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General Provisions for Degree Regulations of Fulda University of Applied Sciences from 26 January 2011, amended on 5 December 2012, 23 January 2013, and 29 May 2013

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Chapter 1: General

Section 1: Scope of Application

- (1) The General Provisions apply to all degree programs of Fulda University of Applied Sciences leading to Bachelor's and Master's degrees. In association with the degree regulations for the individual programs, including the module descriptions, they constitute the academic regulations for the respective programs. The module descriptions are to be based on the template attached (annex 1).
- (2) For cooperative study programs the degree regulations state which university's general provisions apply for the student.
- (3) The degree regulations, the examination boards, and the individual examiners take into consideration the needs of students with family obligations.

Section 2: Academic Degrees

- (1) The Bachelor's degree qualifies for a professional occupation; it is awarded on completion of a Bachelor's program. The academic objectives of a degree program are stated in the degree regulations. As a rule, the Bachelor's degree qualifies the graduate for admission to a degree program leading to a Master's degree.
- (2) The Master's degree constitutes an advanced professional qualification acquired in a Master's program. The academic objectives of each degree program are stated in the degree regulations. As a rule, the Master's degree qualifies the graduate for admission to a degree program leading to a Doctor's degree.
- (3) On successful completion of a course of study leading to a Bachelor's or Master's degree, the university awards the degree according to the degree regulations. In the case of interdisciplinary degree programs, the denomination of the degree awarded is in accordance with the prevailing subject area studied. Additions to degree denominations are inadmissible. Approved degree denominations are listed in annex 2. Master's denominations other than those listed in annex 2 may be used for further education Master's programs.

Section 3: Duration and Structure of Degree programs

- (1) The regular duration of degree programs is, as a rule, at least 6 semesters and at most eight semesters for Bachelor's programs and at least two and at most four semesters for Master's programs. In the case of consecutive degree programs the regular overall duration of the degree program is, as a rule, at most ten semesters. Shorter or longer regular durations of degree programs are possible in exceptional cases on grounds of special organizational course concepts. The regular duration of degree programs is stated in the degree regulations.
- (2) In degree programs with a regular duration of six semesters, 180 ECTS credits points are required for the Bachelor's degree. Master's degrees require 300 ECTS credits, including the credits from the first degree. Deviations from this rule are possible in individual cases and by reason of a student's equivalent qualifications. Otherwise the required number of ECTS credits in Bachelor's or Master's

programs is based on the different regular durations of the degree programs. The number of ECTS credits for a degree program is stated in the degree regulation.

- (3) Bachelor's and Master's programs include a final thesis (Bachelor's thesis / Master's thesis). The thesis is to prove the student's ability to work on a problem from his or her subject area in accordance with academic standards and within a given period of time. The Master's degree constitutes an advanced professional qualification, which is substantiated by the form and quality of the Master's thesis and its high professional and academic standard. The workload of a Bachelor's thesis amounts to a minimum of six ECTS credits and a maximum of 12 ECTS credits. A Master's thesis requires a workload of a minimum of 15 and a maximum of 30 ECTS credit points. The time limit for a thesis as well as the workload in ECTS credits are stated in the degree regulations.

Section 4: Practical Study Phases

- (1) The degree programs may include practical-study modules. The students are introduced to professional activity by completing specific scientific/academic tasks and practical work in companies and other institutions of professional practice.
- (2) The degree regulations stipulate the duration of practical-study phases as well as the kind of performance record to be submitted in the context of the practical-study phase and the number of ECTS credits.
- (3) In exceptional cases, if sufficient places for practical studies are not available, the degree regulations may allow for the substitution of all or part of the practical-study phase by equivalent practical projects.
- (4) The departments may provide regulations for the organization of practical-study phases.

Section 5: Modules and ECTS Credits

- (1) The degree programs consist of modules. Modules combine teaching and learning areas in integral study units on specific subject areas; they have a defined duration and are assigned a given number of credits. Within the degree program they provide a framework for the acquisition of competencies for which learning objectives are defined.
- (2) The students' workload is prescribed in the form of ECTS credits. The overall workload required to attain the learning objectives of a study semester is 30 ECTS credits on average. Exceptions from this rule are possible, particularly in the case of intensive degree programs and in-company dual degree programs. The degree regulations define the number and contents of modules, the ECTS credits as well as any additional required coursework and examinations.
- (3) A module comprises at least 5 ECTS credits or a multiple of 5 ECTS credits. Exceptions apply to Bachelor's and Master's theses and, if applicable, to the respective thesis defense.
- (4) For the awarding of credits, the successful completion of the respective module is required. Examinations are not compulsory; the rate of modules without examinations must not exceed 30 percent (with respect to credits). The degree

regulations define precisely and clearly the requirements for the award of credits. Credits for a module are awarded if the student has achieved a passing grade (4.0) for the module examination or if the requirements stated in the module description have been fulfilled.

- (5) Modules are generally completed in one semester. In exceptional cases the degree regulations may provide for modules with a duration of two semesters. Three-semester modules are possible if they are completed in the context of practice transfer or projects related to professional practice.
- (6) An ECTS credit is equivalent to a workload of 25 to 30 hours of time (60 minutes); thus the overall workload per semester in a full-time degree program during the lecture period and the free period is 750 to 900 hours, except for intensive degree programs. This is equivalent to 32 to 39 hours per week and 46 weeks per year. For the calculation of contact hours, a standard number of eighteen lecture weeks per semester is assumed.

Section 6: Additional Modules

All students enrolled at Fulda University of Applied Sciences may complete additional modules in or outside their department. These modules are recorded separately in the degree certificate but do not count towards the overall grade.

Section 7: Examination Boards

- (1) The departmental council elects an examination board for each degree program; in cooperation with the central examination administration (registrar's office), the board is responsible for the organization of examinations and examination processes.

The examination board has the following responsibilities:

- appointment of examiners and co-examiners (examination committee),
 - scheduling and announcement of examination session dates; one session per semester and exam is scheduled,
 - decisions on admission to examinations,
 - decisions on oral re-examinations under section 13, paragraph 1, sentence 5,
 - supervision of compliance with the degree regulations,
 - suggestions for the reform of course schemes and degree regulations,
 - organization of transfer of credits not awarded under the valid degree regulations.
- (2) Each examination board is composed of two professors and one student. The members of the examination board and one deputy for each member are elected by the departmental council; professors are elected for at least two years, students for one year. Re-election is possible. The names of the examination board members are announced by public notice.
 - (3) Each examination board elects one member (professor) as chairperson.
 - (4) In examination matters which personally concern a member of the examination board, membership is suspended with respect to this matter.

- (5) The examination board does not meet publicly. It has a quorum if at least half of its members are present. It decides with a majority of the votes of the members present. Decisions by the examination board are recorded. In exceptional cases the examination board may admit individual persons to a meeting or for single items on the agenda.
- (6) The members are obliged to confidentiality regarding knowledge obtained in the course of examination duties. They are entitled to attend oral examinations.

Section 8: Examination Committee

- (1) Examiners are persons entitled under section 18, paragraph 2 of the *Hessisches Hochschulgesetz (HHG, Hesse Higher Education Act)*.
- (2) For written examinations (with the exception of Bachelor's and Master's theses) the examination committee is composed of one member; if the examination covers different subject areas, the committee is composed of the respective number of examiners (collegiate examination). Written final theses and written examinations which cannot be retaken are graded by two examiners. In the case of first trials, the degree regulations may stipulate that only one examiner grades a Bachelor's and/or Master's thesis.
Oral examinations are held by more than one examiner or by one examiner in the presence of a competent observer.
- (3) The composition of the examination committee is made known to the students in time and at least 10 calendar days prior to the examination session date.

Chapter 2: Examinations

Section 9: Examinations

- (1) Examinations may take the following forms:
 - oral examinations (e.g. seminar presentation, expert discussion, practical demonstration)
 - written examinations (e.g. in-class written examination, take-home paper, written coursework, project paper, software development)
 - The degree regulations may provide for other forms of examination, assessable according to the same standards

The form, extent, and time limit or length of written or oral examinations is made known in writing at the beginning of each module. The degree regulations provide for a balanced mixture of written and oral examinations.

- (2) The students must be enabled to take the examination in direct connection with the respective module or class. One examination per module is scheduled; this rule does not affect section 5, paragraph 4 and section 18, paragraph 2, sentence 3. Examinations consisting of different parts are possible if the overall examination represents a unit with respect to contents and didactics. An overall grade is given, whereby each individual part of the examination need not be passed.
- (3) Written in-class examinations may not be completed as group work. If coursework is completed as group work, the individual work of each student must be indicated and clearly assessable (by indicating page numbers, paragraphs or suchlike).

Written in-class exams have a length of at least 60 minutes and at most 180 minutes.

- (4) Oral examinations have a length of at least 15 minutes and at most 60 minutes per student and subject.
- (5) The essential contents and answers pertaining to individual subject areas of an oral examination are recorded in writing. The grade for an examination is made known and explained to the student following the examination.
- (6) Students of the same degree program are entitled to attend oral examinations unless the contents of the examination are not public due to an obligation to confidentiality; admission of attendees may be subject to available space. The chairperson of the examination board may admit other attendees in response to any legitimate request or exclude attendees. Sentences 1 and 2 do not apply to the announcement of examination results.
- (7) If a student provides evidence of illness or disability preventing him or her from taking all or part of an examination in the prescribed form and/or within the set time limit, the student is allowed to take an equivalent examination within a longer time limit or in a different form. The student may be required to submit a medical certificate. Depending on individual needs, necessary aids and assistance or a separate room for the examination may be allowed as a compensation for disadvantages.

Section 9a: Best-Answer-Choice Examinations

- (1) In special cases, part or all of a written examination may take the form of a best-answer-choice examination (e.g. single choice, multiple choice examinations). In this case the candidates – supervised by an examiner - answer written questions by indicating the correct answer from a set of answers. On the examiner's request and upon approval by the examination board, the best-answer-choice procedure may be used for suitable modules.
- (2) In best-answer-choice procedures, at least two examiners are required for the selection of the contents of the examination, the composition of questions, and the preparation of sets of answers.
- (3) If individual questions or answers prove unintelligible, contradictory, or ambiguous after the examination session, those questions are deemed not to have been asked. The number of examination questions is reduced accordingly; in grading the examination the reduced number of questions is taken into account. The reduction of examination questions must not be to the examinees' disadvantage.
- (4) The best-answer-choice examination is passed if the candidate achieves at least 50 percent of the possible points (absolute passing threshold) or if the score achieved does not fall more than twenty percent below the average result of all first-trial candidates of the respective examination session (relative passing threshold). The degree regulations may define other percentages for absolute and relative passing thresholds.
- (5) A best-answer-choice examination is graded as follows:
If the candidate has achieved a passing score under paragraph 4, the grade is "very good" for a student who has reached at least 75 percent,

“good” for a student who has reached at least 50 percent but fewer than 75 percent,

“satisfactory” for a student who has reached at least 25 percent but fewer than 50 percent,

“sufficient” for a student who has reached fewer than 25 percent more than the minimum number of points under paragraph 4. Differentiated grades are possible under section 10, paragraph 3.

The degree regulations may define other grading scales.

- (6) If the examination contains more than an insignificant number of best-answer-choice questions, the parts of the examination are graded separately. For the calculation of the module grade, the weight of the individual parts is to be defined. The regulations stated above apply to the best-answer-choice part of the examination.

Section 10: Grading and Calculation of Grades

- (1) The grades for individual examinations are awarded by the responsible examiners. Written examinations must be graded no later than two weeks after the beginning of the following semester’s lecture period; in the case of final theses, a grade must be awarded no later than eight weeks after the beginning of the following semester’s lecture period. The degree regulation may shorten this time limit.
- (2) The following grades are used for the grading of examinations:
- 1 = very good excellent performance
 - 2 = good considerably above-average performance
 - 3 = satisfactory performance fulfilling average requirements
 - 4 = sufficient sufficient performance despite deficiencies
 - 5 = fail performance with deficiencies which does not fulfill minimum requirements
- (3) For a differentiated assessment of the student’s performance, grades with a decimal place are used; individual grades may be increased or decreased by 0.3; grades 0.7, 4.3, 4.7, and 5.3 are inadmissible.
- (4) If degree regulations provide for examination prerequisites (e.g. laboratory work, internships, etc.), those are not graded. Prerequisites are assessed as “successfully completed”.
- (5) Degree regulations may provide for a weighting of examination results for the calculation of the overall grade. The weighting may be based on the assigned ECTS credits if the students’ workload corresponds to the examination to be graded.
- (6) When calculating an overall grade, only the first decimal place of the resulting grade is taken into account. The grade thus calculated is:
for a result
- up to 1.5 = very good
 - from 1.6 up to and including 2.5 = good
 - from 2.6 up to and including 3.5 = satisfactory
 - from 3.6 up to and including 4.0 = sufficient
 - from 4.1 = fail
- (7) If several examiners are responsible for the grading of an examination, the grade is the arithmetic mean of the individual grades.

- (8) Examinations are passed if the grade is at least “sufficient” (4.0) and if it has been submitted in time; for group work, requirements under section 9, paragraph 3 must be fulfilled.

Section 11: Academic Standards, Deceit

- (1) All students are expected to abide by the academic conventions when taking a written examination. This applies in particular to the proper application of citation rules. Otherwise section 18, paragraph 1, applies.
- (2) If a student attempts to influence the result of his or her examination by cheating or using unauthorized materials or devices, the student receives a failing grade for the examination.
Submitting an untrue statement under section 18, paragraph 1, sentence 7, is also deemed as deceit.
- (3) In case of multiple or serious attempts at deceit, the candidate may be expelled by decision of the examination board.

Section 12: Absence, Late Submission, Withdrawal, Disturbance

- (1) An examination is awarded a “fail” grade (5.0) if the student is absent from an examination session without adequate cause or if he or she withdraws from the examination without adequate cause after its commencement. The same rule applies if written examinations are not submitted within the prescribed time limit.
- (2) Students must immediately inform the examination board of causes for withdrawal or failure to meet deadlines; causes must be credible and presented in writing. In case of illness, students are required to provide a medical certificate proving inability to take the exam. In exceptional cases, especially in cases of repeated withdrawal due to illness, a certificate issued by a public health officer may be required. The examination board decides whether the respective part of the examination is awarded a “fail” grade. Illness of children in need of supervision or relatives in need of care is always deemed as good cause for delay. In case of doubt, documentary evidence of illness must be provided.
- (3) Rejections by the examination committee are made known to the student without delay, in writing, and including the grounds for rejection. The decision contains instructions about the available legal remedies. The student is given an opportunity to be heard prior to the decision.
- (4) A student who causes a disturbance during an examination session may be excluded from the remainder of the examination by the invigilator. In this case the examination is awarded a “fail” grade. Students who have thus been excluded from finishing an examination may demand that the examination board review the decision. Paragraph 2, sentence 4, and paragraph 3, apply accordingly.

Section 13: Retaking Examinations, Free Examination Attempt

- (1) As a rule, examinations already passed cannot be retaken. The degree regulations may provide for free, nonbinding examination attempts allowing students to retake an examination in order to achieve a better grade.

Failed examinations (except for the final thesis) can only be retaken twice. Examinations failed due to deceit can only be retaken once. If a module examination receives a failing grade in the third and final attempt, degree regulations may provide for a re-examination.

- (2) Examinations must be retaken within two semesters after the failed attempt. This applies to part-time students as well as to full-time students. If an examination is not retaken on time, it is awarded a failing grade unless the delay has been beyond the student's control. The student must inform the examination board immediately of the reasons for the delay; reasons must be plausible and submitted in writing. If the delay has been due to illness, the student must provide a medical certificate. If the reasons provided are accepted, the examination is rescheduled as close to the original date as possible.
- (3) On the student's request, maternity protection periods as stipulated in the current legislation for the protection of working mothers (*MuSchG*) are taken into account. The necessary documentary evidence must be provided with the application. Maternity protection periods suspend any time limit stipulated by the degree regulations.
- (4) In the same way, on the student's request, parental leave periods according to the current legislation are taken into account. The student must inform the examination board in writing and include documentary evidence of the time period during which she or he wishes to take parental leave; the request must be submitted at least four weeks prior to the desired beginning of parental leave. The examination board determines whether or not the same legal requirements are fulfilled which would lead to an employee's entitlement to parental leave; the board's decision and a rescheduled examination session date are immediately made known to the student. The time limit for completion of a final thesis cannot be suspended due to parental leave. The thesis is deemed not to have been assigned. At the end of parental leave, the student is given a new thesis topic.
- (5) The degree regulations may specify rules for free examination attempts.

Section 14: Recognition of Modules and Credit Transfer

- (1) Modules which have been completed in other degree programs are recognized as equivalent and transferrable if there are no significant differences regarding acquired competencies. Modules of the same designation from other degree programs at Fulda University of Applied Sciences are recognized without further evaluation.
- (2) Equivalence agreements approved by the Standing Conference of the Ministers of Education and Cultural Affairs and the German Rectors' Conference as well as agreements in connection with university partnerships are taken into account for the recognition of modules, ECTS credits, examinations, and professional activities which have been completed outside the Federal Republic of Germany. Recognition and transfer may be subject to the successful completion of additional assignments within a given time limit.
- (3) If examinations are recognized as equivalent, the grades are transferred – if necessary in accordance with grade conversion rules – and counted towards the

overall grade. Transferred grades may be marked as such in the degree certificate.

- (4) If conditions under paragraph 1 are fulfilled, students have a legal claim to credit transfer. The examination board decides on matters of recognition. If a student provides proof of individual examinations, the examination board decides on the matter in consultation with the respective professor. The student must provide all documentary evidence required for recognition and credit transfer.
- (5) Negative decisions are explained in writing and contain instructions on the right to appeal.

Section 15: Crediting of Competencies Acquired outside School

- (1) ECTS credits for modules may be awarded for competencies acquired outside an institution of higher education prior to the commencement of studies or during studies if the respective knowledge and skills are equivalent in terms of level and learning results to the modules of the degree program they are to substitute.
- (2) The ECTS credits are awarded without a grade and marked as such in the degree certificate.
- (3) Up to 50 percent of the ECTS credits of a degree program may be awarded by recognition of prior competencies.

Section 16: Registration for Examinations and Admission

- (1) Time limits for the registration for examinations are determined in such a way as to render possible the completion of all module examinations within the regular duration of studies stipulated in the degree regulations of the respective degree program. Section 13, paragraphs 3 and 4 apply accordingly.
- (2) The student registers for each examination within the determined and announced time limit. Registration for an examination can only be withdrawn without good reason within the registration time limit. The examination board is responsible for decisions on exceptions.
- (3) Admission to examination is granted if all credits required by the degree regulations have been provided.
- (4) The degree regulations stipulate the time by which the practical-study phase under section 4 must be completed and approved.
- (5) Admission to examinations is denied if the student has failed a final examination attempt in the same degree program or if the student is involved in a pending examination process.

Section 17: Final Thesis

- (1) The student may propose an advisor and a co-advisor for his or her final thesis. At least one advisor must be a professor at Fulda University of Applied Sciences. The topic of the final thesis is set by the advisor; the student is given an

opportunity to propose a topic. Approval of a proposed thesis topic cannot be claimed as a matter of right.

- (2) The registrar's office notifies the student of the assigned thesis topic. The time of notification, the topic, and the time limit for submittal of the thesis is recorded in writing. The thesis topic can be returned only once and only within one month after the student has been notified by the registrar's office.
- (3) The topic, concept and scale of a final thesis are narrowed down by the advisor in such a way as to render possible the completion of the thesis within the set time limit. The time limit is suspended if reasons for delay arise that are beyond the student's control. If the time limit is suspended for more than three months, the thesis is deemed not to have been commenced; the student is assigned a new thesis topic after the impediment has ceased to exist. Decisions on such matters are made by the examination board.

Section 18: Submittal and Grading of Written Examinations and the Final Thesis

- (1) Written examinations must be submitted to the examination committee within the set time limit. A paper version of the final thesis must be submitted to the registrar's office in duplicate. The final thesis cannot be submitted only electronically or by telecommunication. At the same time, except for in-class written examinations, an electronic version of the examination or final thesis must be submitted for the records. Another electronic version of the examination or final thesis must be submitted for plagiarism checking in a manner determined by the University of Applied Sciences; this version must be made anonymous, i.e. without the cover page and other passages containing personal data. The time of submittal is recorded in writing; in case of submittal by mail, the mailing date is used as the official date and must be proven by the student in case of doubt. When submitting a written examination or final thesis, the student shall affirm in writing that his or her work – for group work, the indicated part of the work - has been completed independently and that no other than the indicated sources and aids have been used; the student shall also affirm that the electronic version is identical to the other submitted versions. Plagiarism checking may be delegated to third parties.
- (2) The grade for the final thesis results from the arithmetic mean of the two individual grades. If those differ by more than two full grades or if one failing grade is awarded, a third examiner is consulted and the final grade is the arithmetic mean of all three grades; a "sufficient" grade is awarded if at least two grades are "sufficient". Degree regulations may provide for a thesis defense in which the student comments on his or her thesis or defends his or her work in an oral examination. In such a case, the weighting of the grade for the thesis defense or oral examination is to be determined for the calculation of the module grade.
- (3) If the final thesis is awarded a failing grade, the student is allowed only one more attempt. In case of a second attempt, the thesis topic may be returned under section 17, paragraph 2, sentence 3 within the named time limit only if the student has not made use of this option when completing his or her first thesis.

Section 19: Calculation of Final Grade, Certificate and Diploma

- (1) Under section 10, the final grade results from the module grades. Degree regulations may assign specific weights to individual modules.
- (2) As a rule, when all modules have been graded, students are awarded a certificate of successful completion of studies within four weeks; the certificate contains all modules, the grades awarded (if applicable), the topic of the thesis, and the final grade. The certificate may also state major fields of study, course specializations, or additional optional subjects.
- (3) The certificate is signed by the dean or the chairperson of the examination board.
- (4) In addition to the certificate, the students are awarded a diploma certifying the award of the academic degree. The degree diploma is signed by the president of the University of Applied Sciences and the dean of the department; the seal of the University of Applied Sciences is affixed.

Section 20: Diploma Supplement, ECTS Grade

- (1) Together with the certificate, the students receive a "Diploma Supplement" in German and English which contains, amongst other details, essential information about the contents and profile of the degree program.
- (2) In addition, a certificate of the achieved ECTS grade is issued in accordance with the ECTS grading scale below:

Grade 1.0 = x %	Grade 2.7 = x %
Grade 1.3 = x %	Grade 3.0 = x %
Grade 1.7 = x %	Grade 3.3 = x %
Grade 2.0 = x %	Grade 3.7 = x %
Grade 2.3 = x %	Grade 4.0 = x %

ECTS grades are based on the final grades of graduates of the respective degree program who have successfully completed studies during the past 24 months counting from the month when the certificate is issued; the final grades are given according to the German grading scale from 1.0 to 4.0 with one decimal place. The group used for the calculation of the ECTS grade comprises at least 30 graduates. If this number has not been reached, the time period is extended until the required group size has been reached. Certificates are issued only when conditions under sentences 2 to 4 have been fulfilled.

Chapter 3: Final Regulations

Section 21: Invalidity of Examinations

- (1) If a student deceived at an examination and if this only becomes known after the certificate has been issued, the grades may be corrected and the examination may be deemed failed.
- (2) If requirements for taking an examination were not fulfilled without the student's intention to deceive, and if this only becomes known after the certificate has been

issued, the fault is remedied by the successful completion of the examination. If the student intended to deceive in wrongly obtaining admission to an examination, all or part of the examination may be deemed failed.

- (3) The student must be given an opportunity to be heard before any decision is made.
- (4) The incorrect certificate is to be recalled; a new certificate is to be issued, if applicable. The diploma is to be recalled together with the certificate if the final examination is deemed failed due to deceit. Any decision under paragraph 1 and paragraph 2, sentence 2, is inadmissible after a time limit of five years from the date of issue of the certificate.

Section 22: Examination Viewing, Appeal

- (1) On request, students may view their written examination papers, the relevant reports and records within one year after an examination process.
- (2) Appeals against the examination process and examination results must be lodged in writing together with the grounds for appeal; the appeal must be lodged with the president of the University of Applied Sciences within one month of the publication of results if the student has been instructed about the available legal remedies; otherwise the appeal must be lodged within one year of publication of results. If the responsible examination board does not solve the appeal to the student's satisfaction, the decision is referred to the president.

Section 23: Coming into Force, Transitional Regulations

- (1) These General Provisions for Degree Regulations come into force on 1 March 2011. They apply to all degree regulations and amendments of degree regulations passed after 1 March 2011. They also apply to the Bachelor's degree program in Logistics Management of the Department of Business Administration.
- (2) Degree regulations which came into force before the coming into force of these General Provisions remain in force at most until the reaccreditation of the respective degree program.

Annex 1: Module Description Template

Module title						
Module number	Workload Total workload including proportion of contact hours and independent study time	ECTS credits 5 credits minimum. One credits corresponds to an assumed workload of 25 to 30 hours	Study semester Time with regard to course scheme	Frequency of module Determines whether the module is offered every semester (summer and winter) or less frequently	Duration of module The duration influences the course scheme, the examination load in a semester, and it affects the frequency of offer. Not least, the students' mobility is concerned.	
Type of module Compulsory or elective module etc.		Level of module Classification as Bachelor's or Master's module		Language Language used in class and examinations		
1	Qualification objectives Which (specialist, methodical, interdisciplinary, key) competencies are to be acquired? The learning and qualification objectives must be based on a defined overall qualification (degree pursued).					
2	Contents of the module Which professional, methodical, practical, and interdisciplinary contents are to be taught; which learning objectives are to be achieved?					
3	Teaching and learning methods					
Hours per week per semester			Teaching format			
For each module the individual forms of teaching and learning are described, including the hours per week per semester (lecture, tutorials, seminar, practical studies, project work, independent study). Generally, different forms of teaching are to contribute to the achievement of qualification objectives. However, the chosen teaching format in each specific case is of secondary importance. While lectures are used primarily to provide an overview, tutorials serve to practice what has been learned, seminars serve to deepen academic understanding etc. Different formats imply different methodical approaches focusing on a common subject area.						
4	Prerequisites for attendance If applicable, required or recommended prerequisites for a module are to be stated here.					
5	Conditions for the award of credits (Particularly: examinations, attendance certificates...) are to be described here.					
6	Applicability of the module The module description is to specify connections with other modules within the same degree program and the module's suitability for other degree programs. This also applies to further education courses and postgraduate courses.					
7	Examination format					
8	Remarks Particularities, e.g. online work, field trips, guest lectures, etc. or other information					
9	Grading methods graded / ungraded					

Annex 2

Subject groups	Degree Designations
Philological and cultural sciences Sports, sport science Social sciences Fine arts	Bachelor of Arts (B.A.) Master of Arts (M.A.)
Mathematics, computer science Natural sciences Medicine ¹ Agriculture, forestry and food sciences ²	Bachelor of Science (B.Sc.) Master of Science (M.Sc.)
Engineering	Bachelor of Science (B.Sc.) Master of Science (M.Sc.) or Bachelor of Engineering (B.Eng.) Master of Engineering (M.Eng.)
Economics	depending on the contents of the program: Bachelor of Arts (B.A.) Master of Arts (M.A.) or Bachelor of Science (B.Sc.) Master of Science (M.Sc.)
Law ³	Bachelor of Laws (LL.B.) Master of Laws (LL.M.)

¹ Note: Does not apply to state-regulated degree programs.

² Note: Does not apply to state-regulated degree programs.

³ Note: Does not apply to state-regulated degree programs.