning of the lecture period, but no later than four weeks after the start of the lecture period of the respective semester.

(6) The Examination Board may generally transfer its tasks to its chairperson for all regular cases; this does not apply to appeals and to the report to the departments.

(7) The members of the Examination Board have the right to be present during all examinations; student members may only be present if they have not registered themselves for the same examination during the same period.

(8) The meetings of the Examination Board are not open to the public. A representative of the Examination Office shall attend the meetings of the Examination Board in an advisory capacity. The members of the Examination Board are obliged to observe official secrecy. If they are not civil servants, the presiding member or their deputy shall swear them to secrecy. Guests may participate in the deliberations and votes of the Examination Board at the invitation of the presiding member and by resolution of the Examination Board; they shall also be obliged to observe secrecy or, if necessary, shall be sworn to secrecy. Guests are entitled to speak; they are not entitled to propose motions or to vote.

(9) The Examination Board makes its decisions by adopting resolutions. The Examination Board shall constitute a quorum if at least half of the members including the presiding member are present. In the event of a tied vote, the presiding member shall cast the deciding vote.

#### **§ 4 Examiners and Assessors, Bachelor's Thesis Supervisors**

(1) The Examination Board appoints examiners and assessors as well as supervisors of Bachelor's theses.

(2) Examiners are professors, retired professors, interim professors, visiting professors, supernumerary professors, honorary professors as well as lecturers, lecturers for special tasks, persons with practical professional experience and academic staff pursuant to Sec 24 Paragraph 1 Sentence 2 German Higher Education Act (*HochSchG*). Lecturers from higher education institutions who possess a qualification equivalent to that of the persons referred to in Sentence 1 may also be appointed as examiners by the Examination Board. Examiners must possess the qualification to be determined by the examination or an equivalent qualification and, unless compelling reasons demand otherwise, must have carried out their own independent teaching activities at a higher education institution in the subject area covered by the examination.

(3) Only persons who have obtained a Bachelor's degree in a comparable field or a degree that is at least equivalent can be appointed as assessors.

(4) The topic of a Bachelor's thesis shall be issued by the supervisor of the Bachelor's thesis following approval by the Examination Board. Only persons who are authorised to administer examinations may be appointed as supervisors.

(5) The Examination Board shall ensure that the students are given the names of the examiners and the assessors on time.

(6) The students may suggest the supervisor for their Bachelor's thesis. Such a suggestion does not confer any legal entitlement.

(7) Examiners and assessors as well as supervisors of a Bachelor's thesis are obliged to observe official secrecy. If they are not civil servants, the presiding member or their deputy shall swear them to secrecy.

(8) The composition of the Examination Board shall be determined exclusively by the professional qualifications of the authorised examiners; in the case of equivalent professional qualifications, efforts shall be

made, as far as possible, to ensure equal representation in accordance with Sec 37 Paragraph 3 of the German Higher Education Act (*HochSchG*).

### **§ 5 General Admission Conditions and Admission Procedure**

(1) Only students enrolled at the Kaiserslautern University of Applied Sciences in the degree programme of which an examination is part may be admitted to this examination. By way of derogation, students enrolled in the university's Master's degree programmes may be admitted to examinations in Bachelor's degree programmes, provided participation in such an examination is required due to a condition for admission to the Master's degree programme. In addition, the Examination Board of the respective degree programme may also permit admission of students of other degree programmes of the Kaiserslautern University of Applied Sciences.

(2) In the event of special reasons, previous academic achievements may be demanded for admission to an examination due to subject-specific requirements. Sufficient English language skills are required for understanding course content and taking examinations in English. German and English are permitted as examination languages. As a rule, the examination language shall be the language in which the module is taught. Further details are regulated in the respective applicable subject-specific examination regulations.

(3) For participation in examinations, written and binding registration submitted to the Examination Office within the registration period is required (exclusion period). The registration dates shall be announced to the students at the start of the lectures of the respective semester, but no later than four weeks prior to the registration deadline. The dates of the examinations shall generally be announced no later than two weeks after the start of lectures.

(4) Withdrawal from an examination is possible without providing reasons up to one week prior to the date of the examination or the issue of the topic, respectively the start of the project. Contrary to the provisions of the German Civil Code (*Bürgerliches Gesetzbuch*), the next working day shall not replace a Sunday, legal holiday, or Saturday (Sec 31 Paragraph 3 Sentence 2 of the German Administrative Law Act (*Verwaltungsverfahrensgesetz*)). In the subject-specific examination regulations, or by announcement of a resolution of the Examination Board, the deadline for withdrawing from an examination may be shortened to up to one working day prior to the date of the examination.

(5) Registration by students in accordance with Para. (3) and (4) may also be done via the Internet (websites of the Examination Office) if the Examination Office provides this possibility. For written registrations, the date of receipt shall be decisive.

(6) In case of doubt, the Examination Board shall make the final decision about admission to an examination.

(7) Admission to an examination shall be refused if

1. the prerequisites pursuant to Paragraph 1 or the preliminary achievements and prerequisites specified in the subject-specific examination regulations are not met,
2. a leave of absence has been granted at the time of the examination,
3. registration for the examination in accordance with Paragraph 3 has not taken place,
4. the number of possible retakes of an examination has been exhausted,
5. an examination required by the examination regulations has already been failed without the possibility of appeal at another higher education institution in the Federal Republic of Germany in the chosen degree programme.

### **§ 6 Types and Forms of Examinations, Module Examination, Deadlines, Individual Regular Duration of Studies**

(1) Examinations take the form of either exams or assignments. Assignment grades shall not be part of the overall grade in accordance with Sec 19 (1). Examinations may consist of several separate parts (components) or may be assessed according to different academic categories (partial assessments).

(2) Examinations are assigned to modules. The module examination comprises all the examinations of a module. In general, the module examination consists of an examination that encompasses the subject areas of all courses taught in this module. The module examination is considered passed if all examinations pertaining to this module have been passed. If this is the case, the credit points (ECTS) of this module are awarded.

(3) Types of exams are

1. oral examinations IAW Sec 7,
2. written examinations IAW Sec 8,
3. project theses IAW Sec 9,
4. the Bachelor's thesis IAW Sec 11,
5. colloquium IAW Sec12.

The subject-specific examination regulations may regulate additional, competence-oriented types of assignments, such as learning portfolios, learning diaries, simulations.

(4) The form of the respective examination to be taken is determined in the applicable subject-specific examination regulations or, if such a stipulation is missing or not conclusive in the subject-specific examination regulations, it shall be announced no later than at the beginning of the course. In particularly justified cases (e.g., absence of examiners, special organisational obstacles, impending impossibility of offering examinations), the Examination Board may resolve that an examination for the respective semester be held in a form other than that stipulated in the subject-specific examination regulations. As a rule, such a resolution shall be announced in a suitable manner four weeks before the examination is to be held or, at the latest, at the end of the course, stating the examination modalities (e.g., procedure, date, registration deadline, aids); it must be ensured that the students can adequately adjust to the change. Sentences 2 and 3 shall apply correspondingly to examinations which must be conducted in accordance with subject-specific examination regulations governing admission to the degree programme, for instance to determine aptitude.

(5) The assignments are defined in the respective applicable subject-specific examination regulations. The form of the assignment to be delivered shall be announced by the respective lecturer to the students no later than at the beginning of the course.

(6) The Practical Study Phase (Sec 10) may be defined by the applicable subject-specific examination regulations as either an assignment or an examination.

(7) Students with a disability or chronic illness must be granted appropriate compensation for any disadvantages in order to ensure equal opportunities for them. If a student can provide prima facie evidence that they are unable to perform examinations or complete assignments in part or in whole during the set period of time or in the prescribed form due to a prolonged or permanent disability or illness, the Examination Board shall, upon written application, grant compensation for disadvantages, for example in the form of an extension of the time given for completion or approval of suitable aids. Presentation of a medical certificate or other suitable supporting documents may be demanded.

(8) If meeting the deadline for registering for or taking or retaking an examination depends on times of study, extensions and interruptions shall not be taken into account as long as they were caused by

1. participation in legally or statutorily designated bodies of an institution of higher education, a student body, or a student union,
2. illness, a disability, or other reasons that the student is not responsible for,
3. pregnancy or the raising of a child,
4. care for a dependent relative,
5. company affairs in the context of a part-time, career-integrated, or cooperative degree programme

In the case of No. 3, the student must be enabled to at least make use of the statutory periods of time allowed by the Maternity Protection Act (*Mutterschutzgesetz*) and the periods of time stipulated by the German Federal Act on the Payment of Child Raising Benefit and Child Raising Leave (*Bundeselternzeitgesetz*). In addition, a proper, relevant period of study abroad for up to two semesters is not taken into account either; this does not apply to periods of studying abroad that are prescribed as obligatory by the respective applicable subject-specific examination regulations.

(9) The examinations may also be taken prior to the end of the prescribed periods of time, provided the prerequisites for admission to the examination are fulfilled.

(10) The subject-specific examination regulations may stipulate that an examination is considered a failed first attempt if the registration deadline is missed by at least two semesters.

(11) For students who enrolled in a degree programme at a higher education institution of the Land or at an independent higher education institution in the summer semester 2020 and who are not on a leave of

absence, an individual duration of study extended by one semester shall apply, by derogation from the regular duration of study.

(12) The subject-specific examination regulations may stipulate compulsory elective modules that the students must select from the courses offered. Unless stipulated otherwise in the subject-specific examination regulations, a compulsory elective module shall be considered taken at the latest when the student registers for an examination assigned to this module. The associated examinations must be passed in accordance with the stipulations of these regulations. The subject-specific examination regulations may prescribe that an elective may be changed and under which conditions this may be done, provided the examinations of this module have not been passed completely. Such a change shall be reported to the Examination Office in writing and must be made no later than at the last retake possibility within the period of time allowed for withdrawal from an examination without a legitimate reason in accordance with Sec 5 (4). For the calculation of the overall grade, the module grades of the compulsory elective modules shall be taken into account as selected by the students. If it is possible to sign up for more compulsory elective modules than necessary, the excess portion shall not be considered in the calculation of the overall grade. Additionally completed elective modules can be included in an appendix to the transcript of records.

### **§ 7 Oral Examinations**

(1) In oral examinations, the students shall demonstrate that they comprehend the interdependencies of their examination subject and are able to relate specific questions to these contexts. Oral examination shall furthermore determine whether the students have broad basic knowledge.

(2) Oral examinations shall be given by several examiners or by one examiner in the presence of an assessor (pursuant to Sec 4 Paragraph 3). Oral examinations are either individual exams or group exams. No more than five students must participate in a group exam.

(3) Oral examinations shall generally last 20 minutes per student; the minimum duration shall be 15 minutes; subject-specific examination regulations may provide for deviating regulations.

(4) The main topics and results of the oral examination shall be recorded in minutes. In the case of Para. (2) Sentence 1, 2<sup>nd</sup> half-sentence, the examiners shall consult the assessor prior to determining the grade in accordance with Sec 13 (1).

(5) The result of the examination shall be announced to the students after the conclusion of the oral examination.

(6) Students who intend to take the same examination at a later date shall be admitted as observers provided there is enough space in the room and provided the student(s) to be examined do not voice any objection.

(7) At the request of a student, the central equal opportunities officer or the equal opportunities officer of the department and, at the request of students with a disability or chronic illness, the officer pursuant to Sec 72 Paragraph 4 of the German Higher Education Act (*HochSchG*) may attend the oral examination.

### **§ 8 Written Examinations**

(1) Written examinations are either written tests or coursework. They are intended to demonstrate that students are able to identify problems within a limited period of time and develop solutions using subject-specific methods.

(2) Written tests shall last for a minimum of 60 minutes in the case of examinations for lectures that are assigned a maximum of 3 ECTS credit points, at least 90 minutes in all other cases, and a maximum of 180 minutes. In particularly justified cases, the subject-specific examination regulations may prescribe different stipulations for individual examinations. The time allowed for completion of the individual written examinations shall be determined by the Examination Board based upon the proposal of the respective examiner.

(3) Written coursework is done either individually or in groups. In the case of group work, the contribution of the individual students that is to be graded must be clearly distinguishable and assessable. The design and the time allowed for completion shall be stipulated by the respective applicable subject-specific examination regulations.

(4) Written examinations shall generally be assessed within a period of four weeks. In justified cases, the Examination Board may decide on a longer period of assessment.

(5) Written examinations shall take place throughout the course of the degree programme.

(6) Written examinations according to the multiple-choice process shall be precluded.

(7) Multimedia-based examinations (“e-exams”) shall be permitted provided they are suitable for providing evidence in accordance with Para. (1) or of contributing to that; if necessary, they may be supplemented by other types of examinations. Multimedia-based examination questions shall, in general, be drawn up by two examiners. Prior to the administration of multimedia-based examinations, it shall be ensured that the electronic data can be identified unambiguously and can be associated with the candidates distinctively and permanently. The examination shall take place in the presence of a competent person. In accordance with the stipulations of Sec 15 (2), the candidates shall be given the opportunity to view the multimedia-based exam as well as the result they achieved.

(8) Minutes shall be taken regarding the course of written tests as well as multimedia-based examinations. These minutes shall include at least the name of the minute taker and the names of the examination candidates, the start and end times of the examination, as well as possible incidents.

### **§ 9 Project Theses**

(1) Project theses are generally used to demonstrate the ability to work in a team and especially the ability to develop, enforce, and present concepts. Here the students shall demonstrate their ability to define goals when working on a major task and to develop interdisciplinary solution approaches and concepts.

(2) The design and the time allowed for completion shall be stipulated by the respective subject-specific examination regulations.

(3) The date and time of issue and the date and time of submission shall be recorded in writing. If the project thesis is not submitted on time, it shall be considered failed.

### **§ 10 Practical Study Phase**

(1) In the practical study phase, the students shall demonstrate that they are able to work on a subject-specific problem of limited content and duration under guidance.

(2) The design, the time allowed for completion, and any special admission prerequisites shall be stipulated by the respective subject-specific examination regulations.

(3) The assignment shall, as a minimum, encompass the preparation of a written report.

### **§ 11 Bachelor’s Thesis**

(1) The Bachelor’s thesis is a graded examination. Its objective is to demonstrate that the students are capable of independently working on a subject-specific problem within a given period of time using scientific methods.

(2) The topic of the Bachelor’s thesis can be issued by any of the people authorised to administer examinations pursuant to Sec 4 Paragraph 2 (Bachelor’s thesis supervisors) following approval by the Examination Board. The students shall ensure that they receive the topic of their Bachelor’s thesis no later than at the beginning of the semester after which they have taken all examinations in accordance with the respective applicable subject-specific examination regulations. If this deadline is missed by two semesters, the Bachelor’s thesis is considered a first failed attempt. At the request of the students, the Examination Board shall ensure that they receive a topic for their Bachelor’s thesis on time. The date of issue, the name of the supervisor, and the topic shall be documented in writing at the Examination Office.

(3) The time allowed for completion of the Bachelor’s thesis shall be a maximum of twelve weeks and shall be determined in the respective subject-specific examination regulations. It starts with the issue. In justified cases, the Examination Board may, upon justified request, make an exception and extend the time allowed for completion by up to six weeks. In the case of cooperative or career-compatible degree programmes or other part-time degree programmes, the time for completion may be increased in the subject-specific examination regulations or upon request to a maximum of 26 weeks.

(4) The topic, the research questions, and the volume of the Bachelor's thesis must be such that completion is possible within the period allowed for completion. The topic may only be returned once and only during the first third of the time allowed for completion. The students shall be given the opportunity to make suggestions regarding the topic of their Bachelor's thesis.

(5) The Bachelor's thesis may be written in German or, with the approval of the supervisor, in English. The subject-specific examination regulations may stipulate that the Bachelor's thesis may also be written in another language. The choice of language shall be indicated when registering for the Bachelor's thesis.

(6) If stipulated in the respective subject-specific examination regulations, Bachelor's theses written as group work may also be permitted, provided the contribution of the individual students that is to be graded can be clearly distinguished and assessed and provided the stipulations pursuant to Para. (1) are fulfilled.

(7) The Bachelor's thesis shall be submitted on time. When submitting the thesis, the student shall affirm in writing that he/she is the sole author of the thesis – in case of a group thesis, the sole author of the respectively marked portion of the thesis - and did not use any sources and auxiliary materials other than those stated. The date and time of submission shall be documented in writing at the Examination Office. If the Bachelor's thesis is not submitted on time, it shall be considered failed.

(8) The Bachelor's thesis shall be assessed by two persons who are authorised as examiners pursuant to Sec 4. One of these two persons shall have been the supervisor of the thesis. One examiner must be a professor. The Bachelor's thesis shall generally be assessed within a period of six weeks, and justification shall be given for the assessment. The assessment shall be made in writing.

### § 12 Colloquium about the Bachelor's Thesis

The students shall present their Bachelor's thesis in a colloquium (oral examination). The earliest date for the colloquium is after two thirds of the time allowed for completion have elapsed. The duration of the examination shall be stipulated by the respective subject-specific examination regulations. The colloquium shall take place in front of an Examination Board consisting of at least

1. the supervisor of the Bachelor's thesis and one additional examiner pursuant to Sec 4 Paragraph 2,
2. or the supervisor of the Bachelor's thesis and another expert assessor.

Sec 7 Paragraphs 4 to 7 shall be applicable correspondingly.

### § 13 Assessment of Examinations and Module Examinations

(1) Examinations shall be assessed by the respective examiners. For the assessment, the following grades shall be used:

|               |   |  |
|---------------|---|--|
| 1.0; 1.3      | = very good ( <i>sehr gut</i> )             | = an outstanding result  |
| 1.7; 2.0; 2.3 | = good ( <i>gut</i> )                       | = a result considerably above the average requirements                           |
| 2.7; 3.0; 3.3 | = satisfactory ( <i>befriedigend</i> )      | = a result that corresponds to average requirements                              |
| 3.7; 4.0      | = sufficient ( <i>ausreichend</i> )         | = a result that still meets the requirements despite its shortcomings            |
| 5.0           | = insufficient ( <i>nicht ausreichend</i> ) | = a result that does not meet the requirements anymore due to major shortcomings |

Assignments may also be assessed as "passed (*bestanden*)", respectively "failed (*nicht bestanden*)". An examination is passed if it, respectively its components or partial assessments, have been assessed with at least "sufficient (*ausreichend*)" or "passed (*bestanden*)".

(2) If the assessment is done by several examiners and their assessments of the examination results do not match, the grade shall be calculated from the arithmetic mean by rounding to the nearest permissible grade pursuant to Para. (1). If the arithmetic mean is exactly in the middle between two permissible grades, it shall be rounded off to the next-lower grade. If the number of "insufficient (*nicht ausreichend*)" assessments equals the number of "sufficient (*ausreichend*)" and better assessments, another examiner shall be appointed pursuant to Sec 4. If the majority of the assessments are "sufficient (*ausreichend*)" and better, the grade shall be calculated from these assessments pursuant to Sentences 1 and 2. If the majority of the assessments are "insufficient (*nicht ausreichend*)", the examination shall be considered failed.



(3) If an examination consists of several components or contains partial assessments, the grade shall be calculated from the weighted average of the assessments if ECTS credit points are assigned to the components or to the partial assessments or if another weighting is defined in the subject-specific examination regulations; otherwise, it shall be calculated from the arithmetic mean of the assessments through rounding to the nearest permissible grade pursuant to Para. (1). If the weighted average or the arithmetic mean is exactly in the middle between two permissible grades, it shall be rounded off to the next-lower grade. If a component or a partial assessment is assessed with “insufficient (*nicht ausreichend*)”, the grade of the examination shall be “insufficient (*nicht ausreichend*)”.

(4) The assessment of the passed module examination (module grade) shall be calculated from the grades of all examination results of this module weighted in accordance with the subject-specific examination regulations. For the result of this assessment, only the first decimal after the decimal point shall be considered; all further decimals shall be deleted without rounding.

#### **§ 14 Failure to Appear, Withdrawal, Interruption, Deception, Breach of Regulation**

(1) An examination shall be considered “insufficient/failed (*nicht ausreichend*)” if a student who is registered for an examination fails to appear at this examination without justified cause, or withdraws from the examination without justified cause after expiration of the withdrawal period, or interrupts the Bachelor’s thesis without justified cause. The same applies if a written examination is not completed within the prescribed time allowed for completion.

(2) The reasons claimed for failure to appear for an examination or for withdrawal after expiration of the withdrawal period or for interruption of the Bachelor’s thesis must be provided to the Examination Board without delay and in writing, and probable cause must be shown. If illness was the cause, a medical certificate must be presented that confirms the inability to take the examination on the date of the examination. The medical certificate must be submitted to the Examination Office no later than at the end of the third working day following the date of the examination, respectively the start of the interruption. Saturdays are not considered as working days. In the event of a second withdrawal for medical reasons in the same subject area, a medical certificate issued by a public health official is required. Illness of a student’s child of whom he or she is the sole carer shall be deemed equivalent to an illness of the student himself/herself. If the Examination Board accepts the reasons, a new examination date shall be scheduled, taking into account Sec 16 (3) Sentence 1 first half-sentence. If the reasons are not accepted, this examination shall be considered “insufficient/failed (*nicht ausreichend*)”.

(3) If a student attempts to influence the result of their examination through deception or through the use of unauthorised auxiliary materials, their examination shall be graded as “insufficient/failed (*nicht ausreichend*)”. The decision about whether the examination result has been influenced as stated in Sentence 1 shall be made by the Examination Board. In serious cases, the Examination Board may bar students from taking further examinations. Items suspected of being non-permissible auxiliary means shall be handed over to the proctors upon request. Students who do not comply with such a request may be barred from continuing the examination. Such items shall be returned by the chairperson of the Examination Board at the very latest once the decision about whether or not the examination result was influenced has become non-appealable.

(4) In addition to the submission of written copies, the final report of the practical semester as well as the Bachelor’s thesis shall also be submitted as a copyable, text-based PDF file to enable computer-based detection of possible deception attempts. This also applies to other suitable assignments and examinations, provided it was announced by the examiner when issuing the topic and the research questions. When submitting the thesis, the student shall affirm in writing that he/she is the sole author of the thesis – in case of a group thesis, the sole author of the respectively marked portion of the thesis -, did not use any sources and auxiliary materials other than those stated, and was informed of the possibility of an automated plagiarism check of his/her work. For data protection reasons, personal data shall not be used when the work is entered into the respective database and is checked. If deception is suspected in practical semester reports and Bachelor’s theses, the supervisor shall be required to make a written statement.

(5) Students who disrupt the orderly conduct of the examination may be barred by the respective examiner or proctor from continuing the examination. In such a case, the Examination Board shall make a decision about how to assess the respective examination.

(6) Decisions pursuant to Para. (2) to (5) shall be communicated by the Examination Office to the students without delay and in writing, reasons shall be given, and information on legal remedies shall be included.

### § 15 Passing, Failing, and Certification of Examinations

(1) The Bachelor's examination shall be considered passed when all examinations have been passed and all other assignments in accordance with the respective subject-specific examination regulations have been completed. The Bachelor's examination shall be considered failed without the possibility of appeal if an examination required for passing the Bachelor's examination is considered failed without the possibility of appeal or if some other evidence in accordance with the subject-specific examination regulations can no longer be provided.

(2) The results of the written examinations shall be published. Within a period of four weeks following publication of the results, respectively following the start of lectures in the event that publication of the results takes place during the out-of-session period, the students shall be given the opportunity to access their own written exams under supervision. Objections to the assessment shall be submitted to the Examination Board in writing no later than four weeks after access is granted. In the event of a failed retake examination or if the Bachelor's thesis is failed, the students shall be notified in writing, including information on whether and, if so, during which time, the examination can be retaken again.

(3) If a student did not pass the Bachelor's examination, he or she shall, upon request and upon provision of the necessary documentation, receive a certification summarising the study and examination results obtained. A certification exclusively in electronic form shall be precluded.

### § 16 Retaking of Examinations

(1) With the exception of the Bachelor's thesis and the colloquium, examinations that were not assessed as either "sufficient (*ausreichend*)" or "passed (*bestanden*)" can be retaken twice. The subject-specific examination regulations may stipulate that assignments may be repeated more often. If single components of an examination are failed, only those parts need to be retaken. If examinations consist of components that are linked in terms of content or build on top of each other, all components must be retaken if at least one component was failed. This shall be indicated in the subject-specific examination regulations. Retaking of a passed examination shall not be permitted, with the exception of the colloquium, which must be retaken in case the Bachelor's thesis is failed. If the retake options for an examination have been exhausted, the examination is considered failed without the possibility of appeal.

(2) The Bachelor's thesis and the colloquium can each only be repeated once. A failed Bachelor's thesis must be re-registered within three months of the date of the notification about the failure. If the colloquium is assessed as "not sufficient (*nicht ausreichend*)", the colloquium must also be retaken within three months. If these deadlines for repetition are missed, the missed examination shall be considered failed without the possibility of appeal.

(3) The retake examinations shall be taken during the examination dates of the subsequent semester, with the exception of the first retake examinations, which must be taken at the latest during the examination dates of the respective second following semester. The students shall be registered by the Examination Office for those retake examinations that are already considered failed if registration is missed. Paragraph (2) Sentences 2 and 3 shall remain unaffected by this stipulation. If, due to its unique characteristics (e.g., project or lab work), a module examination cannot be offered in the semester in which it is to be retaken by the student in accordance with this regulation, the examination shall be retaken in the following semester. The Examination Board shall, upon justified request, make the decision about which examinations are offered.

(4) In the event a final retake examination is failed, it shall be assessed by two examiners.

(5) In examination procedures in which a final retake opportunity in the summer semester 2021 or the winter semester 2021/22 as well as associated with one of these semester was not passed or is deemed to have been failed, this failure shall only lead to the final failure of the respective examination and the Bachelor's examination pursuant to Sec 15 Paragraph 1 Sentence 2 if a supplementary examination is not passed either. The supplementary examination shall take place as part of the final retake opportunity and shall be taken within the context of the examination dates of the respective following semester, if the lectures at Kaiserslautern University of Applied Sciences have been declared to be possible without restrictions again and, if an event is basically provided for in the events offer, the opportunity to attend an event existed; Paragraph 3 Sentence 2 shall apply accordingly. The assessment of the supplementary

examination pursuant to Sec 13 shall be regarded as the final result of the examination procedure concerned. Sentence 1 shall not apply for the Bachelor's thesis, the colloquium about the Bachelor's thesis, and project theses, as well as cases of failure pursuant to Sec 14 Paragraph 3 or 5.

### **§ 17 Credit for Examination and Study Results, Credit for Times of Study as well as for Knowledge and Qualifications**

(1) Examinations and study results passed, respectively obtained, at a higher education institution shall be recognised for examinations required in the degree programme at the Kaiserslautern University of Applied Sciences, provided the competencies and study results obtained therein do not differ significantly in terms of content, qualification level and profile from those of the programme for which the credit is to be given. A comprehensive assessment shall be made in such cases regarding the importance of the results for the achievement of the goals of the degree programme and for the purpose of the examinations. In this sense, a major difference exists if the applicants are likely to be impeded from successfully completing their studies. The burden of proof regarding the assertion of major differences lies with the university. If credit shall be given for examination and study results acquired outside of Germany, the equivalency agreements approved by the Standing Conference of the Ministers of Education and Cultural Affairs (*Kultusministerkonferenz*, KMK) and the German Rectors' Conference (*Hochschulrektorenkonferenz*, HRK) as well as arrangements made in the context of university cooperation agreements shall be taken into account.

(2) Paragraph 1 shall also apply correspondingly to multimedia-supported examination and study results as well as to examination and study results acquired in state-recognised distance study programmes, by early entrance students, and at other educational institutions, particularly at state or state-recognised universities of cooperative education as well as at technical and engineering colleges and officers' universities of the former German Democratic Republic.

(3) Equivalent skills and qualifications acquired outside higher education institutions shall be credited for up to a maximum of half of the ECTS credit points to be awarded for the Bachelor's degree programme.

(4) If examination and study results are recognised or credited, the grades – insofar as the grading systems are comparable – shall be transferred and included in the calculation of the overall grade in accordance with the respective subject-specific examination regulations. If suitable ECTS grading tables are available for foreign higher education institutions, the grades shall be converted on the basis of these tables, unless otherwise stipulated in the respective examination regulations. If no suitable ECTS grading table or other suitable grade conversion tables specified in the statutes are available, the grades shall be converted using the modified Bavarian formula. If this is not possible or if no grade is shown, the remark "passed" (*bestanden*) shall be used. A new assessment of the recognised examination or study result is not permitted. In the transcript of records, the recognition shall be marked as such. The credit points (ECTS) specified in the respective subject-specific examination regulations shall be awarded for the recognised or credited examinations and study results.

(5) Recognition of and credit for examinations and study results shall be given upon application, which must generally be submitted within the first semester of study or, if obtained later, within one semester. The students shall submit the necessary documents along with appropriate information and proof of the examinations passed or the study results obtained in good time. Applications for recognition are generally processed within a maximum of four months. The prerequisite for recognition is that, after enrolment, at least one examination must still be taken in the relevant degree programme at the Kaiserslautern University of Applied Sciences. The first-time application for an examination at the Kaiserslautern University of Applied Sciences precludes recognition or credit for it if the withdrawal deadline pursuant to Sec 5 Paragraph 4 has passed.

(6) On the basis of the recognition of and credit for examinations and study results, credit is given for periods of study (classification into a subject-specific semester). As a rule, this is determined by the number of credit points (ECTS) earned through recognition and credit compared to the total number of credit points (ECTS) to be earned in the selected degree programme. Periods of study in the selected degree programme completed at another higher education institution in the Federal Republic of Germany shall be credited ex officio; periods of study completed on a part-time basis shall be taken into account appropriately in relation to the study workload of one semester of the chosen degree programme.

(7) The Examination Board or a person appointed by it shall decide on the recognition and award of credit for examinations and study results as well as on the award of credit for periods of study.

## § 18 Scope of Bachelor's Examination

(1) The Bachelor's examination consists of

1. the Bachelor's thesis,
2. the colloquium about the Bachelor's thesis,
3. the other module examinations listed in the subject-specific examination regulations.

(2) The subject-specific examination regulations shall indicate the modules and the examinations assigned to them that make up the module examinations pursuant to Para. (1) no. 3. The modules have ECTS credit points assigned to them that assess the amount of study workload required to complete them. The basis for the calculation of one credit point are 30 hours of work in the case of regular attendance programmes, with the exception of the career-compatible degree programmes.

## § 19 Calculation of the Overall Grade, Transcript of Records

(1) The overall grade shall be obtained from the weighted average of the grades of the module examinations, provided these comprise at least one examination result. The weighting shall be done in accordance with the respective applicable subject-specific examination results. For the calculation of the overall grade, only the first decimal after the decimal point shall be taken into account; all other decimal places shall be deleted without rounding. The subject-specific examination regulations shall stipulate whether the overall grade "passed with distinction (*mit Auszeichnung bestanden*)" shall be awarded and starting from which grade point average this overall grade shall be awarded. The grades are:

|   |   |
|---|---|
| If the average is up to 1.5               | = very good ( <i>sehr gut</i> )                     |
| If the average is above 1.5 and up to 2.5 | = good ( <i>gut</i> )                               |
| If the average is above 2.5 and up to 3.5 | = satisfactory ( <i>befriedigend</i> )              |
| If the average is above 3.5 and up to 4.0 | = sufficient ( <i>ausreichend</i> )                 |
| If the average is above 4.0               | = insufficient/failed ( <i>nicht ausreichend</i> ). |

(2) A transcript of records shall be issued for the successfully completed Bachelor's examination. This transcript shall include:

1. Degree programme, including any addition, if existent (e.g., study focus, study track)
2. Topic of the Bachelor's thesis
3. Names of the modules taken to pass the Bachelor's examination, including the module grade obtained and the ECTS credit points awarded
4. Overall grade and overall number of ECTS credit points of the degree programme
5. Upon request by the student: duration of the studies in that subject until the successful completion of the Bachelor's examination

(3) Upon request by a student, the grades of examinations taken in addition shall be included in an appendix to the transcript of records.

(4) The students shall receive a ranking of their overall grade via a ranking table in accordance with the current ECTS Users' Guide. For the ranking, all degrees of the four semesters preceding graduation from the respective degree programme shall be taken into account. The subject-specific examination regulations can stipulate the inclusion of additional semesters preceding this referral period in the calculation. The ranking shall be done if the referral group comprises a minimum of 30 degrees. The ranking shall be recorded in the appendix to the transcript of records.

(5) In addition, the university shall issue a Diploma Supplement (DS) in accordance with the "Diploma Supplement Model" of the European Union/European Council/UNESCO in both German and English. For the representation of the national education system (DS paragraph 8), the text coordinated between the Standing Conference of the Ministers of Education and Cultural Affairs (*Kultusministerkonferenz*) and the German Rectors' Conference (*Hochschulrektorenkonferenz*) in its respective applicable version shall be used. In particular, it shall contain information about the university, the type of degree, the degree programme, the admission requirements, the study requirements and the course of the studies as well as about the German university system. In addition to being issued the Diploma Supplement, the students shall be given an English translation of the transcript of records.

(6) The transcript of records shall be signed by the President of the University of Applied Sciences and by the chairperson of the Examination Board and shall bear the date of the student's final examination result or academic achievement.

(7) Issuance of an electronic version of the transcript of records and of the Diploma Supplement shall be precluded.

### **§ 20 Bachelor's Certificate**

(1) At the same time as the transcript of records, a certificate shall be issued bearing the date of the transcript of records. This certificate shall serve to certify the award of the academic degree.

(2) The Bachelor's Certificate shall be signed by the President of the University of Applied Sciences and the seal of the university shall be affixed to it.

### **§ 21 Invalidity of the Bachelor's Examination**

(1) If the candidate cheated during an exam and if this act is only revealed after the transcript of records has been issued, the Examination Board can retroactively correct the grades accordingly for those examinations on which the candidate cheated and can declare the examination as a whole or parts thereof as failed.

(2) If the prerequisites for admission to an examination were not fulfilled without any intention to cheat on the part of the student, and if this fact is only revealed after the transcript of records has been issued, then this defect is rectified by the passing of the examination. If a student wilfully gained wrongful admission, the Examination Board shall make a decision.

(3) Prior to such a decision, the student shall be provided an opportunity to make a statement.

(4) The incorrect transcript of records shall be seized and, if necessary, a new one shall be issued. Together with the incorrect transcript of records, the Bachelor's Certificate shall also be seized if the examination was declared to be "failed (*nicht bestanden*)" due to deception.

### **§ 22 Access to Examination Files and Retention Periods**

(1) Upon request, the students shall be granted access, within an appropriate period of time, to their written examination work, including the assessments and examination minutes, within one year after the conclusion of the examination process. Sec 15 (2) shall remain unaffected by this.

(2) Documents regarding study and examination results (written tests, term papers, coursework, final theses, as well as related examiners' reports and minutes about oral examinations) shall be kept for two years after the conclusion of the last examination (date of the transcript of records) in compliance with the relevant privacy regulations. After this time, they can be released to the students, respectively the graduates.

(3) Where legal procedures are pending, the examination documents shall be kept until such date as these procedures have been conclusively completed.

(4) When the graduates are issued their transcripts of records, they shall be informed about the retention period and the possibility to pick up their work within a period of three months following the end of the retention period. Once this pickup period has elapsed without a request, the documents listed in (2) can be destroyed.

### **(§ 23 Effective Date)**