

The General Examination Rules and Regulations for the Bachelor's and Master's degree programs at the University of Kassel (AB Bachelor/Master) from 2 June 2004

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Section 1: General regulations

§ 1

Applicability

- (1) The General Examination Rules and Regulations apply to Bachelor's and Master's degree programs at the University of Kassel.
- (2) Individual faculty amendments to the General Examination Rules and Regulations require the approval of the senate and, after accreditation, the assent of the president. The assent is to be restricted in accordance with the accreditation.

§ 2

Standard term of study

- (1) For degree programs that end with the Bachelor's examination as a first professional degree, the standard term of study is at least six and not more than eight semesters, including periods of practical training and the Bachelor's thesis.
- (2) For degree programs that end with the Master's examination as a secondary professional degree, the standard term of study is at least two and not more than four semesters, including the Master's thesis.
- (3) For consecutive programs, the entire term of study should not exceed ten semesters.
- (4) Depending on the term of study, between 180 (minimum) and 240 (maximum) credits have to be earned for a Bachelor's degree. For the Master's degree, 300 credits have to be earned, including the credits from previous studies.
- (5) Shorter terms of study are possible under certain special circumstances.
- (6) Special terms of study apply for part-time students. These are set down in the examination rules and regulations of the individual faculties.

§ 3

Examinations, academic degrees

- (1) In the four-year Bachelor's degree program, the examination rules and regulations of the respective faculties indicate which modules need to be passed in order to achieve the equivalent of an intermediate examination (*Zwischenprüfung*).
- (2) Both Bachelor's and Master's degree programs conclude with an examination.

- (3) The Bachelor's examination serves to ascertain whether the candidate has acquired sufficient specialized knowledge in the examination subjects, is capable of independently applying scientific methods and knowledge and is prepared for an early transition to professional life.
- (4) The Master's examination serves to ascertain whether the candidate has acquired thorough specialized knowledge in the examination subjects, understands the complexities of the subject, is capable of independently applying scientific methods and knowledge and is prepared for the transition to professional life.
- (5) On the basis of the passed Bachelor's examination, the department confers the respective degree according to the examination rules and regulations of the faculty, depending on the subject group:

<u>Subject Group</u>	<u>Degrees</u>
Linguistics and civilization studies Sports, sports science Social science Art, art studies	Bachelor of Arts (B.A.) Master of Arts (M.A.)
Mathematics Natural sciences Agricultural, forest and nutritional sciences	Bachelor of Science (B.Sc.) Master of Science (M.Sc.)
Engineering	Bachelor of Science (B.Sc.) Master of Science (M.Sc.) or Bachelor of Engineering (B.Eng.) Master of Engineering (M.Eng.)
Business	Bachelor of Arts (B.A.) Master of Arts (M.A.) or Bachelor of Science (B.Sc.) Master of Science (M.Sc.)
Law	Bachelor of Laws (LL.B) Master of Laws (LL.M)

- (6) The Master's degree programs are to be differentiated according to whether they are "more oriented toward application" or "more oriented toward research"; this orientation is to be described in the diploma supplement (§ 20 Para. 5). On the basis of the passed Master's examination, the department confers the appropriate degree according to the examination rules and regulations of the respective faculty (see Para. (5) above). For interdisciplinary courses of study, the degree conferred will reflect the "major" course of study. Concerning the engineering and business programs, the degree depends on the orientation of the course of study as regards content. Specialist additions to the final degrees are excluded.
- (7) For non-consecutive courses of study, Master's degrees are allowed that differ from the previously mentioned degrees (e.g. Master of Business Administration, MBA).

§ 4
Board of examiners

- (1) For every course of study the faculty council sets up a board of examiners. The board of examiners is responsible for the implementation of the examination procedures and for the tasks laid down by the examination rules and regulations. It takes care that the examination rules and regulations are followed. It reports regularly to the faculties involved about changes to the periods of examination and study, including the actual time it takes to work through the final thesis as well as the assignment of grades in the various subjects and overall grades. The board of examiners makes suggestions concerning the reform of the academic regulations/course timetables and the examination rules and regulations.
- (2) The board of examiners consists of professors, students and academic staff at a ratio of 3 to 1 to 1. The term of office for students is one year and for the other members two years. The terms of office may be extended. The members and their substitutes are elected by the faculty council on the suggestion of the members of the respective group within the faculty council. The board of examiners elects a chairperson as well as a substitute from among the professors on the board. The chairperson is executive director of the board of examiners and directs the meeting of the board of examiners. The examination rules and regulations of the faculties can transfer further areas of competence to the chairperson. The chairperson of the board of examiners can delegate particular tasks concerning examination organization. After the board of examiners has been appointed, the president is to be notified at once.
- (3) The board of examiners has a quorum if at least half the members are present and the meeting has been convened in accordance with the rules. Resolutions are passed with the majority of the votes of the members in attendance.
- (4) The members of the board of examiners are bound to secrecy. If they do not belong to the civil service, the chairperson has to bind them to secrecy.

§ 5
Examiners, observers

- (1) The board of examiners summons the examiners and observers for the individual examinations. The board can transfer the summoning to the chairperson.
 - (2) Persons who qualify as examiners are stipulated by the applicable Hessian higher education act.
University examinations can be held by
 - professors
 - academic staff and
 - part-time lecturers who offer courses in the examination subjects or could be requested to do so.
- The participation of academic staff in university examinations is only allowed if they have a teaching post in the examination subject.
- (3) Only those persons may be summoned as observers who passed the respective Bachelor's or Master's examination or a comparable examination.
 - (4) The board of examiners takes care that the names of the examiners are announced to the candidates in time, but no later than 14 days before the respective examination.
 - (5) For examiners and observers, § 4 Para. 4 applies.

Section 2: Joint regulations

§ 6
Modules

- (1) The courses of study are composed of modules. The academic studies are subdivided into compulsory modules and optional compulsory modules and the module "thesis".
- (2) A module is a unit of study of a specified duration dealing with a particular subject matter. Modules are generally a constellation of thematically related courses, including periods of practical training and project work as well as periods of independent study. Modules can also be singular units of practical training or project and thesis work. The contents of a module are usually designed to be taught over one semester or one year. Block modules are possible.
- (3) Every module ends with an examination. Examinations are given in accordance with the duration and subject matter of the corresponding module. Academic achievement is assessed either by a final examination or by the cumulative grade of several module-part examinations.

- (4) Within a module, academic work can be made a prerequisite to taking the examination. Academic work has to be relevant to the respective module and able to be completed within the time limits imposed by the module.
Academic work could be in the form of:
- - Oral examinations
 - - Practical examinations
 - - Written examinations
- Academic work can be assessed as “passed” or “not passed”. If academic work is graded, § 12 Para. 1–3 applies. Concerning group work, the individual achievement has to be clearly distinguished and assessable.
- (5) It is possible to take examinations in further modules apart from the prescribed ones (elective modules). The result of these examinations are not included in the overall grade.
- (6) Every module is to be described individually in a handbook, which is essentially part of the respective examination rules and regulations. The description has to offer students reliable information on the schedule of studies, content, qualitative and quantitative requirements, and integration into the overall curriculum or its relation to other modules. The description should at least include the following information:
- Content and objective of the module
 - Teaching form
 - Prerequisites for participation
 - Usability of the module
 - Requirement for earning credits
 - Credits and grades
 - How often the module is offered
 - Amount of work involved
 - Duration of the module
- (7) Individual modules should offer interdisciplinary content and opportunities for honing communication skills. Module content should be evaluated and organized in accordance with the objectives of the respective curriculum. In the course of this, the general aims of education and program priorities of the University of Kassel should be considered. The gender aspect should also be taken into account.
- (8) In particular, practical training modules should constitute a typical learning situation that facilitates the development of a critical, thoughtful, professional ability to make decisions and assume responsibility. They afford students the opportunity to apply the knowledge and skills acquired during their academic studies and to reflect upon and evaluate the experiences they gained during the work placement. Practical training modules can take the form of internships, career-oriented studies, project work or project studies. Those courses of study that end with the first professional degree need to integrate a practical training module, which should comprise 6 (minimum) up to 26 (maximum) weeks in a full-time job. If legal provisions prescribe

longer terms of practical training, then the durations mentioned in the examination rules and regulations of the respective faculties may differ from those above.

§ 7 **Credits**

- (1) Every module is assigned credit pursuant to the examination rules and regulations of the faculties and the descriptions of the respective modules. Credits also facilitate the transference of earlier academic work to other courses of study at the University of Kassel or any other institution of higher education. In this regard, the resolutions and recommendations of the Ministers of Education and Cultural Affairs Conference and the German Rectors Conference as well as the European Credit Transfer System must be taken into consideration.
- (2) Credits can only be earned by passing the respective examinations. A regular work load is defined as no more than 1800 working hours per academic year. These hours correspond to 60 credits (ECTS points). The number of credits for a module is determined by the proportional share of working hours that a student of average ability needs for attendance, preparation, reworking and examinations.

§ 8 **Examination registration and admission**

- (1) Module/module-part examinations can only be taken by students who are registered in the appropriate Bachelor's or Master's degree program.

(2) The candidate has to register for a module/module-part examination within the deadlines that have been fixed and announced by the board of examiners. Before registering, the candidate has to do the preliminary work necessary for the module/module-part examinations. Examination candidates must also submit a declaration stating whether they have failed a corresponding examination in the same or a comparable program of studies or whether their examination proceedings are still pending.

(3) Only those students are admitted to the Bachelor's or Master's thesis who:

1. are registered in the respective Bachelor's or Master's degree program,
2. were registered for at least one semester at the University of Kassel before registering for the Bachelor's or Master's thesis and
3. passed the module examinations that the rules and regulations of the faculties required.

← - - - - **Formatiert:** Nummerierung und Aufzählungszeichen

(4) The application for the admission to the Bachelor's or Master's thesis must be sent in writing to the appropriate board of examiners.

The application must include:

1. documentation of qualification for admission, as mentioned in Para. 1
2. a declaration stating whether the candidate has failed a Bachelor's or Master's thesis in the same or a comparable program of studies or whether their examination proceedings are still pending.

← - - - - **Formatiert:** Nummerierung und Aufzählungszeichen

(5) The application should include:

1. a proposal of a subject for the Bachelor's or Master's thesis
2. a proposal of the supervisor as well as the second examiner of the Bachelor's or Master's thesis
3. if applicable, a declaration that the Bachelor's or Master's thesis should be written within the framework of a group (group work).

← - - - - **Formatiert:** Nummerierung und Aufzählungszeichen

(6) If the candidate has no possibility to enclose the documentation required under Para. 2, the board of examiners may accept another form of proof.

- (7) The board of examiners decides on the admission to the Bachelor's or Master's thesis. It can transfer the decision-making powers to the chairperson. Admission may only be denied if
1. the general admission requirements under Para. 3 or the corresponding special admission requirements under §21 or §23 have not been fulfilled or
 2. the documents are incomplete or
 3. the candidate has definitively failed the module examination required by the rules and regulations of the faculties in the same or a comparable program of studies or his or her examination proceedings are still pending or
 4. the candidate has lost his or her right to take the examination by missing the examination entrance deadlines or has lost the certificate of examination.
- (8) The chairperson of the board of examiners will inform the candidate of the rejection of his/her application for admission in due form. Rejections are to be substantiated and instructions on rights to appeal are to be enclosed.

§ 9

Type of examination

- (1) Examinations may take the forms of module/module-part examinations, Bachelor's or Master's thesis, and colloquia. There are two types of module/module-part examinations:
1. Written examination (§ 10)
 2. Oral examination (§ 11)
- The examination rules and regulations of the individual faculties may allow other forms of examination as well as computer-based examinations as long as they can be evaluated according to the same standards.
- (2) Concerning group work, the individual contribution has to be clearly distinguished and assessable.
- (3) The rules and regulations of the faculties may allow the taking of an examination in English or another language.
- (4) If the candidate can substantiate the fact that he or she cannot take examinations entirely or partially in the designated form because of a longer-term or permanent physical disability, the candidate is permitted an extension or the possibility of taking an equivalent examination in an alternative way. In this connection a medical certificate may be required. The same applies to academic work under § 6 (4). Candidates must apply in writing for equivalent examinations for reasons of disability. The application should be submitted no later than the date of registration for the examination.

§ 10

Written examinations

- (1) In the written examinations the candidate is to prove that he or she has acquired the necessary basic knowledge and/or the subject-specific skills and can solve problems and deal with topics within a time limit and with restricted aids, using methods common to the subject.
- (2) The written examination is to be taken under invigilation (i.e. supervision). The respective examiner decides on the permissible aids. They will be announced a month before the examination date.
- (3) If a candidate arrives too late to an examination, he or she may not make up for lost time. Leaving the room of the examination is only allowed with the permission of the invigilator.
- (4) The invigilator has to write a short report about every written examination. In this report, he or she has to put down all occurrences that are relevant for grading the examination, especially occurrences under § 14.
- (5) In general, every module examination has to be assessed by at least two examiners. The assessment of a written module examination should not last longer than four weeks. First and second correction must be noted on the examination.
- (6) The time allotted for completing a written examination has to be laid down by the examination rules and regulations of the faculties.

§ 11

Oral examinations

- (1) In oral examinations, the candidate is to prove that he or she understands the complexities of the examination subject and is able to answer specific questions relating to various aspects of the subject. Furthermore, he or she should demonstrate basic knowledge corresponding to his/her level of academic studies.
- (2) The duration of the oral examinations is set down in the examination rules and regulations of the faculties.
- (3) The essential subjects and results of the oral examinations should be recorded in a short report that the examiners and, where applicable, observers have to sign. The result has to be announced to the candidate directly after the oral examination.

§ 12

Assessment of examinations, grading procedure

(1) The basis of the assessment is always the individual achievement of the candidate.

(2) The following grades are used for the assessment of the individual examinations:

Grade 1 "very good" = an outstanding achievement;

Grade 2 "good" = an achievement that is considerably above average;

Grade 3 "satisfactory" = an average achievement;

Grade 4 "sufficient" = an achievement that meets the demands in spite of its deficiencies;

Grade 5 "fail" = an achievement that does not meet the demands because of considerable deficiencies.

The grades for the individual examinations are laid down by the respective examiners.

(3) In order to assess the examinations in a differentiated way, the grades can be raised or lowered by 0.3 to intermediate values; however, the following grades are not permitted: 0.7, 4.3, 4.7 and 5.3.

(4) If a module examination consists of several module-part exams, the grade is the average of the individual exams. Concerning the calculation, only the first decimal place has to be taken into account; all further places are cancelled without rounding them up or off. For the grading procedure, individual module-part exams are treated equally, unless set down otherwise in the relevant examination rules and regulations of the faculties (Para. 5).

Grade averages are as follows:

up to 1.5	= very good
from 1.5 to 2.5	= good
from 2.5 to 3.5	= satisfactory
from 3.5 to 4.0	= sufficient
above 4.0	= fail

The averaging of grades also applies in the case where only one module examination is required and this is assessed differently by two examiners.

(5) The examination rules and regulations of the faculties can weight module-part examinations and module examinations differently in determining the grade and/or

determining individual grades for an overall grade. In this regard, the Bachelor's or Master's thesis is to be given more weight.

- (6) An overall grade is optional for the intermediate examination (*Zwischenprüfung*) certificate; however, an overall grade is compulsory for the Bachelor's and Master's certificate. The overall grade of the intermediate examination consists of the grades of the module examinations. The overall grade of the Bachelor's and Master's examinations consists of the grades of the module examinations and the grade of the Bachelor's or Master's thesis. Paragraph 4 is applicable for arriving at overall grades.
- (7) If an English translation of the certificate is required, the grades for the individual examinations as well as the overall grade are given according to the following range:

Up to 1.5 – <i>sehr gut</i>	very good
from 1.5 to 2.5 – <i>gut</i>	good
from 2.5 to 3.5 – <i>befriedigend</i>	satisfactory
from 3.5 to 4.0 – <i>ausreichend</i>	sufficient
above 4.0 – <i>nicht ausreichend</i>	fail

- (8) In case every individual grade is “very good”, the overall grade is “*mit Auszeichnung bestanden*”, meaning “excellent”.

§ 13

Default and withdrawal

- (1) A module examination is marked with the grade “fail” (5.0) if the candidate misses an obligatory examination date without good reason or if he or she withdraws from an examination that has already commenced without good reason. The same applies if a written module examination is not completed within the appointed working time.
- (2) The reason that is asserted for the withdrawal or default has to be announced and substantiated in written form without delay to the chairman of the board of examiners. If the candidate is ill, he or she has to submit a medical certificate. In cases of reasonable doubt, the certificate of a public health officer is to be required. If the student becomes incapacitated during an examination and is consequently no longer able to take the examination, this has to be reported without delay to the examiner or the supervisor of the examination. The obligation to report and substantiate the reasons to the board of examiners remains unaffected. If the reason is accepted, a new date of examination is appointed.
- (3) If the withdrawal or default has been accepted, the examination results in the already completed modules/module parts will be credited.

§ 14

Deception and infringement

- (1) Examinations are marked with the grade “fail” (5.0) if the candidate has attempted or committed deception or used impermissible aids during examination. A candidate that disrupts the proper course of the examination can be prohibited from continuing the examination by the respective examiner or supervisor; in this case, the examination is graded “fail” (5.0).
- (2) If a candidate has used dishonest means to gain admission to the examination, the board of examiners can decide that the examination be marked as not passed.
- (3) The candidate can request within a period of four weeks that the board of examiners examines the decisions according to Para. 1 and 2.
- (4) Incriminatory decisions by the board of examiners have to be announced without delay to the candidate in written form, to be substantiated and instructions on rights to appeal are to be enclosed.

§ 15

Passing and failing

- (1) A module examination has been passed if the grade is at least “sufficient” (4.0). The examination rules and regulations of the faculties can determine that a module examination consisting of several module–part exams has been passed only if certain exams have been marked with at least “sufficient” (4.0).
- (2) The Bachelor’s or Master’s examination has been passed if all module examinations have been passed.

- (3) If the candidate has failed a module examination or the thesis has been graded worse than “sufficient” (4.0), he or she receives written notification from the board of examiners with information on whether the module examination and the Bachelor’s or Master’s thesis can be repeated and, if so, to what extent and within what time limit. If a repetition is no longer possible, the examination has been definitively failed. In variance from sentence 1, the board of examiners can perform notification by means of a public announcement within the university that has to protect the interests of the persons concerned.
- (4) If the candidate has failed to pass the Bachelor’s or Master’s examination, a transcript can be issued upon request and on presentation of the appropriate documentation as well as confirmation from the registrar’s office that the candidate is no longer enrolled. The transcript contains a list of the examinations completed, their grades, as well as the examinations still open, and indicates that the Bachelor’s or Master’s thesis has not been passed.

§ 16

Repeat examinations

- (1) Failed module examinations can be repeated twice.
- (2) If a module examination consists of several module–part exams, the rules and regulations of the faculties may require that individual exams be repeated that have not been marked with at least “sufficient” (4.0).
- (3) If the Bachelor’s or Master’s thesis has been marked “fail”, it can be repeated once. A new thesis topic will be issued. The candidate for a repeat examination of the Bachelor’s or Master’s thesis may turn down a thesis topic and request another if he or she did not make use of this option while working on the first Bachelor’s or Master’s thesis. A second repetition of the examination is not permitted.
- (4) Unsuccessful attempts to pass the same or a comparable module examination within another course of study at the same university or at another university or at an equivalent institution of higher education in the Federal Republic of Germany will be taken into account.
- (5) The period within which the repeat examination is to be taken is determined by the board of examiners. It should take place as soon as possible. The right to be examined expires in case of default of the repeat deadline, unless the candidate is not responsible for the default.

§ 17
Examination dates

- (1) The examination dates have to be set in such a way that all module examinations can be completed within the standard term of study of the respective curriculum. The statutory terms for leave for expectant and nursing mothers as well as for parental leave must be taken into consideration. Part-time students may apply for an extension of the examination dates.
- (2) The respective faculty guarantees that academic work and module examinations can be completed within the time frame set down in the examination rules and regulations of the respective faculties. The dates of the module examinations and the Bachelor's and Master's thesis have to be announced in due time.

§ 18
Transfer of periods of study and academic achievements

- (1) Candidates may apply for recognition of modules that have been passed with a comparable number of credits in comparable courses of study.
- (2) Modules in courses of study that do not come under Para. 1 will be transferred if equivalence is the case. Modules are equivalent if they correspond basically to the content, scope and requirements of the respective courses at the University of Kassel. In this context, the individual module components are not to be compared; instead, an overall comparison and evaluation is to take place. In assessing the equivalence of modules, credits and the respective examinations, one also has to consider whether the imparted knowledge or qualifications are equivalent.
- (3) If equivalence is the case, credits, academic work, examinations and periods of practical training that have been achieved at a university or an equivalent institution of higher education outside of Germany will be transferred upon application to the appropriate board of examiners. In this respect, the agreements concerning equivalence that were approved by the Ministers of Education and Cultural Affairs Conference and the German Rectors Conference must be observed as well as the arrangements within the framework of university partner agreements. If there are no agreements concerning equivalence, the board of examiners has to make a decision. In cases of doubt about equivalence, the *Zentralstelle für ausländisches Bildungswesen* (Center for Foreign Studies) has to be consulted.
- (4) If academic work and examinations are recognized, the grades – inasmuch as the grading systems are comparable – have to be transferred and included in the calculation of the overall grade. In case the grading systems are not comparable, the remark “passed” is used. An indication of the transfer in the certificate is permissible.

- (5) If the requirements of Para. 1 to 3 have been fulfilled, candidates have the right to a transfer. The board of examiners decides on all cases of transfer.

§ 19

Certificates, diploma and diploma supplement

- (1) The candidate shall receive a certificate attesting to the passed intermediate examination, Bachelor's or Master's examination without delay, if possible within four weeks. The certificate of the intermediate examination has to contain the module grades and, where applicable, the overall grade. The certificate of the final examination has to contain the module grades, the subject of the final thesis, its grade and a note concerning the successful participation in the period of practical training, the standard term of study as well as the overall grade. The examination rules and regulations of the faculties stipulate that the certificate of the Bachelor's or Master's examination also has to contain:
- the discipline
 - the study focus
 - the result of the examinations in the supplementary modules
 - the period of study required up to the end of the final thesis
 - the number of earned credits
- (2) The certificate is signed by the chairperson of the board of examiners and the dean of the faculty (samples 1, 2, 3 in the appendix). The certificate bears the date of the last examination.
- (3) If a candidate has definitively failed the examination, he/she may apply to the board of examiners, upon presentation of the appropriate documentation, for a written transcript that states the passed module examinations and their grades, the number of earned credits, and the fact that the examination has not been passed.
- (4) Along with the certificate of the Bachelor's or Master's examination, the candidate receives the Bachelor's or Master's diploma bearing the date of the certificate. It certifies the conferral of the academic degree (samples 4, 5 in the Appendix). The diploma is signed by the chairperson of the board of examiners and the dean and bears the seal of the University of Kassel.

- (5) Together with the diploma and the certificate, a diploma supplement is issued in accordance with the currently valid regulations between the Ministers of Education and Cultural Affairs Conference and the German Rectors Conference (see sample 6 in the Appendix).
- (6) Upon petition, an additional English–language translation of the certificate and the diploma is issued (samples 1a, 2a, 3a, 4a, 5a in the Appendix).

Section 3: Bachelor's degree

§ 20

Special admission requirements

- (1) In exceptional, well–founded cases, the faculties can prescribe a period of practical training prior to the commencement of studies as an admission requirement. The period of this pre–study internship shall be no longer than 13 weeks. The rules and regulations of the faculties stipulate the precise extent.
- (2) The faculties can prescribe special language requirements as admission requirements.

§ 21

Bachelor's thesis

- (1) The Bachelor's thesis is to show that the candidate is able to work independently according to scientific methods on a problem out of his or her course of study within the time limit prescribed. The subject must be chosen carefully such that it can be treated within the time limit prescribed.
- (2) The rules and regulations of the faculties stipulate the workload of the Bachelor's thesis; depending on the work involved, the thesis shall consist of between 6 (minimum) and 12 (maximum) credits. The period from choosing the thesis subject to submitting the Bachelor's thesis shall be between four (minimum) and nine (maximum) weeks.
- (3) The Bachelor's thesis can be supervised by a professor or another person qualified as examiner in accordance with § 5 Para. 2. If the Bachelor's thesis is to be carried out at an institution outside of the University of Kassel, the assent of the chairperson of the board of examiners is required.

- (4) The rules and regulations of the faculties stipulate
- in which semester the subject of the Bachelor's thesis may be assigned at the earliest,
 - further requirements for the assignment of the thesis subject,
 - the procedure by which the student receives the thesis subject,
 - the procedure by which the deadlines and dates in connection with the Bachelor's thesis are determined,
 - the quantity and form (e.g. hardcopies, data carriers) of the Bachelor's thesis to be submitted.

The candidate may propose a subject for the Bachelor's thesis.

- (5) When the subject is assigned, a second examiner is appointed. The reviewer that supervises the Bachelor's thesis is appointed by the board of examiners.
- (6) The chairperson of the board of examiners ensures that the candidate receives a subject for the Bachelor's thesis in good time.
- (7) Students may be permitted to write the Bachelor's thesis as part of group work and have his/her contribution graded as an examination. In this case, the individual student's work must be clearly marked as such (by citing sections, page numbers and other objective criteria) and be assessable. Furthermore, it must fulfill the requirements under Para. 1.
- (8) If the first submission deadline cannot be met for reasons beyond the candidate's control, the board of examiners shall extend the deadline once provided that the candidate applies for the extension before the first deadline is passed and that the supervisor agrees to the extension. The rules and regulations of the faculties govern the length of the extension; an extension may not amount to more than fifty percent of the previous time allotted. If the impediment lingers, the candidate may withdraw from the examination.
- (9) The subject of a Bachelor's thesis can only be changed once and only within the first third of the prescribed working time. If a new subject for the Bachelor's thesis is assigned due to a withdrawal under Para. 8, sentence 1, the subject may not be changed again.
- (10) As a rule, the Bachelor's thesis is to be written in German. The rules and regulations of the faculties may stipulate the use of another language.

- (11) On submitting the thesis, the candidate has to make a written declaration that he or she has written the thesis (in the case of group work, the appropriately marked part) independently and has not used other sources or aids than those he or she has cited.
- (12) The subject as well as the date of issuance and date of submission have to be put on record for the board of examiners.
- (13) As a rule, the Bachelor's thesis is to be assessed independently by two examiners. One of them should be the supervisor of the Bachelor's thesis. The reports concerning the grading should be submitted no later than six weeks after submission of the Bachelor's thesis. The board of examiners can uniformly shorten the thesis assessment period for an examination date if this is necessary for organizational reasons in order that the student may continue his/her academic studies in due time.
- (14) The Bachelor's thesis should be handed in to the chairperson of the board of examiners by the due date. If the Bachelor's thesis is not handed in by the due date, this part of the examination is marked as not passed.
- (15) If the Bachelor's thesis has been assessed differently by the examiners, the chairperson of the board of examiners shall determine the grade in accordance with § 12, Para. 4. The rules and regulations of the faculties may allow the board of examiners to obtain the statement of a third examiner if the first two examiners' assessments differ more than 2.0 grade points from each other or one of the examiners has assessed the Bachelor's thesis as "fail". In this case, the grade is put together by the grades of the first, second and third examiners within two more weeks in accordance with § 12, Para. 4.
- (16) If the Bachelor's thesis receives a grade lower than "sufficient" (4.0), this decision is to be announced to the candidate in written form. The notification has to be accompanied by instructions on rights to appeal.

Section 4: Master's degree

§ 22

Special admission requirements

- (1) Only those students may be admitted to the Master's program who
 - a) have passed the Bachelor's examination in the same course of study or
 - b) have an at least equivalent degree from another university or a vocational college with a standard term of study of at least six semesters or
 - c) have received an at least equivalent degree from a foreign university in the same or a related subject area with a standard term of study of at least six semesters.In cases b) and c), admission may be subject to the condition to do additional academic work on a scale of 60 credits at most.
- (2) If, apart from the degrees under Para. 1, other degrees in another subject area should become an admission requirement for the Master's degree program, these must be stipulated in the respective rules and regulations of the faculty.
- (3) Concerning Master's degree programs as continuing education programs, in addition
 - the student has to furnish proof of usually at least one year of professional experience, in accordance with the rules and regulations of the faculties;
 - the student has to prove that he or she has paid the fee that is determined by the board.
- (4) Admission to the Master's degree program is to be made dependent on further special admission requirements, in order to guarantee high academic standards. Such special admission requirements shall be:
 1. minimum required grade of the Bachelor's degree
 2. where applicable, knowledge of foreign languages
 3. further requirements concerning the subject, e.g., a particular subject of study for the first academic degree that has to correspond to the requirements of the Master's degree
- (5) An interview can be conducted in order to assess the special admission requirements.

§ 23
Master's thesis

- (1) The Master's thesis is to show that the candidate is able to work, both comprehensively and in depth, within a prescribed time limit according to the aims under § 3 Para. 3 and 4. The subject must be chosen carefully such that it can be treated within the time limit prescribed.
- (2) The rules and regulations of the faculties stipulate the workload of the Master's thesis; depending on the work involved, the thesis shall consist of between 15 credits (minimum) and 30 credits (maximum). The period from choosing the thesis subject to submitting the Master's thesis shall be between three (minimum) and six (maximum) months.
- (3) As a rule, the Master's thesis is to be presented within the framework of a colloquium for graduates. The rules and regulations of the faculties set down the date of the Master's colloquium. The duration of the entire colloquium is at most 60 minutes. Students of the same course of study are entitled to participate in the colloquium as listeners.
- (4) In other respects, § 21 shall apply, with the exception of Para. 1 and 2.

Section 5: Final regulations

§ 24
Invalidity of examinations

- (1) If a candidate has cheated during an examination and this fact becomes known after the conferring of the certificate, the grade of the examination can be corrected according to § 14, Para. 1. If necessary, the module examination can be graded "fail" and the intermediate examination or the degree examination "not passed". This also applies to the final thesis.
- (2) If the requirements for accepting a module examination were not fulfilled without the candidate having intended to deceive, and this fact becomes known after the conferring of the certificate, then this problem will be rectified by declaring the examination as passed. If the candidate has illegitimately obtained the right to take the module examination, the module examination can be marked "fail" and the intermediate examination or the Bachelor's or Master's examination "not passed". Before a decision is made, the candidate has to be given the opportunity to defend himself or herself.
- (3) The incorrect certificate must be withdrawn and, if necessary, a new certificate issued. Together with the incorrect certificate, the diploma also has to be withdrawn if the Bachelor's or Master's examination was declared "not passed" because of deception. A

decision according to Para. 1 and Para. 2, sentence 2 is excluded after the expiry of five years from the date of the examination certificate.

§ 25

Inspection of examination files

Within a year after the end of the examination procedure, the candidate may apply to the chairperson of the board of examiners for the right to inspect his or her written examinations, the respective reports of the examiners as well as the minutes of the examinations. The chairperson of the board of examiners shall determine the time and place of the inspection.

§ 26

Objections

Students may protest before the board of examiners against its decisions. If the board of examiners does not reverse its decision, it shall forward the objection and a statement of the board's position to the president of the University of Kassel, who shall rule on the objection.

§ 27

Validity

These General Examination Rules and Regulations for the Bachelor's and Master's degree programs of the University of Kassel become valid one day after their publication in the *Staatsanzeiger* (official gazette) for the Land of Hesse. The examination rules and regulations of the faculties have to be adapted to these General Examination Rules and Regulations by Winter Semester 2005/2006. The individual examination rules and regulations of the faculties become ineffective on 31 March 2006 insofar as they are not in accordance with the General Examination Rules and Regulations.

Kassel, 30 June 2004

University of Kassel

Prof. Dr. Rolf-Dieter Postlep
President of the University of Kassel