

**General Bachelor's Examination Regulations of the  
Kaiserslautern University of Applied Sciences  
in the version of the announcement  
of August 31, 2016**

(published in the *Hochschulanzeiger* No. 31 dated 31 August 2016, p. 25)

Modified by:

- Regulations dated 7 November 2017 (published in the *Hochschulanzeiger* No. 40 dated 30 November 2017, p. 3)

This English translation serves solely for information purposes. Please note that only the German version is legally binding.

The General Bachelor's Examination Regulations applies to all students who study according to subject-specific examination regulations that refer to the General Bachelor's Examination Regulations.

## CONTENTS

|   |    |
|---|----|
| § 1 Area of Applicability of the General Bachelor's Examination Regulations       | 2  |
| § 2 Purpose of the Bachelor's Examination   | 2  |
| § 3 Examination Board   | 2  |
| § 4 Examiners and Assessors, Bachelor's Thesis Supervisors                        | 3  |
| § 5 General Admission Conditions and Admission Procedure                          | 3  |
| § 6 Types and Forms of Examinations, Module Examination, Deadlines                | 4  |
| § 7 Oral Examinations   | 5  |
| § 8 Written Examinations  | 6  |
| § 9 Project Theses  | 6  |
| § 10 Practical Study Phase  | 6  |
| § 11 Bachelor's Thesis  | 7  |
| § 12 Colloquium about the Bachelor's Thesis                                       | 7  |
| § 13 Assessment of Examinations and Module Examinations                           | 7  |
| § 14 Failure to Appear, Withdrawal, Interruption, Deception, Breach of Regulation | 8  |
| § 15 Passing, Failing, and Certification of Examinations                          | 9  |
| § 16 Retaking of Examinations   | 9  |
| § 17 Credit for Times of Study, Credit for Examination and Study Results          | 10 |
| § 18 Scope of Bachelor's Examination  | 10 |
| § 19 Calculation of the Overall Grade, Transcript of Records                      | 11 |
| § 20 Bachelor's Certificate   | 12 |
| § 21 Invalidity of the Bachelor's Examination                                     | 12 |
| § 22 Access to Examination Files and Retention Periods                            | 12 |
| § 23 Effective Date   | 12 |

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

(1) The General Bachelor's Examination Regulations comprise the general process regulations that apply for all Bachelor's examinations to be given at the Kaiserslautern University of Applied Sciences.

(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 program. 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 a member of the Senate from the group of the students. The chair is the Chancellor.

(3) Subject-specific examination regulations regulate die 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. the number of subject-specific semesters in which the degree program and the Bachelor's examination can generally be completed fully (regular duration of studies),
3. the examination-relevant subject matter and the scope of the courses needed for successful completion of the studies,
4. the type and form of examinations and the times at which these shall be taken,
5. the duration of the examinations, the determination of the examination results and of the overall examination result.
6. study stays abroad, provided these are mandatory.

## **§ 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. 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 staff pursuant to Sec 37 (2) No. 3 and 4 of the Higher Education Act (*HochSchG*) shall appoint at least one member each.

(3) The members are appointed by the respective Department Council; the chairperson and the deputy chairperson are appointed by the Examination Board. The chairperson and the deputy chairperson 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 chairperson 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 academic regulations and the subject-specific examination regulations.

(5) The Examination Board is responsible for the organization 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 published no later than at the beginning 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) Members who do not fulfill the prerequisites in accordance with Sec 25 (5) of the Higher education Act (*HochSchG*) have no right to vote in decisions made by the Examination Board regarding the assessment of and credit for examinations. 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 adhere to official secrecy. If they are not civil servants, the presiding member or his/her deputy shall swear them to secrecy.

(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, honorary professors, university lecturers, and teachers for special purposes. In the case of particular reasons, the Examination Board may also appoint persons with professional experience, assistants, as well as lecturers from foreign higher education institutions with a qualification equivalent to that of the persons listed in Sentence 1 as examiners. Unless compelling reasons demand otherwise, examiners must have been accountable for their own, independent teaching at an institution of higher education in the subject to be examined.

(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 authorized 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 are obliged to adhere to official secrecy. If they are not civil servants, the chairperson or the deputy chairperson shall swear them to secrecy.

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

(1) Only students enrolled at the Kaiserslautern University of Applied Sciences in the degree program 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 programs may be admitted to examinations in Bachelor's degree programs, provided participation in such an examination is required due to a condition for admission to the Master's degree program. In addition, the respective subject-specific examination regulations may also permit admission of students of other degree programs 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. This is stipulated 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 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 (3) Sentence 2 of the German Administrative Law Act (*Verwaltungsverfahrensgesetz*). In the subject-specific examination regulations, 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.

### **§ 6 Types and Forms of Examinations, Module Examination, Deadlines**

(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.

(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) If a student can provide prima facie evidence that he or she is 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, the Examination Board shall allow the student to take the examination within an extended period of time or to take an equivalent examination in a different form. Presentation of a medical certificate may be demanded.

(8) During examinations, the needs of students with disabilities shall be taken into consideration in order to ensure equality of opportunity for them.

(9) 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 program

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 (*Bundeseltern- und Elternzeitgesetz*). 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.

(10) 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.

(11) 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.

(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 and under which conditions an elective may be changed, 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.

## **§ 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 (IAW Sec 4 (4)). 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.

(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 taking of minutes exclusively in electronic form shall be precluded. The result 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 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 program.

(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 authorized to administer examinations pursuant to Sec 4 (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 career-compatible study programs, the time for completion may be increased 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 authorized 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 (2),
2. or the supervisor of the Bachelor's thesis and another expert assessor.

Sec 7 (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 (*sehr gut*) = 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 students attempts to influence the result of their examination through deception or through the use of unauthorized 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 the retake possibilities of the examinations (Sec 16 (1)) have been exhausted without success.

(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 summarizing 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.

(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.

(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. Para. (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.

### **§ 17 Credit for Times of Study, Credit for Examination and Study Results**

(1) Credit shall be given for examination and study results acquired in degree programs at the Kaiserslautern University of Applied Sciences or at other national or international, state or state-recognized higher education institutions, provided the competencies and study results obtained therein do not differ significantly in terms of content, qualification level, and profile from those of the program 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 program 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) Para. (1) also applies correspondingly to examination and study results acquired from state-recognized distance degree programs, for multimedia-supported examination and study results, as well as for examination or study results acquired by early entrance students and for examination and study results acquired at other educational institutions, particularly at state or state-recognized 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 program.

(4) If examination and study results are credited, grades shall be transferred – provided the grading systems are comparable – and shall be included in the calculation of the overall grade. In the case of non-comparable grading systems, the remark “passed (*bestanden*)” shall be included. In the transcript of records, such credit shall be marked. The ECTS credit points stipulated in the respective subject-specific examination results shall be awarded for the examination and study results for which credit is given.

(5) Given the prerequisites of Para (1) – (2), a legal entitlement to credit exists. Credit for examination and study results acquired in an equivalent or subject-related degree program shall be awarded ex officio. The students shall submit the documents required for the credit to be awarded on time to allow the credit award process to be completed prior to the registration deadline for the next examination date. Applications for the award of credit shall normally be processed within a period of no more than four months. In the event of enrollment into a degree program or a change of degree program, an application for award of credit for academic achievements shall be made within one semester after the enrollment, resp. the change of program. In the event of a period of study abroad, the application for the award of credit for academic achievements acquired shall be made within one semester following return from the stay abroad. After that, applications may not be submitted anymore.

(6) The Examination Board shall decide about the award of credit.

### **§ 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 effort required to complete them. The basis for the calculation of one credit point are 30 hours of work in the case of regular attendance programs, with the exception of the career-compatible degree programs.

### § 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 program, 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 program
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 program 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 program, 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.
- (3) Issuance of an electronic version of the Bachelor's Certificate shall be precluded.

## **§ 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 willfully 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)**