

General Part (Part A) of the Examination Regulations for the Bachelor's Degree Programs (BPO) of Emden/Leer University of Applied Sciences

Based on Section 7 of the Lower Saxony Higher Education Act (NHG) of 26.02.2007 (Nds. GVBl. p. 69) last amended by Article 1 of the Act of 27.01.2022 (Nds. GVBl. p. 287), the Senate of Emden/Leer University of Applied Sciences adopted the following regulations on 28.06.2022. These were approved by the Presidential Board on 29.06.2022 (Announcement Gazette No. 113, published on 01.07.2022)

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General Part of the Examination Regulations (Part A) for all Bachelor's degree programs at Emden/Leer University of Applied Sciences

§ 1 Scope of application

(1) 1The General Part of the Examination Regulations (Part A) applies to all Bachelor's degree programs at Emden/Leer University of Applied Sciences. 2It regulates university-wide examination standards and, together with the corresponding special part, forms the respective examination regulations.

(2) 1The special part of the examination regulations (Part B) regulates in particular the structure of the degree program, the standard period of study, the university degree to be awarded, the type, number, requirements and completion time of the assessments required to pass the Bachelor's examination, the provisional admission to the modules of the Bachelor's examination. 2It also regulates the total time required for the courses, admission to the Bachelor's thesis if not all modules have been passed.

§ 2 Aim of the degree program

1The Bachelor's examination forms the professional qualification of the degree course. 2The examination is intended to determine whether students have acquired both the necessary methodological competence and professional qualifications to work independently and on a scientific basis in the professional fields of activity in subject-specific and interdisciplinary contexts.

§ 3 Graduation

1The Bachelor's degree is awarded upon successful completion of the degree program. 2The university issues a certificate with the date of the transcript. 3The respective **Part B** regulates which degree is awarded.

§ 4 Scope of studies and Standard period of study

(1) 1The duration (standard period of study) of the Bachelor's degree course is a minimum of three and a maximum of four years. 2The standard period of study may be extended by up to one year in exceptional cases. 3The standard period of study of the respective Bachelor's degree course, including the Bachelor's thesis and the colloquium as well as any practical phases, is regulated in **Part B**.

(2) 1As a rule, 60 credit points are awarded per academic year in accordance with the requirements of the ECTS (European Credit Transfer and Accumulation System). 2The workload for a full-time course of study is 1,800 working hours per academic year. 3One credit point thus corresponds to a workload of 30 hours for students. 4Part B may regulate deviations from this.

(3) 1If the standard period of study for the respective Bachelor's degree course is four years, the Bachelor's examination is preceded by a preliminary examination. 2The purpose of this examination is to determine whether the person to be examined has acquired the substantive and methodological foundations of their subject area and a systematic orientation in order to

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successfully continue their studies. 3Further ^{details} are set out in **Part B**. 4This ^{does} not apply to degree programs in accordance with paragraph 1 sentence 2.

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(4) The course is structured and organized in such a way that it can generally be completed within the standard period of study.

§ 5 Structuring of the degree program

(1) 1The degree program has a modular structure. 2Modules are thematically and chronologically rounded and self-contained study units that lead to a partial qualification related to the respective study objective.

(2) 1Modules may consist of various forms of teaching and learning (e.g. lectures, seminars, exercises, projects, practicals, excursions, work placements, individual self-study). 2As a rule, they last one semester, but no longer than two semesters. 3The workload associated with a module may also extend to the lecture-free period.

(3) 1The content, structure, duration and work to be completed for a module are set out in the module catalog in **Part B** or, outside the examination regulations, in the respective module description in the module handbook. 2The regulations in the module handbook are decided by the Examination Board and must be announced to the university public in an appropriate manner before the start of the semester. 3Decisions in accordance with sentence 2 shall, where necessary, include transitional provisions and a date for their entry into force. 4For significant changes to the module handbook, reference is made to Section 44 of the Lower Saxony Higher Education Act.

(4) 1A degree program consists of subject-related components (subject modules) and interdisciplinary components. 2The interdisciplinary components are primarily intended to impart key qualifications. 3The subject modules can be supplemented by interdisciplinary studies. 4Further details are regulated in **Part B**.

§ Section 6 Study requirements, credit points, Study structure

(1) 1The degree program consists of compulsory, compulsory elective and elective modules. 2 **Part B** regulates which modules belong to a degree program and what status they have within it.

- a) Students must take and pass **compulsory modules**.
- b) Students must select, take and pass **compulsory elective modules** from a range of modules.
- c) 1Students may take additional elective modules of their choice within the scope of available capacity. 2They are not taken into account when determining the overall grade. 3**Part B** may stipulate that these elective modules are listed in a certificate.

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(2) 1 Modules are generally completed by passing the module examination, on the basis of which grades and credit points are awarded. 2 In exceptional cases, a module examination may be divided into several partial examinations. 3 Different forms of course-related examinations may be used in the module examinations and partial examinations. 4 **Part B** may stipulate that several modules are combined to form a **meta-module**.

(3) Credit points are awarded for the successful completion of a module in accordance with paragraph 1a) and b) in the number specified in the module description.

(4) 1 The sequence of modules is recommended by the corresponding annex to the subject-specific provisions in **Part B**. 2 This does not apply to constraints resulting from the definition of subject-specific admission requirements for modules.

(5) 1 An obligation to attend courses at Emden/Leer University of Applied Sciences is justified if, in view of the nature of the course and the learning objective it aims to achieve, attendance is suitable to promote the achievement of the learning objective, if attendance is necessary for the achievement of the learning objective and if the learning objective cannot be achieved by milder means, in particular by means of self-study alone or in private study groups. 2 If such compulsory attendance exists and is not complied with, the student will not be admitted to this examination. 3 Courses with compulsory attendance, the modalities of attendance and the permitted days of absence are to be specified in module handbooks. 4 In principle, attendance is not compulsory.

§ 7 Forms of examinations

(1) 1 An examination can only be repeated to a limited extent. 2 It is graded (§ 11). 3 The result is included in the grade calculation.

(2) 1 Courses are usually completed in connection with a course. 2 They must be passed. 3 Study achievements can be repeated an unlimited number of times, they can be graded or only assessed as "passed" or "failed". 4 The grade is not included in any further calculation.

(3) 1 Preliminary examination work is a prerequisite for admission to an examination; this means that the examination can only be taken if the preliminary examination work has been proven. 2 Preliminary examination work can be repeated an unlimited number of times, it can be graded or only assessed as "passed" or "failed". 3 The result is not included in any further grade calculation.

§ 8 Types of examinations

(1) The following types of examinations can be taken in accordance with the special part of the examination regulations (**Part B**):

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(2) 1A **written examination** requires the completion of a set suitable task using the usual methods of the subject in a limited time, with previously determined aids and under supervision. 2The processing time is specified in **Part B**. 3Examinations may also be conducted in the form of answer-choice procedures. 4 A written examination may also be taken in electronic form. 5Students shall be given sufficient opportunity to familiarize themselves with the electronic examination system prior to the examination. 6Data protection regulations must be observed.

(3) 1The **oral examination** takes place before two examiners (peer examination) or before one examiner and one expert assessor as an individual examination or as a group examination for up to five students simultaneously. 2The main subjects of the examination and the main considerations for the assessment of the performance must be recorded in a protocol. 3The minutes must be signed by the examiners or the examiner and the assessor. 4As a rule, the oral examination lasts 30 minutes per student. 5 The oral examination may also include an appropriate amount of written work, provided that this does not detract from the nature of the oral examination.

(4) 1A **term paper** or **student research project** is the independent written completion of a subject-specific or interdisciplinary task within a specified period of time. 2In suitable cases, the solutions developed may be explained orally in a manner typical of the professional activity.

(5) A **design** comprises the processing of a subject-specific or interdisciplinary task in conceptual and constructive terms with special consideration of planning aspects.

(6) A **presentation** is an oral presentation followed by a discussion of an independent and in-depth written examination of a problem from the context of the course, including and evaluating relevant literature.

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(7) The **creation and documentation of computer programs** usually includes

1. the description of the task and its delimitation
2. the development of theoretical prerequisites for working on the task, in particular the selection of suitable methods with the inclusion and evaluation of relevant literature
3. the formulation of the algorithms used in a suitable programming language
4. testing the program with several exemplary data sets and checking the results for accuracy
5. the program documentation, in particular with details of the methods used, the description of the solution, the program protocol (source program) and the results protocol
6. the presentation of the program.

(8) In a **test on the computer**, tasks have to be completed directly on the computer within a specified time.

(9) An **experimental paper** comprises the theoretical preparation, the design and execution of an experiment as well as the written or oral presentation of the work steps, the experimental procedure and the results of the experiment as well as their critical appraisal.

(10) 1A **project report** is the coherent textual or media presentation of the problems, the problem analysis and the result of a project as well as the working methods used. 2The project report must be explained in a manner typical of the professional activity. 3Cooperation in the project may be included in the assessment.

(11) 1A **practical report** should show that students are able to combine study and practice in accordance with didactic and methodological guidance and contribute to making the experiences and results usable for teaching. 2As a rule, it also includes:

1. an evaluation of the relevant preparatory literature
2. a description of the position where the internship was completed
3. a description of the tasks performed during the internship and the results achieved.

(12) A **practical exercise** involves solving a practical task in a manner typical of the profession and explaining and presenting the solution.

(13) A **course assignment** is a course-related assignment at the choice of the examiner in accordance with paragraphs 4 to 10.

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(13 a) 1A portfolio comprises a certain number of up to five deliverables (e.g. minutes, thesis paper, review, learning diary, short presentation, exercises, short written test). 2Examinations as per paragraphs 2 -13 are not permitted within a portfolio. 3The portfolio is assessed in its entirety. 4§ 8 para. 18 applies accordingly.

(14) 1In the case of examinations using the **answer-choice procedure**, the person to be examined must answer questions posed in writing in the examination paper. 2 They must indicate which of the answers provided with the questions they consider to be correct.

(15) Other types of examinations may be specified in **Part B** if they are appropriate and are equivalent to the examinations specified in paragraphs 2 to 14 in terms of requirements and procedures.

(16) 1Appropriate types of examinations may be permitted in the form of **group work**. 2At the request of the examiners, the examination board may decide that examinations are only to be carried out in the form of group work. 3The individual contribution to be assessed as an examination must meet the requirements of the examination and be clearly distinguishable and assessable as an individual examination based on the specification of sections, page numbers or other objective criteria.

(17) 1If the student can credibly demonstrate that he*she is unable to complete the course in the prescribed form in whole or in part due to prolonged illness, maternity leave, chronic illness or disability, the examination board shall enable him*her to complete the course in an extended processing time or in another form or by allowing appropriate aids. 2A medical certificate may be required for this purpose. 3The same applies to coursework.

(18) If several types of examination are planned for a module, the type of examination will be announced within three weeks of the start of lectures.

(19) 1The examiners may also choose a type of examination other than that specified in the module catalog in agreement with the students and with the approval of the Examination Board. 2The Examination Board shall refuse approval if equivalence cannot be guaranteed. 3The type of examination shall be announced publicly at the university. 4Section 18 applies accordingly. 5In the event of existing restrictions and obstacles due to a pandemic, epidemic or other significant event, the deadline may be extended. 6In this case, the change should be announced publicly at the university no later than 14 days before the day of the examination.

(20) 1Examinations which by their nature are suitable for being conducted in electronic form and without the obligation to be present in person in a specified examination room may be conducted as electronic distance examinations. 2Electronic distance examinations are conducted on the basis of the "Framework Regulations for Electronic Distance Examinations at Emden/Leer University of Applied Sciences".

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§ Section 8 a Internships, practical phases and Practical semester

1The duration of internships, practical phases and practical semesters is regulated in Part B of the examination regulations of the respective degree programs. 2If a longer duration of the internship is necessary to achieve the educational purpose, the duration may be extended to a maximum of six months in justified cases. 3A supervisor from the university shall decide on the extension.

§ 9 Publicity of oral examinations

1Students who wish to take the same examination in the future, as well as other members of the university who assert their own legitimate interest, are to be admitted as listeners. 2This does not extend to the consultation and announcement of the examination results to the students. 3Audience members may be excluded at the request of the examinee. 4Company supervisors may be admitted to the colloquium as listeners at the request of the candidate.

§ 10 Registration deadlines, examination periods, Study deadlines

(1) 1Students must apply for admission to each examination within the period specified by the examination board (examination registration). 2The Examination Board shall determine the form in which, the office to which and the time period in which admission must be applied for.

(2) 1The choice of major fields of study and fields of study or specialization is made by registering for the first time for an associated examination. 2Other regulations may be made in **Part B** for degree programs offered in a university network. 3 **Part B** may stipulate that a change is only possible or excluded with the consent of the Examination Board.

(3) Not applicable

(4) 1Students have the option of withdrawing their examination registration by a date set by the Examination Board at the latest. 2The Examination Board shall determine the form in which and the office to which the withdrawal is to be submitted. 3Withdrawals are subject to § 16.

(5) Unless otherwise stipulated in this part and **part B**, admission to the examinations is granted to anyone who is enrolled in the **relevant** degree program, can provide evidence of having completed a proper course of study and has passed the required modules, preliminary examinations and coursework.

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(6) 1By the end of the **second semester**, the student **should** have completed modules amounting to **40 credit points** in the modules listed in **Part B**. 2The student shall be notified of the **failure to meet the deadline** to the effect that he/she runs the risk of being **exmatriculated from** the degree program due to **final failure** if he/she has not earned the required 40 credit points by **the end of the third semester**. 3If the 40 credit points have not been achieved by the end of the third semester for reasons for which the student is responsible, the student must withdraw from this degree program.

"definitively failed" and is **exmatriculated**. 4Section 16 (2) shall apply to the assertion of reasons that justify exceeding the deadlines in accordance with sentence 3. **5Part B** may stipulate deviating regulations with regard to the number of credit points to be achieved and the deadline within which the credit points are to be earned.

(6 a) 1The respective **Part B** may stipulate that if the above-mentioned credit points are not achieved, a mandatory counseling interview must be held in the third semester with the participation of the chairperson of the examination board as an alternative to determining "definitively failed". 2Admission to further coursework and examinations requires proof of attendance. 3 An unexcused absence within the meaning of Section 16 (2) constitutes a "final fail".

(6 b) 1If no further credit points are earned in a period of four consecutive semesters, the Examination Board may decide that the Bachelor's examination is deemed to have been definitively failed. 2When making its decision, the Examination Board shall take into account reasons for which the person being examined is not responsible or unreasonable hardship situations. 3 Paragraph 7 and Section 16 (2) apply accordingly.

(7) 1Upon application to the examination board, the use of the protection periods analogous to § 3 para. 2, § 5 para. 2 and § 6 para. 2 of the Maternity Protection Act (MuSchG) and the regulations on parental leave in §§ 15, 16 of the Act on Parental Allowance and Parental Leave (Bundeselterngeld- und Elternzeitgesetz (BEEG)) shall be taken into account accordingly. 2Leaves of absence under the Caregiver Leave Act (PflegeZG) are equivalent to sentence 1. 4Up to two semesters of participation in statutory committees and statutory bodies of the university and in statutory bodies of student self-administration at the university will also be taken into account upon application to the Examination Board.

(8) 1The examination board decides on admission to examinations. 2Admission is refused if the admission requirements are not met. 3 A special notification will only be issued if admission is refused.

(9) Admission, including the examination dates, is announced publicly at the university.

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§ 11 Assessment of examinations and modules, formation of grades

(1) 1The individual examinations are assessed by the respective examiners. 2§ 8 para. 3 remains unaffected. 3Examiners must be heard before grades are determined. 4Written examinations are generally to be assessed no later than four weeks after the respective examination.

(2) 1The following grades are to be used for the assessment of examination performance:

1,0; 1,3	=	very good	=	a particularly outstanding performance
1,7; 2,0; 2,3	=	good	=	significantly above the average Performance requirements
2,7; 3,0; 3,3	=	Satisfactory	=	a performance that is in every respect meets average requirements
3,7; 4,0	=	sufficient	=	a service that, despite its shortcomings, meets the Meets minimum requirements
5,0	=	not sufficient	=	a service which, due to significant deficiencies, does not Requirements no longer met

2If the examination performance is assessed by two examiners, the grade of the examination performance is calculated from the arithmetic mean of the individual grades determined by the examiners.

(3) 1The grade is:

with an average of up to 1.50 = very good

with an average value above 1.50 to 2.50 = good

with a mean value above 2.50 to 3.50 = satisfactory

with a mean value above 3.50 to 4.00 = sufficient with

a mean value above 4.00 = insufficient

2When calculating the mean values, the first two decimal places after the decimal point are taken into account; all other places are deleted without rounding.

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- (4) 1If a module consists of several examinations, the module grade is calculated from the credit-weighted average of the grades for the individual examinations (decimal number with two decimal places) calculated in accordance with paragraph 3, unless a special weighting is provided for in **Part B** of the examination regulations. 2The module grade is shown in the certificate in accordance with paragraph 3. 3If a meta-module (Section 6 (2)) is formed, the meta-module grade is calculated from the modules in accordance with sentence 1. 4In this case, the meta-module grade is shown in the certificate, unless **Part B** stipulates that the modules assigned to the meta-module should also be shown in the certificate.
- (5) 1 Paragraphs 2 to 4 apply accordingly when calculating the overall grade. 2If a module consisting of several examinations also contains coursework, the credit points for the coursework shall also be taken into account in the weighted calculation of the final grade. 3**Part B** may regulate otherwise.
- (6) 1**Part B** may stipulate that the weighting factor for modules in the first three semesters may be reduced by up to half of the credit points. 2In addition, **Part B** may provide for a special weighting of the Bachelor's thesis with colloquium in accordance with Section 18 (1) No. 2. 3For degree programs pursuant to Section 4 (1), the duration pursuant to sentence 1 may be extended.
- (7) The supporting considerations of the assessment decision are documented in an appropriate manner and included in the assessment documents.
- (8) In deviation from paragraph 3, **Part B** may only provide for an assessment of "pass" or "fail" for certain preliminary examinations or coursework.
- (9) The overall grade is supplemented by a relative grading according to the current version of the ECTS Users' Guide.
- (10) In the case of examinations pursuant to § 8 para. 14, the assessment shall take into account absolute and relative pass marks.

§ Section 12 Passing, failing, repeating examinations

- (1) 1An **examination** is passed if it has been assessed as at least "sufficient". 2If an examination is assessed by two examiners, it is only passed if both assess the performance with at least "sufficient". 3 Section 11 (2) and (3) apply accordingly. 4 A **module** is only passed if all examinations required for it have been passed. 5If an examination performance of a module is not passed even in the last possible repetition and thus the associated module is not passed and no compensation is provided for this module in **Part B**, the Bachelor's examination in the relevant degree program is definitively failed.

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(2) 1 Failed examinations may be repeated twice (repeat examination). 2 Section 22 applies to the Bachelor's thesis with colloquium. 3 A second resit examination carried out as a written examination may only be assessed as "insufficient" (5.0) after a supplementary oral examination. 4 The supplementary oral examination shall be conducted by two examiners; otherwise, Section 11 (2) shall apply accordingly. 5 If the supplementary oral examination is passed, the examination performance is graded as "sufficient" (4.0). 6 The supplementary oral examination must be taken in direct temporal connection with the last examination attempt, generally within 6 semester weeks of the announcement that the last written resit attempt has been failed. 7 A supplementary oral examination is excluded if the assessment of the last written examination is based on Section 16. 8 Part B may regulate otherwise.

(3) not applicable

(4) Attempts to take an examination in the same or a related Bachelor's degree program in the Federal Republic of Germany shall be counted towards the retake option under paragraph 2.

(5) 1 A student who has passed an examination may repeat the examination in the corresponding degree program at Emden/Leer University of Applied Sciences once within the standard period of study in order to improve the grade (improvement attempt); a second improvement attempt in the same examination is excluded. 2 Students may complete a total of 3 attempts to improve their grade in the Bachelor's degree program during their studies at Emden/Leer University of Applied Sciences. 3 Unless the examination regulations stipulate otherwise, the possibility of an attempt to improve applies to all written and oral examinations during the course of study. 4 In the case of module examinations consisting of several examination elements, Part B may stipulate that only the entire module examination can be repeated. 5 An attempt to improve the Bachelor's thesis, including the colloquium, is excluded. 6 If the person being examined achieves a different result in the improvement attempt than in the first attempt, the better of the two results shall be taken into account and used as the basis for calculating the overall grade for the final examination.

§ Section 13 Announcement

(1) 1 The chairperson of the examination board shall, without prejudice to Section 24, announce decisions of the examination board, in particular admission to examinations, dates and deadlines, including examination dates, registration deadlines and other deadlines, in an appropriate manner with legally binding effect. 2 Data protection regulations must be observed.

(2) 1 The announcement of examination results is deemed to have taken place three days after entry in the performance overview of the university portal; this does not apply to examination results in accordance with Section 18. 2 Announcements in accordance with Section 13 (1) can also be made by publication on the Internet or by posting on the "notice board" as is customary in the department. 3 Data protection regulations must be observed.

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§ 14 Examination board

(1) 1The Dean of Studies performs the tasks according to § 45 paragraph 3 sentence 1 NHG. 2He*she or the office appointed by him*her keeps the examination files. 3In accordance with Section 9 (2) of the Basic Regulations of Emden/Leer University of Applied Sciences, the Faculty Council may form an Examination Board at the suggestion of the Dean of Studies to assist in the conduct of examinations. 4Several examination boards may also be formed; in this case, the faculty shall determine for which study programs it is responsible. 5If no examination board is formed, the dean of studies is responsible for all tasks assigned to the examination board or the chairperson of the examination board in these examination regulations.

(2) 1The respective faculty council decides on the size and composition of examination boards. 2As a rule, the examination board should consist of five members, namely three members representing the university lecturers' group, one member representing the staff group and entrusted with teaching duties, and one member representing the student group. 3If there is no staff group, this seat shall be allocated to the university teachers' group. 4Part B may provide for a different arrangement in terms of number and composition. 5The members of the Examination Board are elected by the members of the Faculty Council. 6The chairperson and the deputy chairperson must be members of the group of university lecturers; they are elected by the faculty council. 7The student members only have an advisory vote in decisions on the assessment and recognition of achievements and periods of study.

(3) The term of office for non-student members of the Examination Board is two years; the term of office for student members is one year.

(4) 1At the beginning of each semester, the examination board determines the time periods for the written and oral examinations. 2In addition, the examination board also determines the date and time of submission for examinations with fixed deadlines. 3In particular for term papers, experimental work and presentations, the Examination Board may delegate this task to the examiners. 4If several examination boards have been formed in a faculty in accordance with § 14 para. 1 sentence 4, the time periods in accordance with sentence 1 shall be determined by the faculty council.

(5) 1The Examination Board passes its resolutions by a majority of the valid votes cast. 2In the event of a tie, the chairperson has the casting vote. 3The examination board is quorate if the majority of its members, including the chairperson or the deputy chairperson and another member of the university lecturers' group, are present.

(6) 1 Minutes shall be kept of the meetings of the examination board. 2The main topics of discussion and the resolutions of the Examination Board shall be recorded in the minutes. 3In all other respects, the general rules of procedure of the university committees shall apply.

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(7) 1The examination board may revocably delegate powers to the chairperson and the deputy chairperson. 2Decisions on objections and decisions on the continuation of studies cannot be delegated. 3In all other respects, tasks relating to the organization and implementation of examinations and credits in accordance with Section 17 are delegable within the meaning of sentence 1. 4The chairperson prepares and implements the resolutions of the Examination Board. 5 She*he reports to the examination board on her*his activities.

(8) 1The meetings of the Examination Board are not public. 2The members of the examination board and their deputies are subject to official secrecy. 3If they are not in public service, they must be sworn to secrecy by the chairperson.

(9) The members of the examination board can take part in all examinations.

§ 15 Examiners, Assessors

(1) 1The Examination Board appoints the examiners and the assessors. 2Only members and affiliates of Emden/Leer University of Applied Sciences or other universities who are authorized to teach independently in the relevant examination subject may be appointed as examiners. 3If there is a need for this, this also applies if the authorization to teach independently has only been granted for a part of the examination subject. 4Teachers for special tasks and persons experienced in professional practice and training may be appointed to conduct examinations in suitable examination areas. 5Persons appointed as examiners or assessors must have at least the qualification to be determined by the examination or an equivalent qualification.

(2) 1Examinations concluding degree programs and final repeat examinations shall be assessed by at least two examiners within the meaning of paragraph 1. 2§ 8 para. 3 remains unaffected. 3Presentations in accordance with Section 8 (6) do not constitute an examination within the meaning of sentence 2.

(3) 1Students may propose examiners for oral examinations and for the Bachelor's thesis with colloquium, notwithstanding the provision in paragraph 4. 2The suggestion does not constitute a claim. 3The proposal should be complied with unless there are important reasons or an unreasonable burden on the nominee.

(4) 1If examinations are taken during the course of study, the lecturer authorized to conduct examinations in accordance with paragraph 1 sentences 2 to 4 is the examiner without special designation. 2This also applies if examinations are taken in connection with courses that are supervised by several lecturers. 3If there are more authorized examiners available than are required to conduct the examination, the examiners shall be appointed by the Examination Board.

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(5) The examination board ensures that students are informed of the names of the examiners in good time, at least two weeks before the date of the respective examination.

(6) § Section 14 (8) applies accordingly.

§ 16 Exceeding deadlines, failures, withdrawal, Violations of regulations

(1) A performance is deemed to have been assessed as "insufficient" if the student

- a) fails to appear for an examination date without good reason or
- b) withdraws from the examination after the start of the examination without a valid reason or
- c) fails to repeat an examination within the specified period.

(2) ¹The reasons asserted for the withdrawal or failure must be reported immediately in writing to the examination board or the body appointed by it and made credible, otherwise the examination in question shall be deemed to have been assessed as "insufficient". ²Exmatriculation is not a valid reason. ³In the event of illness, a medical certificate stating the duration of the inability to take the examination must be submitted **immediately**; this certificate may not be issued later than the day of the examination. ⁴A medical certificate from a public health officer must be submitted at the request of the examination board, unless the illness is obvious. ⁵If the reasons are recognized, a new date, usually the next regular examination date, will be scheduled or, in the case of § 10 paragraph 6, the examination board will decide on the duration of an extension of the deadline.

(3) ¹If an examination is not submitted by the deadline without good reason, it shall be graded as "insufficient". ² Paragraph 2 applies accordingly. ³If there are valid reasons, the examination board shall decide, taking into account the principles of equal opportunities, whether the submission deadline for the examination shall be postponed accordingly or a new task shall be set.

(4) ¹If the student attempts to influence the result of his/her examination by cheating or using unauthorized aids, if he/she participates in cheating, or if he/she disrupts the proper course of the examination, or if, for the purpose of deliberate cheating, the intellectual property of others is violated or published material of third parties is used without indicating the sources/authorship and submitted as his/her own work (plagiarism), the examination performance in question is generally graded as "insufficient" (5.0). ²In the case of particularly serious or repeated offences of cheating, the examination may be assessed as "definitively failed". ³The student shall continue with the examination unless the supervisor decides that a temporary exclusion is unavoidable. ⁴The determination in accordance with sentence 1 shall be made by the examiners and recorded in the files. ⁵The decision on the assessment of the examination performance in question as "insufficient" (5.0) or "definitively failed" is made by the examination board. ⁶ Before this decision is made, the student shall be given the opportunity to be heard.

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- (5) If misconduct only becomes known after completion of the examination and the candidate has not yet completed their studies, the examination will also be assessed as "insufficient" (5.0).
- (6) The student must be given the opportunity to comment before a decision is made.
- (7) An examination can be checked using suitable plagiarism detection software for any unmarked text passages or other sources.

§ 17 Recognition of study periods, examinations and credit points

(1) Periods of study, academic achievements including practical work experience and other examination achievements in the same or a related Bachelor's degree program in the Federal Republic of Germany will be credited to corresponding achievements upon application without an equivalence assessment.

(2) ¹Study periods, academic achievements including practical work experience and other examination achievements in another degree program shall be credited upon application, provided that they do not differ significantly in content, scope and requirements from those of the degree program for which credit transfer has been applied for. ²In doing so, no schematic comparison is to be made, but rather an overall consideration and overall assessment with regard to the significance of the achievements for the objective of the degree program in accordance with § 2.

(3) ¹For the determination of the equivalence of foreign degree programs, the standards issued by the Standing Conference of the Ministers of Education and Cultural Affairs or

German Rectors' Conference or other intergovernmental agreements are decisive for determining the equivalence of foreign degree programs. ²In the absence of agreements or if further recognition is applied for, the Examination Board shall decide on equivalence. ³In order to clarify the factual and legal situation, an opinion may be obtained from the Central Office for Foreign Education. ⁴Deviating credit transfer regulations based on agreements with foreign universities remain unaffected.

(4) ¹Achievements made during studies at foreign universities are recognized if the student has the eligibility for recognition confirmed by the Examination Board in the form of a "Learning Agreement" before the start of the semester abroad. ²The student must submit the documents required for recognition.

(5) ¹Competences acquired ^{outside the university} and professionally with regard to learning objectives, content and level of individual modules or sub-modules shall be credited upon application, provided that equivalence has been established in accordance with paragraph 1. ²Qualifications acquired in further specialist training courses may be credited on a flat-rate basis, provided that equivalence has been established in accordance with paragraphs 1 and 2. ³The examination board shall decide on the general crediting of coursework and examinations. ⁴The crediting of coursework and examinations in accordance with paragraph 5 is possible up to a maximum of half of the credit points to be awarded in this degree program.

General Part of the Examination Regulations (Part A) for all Bachelor's degree programs at Emden/Leer University of Applied Sciences

(6) Paragraphs 1 and 2 apply accordingly to periods of study, coursework and examinations in state-recognized distance learning courses or state-funded distance learning institutions.

(7) 1If coursework and examinations are credited, the grades - insofar as the grading systems are comparable - are adopted and included in the calculation of the overall grade. 2In the case of non-comparable grading systems, the note "passed" is included and the achievements credited in this way are not taken into account in the calculation of the overall grade. 3If corresponding agreements with foreign universities exist, a conversion is also permissible. 4The recognition is documented in the transcript of records. 5It is permissible to mark the recognition in the transcript.

(8) 1The examination board shall decide on crediting. 2 Recognition is excluded after the first participation in the corresponding examination. 3The decision on recognition is made on the basis of appropriate information about the qualification for which recognition has been applied for. 4As a rule, the applicant is responsible for providing this information. 5If recognition is refused, reasons must be given and the applicant must be informed, if possible, of measures to obtain recognition at a later date. 6If recognition is refused or no decision is made, the applicant may lodge an appeal within a reasonable period of time.

§ 18 Bachelor's examination

(1) The Bachelor's examination consists of:

1. Modules that are completed during the course of study
2. the Bachelor's thesis including the colloquium.

(2) 1Part B regulates the type and scope of the examinations with which the modules are completed.

2 It may also stipulate that a colloquium for the Bachelor's thesis in accordance with no. 2 is not required.

§ 19 Admission to the Bachelor's thesis

(1) Admission to the Bachelor's thesis is granted to

- has passed the modules of the Bachelor's examination required under Part B,
- and was enrolled in the relevant degree program at Emden/Leer University of Applied Sciences for at least the last semester before registering for the Bachelor's thesis.

(2) 1 By way of derogation, Part B may also regulate admission to the Bachelor's thesis if not all modules of the Bachelor's examination have been passed. 2This presupposes that it can be expected that the missing work can be completed within one semester without impairing the Bachelor's thesis.

General Part of the Examination Regulations (Part A) for all Bachelor's degree programs at Emden/Leer University of Applied Sciences

(3) The application for admission to the Bachelor's thesis must be submitted in writing within the registration deadline set by the Examination Board (§ 10).

§ 20 Bachelor thesis

(1) 1The Bachelor's thesis should demonstrate that the student is able to work independently on a problem from the subject area of the respective degree program on a scientific basis within a specified period of time. 2The type and task of the Bachelor's thesis must correspond to the objective of the degree program (§ 2) and the processing time. 3The Bachelor's thesis may be completed in the form of group work. 4§ 8 Para. 16 applies accordingly. 5The Bachelor's thesis must be submitted in electronic form. 6The file format shall be made public at the university. 7Part B may regulate whether and how many copies of the Bachelor's thesis are to be submitted in written form. 8Part B regulates whether and, if so, with what content and scope a separate summary of the Bachelor's thesis is to be submitted. 9It should be noted that Bachelor's theses should generally be made available in the university library.

(2) 1The topic of the Bachelor's thesis can be determined by any member of the group of professors in the department to which the degree program is assigned. 2With the approval of the examination board, the topic may also be determined by a professor who is not a member of this department. 3It may also be determined by other authorized examiners in accordance with Section 15 (1); in this case, the second examiner must be a professor. 4§ 15 paragraph 2 remains unaffected. 5At least one examiner must be a member of Emden/Leer University of Applied Sciences or a cooperating university.

(3) 1The topic is issued by the Examination Board. 2Upon request, the Examination Board will ensure that the student receives a topic for the Bachelor's thesis in good time. 3When the topic is issued, the examiner who nominated the topic (first examiner) and another examiner (second examiner) are appointed. 4During the preparation of the thesis, the student is supervised by the first examiner.

(4) 1The topic of the Bachelor's thesis can only be returned once within the first three weeks of the completion period. 2The completion time for the Bachelor's thesis is specified in Part B. 3An extension of the processing time up to a maximum total duration of 6 months may be provided for there.

(5) 1The date of submission of the Bachelor's thesis must be recorded. 2In the Bachelor's thesis, the student must affirm in lieu of an oath that he/she has written the thesis - in the case of a group thesis, the part of the thesis marked accordingly - independently and has not used any sources or aids other than those specified.

(6) 1The Bachelor's thesis is provisionally assessed by the examiners before the colloquium within four weeks of submission. 2Section 11 (2), (3), (5) and (9) apply accordingly. 3Part B may include a separate weighting and assessment of the Bachelor's thesis and the colloquium.

General Part of the Examination Regulations (Part A) for all Bachelor's degree programs at Emden/Leer University of Applied Sciences

colloquium, in which case, in deviation from sentence 1, the Bachelor's thesis is not provisionally assessed but finally assessed.

§ 21 Colloquium

(1) In the colloquium, the student must demonstrate, on the basis of a discussion of the Bachelor's thesis and explain in a specialist discussion, that he/she is able to deal independently with interdisciplinary and problem-related issues from the field of specialization on a scientific basis.

(2) Students are admitted to the colloquium if

1. the required modules of the Bachelor's examination have been passed and
2. the Bachelor's thesis has been provisionally assessed as at least "sufficient" by an examiner.

(3) 1The colloquium is conducted jointly by the examiners of the Bachelor's thesis as an individual or group examination. 2The first examiner chairs the colloquium. 3The duration of the colloquium is generally 30 minutes per student.

(4) 1Each examiner calculates a final grade for the Bachelor's thesis with colloquium from their provisional grade for the Bachelor's thesis and the result of the colloquium. 2The average of the grades thus determined by the examiners is the relevant grade for the Bachelor's examination for the Bachelor's thesis with colloquium. 3Section 11 (2), (3), (5) and (9) and Section 12 (1) apply accordingly.

(5) 1If a separate weighting and assessment of the Bachelor's thesis and colloquium is specified in Part B, the Examination Board may also appoint its own examiners for the colloquium. 2In deviation from paragraph 4, in this case the appointed examiners shall each form a final grade for the Bachelor's thesis and for the colloquium. 3In this case, the weighting of the grades for the overall result of the Bachelor's thesis with colloquium shall be determined in accordance with Part B. 4 Section 11 (2), (3), (5) and (9), Section 12 (1) and Section 22 (2) shall apply accordingly.

(6) Otherwise, Section 8 (3) applies accordingly.

§ Section 22 Passing and failing the Bachelor's examination, Repetition

(1) 1The Bachelor's examination is passed if all modules, coursework and the Bachelor's thesis with colloquium have been assessed as at least "sufficient". 2The Bachelor's examination has been definitively failed if a module or the Bachelor's thesis with the colloquium has been assessed as "insufficient" or is deemed to have been assessed as "insufficient" and there is no longer an opportunity to repeat the examination.

General Part of the Examination Regulations (Part A) for all Bachelor's degree programs at Emden/Leer University of Applied Sciences

(2) 1The overall grade for the Bachelor's examination is calculated from the credit-weighted average of the grades for the modules specified in Part B and the Bachelor's thesis with colloquium. 2Part B may provide for a special weighting of the Bachelor's thesis with colloquium. 3For the calculation of the overall grade, the grades specified in § 11 para. 4 sentence

1 (decimal number with two decimal places) are taken into account. 4In the transcript, the overall grade calculated in this way shall be added to the following grades in accordance with Section 11 (3)

"very good", "good", "satisfactory" or "sufficient"; the calculated result is shown in brackets with two decimal places.

(3) 1If the overall grade is between 1.00 and 1.30, the student will be awarded the grade "with distinction" for particularly outstanding performance. 2The grade is to be noted on the transcript.

(4) 1The Bachelor's thesis with colloquium may be repeated once if it has been assessed as "insufficient" or is deemed to have been assessed as "insufficient"; a second repetition is excluded. 2 However, the topic may only be returned for the repetition if this option has not already been used for the first thesis. 3 Section 12 (4) applies accordingly.

§ 23 Bachelor's certificate and Bachelor's certificate

(1) 1The candidate receives a certificate of the result without delay. 2The certificate shall contain at least the following information:

- the university, the faculty with location
- the study program
- the topic of the Bachelor's thesis,
- the grade of the Bachelor's thesis including the colloquium
- the list of modules relevant for the final grade with grading and credit points
- the overall grade
- the compulsory modules
- the compulsory elective modules

(2) 1The certificate contains the date on which the last examination was completed. 2It must be signed by the chairperson of the examination board. 3Part B may provide for the student to receive a translation into English upon request. 4A Diploma Supplement in English shall be attached to the certificate. 5Part B may provide for the student to receive a German Diploma Supplement on request.

General Part of the Examination Regulations (Part A) for all Bachelor's degree programs at Emden/Leer University of Applied Sciences

(3) 1A certificate with the date of the diploma is issued to the candidate at the same time as the diploma. 2This will certify the award of the academic degree in accordance with Part B. 3The certificate is signed by the head of department and the chair of the examination board and bears the seal of the university. 4Part B may provide for the student to receive a translation into English upon request.

(4) 1In the event of a final failure of the Bachelor's degree program, the candidate will receive, upon request, a certificate issued by the Examination Office for the work completed by him/her, including all failed attempts or a certificate for all passed work. 2The same applies if students who have completed parts of the degree program leave the Emden/Leer University of Applied Sciences.

§ 24 Inspection of the examination and study files

(1) 1Upon request, students shall be granted access to the written examination papers, the examiners' comments and the examination records after completion of each examination. 2The request must be submitted to the Examination Board within one year of the issue of the examination certificate or the notification of the final failure of the examination at the latest. 3The examination board shall determine the time and place of the inspection.

(2) Upon request, students will be informed of partial results before completing an examination.

§ 25 Invalidity of examination results, revocation of the Bachelor's degree

(1) If a candidate has cheated in an examination or coursework and this fact only becomes known after the certificate has been issued, the Examination Board may subsequently correct the grades for those examinations in which the candidate has cheated and declare the examination or coursework "failed" in whole or in part.

(2) 1If the requirements for admission to an examination were not met without the candidate intending to deceive about this, and this fact only becomes known after the certificate has been issued, this deficiency shall be remedied by passing the examination. 2If the candidate has intentionally obtained admission unlawfully, the Examination Board shall decide on the withdrawal of unlawful administrative acts in accordance with the statutory provisions.

(3) The person to be examined must be given the opportunity to discuss the matter with the examination committee before a decision is made.

General Part of the Examination Regulations (Part A) for all Bachelor's degree programs at Emden/Leer University of Applied Sciences

(4) 1The incorrect examination certificate must be withdrawn and replaced by a correct certificate or a certificate in accordance with Section 23 (4). 2The Bachelor's certificate and the Diploma Supplement shall also be confiscated together with the incorrect examination certificate if the examination is declared "failed" (5.0) due to cheating. 3A decision in accordance with paragraphs 1 and 2 is excluded after a period of five years from the date of the examination certificate.

§ Section 26 Individual case decisions, Appeal procedure

(1) 1Rejecting decisions and other onerous administrative acts made in accordance with these examination regulations must be justified in writing, accompanied by information on legal remedies and published in accordance with Section 41 VwVfG. 2Appeals against administrative acts based on an assessment within the framework of a professional examination may be lodged with the examination board within one month of receipt of the decision in accordance with Sections 68 et seq. of the Administrative Court Code.

(2) 1The examination board shall decide on the objection. 2If the objection is directed against the assessment of an examiner, the Examination Board shall decide following a review in accordance with paragraph 3.

(3) 1If the candidate raises specific and substantiated objections to the examination-specific assessments and professional evaluations of an examiner in their objection, the examination board shall forward the objection to this examiner for review. 2If the examiner changes the assessment as requested, the Examination Board shall remedy the objection. 3 Otherwise, the Examination Board shall review the decision on the basis of the examiner's statement, in particular as to whether:

1. the examination procedure has not been carried out properly
2. the valuation was based on an incorrect assumption
3. generally applicable valuation principles have not been observed
4. a justifiable solution that has been logically justified with weighty arguments has been assessed as incorrect
5. the examiner has been guided by irrelevant considerations.

⁴The same applies if the objection is directed against the assessment by several examiners.

General Part of the Examination Regulations (Part A) for all Bachelor's degree programs at Emden/Leer University of Applied Sciences

- (4) 1In the event of a violation pursuant to paragraph 3 sentence 3 numbers 1 to 5, the Examination Board shall
- does not already remedy the objection at this stage of the proceedings or
 - If there are concrete and substantiated objections to examination-specific evaluations and subject-specific assessments without the examiner changing their decision accordingly, examinations will be reassessed by other examiners who have not previously been involved in the examination or the oral examination will be repeated. 2The reassessment may not lead to a lowering of the examination grade.
- (5) 1 A decision on the objection should be made within one month. 2If the objection is not resolved, the head of the university shall decide on the appellant.

§ Section 27 Entry into force

- (1) 1These regulations shall enter into force on the day following their publication in the Emden/Leer University of Applied Sciences Gazette. 2The Examination Board shall inform students of the applicable examination regulations in an appropriate manner. 3At the same time, the previous general part of the examination regulations dated 06.02.2015 in the last amended version dated 04.09.2017 shall cease to apply.