

# Framework Study and Examination Regulations (FSER)

– Non-offical reading version –

Based on the Law on Higher Education Institutions in the Federal State of Berlin (Berliner Higher Education Act – BerlHG) of 26 July 2011 (last amended by Article 3 of the Act of 17.12.2020 (GVBl. p. 1482)), the Academic Senate of the bbw Hochschule - University of Applied Sciences decided on the following Framework Study and Examination Regulations (RSPO) on 19 March, 2021<sup>1</sup>.

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<sup>1</sup> Third amended version approved by the Senate Chancellery – Higher Education and Research on 09.04.2021.

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# General Information

## Section 1 Scope

- (1) These regulations lay down the provisions required under Section 10 paragraphs 5, 5a and 6 BerlHG for all study programmes at bbw Hochschule - University of Applied Sciences. Furthermore, these framework regulations govern the principles for the organisation of studies and the conduct of examinations of all degree programmes at bbw Hochschule - University of Applied Sciences. Any degree programme specific particularities are stipulated within the respective Study and Examination Regulations (SER) of the Bachelor's and Master's degree programme.
- (2) These framework regulations are intended to ensure compatibility of degree programmes within the university, the European Union and internationally. Therefore, these framework regulations are committed in particular to the Bologna Process as well as the European Universities Charter. The recognition of academic achievements acquired abroad, is regulated separately and shall be carried out according to the principles of the "Lisbon Convention", which has been legally adopted into German law.

## Degree Programmes at bbw Hochschule – University of Applied Sciences

### Section 2 Degree Programm Objectives

- (3) The objective of a fee-financed degree programme is to acquire the desired professional and interdisciplinary knowledge and skills. Sound professional knowledge should go hand in hand with personal and social competence, a high level of intellectual independence, decisiveness, solution and transfer orientation, as well as a high level of openness towards new ideas.
- (4) Focus of the competence profile to be developed by the students shall be on the acquisition of professional knowledge specific to the degree programme and on the ability:
  - to apply scientific methods and knowledge in their profession,
  - to act cooperatively and to demonstrate constructive conflict behaviour,
  - to intercultural and international communication and cooperation,
  - to think critically and act responsibly based on liberal, democratic and social values, and
  - to be intellectual independent, to make decisions, and to be solution- and transfer-orientated.

### Section 2 a Bachelor's Degree Programm Objectives

- (1) A Bachelor's degree is the first academic degree qualifying for a professional career. Bachelor's degree programmes are diversified in terms of subject matter and qualify students for a variety of professional applications, as well as for competent, appropriate and professional behaviour on the job. Scientific basics, methodological competence and qualifications related to the professional field are taught and interdisciplinary competences are developed.

Bachelor graduates shall be able to reflect on and take into account social and ethical aspects in their professional field.

- (2) The university degrees "Bachelor of Arts", "Bachelor of Science" and "Bachelor of Engineering" can be obtained in the following forms of study:
  - a. six or seven semesters of full-time study with integrated practical components,
  - b. six semesters of practice integrated dual full-time study, incorporating practical experience with a cooperating company into the studies, so that the students are either trainees or employees with their cooperating company,
  - c. seven semesters of training integrated dual full-time study blending training and study, so that students are also trainees,
  - d. eight semesters of part-time, vocationally integrated study including company practice and studies, so that students are also employed professionals,
  - e. eight semesters of part-time studies with application-oriented theory-practice transfer components, in which the students may also be employed.
- (3) Special emphasis is placed in all bachelor's degree programmes at bbw Hochschule - University of Applied Sciences on the analysis of problems arising from future professional practice. The transfer modules "Student Research Project", "Student Research Project I" and "Student Research Project II" as well as "Theory-Practice-Transfer", "Practice-Transfer Reports", "Practice-Transfer Projects" and "Practical Phases" or "Practical Elements", have been particularly developed for this purpose. This way, the university as a place of learning is expanded to encompass companies.

## **Section 2 b Master's Degree Programm Objectives**

- (1) The Master's degree is the second academic degree. As a rule, Master's degree programme require a successfully completed first-degree programm.
- (2) A Master's degree programm is intended to train academics to apply their problem-solving skills to new and unfamiliar situations that have a broader or multidisciplinary connection to their field of study and thus carry out autonomous projects to a large extend.
- (3) Graduates of Master's degree programmes shall be able to conduct systematic and scientifically sound research and analysis in complex contexts, to solve new and interdisciplinary tasks, and to work in a self-determined and creative, but also socially and ethically responsible manner.
- (4) Upon successful completion of their course, graduates should:
  - possess complex professional, methodological and social competences,
  - be able to assume outstanding responsibility in a team,
  - be able to integrate knowledge and deal with complex issues,
  - independently acquire new knowledge and skills,
  - be able to exchange ideas with expert representatives on a scientific level.
- (5) The university degree "Master of Arts", "Master of Science" or "Master of Engineering" can usually be obtained in the following forms of study:
  - a. three to four semesters of full-time study.

- b. five semesters of part-time study.
- c. five semesters of vocational integrated part-time study, blending business practice and studies, so that students are also employees.
- d. five semesters of part-time studies with application-oriented theory-practice transfer components, students may also be employed.

### **Section 3 Start of Studies, Standard Period of Study, Scope of Studies**

- (1) Studies may only be taken up at the beginning of a semester.
- (2) Full-time Bachelor's degree programmes have a standard study period of six or seven semesters. Part-time vocationally integrated as well as part-time degree programmes have a standard period of study of eight semesters. Full-time master's degree programmes have a standard period of study of three or four semesters. Part-time vocationally integrated as well as part-time master's degree programmes have a standard period of study of five semesters.
- (3) The academic year is divided into two semesters. The semesters start on 01.04. (summer semester) and 01.10. (winter semester) of each year respectively.
- (4) For a Bachelor's degree programme as mentioned in paragraph 2, not less than 180 ECTS credits or 210 ECTS credits shall be earned.
- (5) For a Master's degree programme as mentioned in section 3, paragraph 2, no fewer than 90 ECTS credits shall be earned in its three-semester or five-semester form and no fewer than 120 ECTS credits in its four- and five-semester forms. Therefore, taking into account previous achievements, 300 ECTS credits shall be earned by the time of completion of a second professionally qualifying degree programme.

## **Study place allocation (Matriculation/Re-registration)**

### **Section 4 Entry and Admission Requirements**

- (1) Admission to a Bachelor's degree programme may be granted, upon application, to those who
  - a. have a general higher education entrance qualification or a university of applied sciences entrance qualification, or
  - b. have acquired a higher education entrance qualification equivalent to the general higher education entrance qualification by means of a professional qualification according to section 11 (1) BerlHG<sup>2</sup> or
  - c. have completed at least two years of vocational training in an occupation similar to the intended study programme, as regulated by federal or state law, and have worked in the learned profession for at least three years (subject-related university entrance qualification according to section 11 (2) BerlHG). In the case of insufficient professional experience and for subjects unrelated to the vocational training, the ability to study can be proven by means of an aptitude test.

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<sup>2</sup> Law on Higher Education Institutions in the Federal State of Berlin (Berliner Higher Education Act – BerlHG)

- d. are foreign applicants who can prove that they have the right of admission to a German higher education institution. For admission to German taught bachelor's courses, proof of the required language skills (C1 German language level, European reference framework or equivalent) must be obtained if the higher education entrance qualification was not completed in German. If necessary, preparatory courses (Studienkolleg) must be taken prior to the start of the degree program. For admission to Bachelor's degree program taught in English, English language skills of at least B2 level (European reference framework or equivalent) must be demonstrated.
- (2) Admission to Master's degree program is open to students who obtained a first degree from a state or state-recognised higher education institution with at least 180 ECTS (European Credit Transfer System) credits or rather a workload of at least 4,500 hours of student work and who have completed this degree program with an overall grade of at least "satisfactory" (3.0). English taught Master's degree programmes require proof of at least advanced knowledge of the English language (B2 English language level, European reference framework or equivalent). Recognition of first professional university degrees from other European countries is equivalent to the requirements of the recognized databases. Degree program specific entry and admission requirements are covered within the respective Study and Examination Regulations where appropriate.
- (3) All language certificates to be submitted as evidence are generally accepted if they are compliant to the European reference framework and their date of issue does not exceed two years at the time of submission.
- (4) Students who have definitively failed an examination in a module with an equivalent curriculum at another university cannot be admitted. Applicants who wish to transfer from another university need to declare that they are not in a pending examination procedure.
- (5) Proof of a subject-related employment subject to social insurance, or subject-related self-employment must be provided for vocational integrated study programmes. Applicants must submit a declaration from their employer to confirm they will be able to carry out the practical components of the course specified by the university during working hours.
- In the event of unemployment occurring during the course of studies, the university must be informed immediately. The Vice Rector Student Affairs and Teaching should decide on a way of how the studies may possibly be continued on the proposal of the Student Service Center and within two weeks of the student's notification.
- (6) In addition to the admission requirements outlined in section 3 paragraph 1, proof of a suitable trainee position or employment for the duration of study in a company cooperating with bbw Hochschule - University of Applied Sciences, is required for dual degree programmes. A cooperation agreement will be concluded with the respective companies prior to commencement of studies.
- (7) At least basic knowledge of the English language (according to the European Framework of Reference) is recommended for all German taught Bachelor's degree programmes at bbw Hochschule – University of Applied Sciences. At least advanced knowledge of the English language (according to the European Framework of Reference) is recommended

for all German-language taught Master's degree programmes at bbw Hochschule – University of Applied Sciences.

### **Section 5 Matriculation**

- (1) Upon enrolment, the applicant becomes a member of the university.
- (2) The applicant is enrolled for a degree program at bbw Hochschule – University of Applied Sciences. It is not permitted to enrol into two degree programmes at bbw Hochschule – University of Applied Sciences simultaneously.
- (3) Enrolment takes place after the prerequisites specified in section 3 have been met, as long as there are no reasons for failure according to section 8, and after the fees have been paid in due time.
- (4) An applicant will not be enrolled if the required number of applicants to start a degree program in one semester is not reached.
- (5) During a year, enrolment for the winter semester usually takes place from July to the beginning of November and for the summer semester from January to the beginning of May.

### **Section 6 Re-registration**

- (1) During the regular study period, re-registration of students of bbw Hochschule – University of Applied Sciences takes place automatically for every semester.
- (2) Automatic re-registration for the summer or winter semester as per paragraph 1 is subject to the condition that all fees due have been paid no later than four weeks until the end of term, or that an alternative payment agreement has been arranged with the Student Service Center to enable re-registration.
- (3) Students shall be prompted to establish the conditions for re-registration in good time. Anyone who has not received this request is not exempt from establishing the conditions for re-registration in accordance with section 2.
- (4) If the conditions for re-registration as set out in section 2 are not met two weeks prior to the start of the semester for which the re-registration is to be made, the student shall be exmatriculated at the end of the respective current semester after prior written warning and threat of exmatriculation.
- (5) The status of the conditions set out in section 2 and of the re-registration can be inspected via the system provided by the university.

### **Section 7 Exmatriculation**

- (1) A student's membership of the university ceases with their exmatriculation.
- (2) Exmatriculation shall take place
  - a. automatically upon successful completion of the bachelor or master examinations at the end of the semester;



- b. upon the definite failure to pass the bachelor or master examinations or other certificates of achievement required in the chosen degree programm;
- c. upon written application at the end of a semester;
- d. automatically in accordance with section 7 paragraph 4 of these regulations; or
- e. if violations according to section 26 of these regulations have been proven.

The application for de-registration mentioned under c. must be received by the Student Service Center at least six weeks before the end of a semester.

### **Section 8 Leave of Absence**

- (1) Students who are prevented from properly studying may apply for a semester of leave of absence. The application must be submitted to the Students Service Center at least six weeks prior to the beginning of the planned semester of leave. The application for a semester of leave is subject to a fee. Further details can be found in the fee schedule of the bbw Hochschule - University of Applied Sciences.
- (2) Grounds for leave of absence are in particular:
  - a. Illness,
  - b. Pregnancy, maternity leave, parental leave,
  - c. Providing for minors,
  - d. Providing for relatives in need of care, or
  - e. other services such as military, substitute or voluntary service.
- (3) Bachelor students may apply for up to two semesters of leave of absence, which may be deviated from only in the case of a leave of absence pursuant to paragraph 2 b above. A separate application must be submitted for each semesters of leave, since leave of absence is only granted for one semester at a time.
- (4) Master students may apply for a maximum of one semester of leave, which may be deviated from in the case of a leave of absence pursuant to paragraph 2 b above.
- (5) Depending on the circumstances, leave of absence for reasons other than those mentioned above requires a special decision by the Vice Rector Student Affairs and Teaching or the Chancellor on the proposal of the Students Service Center.
- (6) The application for leave of absence must be justified in writing and appropriate evidence be provided (official documents where applicable).
- (7) During leave of absence, students must not attend any courses and not complete any academic achievements at bbw Hochschule – University of Applied Sciences. Examination achievements not yet successfully completed in the first attempt, in accordance with the Study and Examination Regulations of the respective degree program from the semester prior to the start of the semester of leave, may be completed during the semester of leave.
- (8) The decision on the approval or rejection of an application for leave of absence shall be communicated to the applicant in writing by the Student Service Center.

- (9) No tuition fees shall be charged for the period of the semester of leave. Student remain members of bbw Hochschule – University of Applied Sciences during the semester of leave.
- (10) Students usually resume their studies after the leave of absence in a suitable subsequent cohort of the degree program.

### **Section 9 Measures in Case of Non-Compliance with the Standard Period of Study**

- (1) An extension of studies beyond the standard period of study is necessary if a student has not completed all the examination achievements required for graduation within the standard period of study.
- (2) An application for an extension of studies by one semester must be submitted to the Student Service Center in due time no later than four weeks before the end of a semester. An extension is usually granted for one semester.
- (3) In addition to the application to the Student Service Center, extensions of study beyond four semesters require the approval of the Vice Rector Student Affairs and Teaching. In addition to the application to the Student Service Center, an informal letter must be written to the Vice Rector Student Affairs and Teaching explaining how the course of study is to be successfully completed.
- (4) The extension of studies is subject to fees in accordance with the currently valid fee regulations of the bbw Hochschule – University of Applied Sciences.

## **Recognition of academic achievements and change of degree programme**

### **Section 10 Recognition of Examinations Achievements, Degrees and Competences Acquired Outside the University**

- (1) Examination achievements obtained in other degree programmes at another state or state-recognized institution of higher education, at state or state-recognized vocational academies or in degree programmes at foreign state or state-recognized institutions of higher education may be recognized upon application, provided that there is no significant difference between the acquired competences and the achievements which are being replaced.
- (2) The prerequisites for recognition shall be determined on the basis of meaningful documents submitted by the applicant. Recognition shall be granted if the content, scope and requirements of the degree programme and examination from another university do not differ substantially from those of the degree programme applied for. In doing so, an overall consideration and evaluation is to be carried out rather than a schematic comparison. For the assessment of study and examination achievements at universities outside the Federal Republic of Germany, equivalence agreements concluded with these countries on comparability in higher education must be observed. Insofar as these equivalence agreements favour students from foreign countries in deviation from paragraph 1, the

regulations of these agreements shall take precedence. In case of doubt about equivalence, the Central Office for Foreign Education may be consulted. Agreements within the framework of university partnerships and international university networks shall also be taken into account. Further details are regulated by resolutions of the Examination Board.

- (3) The Examination Board shall be responsible for recognition. Before determining the non-existence of substantial differences, the responsible department heads or anchor professors shall be heard. Applicants must submit the documents required for recognition no later than within the first semester at bbw Hochschule – University of Applied Sciences. The burden of proving that an application for recognition does not meet the requirements for recognition lies with the examination board. As soon as the registration for a module examination is done, no further application for recognition can be made for this module. The outcome of the decision on whether or not a recognition has been granted needs to be justified and communicated to the student in writing.
- (4) If study and examination achievements are recognized, ECTS credits are to be transferred and marked as "passed". The recognition is marked in the transcript of records. Each achievement may only be credited once.
- (5) Upon application, other knowledge and qualifications may be recognized for a degree program on the basis of submitted, meaningful documents, if this knowledge and these qualifications are equivalent in content and level to the examination achievements which they are to replace. The examination board is responsible for recognition. The provision in paragraph 3 shall apply accordingly.
- (6) Competences provided for in the study and examination regulations which have been acquired outside the universities may be credited up to half of the ECTS credits provided for the course of study. Each competence may only be credited once.
- (7) The binding procedures for the recognition of study and examination achievements are regulated separately.

### **Section 11 Changing a degree program**

- (1) Students may change their degree program within bbw Hochschule – University of Applied Sciences provided
  - a. they have studied at least one semester at bbw University in the degree program to which they have been admitted, and
  - b. they can prove that they meet the admission requirements for the degree program they wish to transfer to (if applicable, subject to condition of additional achievements).
- (2) Transfer requests for all degree programmes should be submitted (including those with other application deadlines) by January 15 for the summer semester and by July 15 for the winter semester in the effective year.
- (3) Students may change their degree program within bbw Hochschule – University of Applied Sciences during a current semester if they have definitively failed a compulsory record of achievement or a compulsory examination and the transfer application was

made after the grade was announced by the examination management and before expiration of the objection period of one month. Paragraph 1 b. applies accordingly.

- (4) The approval of a transfer request will be ruled by the chair of the examination board. The outcome of the request should be communicated to the applicant by the Student Service Center in writing.
- (5) Change of a degree program may be possible within bachelor's degree programmes which are specific to an industry and have identical basic studies modules, provided comprehensive recognition and crediting of all successfully completed attempts and the attempts of the previously unsuccessfully completed achievements of the subjects/modules of the basic studies. Exceptions are only made for transfers as specified in section 3. The number of attempts to meet the examination achievements will be extended once by one attempt with a change of a degree program according to section 3.

## **Principles for study programmes and examinations**

### **Section 12 ECTS Credits**

All achievements required during a degree program will be endowed with ECTS (European Credit Transfer and Accumulation System) credits. ECTS credits provide a quantitative measure of a student's workload where one ECTS credit indicates an average workload of 25 to 30 hours. On average, up to 30 ECTS credits are intended per semester. Students will receive the attributed ECTS credits upon successful completion of an achievement. Modules can be completed without an achievement examination; in this case, students will receive a confirmation of the successful completion of the module, however, no grade will be given.

### **Section 13 Structure and Scope of Study Courses**

- (1) Courses of study are divided (modularized) into study units (modules) with ECTS credits which are thematically and chronologically defined by corresponding study contents.
- (2) Modules are self-contained learning units which, in conjunction with different forms of teaching and learning, are intended to lead to a defined increase in competence with a specified average workload. Modules are concluded with a performance assessment. The learning objectives of a module are to be measured in such a way that they can be achieved within one semester.
- (3) As a rule, 60 ECTS credits are allocated per full-time academic year. For part-time and part-time vocationally integrated courses, 45 to 50 ECTS credits are usually awarded per academic year.

Depending on workload and as set out in section 12, a specific number of ECTS credits is to be allocated to each module. Modules should include a minimum amount of five ECTS credits. Deviations from this rule are only permitted in justified exceptional circumstances.

- (4) The detailed subject-related composition of study courses is laid out in the module descriptions of the Study and Examination Regulations of the individual courses of study; thus, modules are to be specified as follows:
- a. Module designation,
  - b. Duration of the module,
  - c. Forms of teaching,
  - d. Frequency of the module,
  - e. Participation requirements for the module,
  - f. Number of ECTS credits allocated for the module,
  - g. Workload of the module,
  - h. Intended general competences and learning outcomes for the students of the module,
  - i. Examination method and requirements for the allocation of ECTS credits,
  - j. Grades,
  - k. Applicability of the module in other degree programmes.
- (5) The study schedule (curriculum) forms part of the respective Study and Examination Regulations (SER) and includes a listing of all modules per semester of the respective degree programme. The study schedule provides information about the compulsory and elective modules in a degree programme.
- (6) Degree programmes are generally divided into basic studies, advanced studies, practical components, such as Practical Phases or Practical Elements or Theory-Practice-Transfer respectively, and final examinations.

### **Section 14 Types of Courses**

- (1) A distinction may be made between compulsory and elective modules within the degree programmes. If the required minimal amount of five participants is not reached for individual elective modules, the respective module shall not be carried out.
- (2) Courses will be varied according to their intended qualifications; they are interactive and practice-oriented. Classes can be held as lectures, seminars, exercises, tutorials, laboratories or excursions for example. These can be offered and carried out to a suitable extent as virtual teaching (online presence and e-learning), for which the university determines the suitable applications.
- (3) The university reserves the right to exclude students from courses in a current semester due to unpaid tuition fees.

### **Section 15 Study Guidance and Promotion of Academic Success**

- (1) General study counselling is primarily incumbent to the staff of the Student Service Center and comprises advice about the structure of studies, general study contents, study organization and financing.
- (2) Consultation on study subjects is offered by the professors responsible for the respective degree programme (usually the anchor professors or the heads of the department). They offer support by providing subject-specific advice during studies, in particular about the

field of study and the main contents, learning and working methods as well as study organization and other subject-related questions.

- (3) For students enrolled on the basis of section 11 paragraph 2 or paragraph 3 BerlHG, who have not reached the statutory study achievements of the first year of study, subject-specific counselling according to paragraph 2 is to be carried out with the involvement of the examination management at the end of their first year of study. Aim of the academic counselling is the conclusion of an agreement in which further studies are planned, the student commits to certain measures to achieve their study goals and additional measures of the university suitable for promoting the further course of studies are arranged (agreement on progression of studies - Studienverlaufsvereinbarung).

In the event that an agreement on the progression of studies can not be reached, as a result of the academic counselling students will be obliged to complete certain courses and examinations within a period of time to be determined. A student's personal situation must be taken into account when determining obligations.

- (4) All students are to be offered study progress counselling in the course of the second year of their basic studies, usually in the third semester. Advice should be given during individual consultation sessions to offer support on the optimal planning of study progression as well as exam preparation.

## **Section 16 Practical Components of Degree Programmes and Theory-Practice-Transfer**

- (1) Practical components are intended to ensure that degree programmes are practice-oriented and to prepare students for a practical professional situation. To this end, students work in suitable companies and gain valuable insights into the implementation of theoretical knowledge into entrepreneurial practice. Students are thus able to describe their activities within a professional environment in detail, and to reflect on acquired theoretical knowledge against the background of practice and to transfer knowledge gained to future theoretical as well as practical situations.
- (2) Full-time Bachelor's degree programmes offered at bbw Hochschule - University of Applied Sciences generally contain compulsory practical components in the form of internships as integrated Practical Phases. Practical components of a full-time Bachelor's degree programme are usually to be allocated with up to 25 ECTS credits and must be documented with ECTS credits in accordance with section 12. Detailed Information on the actual design of the practical components, in particular of the integrated Practical Phases or the Practical Elements of other forms of study than full-time, can be found in the respective Study and Examination Regulations of the degree program, if applicable as Annex 3.
- (3) Master's degree programmes may include integrated practical components in the course of study. These practical components are to be allocated with ECTS credits. Information on the detailed formal and subject-related content of the practical components, in particular the integrated Practical Phases or Practical Elements of other forms of study than full-time, can be found in the respective Study and Examination Regulations of the degree program, if applicable as Annex 3.

- (4) The location of the internship must be approved by the university prior to the start of the internship.
- (5) To guarantee the organization and supervision of students, practical components must take place in the firmly assigned time periods.
- (6) The university is principally responsible for the practical components and shall supervise the acquisition of competences. Therefore, depending on the form of study and type of degree, written evidence is required for the allocation of ECTS credits of the practical components. In the full-time form of study and the vocational-integrating part-time form of study of the Bachelor's and Master's degree programmes, the written proof is not graded, but evaluated as "passed/failed".
- (7) Attempts to deceive the university about the nature and extent of practical components carried out shall be punished in accordance with section 26 of these regulations.
- (8) Bbw University of Applied Sciences shall decide on equivalent achievements (e.g., working student contracts or internships already completed in the case of a transfer from another university) upon application by the student in accordance with the provisions of section 4 of these regulations.
- (9) In the event of so-called force majeure (such as pandemics), when compulsory practical components cannot be carried out, a substitute offer will be provided according to the situation, so that students can study within the standard period of study.
- (10) In forms of study according to section 2 paragraph 2 e. and section 2 b paragraph 5 c., Theory-Practice-Transfer subjects are offered with allocated ECTS credits, in which students prepare differentiated graded written proofs according to sections 22 or 23, which are thematically appropriate to the corresponding semester and establish the connection between the theoretical knowledge and the practice-related application. These written proofs are graded as "passed" or "failed".

### **Section 17 Examination Board**

- (1) The examination board of bbw University of Applied Sciences is responsible for ensuring compliance with the examination regulations and the tasks assigned by these examination regulations. The examination board consists of
  - a. the Vice Rector for Student Affairs and Teaching as chairperson,
  - b. a professor from each department,
  - c. a student representative,
  - d. the head of examination management,
  - e. the head of quality management in an advisory capacity.

The professorial majority must be maintained in accordance with section 46 paragraph 2 BerlHG.

The individuals mentioned under a. and d. are members of the examination board by virtue of their office.

The representatives named under b. are elected in the respective faculties from among the full-time professors for a period of two years. A representative may be appointed during the election. Re-election is possible.

The representative named under c. is appointed by the student parliament for one year. Reappointment is possible.

- (2) The Examination Board shall ensure that the provisions of these Examination Regulations and the Study and Examination Regulations of the respective degree programmes are observed and that the examinations are conducted properly at all times. It shall make suggestions for the further development of the examination regulations.
- (3) The examination board shall decide on appeals against decisions made in examination matters.
- (4) The Examination Board shall ensure that students adhere to the standard period of study.
- (5) A majority of the members of the examination board shall constitute a quorum. If there is no quorum or if a decision is reached by a tie, the Vice Rector Student Affairs and Teaching shall decide.
- (6) The examination board shall adopt its own rules of procedure.

### **Section 18 General Examination Regulations**

- (1) Examinations are intended to determine whether a candidate has acquired the required competences of the respective module and is able to apply the gained knowledge and skills independently.
- (2) The examination method for a particular module is defined in the module descriptions as Annex 2 of the Study and Examination Regulations.
- (3) The following examination methods are accepted for the integrated module examination at bbw Hochschule – University of Applied Sciences: written exam, written paper, paper and portfolio assessment.
- (4) To ensure the implementation of the examination, the examination management must be informed about the exact examination method in accordance with sections 21, 22, 23 and 24 of these regulations.
- (5) Students shall be informed about the exact configuration (type and manner) of the examination, the examination method defined in the respective module descriptions, as well as its implementation on the learning portal, no later than the first lecture of a module.
- (6) Examinations failed during the course of study may be repeated twice.

### **Section 19 Organisation of Examinations**

- (1) The Examination Management is commissioned by the Examination Board to carry out and implement the organisation of examinations.



- (2) With the exception of final examinations, all examinations are conducted during the course of study. Course-related examinations can be conducted and taken both as face-to-face examinations and as digital examinations (online examinations).
- (3) University professors as well as lecturers and other full-time teaching staff who are authorized to teach independently are entitled to take examinations.
- (4) Examination performances may only be evaluated by individuals who possess at least the qualification to be determined by the examination or an equivalent qualification.
- (5) Individuals with a professional practice and training background may be appointed as examiners even if they do not currently teach and if they possess the qualifications mentioned in paragraph 4.
- (6) Only those who have at least a comparable degree or have acquired a comparable qualification (expert assessor) may be appointed as assessors.
- (7) Group work is possible and must be carried out in accordance with section 32 paragraph 5 BerlHG.
- (8) The examiner or those who have been appointed as supervisor are authorised to carry out identity checks during exams. In the case of digital examinations, technical support (such as suitable software and hardware) is permissible in order to comply with the examination conditions in compliance with data protection regulations.
- (9) Examinations during the course of studies may be assessed by one examiner. In the case of a failed third attempt, the examination must also be evaluated by a second examiner.
- (10) Following correction and grading, documentation of examination performances (protocols, written papers, assignments, examinations, portfolios, internship reports, practice reports, practice transfer reports/projects) is to be handed over to the examination management for safekeeping.
- (11) Assessments of portfolios and major paper take place during the semester.
- (12) Examination dates will be announced in good time before the start of the respective assessment. The announcement should be made through the system provided for by the university.
- (13) Repeat examinations are usually offered and held within the following semester. Written repeat exams are offered within a two-week examination period in the following semester. In the summer semester, this period is usually in the last two weeks of May. In the winter semester, this period is in the last two weeks of November. In the final semester of a course of study, the repeat examinations are offered and held during the same semester. The dates shall be announced in accordance with paragraph 12.
- (14) Repeat examinations should be offered in the examination method defined in the description for the respective module.

- (15) Notwithstanding paragraph 14, the final examination attempt (third attempt) for examinations during the course of study may be conducted as an oral examination in accordance with the regulations of section 33 paragraph 1 sentence 2 BerlHG upon application to the examination board.

## **Section 20 Assessment of Exam Achievements**

- (1) Modules are generally concluded by an examination. The grades for the examination performances and for the final examination shall be determined by the respective examiners. The following basic grades are to be used for assessing module examination performances:

1	=	very good	-	an outstanding achievement
2	=	good	-	an achievement which lies substantially above average requirements;
3	=	satisfactory	-	an achievement which corresponds to average requirements;
4	=	sufficient	-	an achievement which, despite its shortcomings, still meets the requirements;
5	=	insufficient	-	an achievement which, due to significant shortcomings, does not meet the requirements.

- (2) By decreasing or increasing individual grades by 0.3, intermediate values may be formed for differentiated assessment; grades of 0.7; 4.3; 4.7 and 5.3 are excluded. If the average value of two grades is between two thirds of these grades, rounding down should be applied.

- (3) The grade distribution below provides the grades to be applied according to the grading scale set out in paragraph 1:

1,0 to 1,3	very good
1,7 to 2,3	good
2,7 to 3,3	satisfactory
3,7 to 4,0	sufficient
> 4,0	insufficient

## **Section 21 Written Exams**

- (1) Written exams are intended to prove a candidate's ability to identify and solve problems from areas of the respective module, using the common methods of their subject area to work out a solution within a limited time frame and with the approved tools.
- (2) Written examinations take place under supervision on the premises of the bbw University of Applied Sciences or, if suitable, digitally. The time allocated for the examination may be set at a minimum of 90 minutes, 120 minutes or a maximum of 150 minutes and is defined in the digital descriptions of the respective subject/modules. An additional 45

minutes must be granted for digital examinations (online examinations), to allow for potential technical challenges. This additional time allowance must be taken into account within the systems used for the online examinations.

- (3) The tasks of a written exam are usually set by an examiner. The examination papers must be submitted to the examination management at least 14 days prior to the examination date so that the exam can be arranged in time. The examination management must ensure that this deadline is met.
- (4) Written exams are to be assessed and marked according to the table provided. A grading system based on 100 points is intended to be used by default.
- (5) The grading of the written exam should be communicated to the examination candidates no later than six to eight weeks after the examination date in accordance with the procedure provided for this purpose.

### **Section 22 Written Papers**

- (1) By means of written papers, candidates should demonstrate their capability of producing short pieces of writing in accordance with a task set by the examiner. Written papers can comprise a variety of texts such as essays, summaries, abstracts, excerpts, thesis statements or case studies etc.
- (2) Written papers should comprise of at least 6 but no more than 10 pages. Deviations from this rule may be permitted in reasonable exceptional circumstances.
- (3) Processing time for written papers is four to six weeks.
- (4) Specific examination modalities for a written paper, such as scope, duration and due date, should be determined by the examiner who should also observe the usual deadlines and inform the examination management as well as the students in accordance with section 18 paragraphs 4 and 5.
- (5) Written papers are to be submitted to the respective examiner by the agreed due date. The correction and grading of a written paper is to be communicated to the students not later than six to eight weeks after the due date and in accordance with the procedure provided for this purpose. After correction and grading, the written papers are to be sent to the examination management for safekeeping.

### **Section 23 Papers**

- (1) By means of a paper, students should prove that they are capable of transferring theoretical or factual knowledge into applicable knowledge, and that they can demonstrate a confident handling of scientific sources, data analysis and scientific formulations by applying scientific working methods.
- (2) A paper can be completed as a minor paper (kleine Hausarbeit) with a length of 8 to 12 pages, or as a major paper (große Hausarbeit) not below 15 but not above 25 pages per student.

- (3) Papers can be completed as individual or group work. In doing so, attention must be paid to compliance with section 19 paragraph 7.
- (4) Minor papers are intended as assessments during the course of study, while major papers are set in the modules “Student Research Project”, “Student Research Project I” and “Student Research Project”.
- (5) The scope, duration and submission date of the minor paper are determined by the examiner who shall also observe the usual time limits and inform the examination management and students in accordance with section 18 paragraphs 4 and 5.
- (6) The topic for the major paper as part of the modules “Student Research Project”, “Student Research Project I” and “Student Research Project II” will be agreed with an examiner. The agreed topic and examiner must be verified by a previously announced deadline via the system provided by the university.
- (7) The processing time for a minor papers is four to six weeks, and eight weeks from topic confirmation to submission deadline for major papers which are part of the modules “Student Research Project”, “Student Research Project I” and “Student Research Project II”.
- (8) The major paper must be submitted via the system provided by the university by the submission deadline.
- (9) Papers are usually graded by the respective examiners.
- (10) Students must be informed about the grading of their assignment no later than eight weeks after the submission deadline in accordance with the procedure provided for this purpose.

### **Section 24 Portfolio Assessment**

- (1) The portfolio assessment is an accumulated examination method which is taken during the course of a semester and which offers the opportunity to combine different exam elements so that a variety of competences can be assessed. A portfolio may combine written elements (this list is not exhaustive) such as essays, reports, extracts, summaries, synopses, reviews and tests, with oral elements (this list is not exhaustive) such as talks, presentations, discussions, statements, or practical tasks (this list is not exhaustive) such as samples, models, model layouts and graphic designs. This examination method is suitable for digital implementation.
- (2) An individual element of a portfolio assessment must not be of the same scope as a standalone examination method in accordance with sections 21, 22, and 23.
- (3) The end date of the portfolio assessment (i.e., the assessment date), the exact scope and number of portfolio elements offered and to be evaluated, their individual deadlines and substitute options, as well as the respective assessment scales are determined by the examiner, who shall also inform the examination management and students in accordance with sections 18 paragraphs 4 and 5.

- (4) If an insufficient amount of portfolio elements is compiled to be assessed/graded, the portfolio is graded with a score of 5.0 (insufficient) and the examination is assessed as “failed”.
- (5) A portfolio assessment may only be repeated as a whole. Elements already developed and assessed may not be used for repeat exams.
- (6) As opposed to section 19 paragraph 13, repeat exams for portfolios are conducted and offered by the lecturer (i.e., the examiner) during the respective semester. As a general rule, processing of the repeat portfolio exam can start after a two-week break from the date of the original examination. Examination management and students shall be informed about the modalities according to paragraph 3 in good time and in accordance with section 18 paragraphs 4 and 5.
- (7) Further attempts to repeat a portfolio exam may be possible in the following semesters within a current course on offer and in conjunction with a subsequent examination offer.

### **Section 25 Exam Notifications, Deadlines, Illness on the Day of the Examination**

- (1) Students of the bbw Hochschule – University of Applied Sciences are automatically registered for module examinations during their studies. Automatic enrolment takes place per semester in accordance with the applicable curriculum and examination regulations of the relevant degree program. The university reserves the right to exclude students from examinations in a current semester due to unpaid tuition fees.
- (2) Students who were unable to keep the date of the initial examination or the date of the repeat examination according to section 19 paragraph 14, cannot be guaranteed compliance with the standard period of study by bbw Hochschule – University of Applied Sciences.
- (3) If an examination is not being achieved duly and within deadlines, if the examinee fails to appear for an examination fixed in time and place, or withdraws from the examination after it has started, the examination result is graded as “insufficient” (5.0) and the examination is assessed as “failed”.
- (4) If, due to illness an examinee does not appear on the date of an examination that is fixed in time and place, or withdraws from an examination after it has started, they are required to produce a medical certificate or, in the case of inpatient treatment, the admission confirmation of the hospital concerned. The medical certificate or admission confirmation must be submitted to the Examination Management immediately within three working days.
- (5) Upon completion of individual examinations, students may request to inspect the assessment of their examination. Applications must be submitted to the examination management within 14 days following the announcement of the respective examination result via the system provided by the university.

- (6) Students may appeal to the Examination Board against their examination results in written or electronic form within one month after the announcement of the examination results. The appeal must be substantiated.

### **Section 26 Cheating, Violations, Warnings**

- (1) If a student uses non-permitted equipment, fails to list sources used in module examinations or theses, or otherwise attempts to deceive, they will be excluded from the examination and/or the respective examination achievement will be graded as "insufficient" (5.0). In the case of proof of the practical components, the module is assessed as "failed" and thus not credited.
- (2) If it is subsequently established that a student is guilty of attempted deception in accordance with paragraph 1, the assessment of the relevant examination may subsequently be changed to "insufficient" (5,0) or "failed". Any admission to the final examination may be revoked, issued degree diplomas may be withdrawn and confiscated.
- (3) If examinees repeatedly disturb the proper conduct of an examination and do not respond to verbal warnings, the examiner or invigilator may exclude them from continuing the examination. In this case, the examination achievement is considered "insufficient" (5.0).
- (4) Compromising decisions in compliance with paragraphs 1 to 3 must be communicated to the student without delay in writing and shall state the reasons on which they are based. The examinee shall be granted a legal hearing.
- (5) Violations in compliance with paragraphs 1 and 2 are punishable by a formal written warning reserving the right of bbw Hochschule – University of Applied Sciences to exclude students from further examinations should additional violations in compliance with paragraphs 1 and 2 become known and to initiate compulsory exmatriculation.
- (6) An academic degree awarded by bbw Hochschule – University of Applied Sciences may be withdrawn if it is subsequently proven that the degree was acquired by deception or that essential prerequisites for the award were not met.
- (7) The withdrawal of an academic degree awarded by bbw Hochschule – University of Applied Sciences shall be decided on by the Rector on the recommendation of the Examination Board.

### **Section 27 Compensation for Disadvantages**

- (1) Students can apply for compensation if they have a proven physical, mental or psychological handicap. A written application must be submitted to the Examination Board not later than six weeks before the first examination date, stating the reasons for the application, together with appropriate proof. Compensation for disadvantages is granted in the form of additional work equipment and resources to the extent necessary to achieve equal opportunities. For this purpose, processing periods may be extended to an appropriate extent or the examination may be approved in another form. Compensation for disadvantages may also take the form of a special study plan.

- (2) Students shall be entitled to the provisions of the Maternity Protection Act formulated in sections 3, 4, 6 and 8 as well as to the corresponding periods of the Federal Child-Raising Allowance Act on parental leave.
- (3) Childcare and care obligations of students must be taken into account in such a way that the studies can be completed within the standard period of study.

### **Section 28 Consideration of Religious and Cultural Diversity**

- (1) According to Article 4 of the Basic Law for the Federal Republic of Germany, freedom of faith and of conscience and freedom to profess a religious or philosophical creed shall be inviolable.
- (2) Examinations are usually planned taking into account the right to exercise freedom of religion and culture. This means, in particular, taking into account relevant public holidays.
- (3) If insufficient consideration is taken with regards to the freedom of religion and culture, members of the university have the right to submit written requests to the Examination Board to change an examination date after it's announcement.

### **Section 29 Final Examinations**

- (1) The degree programm ends with the successful completion of the last final examination.
- (2) With the written thesis, candidates should demonstrate their ability to independently work on a given problem with scientific methods within a given time limit. Candidates are encouraged to submit their own suggestions for topics.
- (3) With the oral final exam, candidates should demonstrate that they are able to present and defend the subject of their thesis verbally and that they can incorporate it within the context of the study.
- (4) A failed written thesis may be repeated once.
- (5) A failed oral final exam may be repeated once.
- (6) The organization of the final examinations is the responsibility of the Examination Management, its implementation falls to the respective Examination Committee.
- (7) Admission to the final examination must be applied for. Applications are bound to special requirements formulated in section 30. Applications must be submitted digitally to the Examination Board via the Examination Management by the system provided for by the university. The Examination Board, which decides on admission, also instructs the anchor professor to decide on the suitability of the topic and to release it. The application must be accompanied by:
  - a. Proof of existence of the requirements in accordance with section 30 paragraph 2 or 3 and, where applicable, the requirements specified in the Study and Examination Regulations and
  - b. Explanations concerning the obstacles mentioned in section 30 paragraph 2 or 3 respectively.

- (8) Admission shall be granted upon:
  - a. complete submission of the documents required; and
  - b. fulfilment of the requirements set out in section 30, paragraph 2 or 3 respectively and, if applicable, the requirements set out in the Study and Examination Regulations.
- (9) The thesis has to be evaluated by two reviewers who shall conform with paragraphs 10 and 11. The first reviewer is the first examiner; the second reviewer is the second examiner. The grade of the written thesis is derived from the arithmetic average of the thesis reviewer's individual assessments if the difference between the two grades is less than 2.0. If the difference is 2.0 or more, the Examination Board shall appoint a third examiner to the examination. In this case, the grade of the written thesis is derived from the arithmetic average of the three individual assessments. All assessments must be justified in writing.
- (10) The first reviewer for theses of Bachelor's and Master's degree programmes shall be appointed by the Examination Board from the pool of professors or lecturers of the respective degree programme in which the thesis is being prepared, provided that the requirements of section 19 paragraph 5 and 6 respectively.
- (11) Provided the requirements of section 19 paragraph 5 or 6 respectively are met, second reviewers for theses of Bachelor's and Master's degree programmes can be appointed from a pool of external reviewers other than the group of persons mentioned in paragraph 10.
- (12) Students of German taught degree programmes may write and take their final examinations in English provided that the respective reviewers agree to a corresponding written application by the student(s), which must be submitted together with the application for admission to the final examination. Approval is based on the reviewer's willingness to examine and assess in English.
- (13) Proposals for the assumption of review activities by certain first and second reviewers can be submitted by the student via the application for admission. The willingness of the first and second reviewer to take on the review activity shall be evidenced by a declaration of willingness, which may also be signed digitally. The reviewers may request a synopsis from the student prior to confirming their decision.
- (14) If a student is unable to find suitable first and second reviewers, the chairperson of the Examination Board will ensure that the student is assigned a subject and a first and second reviewer for their thesis.
- (15) Candidates will receive a written notification from the Examination Board upon successful admission of their written thesis. The notification date shall be recorded by the Examination Management and is considered as the date the subject of the thesis was issued. The written notification also confirms the date by which the thesis has to be completed and submitted via the system provided by the university in accordance with paragraph 21.
- (16) The subject of a thesis can be changed only once and within the first month after the topic was issued. A new application must be made in accordance with paragraph 7.



- (17) The processing time for the final thesis as part of a bachelor's degree programm is nine weeks for the full-time form and 16 weeks for the part-time form. The processing time for theses as part of a Master's degree programm is 16 weeks.
- (18) The processing time for the completion of a thesis may be extended by a maximum of two weeks by the Chair of the Examination Board with the approval of the first reviewer and at the request of the candidate. Extensions based on proven illness are granted for the duration of the sickness notice. Admission to a thesis expires if the duration of an illness lasts for more than three months. A new application shall be submitted in accordance with paragraph 7.
- (19) Group work is generally permitted and must be carried out in accordance with section 32 paragraph 5 BerlHG provided suitable subjects are being discussed.
- (20) A list of the resources used must be attached to the thesis. Candidates must also attach a declaration to confirm that they have produced their work independently and without the use any other means than the ones indicated. They must further declare that they have identified as such all passages taken verbatim and analogous from published or unpublished works. Finally, candidates must attach a statement to confirm that their thesis has not already been prepared, even in part, for another examination.
- (21) The written thesis is to be submitted in due time to the Examination Management in the form of two hardbound physical copies in accordance with sentence 2 of this paragraph. The decisive date for the receipt of the thesis shall be the date appearing on the incoming mail stamp. The digital copy must be submitted in due time to the Examination Management via the system provided by the university. If the thesis is not submitted in due time and form, it will be assessed as "insufficient" (5.0).
- (22) The turnaround time for a thesis assessment should not be more than four weeks for bachelor theses and six weeks for master theses.
- (23) A completely new thesis in terms of topic and content must be applied for and written in the case of second attempt at the final examination.

### **Section 29 a Bachelor Final Examinations**

- (1) The final examinations of Bachelor's degree programm consist of a written final thesis of at least 30 to a maximum of 60 pages, which is to be graded by a first and second reviewer in accordance with section 29 paragraph 9, as well as by an oral final examination.
- (2) The oral final examination shall last for 30 minutes and be held in the form of a colloquium.
- (3) As part of the colloquium, candidates have 10 to 15 minutes to present specific aspects of their work in greater detail. The candidate's presentation will be followed by an academic discussion with the Examination Committee to determine whether the student has specialist and interdisciplinary knowledge of the subject areas specific to the relevant bachelor's degree programm. Thematic limitations are permitted.
- (4) The oral final examination can be held as an individual or group examination.

- (5) The oral final examination is usually held on the premises of the bbw Hochschule - University of Applied Sciences. It is possible to conduct the final oral examination digitally.
- (6) The oral final examination is conducted in accordance with section 33 paragraph 1 Ber-IHG. Therefore, an Examination Committee is formed for the final oral examination at the bbw Hochschule - University of Applied Sciences. As a rule, the Examination Committee consists of a chairperson, a first examiner and a second examiner. The chair of the Examination Committee can be assumed by the first examiner (first reviewer) provided they are professors employed by bbw Hochschule – University of Applied Sciences. The chair of the Examination Committee may also be assumed by the second examiner (second reviewer), provided they are professors employed by bbw Hochschule - University of Applied Sciences. In the cases mentioned above, both the chair of the Examination Committee and the first or second examiner are the same person. If neither the first nor the second examiner are authorised to chair the Examination Committee, the Examination Board shall appoint a professor employed by bbw Hochschule - University of Applied Sciences as chairperson of the Examination Committee. Accordingly, the first and second reviewer of the written thesis are members of the Examination Committee. In the event that the second reviewer of the written final examination is unable to participate in the Examination Committee as a second examiner, an assessor can be appointed in accordance with section 19 paragraph 6.
- (7) The oral final examination is open to the public unless a candidate objects or the public is excluded by a requested non-disclosure notice for the topic of the final paper. The deliberations of the examination committee and the announcement of grades shall take place in camera.

### **Section 29 b Master Final Examinations**

- (1) The final examinations of masters' degree programmes consist of a written final thesis of at least 60 to a maximum of 100 pages, which is to be graded by a first and second reviewer in accordance with section 29 paragraph 9, as well as by an oral final examination.
- (2) The oral final examination shall last for 30 minutes but no longer than 45 minutes and will be held in the form of a colloquium.
- (3) As part of the colloquium, candidates have 10 to 15 minutes to present specific aspects of their work in greater detail. The candidate's presentation will be followed by an academic discussion with the Examination Committee to determine whether the student has specialist and interdisciplinary knowledge of the subject areas specific to the relevant Master's degree program. Thematic limitations are permitted.
- (4) The oral final examination can be held as an individual or group examination.
- (5) The oral final examination is usually held on the premises of the bbw Hochschule - University of Applied Sciences. It is possible to conduct the final oral examination digitally.
- (6) The oral final examination is conducted in accordance with section 33 paragraph 1 Ber-IHG. Therefore, an Examination Committee is formed for the final oral examination at the bbw Hochschule - University of Applied Sciences. As a rule, the Examination Committee

consists of a chairperson, a first examiner and a second examiner. The chair of the Examination Committee can be assumed by the first examiner (first reviewer) provided they are professors employed by bbw Hochschule – University of Applied Sciences. The chair of the Examination Committee may also be assumed by the second examiner (second reviewer), provided they are professors employed by bbw Hochschule - University of Applied Sciences. In the cases mentioned above, both the chair of the Examination Committee and the first or second examiner are the same person. If neither the first nor the second examiner are authorised to chair the Examination Committee, the Examination Board shall appoint a professor employed by bbw Hochschule - University of Applied Sciences as chairperson of the Examination Committee. Accordingly, the first and second reviewer of the written thesis are members of the Examination Committee. In the event that the second reviewer of the written final examination is unable to participate in the Examination Committee as a second examiner, an assessor can be appointed in accordance with section 19 paragraph 6.

- (7) The oral final examination is open to the public unless a candidate objects or the public is excluded by a requested blocking notice for the topic of the final paper. The deliberations of the examination committee and the announcement of grades shall take place in camera.

### **Section 30 Admission Requirements for Final Examinations**

- (1) Admission to the final examinations may be granted to anyone who is enrolled in the relevant degree programme at bbw Hochschule - University of Applied Sciences and who has submitted the application for admission to the final examination for Bachelor's or Master's degree programme to the Examination Management in full and on time.
- (2) Admission to the written final examination for Bachelor's degree programmes of the bbw Hochschule – University of applied sciences is granted provided
  - a. a minimum of 140 ECTS credits in full-time Bachelor's degree programmes with a standard period of study of six or seven semesters, in compliance with section 2 paragraph 2 a., b. and c.,
  - b. a minimum of 170 ECTS credits in English taught full-time Bachelor's degree programmes with a standard period of study of seven semesters in compliance section 2 Paragraph 2 a.,
  - c. a minimum of 145 ECTS credits in part-time bachelor's degree programmes with a standard period of study of eight semesters in compliance section 2 paragraph 2 d. and e.

has been achieved. The Study and Examination Regulations may contain further provisions for the admission of final examinations.

- (3) Admission to the written final examination for full-time master's degree programmes at bbw Hochschule – University of Applied Sciences is granted provided a minimum of 78 ECTS credits have been achieved. Admission to the written final examination for part-time master's degree programmes at bbw Hochschule – University of Applied Sciences is granted if at least 83 ECTS credits have been achieved. The Study and Examination Regulations may contain further provisions for the admission of final examinations.

- (4) Admission to the oral final examination of a degree program shall be granted to those who have passed
- all examination achievements of the relevant degree program and
  - the written thesis.

### Section 31 Grade Formation, Final Grade

- (1) A degree program has been passed provided that:
- the minimum number of ECTS credits referred to in section 30, paragraphs 2 and 3, or the ECTS credits set out in the Study and Examination Regulations, has been achieved,
  - the modules have been assessed with marks not lower than “sufficient” (4.0), and,
  - the final exams have been assessed with marks not lower than “sufficient” (4.0).
- (2) The final grade of a degree is the weighted arithmetic average of the individual module grades and the grades of the final examinations. The weighting corresponds to the proportion of ECTS credits in the total number of individually assessed examinations. The module grades as well as the grades of the final examinations are multiplied by the respective allocated ECTS credits and then divided by the number of ECTS credits of all individually assessed modules and the final examinations. These values are added together.
- (3) The arithmetic average referred to in paragraph 2 shall be given to one decimal place; all other places are deleted without rounding. In the case of an average, the overall grade of the degree to be shown in the certificate is:

1,0 to 1,5	very good
1,6 to 2,5	good
2,6 to 3,5	satisfactory
3,6 to 4,0	sufficient
4,1 to 5,0	insufficient

- (4) In addition to the German grading system, the ECTS grading system will also be shown on the degree certificate.

ECTS	Percentage of Students to achieve this Grade	German Grading System	Definition
<b>A</b>	10	1,0 – 1,5	<b>Excellent:</b> Outstanding performance with only minor mistakes
<b>B</b>	25	1,6 – 2,0	<b>Very good:</b> Above average performance with some mistakes

<b>C</b>	30	2,1 – 3,0	<b>Good:</b> generally sound performance with a number of notable mistakes
<b>D</b>	25	3,1 – 3,5	<b>Satisfactory:</b> a fair performance but with significant shortcomings
<b>E</b>	10	3,6 – 4,0	<b>Sufficient:</b> A performance meeting the minimum criteria
<b>FX</b>		4,1 – 4,5	<b>Fail:</b> Some more work is required to pass
<b>F</b>		4,6 – 5,0	<b>Fail:</b> Considerable further work is required to pass

### **Section 32 Certificates, Certifications, Diploma Supplement, Official Documents**

- (1) A certificate shall be issued within four weeks after the final examination (colloquium) on the successful completion of the degree. The certificate shall contain the grades of the course-related examinations (transcript of records), the grades of the final examinations and the overall grade of the degree. The certificate bears the date of the last examination (colloquium).
- (2) If a final examination has been definitively failed, the Examination Management shall issue a written certification which shall be accompanied by instructions on how to appeal. At the candidate's request, the Examination Management shall also issue a certificate showing the examination achievements and their grades and indicating which of the final examinations were definitively failed. In the case of discontinuation of studies, these provisions apply accordingly.
- (3) The certificate referred to in paragraph 1 as well as the certifications referred to in paragraph 2 are to be signed by the Chair of the Examination Board.
- (4) The diploma supplement to be awarded is intended to facilitate and improve the evaluation and classification of academic qualifications for both study and professional purposes. In addition to personal details, a diploma supplement shall contain the following information: type of degree, status of the university awarding the degree, detailed information on the degree program in which the degree was obtained (e.g. degree program profile), qualification objectives of the degree program and, if applicable, its specialisations, acquired competences, admission requirements, study requirements, course of studies.
- (5) In addition to the certificate, candidates shall receive an official document confirming their successful completion of the bachelor or master examination. The official document shall bear the date of the certificate and confirm the award of the academic degree pursuant to section 2 or the respective Study and Examination Regulations.
- (6) The official document shall be signed by the Rector and bear the seal of the bbw Hochschule – University of Applied Sciences.

## **Final provisions**

### **Section 33 Commencement**

These Framework Study and Examination Regulations take effect with the approval of the Senate Chancellery – Higher Education and Research from 01.04.2021.

The present version replaces the Framework Study and Examination Regulations of 27.03.2015.